



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 18-006  
**Date:** May 7, 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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## 11. GENERAL INFORMATION / OTHER BUSINESS

### 11.1 Outstanding Business List

#### 11.1.a Items considered complete and needing to be removed:

Live Streaming of Audio and Video at City Hall Upper and Lower Lobby Areas

(Item 5.7 on today's agenda)

Item on OBL: B

Request for approval of the urgent work and HVAC repairs required for the Dundas Library

(Item 5.8 on today's agenda)

Item on OBL: K

## 12. PRIVATE AND CONFIDENTIAL

### 12.1 April 23, 2018 - Closed Minutes (Distributed under separate cover)

Pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (f) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to advice that is subject to solicitor/client privileges, including communications necessary for that purpose; 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 City.

### 12.2 Impact of Bill 148 on Service Contracts (LS18009(a) / FCS18001(a)) (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), (i), 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, including communications necessary for that purpose; a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; 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.

13. ADJOURNMENT



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 18-005

9:30 a.m.  
April 23, 2018  
Council Chambers  
Hamilton City Hall

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

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

1. **Whistleblower Information Update for Q1 2018 (AUD18002) (City Wide) (Item 5.1)**  
  
(Pearson/Skelly)  
That Report AUD18002, respecting Whistleblower Information Update for Q1 2018, be received.  

**CARRIED**
  
2. **Hamilton Future Fund Investment Performance Report - December 31, 2017 (FCS18042) (City Wide) (Item 5.2)**  
  
(Skelly/Pearson)  
That Report FCS18042, respecting the Hamilton Future Fund Investment Performance Report - December 31, 2017, be received.  

**CARRIED**
  
3. **Reserve / Revenue Fund Investment Performance Report - December 31, 2017 (FCS18043) (City Wide) (Item 5.3)**  
  
(Skelly/B. Johnson)  
That Report FCS18043, respecting the Reserve / Revenue Fund Investment Performance Report - December 31, 2017, be received.  

**CARRIED**
  
4. **Cemetery Trust Accounts Investment Performance Report - December 31, 2017 (FCS18044) (City Wide) (Item 5.4)**  
  
(Skelly/Collins)  
That Report FCS18044, respecting the Cemetery Trust Accounts Investment Performance Report - December 31, 2017, be received.  

**CARRIED**

**5. Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers (FCS17060(b)) (City Wide) (Item 7.1)**

**(Pearson/Ferguson)**

- (a) That, in accordance with the "Budget Control Policy", the 2017 budget amendment transferring budget from one department / division to another and / or from one cost category to another with no impact on the levy, as outlined in Appendix "C" to Report FCS17060(b), be approved;
- (b) That, in accordance with the "Budgeted Complement Control Policy", the 2017 complement transfer transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix "D" to Report FCS17060(b), be approved;
- (c) That the Social Housing Stabilization Reserve (110041), with a balance of approximately \$2.1M, be repurposed from a stabilization reserve to providing development charge exemptions for affordable housing; and
- (d) That, subject to final audit, the Disposition of 2017 Year-End Operating Budget Surplus / Deficit be approved as follows:

**Table 1**

DISPOSITION / RECONCILIATION OF YEAR-END SURPLUS/ (DEFICIT)	\$	\$
<b>Corporate Surplus from Tax Supported Operations</b>		<b>\$ 24,969,167</b>
<b>Less: Disposition to Self-Supporting Programs &amp; Agencies</b>		<b>\$ (778,531)</b>
Police (Transfer to Police Reserve)	\$ (611,711)	
Library (Transfer to Library Reserve)	\$ (166,820)	
<b>Balance of Corporate Surplus</b>		<b>\$ 24,190,636</b>
Less: Transfer to Unallocated Capital Levy Reserve		\$ (6,586,334)
Less: Transfer to Unallocated Capital for 2019 and 2020 Capital Financing Plan		\$ (5,000,000)
Less: Transfer to the Non-Residential Roads Development Charge Reserve		\$ (8,000,000)
Less: Transfer to Flamborough Capital Reserve		\$ (272,000)
Less: Transfer to Tax Stabilization Reserve		\$ (4,332,302)
<b>Balance of Tax Supported Operations</b>		<b>\$ 0</b>
<b>Corporate Surplus from Rate Supported Operations</b>		<b>\$ 18,101,234</b>
Less: Transfer to the Rate Supported Water Reserve		\$ (8,698,579)
Less: Transfer to the Rate Supported Wastewater Reserve		\$ (7,771,462)
Less: Transfer to the Rate Supported Stormwater Reserve		\$ (1,631,193)
<b>Balance of Rate Supported Operations</b>		<b>\$ 0</b>

**CARRIED**

**6. Hamilton Car Share Loan Agreement Transfer (City Wide) (PED18084) (Item 8.1)**

**(Ferguson/Pearson)**

- (a) That Community CarShare Co-Operative Inc. ("Car Share")'s request to assign its May 30, 2012 Loan Agreement with the City (the "Agreement") to Virtue Transportation Systems Incorporated ("Vrtucar") on the terms and conditions outlined in Report PED18084, including that Vrtucar assumes all of Car Share's rights, responsibilities, obligations and covenants under the Agreement, be approved; and

- (b) That the General Manager, Planning and Economic Development, be authorized, on behalf of the City, to negotiate, enter into and execute an agreement and any ancillary documents required to give effect to this assignment in a form satisfactory to the City Solicitor.

**CARRIED**

**7. Custody Services – Authorization to Execute Agreement (FCS15006(a)) (City Wide) (Item 8.2)**

**(Pearson/Collins)**

That the General Manager, Finance and Corporate Services, or his designate, be authorized and directed to negotiate and execute, on behalf of the City of Hamilton, Custodian and Trust Services agreements and any ancillary documents with RBC Investor Trust Services with a five-year term and an option to renew for an additional five-year period, with content satisfactory to the General Manager, Finance and Corporate Services, and in a form satisfactory to the City Solicitor.

**CARRIED**

**8. Governance Review Sub-Committee Report 18-002 - April 5, 2018 (Item 8.3)**

**(Pearson/Ferguson)**

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

That the City of Hamilton appoint a maximum of two members to the board of directors of the Royal Botanical Gardens, to be comprised of elected officials and/or citizens.

- (i) That the Mayor and City Clerk be authorized to execute a Memorandum of Understanding between the City of Hamilton and the Royal Botanical Gardens on terms satisfactory to the City Solicitor to provide for the appointment of a maximum of two members to the board of directors of the Royal Botanical Gardens by the City, subject to The Regional Municipality of Halton entering into a similar agreement with the Royal Botanical Gardens to reduce the number of representatives Halton appoints to the board of directors to a maximum of two members.

**(b) Correspondence from George Rust-D'Eye, Integrity Commissioner and Lobbyist Registrar to the City of Hamilton, respecting the Code of Conduct for Members of Council - Proposed Amendment (Item 8.2)**

- (i) That the Council amend its By-law No. 16-290, to delete sections 8(2), 8(3)(a), (b), and (c) and 8(4), there from;

- (ii) That the appropriate form of draft By-law Amendment be introduced in Council to give effect thereto;
- (iii) That the City Solicitor examine the background information on the current Accountability and Transparency Policy;
- (iv) That the Integrity Commissioner and the City Solicitor work together to bring a written report back to GIC; and
- (v) That staff provide Councillors two weeks advanced notice of the presentation of the report, to allow Councillors to prepare questions related to the Accountability and Transparency Policy addressed by the report.

**(c) 2019 Committee / Council Calendar (Item 8.3)**

That the 2019 Council / Committee Calendar, as attached in Appendix "A" to Governance Review Sub-Committee Report 18-002 be approved as amended, as follows:

- (i) That the December 11, 2019 Council meeting be held at 9:30 a.m.; and
- (ii) That staff refrain from booking Committee Meetings during the week of March 4, 2019.

**(d) Electronic Participation at Council and/or Committee Meetings (CL18002) (City Wide) (Item 8.4)**

That staff be directed to prepare the necessary provision in the Procedural By-law to prohibit electronic participation at Council and/or Committee Meetings at this time.

**CARRIED**

**9. Negotiation for the Continued Supply of Raw Water to 690 Strathearne Avenue North (FCS18049/LS18014) (Ward 4) (Item 12.2)**

**(Pearson/Collins)**

- (c) That the Mayor and City Clerk be authorized and directed to execute, on behalf of the City, all necessary documentation to implement recommendations (a) and (b) in Report FCS18049 / LS18014, all with content acceptable to the General Manager of Finance and Corporate Services, General Manager of Public Works, and General Manager of Planning and Economic Development, as applicable, and in a form satisfactory to the City Solicitor;



- (d) That the General Manager of Finance and Corporate Services be directed to bring an Information Report to Audit, Finance and Administration Committee after the recommendations contained in Report FCS18049 / LS18014 have been implemented;
- (e) That Recommendations (a) and (b) contained in Report FCS18049 / LS18014 remain confidential; and
- (f) That Report FCS18049 / LS18014, respecting contractual negotiations carried on by the City, remains confidential and not be released as a public document.

**CARRIED**

**FOR INFORMATION:**

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

The Committee Clerk advised there were no changes to the agenda.

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

That the agenda for the April 23, 2018 Audit, Finance and Administration Committee meeting be approved, as presented.

**CARRIED**

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

There were no declarations of interest.

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

**(i) April 9, 2018 (Item 3.1)**

**(B. Johnson/Pearson)**

That the Minutes of the April 9, 2018 meeting of the Audit, Finance and Administration Committee be approved, as presented.

**CARRIED**

**(d) PUBLIC HEARINGS/DELEGATIONS (Item 6)**

- (i) **Kyra Kozole and Jocelyn Heaton, respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre (Approved at the April 9, 2018 AF&A Meeting) (Item 6.1)**

Kyra Kozole and Jocelyn Heaton, addressed the Committee respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre, with the aid of a presentation.

**(Ferguson/A. Johnson)**

That the delegation from Kyra Kozole and Jocelyn Heaton, respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre, be received.

**CARRIED**

A copy of the presentation is available at [www.hamilton.ca](http://www.hamilton.ca).

**(e) STAFF PRESENTATIONS (Item 7)**

**(i) Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers (FCS17060(b)) (City Wide) (Item 7.1)**

Mike Zegarac, addressed the Committee respecting the Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers, with the aid of a presentation.

**(B. Johnson/Pearson)**

That the presentation from staff respecting the Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers, be received.

**CARRIED**

A copy of the presentation is available at [www.hamilton.ca](http://www.hamilton.ca).

**(Ferguson/B. Johnson)**

That staff be directed to report back to the General Issues Committee on trends on the Rate Budget Surpluses with recommendations on the potential to soften further water rate increases.

**CARRIED**

For further disposition of this matter, refer to Item 5.

**(f) GENERAL INFORMATION / OTHER BUSINESS (ITEM 11)**

That the following amendments to the Outstanding Business List, be approved:

**(Pearson/Collins)**

11.1.a Items requiring a new due date:

Limit Agricultural Use Development  
Item On OBL: C  
Due Date: April 9, 2018  
Revised Due Date: January 2019

Staff Reports Respecting Supplement Taxes and Assessment  
Complaints Respecting 500 Eastport Blvd  
Item On OBL: N  
Due Date: TBD  
Revised Due Date: June 11, 2018

**CARRIED**

**(g) PRIVATE AND CONFIDENTIAL (ITEM 12)**

**(i) Closed Session Minutes – April 9, 2018 (Item 12.1)**

**(Collins/Pearson)**

- (a) That the Closed Session Minutes of the April 9, 2018 Audit, Finance and Administration meeting, be approved as presented; and
- (b) That the Closed Session Minutes of the April 9, 2018 Audit, Finance and Administration meeting, remain confidential.

**CARRIED**

**(A. Johnson/Pearson)**

That Committee move into Closed Session respecting Item 12.2 pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to advice that is subject to solicitor/client privileges, including communications necessary for that purpose; 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 City.

**CARRIED**

**(ii) Negotiation for the Continued Supply of Raw Water to 690 Strathearne Avenue North (FCS18049/LS18014) (Ward 4) (Item 12.2)**

For disposition of this matter, please refer to Item 9.

**(h) ADJOURNMENT (Item 13)**

**(Pearson/Collins)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:42 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, April 19, 2018 - 12:02 pm

==Committee Requested==

**Committee:**

==Requestor Information==

**Name of Individual:** Robert Elliot

**Name of Organization:** Lawson Ministries, Salvation Army

**Contact Number:**

**Email Address:**

**Mailing Address:**

**Reason(s) for delegation request:** Present to the City of Hamilton the business case and benefits of hiring employees with disabilities.

**Will you be requesting funds from the City?** No

**Will you be submitting a formal presentation?** Yes



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

Submitted on Monday, April 30, 2018 - 3:48 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Joe Deschênes Smith

**Name of Organization:** Trillium Housing

**Contact Number:** 416 363 3144

**Email Address:** [jds@trilliumhousing.ca](mailto:jds@trilliumhousing.ca)

**Mailing Address:**

7 Labatt Ave

Toronto, ON, M5A1Z1

**Reason(s) for delegation request:** We would like to outline how through implementation of current bylaw 14-153 the City can add its support for housing affordability at Trillium Housing's two affordable housing projects in Hamilton.

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

**Will you be submitting a formal presentation?** Yes





## 4.3

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

Submitted on Tuesday, May 1, 2018 - 9:36 am

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Shekar Chandrashekar

**Name of Organization:**

**Contact Number:**

**Email Address:**

**Mailing Address:**

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

The A&A Committee received information report FCS 18030, Item 5.3, on March 26, 2018.

I have made repeated requests over 3 years to express my concerns on this and other topics. I requested an opportunity to express my concerns, item by item, of the information contained in FCS 18030. It is my position that inaccurate information has been provided to the A&A Committee and to the public at large in FCS 18030. My delegation request was denied without providing any basis.

As a private concerned citizen, I am appealing to the A&A Committee again to provide me with an opportunity to rebut information contained in FCS 18030. I will provide supporting documents plus legal opinions.

## 4.3

The denial of an opportunity to private citizens puts into question the long standing close relationship between some council members and staff. It is my position that there is no budget crisis. There is overspending and over staffing. Yet there is the recent outcry that local climate change plans are starved for cash.

With that Madam Chair, as a concerned private citizen, I sincerely appeal to you provide me with an opportunity to present my concerns so that the public may have another perspective.

**Will you be requesting funds from the City? No**

**Will you be submitting a formal presentation? Yes**



## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Freedom of Information Quarterly Report (January 1 to March 31) (CL18003) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lisa Barroso, Manager, Records / Freedom of Information 905 546-2424 x2743
<b>SUBMITTED BY:</b>	Rose Caterini City Clerk Corporate Services
<b>SIGNATURE:</b>	

### Council Direction:

As directed by Council in 2004, quarterly reports on Freedom of Information activity are presented to the Audit, Finance & Administration Committee. The intent of these reports is to keep the Committee and Council informed of the types and numbers of requests received and processed under the *Municipal Freedom of Information and Protection Act*.

### Information:

Listed on Appendix "A", attached to Report CL18003, are details of the Freedom of Information requests received during the first quarter of 2018 from January 1 to March 31. These details include the length of time it took to process each request, the status or disposition of the request, the type of request, and the originator of the request, based on the categories set by the Information & Privacy Commissioner. We also include the total of time spent by each city department on Freedom of Information requests.

Should Committee and Council wish to address a specific access request identified in this report, the matter would have to be dealt with, in closed session, in accordance with the *Municipal Act* and the City's Procedural By-law.

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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.*



**Access Requests Received Under the Municipal Freedom of Information and Protection of Privacy Act  
for January 1, 2018 to March 31, 2018**

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Community Services	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-001	G	IP	property	Planning & Economic Development	Jan 11/18	Feb 12/18	30	disclosed in part	295	0	0	0	0	0	6	0	0	0	30	0	0
18-002	G	IP	property	Planning & Economic Development	Jan 12/18	Feb 11/18	29	all disclosed	156	0	0	0	0	0	6	0	0	0	10	0	0
18-003	G	IP	emails	CMO, Corporate Services, Safe & Healthy Communities	Jan 18/18	Feb 22/18	30	no record disclosed	108	0	0	0	0	0	3	0	0	0	0	0	0
18-004	G	IP		Public Health Services	Jan 19/18			in progress													
18-005	G	IP		Public Health Services	Jan19/18			in progress													
18-006	G	B	environmental	Public Works, Safe & Healthy Communities, Planning & Economic Development	Jan 19/18	Jan 26/18	4	available directly through City department(s)	26	0	0	0	0	0	3	0	0	0	0	0	0
18-007	G	B	environmental	Public Works, Safe & Healthy Communities, Planning & Economic Development	Jan 19/18	Jan 26/18	4	available directly through City department(s)	32	0	0	0	0	0	3	0	0	0	0	0	0
18-008	G	B	environmental	Public Works, Safe & Healthy Communities, Planning & Economic Development	Jan 23/18	Jan 26/18	3	available directly through City department(s)	55	0	0	0	0	0	0	0	0	0	0	0	0
18-009	G	IP	financial	City Manager's Office	Jan 25/18			in progress													
18-010	G	IP	financial	City Manager's Office	Jan 25/18			in progress													
18-011	G	IP	property	Planning & Economic Development; Safe & Healthy Communities	Jan 25/18	Feb 14/18	20	abandoned	316	0	0	0	0	30	3	0	0	0	148	0	0
18-012	G	B	licensing	Planning & Economic Development	Jan 26/18	Feb 23/18	28	disclosed in part	407	0	0	0	0	0	8	0	0	0	80	0	
18-013	G	B	photographs	Public Works	Jan 30/18	Feb 15/18	16	no responsive records	72	0	0	0	0	0	3	0	0	0	0	0	5
18-014	G	IP	property	Planning & Economic Development	Feb 5/18	Mar 7/18	30	no responsive records	139	0	0	0	0	0	3	0	0	0	30	30	0
18-015	G	IP	financial	Corporate Services	Feb 5/18			suspended													

**Legend:**

IP - Individual/Public  
B - Business  
AR - Academic/Researcher

IA - Individual by Agent  
M - Media  
AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Community Services	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works	
18-016	G	IP	communications	Mayor Fred Eisenberger	Feb 5/18			in progress														
18-017	G	IP	property	Public Health Services	Feb 6/18			in progress														
18-018	G	IP	property	Planning & Economic Development	Jan 30/18	Feb 12/18	23	no responsive records	100	0	0	0	0	0	3	0	0	0	3	0	0	
18-019	G	B	property	Safe & Healthy Communities	Feb 9/18			in progress														
18-020	G	IP	property	Planning & Economic Development	Feb 9/18	Mar 12/18	30	disclosed in part	201	0	0	0	0	0	6	0	0	0	40	0	0	
18-021	G	IP	property	Planning & Economic Development	Feb 12/18	Mar 13/18	29	disclosed in part	143	0	0	0	0	0	6	0	0	0	20	0	0	
18-022	G	IP	property	Planning & Economic Development; Councillor Collins	Feb 13/18			in progress														
18-023	G	IP	property	Safe & Healthy Communities	Feb 14/18	Mar 16/17	30	all disclosed	109	0	0	0	0	10	0	0	0	0	0	0	0	0
18-024	G	IP	property	Safe & Healthy Communities	Feb 14/18	Mar 16/17	30	duplicate request	59	0	0	0	0	10	0	0	0	0	0	0	0	0
18-025	G	IP	property	Planning & Economic Development	Feb 15/18	Mar 19/17	30	partial disclosure	814	0	0	0	0	0	6	0	0	0	145	0	0	
18-026	G	IP	data	Safe & Healthy Communities	Feb 20/18	Mar 16/18	24	abandoned	150	0	0	0	0	38	3	0	0	0	0	0	0	0
18-027	G	IP	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Feb 20/18	Mar 2/18	10	public information and information available directly through City departments.	175	0	0	0	0	0	5	0	0	0	0	0	0	0
18-028	G	IP	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Feb 20/18	Mar 2/18	10	public information and information available directly through City departments.	20	0	0	0	0	0	0	0	0	0	0	0	0	0
18-029	G	IP	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Feb 20/18	Mar 2/18	10	public information and information available directly through City departments.	20	0	0	0	0	0	0	0	0	0	0	0	0	0
18-030	G	IP	infrastructure	Planning & Economic Development, Emergency & Community Services	Feb 20/18			in progress														

**Legend:**

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Community Services	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-031	G	IP	property	Planning & Economic Development	Feb 21/18	Mar 22/18	29	disclosed in part	214	0	0	0	0	0	6	0	0	0	25	0	0
18-032	G	M	transit	Public Works	Feb 23/18			in progress													
18-033	G	M	transit	Public Works	Feb 23/18			in progress													
18-034	G	M	transit	Public Works	Feb 23/18			in progress													
18-035	G	M	transit	Public Works	Feb 23/18			in progress													
18-036	G	IP	election	Corporate Services	Feb 26/18			in progress													
18-037	G	IP	property	Planning & Economic Development	Feb 27/18	Mar 29/18	30	disclosed in part upon payment of processing costs.	286	0	0	0	0	0	3	0	0	0	60	0	0
18-038	G	IP	video	Public Works	Mar 1/18			in progress													
18-039	G	B	compensation	Corporate Services	Mar 6/18			in progress													
18-040	G	IP	recordings	Planning & Economic Development	Mar 6/18			in progress													
18-041	G	IP	property	Planning & Economic Development	Mar 7/18			in progress													
18-042	G	IP	suspended	Public Works	Mar 7/18			in progress													
18-043	G	B	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Mar 9/18	Mar 14/18	5	public information and information available directly through City departments.	32	0	0	0	0	0	5	0	0	0	0	0	0
18-044	G	B	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Mar 9/18	Mar 14/18	5	public information and information available directly through City departments.	29	0	0	0	0	0	0	0	0	0	0	0	0
18-045	G	B	property	Public Works, Safe & Healthy Communities, Planning & Economic Development, Corporate Services	Mar 9/18	Mar 14/18	5	public information and information available directly through City departments.	29	0	0	0	0	0	0	0	0	0	0	0	0

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Community Services	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-046	G	IA	recording	Another Institution	March 12/18	March 27/18	15	forwarded to another Institution	131	0	0	0	0	0	4	0	0	0	0	0	0
18-047	G	IP	property	Public Health Services	March 12/18			in progress													
18-048	G	B	property	Public Works, Safe & Healthy Communities, Planning & Economic Development	March 12/18	March 15/18	3	information available directly through City departments.	37	0	0	0	0	0	0	0	0	0	0	0	0
18-049	G	IP	property	Planning & Economic Development	March 16/18			in progress													
18-050	G	IP	maintenance	Public Works	March 16/18			in progress													
18-051	G	IP	property	Planning & Economic Development	March 16/18			in progress													
18-052	G	IP	animal	Planning & Economic Development	March 23/18			in progress													
18-053	G	IP	property	Planning & Economic Development	March 26/18			in progress													
18-054	G	IP	property	Safe & Health Communities	March 27/18			in progress													
18-055	G	IP	property	Planning & Economic Development	March 28/18			in progress													
18-056	G	IP	property	Planning & Economic Development	March 28/18			in progress													
17-002	G	IP	property	Planning & Economic Development	Jan 9/17	Jan. 12/18	30	disclosed in part	1106	0	0	0	0	0	9	0	0	25	151	0	0
17-005	G	IP	animal	Planning & Economic Development	Jan 11/17			in progress													
17-008	G	IA	roads	Public Works	Jan 20/17			in progress													
17-021	G	B	parks	Public Works	Feb 8/17			in progress													
17-064	G	IP	property, alley	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-066	G	IP	infrastructure	Public Works, Public Health Services, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													

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17-067	G	IP	infrastructure	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-068	G	IP	infrastructure	Public Works	April 12/17			in progress													
17-069	G	IP	procurement	Pulic Works	April 12/17			in progress													
17-070	G	IP	procurement	Public Works	April 12/17			in progress													
17-073	G	IA	infrastructure	Public Works	April 11/17			in progress													
17-075	G	IP	correspondence	City Manager's Officer	April 26/17	May 26/17	30	no records disclosed (under appeal)	1199	0	0	0	0	0	13	0	0	0	0	0	0
17-076	G	IP	correspondence	City Manager's Officer	April 26/17	May 26/17	30	no records disclosed, under appeal	191	0	0	0	0	0	15	0	0	0	0	0	0
17-083	G	IP	correspondence	Planning & Economic Development	May 8/17			in progress													
17-087	G	AG	financial	Corporate Services	May 12/17			in progress													
17-088	G	AG	financial	Corporate Services	May 12/17			in progress													
17-089	G	AG	financial	Corporate Services	May 12/17			in progress													
17-092	G	B	infrastructure	Planning & Economic Development	May 15/17			in progress													
17-098	G	IP	municipal	Corporate Services	June 6/17	Jul 6/17	30	severed record disclosed per IPC mediation	300	0	0	0	0	0	8	0	0	0	0	0	0
17-104	G	IA	animal	Planning & Economic Development	June 15/17			in progress													
17-105	G	B	property	Planning & Economic Development	June 16/17			in progress													
17-113	G	IP	infrastructure	Public Works	July 18/17			in progress													
17-114	G	IP	traffic	Public Works	July 25/17			in progress													
17-115	G	IP	infrastructure	Public Works	July 25/17			in progress													

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17-116	G	IP	property	Planning & Economic Development	July 27/17	Aug 15/17	19	no responsive records (under appeal)	270	0	0	0	0	0	0	0	0	0	10	0	0
17-121	G	M	Financial	Corporate Services	Aug 4/17			in progress													
17-122	G	IP	enforcement	Office Councillor Whitehead, Public Works	Aug 4/17	Oct. 3/17	56	disclosed in part (under appeal)	903	0	0	0	0	0	17	0	0	4	3	0	0
17-124	G	IP	property	Planning & Economic Development	Aug 10/17	Nov. 2/17	84	disclosed in part (under appeal)	872	0	0	0	0	0	0	0	0	0	16	0	0
17-125	G	IP	property & enforcement	Planning & Economic Development	Aug 11/17	Oct. 16/17	66	all disclosed (under appeal)	651	0	0	0	0	0	3	0	0	0	15	0	0
17-126	G	IP	financial	Community & Emergency Services	Aug 14/17			in progress													
17-133	G	IP	property	Community & Emergency Services, Planning & Economic Development	Aug 28/17			in progress													
17-134	G	IA	property	Planning & Economic Development	Aug 28/17			in progress													
17-136	G	IP	animal	Planning & Economic Development	Aug 31/17			in progress													
17-138	G	B	financial	Public Works	Aug 28/17			in progress													
17-142	G	B	property	Planning & Economic Development, Public Works, Corporate Services	Sept 12/17			in progress													
17-143	G	IP	property	Planning & Economic Development	Sept 12/17	Feb. 9/18	90+	disclosed in part	427						6				20		
17-146	G	IP	property	Public Health Services, Planning & Economic Development	Sept 13/17			in progress													
17-151	G	IP	property	Public Health Services	Sept 18/17			in progress													
17-152	G	B	property	Public Works	Sept 18/17			in progress													
17-153	G	B	property	Public Health Services	Sept 19/17			in progress													
17-157	G	B	property	Planning & Economic Development	Sept 25/17			in progress													
17-158	G	B	infrastructure	Public Works	Sept 25/17			in progress													

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17-161	G	IA	property	Community and Emergency Services, Planning & Economic Development	Sept 27/17			in progress														
17-162	G	B		Planning & Economic Development	Sept 28/17			in progress														
17-163	G	IP	financial	Corporate Services, Public Works	Sept 28/17			in progress														
17-170	G	IA	infrastructure	Public Works	Oct 5/17			in progress														
17-171	G	IP		Office Councillor Whitehead, Public Works; Planning & Economic Development	Oct 19/17	Jan. 30/18	90+	no records disclosed (under appeal)	650	0	0	0	0	0	0	0	0	0	15	0	0	
17-176	G	IP	property	Planning & Economic Development	Oct 25/17	Feb. 12/18	30	disclosed in part (under appeal)	450	0	0	0	0	0	3	0	0	0	25	0	0	
17-177	G	IA	traffic	Public Works	Oct 27/17			in progress														
17-181	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														
17-182	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														
17-185	G	IP	property	Planning & Economic Development	Nov 7/17			in progress														
17-187	G	IP	property	Planning & Economic Development	Nov 9/17			in progress														
17-191	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no disclosure (under appeal)	36	0	0	0	0	0	0	0	0	0	0	0	0	
17-192	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no disclosure (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0	
17-193	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no disclosure (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0	
17-194	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no disclosure (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0	
17-199	G	IP	property	Planning & Economic Development	Nov 16/17			in progress														
17-200	G	IP	property	Planning & Economic Development	Nov 16/17			in progress														

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17-202	G	IP	property	Planning & Economic Development	Nov 27/17	Feb. 12/18	41	abandoned	460	0	0	0	0	0	3	0	0	0	30	0	0
17-203	G	IP	property	Planning & Economic Development	Nov 16/17	Mar. 23/18	85	disclosed in part	221	0	0	0	0	0	6	0	0	0	35	0	0
17-204	G	IP	property	Planning & Economic Development	Nov 29/17	Jan. 25/18	46	disclosed in part	434	0	0	0	0	0	6	0	0	0	51	0	0
17-206	G	IP	infrastructure	Public Works	Nov 24/17			in progress													
17-208	G	IP	property	Planning & Economic Development	Nov 29/17			in progress													
17-209	G	IP	property	Planning & Economic Development	Dec 1/17	Jan. 18/18	30	abandoned	270	0	0	0	0	0	3	0	0	0	45	0	0
17-210	G	IA	investigation	Public Works	Dec 6/17	Jan. 16/18	30	partial disclosure	118	0	0	0	0	0	3	0	0	0	16	0	0
17-211	G	IP		Public Works; Planning and Economic Development	Dec 6/17			in progress													
17-212	G	B		Public Works	Dec 1/17			in progress													
17-213	G	B	property	Planning & Economic Development	Dec 8/17	Jan. 15/18	30	partial disclosure	173	0	0	0	0	0	6	0	0	0	34	0	0
17-214	G	IP	property	Public Health Services	Dec 12/17	Jan. 19/18	30	partial disclosure	383	0	0	0	0	0	6	0	0	0	30	20	0
17-215	G	IP	property	Public Health Services, Planning & Economic Development	Dec 11/17	Mar. 16/18	84	partial disclosure	2100	0	0	0	0	0	6	0	0	0	80	35	0
17-216	G	IP	property	Public Health Services, Planning & Economic Development	Dec 11/17			in progress													
17-217	G	B	animal	Planning & Economic Development	Dec 19/17			suspended	28	0	0	0	0	0	0	0	0	0	0	0	0
17-218	G	IP	video	Public Works	Dec 19/17			in progress													
17-219	G	IP	property	Planning & Economic Development	Dec 21/17			in progress													
17-220	G	IP		Public Health Services	Dec 22/17			in progress													
16-015	G	IA	property	Planning & Economic Development	Jan 18/16			in progress													

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16-019	G	B	purchasing	Corporate Services	Jan 25/16			in progress														
16-020	G	B	property	Planning & Economic Development	Jan 28/16			in progress														
16-063	G	IP	property	Planning & Economic Development	Mar 14/16			in progress														
16-082	G	B	agreement	City Manager's Office	Apr 27/16			in progress														
16-090	G	B	enforcement	Public Health Services	May 5/16			in progress														
16-096	G	IP	property	Planning & Economic Development, Public Works	May 19/16	June 16/16	28	disclosed in part, under appeal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16-100	G	IP	property	Community & Emergency Services (Fire), Planning & Economic Development, Public Health Services	May 26/16	Aug. 19/16	30	under appeal	0	0	0	0	0	0		0	0	0	0	0	0	0
16-122	G	B	infrastructure	Planning & Economic Development	July 6/16			in progress														
16-124	G	B	property	Planning & Economic Development, Community & Emergency Services, Public Works, Office of the City Clerk (Records)	July 8/16			in progress														
16-145	G	IP	hr	Corporate Services	Aug. 16/16	Dec. 2/16	44	no records disclosed, under appeal	594	0	0	60	0	0	40	0	0	0	0	0	0	0
16-183	G	IP	stats	Community & Emergency Services	Oct 5/16			in progress														
16-196	G	B	procurement	Corporate Services	Nov 1/16			in progress														
16-202	G	IP	property	Planning & Economic Development, Community & Emergency Services	Nov 17/16			in progress														
16-207	G	B	property	Community and Emergency Services	Nov 24/16			in progress														
15-104	G	B	environment	Public Works	Jun 29/15			in progress	565	0	0	0	0	0	3	0	0	0	0	0	0	419
15-176	G	B	property	Planning & Economic Development	Oct 19/15			in progress	369	0	0	0	0	0	3	0	0	0	1168	0	0	0

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16-180	G	IP	Planning & Economic Development	Sept 20/16
16-181	G	IP	Planning & Economic Development	Oct 3/16
16-182	G	IP	Planning & Economic Development	Oct 3/16
16-183	G	IP	Community & Emergency Services	Oct 5/16
16-184	G	IP	Planning & Economic Development	Oct 11/16
16-185	G	IP	Public Health Services, Planning & Economic Development	Oct 13/16
16-186	G	IA	Planning & Economic Development	Oct 14/16
16-187	G	IP	Planning & Economic Development; Community & Emergency Services; PHS	Oct 17/16
16-188	G	IP	Planning & Economic Development	Oct 20/16
16-189	G	IA	Planning & Economic Development	Oct 24/16
16-190	G	IP	Planning & Economic Development	Oct 25/16
16-191	G	IP	Planning & Economic Development	Oct 25/16
16-192	G	IP	Corporate Services	Oct 25/16
16-193	G	IP	Planning & Economic Development	Oct 25/16
16-194	G	IP	Planning & Economic Development	Oct 28/16
16-194	G	IP	Planning & Economic Development	Oct 31/16
16-196	G	B	Corporate Services	Nov 1/16
16-197	G	B	Planning & Economic Development	Nov 1/16
16-198	G	IP	Planning & Economic Development	Nov 2/16
16-199	G	IP	Public Works & Planning & Economic Development	Nov 8/16
16-200	G	B	Planning & Economic Development	Nov 8/16

16-201	G	B	Planning & Economic Development	Nov 14/16
16-202	G	IP	Planning & Economic Development, Community & Emergency Services	Nov 17/16
16-203	G	IP	Planning & Economic Development	Nov 21/16
16-204	G	IP	Planning & Economic Development	Nov 21/16
16-205	G	IP	Planning & Economic Development	Nov 21/16
16-206	G	IP	Planning & Economic Development	Nov 23/16
16-207	G	B	Community and Emergency Services	Nov 24/16
16-208	G	B	Planning & Economic Development	Nov 24/16
16-209	G	IP	Planning & Economic Development	Nov 30/16
16-210	G	B	Community and Emergency Services	Dec 2/16
16-211	G	B	Public Health Services	Dec 7/16
16-212	G	IP	Planning & Economic Development; Public Health Services; and, Community & Emergency Services	12-Dec-16
16-213	G	IP	Planning & Economic Development; Community & Emergency Services; PHS	Dec 16/16
16-214	G	IP	Planning & Economic Development; Community & Emergency Services; PHS	Dec 16/16
16-215	G	IP	Public Health Services	Dec 15/16
16-216	G	IP	Community & Emergency Services	Dec 19/16
16-217	G	B	Public Works, Community & Emergency Services	Dec 19/16
16-218	G	B	Planning & Economic Development	Dec 22/16

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**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>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Treasurer's Investment Report 2017 Fiscal Year by Aon Hewitt (FCS18041) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Rosaria Morelli (905) 546-2424 Ext. 1390 Gerald T. Boychuk (905) 546-4321
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

### RECOMMENDATION

That Report FCS18041, "Treasurer's Investment Report 2017 Fiscal Year by Aon Hewitt", as provided to Council, be forwarded to the Hamilton Future Fund Board of Governors, for information.

### EXECUTIVE SUMMARY

In accordance with the *Municipal Act, 2001*, the regulations thereunder and the City's Statement of Investment Policies and Procedures (the "SIPP"), the Treasurer of the City of Hamilton (the General Manager of Finance and Corporate Services) is presenting to Council the City of Hamilton Reserve Funds Treasurer's Investment Report 2017 Fiscal Year (the "Treasurer's Report"), attached as Appendix "A" to Report FCS18041.

The Treasurer's Report is an investment report for the City's Reserve Fund and the Hamilton Future Fund (the "Funds") for fiscal year 2017 and is prepared by Aon Hewitt on behalf of the Treasurer of the City of Hamilton.

All investments met the eligibility requirements as prescribed by Ontario Regulation 438/97 ("O. Reg. 438/97") and were made in accordance with the investment policies and goals adopted by the City (the "City's SIPP").

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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.*

## Performance of the Investments for the Funds

The market rates of return for the 12-month period ending December 31, 2017 were 1.29% for the Reserve Fund and 1.50% for the Hamilton Future Fund. The Reserve Fund outperformed the benchmark rate of return of 0.42% by 0.87% due to an overweight position in longer-dated bonds, which outperformed shorter-dated bonds during the year 2017. The Hamilton Future Fund outperformed the benchmark rate of return of 0.42% by 1.08%, attributed mostly to its overweight position in longer-dated bonds.

Market rate of return is based on security market value and includes net unrealized gains and losses, net realized gains and losses, and income and is provided by RBC Investor & Treasury Services (“RBCITS”), the City of Hamilton’s custodian. The market rates of return for the Funds, given above, as well as those for each quarter in fiscal year 2017, were verified (allowing for a tracking error of plus or minus 0.10%) by Aon Hewitt, thereby providing an independent third party review of the Funds’ investment performance.

On an average cost basis for fiscal year 2017, the Reserve Fund’s annual rate of return was 2.57% and the Hamilton Future Fund’s annual rate of return was 2.55%. The rate of return on a cost basis excludes net unrealized gains and losses, but includes all income and net realized gains and losses and values the securities using original cost.

## Investment in City of Hamilton Securities

During the fiscal year 2017, the City was invested in its own long-term securities, which had a market value of \$7.8M or a proportion of 0.85% of the total market value of the Reserve Fund as at December 31, 2017. As at December 31, 2016, the proportion was 1.2%. The bulk of the decline in proportion is attributed to the maturity of the City of Hamilton bond with a maturity date of November 30, 2017, a coupon rate of 4.65%, a par value of \$2,600,000 and a maturity value of \$2,600,000. The balance of the decline in the proportion is attributed to market fluctuation. Other than the maturity of this City of Hamilton security, the City had no other transactions in or disposals of its own securities during fiscal year 2017. During fiscal year 2017, the City was not invested in its own short-term securities, which is unchanged compared with the fiscal year 2016.

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

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

Financial: Not Applicable.

Staffing: Not Applicable.

Legal: Not Applicable.

## **HISTORICAL BACKGROUND**

In accordance with O. Reg. 438/97 and the City of Hamilton's SIPP, the Treasurer of the City of Hamilton shall prepare and present to Council each year, an investment report on the management of the City's Funds during the prior fiscal year.

The investment report, prepared by Aon Hewitt on behalf of the Treasurer, is the Treasurer's Report and is attached as Appendix "A" to Report FCS18041.

As required by O. Reg. 438/97, the investment report contains, at a minimum, the following information:

- a statement about the performance of the investments for the Funds;
- a description of the estimated proportion of the total investments of the City that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- a statement by the Treasurer as to whether or not, in his opinion, all investments are consistent with the investment policies and goals (the City's SIPP) adopted by the City;
- a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security;
- such other information that Council may require or that, in the opinion of the Treasurer, should be included; and,
- a statement by the Treasurer as to whether any of the investments cited in O. Reg. 438/97 Section 8(2.1) fall below the standard prescribed by O. Reg. 438/97 during the period covered by the investment report (in this case, fiscal year 2017).

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

In accordance with the *Municipal Act, 2001* and the City's SIPP, the Treasurer shall prepare and present to Council each year an investment report on the management of the City's Funds during the prior fiscal year.

## **RELEVANT CONSULTATION**

Aon Hewitt prepared, on behalf of the Treasurer, the Treasurer's Report.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Fund Performance (Page 4 and Page 5 of the Treasurer's Report)

The market rate of return for the Reserve Fund and the Hamilton Future Fund is determined and provided by RBCITS. Aon Hewitt verified RBCITS' market rate of return for each quarter end in fiscal year 2017 and (annualized) longer periods. Aon Hewitt confirms that their market rate of return matches that of RBCITS for the periods considered, allowing for a tracking error of plus or minus 0.10%. Table 1 presents a summary of these results and also includes a comparison of the market rate of return with the benchmark rate of return for each period.

Table 1  
Fund Performance (%) and Comparison with Benchmark

	Q1 2017 %	Q2 2017 %	Q3 2017 %	Q4 2017 %	1 Year %	3 Year %
Benchmark	0.58	0.02	-0.87	0.71	0.42	1.22
Reserve Fund						
RBCITS	1.08	0.04	-0.91	1.08	1.29	2.11
Aon Hewitt	1.10	0.05	-0.91	1.10	1.33	2.11
Difference	-0.02	-0.01	0.00	-0.02	-0.04	0.00
Hamilton Future Fund						
RBCITS	1.28	0.16	-1.09	1.16	1.50	1.89
Aon Hewitt	1.31	0.15	-1.10	1.15	1.51	1.94
Difference	-0.03	0.01	0.01	0.01	-0.01	-0.05
Reserve Fund (RBCITS) Minus Benchmark	0.50	0.02	-0.04	0.37	0.87	0.89
Hamilton Future Fund (RBCITS) Minus Benchmark	0.70	0.14	-0.22	0.45	1.08	0.67

For the one-year period ending December 31, 2017, the Reserve Fund outperformed the benchmark by 0.87% and the Hamilton Future Fund outperformed the benchmark by 1.08%. The outperformance of the Reserve Fund was due to its overweight position in longer-dated bonds, which outperformed shorter-dated bonds in 2017. During the first two quarters of 2017 interest rates trended downwards, but then reversed course and trended upwards during the last half of 2017. The yield on the Government of Canada bond with a term to maturity of 10 years increased from 1.72% at the beginning of the year (2017) to 2.05% by the end of the year (2017). The benchmark for the Funds is composed of 10% 91-day T-Bills, 62.5% FTSE TMX Short-Term All Government Bond Index, and 27.5% FTSE TMX All Government Bond Index.

#### Types of Securities (Page 6 and Page 7 of the Treasurer's Report)

The types of securities (and the entities who issue them) which municipalities are permitted to invest in are prescribed by legislation and regulations, including O. Reg. 438/97. Most of these securities and their issuers have been included by the City in its approved list of issuers given in Sector and Issuer Limitations of the City's SIPP. The list of issuers (the "list") given in the Treasurer's Report corresponds with this approved list and Section 4.02 of the City's SIPP.

#### Portfolio Securities (Page 8 to Page 11 of the Treasurer's Report)

As at December 31, 2017, the total market value (including net accruals) of the securities of the Reserve Fund was \$912,670,145, of which \$34,374,186 consists of investments in the One Investment Program. The One Investment Program is jointly operated by the Local Authority Services and CHUMS Financing Corporation (a subsidiary of the Municipal Finance Officers' Association of Ontario). As at December 31, 2017, the City held shares in the One Investment Program Equity Portfolio with a market value of \$29,393,892 and shares in the One Investment Program Universe Corporate Bond Portfolio with a market value of \$4,980,294.

The total market value (including net accruals) of securities for the Hamilton Future Fund was \$44,349,382.

During the fiscal year 2017, the City was invested in its own long-term securities, which had a market value of \$7.8M or a proportion of 0.85% of the total market value of the Reserve Fund as at December 31, 2017. As at December 31, 2016, the proportion was 1.2%. The bulk of the decline in proportion is attributed to the maturity of the City of Hamilton bond with a maturity date of November 30, 2017, a coupon rate of 4.65%, a par value of \$2,600,000 and a maturity value of \$2,600,000.

The balance of the decline in the proportion is attributed to market fluctuation. Other than the maturity of this City of Hamilton security, the City had no other transactions in or disposals of its own securities during fiscal year 2017. During fiscal year 2017, the City was not invested in its own short-term securities, which is unchanged compared with the fiscal year 2016.

#### Restrictions (Page 12 and Page 13 of the Treasurer's Report)

Table 2, from the Treasurer's Report, shows that as at December 31, 2017, on a combined basis, the Funds were being managed in accordance with the minimum quality requirements, maximum quantity restrictions and all other imposed restrictions.

Table 2  
Restrictions

		Policy Complied With Yes / No
<b>Constraints</b>		
The City shall not invest more than 25% of the portfolio in short-term debt issued or guaranteed by the City		Yes
Total investment in "A" or equivalent rated debt on purchase must not exceed 35% of the market value of the City's bond portfolio		Yes
The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars		Yes
The City shall not invest in a security issued or guaranteed by a school board or similar entity unless the money raised by issuing the security is to be used for school purposes		Yes
		Policy Complied With Yes / No
	(%)	
Permitted	Ranges	
Federal issues	0-100	Yes
Provincial holdings in aggregate	0-100	Yes
Single province exposure	0-50	Yes
Individual non-federal / non-provincial holdings*	0-10	Yes
Non-federal / non-provincial holdings in aggregate	0-50	Yes
Municipal issues*		
Individual muni issue rated "AAA"	0-10	Yes
Individual muni issue rated "AA"	0-10	Yes
Individual muni issue rated "A"	0-5	Yes
Municipal holdings in aggregate	0-30	Yes
Banks and Credit Unions in aggregate	0-50	Yes
Short-term securities	0-50	Yes
Portfolio duration	1-6 Years	Yes

\*Except for City of Hamilton issues which have an upper limit of 25%

Table 3, not included in the Treasurer's Report, shows as at December 31, 2017, the City's credit exposure and limits for the Funds to the approved issuers given in Appendix "A" to Report FCS18041 of the City's SIPP.

Table 3  
Credit Exposure<sup>1</sup> (%) – As at December 31, 2017

Issuer of Sector	Reserve Fund	Hamilton Future Fund <sup>2</sup>	Combined Funds	Maximum Limit %
Cash or STIF	0.0%	2.2%	0.1%	
Canada				
Direct	1.1%	0.0%	1.1%	100%
Guarantee	5.9%	0.0%	5.6%	25%
Provinces				
Ontario	11.6%	15.9%	11.8%	50%
Other	40.3%	49.6%	40.7%	100%
Municipalities				
Hamilton	0.8%	0.0%	0.8%	25%
Other	16.0%	11.8%	15.8%	30%
Banks and Credit Union				50%
Schedule I	17.6%	20.5%	17.8%	50%
Credit Union	3.4%	0.0%	3.2%	8%
Asset Backed Securities	0.0%	0.0%	0.0%	25%
Corp. Bonds	0.0%	0.0%	0.0%	15%
Commercial Paper and Asset Backed Commercial Paper (ABCP)	0.0%	0.0%	0.0%	20%
One Investment Program				10%
Equity Portfolio	2.7%	0.0%	2.6%	
Universe Corporate Bond Portfolio	0.6%	0.0%	0.5%	
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	

Notes to Table 3:

<sup>1</sup> Credit Exposure refers to the par value of holdings in individual issuers or sectors as a percentage of the total par value of holdings in the fund.

<sup>2</sup> For the Hamilton Future Fund, Credit Exposure does not reflect the shares of the Hamilton Utilities Corporation, which are held in the Hamilton Future Fund custodial account with RBCITS.

#### Transactions (Page 14 of the Treasurer's Report)

During the fiscal year 2017, the total dollar amount of purchases and dispositions (bond maturities and sales) of securities in the Reserve Fund was approximately \$435.1M, with total net purchases of \$33.1M (\$7.7M funded through net cash inflows from bond maturities, bond sales and contributions from the City and \$25.4M funded through net investment income).

During the fiscal year 2017, the total dollar amount of purchases and dispositions (bond maturities and sales) of securities in the Hamilton Future Fund was approximately \$43.9M, with total net purchases of \$9.1M (\$8.0M funded through net cash inflows from bond maturities, bond sales and contributions from the City, and \$1.1M funded through net investment income). Many of the transactions for the Future Fund were related to the purchase and sale of the short-term investment fund (STIF) in the custodial account.

Certificate by Chief Investments Officer (CIO) (Page 15 of the Treasurer's Report)

The CIO has certified on page 15 of the Treasurer's Report that the Funds were managed in compliance with the *Municipal Act, 2001*, and in accordance with the terms, conditions and guidelines stipulated in the City's SIPP.

### **ALTERNATIVES FOR CONSIDERATION**

Not Applicable.

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

#### **Our People and Performance**

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

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – City of Hamilton Reserve Funds Treasurer's Investment Report 2017 Fiscal Year

RM/GB/dt



# City of Hamilton—Reserve Funds Treasurer's Investment Report 2017 Fiscal Year

March 2018

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## Introduction

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As the acting Investment Consultant, Aon is engaged to prepare, on behalf of the Treasurer of the City of Hamilton ("City"), an investment report, referred to as the Treasurer's Report ("the report"), relating to the activities of the City of Hamilton Reserve Fund and the Hamilton Future Fund ("the Funds") during the prior fiscal year. The report will be presented to City Council in the second quarter of every calendar year.

The report is part of a broader governance oversight of the Funds, which includes financial audits, used to evaluate and monitor the various responsibilities that have been delegated by the Treasurer of the City of Hamilton ("City Treasurer") and City Council. More specifically, the overall objective of the report is to ensure that the Funds are managed in accordance with existing legislation that was in effect in 2017 and the guidelines set out in the Statement of Investment Policies and Procedures for the City of Hamilton Reserve Funds and Trust Accounts ("SIP&P") as well as to provide an independent third party review of the Funds' performance.

The report has been written in accordance with Section 1.11 of the SIP&P. As stipulated in Section 1.11 of the SIP&P, the report must contain the following items:

- A statement about the performance of the portfolio of investments of the City during the period covered by the report;
- A listing of the types of securities in which the portfolio invested during the period covered by the report;
- A listing of the securities and their credit ratings held by the portfolio as at the date of the report;
- A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale of each security;
- A statement by the Chief Investments Officer ("CIO") as to whether or not, in his or her opinion, the management of the Funds was made in accordance with all the terms, conditions and guidelines stipulated in the SIP&P in effect during 2017; and
- Such other information that the council may require or that, in the opinion of the City Treasurer, should be included.

This report addresses only the activities of the City of Hamilton Reserve Fund and the Hamilton Future Fund. The Trust Accounts are not covered by this report.

## Reserve Fund Performance and Future Fund Performance

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The returns of the Funds are determined by RBC Investor & Treasury Services (“RBC”), the custodian, on a daily basis for the City of Hamilton Reserve Fund and on a monthly basis for the Hamilton Future Fund. Aon verifies RBC’s return figures, on a monthly basis only, through a separate calculation using RBC’s monthly custodian statement as its data source. A tracking error of +/- 0.10% per period between the two calculations is deemed acceptable whilst discrepancies outside the tolerance range must be identified and corrected by mutual agreement.

The return calculation adopted by Aon uses a monthly time-weighted methodology which includes realized and unrealized gains and losses and income from all sources and includes accruals. The return calculations are based on the Dietz method, whereby cash flows are assumed to occur at the mid-point of each month. Settlement date accounting is used. In cases where large cash flows occur away from mid-month, the Modified Dietz method is used, which day-weights cash flows. Monthly returns are geometrically linked to develop returns for longer periods. Returns for periods less than one year are not annualized. Returns for periods greater than one year are annualized. All return inputs, including market and book values, income from interest and dividends, accruals and external cash flows are taken from the custodian statements. Investment management fees are not included in return calculations but transaction costs are considered.

Aon’s return calculations are made in accordance with CFA Insitute performance methodology standards. While the CFA Institute requires minimum quarterly valuations, Aon exceeds that standard by using monthly valuations.

The Funds’ performance objective, as outlined in Section 4.10 of the SIP&P, is to outperform a benchmark portfolio constructed from a blend of returns composed of 62.5% of the FTSE TMX Canada All Government Short Term Bond Index, 27.5% of the FTSE TMX Canada All Government Bond Index and 10.0% of FTSE TMX Canada 91-Day Treasury-Bill Index.

<b>Benchmark</b>	<b>%</b>
FTSE TMX Canada All-Government Short Term Bond Index	62.5
FTSE TMX Canada All-Government Bond Index	27.5
FTSE TMX Canada 91-Day Treasury Bill Index	<u>10.0</u>
	<u>100.0</u>

The performance returns of the Funds over each of the quarters of 2017, and the one-, two-, three- and four-year periods ending December 31, 2017 are as follows:

**City of Hamilton Reserve Fund—Performance %**

	<b>Q1 2017</b>	<b>Q2 2017</b>	<b>Q3 2017</b>	<b>Q4 2017</b>	<b>One Year</b>	<b>Two Years (annualized)</b>	<b>Three Years (annualized)</b>	<b>Four Years (annualized)</b>
RBC	1.08	0.04	-0.91	1.08	1.29	1.39	2.11	3.16
Aon	<u>1.10</u>	<u>0.05</u>	<u>-0.91</u>	<u>1.10</u>	<u>1.33</u>	<u>1.39</u>	<u>2.11</u>	<u>3.16</u>
Difference	-0.02	-0.01	0.00	-0.02	-0.04	0.00	0.00	0.00
Benchmark	0.58	0.02	-0.87	0.71	0.42	0.47	1.22	1.99
Value Added*	0.50	0.02	-0.04	0.37	0.87	0.92	0.89	1.17

*\*Based on returns calculated by RBC*

The returns calculated by RBC, compared to the returns calculated by Aon, as shown above are within the tracking error tolerance range over all periods.

Over a one-year period, the City of Hamilton Reserve Fund's return of 1.29% outperformed the benchmark return of 0.42% by 87 basis points.

**Hamilton Future Fund—Performance %**

	<b>Q1 2017</b>	<b>Q2 2017</b>	<b>Q3 2017</b>	<b>Q4 2017</b>	<b>One Year</b>	<b>Two Years (annualized)</b>	<b>Three Years (annualized)</b>	<b>Four Years (annualized)</b>
RBC	1.28	0.16	-1.09	1.16	1.50	1.55	1.89	2.48
Aon	<u>1.31</u>	<u>0.15</u>	<u>-1.10</u>	<u>1.15</u>	<u>1.51</u>	<u>1.58</u>	<u>1.94</u>	<u>2.52</u>
Difference	-0.03	0.01	0.01	0.01	-0.01	-0.03	-0.05	-0.04
Benchmark	0.58	0.02	-0.87	0.71	0.42	0.47	1.22	1.99
Value Added*	0.70	0.14	-0.22	0.45	1.08	1.08	0.67	0.49

*\*Based on returns calculated by RBC*

The returns calculated by RBC, compared to the returns calculated by Aon, as shown above are within the tracking error tolerance range over all periods.

Over a one-year period, the City of Hamilton Future Fund's return of 1.50% outperformed the benchmark return by 108 basis points.

## Types of Securities

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The City is only allowed to invest in securities permitted under Municipal Act, 2001 Ontario Regulation 438/97 that was in effect during 2017. As per Section 4.02 of the SIP&P, an Approved List of Investments ("Approved List") has been established by the City Treasurer and the CIO. All investments on the Approved List meet the eligibility requirements as prescribed by Ontario Regulation 438/97. The Approved List is as follows:

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### **Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by**

---

Government of Canada  
Canadian Provincial Government  
Government of Canada Agency  
Canadian Provincial Agency  
Country other than Canada  
Canadian Municipality, including the City of Hamilton  
School Board in Canada  
Municipal Finance Authority of British Columbia  
Canadian Corporation  
Banks in Canada  
Ontario Strategic Infrastructure Financing Authority (OSIFA)  
International Bank for Reconstruction and Development  
Inter-American Development Bank  
Supranational Financial Institution  
Supranational Governmental Organization

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### **Deposit Receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by**

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Banks in Canada  
Credit Union with Guarantee

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### **Asset Backed Securities (ABS)**

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Asset Backed Securities  
Asset Backed Commercial Paper (ABCP)

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### **Negotiable Promissory Notes or Commercial Paper (other than ABS)**

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### **Forward Rate Agreements**

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### **ONE Funds (One Investment Program)\***

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### **Shares Issued by a Corporation Incorporated Under the Laws of Canada or a Province in Canada (subject to footnotes in Approved List), Securities of a Corporation & Shares of A Corporation (subject to footnotes in Approved List)**

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\*The One Investment Program, designed specifically for the municipal and broader Ontario public sector, is jointly operated by LAS and CHUMS Financing Corp. (a subsidiary of the Municipal Finance Officers' Association of Ontario).

We have reviewed the custodian statements as well as the transactions that have occurred to determine the types of securities that were held by the Funds during the 2017 period. We can confirm that the types of securities that were held in the City of Hamilton Reserve Fund and the Hamilton Future Fund during 2017 are as listed as follows:

The types of securities held by the City of Hamilton Reserve Fund were as follows:

**City of Hamilton Reserve Fund—Types of Securities**

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**Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by**

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Government of Canada  
Canadian Provincial Government  
Government of Canada Agency  
Canadian Provincial Agency  
Canadian Municipality, including the City of Hamilton  
Banks in Canada  
Municipal Finance Authority of British Columbia

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**Deposit receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by**

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Banks in Canada  
Credit Union with Guarantee

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**One Investment Program**

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Equity Portfolio  
Universe Corporate Bond Portfolio

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The types of securities held by the Hamilton Future Fund were as follows:

**Hamilton Future Fund—Types of Securities**

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**Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by**

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Government of Canada  
Canadian Provincial Government  
Canadian Provincial Agency  
Canadian Municipality  
Banks in Canada  
Municipal Finance Authority of British Columbia

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**Deposit Receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by**

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Banks in Canada

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In addition to the above list of securities, the Hamilton Future Fund has some monies invested in a private placement of 2,000 common shares of the Hamilton Utilities Corporation which amounts to \$224.0 million. As well, as at December 31, 2017, approximately 2.2% of funds were invested in a Short-Term Investment Fund ("STIF") of RBC.

All securities were expressed or payable in Canadian dollars. The types of securities held by the City of Hamilton Reserve Fund and the Hamilton Future Fund during 2017 were all part of the Approved List.

## Portfolio Securities as at December 31, 2017

### City of Hamilton Reserve Fund

Below are The City of Hamilton Reserve Fund securities and credit ratings as at December 31, 2017. As shown in the list below, the Reserve Fund also held equity and fixed income investments through the One Investment Program (ONE Funds). The City's investment in the One Investment Program Equity Portfolio had a market value of \$29,393,892.63 and book value of \$24,176,599.98; the City's investment in the One Investment Program Universe Corporate Bond Portfolio had a market value of \$4,980,293.73 and book value of \$5,155,787.24.

As at December 31, 2017, City of Hamilton Reserve Fund held a market value of \$7.8 million or 0.85% of the Fund in City of Hamilton securities. Over the last year, the market value of City of Hamilton securities decreased by \$2.9 million from \$10.7 million as at December 31, 2016. The decrease was primarily due to the maturity of the City of Hamilton security (City of Hamilton 4.65% 30Nov2017) on November 30, 2017 with par value of \$2,600,000. The security was originally purchased on November 15, 2005 at a cost of \$2,590,640.00. The remainder of the decrease in value of the City of Hamilton securities was due to market fluctuation. Other than this referenced City of Hamilton security, there were no other transactions in City of Hamilton securities over the last year.

Date	Issuer Name	Annual Coupon Rate	Maturity Date	Market Price	S&P Rating	Portfolio Market Value	
						(\$)	(%)
<b>Federal and Federal Guarantee Bonds</b>							
31-Dec-17	Government of Canada	2.750	1-Jun-22	103.89	AAA	10,388,927.90	1.14%
31-Dec-17	Canada Housing Trust	2.650	15-Mar-22	102.35	AAA	22,517,220.00	2.47%
31-Dec-17	Canada Housing Trust	2.550	15-Mar-25	101.63	AAA	10,163,396.50	1.11%
31-Dec-17	Canada Housing Trust	1.900	15-Sep-26	96.28	AAA	14,441,582.55	1.58%
31-Dec-17	Canada Housing Trust	2.350	15-Jun-27	99.64	AAA	4,982,123.35	0.55%
<b>Provincial and Provincial Guarantee Bonds</b>							
31-Dec-17	Province of Alberta	2.900	20-Sep-29	100.99	A+	14,644,207.29	1.60%
31-Dec-17	Province of Alberta	2.350	1-Jun-25	98.77	A+	7,407,825.83	0.81%
31-Dec-17	Province of Alberta	2.200	1-Jun-26	96.94	A+	5,816,247.60	0.64%
31-Dec-17	Province of Alberta	2.550	1-Jun-27	99.14	A+	7,930,810.88	0.87%
31-Dec-17	Province of Alberta	2.550	15-Dec-22	101.38	A+	20,275,120.20	2.22%
31-Dec-17	Province of British Columbia	2.300	18-Jun-26	98.42	AAA	9,841,605.10	1.08%
31-Dec-17	Province of British Columbia	2.550	18-Jun-27	99.96	AAA	7,996,774.96	0.88%
31-Dec-17	Province of British Columbia	2.700	18-Dec-22	102.35	AAA	8,188,168.16	0.90%
31-Dec-17	Province of British Columbia	2.700	18-Dec-20	102.19	AAA	4,087,680.00	0.45%
31-Dec-17	Province of British Columbia	2.250	1-Mar-19	100.74	AAA	4,029,565.52	0.44%
31-Dec-17	Province of British Columbia	3.700	18-Dec-20	105.04	AAA	10,504,039.50	1.15%
31-Dec-17	Province of British Columbia	3.250	18-Dec-21	104.44	AAA	22,977,221.96	2.52%
31-Dec-17	Province of Manitoba	2.550	2-Jun-23	101.12	A+	11,623,645.13	1.27%
31-Dec-17	Province of Manitoba	2.450	2-Jun-25	101.08	A+	11,421,256.40	1.25%
31-Dec-17	Province of Manitoba	2.550	2-Jun-26	99.32	A+	14,419,823.56	1.58%
31-Dec-17	Province of Manitoba	3.850	1-Dec-21	99.45	A+	21,279,009.00	2.33%
31-Dec-17	Province of New Brunswick	2.850	2-Jun-23	102.45	A+	13,497,213.99	1.48%
31-Dec-17	Province of New Brunswick	2.600	14-Aug-26	99.47	A+	4,973,505.25	0.54%
31-Dec-17	Province of New Brunswick	2.350	14-Aug-27	96.76	A+	6,289,720.58	0.69%
31-Dec-17	Province of New Brunswick	3.350	3-Dec-21	104.46	A+	5,222,838.75	0.57%
31-Dec-17	Province of Newfoundland	2.850	2-Jun-28	99.46	A	3,978,579.08	0.44%
31-Dec-17	Province of Newfoundland	3.300	17-Oct-46	101.31	A	3,039,306.36	0.33%
31-Dec-17	Province of Newfoundland	3.000	2-Jun-26	101.66	A	15,248,744.85	1.67%
31-Dec-17	Province of Newfoundland	2.300	2-Jun-25	97.39	A	4,869,706.95	0.53%
31-Dec-17	Province of Newfoundland	1.950	2-Jun-22	98.60	A	2,958,035.82	0.32%
31-Dec-17	Province of Nova Scotia	2.150	1-Jun-25	102.19	A+	2,922,041.73	0.32%
31-Dec-17	Province of Nova Scotia	2.100	1-Jun-27	97.40	A+	6,683,675.11	0.73%



31-Dec-17 Province of Ontario	2.850	2-Jun-23	95.48	A+	10,277,395.00	1.13%
31-Dec-17 Province of Ontario	2.600	2-Jun-27	102.77	A+	20,978,861.19	2.30%
31-Dec-17 Province of Ontario	2.100	8-Sep-19	99.90	A+	25,131,254.75	2.75%
31-Dec-17 Province of Ontario	3.150	2-Jun-22	100.53	A+	43,696,886.52	4.79%
31-Dec-17 Province of Ontario	2.100	8-Sep-18	104.04	A+	5,021,308.15	0.55%
31-Dec-17 Province of Price Edward Island	3.700	2-Sep-20	104.20	A	4,532,818.45	0.50%
31-Dec-17 Province of Quebec	3.000	1-Sep-23	103.62	AA-	2,072,460.00	0.23%
31-Dec-17 Province of Quebec	3.750	1-Sep-24	108.19	AA-	5,409,741.45	0.59%
31-Dec-17 Province of Quebec	2.500	1-Sep-26	99.59	AA-	19,917,817.20	2.18%
31-Dec-17 Province of Quebec	2.750	1-Sep-27	101.34	AA-	10,134,286.90	1.11%
31-Dec-17 Province of Quebec	3.500	1-Dec-22	105.88	AA-	13,763,927.84	1.51%
31-Dec-17 Province of Saskatchewan	3.200	3-Jun-24	104.68	AA	14,655,426.10	1.61%
31-Dec-17 Province of Saskatchewan	2.650	2-Jun-27	100.07	AA	16,011,948.96	1.75%
31-Dec-17 Province of Saskatchewan	1.950	1-Mar-19	100.38	AA	2,007,519.56	0.22%
31-Dec-17 Financement Quebec	3.500	1-Dec-19	101.12	AA-	5,055,963.05	0.55%
31-Dec-17 New Brunswick Municipal Finance Corp	2.800	20-Nov-19	101.30	A+	3,261,860.00	0.36%
31-Dec-17 New Brunswick Municipal Finance Corp	3.300	15-May-23	103.33	A+	3,573,151.40	0.39%
31-Dec-17 New Brunswick Municipal Finance Corp	2.950	8-Dec-23	101.50	A+	4,678,135.00	0.51%
31-Dec-17 New Brunswick Municipal Finance Corp	2.900	14-Jun-21	101.84	A+	3,440,222.76	0.38%
31-Dec-17 New Brunswick Municipal Finance Corp	3.050	20-Nov-20	102.19	A+	3,383,444.68	0.37%

**Municipal Bonds**

31-Dec-17 City of Hamilton	5.050	19-Jun-21	109.55	AA+	3,349,916.68	0.37%
31-Dec-17 City of Hamilton	4.950	31-Mar-18	100.89	AA+	4,408,805.60	0.48%
31-Dec-17 City of London	2.350	9-May-19	100.68	Aaa*	1,006,750.00	0.11%
31-Dec-17 City of London	2.100	16-Mar-24	97.38	Aaa*	973,770.00	0.11%
31-Dec-17 City of Montreal	3.150	1-Dec-36	100.47	AA-	4,018,842.00	0.44%
31-Dec-17 City of Montreal	3.000	1-Sep-27	101.50	AA-	3,045,095.13	0.33%
31-Dec-17 City of Montreal	3.000	1-Sep-25	101.92	AA-	402,596.99	0.04%
31-Dec-17 City of Montreal	3.500	1-Sep-23	105.36	AA-	8,113,092.06	0.89%
31-Dec-17 City of Montreal	2.750	1-Sep-26	99.74	AA-	3,989,792.16	0.44%
31-Dec-17 City of Ottawa	3.050	23-Apr-46	97.54	AA+	3,413,832.31	0.37%
31-Dec-17 City of Ottawa	3.050	19-Oct-19	101.98	AA+	2,549,475.00	0.28%
31-Dec-17 City of Ottawa	2.000	23-Apr-23	97.87	AA+	5,052,101.02	0.55%
31-Dec-17 City of Peterborough	4.200	5-Mar-18	100.51	AA-	2,297,704.32	0.25%
31-Dec-17 City of Peterborough	4.450	5-Mar-19	103.06	AA-	2,355,951.60	0.26%
31-Dec-17 City of Saskatoon	4.450	27-Jun-18	101.39	AAA	1,001,713.44	0.11%
31-Dec-17 City of Saskatoon	4.550	27-Jun-19	103.69	AAA	1,069,012.97	0.12%
31-Dec-17 City of Toronto	3.500	2-Jun-36	105.46	AA	3,163,692.84	0.35%
31-Dec-17 City of Toronto	3.400	21-May-24	104.72	AA	13,613,257.32	1.49%
31-Dec-17 City of Toronto	2.400	7-Jun-27	96.71	AA	9,670,627.10	1.06%
31-Dec-17 City of Toronto	4.950	27-Jun-18	101.70	AA	2,542,471.13	0.28%
31-Dec-17 City of Vancouver	3.450	2-Dec-21	104.43	AAA	8,354,294.08	0.92%
31-Dec-17 City of Vancouver	3.750	24-Oct-23	106.80	AAA	4,272,092.40	0.47%
31-Dec-17 City of Vancouver	2.850	3-Nov-27	100.83	AAA	4,033,048.04	0.44%
31-Dec-17 City of Winnipeg	4.100	1-Jun-45	114.22	AA	3,654,930.85	0.40%
31-Dec-17 Municipal Finance Authority of BC	4.150	1-Jun-21	106.71	AAA	14,938,888.02	1.64%
31-Dec-17 Quebec City	3.150	8-Dec-25	101.31	Aa2*	2,532,660.40	0.28%
31-Dec-17 Regional Mucipality of Peel	3.500	1-Dec-21	104.64	AAA	12,556,486.08	1.38%
31-Dec-17 Regional Mucipality of Peel	2.300	2-Nov-26	96.37	AAA	5,300,397.69	0.58%
31-Dec-17 Regional Municipality of Halton	3.300	2-Jun-23	104.28	AAA	6,621,907.00	0.73%
31-Dec-17 Regional Municipality of Waterloo	3.550	30-Nov-18	101.68	AAA	5,988,111.87	0.66%
31-Dec-17 Regional Municipality of Waterloo	3.000	21-Nov-19	101.76	AAA	4,475,356.91	0.49%
31-Dec-17 Regional Municipality of Waterloo	2.750	6-Nov-22	101.73	AAA	5,184,974.22	0.57%



### City of Hamilton Future Fund

Below are the Hamilton Future Fund securities and credit ratings as at December 31, 2017. In addition to the securities below, Hamilton Utilities Corporation common shares worth \$223,996,000 were also held in the portfolio. This amount is not included in the total portfolio value shown below.

Date	Issuer Name	Annual Coupon Rate	Maturity Date	Market Price	S&P Rating	Portfolio Market Value (\$)	Market Value (%)
<b>Provincial and Provincial Guarantee Bonds</b>							
31-Dec-17	Province of Alberta	2.350	1-Jun-25	98.77	A+	1,975,420.22	4.45%
31-Dec-17	Province of Alberta	2.200	1-Jun-26	96.94	A+	1,938,749.20	4.37%
31-Dec-17	Province of British Columbia	2.700	18-Dec-22	102.35	AAA	4,401,140.39	9.92%
31-Dec-17	Province of Newfoundland	3.300	17-Oct-46	101.31	A	1,013,102.12	2.28%
31-Dec-17	Province of Newfoundland	3.000	2-Jun-26	101.66	A	2,033,165.98	4.58%
31-Dec-17	Province of Nova Scotia	2.150	1-Jun-25	97.40	A+	1,948,027.82	4.39%
31-Dec-17	Province of Ontario	3.150	2-Jun-22	104.04	A+	1,040,402.06	2.35%
31-Dec-17	Province of Ontario	2.850	2-Jun-23	102.77	A+	4,110,958.00	9.27%
31-Dec-17	Province of Ontario	2.600	2-Jun-27	99.90	A+	1,997,986.78	4.51%
31-Dec-17	Province of Quebec	Floating	19-Dec-18	100.40	AA-	502,015.42	1.13%
31-Dec-17	Province of Quebec	2.750	1-Sep-27	101.34	AA-	2,533,571.73	5.71%
31-Dec-17	Financement Quebec	2.450	1-Dec-19	101.12	AA-	3,539,174.14	7.98%
31-Dec-17	New Brunswick Municipal Financial Corp	3.100	30-Nov-22	102.43	A+	2,048,540.00	4.62%
<b>Municipal Bonds</b>							
31-Dec-17	City of London	2.550	7-Mar-25	99.28	Aaa*	297,852.00	0.67%
31-Dec-17	City of Montreal	3.000	1-Sep-25	101.92	AA-	2,114,908.25	4.77%
31-Dec-17	City of Montreal	5.000	1-Dec-18	103.05	AA-	1,030,520.84	2.32%
31-Dec-17	City of Toronto	2.400	24-Jun-26	97.41	AA	1,753,436.50	3.95%
<b>Corporate Bonds</b>							
31-Dec-17	Bank of Nova Scotia	2.270	13-Jan-20	100.20	A+	500,989.32	1.13%
31-Dec-17	Bank of Nova Scotia	2.090	9-Sep-20	99.50	A+	2,487,413.18	5.61%
31-Dec-17	Canadian Imperial Bank	2.040	21-Mar-22	98.26	A+	2,947,940.97	6.65%
31-Dec-17	Royal Bank of Canada	2.260	12-Mar-18	100.16	AA-	1,001,604.58	2.26%
31-Dec-17	Royal Bank of Canada	1.968	2-Mar-22	97.98	AA-	1,959,645.22	4.42%
<b>Equivalents</b>							
31-Dec-17	CLASSIFIED STIF I			100.00		984,238.40	2.22%
31-Dec-17	Cash					21,600.00	0.05%
						Net Accruals	166,978.76 0.38%
<b>Total Fund</b>						<b>44,349,381.88</b>	<b>100.00%</b>

\*Ratings issued by Moody's

<b>Restrictions</b>		
<b>Constraints</b>		Policy Complied with Yes/No
The City shall not invest more than 25% of the portfolio in short-term debt issued or guaranteed by the City.		Yes
Total Investment in 'A' or equivalent rated debt on purchase most not exceed 35% of the market value of the City's bond portfolio.		Yes
The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars.		Yes
The City shall not invest in a security issued or guaranteed by a school board or similar entity unless the money raised by issuing the security is to be used for school purposes.		Yes
<b>Permitted (%)</b>	<b>ranges</b>	
Federal issues	0-100	Yes
Provincial holdings in aggregate	0-100	Yes
Single province exposure	0-50	Yes
Individual non-federal/non provincial holdings *	0-10	Yes
Non-federal/non provincial holdings in aggregate	0-50	Yes
Municipal issues *		
- individual muni issue rated "AAA"	0-10	Yes
- individual muni issue rated "AA"	0-10	Yes
- individual muni issue rated "A"	0-5	Yes
Municipal holdings in aggregate	0-30	Yes
Banks and Credit Unions in aggregate	0-50	Yes
Short-term securities	0-50	Yes
Portfolio duration	1-6 Years	Yes

\* Except for City of Hamilton issues which have a limit of 25%

As at December 31, 2017 on a combined basis, the Funds were being managed in a manner that is consistent with the minimum quality requirements, maximum quantity restrictions and all other restrictions imposed on the Funds. Securities lending is allowed, and as such, monies were loaned during the year for the purpose of generating revenues for the Funds. In managing the securities lending program, RBC complied with the constraints described in the legal letter dated January 6, 2003. The ratings were assumed to be the same for all issues of an issuer. Throughout the year, reports are provided by RBC to the CIO on a weekly basis, showing the securities that the City invested in for the Reserve Fund together with each security's market value. An analysis of the reports indicates whether the securities in the Funds are consistent with the terms, conditions and guidelines stipulated in the SIP&P. Securities that are not consistent with the terms, conditions and guidelines stipulated in the SIP&P are reviewed and action is taken to remedy the situation as soon as possible.

## Transactions

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Activity every month consists of the receipt of investment income, new monies (proceeds from bond maturities and sales, and contributions from the City to the Funds), disbursements and rebalancing.

There were approximately net cash inflows of \$7.7 million (excluding investment income) with approximately \$163.2 million of contributions and approximately \$155.5 million of disbursements in the City of Hamilton Reserve Fund during 2017. There were approximately net cash inflows of \$8.0 million (excluding investment income) with all net cash flows generated from approximately \$8.0 million of contributions and no capital disbursements in the Hamilton Future Fund.

In terms of transactions, there were approximately \$234.1 million of purchases (62 transactions) and \$201.0 million of dispositions (22 maturities and 4 sales) for total net purchases of approximately \$33.1 million (\$7.7 million funded through net cash inflows outlined above, and \$25.4 million funded through net investment income) in the City of Hamilton Reserve Fund during 2017. As well, there were approximately \$26.5 million of purchases (63 transactions) and \$17.4 million of dispositions (18 sales and 1 maturity) for total net purchases of \$9.1 million (\$8.0 million funded through net cash inflows outlined above, and \$1.1 million funded through net investment income) in the Hamilton Future Fund during 2017. Many of the transactions for the Future Fund were related to the purchase and sale of the STIF.

The records of each transaction are summarized in the custodial statements of RBC on a monthly basis. The statement for all purchases, sales and maturities of securities (i.e. the RBC Audit Continuity Report) is provided to the City and filed/archived for review. Due to the number of transactions, it has been deemed preferable not to include the records and transaction statements in this report. We have reviewed a sample of the transaction statements against the activities recorded in the custodial statements to authenticate the nature of the transactions and the existence of their records.

Aon confirms that the date and the name of issue/issuer of each transaction have been recorded. The statements for these purchases and sales have been filed and kept in safekeeping at the following address:

City of Hamilton, City Hall  
71 Main Street West, 1<sup>st</sup> Floor  
Hamilton, Ontario  
L8P 4Y5

## Certificate by Chief Investments Officer

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This Certificate by Chief Investments Officer applies to the City of Hamilton Reserve Fund and Hamilton Future Fund ("the Funds").

The undersigned hereby confirms that throughout the reporting period of 2017.

1. The management of the Funds was in accordance with all the terms, conditions and guidelines stipulated in the SIP&P in effect during 2017.
2. The Funds were managed in compliance with the Municipal Act, 2001 Ontario Regulation 438/97 that was in effect in 2017.
3. The Chief Investments Officer, who manages the Funds, complied at all times and in all respects with the Code of Ethics and Standard of Professional Conduct as promulgated by the CFA Institute.
4. The Chief Investments Officer managed the Funds' assets with the care, diligence and skill that an investment manager of ordinary prudence would use in dealing with the assets of these types of Funds.

Certified by,



Gerald T. Boychuk  
Chief Investments Officer  
City of Hamilton







# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Development Charges Annual Indexing - Effective July 6, 2018 (FCS18051) (City wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	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>	

## Council Direction:

N/A

## Information:

### Development Charges Annual Indexing

In accordance with the City's Development Charge (DC) By-laws, DC rates are adjusted annually by the percentage change during the preceding year, as recorded in the Statistics Canada's Construction Cost Index (non-residential building) (CANSIM table 327-0043 - Toronto) as prescribed by the Province's *Development Charges Act*. This adjustment is required to align DC revenues with construction costs and helps ensure the sustainability of the DC reserves for the funding of the City's growth related capital requirements.

There are two DC By-laws administered by the City of Hamilton. Firstly, By-law 14-153 respecting the collection of DCs for growth related City services and secondly, By-law 11-174 respecting the collection of DCs to pay for the City's contribution towards Metrolinx growth capital. Both By-laws are consistent with respect to the indexation timing of the rates.

Table 1 illustrates that the percentage change in the 2017 index was 3.09%. The effective date of the indexing is July 6, 2018.

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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: Development Charges Annual Indexing - Effective July 6, 2018  
(FCS18051) (City Wide) – Page 2 of 4**

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Table 1  
Stats Canada Non-Residential Building Construction Price Index

Year	Index	Percentage Change
2016	161.6	
2017	166.6	3.09%

Source: Statistics Canada – CANSIM table 327-0043 (Toronto)

A summary of the current and indexed rates are illustrated in Tables 2 and 3.

Note that each individual service category is indexed which may result in the overall increase being slightly more / less than applying the 3.09% index rate to the overall total. Tables 2 and 3 show the impact on the overall City DC after each individual service category had been indexed.

Table 2 illustrates the Residential City DC rates.

Residential DCs (\$ per unit unless otherwise stated)	Table 2	
	City DCs July 6, 2017 to July 5, 2018 (\$)	City DCs July 6, 2018 to to July 5, 2019 (\$)
Singles / Semi's	37,169	38,318
Townhouse / Other Multiple	26,865	27,695
Apartment (2+ bdrms)	22,692	23,396
Apartment (1 bdrm)	15,790	16,277
Residential Facility (\$ per bed)	12,060	12,431

Note: Does not include Special Area Charges which are not subject to annual indexing

Table 3 illustrates the Non-Residential City DC rates.

**SUBJECT: Development Charges Annual Indexing - Effective July 6, 2018  
(FCS18051) (City Wide) – Page 3 of 4**

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Table 3

Non-Residential DCs (\$ per square foot)		City DCs July 6, 2017 to July 5, 2018 (\$)	City DCs July 6, 2018 to to July 5, 2019 (\$)
Industrial		12.16	12.53
Non-Industrial (i.e. Commercial, Institutional)	1 <sup>st</sup> 5,000 sq. ft.	9.97	10.27
	2 <sup>nd</sup> 5,000 sq. ft.	14.96	15.41
	10,000+ sq. ft.	19.94	20.54

DC By-law 14-153 provides that the rate in effect for new small industrial developments (defined as less than 10,000 square feet) is 75% of the full industrial rate. For the period covering July 6, 2018 through July 5, 2019 the charge is \$9.41 per square foot (\$12.53 x 75%). The small industrial development rate is not a stepped rate, meaning that new industrial developments over 10,000 square feet do not receive the reduced rate for any portion of the development.

Table 4 illustrates the index impact on Metrolinx (GO Transit) DC Rates. Metrolinx DCs are only collected from residential development.

Note that the indexed rate may be slightly different than applying the 3.09% to the existing rate. This difference is due to the fact that when the index calculation is prepared, the original Metrolinx DC (\$215 per single / semi) and all previous index factors are considered.

Table 4

Residential DCs (\$ per unit unless otherwise stated)	GO Transit DCs July 6, 2017 to July 5, 2018 (\$)	GO Transit DCs July 6, 2018 to to July 5, 2019 (\$)
Singles / Semi's	244	252
Townhouse / Other Multiple	175	180
Apartment (2+ bdrms)	151	156
Apartment (1 bdrm)	101	104
Residential Facility (\$ per bed)	79	82

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**SUBJECT: Development Charges Annual Indexing - Effective July 6, 2018  
(FCS18051) (City Wide) – Page 4 of 4**

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Appendix “A” to Report FCS18051 is the Development Charge Pamphlet which will be posted on the City website and made available to the public. The Pamphlet provides a summary schedule of the current rates and provisions contained within the DC By-laws. Special area charges and educational DCs are also outlined, where applicable.

**Transition Policy**

DCs are payable upon building permit issuance and the rates payable are based on the rates in effect on the date of permit issuance. However, to offset the financial impacts to developments already in progress and nearing permit issuance, a transition policy was included as part of DC By-law 14-153. The transition policy allows for the DC rates in effect on the date of building permit application, to be paid, provided that **all** of the following criteria are met:

- The permit application must be a complete application as per requirements outlined by the Building Services Division;
- The permit must be issued within six months of the effective date of a rate increase; and
- The permit must not be revoked after the date of a rate increase.

**Other DC Updates Effective on July 6, 2018**

The DC Community Improvement Project Area (CIPA) exemption is decreasing from 75% to 70% on July 6, 2018. A detailed Information Report (FCS15022) was presented to the Audit, Finance and Administration Committee at its meeting of April 13, 2015. The transition policy above does not apply to the reduction in the DC CIPA exemption.

**Appendices and Schedules Attached**

Appendix “A” – Development Charges Information – Pamphlet - Summary of By-Laws 14-153 and 11-174 (as amended) - Rates Effective July 6, 2018 – July 5, 2019

AL/dt



CITY OF HAMILTON  
Development Charges Information – Pamphlet  
Summary of By-laws 14-153 and 11-174 (as amended)

**Rates Effective  
July 6, 2018 – July 5, 2019**

*Please ensure the effective date of this pamphlet corresponds with your needs.*

The information contained within is intended only as a guide.

**Purpose of Development Charges:**

The purpose of development charges is to recover the growth-related costs associated with the capital infrastructure needed to service new development and redevelopment within the municipality.

**By-Laws for the City of Hamilton:**

By-law No. 14-153  
By-law No. 11-174 (as amended)

Rates shall be indexed on the anniversary date of the DC By-laws (every July 6) by the percentage change recorded in the average annual Non-Residential Construction Price Index for Toronto produced by Statistics Canada. (CANSIM table 327-0043)

**Payment of Development Charges:**

Development charges are payable at the time of building permit issuance and are collected by the City of Hamilton Building Department. Deferrals are available for all non-residential developments, apartment developments, and residential facility developments for up to a maximum of 5 years. The deferral agreement is subject to interest charges and administration fees.

**Demolition Credits:**

A credit is allowed for demolitions for a period of 5 years from the date of issuance of the demolition permit. The dollar value of the credit is based on the rate in effect at the time of redevelopment and on the exemption status of the demolished/redeveloped building at the time of redevelopment. (i.e. no credit if the demolished building is exempt under the current By-Law). Note that for the HWDSB (Public) Education DC, the credit for Residential demolitions expires 2 years from the date of demolition permit issuance.

**Transition Policy:**

Normally, the development charges rate payable is the rate in effect on the day that the building permit is issued. However, the City's policy is that the development charges rate payable is the rate in effect on the date that a complete building permit application is received and accepted by the City, provided that the building permit is issued within 6 months of the date of a rate increase. If the building permit is revoked on or after the date of the rate increase, the rates in effect on the date of permit issuance will be payable. (Not applicable to Education DCs.)

**Credits and Exemptions:**

Refer to attached pages for rate highlights as well as exemption and credit policies.

**Redevelopment:**

Credits may be provided for full or partial conversions from one use to another. No credits are given for schools, churches, or other exempt uses.

**Treasurer's Statement:**

The City Treasurer prepares an annual statement regarding the use of development charges funds and sets out the balance in each of the development charges reserves.

**Copies of By-law and Treasurer's Statement**

Copies of the Development Charges By-laws as well as the Treasurer's statement are available from the Clerk's office on the 1<sup>st</sup> Floor of City Hall, 71 Main St. W., Hamilton, Ontario L8P 5Y4.

**For further information regarding development charges, contact:**

905-546-2424 Ext 4047 or Ext 2790 – Finance, or  
905-546-2720 – Building

*Please check with City Staff regarding Parkland Dedication fees which may apply and are separate and distinct from Municipal DCs*

*DC Policies approved by City Of Hamilton Council do not impact Education DC charges which are controlled and set by the Hamilton-Wentworth Catholic District School Board and Hamilton-Wentworth District School Board, respectively.*

SERVICE COMPONENT BREAKDOWN - July 6, 2018 - July 5, 2019								
Service Component	Residential (\$)					Non-Residential (\$)		
	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	(note a)		
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)	
<b>Urban Area Charges</b> (note b)								
Water Service	4,603	3,327	2,811	1,955	1,493	2.60	27.99	
Wastewater Facilities	4,090	2,956	2,497	1,737	1,328	2.30	24.76	
Wastewater Linear Services	5,151	3,723	3,146	2,188	1,671	2.90	31.22	
Stormwater Drainage and Control Services	7,065	5,106	4,313	3,001	2,293	1.41	15.18	
<b>Total Urban Area Charges</b>	<b>20,909</b>	<b>15,112</b>	<b>12,767</b>	<b>8,881</b>	<b>6,785</b>	<b>9.21</b>	<b>99.14</b>	
<b>Municipal Wide Charges</b>								
Services Related to a Highway	8,939	6,460	5,458	3,797	2,900	9.10	97.95	
Public Works	333	241	204	141	108	0.19	2.05	
Police Services	421	305	256	179	137	0.23	2.48	
Fire Protection Services	371	268	227	158	120	0.21	2.26	
Transit Services	544	393	332	231	176	0.34	3.66	
Parkland Development	1,479	1,069	903	628	480	0.11	1.18	
Recreation Facilities	2,271	1,641	1,387	965	737	0.16	1.72	
Library Services	642	464	392	273	208	0.04	0.43	
Administrative Studies	795	575	485	337	258	0.48	5.17	
Ambulance Services	39	28	24	16	13	0.02	0.22	
Long Term Care	257	186	157	110	83	0.04	0.43	
Health Services	28	21	18	12	9	-	-	
Social & Child Services	31	22	19	13	10	-	-	
Social Housing	583	421	356	248	189	-	-	
Airport Services	261	188	159	111	84	0.16	1.72	
Parking Services	366	264	223	156	118	0.22	2.37	
Provincial Offences Act	25	19	15	11	8	0.01	0.11	
Hamilton Conservation Authority	24	18	14	10	8	0.02	0.22	
<b>Total Municipal Wide Charges</b>	<b>17,409</b>	<b>12,583</b>	<b>10,629</b>	<b>7,396</b>	<b>5,646</b>	<b>11.33</b>	<b>121.96</b>	
<b>City Total (Urban Area &amp; Municipal Wide)</b>	<b>38,318</b>	<b>27,695</b>	<b>23,396</b>	<b>16,277</b>	<b>12,431</b>	<b>20.54</b>	<b>221.09</b>	
<b>Other Development Charges</b>								
GO Transit (City-Wide)	252	180	156	104	82	-	-	
Education - HWDSB (Public - note c)	1,039	1,039	1,039	1,039	1,039	0.39	4.20	
Education - HWCDDB (Catholic - note c)	885	885	885	885	885	0.34	3.66	
<b>Grand Total (before Special Area Charges)</b>	<b>40,494</b>	<b>29,799</b>	<b>25,476</b>	<b>18,305</b>	<b>14,437</b>	<b>21.27</b>	<b>228.95</b>	
<b>Special Area Charges</b>								
Binbrook (note d)	3,211	2,320	1,961	1,364	1,042	-	-	
Dundas/Waterdown (note e)	1,588	1,147	970	674	515	1.09	11.73	
<b>Grand Total Binbrook</b>	<b>43,705</b>	<b>32,119</b>	<b>27,437</b>	<b>19,669</b>	<b>15,479</b>	<b>21.27</b>	<b>228.95</b>	
<b>Grand Total Dundas/Waterdown</b>	<b>42,082</b>	<b>30,946</b>	<b>26,446</b>	<b>18,979</b>	<b>14,952</b>	<b>22.36</b>	<b>240.68</b>	
Stormwater Management Pond Credit (note f)	(5,411)	(3,911)	(3,303)	(2,298)	(1,756)	-	-	

**Notes:**

<p>a) There are 2 categories of non-residential charges – “Industrial” and “Non-Industrial” as defined in the By-law. See Page 3 for applicable rates.</p> <p>b) Charges applicable to developments outside of the urban area shall be determined with regard to the Urban services required or used.</p> <p>c) Education development charges are controlled and set by the respective education boards and collected by the City on their behalf. DC Policies approved by the City of Hamilton do not impact these charges.</p>	<p>d) Land affected by the Binbrook Special Area Charge can be found on Page 4 (Phase 1). This charge is not subject to annual indexing.</p> <p>e) Land affected by the Dundas &amp; Waterdown Special Area Charge can be found on Page 4. This charge is not subject to annual indexing.</p> <p>f) Stormwater Management Pond credit applies where stormwater management facilities in a particular subdivision have been provided at the cost of the developer as a condition of approval of a plan of subdivision.</p>
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**Non-Residential Rates:**

**Industrial**

The City's per square foot charge for industrial development has been discounted from the full rate of \$20.54 per square foot. The industrial development charge rate is currently set at \$12.53 per square foot.

For new Industrial Development under 10,000 square feet, the rate will be as follows  
 From July 6, 2018 – July 5, 2019: \$9.41 per square foot

For expansions of existing industrial developments, enlargement up to 50% of existing gross floor area (gfa): exempt; any amount over 50% of existing gross floor area will pay the industrial rate in effect.

**Non-Industrial (Commercial/Institutional)**

The City's non-industrial (commercial/institutional) charge for July 6, 2018 – July 5, 2019 is phased in as follows:

- 1<sup>st</sup> 5,000 square feet: \$10.27 per square foot (50% of charge in effect)
- 2<sup>nd</sup> 5,000 square feet: \$15.41 per square foot (75% of charge in effect)
- 10,000+ square feet: \$20.54 per square foot (100% of charge in effect)

For expansions of non-industrial developments already in existence as of July 6, 2009 the following City rates apply:

- 1<sup>st</sup> 5,000 square feet of expansion: Exempt
- any amount over 5,000 square feet: \$20.54 per square foot

*The above exemptions/deductions DO NOT apply to education and special area charges*

**Exemptions (City of Hamilton and GO Transit Development Charges:**

**Residential:**

Intensification – Enlargement of an existing residential unit, and addition of 2 units to a single detached unit (SDU), or 1 unit to any other residential building exempted from DCs (subject to gfa restrictions)

Affordable Housing – Projects receiving senior government or CityHousingHamilton funding (but not receiving funding to cover DCs) 100% exempted

Farm Help Houses – Considered to be Agricultural Use – 100% exempt (bona fide farming/agriculture uses - see by-law definition for further details ) - but does not include single detached dwelling on agricultural land

Student Residence – 50% exemption for student residence built by a University, College of applied arts and technology, other accredited post-secondary institution, or accredited private secondary school

Redevelopment of existing residential for use as a residential facility – exempt from 50% of DCs generated within the existing building envelope (credit for 100% of previous residential facility use)

**Both:**

Heritage Buildings – redevelopment 100% exempt within the existing building envelope

Downtown CIPA Exemption (Map on Page 4) – 70% exemption of DCs otherwise payable if within boundaries (to be applied after all other exemptions and credits are applied)

*Please note the majority of these exemptions DO NOT apply to Education DCs*

**Non-Residential:**

100% Exempted

- Parking Garage/Structure
- Agricultural Use (bona fide farming/agriculture uses - see by-law definition for further details)
- Place of Worship (must be exempt from property taxes)
- Covered Sports Field (playing surface and spectator viewing areas – does not include ancillary areas i.e. hallways, change rooms, concessions etc.)

ERASE/Brownfield – Exemption for the lesser of environmental remediation costs (approved through ERASE grant) or development charges otherwise payable

Academic/Teaching Space – exempt from all City DCs except for the Transit component if development is by a University, other post-secondary school offering a degree or diploma recognized by the Province, or a not-for-profit private elementary or secondary school operated in compliance with Section 16 of the *Education Act*

Public Hospital – Exempt from 50% of the DCs otherwise payable

**Exemptions (Education Development Charges Public & Catholic)**

**Residential:**

Intensification – Enlargement of an existing residential unit, and addition of 2 units to a SDU, or 1 unit to any other residential building exempted from DCs (subject to gfa restrictions)

**Non-Residential:**

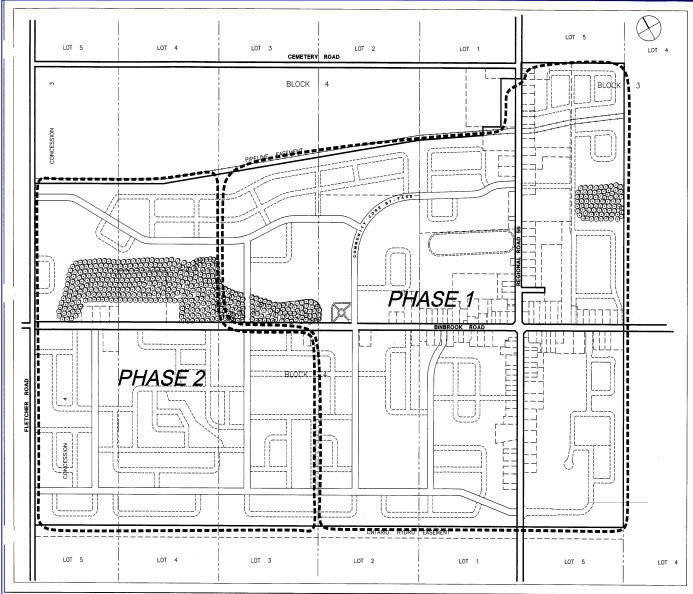
Public Hospital – Exempt from 100% of DCs if receiving aid under *Public Hospitals Act*

Place of Worship – 100% exempted (must be exempt from property taxes)

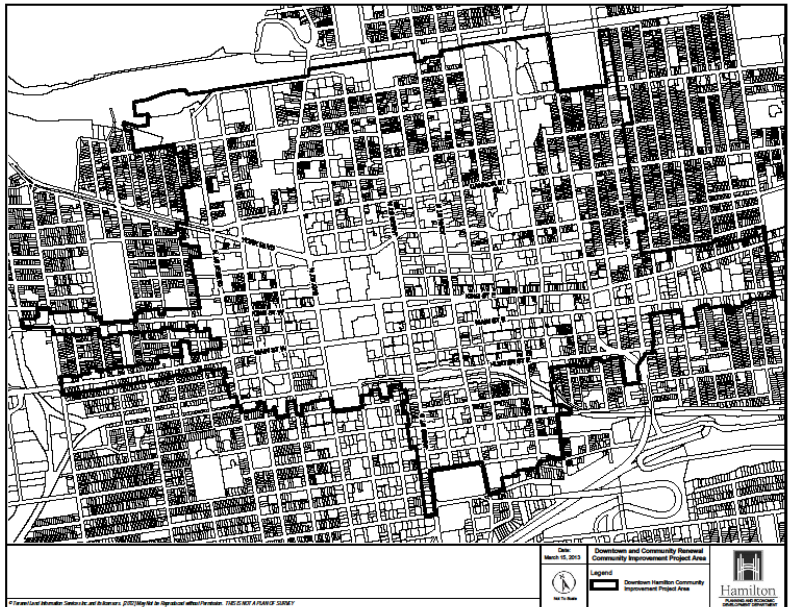
Non-Residential farm buildings – 100% exempted

Enlargement of existing Industrial Buildings –  
 Enlargement of up to 50% of existing gfa exempted

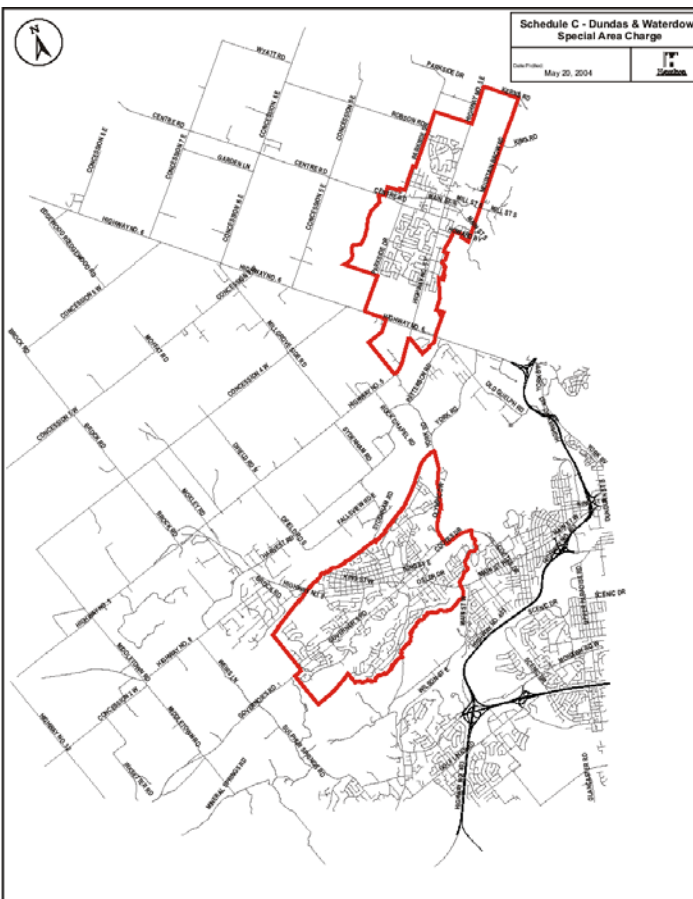
**Binbrook Special Area Charge Map (Phase 1)**



**Downtown CIPA Exemption Map**



**Waterdown/Dundas Special Area Charge Map**



**Complaints Procedure:**

A person required to pay a development charge, or the person's agent, may complain under Section 20 of the DC Act to the Council of the municipality that:

1. the amount of the development charge was incorrectly determined;
2. whether a credit is available to be used against the development charge, or the amount of the credit or the service with respect to which the credit was given, was incorrectly determined; or
3. there was an error in the application of the development charges by-law(s).

The complaint must be made in writing to the City clerk with a copy to Corporate Services and must identify that it is a Section 20 compliant and include all information required by the DC Act.

The complaint may not be made more than 90 days after the development charge, or any part of it, is payable.





# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	2017 Provincial Offences Administration (POA) Annual Report (FCS18031) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Wendy Mason (905) 546-2424 Ext. 5718 Sheila DuVerney (905) 546-2424 Ext. 7659
<b>SUBMITTED BY:</b>	Cindy Mercanti Director, Customer Services and POA Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Not Applicable

## Information:

The 2017 Annual Report, attached to Report FCS18031 as Appendix "A", is a summary that highlights the activities and operations of the Provincial Offences Administration (POA) throughout the year. It is provided every year and includes a description of services, the operating environment, financial results, strategic initiatives and key performance indicators.

## Appendices and Schedules Attached

Appendix "A" – 2017 Provincial Offences Administration Annual Report

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Hamilton

## 2017 Provincial Offences Administration Annual Report

## BACKGROUND

Provincial Offences Administration (POA) administers to charges from approximately 40 enforcement agencies to all charges under the *Provincial Offences Act*. A charge going to court can result in many different dispositions, which does not include a fine. A charge can be withdrawn, dismissed or a sentence of Suspended Sentence can occur and all of these result in zero revenue for the City. An Early Resolution meeting can result in an agreed upon plea to a reduced charge and a reduced fine. Charges filed are varied and cover a broad range of legislative enforcement from speeding to careless driving under the *Highway Traffic Act*, charges under City of Hamilton By-laws (not parking), *Liquor Licence Act*, *Trespass to Property Act*, *Compulsory Automobile Insurance Act*, the *Environmental Protection Act* and Occupational Health and Safety and Red Light Camera charges, to name a few.

POA administers Part I and Part III offences under the *Provincial Offences Act* which are filed by Enforcement Agencies.

A Part I offence is commonly referred to as a "ticket" and is most often issued by an officer at the time of the offence. When a Part I offence notice is issued, the defendant can either plead guilty and pay the fine, request an early resolution meeting with the prosecutor or request a trial. A Part III offence is considered a more serious offence and requires the defendant to appear before a Justice of the Peace.

POA occupies leased space at the John Sopinka Courthouse located at 45 Main Street East. POA is comprised of the following services: Court Administration; Court Support; Collections; and Prosecution (reporting through Legal Services).

## POA SNAP SHOT

The following provides a 2017 snap shot of POA performance:

- \$11M in Revenue (net provincial transfers)
- \$65M Outstanding Accounts Receivable
  - \$5.9M revenue collected from defaulted accounts receivable
- 77,861 charges received
- 4,599 trials requested
- 11,073 early resolution meetings requested

## EMERGING TRENDS

The following changes to the legislative environment will impact POA:

- Bill 27, *Burden Reduction Act* – Amends the *Provincial Offences Act* requiring defendants to pay certain collection costs incurred by a municipality. The Bill will allow POA to enforce payment of collection agency costs incurred when it collects on a fine in default.

- Bill 31, the *Making Ontario Roads Safer Act, 2015* was passed in June, 2015. Effective May 1, 2017, driving-based POA offences noted under Section 46 of the *Highway Traffic Act*, that currently result in a driver's licence suspension upon fine default, will also be subject to plate denial. Operational improvements have also been made to permit clients to pay their defaulted fines through Service Ontario. Fines paid at Service Ontario will result in a \$20.00 charge to the City. This change enhances POA's ability to collect on defaulted fines.
- Bill 177 (progressing through the legislature) sets out legislative reforms to the *Provincial Offences Act* that modernize and streamline processes. Bill 177 would amend two key areas of the POA Court process:
  - give the Province the authority to transfer Part III prosecutions from the Ministry of the Attorney General to municipal partners; and
  - give the clerk of the court additional powers and duties that are currently performed by justices of the peace.

There will be costs associated with the download of Part III prosecutions and additional duties of the clerk of the court. The timing of these downloads will depend on when the Ministry of the Attorney General approaches the City with a new Memorandum of Understanding (MOU) or an amendment to the existing MOU. The financial impact of Bill 177 will be reflected in future budgets.

- Administrative Penalty System (APS) – is an alternative process which allows the municipality to manage certain types of disputes rather than the provincial court system. Municipal and By-law disputes account for 1% of current charges filed.

## CHARGES FILED

In 2017, POA received 77,861 charges of which, approximately 90% of the charges filed resulted from Hamilton Police Services, Red Light Cameras and the Ontario Provincial Police.

The number of charges filed has decreased 17% over the four-year period from 2014 to 2017. The majority (90%) of charges filed relate to the *Highway Traffic Act*.

Charges Filed			
2014	2015	2016	2017
94,646	86,048	83,818	77,861

## Trials

Trials are scheduled five days a week in three courtrooms. POA processed 4,599 requests for trial in 2017. Trials are being scheduled into the fall of 2018. The new facility will permit scheduling into four courtrooms instead of the current three which will assist POA in keeping matters within an acceptable timeframe for time to trial (Jordan decision). The occupation date for the new court facility located at 50 Main Street East, Hamilton is scheduled for August 27, 2018.

	Courtroom Hours			
	2014	2015	2016	2017
All (3) Courtrooms	N/A	1,653	1,911	1,959

Courtroom hours have increased by 19% from 2015-2017. Contributing factors include availability of judicial resources and the actual time matters take.

## Early Resolution

This process is intended to help to reduce time to trial and provide resolution to court matters without a trial. Fifteen percent (11,073 early resolution meeting requests) of all Part I's filed result in a request for an Early Resolution meeting with a prosecutor.

	% of Early Resolution Hearings Scheduled			
	2014	2015	2016	2017
Part I	15%	16%	17%	15%

## Fail to Respond

In 2017, 29% of all Part I certificates of offence filed were placed on a Fail to Respond (failed to respond to any settlement or dispute options) docket. Administratively, this process takes more time as the tickets need to be reviewed by a Justice of the Peace before a conviction and notice can be issued. Under Bill 177, tasks associated with the Fail to Respond process would be downloaded to POA.

## REVENUES

POA administers to and collects fines where revenue is disbursed to other City sections such as: Animal Control, Licensing and By-law Services, Building Division and Red Light Camera (Traffic Engineering and Operations). Red Light Camera revenue is transferred to Public Works less Service Ontario fees, charges relating to City vehicles and an administrative cost. Similarly, By-law Services and Building Division revenues are transferred to Planning and Economic Development less an administrative cost.

Dedicated Fines, Victim Fine Surcharge and expenses associated with Part III prosecutions are payable to the Ministry of the Attorney General and fines collected for other POA sites (i.e. Brantford, Burlington, etc.) are paid quarterly to the appropriate municipality after reconciliation with the quarterly statement. The remaining revenue is used to offset any remaining administration costs and contribute to the net levy.

Payments can be made at any POA court office, phone, online via Paytickets (third party vendor), at Municipal Service Centres and at Service Ontario locations.

Although the number of charges filed has been declining, Net Revenue has remained steady.

Net Revenue (net Provincial transfers)  
Part I and Part III

	Total	POA	Municipal
2014	\$11,261,223	\$7,530,839	\$3,730,384
2015	\$11,352,372	\$7,474,524	\$3,877,848
2016	\$10,950,060	\$7,034,808	\$3,915,252
2017	\$11,093,745	\$6,761,883	\$4,331,862

The municipal portion of Net Revenue has been increasing at the same time as the POA portion has been decreasing. The municipal portion includes all revenues that are distributed within the City which includes Red Light Camera, Licensing and By-law Services and Building Division. The number of Red Light Camera charges filed has increased by 14% from 2014-2017. Red Light Camera charges typically generate greater revenue than Part I charges. Part III charges filed have remained steady over the same period. Part III charges typically generate greater revenue than Part I charges.

## COLLECTIONS

POA utilizes several collection methods to secure the payment of outstanding accounts receivables. Methods include the use of an internal collection team, external collection agencies, tax rolling, garnishment and writs. The collectability of the receivable is reduced as more time passes. The longer the debt has been owed, the less likely POA is to collect.

In 2017, the Province introduced legislation to improve collection efforts (inability to renew plates and drivers' licenses for driving-based offences) which has helped encourage payment. However, there is an opportunity to further enhance collection performance.

Staff was responsible for collecting \$4,118,843 and the external agencies collected \$1,763,322 in 2017. This represents an increase in overall collections of \$234,038 over 2016 performance.

As of December 31, 2017, there were approximately 93,728 defaulted fine records for a total outstanding default amount of \$58,506,960.

Write-offs for Deceased Persons, which are an automatic write-off by the Ministry of the Attorney General, totalled \$253,597.

## 2017 KEY INITIATIVES

A number of continuous improvement initiatives were implemented:

- Paytickets
  - Marketing campaign – in collaboration with Royal Bank of Canada (RBC), to create awareness of the online payment platform. Campaign involves the introduction of physical signage and electronic messaging. The target is to increase the uptake from 20%.
  - Reporting enhancements – to improve the information accessible to municipalities for purposes of reconciliation, specifically, search functions which allows for ease in locating misapplied payments and processing refunds.
- Collection enhancements – POA, in collaboration with other City divisions (i.e. Municipal Law Enforcement Officers (MLEO), Tax, Purchasing, etc.), identified and implemented a new collections model as well as enhanced supporting processes. These included adding defaulted charges to the tax roll, re-introducing garnishment of wages, as well as a review of external collection agencies performance and operating mix.
  - Introduced tax rolling which resulted in \$1,370 collected from 33 accounts (September-December).
  - In partnership with Municipal Licensing and Enforcement (MLE), introduced denial of business licenses pending payment of defaulted fines by MLE.
- Established a performance dashboard which is accessible to POA and other applicable City departments that provides a snapshot of key performance indicators to enable decision making.

## 2018 KEY INITIATIVES

A number of continuous improvement initiatives have been launched for 2018:

- Move to the new location in August 2018, inclusive of the incorporation of the fourth courtroom.
- Introduce a vendor management strategy that will enhance collection performance.





# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Update (HUR17002(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jodi Koch 905-546-2424 Ext 3003
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources & Organizational Development
<b>SIGNATURE:</b>	

## Council Direction:

On March 8, 2017, City Council approved the adoption of the Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming (Appendix A to Report HUR17002(a)) in order to specifically ensure and codify:

- (a) Individuals have the right to access gender-segregated facilities in accordance with their self-identified gender identity.
- (b) An individual shall be addressed by the individual's preferred name and referred to by pronouns corresponding to the individual's self-identified gender identity.
- (c) Where possible, the City will provide an all-gender, single stall washroom and change room facilities for use by any persons who desire increased privacy. Use of an all-gender, single stall washroom and change room facilities should be an option that people may choose but should not be imposed upon an individual because of the individual's transgender identity.

## Background Information

In April 2016, a legal settlement was reached between the City and a transgender woman respecting a human rights application after the woman was denied entry into the women's washroom and offered the universal washroom at the MacNab Street Transit Terminal. The legal settlement included an agreement to codify specified City practices with regard to the protected grounds of gender identity and gender expression and the

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**SUBJECT: Protocol for Gender Expression and Gender Identity; Transgender  
and Gender Non-Conforming Update  
(HUR17002(a)) (City Wide)**

**- Page 2 of 3**

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rights of transgender and gender non-conforming persons, as the practices apply to both employees' internal conduct with each other and with the provision of customer service to the public. Protections for gender identity and gender expression have been recognized in Canadian Human Rights jurisprudence for more than two decades. In Ontario, the Ontario Human Rights Commission has had policy on these grounds since March 2000, and the protections were explicitly codified in the Ontario *Human Rights Code* in June, 2012.

### **Training**

In order to provide employees with a robust understanding of both legal responsibilities and organizational expectations with respect to the implementation of the Protocol, a new training program was required. The training would need to address all aspects of the Protocol including:

- a) Rights and Responsibilities
- b) Customer Service Guidelines
- c) Employee Guidelines

These guidelines encompass privacy and confidentiality; identification, language and administrative systems; data collection and storage; dress codes; washrooms and change facilities; and support for employees.

The City of Hamilton Human Rights, Diversity and Inclusion Office, in collaboration with Egale Canada Human Rights Trust, an organization with expertise in the Ontario Human Rights Code, gender identity and gender expression issues, and transgender rights, developed a training module to be delivered to all City of Hamilton employees. 'Train the Trainer' sessions were held for sixteen Human Resources staff in February, 2018. The training was then reviewed by the City of Hamilton's LGBTQ Advisory Committee on April 19, 2018 to obtain feedback and input on suggested enhancements to better reflect the lived experience of Hamiltonians. Additionally, a broader community consultation session was held on May 1, 2018. Both sessions were facilitated by Egale Canada and the City's Human Rights and Diversity staff.

Furthermore, as per the terms of the legal settlement, City staff also reviewed the proposed training program with the Applicant to provide her with an opportunity to provide feedback and input.

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**SUBJECT: Protocol for Gender Expression and Gender Identity; Transgender  
and Gender Non-Conforming Update  
(HUR17002(a)) (City Wide)**

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**- Page 3 of 3**

### **Implementation**

The newly developed Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Protocol training will be delivered to the City's Senior Leadership Team on May 24, 2018, and to all Extended Management Team (EMT) members (approximately 700 employees) as the major component of the June 1, 2018 EMT meeting. City of Hamilton Human Rights, Diversity and Inclusion staff will begin delivering sessions to employees commencing in early June, 2018.

As outlined in the original submission to Council in March, 2017, various options and associated financial costs of the organizational rollout will be determined by staff and submitted to Council for future approval.

Given the efforts to-date, the City is in compliance with the requirements outlined in the Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Protocol Agreement.

### **Appendices and Schedules Attached**

Appendix A to Report HUR17002(a) – Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons

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# **Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons**

## **Introduction**

The City of Hamilton (The City) is committed to providing a safe, respectful, and inclusive environment for community members who use our services and for all employees. The City has a legal and moral responsibility to maintain environments that are free from discrimination and harassment for community members and employees. The City is committed to enhancing equity and inclusion through the provision of City services and within the workplace, and to promote awareness of our human rights obligations. In accordance with the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code (the Code)*, the City recognizes the dignity and worth of every person such that each person feels a part of our community and is able to contribute fully without harassment or discrimination.

The City recognizes that transgender and gender non-conforming persons constitute one of the most disadvantaged groups in our society. This group routinely experiences discrimination, harassment and violence because of their gender identity or gender expression. Such experiences create barriers to civic engagement and participation in the broader community and deny us the benefits of contributions from all Hamiltonians.

The City also acknowledges that individuals often face barriers based on more than one prohibited ground under the *Code* and thus every person will have different experiences. For example, barriers may differ between an individual who identifies as transgender and also has a disability, and another transgender individual who also belongs to a racialized minority group. When City services or employment have inclusive standards and requirements, but a particular bona fide standard or requirement would pose a difficulty for a person due to an individual characteristic connected to any prohibited ground of discrimination, the City has an obligation to accommodate the individual to the point of undue hardship with respect to health and safety or cost.

In order to ensure that all employees and members of our community, especially transgender and gender non-conforming individuals, feel safe and welcomed, the City has developed this protocol specifically to set out guidelines to ensure the equitable,

fair, and respectful treatment of all persons who work at or otherwise interact with the City as a resident or service user.

There are a number of policies and procedures this protocol accompanies that demonstrate and enforce the City's commitment to the equity and inclusion of all persons and also reinforce the City's legislative requirements. This protocol supports the City's existing policies and procedures, and as such should be read in conjunction with the following:

- Equity and Inclusion Policy
- Harassment and Discrimination Prevention Policy
- Personal Harassment Prevention Policy
- Procedure for Resolving Harassment & Discrimination Issues
- Employment Accommodation Policy
- Workplace Accommodation Procedure
- Violence in the Workplace Prevention Policy
- Violence in the Workplace Prevention Procedure
- Workplace Breastfeeding Policy

## **Purpose**

Through this protocol, the City seeks to provide employees with clear guidelines regarding actions and behaviour that is inclusive and respectful of all gender identities and expressions.

This protocol has also been developed to raise awareness and understanding of our shared obligation to promote the dignity and equitable treatment of all employees and members of our community, regardless of their gender identity or gender expression.

## **Rights and Responsibilities**

All people have a right to be treated with dignity and respect, free from discrimination and harassment.

The Ontario *Human Rights Code* (the *Code*) prohibits the harassment and discrimination of persons based on the prohibited grounds outlined within the *Code*, which includes gender expression and gender identity. Individuals are protected from discrimination and harassment in five social areas, including:

- In receiving goods, services, and using facilities
- In occupying housing accommodations

- When entering into contracts
- In employment
- In joining or belonging to a union or professional or vocational association

In compliance with the *Code*, individuals who identify as transgender or gender non-conforming have the right to be free from discrimination, harassment and violence, which includes the right to:

- be identified and referred to based on their gender identity;
- access facilities and services based on their gender identity;
- be communicated with in a respectful manner;
- be able to voice a complaint or express concern about human rights violations without fear of reprisal

## **Scope and Application**

All employees, at all levels within the organization, play an important role in creating safe, inclusive and respectful environments for transgender and gender non-conforming employees and citizens, both within the workplace and in accessing City services.

All employees at the City are required to follow the guidelines as set out within this protocol and to abide by all related City policies and procedures. For the purposes of this protocol, “all employees” includes but is not limited to: full and part time regular, temporary and contract employees. Additionally, students, interns, and volunteers must also follow this protocol.

This protocol has been separated into two sections:

- 1) Customer Service Guidelines, and;
- 2) Employee Guidelines.

While there may be overlap within these sections, the separation is intended to provide employees with greater clarity and direction.

## **Customer Service Guidelines:**

### **1. Privacy and Confidentiality**

- 1.1 All persons are entitled to privacy and confidentiality. In accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA), the City has a legal obligation to protect data gathered and to ensure that information collected remains secure and confidential.
- 1.2 Information must only be collected where there is a bona fide reason to do so.
- 1.3 Information pertaining to community members should be kept only if necessary.
- 1.4 A person's medical history, particularly as it relates to sex assigned at birth, social or medical sex/gender transition, anatomy, as well as any information regarding their gender identity must remain confidential. Where information may be required for accommodation or to otherwise meet the needs of the person, only relevant information should be shared and limited to only those individuals who are directly involved in the process.
- 1.5 Disclosure of a transgender or gender non-conforming person's gender identity or the extent of their transition without their consent and knowledge is prohibited and considered to be a form of harassment and discrimination under the Ontario *Human Rights Code*.

### **2. Identification, Language, and Administrative Systems**

- 2.1 Everyone has the right to define their own gender. Transgender persons should be recognized as they want to be, whether or not they have undergone surgery or whether their identity documents reflect their gender identity.
- 2.2 All persons must be referred to by their preferred name, gender and pronoun.



- 2.3 Community members have a right to update their administrative record(s) to match their gender identity should they wish to do so.

### 3. Collecting data on sex and gender

- 3.1 Data on sex and gender is often collected when there is little or no need to know in order to provide a product or service. Before collecting data on sex or gender, thought should be given as to whether there is a legitimate need or a legal requirement to solicit this type of data.
- 3.2 What constitutes a 'legitimate need' may vary. Employees should consider the following when determining whether to ask for sex and/or gender data:
  - What is the rationale for asking for sex and/or gender data?
  - Is knowing a person's sex or gender essential to providing a service?
  - Will this data be used in demographics and analysis? Is it useful to improve services?
  - Can the data be collected in an anonymized manner and analyzed in the aggregate, or is there a need to attach the data to an individual's administrative record.
  - How will this data be stored and kept secure?
  - Does asking for this data contribute to the City's equity and inclusion strategy?
- 3.3 Where a legitimate need or legal requirement to collect sex and gender data has been identified, it is essential that the option be made available for people to self-identify, wherever possible, in categories that go beyond the two categories of "female" and "male." One best practice is to permit persons to self-identify in an open text box format, wherever possible.
- 3.4 If data will be used in demographics and analysis, or to improve service delivery, a separate demographic question may be used to identify transgender/non-binary service users (e.g. What is your gender: \_\_\_\_\_, Would you like to self-identify as: transgender, non-binary, Two-Spirit, or

as a person with a history of sex/gender transition? Y/N) and this information should not be included on the individual's account or data profile.

#### **4. Dress code**

- 4.1 All persons are entitled to dress in accordance with their gender identity or gender expression. An individual's gender expression, and the fact that it may be different than a staff member's expectations around dress or grooming that may be common based on a particular gender identity, shall not be used as grounds to question a person's self-identified gender identity or remove the person from a washroom or change room.

#### **5. Washrooms and change facilities**

- 5.1 The City of Hamilton will make all efforts to ensure that persons can use washrooms with safety, privacy and dignity, regardless of their gender identity or gender expression.
- 5.2 All persons have the right to access washroom and change facilities based on their self-identified gender identity.
- 5.3 Where available, the City will provide an all-gender, single stall washroom/change room for use by any persons who desire it. The use of all-gender, single-stall washroom/change room could be an option that people may choose, but this option should not be imposed upon an individual because of the individual's gender identity.
- 5.4 If any person has a bona fide reason to request additional privacy but private change room facilities are unavailable, accommodation will be provided on an individual basis to address the individual's needs. This may include such things as providing access to an office or a restricted area; implementing a change room schedule; redesigning existing facilities; and creating a private area within a public area (i.e.: separating an area with a curtain).
- 5.5 Harassment of any person in a washroom/change room based on their gender identity or gender expression, including a challenge to the person's right to access the washroom/change room space because of their gender

identity or gender expression, is unacceptable. If an individual engages in persistent harassment staff may require the individual to leave the washroom/change room and use the alternative facilities.

- 5.6 All persons have the right to use City washroom and change room facilities without harassment, sexual harassment, voyeurism, and physical and sexual assault. In addition to any legal sanctions that these behaviours may result in, engaging in these behaviours would be grounds to remove a person from City facilities.

## **6. Support for Employees**

- 6.1 The City's Human Rights, Access and Equity Office in Human Resources can be contacted to provide employees with information, resources and support as required to the provision of high quality services to all persons.
- 6.2 Should employees need assistance or guidance at any time in the implementation of this Protocol, they are advised to contact Human Rights, Access and Equity as soon as possible. Good faith and timely requests for assistance or guidance are encouraged if and when an employee is unclear about the application of the protocol in a particular situation, and an employee's timely request for assistance from the office will be taken into consideration should a complaint be made regarding the employee's handling of the situation.

## **Employee Guidelines:**

### **1. Privacy and Confidentiality**

- 1.1 All employees of the City of Hamilton are entitled to privacy and confidentiality. In accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA), the City has a legal obligation to protect data gathered and to ensure that information collected remains secure and confidential.
- 1.2 Information must only be collected where there is a bona fide reason to do so.
- 1.3 Information pertaining to a transgender and gender non-conforming person's gender identity must remain confidential, unless the person provides consent for information to be released. For example, prior to the first day that a transitioning employee will be publically expressing their gender at work, the employee may provide consent to a Manager or a representative from Human Rights, Access and Equity to disclose some information to the employee's colleagues to confirm the City's support for the employee, increase understanding, and facilitate the transition.
- 1.4 A person's medical history, particularly as it relates to transitioning, as well as any information regarding their gender identity must remain confidential. Where information may be required for accommodation or to otherwise meet the needs of the person, only relevant information should be shared and be limited to only those individuals with a need to know who are directly involved in the process.
- 1.5 All employee information is to be kept in Human Resources in a secure filing location. Information must be securely housed and accessible only by those with a legitimate need to do so.
- 1.6 Disclosure of a transgender or gender non-conforming person's gender identity or the extent of their transition without their knowledge and consent is prohibited and considered to be a form of harassment and discrimination under the Ontario *Human Rights Code*.

## 2. Identification, Language, and Administrative Systems

- 2.1 Everyone has the right to define their own gender. Transgender persons should be recognized based on how they identify their gender, without reference to anatomy or whether their identity documents reflect their gender identity.
- 2.2 All persons must be referred to by their preferred name, gender and pronoun.
- 2.3 Employees have a right to update their administrative record wherever possible to match their gender identity should they wish to do so.
- 2.4 All City employees are expected to use inclusive language within the workplace and during interactions with the public. Examples of this include using gender neutral language when gender specific language is unnecessary, for example using “people” instead of “men and women,” “esteemed guests” instead of “ladies and gentlemen,” or “they” instead of “he” and “she.”

## 3. Collecting data on sex and gender

- 3.1 Data on sex and gender is often collected when there is little or no need to know in order to provide a product or service. Before collecting data on sex or gender, thought should be given as to whether there is a legitimate need or a legal requirement to solicit this type of data.
- 3.2 Where a legitimate need or legal requirement to collect sex and gender data has been identified, wherever it is possible the option should be made available for people to self-identify in categories that go beyond the two categories of “female” and “male.” The best practice is to allow employees to self-identity in an open text box.
- 3.3 If data will be used in demographics and analysis, or to improve service delivery, a separate demographic question may be used to identify transgender/non-binary service users (e.g. What is your gender: \_\_\_\_\_) Would you like to self-identify as: transgender, non-binary, Two-Spirit, or as a person with a history of sex/gender transition? Y/N). This information

should not be included on the individual's account or data profile, but used in the aggregate.

#### **4. Dress code**

- 4.1 All employees are entitled to dress in accordance with their gender identity or gender expression. If employees are required to wear uniforms, uniforms will be provided that reflects the employee's gender identity.

#### **5. Washrooms and change facilities**

- 5.1 The City of Hamilton will make all efforts to ensure that all employees can use washrooms with safety, privacy and dignity, regardless of their gender identity or gender expression.
- 5.2 All persons have the right to access washroom and change facilities based on their self-identified gender identity.
- 5.3 Where available, the City will provide an all-gender, single stall washroom/change room for use by any persons who desire it. The use of all-gender, single-stall washroom/change room should be an option that people may choose but should not be imposed upon an individual because of the individual's gender identity.
- 5.4 If any person has a bona fide reason to request additional privacy but private change room facilities are unavailable, accommodation will be provided on an individual basis to address the individual's needs. This may include such things as providing access to an office or a restricted area; implementing a change room schedule; redesigning existing facilities; and creating a private area within a public area (ie: separating an area with a curtain).
- 5.5 Harassment of any person in a washroom/change room based on their gender identity or gender expression, including a challenge to the person's right to access the washroom/change room space because of their gender identity or gender expression, is unacceptable. Any employee who engages in harassment will be subject to disciplinary action as outlined in the Harassment and Discrimination Prevention Policy and Personal Harassment Prevention Procedure.

- 5.6 All persons have the right to use City washroom and change room facilities without harassment, sexual harassment, voyeurism, and physical and sexual assault. In addition to any legal sanctions that these behaviours may result in, employees engaging in these behaviours are subject to disciplinary action as outlined in the Harassment and Discrimination Prevention Policy and Personal Harassment Prevention Procedure.

## **6. Employee Gender Transition**

- 6.1 The City is supportive of employees who decide to transition. The City will provide appropriate support and accommodation to employees during their transition process upon an employee's request.
- 6.2 The City of Hamilton's Human Rights, Access and Equity Office will provide resources and support to employees beginning, and throughout, the transitioning process. Resources and supports will be determined through the collaborative development of an individualized gender transition accommodation plan.
- 6.3 Transitioning employees are entitled to express their gender identity and gender expression without fear of discrimination, harassment, or reprisal.
- 6.4 The City will work with the employee and the employee's union representative (as applicable) to develop an individualized workplace gender transition accommodation plan to identify and address accommodation steps that may be required in the workplace to support the employee's transition. This plan may include timelines and dates for when the employee will be addressed by their new name and pronoun; when employment records will be changed; when and how other employees will be informed of the change; and how management and the union will otherwise support the transitioning employee.

## **7. Support for Employees**

- 7.1 The City's Human Rights, Access and Equity Office in Human Resources can provide employees with information, resources and support as required in order to provide high quality services to all persons and maintain an inclusive workplace environment.

- 7.2 Should employees need assistance or guidance at any time in the implementation of this Protocol, they are advised to contact Human Rights, Access and Equity as soon as possible.

### **Review Schedule**

The Transgender and Gender Non-Conforming Protocol will be reviewed on an annual basis, in tandem with the Harassment and Discrimination Policy and the Equity and Inclusion Policy.

### **History**

This protocol was approved by Council on 03-08-2017



## Appendix A: Glossary for Understanding Gender Identity and Gender Expression

The definitions identified below are based primarily on the Ontario Human Rights Commission's (OHRC) Policy on Gender Identity and Gender Expression.

The City recognizes that there may be some contention around these definitions within various communities, but has adopted those from the OHRC for alignment and consistency. This list of definitions is not exhaustive, and is not intended to be a comprehensive educational review. Employees who would like more information are encouraged to consult the resources identified in Appendix B, or to contact Human Rights, Access & Equity Section of Human Resources.

**Sex:** the classification of people as male, female or intersex. Sex is usually assigned at birth and is based on an assessment of a person's reproductive systems, hormones, chromosomes and other physical characteristics.

**Gender identity:** each person's internal and individual experience of gender. It is a person's sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex.

For most people, their sex and gender identity align. For some, it does not. A person may be born male but identify as a woman, or born female but identify as a man. Other people may identify outside the categories of woman/man, or may see their gender identity as fluid and moving between different genders at different times in their life.

**Gender expression:** how a person publicly presents or expresses their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways people express their gender. Others perceive a person's gender through these attributes.

All people, regardless of their gender identity, have a gender expression and they may express it in any number of ways. For trans people, their chosen name, preferred pronoun and apparel are common ways they express their gender. People who are trans may also take medically supportive steps to align their body with their gender identity.

**Trans or transgender:** an umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. "Trans" can mean transcending beyond, existing between, or crossing over the gender spectrum. It includes but is not

limited to people who identify as transgender, transsexual, cross dressers or gender non-conforming (gender variant or gender queer).

“Trans” includes people whose gender identity is different from the gender associated with their birth-assigned sex. Trans people may or may not undergo medically supportive treatments, such as hormone therapy and a range of surgical procedures, to align their bodies with their internally felt gender identity.

People who have transitioned from one gender to another may simply identify as female or male. Others may also identify as trans, as a trans woman or a trans man. Some people may identify as trans and not use the labels “female” or “male.” Others may identify as existing between male and female or in different ways beyond the binary of male/female.

Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans. As a result, different trans people face distinct forms of discrimination in society, and this may relate to whether they identify as male, female, a person with a trans history, a person in the process of transitioning, a trans man, trans woman, transsexual, or gender non-conforming.

**Gender non-conforming/gender variant/gender queer:**[\[1\]](#) [\[2\]](#) individuals who do not follow gender stereotypes based on the sex they were assigned at birth. They may identify and express themselves as “feminine men” or “masculine women” or as androgynous, outside of the categories “boy/man” and “girl/woman.” People who are gender non-conforming may or may not identify as trans.

**Trans man and trans woman:** A person whose sex assigned at birth is “female” and identifies as a man may also identify as a trans man (female-to-male FTM). A person whose sex assigned at birth is “male” and identifies as a woman may also identify as a trans woman (male-to-female MTF).

**Transitioning:** refers to a host of activities that some trans people may pursue to affirm their gender identity. This may include changes to their name, sex designation, dress, the use of specific pronouns, and possibly medically supportive treatments such as hormone therapy, sex-reassignment surgery or other procedures. There is no checklist or average time for a transition process, and no universal goal or endpoint. Each person decides what meets their needs.

**“Lived” gender identity:** the gender a person internally feels (“gender identity” along the gender spectrum) and publicly expresses (“gender expression”) in their daily life

including at work, while shopping or accessing other services, in their housing environment or in the broader community.

**Sexual orientation and gender identity are different:** sexual orientation describes human sexuality, from gay and lesbian to bisexual and heterosexual orientations.<sup>[3]</sup> A person's gender identity is fundamentally different from and not related to their sexual orientation. Because a person identifies as trans does not predict or reveal anything about their sexual orientation. A trans person may identify as gay, lesbian, queer, straight or bisexual, just as people who do not identify as trans.

**Two-Spirit:** a term used by Aboriginal people to describe from a cultural perspective people who are gay, lesbian, bisexual, trans or intersex. It is used to capture a concept that exists in many different Indigenous cultures and languages. For some, the term Two-Spirit describes a societal and spiritual role that people played within traditional societies, such as: mediators, keepers of certain ceremonies, transcending accepted roles of men and women, and filling a role as an established middle gender.<sup>[4]</sup>

**Cisgender and cisnormativity:** most people are "cisgender" (not trans); that is, their gender identity is in line with or "matches" the sex they were assigned at birth. Cisnormativity ("cis" meaning "the same as") refers to the commonplace assumption that all people are cisgender and that everyone accepts this as "the norm." The term is used to describe prejudice against trans people that is less overt or direct and more widespread or systemic in society, organizations and institutions. This form of systemic prejudice may even be unintentional and unrecognized by the people or organizations responsible.

**Transphobia:** the aversion to, fear or hatred or intolerance of trans people and communities. Like other prejudices, it is based on stereotypes and misconceptions that are used to justify discrimination, harassment and violence toward trans people.

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[1] Gender queer: "those who identify their gender outside of traditional gender categories and may not identify as either trans men or trans women. Some gender queer individuals pursue medical transition options and some do not." Pyne, *supra* note 34, at 9.

[2] While the OHRC combines the terms Gender non-conforming/gender variant/gender queer in their definitions, the City of Hamilton recognizes that these terms are unique, different and not synonymous.

[3] Sexual orientation is also a protected ground under the *Code*

[4] 2-Spirited People of the 1st Nations, *Our Relatives Said: A Wise Practices Guide* (2008) online: 2-Spirited People of the 1st Nations, [www.2spirits.com](http://www.2spirits.com).

## Appendix B: Additional Resources

### APPENDIX B: Additional Resources

City of Hamilton  
Human Resources Division  
Human Rights, Access & Equity Section  
905.546.2424 ext. 8080 or 6134

#### Guiding Legislation:

The Ontario *Human Rights Code*  
<https://www.ontario.ca/laws/statute/90h19>

Canadian Charter of Rights and Freedoms  
<http://laws-lois.justice.gc.ca/eng/const/page-15.html>

#### For Further Information on Gender Identity and Gender Expression:

Policy on Preventing Discrimination Because of Gender Identity and Gender Expression  
<http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression>

Questions and Answers about Gender Identity and Pronouns  
<http://www.ohrc.on.ca/en/questions-and-answers-about-gender-identity-and-pronouns>

Creating Authentic Spaces: A Gender Identity and Gender Expression Toolkit to Support the Implementation of Institutional and Social Change  
<http://www.the519.org/news/gender-expression-toolkit>



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

<b>TO:</b>	Chair & Members Audit Finance & Administration Committee
<b>COMMITTEE DATE:</b>	March 6, 2017
<b>SUBJECT/REPORT NO:</b>	Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons (HUR17002) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maxine Carter(905) 546-2424 Ext. 6419 Jodi Koch (905) 546-2424 Ext. 3003 Aine Leadbetter (905) 546-2424 Ext. 6667 Bonnie MacPhail (905) 546-2424 Ext. 4552
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources & Organizational Development
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons, attached as Appendix A to Report HUR17002 be approved.

**EXECUTIVE SUMMARY**

In April 2016, a legal settlement was reached between the City and a transgender woman respecting a human rights application after the woman was denied entry to the women’s washroom and offered the universal washroom at the MacNab Street Transit Terminal. The legal settlement included an agreement to codify specified City practices with regard to the protected grounds of gender identity and gender expression and the rights of transgender and gender non-conforming persons, as the practices apply to both employees’ internal conduct with each other and with the provision of customer service to the public. Protections for gender identity and expression have been recognized in Canadian Human Rights jurisprudence for more than two decades. In Ontario, the Ontario Human Rights Commission has had policy on these grounds since March 2000, and the protections were explicitly codified in the Ontario *Human Rights Code* in June 2012.

City staff have developed the Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons (Appendix A to Report HUR17002) to meet the obligations specified in the Minutes of Settlement and to codify its broader commitment and practices as referenced in the City's Equity and Inclusion and Harassment and Discrimination Policies as they relate to the transgender community, ensuring specifically that:

- (i) Individuals have the right to access gender-segregated facilities in accordance with their self-identified gender identity;
- (ii) An individual shall be addressed by the individual's preferred name and referred to by pronouns corresponding to the individual's self-identified gender identity; and
- (iii) Where possible, the City will provide an all-gender, single stall washroom and change room facilities for use by any persons who desire increased privacy. Use of an all-gender, single stall washroom and change room facilities should be an option that people may choose but should not be imposed upon an individual because of the individual's transgender identity.

## **ALTERNATIVES FOR CONSIDERATION**

**Not Applicable**

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

**Financial:** There will be costs associated with the enhanced harassment and discrimination prevention training that will communicate with and educate staff about the practices identified in the Protocol. Staff will assess to determine costs and what resources are required as part of the development of the plan to enhance training.

**Staffing:** No additional staff will be required to implement the Protocol. Existing Human Rights, Access and Equity staff will provide resources and information in support of staff and management city-wide.

**Communication:** A Question and Answer (Q & A) was distributed in January 2017 and ongoing to all staff where new washroom and change facilities signage is posted and is available on the City Intranet in support of the installation of signage at over 1400 washroom and change facilities.

Within one month of Council's approval of the Protocol, the Protocol will be distributed to all employees and be made available to the Public in the normal manner for distributing policy approved by Council

Enhanced harassment and discrimination prevention training, specific to the protected grounds of gender identity and gender expression and the Protocol will be provided for existing staff to ensure that the Protocol is understood and implemented consistently, appropriately, and in keeping with existing City of Hamilton Policies, the Ontario *Human Rights Code* and the Ontario Human Rights Commission *Policy on preventing discrimination because of gender identity and gender expression*.

**Legal:** Legal liability could ensue if the Protocol is not followed.

## **HISTORICAL BACKGROUND**

In April 2016, a legal settlement was reached between the City and a transgender woman respecting a human rights application after the woman was denied entry to the women's washroom and was offered the universal washroom at the MacNab Street Transit Terminal.

In May of 2016, a working group was formed from City employees with the goal of codifying the City's practices with regard to gender identity and gender expression as set out in the *Code*. The working group has representation from Human Resources, including Human Rights and Policy and Planning; Access and Equity; with Communications and Legal in an advisory capacity.

At the same time, the City sought to secure an expert consulting group with expertise in the rights of transgender persons, gender identity and gender expression to assist in the development and review of the Protocol. In July 2016, the services of Egale Canada, Human Rights Trust were obtained.

A Trans Inclusion focus group, with representation from a cross section of City staff was held by Egale in August 2016, to better understand the City's requirements and objectives. Egale also reviewed and provided ongoing input during the development of the Protocol from September to November 2016.

In December 2016, the Protocol was reviewed by Policy Review Group, Union Executives, Human Resources Leadership Team, and Senior Leadership Team.

In January and February 2017, the Ontario Human Rights Commission reviewed and commented on the Protocol. In addition, an independent lawyer with expertise in human rights and the rights of transgender and gender non-conforming persons reviewed the document and provided input. This review and input did not constitute legal advice; the review of the document to ensure legal compliance was conducted by City of Hamilton solicitors.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The City of Hamilton has a legislative obligation to ensure that we act and deliver services in compliance with the Ontario *Human Rights Code*. This requires the corporation to ensure that discrimination against people based on the protected grounds in protected social areas is prohibited. Protected grounds include age; ancestry, colour, race; citizenship; ethic origin; place of origin; creed; disability; family status; marital status; receipt of public assistance (in housing only); sex; sexual orientation; and gender identity and gender expression

In order to ensure that we meet our obligations, the City has a number of internal policies and procedures available to support and guide employees. The Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons will not alter these existing policies, rather, as it codifies practices that are already in place, it is intended to supplement and be read in conjunction with existing City policies.

## **RELEVANT CONSULTATION**

A number of groups internal to the City have been consulted in the development and review of the Protocol. Consultations included: the City's Corporate Policy Review Group, Human Resources Leadership Team, Union Executives, and Senior Leadership Team.

The working group responsible for the development of the Protocol also consulted best practice and researched additional examples from other municipalities and other public institutions.

Externally, input was sought from the City's LGBTQ Advisory Committee and feedback was received. Written input was also received through various sources from members of the broader community and considered in the development of the Protocol.

Egale Canada Human Rights Trust, an organization with expertise in the Ontario *Human Rights Code*, gender identity and gender expression issues, and transgender rights, was retained to consult on the development of the document. A focus group was conducted by Egale with internal stakeholders in order to understand the City's needs, provide expert input and ongoing comments in support of the City's efforts

In addition, as per the terms of the legal settlement, the Protocol was also reviewed by the Ontario Human Rights Commission and an external human rights lawyer with expertise on the rights of transgender and gender diverse persons. This review and input did not constitute legal advice; the review of the document to ensure legal compliance was conducted by City of Hamilton solicitors.



Ongoing support, resources and education will be available to all employees, management and departments through the Human Rights, Access and Equity section in the Human Resources Division.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Toby Dancer (1953-2004) was a transgender woman. She was also a celebrated record producer and musician (Canadian folk legend Ian Tyson credits Dancer with the distinctive sound of his platinum album *Cowboyography* (1987).) In 2012, Dancer's name entered history in a new way: the Province of Ontario enacted Toby's Law – legislation forbidding discrimination on the basis of gender identity and gender expression. Toby's Law creates equality for transgender and gender non-conforming people.

The history of Hamilton is one of movement toward justice. In the spirit of Toby's Law, the City recognizes the full equality of transgender and gender non-conforming Hamiltonians. Hamilton is diverse – a city of rural and urban communities, and communities of richly varied culture, ethnicity, origin, language, and religion. Gender diversity is a part of what makes us strong. Transgender persons are an invaluable source of social wealth. This is as true of our Hamilton transgender and gender non-conforming employees and citizens, as it was of Toby Dancer.

The City of Hamilton is committed to ensuring that transgender and gender non-conforming persons are treated with full dignity, whenever they interact with City and City-funded services or are employees of the City. It is our privilege to serve the transgender community and support our staff.

In this Protocol, we lay out the principles that are guiding our ongoing work, as a municipal government, to respect transgender equality in a real way. Toby's Law and the Ontario *Human Rights Code* are the basis of the City's legal obligations. Our deeper commitment is to human dignity as a moral fact.

The Mayor of Hamilton begins our City Council meetings by acknowledging that we are located on the shared territory of the Haudenosaunee and the Mississauga on lands protected by the Dish With One Spoon wampum – an historic peace agreement between the Haudenosaunee and Anishinaabe to share the land, water, plants, and animals, with respect. In significant part, acknowledging Indigenous territory and historic treaties means showing respect for Two-Spirit people – those Indigenous people who identify with the spiritual and social roles for LGBT / LGBTTTQQAAP people. We acknowledge the diverse Indigenous conceptions of gender identity and gender expression, which flourished pre-contact with colonial settlers, and that continue to evolve today.

The City recognizes that the Two Spirit community deserves special honour. Our Protocol for Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons is mindful of the equality of Two Spirit people.

Transgender and gender non-conforming persons face stigma, discrimination transphobia, and often violence, on a regular basis. This can have detrimental results; transgender persons may face exclusion from community and social spaces, face unemployment, and avoid seeking health care. Similarly, it is suggested that these exclusions may also extend to education and social services (Trans Pulse Project).

Transgender and gender non-conforming persons face health disparities linked to the stigma, discrimination, prejudice, systemic exclusion, harassment, and violence they experience. Higher rates of substance use, depression, anxiety, and suicide have been found in transgender and gender non-conforming persons. Health disparities extend beyond mental health issues and further impact on physical health. Increased social inclusion and decreased transphobia have been shown to decrease rates of suicidal ideation and attempts. Addressing discrimination by having inclusive and accepting, built, social, and administrative environments is integral to maintaining the health, mental health, and well-being, of transgender and gender non-conforming persons, and facilitating their cultural, economic, social, participation and contribution to enhance the fabric of the City's vibrant and diverse public life.

City policies and procedures have been developed to ensure compliance with the *Code*, and the City is committed to ensuring that all members of our community, including employees are treated equitably and with dignity and respect. This Protocol does not alter the City's commitment to human rights, rather enhances it and goes further in assisting employees with the practical application of the *Code* as it pertains to one of the more vulnerable groups within our community. Having a clear, consistent approach not only meets our obligations from the legal settlement, but more importantly will ensure that City employees are applying the intent of the *Code* correctly and that trans persons within our workforce and community are treated with fairness and equity when using City services and interacting with staff, and when staff interact with each other.

## **ALTERNATIVES FOR CONSIDERATION**

None

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

### **Community Engagement & Participation**

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

### **Culture and Diversity**

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

### **Healthy and Safe Communities**

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

### **Our People and Performance**

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

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report HUR17002 - : Protocol re: Gender Identity and Gender Expression; Transgender and Gender Non-Conforming Persons





**CITY OF HAMILTON**  
**CITY MANAGER'S OFFICE**  
**Audit Services Division**

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Follow Up to Audit Report 2014-12- Planning & Economic Development – By-law Enforcement (AUD18004) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Charles Brown CPA, CA, CPA (Illinois) 905-546-2424 x4469
<b>SUBMITTED BY:</b>	Charles Brown CPA, CA, CPA (Illinois) Director, Audit Services City Manager's Office
<b>SIGNATURE:</b>	

### RECOMMENDATION

That Report AUD18004, respecting the follow up of Audit Report 2014-12, Planning & Economic Development – By-law Enforcement, be received.

### EXECUTIVE SUMMARY

Audit Report 2014-12 was originally issued in June 2015 and management action plans with implementation timelines were included in the Report. In January 2018, Audit Services conducted a follow up exercise to determine if appropriate and timely actions had been taken.

Of the 16 recommendations made in the original Report, one recommendation is complete, four recommendations have been initiated, three recommendations are in progress, six recommendations are not complete, one recommendation is no longer applicable and status of one recommendation could not be objectively determined. Details of implementation specific to each recommendation are included in Appendix “A” to Report AUD18004.

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None.

Staffing: None.

Legal: None.

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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.*

## **Follow Up to Audit Report 2014-12- Planning & Economic Development – By-law Enforcement (AUD18004) (City Wide) – Page 2 of 2**

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### **HISTORICAL BACKGROUND**

Audit Report 2014-12, Planning & Economic Development – By-law Enforcement, was originally issued in June 2015. The Report provided sixteen recommendations to strengthen internal controls.

It is normal practice for Audit Services to conduct follow up reviews within 12-18 months following the issuance of the original Report in order to determine whether action plans committed to be department management have been implemented. This follow up audit was delayed as a result of staffing vacancies.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

- Yard Maintenance By-law (10-118)
- Property Standards By-law (10-221)
- Heat By-law (04-091)
- Vital Services By-law (09-190)

### **RELEVANT CONSULTATION**

The results of the follow up were provided to management responsible for Planning & Economic Development – By-law Enforcement.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The report attached as Appendix “A” to Report AUD18004 contains the original report, Audit Report 2014-12, along with comments indicating Audit Services’ findings as a result of the follow up work that was performed.

### **ALTERNATIVES FOR CONSIDERATION**

Not applicable.

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

#### **Our People and Performance**

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

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report AUD18004

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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.*

**CITY OF HAMILTON  
INTERNAL AUDIT REPORT 2014-12  
PLANNING AND ECONOMIC DEVELOPMENT  
MUNICIPAL LAW ENFORCEMENT (MLE) – BY-LAW ENFORCEMENT - FOLLOW UP**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Systems Inefficiencies</u>  MLE Officers currently use two systems to record By-law related complaint and investigation information - Hansen for Yard Maintenance and AMANDA for Property Standards, Heat and Vital Services. The AMANDA system provides more detailed information relating to the investigation and links action request folders, violation folders and court folders back to the property. Throughout the audit, the following disadvantages were noted in using the Hansen system in comparison to AMANDA:</p> <ul style="list-style-type: none"> <li>• There is no to-do list for each Officer. Each day, the Officer must do a search for outstanding calls assigned to them and assign themselves all new calls relating to their area;</li> <li>• User fees are not automated and cannot be reported from the system but are manually compiled;</li> <li>• No standard documentation templates were observed within Hansen;</li> <li>• It is difficult to upload multiple attachments, so the attachment feature was not being utilized; and</li> <li>• There are no workflows to standardize tasks. Officers manually input log codes and notes for investigations</li> </ul>	<p>1. That MLE management review the feasibility of using only the AMANDA system or any other department wide software to record all information relating to By-Law complaints and investigations and meet the needs of staff efficiently.</p>	<p>Agreed. MLE management will forward the recommendation to the departmental AMANDA team for additional consideration. Expected completion: Q2, 2016.</p>	<p>Initiated. Although MLE is still using both AMANDA and Hansen to record complaints and investigations, work has started to transition to AMANDA. A steering committee has been formed including representation from corporate IT.</p> <p>Expected Completion: Q4, 2018</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
 FOLLOW UP – JANUARY 2018**

OBSERVATIONS OF EXISTING SYSTEM	RECOMMENDATION FOR STRENGTHENING SYSTEM	MANAGEMENT ACTION PLAN	FOLLOW UP (JANUARY 2018)
<p><u>Systems Inefficiencies (Cont'd)</u>            When Officers use more than one system, the risk of information not being appropriately documented and retained is increased. The continued use of Hansen increases the risk of investigations not being acted upon or followed up in a timely manner due to the difficulties in being aware of outstanding work.</p> <p>In addition, the risk of fees not being appropriately charged to property owners increases due to the manual nature of the process.</p>			



**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Timing of Action</u>  By-Law complaints are not being consistently followed up by Officers in a timely manner. A review of complaints received identified:</p> <ul style="list-style-type: none"> <li>• No action was taken on two of 10 Yard Maintenance service requests reviewed;</li> <li>• Initial action on five of 10 Yard Maintenance service requests reviewed occurred beyond the expected 7 business days; and</li> <li>• No action was taken to follow up on one Vital Services Invoking Notice to ensure that utility services were not shut off. Lack of action may impact the health and safety of tenants.</li> </ul> <p>When complaints and Orders to Comply (OTC's) are not followed up in a timely manner, By-Laws are not being appropriately enforced to maintain a healthy and safe community. This may diminish the quality of service being provided to the public.</p>	<p>2. That Supervisors perform regular reviews of employee to-do lists and unassigned tasks to ensure that there are no outstanding items for follow up beyond expected timeframes.</p>	<p>Agreed. Current workload of Supervisors does not provide adequate resources to properly review caseloads regularly.</p> <p>Staff will be requesting additional resources in the 2016 budget process. Expected completion: Q2, 2015.</p>	<p>Alternative initiated. In order to provide critical data and expedite investigations, MLE management is investigating the use of analytics reports generated by AMANDA. These reports will provide MLE supervisors enhanced oversight over officer performance.</p> <p>Management expects to use these reports beginning Q2, 2018.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
 FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Timing of Action (Cont'd)</u>            In addition, the status of investigations and tasks in AMANDA and Hansen are not being consistently updated. Twelve investigations were identified with incorrect statuses. This will create difficulties when reviewing outstanding investigations if files have not been appropriately closed or resolved when completed by the Officer.</p>	<p>3. That the status of investigations and tasks be reviewed by Supervisors periodically for accuracy of their classification.</p>	<p>Agreed. Given the amount of time required to review the status of investigations and tasks, this would take the Supervisor away from critical operational duties. Staff will be requesting additional resources in the 2016 budget process. Expected completion: Q2, 2015</p>	<p>Alternative Initiated. As noted above, management is investigating new AMANDA functionalities that will be utilized to allow Supervisors to better monitor their staff.</p> <p>These enhancements are expected to be utilized by Q2, 2018.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

OBSERVATIONS OF EXISTING SYSTEM	RECOMMENDATION FOR STRENGTHENING SYSTEM	MANAGEMENT ACTION PLAN	FOLLOW UP (JANUARY 2018)
<p><u>Investigation Documentation</u>  Officers perform investigations to determine if a violation of a By-Law has occurred. Investigation steps are to be documented in the Officer’s notebook and the AMANDA or Hansen system. A review of 25 sampled investigations identified:</p> <ul style="list-style-type: none"> <li>• Two occurrences of investigation photos not being date stamped;</li> <li>• Five occurrences of violations with no retained photos for the site visit;</li> <li>• Four occurrences of photos not being uploaded to AMANDA;</li> <li>• Four occurrences of photos showing that a site visit occurred with no corresponding notes in the system; and</li> <li>• Four occurrences of violations not being appropriately input into AMANDA.</li> </ul> <p>Investigations are not being adequately documented. Inconsistencies and variations in notebook documentation amongst Officers were observed. Some Officers record all activities and correspondence relating to investigations throughout the day in their notebook while others only record information relating to site visits with additional correspondence documented directly in the system.</p>	<p>4. That the Notebook Policy and Procedure be expanded to clearly identify documentation requirements.</p>	<p>Agreed. Staff has met with Legal Services to discuss information collected and a Policy and Procedure revision has been completed.</p>	<p>In Progress. The Notebook Policy and Procedure was revised in January 2017. However, the updated procedure is not consistently being followed: a review of 12 sample investigations showed two occurrences where the officer’s notes were not adequately documented and one instance where the notes in the Notebook did not reconcile to the system (Hansen).</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Investigation Documentation (Cont'd)</u>  Supervisors are not performing and documenting quarterly checks of Officer notebooks as required by the Notebook Policy and Procedure. In addition, regular reviews of Officer investigations are not being performed.</p>	<p>5. That Supervisors regularly (at least quarterly) review a sample of investigations to ensure they have been appropriately documented. This review should include Officer notebooks, photos and information being recorded and attached in the AMANDA or Hansen systems.</p>	<p>Agreed. Current workload of Supervisors does not provide adequate resources to properly review caseloads regularly.</p> <p>Staff will be requesting additional resources in the 2016 budget process. Expected completion: Q2, 2015.</p>	<p>Management is working towards an alternative where Supervisors would periodically review Officers Notebooks.</p> <p>Expected completion: Q2, 2018</p> <p>Not Completed. Supervisors continue not to perform and document checks of Officer Notebooks as stated in the policy. However, management is working towards an alternate process whereby the system (AMANDA) would remind Supervisors to review their staff Officer's Notebooks. This review would be logged.</p> <p>Expected Completion: Q2, 2018</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Investigation Documentation (Cont'd)</u>  When regular reviews of investigations and system and notebook documentation are not performed, the risk of inadequate or inconsistent information being retained to support investigations increases. This could be problematic if these cases are taken to court and appropriate evidence is not available/conflicting.</p>	<p>6. That a log be created to track investigation reviews by the Supervisor, including applicable comments, to ensure appropriate follow up occurs.</p>	<p>Agreed. Current workload of Supervisors does not provide adequate resources to properly review caseloads regularly. Staff will be requesting additional resources in the 2016 budget process.  Expected completion: Q2, 2015.</p>	<p>Not Completed. See status and recommendation for #5.  Expected Completion: Q2, 2018</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
 FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Notebook Retention</u>            Officer notebooks are not being retained in accordance with the Notebook Policy and Procedure, which states that full and completed notebooks must be turned in to the Supervisor for safe storage.</p> <p>Completed notebooks were observed as being retained by individual Officers in unsecured locations. This increases the risk of notebooks being lost or misplaced. In addition, upon turnover of staff, appropriate evidence relating to ongoing investigations may be lost.</p>	<p>7. That all completed notebooks be stored in a secure location in accordance with the Notebook Policy and Procedure. A sign in/out log should be created for all notebooks removed from this location.</p>	<p>Agreed. The Manager and Supervisors will be given direction to ensure that all staff follow the Notebook Policy and Procedure. Expected completion: Q2, 2015.</p>	<p>In Progress. Although the Notebooks were stored in a secure location, a detailed log of completed Notebooks is not maintained.</p> <p>Management will work towards ensuring compliance with the retention requirements of the Notebook policy.</p> <p>Expected Completion: Q2, 2018.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Fees and Charges</u>  Fees are charged for inspections resulting in non-compliance with City By-Laws, in accordance with the Approved User Fee and Charges By-Law and the Fee for Inspection and Contractor Fees Policy and Procedure. In nine of 51 files reviewed, incorrect fees were charged. Supervisors do not review the fees charged for accuracy.</p> <p>Fees occur at various stages based on the history and number of violations for the property. The stage of the fee is not being recorded in the Hansen or AMANDA system when it is levied. This makes it more time consuming for Officers reviewing a property history to determine the level of the charge.</p> <p>When fees are not appropriately charged and documented in the system, the risk of fees for future violations being inaccurate is increased as the timing and amount of the charge is dependent on the property's history. This may result in lost revenues for the City.</p>	<p>8. That Supervisors review a sample of fees charged each month to verify their accuracy and follow up with the appropriate Officer when discrepancies are identified.</p> <p>9. That Officers record the stage that the fee was charged at and the amount in the Hansen or AMANDA system.</p>	<p>Agreed. This monitoring will be incorporated into the duties of the contract services supervisory position. Completed in May 2015.</p> <p>Agreed. The Policies and Procedures are being updated to reflect this recommendation. Expected completion: Q2, 2015.</p>	<p>Not Completed. See status and recommendation for #5.</p> <p>Expected Completion: Q2, 2018</p> <p>Not Completed. The stage that the fee was charged at is still not consistently indicated in the systems (Hansen or Amanda). The policy and procedure for Fee for Service was updated in Q2, 2015 but it does not provide guidance for MLE Officers to record the stage the fee was charged at and the amount to records in the systems.</p> <p>Management expects to update the P&amp;P by Q2, 2018.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

OBSERVATIONS OF EXISTING SYSTEM	RECOMMENDATION FOR STRENGTHENING SYSTEM	MANAGEMENT ACTION PLAN	FOLLOW UP (JANUARY 2018)
<p><u>Contractor Work</u>  Documentation relating to contractor work initiated by the City to provide compliance with By-Laws is not consistently being retained. A review of work initiated by the City identified:</p> <ul style="list-style-type: none"> <li>• Picture templates of work to be completed (sent to contractors) are not consistently retained in AMANDA;</li> <li>• Contractor quotes are not being uploaded to AMANDA and are not consistently retained;</li> <li>• All information relating to work to be performed on Yard Maintenance files is being retained on the network drive and is not uploaded to Hansen;</li> <li>• Evidence of supervisory approval for work being awarded to the contractor with the lowest bid is not being consistently retained;</li> <li>• The process for verifying that the contractor work has been completed is inconsistent and documentation is not consistently retained; and</li> </ul>	<p>10. That all documentation relating to contractor work be retained in the AMANDA or Hansen folder.</p> <p>11. That a tasks listing be created in AMANDA/Hansen that requires a signoff by the Supervisor that the quotes have been reviewed and work awarded to the lowest bidder and a signoff by the Officer that contractor work has been verified as completed.</p>	<p>Agreed. Staff will be developing a new process to capture this information and a subsequent policy and procedure. Expected completion: Q1, 2016.</p> <p>Agreed. The new contract will no longer use the quote system. Rather, a straight unit pricing system will be implemented, which will provide better control and consistency for enforcement. Expected completion: Q2, 2015.</p>	<p>Initiated. Documentation relating to contractor work is not being consistently maintained in the systems (AMANDA and Hansen). MLE management has started drafting a new policy and procedure highlighting documentation requirements.</p> <p>Expected completion and implementation date of Q4, 2018.</p> <p>No Longer Applicable. The Supervisor no longer needs to obtain bids prior to approving work as MLE has tendered and awarded contracts to three lowest bid vendors.</p> <p>These three contractors will perform ongoing yard and property maintenance services as required on a rotational basis based on the contractual price.</p>



**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
 FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Contractor Work (Cont'd)</u></p> <ul style="list-style-type: none"> <li>Quotes were not received for work that was upgraded due to special circumstances in two of ten instances.</li> </ul> <p>When information relating to contractor work and evidence of supervisory review is not available due to inconsistent retention, it cannot be verified that work was appropriately awarded to Contractors and completed.</p> <p>In addition, when quotes are not received from contractors in advance of work being performed, the risk of the City being overbilled increases.</p>	<p>12. That quotes be obtained for all work not included in the predetermined contract amounts before being initiated.</p>	<p>No Longer Applicable. MLE has eliminated the quoting process with contractors, effective May 2015. The contract system described above is now utilized.</p>	<p>Unable to verify. The contract, referred to above, states that work with a value greater than \$20k required at least three quotes and the work be awarded to the lowest bidder.</p> <p>However, none of the jobs performed were above \$20k.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

OBSERVATIONS OF EXISTING SYSTEM	RECOMMENDATION FOR STRENGTHENING SYSTEM	MANAGEMENT ACTION PLAN	FOLLOW UP (JANUARY 2018)
<p><u>Provincial Offence Notice (PON)</u>  It is expected that a PON be issued on the third By-Law violation in the year (Property Standards) or season (Yard Maintenance/Heat). Officers use their discretion when issuing PONs prior to the third violation.</p> <p>Two of 51 investigations sampled had a third violation occurring with no PON being issued. MLE indicated that it is in the process of changing the expectation to have Officers issue PONs at the time of the second violation.</p> <p>When PONs are not issued until the third violation and only fees are charged for inspections resulting from non-compliance with City By-Laws, there is less incentive for owners to comply and less revenue generated from PONs.</p> <p>Further, PONs and user fees are not consistently tracked in the AMANDA system making it difficult to determine which violations specifically resulted in the issuance of PONs.</p>	<p>13. That MLE implement the issuance of PONs at the time of the second violation for the same offence in the year/season. If a PON is not issued, the reason should be adequately documented. This should be verified when performing the investigation reviews (see recommendation #3).</p> <p>14. That all violations resulting in PONs have a Court folder in the AMANDA system with the PON and fee amount recorded and linked to the violation.</p>	<p>Agreed. Supervisory staff will be developing a Policy and Procedure which will require that staff make every reasonable attempt to serve a PON on the second occurrence.</p> <p>For extenuating situations, the Officer may request a review by the Supervisor with approvals from the Director or Manager for any deviation from this standard operating practice. This authority will not be permitted to be delegated below the manager's level.  Expected completion: Q4, 2015.</p> <p>Agreed. A folder will be added to the Amanda upgrade team list.  Expected completion: Q4, 2015.</p>	<p>In Progress. Officers were not consistently issuing PON's on non-compliance of second violations. The Policy on Progressive Enforcement was issued in January 2018; enough time had not lapsed to test that the policy was being followed.</p> <p>Expected completion: Q2, 2018</p> <p>Complete. All court orders were consistently attached in the system (AMANDA), with the PON and fee amount recorded and linked to the violation.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

OBSERVATIONS OF EXISTING SYSTEM	RECOMMENDATION FOR STRENGTHENING SYSTEM	MANAGEMENT ACTION PLAN	FOLLOW UP (JANUARY 2018)
<p><u>System Access</u>  Information relating to By-Law enforcement complaints and investigations is stored in the AMANDA or Hansen systems.</p> <p>A review of system access listings identified: users that do not require access to the system based on their job duties, staff that are no longer employed with MLE and individuals unknown to MLE that have been granted access to AMANDA and Hansen complaint and investigation information. It was also noted that access to these systems is not regularly reviewed by management.</p> <p>When unnecessary individuals have the ability to access MLE records, there is the risk of information being used or modified inappropriately.</p>	<p>15. That the Hansen and AMANDA MLE Section user access listings be generated and reviewed regularly (at least annually) to ensure that only appropriate staff have access to MLE records.</p>	<p>Agreed. User access listings will be reviewed annually. Expected Completion: Q1, 2016.</p>	<p>Not completed:  User Access Reviews of the two systems (AMANDA and Hansen) was not being performed.</p> <p>Management agreed to perform User Access Reviews for AMANDA/Hansen at least annually, with the latest one to be completed by Q1, 2018. Management also agreed to develop a new policy and procedure determining roles and responsibilities of admins and Supervisors by Q3, 2018.</p>

**PLANNING AND ECONOMIC DEVELOPMENT – MLE – BY-LAW ENFORCEMENT  
FOLLOW UP – JANUARY 2018**

<b>OBSERVATIONS OF EXISTING SYSTEM</b>	<b>RECOMMENDATION FOR STRENGTHENING SYSTEM</b>	<b>MANAGEMENT ACTION PLAN</b>	<b>FOLLOW UP (JANUARY 2018)</b>
<p><u>Policies and Procedures (P&amp;P)</u>  Several procedures regarding enforcement of various By-Laws and operational processes have been documented. However, they have not been reviewed or updated in a timely manner as evidenced by dates of 2009 to 2013. In addition, the Fee for Inspection and Contractor Fees Policy and Procedure indicates the incorrect timeframe for reviewing the history on the property.</p> <p>When formal procedures are lacking or are out of date, employees use personal understanding and experience to carry out processes which could result in incorrect, incomplete or inconsistent application. It would also be problematic and inefficient for a successor to commence his/her duties within a short period of time.</p> <p>MLE has identified new policies and procedures to be created and amendments to existing policies and procedures on their 2015 Work Plan.</p>	<p>16. That procedures be updated or newly created as per the 2015 work plan. All procedures should be reviewed annually by management and updated as required, bearing evidence of such review (sign-off).</p>	<p>Agreed. Policies &amp; Procedures will be updated. This item will be included in the Manager's Annual Workplan.  Expected Completion: Q1, 2016.</p>	<p>Not completed. P&amp;P's are not being annually updated. Management will update P&amp;P's as time/resource permits and based on priorities as updating P&amp;P's remains part of their 2018 Work Plan.</p>



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Live Streaming of Audio and Video at City Hall Upper and Lower Lobby Areas (PW17058a) (City Wide) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Delfina Duarte (905) 546-2424, Extension 6627
<b>SUBMITTED BY:</b>	Rom D'Angelo, C.E.T.;CFM Director, Energy, Fleet and Facilities Management Public Works Department
<b>SIGNATURE:</b>	

## Council Direction:

At the March 26, 2014 Council Meeting, the Audit, Finance & Administration Report (#14-002) was approved by Council. Item (i) of the report directed staff to “review the possibility of providing live streaming of audio and video for Council and Standing Committee meetings in the upper and lower City Hall lobby areas for meetings that require overflow seating outside of the Council Chambers and report back to the AF&A Committee”.

## Information:

The purpose of this information report is to provide the necessary information to close the Outstanding Business Item.

In January 2018, a new high definition audio/visual streaming system was installed in City Hall Council Chambers and in Room 264. The project scope included installing audio/visual live streaming functionality in the upper City Hall lobby and this feature is now operational.

The lower lobby was not included in the project due to budget constraints. However, live streaming functionality is now available on the City’s YouTube channel and through this distribution mechanism most of the City’s television monitors (including the lower lobby) can be used to view the live stream by connecting them to a laptop that runs the YouTube App. This feature makes live streaming available throughout other City facilities where ever there are monitors with outputs for Laptops. In addition, the

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**SUBJECT: Live Streaming of Audio and Video at City Hall Upper and Lower  
Lobby Areas (PW17058a) (City Wide) - Page 2 of 2**

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YouTube App can be downloaded to smart phones and the live stream can be viewed by anyone (including the public) that subscribes to the City's YouTube Channel.

**Appendices and Schedules Attached**

Not Applicable

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# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Capital Lifecycle Renewal - Dundas Library Roof and HVAC (PW18039) (Ward 13) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Leanne Borges (905) 546-2424, Extension 2937 Robyn Ellis (905) 546-2424, Extension 2616
<b>SUBMITTED BY:</b>	Rom D'Angelo, C.E.T.;CFM Director, Energy, Fleet and Facilities Management Public Works Department
<b>SIGNATURE:</b>	

## Council Direction:

Council, at its meeting of Sept 27, 2017 provided direction in relation to Dundas Library:

“That By-law 17-064 Procurement Policy be waived in order for the General Manager, of the Public Works Department, to be authorized and directed to negotiate and enter into an extension to Contract C13- 27-16 for the urgent roof replacement, upgrade to roof access and HVAC replacement at the Dundas Library project, located at 18 Ogilvie Street, to be funded from the Capital Work in Progress Dundas Library account #7501341301, and in a form satisfactory to the City Solicitor, and report back to the Audit, Finance & Administration Committee with the outcome of those negotiations.”

## Information:

Update:

The Dundas Library at 18 Ogilvie Street re-opened on March 5, 2018. All work related to urgent roof replacement, upgrade to roof access and HVAC replacement was completed in early 2018.

Capital Cost:

The Hamilton Public Library Board, at their meeting September 19, 2017, approved funding for approximately one half of the requisite urgent work. Meanwhile, Facilities staff was able to appropriate Capital Works In Progress (WIPS) from related capital infrastructure programs in order to fund the other half of the urgent work. The capital

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**SUBJECT: Capital Lifecycle Renewal - Dundas Library Roof (PW18039) (Ward 13)  
(Outstanding Business List Item) - Page 2 of 3**

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cost of completed work related to urgent roof replacement, upgrade to roof access and HVAC replacement by the contractor, Century Group Inc., and design team were within the approved project budget as follows in Table 1:

Table 1: Capital Costs of Completed Urgent Work

Description	Costs
RTU Replacement	\$137,874.45
New roof, roof drain, rainwater leader and storm connection	\$165,884.33
Access hatch, ladder and hinged security door	\$13,827.42
Roof screens	\$4,541.35
Furring at column entrance	\$2,095.17
EIFIS at soffit	\$1,500.00
Roof Parapet Framing	\$18,193.00
Engineering	\$32,000.00
Total	\$375,915.72

These expenditures fell within the additional available project funds and therefore there is currently a positive variance of \$83k in Capital Work in Progress Dundas Library PID #7501341301 as of early Q3 2018.

**Background:**

The capital project for Dundas Library Expansion #7501341301 was approved by Council in the 2013 capital budget to begin design. Construction began Q3, 2016. A year later in Q3, 2017, roof leaks were discovered and which repeatedly caused water damage during the ongoing renovation at Dundas Library. The recurring damage delayed the completion of the renovation and opening the facility to the public. Additionally, a high number of pinhole leaks in the gas lines serving HVAC units running over the roof were discovered at that time. The required work included replacement of the HVAC units as well as upgraded roof access for Union Gas to complete the gas line replacement. It was determined that these infrastructure failures could not be repaired and independent engineers had determined that the roof and HVAC required replacement. An additional concern was that the HVAC equipment and roof parapet framing had long order lead times. Inaction would have resulted in additional costs from continued construction delay, damage, contractor demobilization, further delayed Library re-opening date and the inability to heat the facility over the winter. The urgency of this work was unforeseen and Council's support was a key contributor to the successful March 5, 2018 re-opening.

**Capital Lifecycle Renewal:**

Current annual capital funding levels do not support a long-term sustainable facility condition at Dundas Library. Similarly, current annual capital funding levels do not support the long-term sustainable facility condition of the Corporate Facility Portfolio as a whole (Libraries, Yards, Cemeteries, Offices, etc.) In order to sustain facility infrastructure condition at current level and help to prevent further deterioration, the Corporate Facilities annual block funding would need to be increased significantly. In

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**SUBJECT: Capital Lifecycle Renewal - Dundas Library Roof (PW18039) (Ward 13)  
(Outstanding Business List Item) - Page 3 of 3**

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place of adequate funding to support a long-term sustainable facility condition, staff must continue to prioritize capital renewal based on legislative requirements, operating impact, safety and overall highest urgency.

**Appendices and Schedules Attached:**

Not applicable.

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**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
**Financial Services**

<b>TO:</b>	Chair and Members Audit, Finance and Administration
<b>COMMITTEE DATE:</b>	May 07, 2018
<b>SUBJECT/REPORT NO:</b>	Accounts Receivable Write-Offs for 2017(FCS18047) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bev Neill (905) 546-2424 Ext. 6274
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible General Accounts Receivables in the amount of \$11,574.42 attached as Appendix "A" to Report FCS18047;
- (b) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000 in the amount of \$7,406.79, attached as Appendix "B" to Report FCS18047, be received for information;
- (c) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Hamilton Farmers Market Receivables in the amount of \$ 2,742.69 attached as Appendix "C" to Report FCS18047.

### EXECUTIVE SUMMARY

In accordance with Council Policy:

A listing of uncollectible General Accounts Receivable accounts totalling \$11,574.42 is attached as Appendix "A" to Report FCS18047 for Council approval. Upon approval, the Accounts Receivable Section will remove the accounts from the Aged Trial Balance and prepare the necessary accounting entries. These amounts have been allowed for

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**SUBJECT: Accounts Receivable Write-Offs for 2017 (FCS18047) (City Wide) -  
Page 3 of 4**

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**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Accounts Receivable Write-Off Policy.

**RELEVANT CONSULTATION**

Originating departments have been advised of the accounts that will be written-off as they pertain to their department's operations.

- The Hamilton Farmer's Market has supplied the write-off items that pertain to their operations.

**ANALYSIS AND RATIONAL FOR RECOMMENDATION**

All avenues of collection in regards to the receivables being recommended for write-off have been exhausted.

Collection procedures include, but are not limited to:

- Mailing written non-payment reminders, such as, statements, demand letters, etc.;
- Verbal request by telephone or, in person, where applicable;
- Negotiating revised payment terms;
- Cross-referencing against the Accounts Payable System;
- Drawing on securities held, such as, Letter of Credit, Bonds, etc., if applicable;
- Recovery through the tax system by transferring uncollectible items as permitted in our By-Laws;
- Legal action; and,
- Use of a Collection Agency.

**ALTERNATIVES FOR CONSIDERATION**

Accounts that are written-off will be removed from the active listing. If future information is received that would aid in the collection of these written-off amounts, active collection would be resumed.

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

**Community Engagement & Participation**

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**SUBJECT: Accounts Receivable Write-Offs for 2017 (FCS18047) (City Wide) -  
Page 4 of 4**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" - Write-off of General Accounts Receivable Over \$1,000

Appendix "B" - Write-off of General Accounts Receivable Under \$1,000

Appendix "C" - Write-off of Hamilton Farmer's Market Accounts Receivable Over \$1,000

BN/dw

**Write-Off of General Accounts Receivable Over \$1,000 - 2017**

Customer ID	Customer Name	Amount	Description
114457	***	1,061.00	Lodges Daycare Program
115523	Ceilidh House	1,022.21	Establishment closed
107135	Jackson-Tkach	1,562.79	Exhausted collections - Bankrupt
118780	Trust	7,928.42	Exhausted collections - Bankrupt
<b>TOTAL</b>		<b>\$ 11,574.42</b>	

**NOTES**

Amounts listed have been allowed for in the December 2017 year end allowance, these write-offs will not affect the 2018 budget.

\*\*\* Identifiable Individual, name left off at request of Council





**Write-Off of General Accounts Receivable Under \$1,000 - 2017**

<b>Customer ID</b>	<b>Customer Name</b>	<b>Amount</b>	<b>Description</b>
102010	Super 8 Motel (Upper James)	28.27	Finance Charges - invoice paid - late fees uncollected **
119013	Cornerstone Montessori Academy	33.32	"
100347	ArcelorMittal Dofasco G.P.	22.52	"
105211	MacDonald Media	108.02	"
115920	Supercrawl Productions	76.29	"
119013	Cornerstone Montessori Academy	33.32	"
119054	Caird-Hall Construction	65.95	"
119103	CP Xmas Productions VII Inc.	31.03	"
115300	Regional Municipality of Peel	245.19	"
101070	Scott MacDonald Limited	239.07	"
100433	Loblaws Inc.	372.12	"
101986	Loblaws Inc.	45.84	"
116318	Rexall # 8208	34.03	"
100679	L.M. Enterprises	85.41	"
111266	Defaveri Construction	80.29	"
119056	1462556 Ontario Inc	48.39	"
100553	Ham Wentworth Dist School Board	46.28	"
100159	Bell Canada	580.34	"
100378	Ecole Secondaire Georges P.Vanier	38.57	"
118783	Oxford College	424.05	"
115031	Maple Leaf Foods Inc	197.38	"
116127	Telus	21.61	"
	<b>SUBTOTAL</b>	<b>\$ 2,857.29</b>	
118088	***	78.58	Water Turn Off - Exhausted collections*
118495	Ontario Contractors	156.42	"
118801	Bemac Mechanical	115.58	"
118855	2367621 Ontario Inc.	113.16	"
118864	***	88.48	"
118942	***	78.22	"
118943	3MDS Contractors	115.77	"
119061	Prime Fire Protection Inc.	190.58	"
114689	***	147.49	Fire Prevention - Exhausted collections

118921	Children's Choice Childcare	220.82	Bankrupt - Exhausted collections
118601	Waterdown Garden Supplies	769.32	Exhausted collections
105126	SideBar	963.16	Bankrupt - Exhausted collections
114456	***	162.80	Lodges Day Program
118117	***	557.00	Lodges Day Program
113833	***	792.12	Lodges Day Program
<b>TOTAL</b>		<b>\$ 7,406.79</b>	

**NOTES**

Amounts listed have been allowed for in the December 2017 year end allowance, these write-offs will not affect the 2018 budget.

\*New process has been implemented. Water turn off charges have been transferred to Horizon for billing.

\*\*Staff to investigate up front payment for repeat customers.

\*\*\* Identifiable Individual, name left off at request of Council

**Write-Off of Hamilton Farmer's Market Accounts Receivable Over \$1,000 - 2017**

<b>Customer ID</b>	<b>Customer Name</b>	<b>Amount</b>	<b>Description</b>
117842	Naked Lunch	2,742.69	Exhausted collections - Cannot locate owner
<b>TOTAL \$</b>		<b>2,742.69</b>	

**NOTES**

Amounts listed have been allowed for in the December 2017 year end allowance, these write-offs will not affect the 2018 budget.





**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
*Customer Service and POA Division*

<b>TO:</b>	Chair Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS18046) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Wendy Mason (905) 546-2424 Ext. 5718 Lynn Geci (905) 546-2424 Ext. 6287
<b>SUBMITTED BY:</b>	Cindy Mercanti Director, Customer Service and POA Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

That staff be authorized to write-off the following outstanding Provincial Offences fines deemed uncollectible, in the total amount of \$1,200,568:

- (a) \$1,176,780 in uncollectible fines with a sentence date of December 31, 2010 and prior;
- (b) \$23,788 in underpayments from April 1, 2017 through March 31, 2018.

### EXECUTIVE SUMMARY

In accordance with the Provincial Offences Administration (POA) Write-off Procedure and the Memorandum of Understanding, POA is requesting that 5,870 records amounting to \$1,200,568 be written off. Fines are written off based on the age of the accounts receivable and ability to collect. Files which are seven years or older are identified for write-off consideration. If a fine is written off it does not absolve a convicted offender from the requirement to pay the fine, as debts to the Crown are not forgiven.

Reasons that accounts become uncollectible include debtor cannot be located and bankruptcy or business closure.

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**SUBJECT: Proposed Write-offs of Outstanding Fines for Provincial Offences  
(FCS18046) (City Wide) – Page 2 of 4**

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The approval to write-off these fines will reduce the accounts receivables owing to the City of Hamilton and allow our collection staff to concentrate their efforts in pursuing more recent fines for which there is a higher probable rate of collection.

***Alternatives for Consideration – See Page 3***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Accounts Receivable write-offs are reflected as a decrease in Accounts Receivable and an increase in Bad Debt.

Staffing: None

Legal: If approved by Council, staff will advise the Ministry of the Attorney General of this recommendation and request that they be authorized to purge these records from the Ministry database (ICON).

**HISTORICAL BACKGROUND**

POA utilizes several collection methods to secure the payment of outstanding accounts receivables. Methods include the use of an internal collection team, external collection agencies, tax rolling, garnishment and writs. The collectability of the receivable is reduced as more time passes. The longer the debt has been owed, the less likely POA is to collect.

In 2017, the Province introduced legislation to improve collection efforts (inability to renew plates and drivers' licenses for driving-based offences) which has helped encourage payment. However, there is an opportunity to further enhance collection performance.

Staff was responsible for collecting \$4,118,843 and the external agencies collected \$1,763,322 in 2017. This represents an increase in overall collections of \$234,038 over 2016 performance.

After write-offs, the year-end balance of outstanding accounts receivables totalled \$64,740,574. Outstanding accounts receivables include new charges (convicted fines) plus defaulted fines.

**IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The recommendation is in compliance with existing corporate and provincial policies and procedures as well as aligns with standard accounting practices respecting the write-off of uncollectible monies.

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**SUBJECT: Proposed Write-offs of Outstanding Fines for Provincial Offences  
(FCS18046) (City Wide) – Page 3 of 4**

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**RELEVANT CONSULTATION**

Internal stakeholders consulted include staff in the departments of Corporate Services and Planning and Economic Development

**ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**

Staff anticipates the amount of the write-offs to be \$1,176,780 in uncollectible fines with a due date of December 31, 2010 and prior and underpayments (pay less than is due) of \$23,788 from April 1, 2016 through March 31, 2017. The total amount of \$1,200,568 includes the Victim Fine Surcharge which is payable to the Province of Ontario.

All offences filed with POA are pursued by way of enforcement if they are not paid by the due date. Enforcement includes suspension of a driver's licence, denial of licence plate renewal, referral to our external collection agencies and civil enforcement. Outstanding fines are tracked through our collections database, wherein chronic offenders can be identified, based upon criteria that anyone with more than three offences in a one-year period is classified as chronic.

The approval to write off these fines will reduce the accounts receivables owing to the City and allow our internal collection team to concentrate their efforts in pursuing more recent fines for which there is a higher probable rate of collection. After writing off the proposed amount of \$1,200,568, the remaining outstanding accounts receivables balance will be approximately \$64,740,574.

POA is requesting that 5,870 records amounting to \$1,200,568 be written off. Fines are written off based on the age of the accounts receivable and ability to collect. If a fine is written off, it does not absolve a convicted offender from the requirement to pay the fine, as debts to the Crown are not forgiven.

Write Off History

	# of Files	\$ Written Off	Year End Outstanding Balance
2014	2,575	\$413,742	\$55,694,977
2015	0	\$0	\$59,225,747
2016	3,924	\$1,541,755	\$61,636,843
2017	5,870	\$1,200,568	\$64,740,574

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**SUBJECT: Proposed Write-offs of Outstanding Fines for Provincial Offences  
(FCS18046) (City Wide) – Page 4 of 4**

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**ALTERNATIVES FOR CONSIDERATION**

A record is maintained of all write-offs for future reference. In view of the fact that amounts to be written off are deemed uncollectible, it would not be cost effective to continue collection efforts that would yield little or no return.

The Ministry of the Attorney General has issued a directive to all POA offices in the Province to establish and maintain write-off policies and procedures.

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

**Our People and Performance**

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**APPENDICES AND SCHEDULES ATTACHED**

None

WM/LG/dt

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**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>	May 7, 2018
<b>SUBJECT/REPORT NO:</b>	City of Hamilton Development Charges By-law 14-153 Background Study Re: Industrial Development Expansion Policy Amendment (FCS18053) (City Wide) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Joe Spiler (905) 546-2424 Ext. 4519
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That Report FCS18053 be recognized as a DC Background Study under Section 10 of the *Development Charges Act, 1997, as amended*, for the purpose of providing background for amending definitions and policy of the existing Development Charge By-law 14-153;
- (b) That the approval of Report FCS18053 be considered the Public Release of the DC Background Study as required by Section 10 (4) of the *Development Charges Act, 1997, as amended*;
- (c) That the July 11, 2018 Audit, Finance and Administration Committee meeting be designated a public meeting as required under Section 12 (1) (a) of the *Development Charges Act, 1997, as amended*;
- (d) That the City Clerk be directed to provide appropriate notice of the Public Meeting in accordance with Section 12 (1) (b) of the *Development Charges Act, 1997, as amended*;
- (e) That Staff be directed to prepare an amending by-law for consideration following any and all public delegations at the July 11, 2018 Public meeting;

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 2 of 16**

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- (f) That the impact resulting from an approved policy change related to industrial expansions be added to the 2019 Tax and Rate Budgets;
- (g) That the matter respecting “Treatment of development charges with respect to industrial expansions” be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

## **EXECUTIVE SUMMARY**

City of Hamilton Development Charges (DC) By-law 14-153 came into effect on July 6, 2014. By motion on March 28, 2018, Council directed:

“That as part of the 2019 Development Charges By-law review, Finance staff, with support and assistance from Economic Development staff, research best practices and report back through the Development Charges By-law Review Stakeholder Committee, on options for competitive industrial Development Charges; and,

That Finance staff, with support and assistance from Economic Development staff, review the practices of other municipalities specifically with respect to the treatment of expansions to existing industrial uses, and report back to the May 7, 2018 Audit, Finance & Administration Committee on potential amendments to the Development Charges By-law that could be put in place as an interim measure, pending the 2019 comprehensive Development Charges By-law review.”

Staff examined various studies to determine the impact of DCs on a company’s decision to expand operations as well as how surrounding municipal DC By-laws treat industrial development expansions.

Sections 17 – 20 of the City’s DC By-law 14-153, which is attached as Appendix “B” to Report FCS18053, contain the following prescribed treatment for industrial development expansions:

### “Exemption for the Enlargement of Existing Industrial Buildings

- 17. No development charge shall be imposed on development constituting one or more enlargements of an existing industrial building as defined herein, whether attached or separate therefrom, up to a maximum of fifty percent (50%) of its gross floor area of the existing industrial building.
- 18. Where a proposed enlargement exceeds fifty percent (50%) of the gross floor area of an existing industrial building, development charges are payable on the amount by which the proposed enlargement exceeds fifty percent (50%) of the gross floor area before the enlargement.

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 3 of 16**

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19. The cumulative total of the gross floor area previously exempted hereunder shall not be included in the determination of the amount of the exemption applicable to any subsequent enlargement and shall be calculated on the basis of the site as it existed on the date immediately prior to the first exemption hereunder.
20. Where a subdivision of the site subsequent to any enlargement previously exempted hereunder results in the existing industrial building being on a lot separate from the development previously, further exemptions, if any, pertaining to the existing industrial building shall be calculated on the basis of the site as it existed on the date immediately prior to the first exemption hereunder.”

At issue with the City of Hamilton’s DC By-law 14-153 are Sections 19 and 20 (refer above), which limit the 50% industrial expansion DC exemption to the original building size and require consideration of any space previously exempted. Subsequent to the enactment of DC By-law 14-153, City staff released DC Interpretation Bulletin 1 which limits the frequency of eligible industrial development expansions to once every two DC By-law periods.

Staff’s review and analysis of industrial policies revealed:

1. The majority of municipalities surrounding the City of Hamilton have fewer restrictions in their DC By-laws as it relates to industrial development expansions than the City of Hamilton.
2. Various studies and developer comments indicate that the relative amount of industrial property taxes and DCs do have an impact on where an industrial development locates and subsequent expansion plans.
3. Industrial development is a significant focus area in the City’s Strategic Plan. Studies have shown that a municipality benefits from a healthy non-residential sector in terms of a City’s overall assessment base. The more non-residential assessment that a City has, the healthier its fiscal outlook and one of the reasons for this is that an industrial development pays more in property taxes than it receives in direct services.

Subject to the recommendations contained in this Report, staff will bring a proposed amendment to the existing DC By-law to the July 11, 2018 Audit, Finance and Administration Committee meeting. Appendix “A” to Report FCS18053 provides a draft By-law amendment. The amendment removes limiting the exempted 50% expansion to the original building size and removes considering previous use of the 50% expansion exemption in the calculation of what can be exempted with each additional expansion.

This amendment is unable to be recommended today due to the legislative procedural requirements of the *Development Charges Act, 1997, as amended* (“Act”).

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 4 of 16**

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A review of the industrial permit activity over the past two years indicates that the annual impact of the drafted policy change would have been approximately \$500K annually. Considering the relevant split between tax supported and rate supported DCs, this increase would translate into a 0.03% municipal tax increase (\$1 per average residential property valued at \$337,100) and a 0.13% water, wastewater and storm rate increase. The impact of the policy change is recommended to be added to the 2019 Tax and Rate Budgets, estimated at \$235K and \$265K, respectively.

Note that Education DCs are levied by the School Boards and the City cannot impose policy on these. The current Education DCs are \$0.39 per square foot for the Public Board and \$0.34 per square foot for the Catholic Board. Since the City cannot impose policies on the Education DCs there is no further mention of them in this Report.

***Alternatives for Consideration – See Pages 13-14***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The financial implications of the proposed changes will be dependent on the amount of industrial expansion that occurs. Any funds that are not collected through the DC By-law will need to be offset, either directly or indirectly, from another source (effectively, the property tax levy or water, wastewater and storm rates).

A review of the industrial permit activity over the past two years indicates that the annual impact of the drafted policy change would have been approximately \$500 K annually. Considering the relevant split between tax supported and rate supported DCs, estimated at \$235K and \$265K, respectively, this increase would translate into a 0.03% tax levy increase (\$1 per average residential property valued at \$337,100) and a 0.13% water, wastewater and storm rate increase. The actual impact will vary depending on the amount of industrial activity and the success of the incentive in increasing the volume of industrial expansion activity.

**Industrial Development Expansion Example**

270,000 sq. ft. expansion

Original building = 100,000 sq. ft.

Expansion occurs in two 135,000 sq. ft. phases

Total DC amount with no exemptions at full DC Rate of \$19.94 psf = \$5,383,800

Total DC amount with existing exemptions = \$2,675,200

Total DC amount with draft amendment exemptions = \$1,246,400

Total DC exemptions under draft amendment = \$4,137,400 or 77%

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 5 of 16**

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The increased property assessment would generate approximately \$900K in additional municipal property taxes. This increase would translate to a payback period of approximately 4.6 years compared to the current 3.0 years to account for the additional foregone DC Revenues.

Additional financial and economic impacts include:

Total capital investment by developer - \$40M

New employees expected with all phases completed:

- Direct positions 80 to 100 full-time

Spin off jobs, all phases:

- Design and co-ordination, 30 full-time positions
- Construction, 100 man-years
- Indirect spin-off jobs due to increased manufacturing capacity – 600 to 800 (includes suppliers, vendors, consultants, craft labour, supporting services, etc.)

The amount exempted would depend on the size and frequency of expansions. With each subsequent expansion, the amount that would be exempted would increase. If a developer were to always expand under the 50% limit, then they would not pay any DC.

Staffing: None

Legal: Report FCS18053 functions as the background study required by the *Act* to be released at a minimum of 60 days prior to the passing of any new or amended DC by-law. In order to amend a DC By-law there are other legal responsibilities such as holding a public meeting and providing notice of said public meeting.

## **HISTORICAL BACKGROUND**

DC By-law 14-153 came into effect on July 6, 2014. As per the *Act*, DC By-laws can be in effect for a maximum period of five years before a new background study and By-law are required to be enacted. However, municipalities may elect to enact a new By-law or amend their By-laws before the five-year period expires.

By motion on March 28, 2018, Council directed staff to review the policy as it relates to industrial development expansions and competitiveness with surrounding municipalities.

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 6 of 16**

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## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The *Act* requires a background study prior to passing a DC By-law. The current DC By-law came into force on July 6, 2014. A new DC By-law will be required to come into force on or before July 6, 2019. The work to undertake a complete City-wide DC background study and by-law utilizing the Province's original 2031 growth forecasts and exiting Infrastructure Master Plans has been initiated through Reports FCS17086 and FCS18034. There is no change or edit recommended to this process that would be impacted by a DC By-law amendment.

Report FCS18053 would function as a background study for the purpose of amending the existing wording contained within DC By-law 14-153. The background study is required to be public for a minimum of 60 days before Council may pass the amendments. There must also be at least one public meeting prior to passing the amendments. Staff, including staff of the City Clerk's division, will work to meet the legislative requirements and finance staff will bring a report to the July 11, 2018 Audit, Finance and Administration Committee meeting which could amend the existing DC By-law.

Section 19 of the *DC Act* requires that Sections 10 through 18 of the *DC Act* be applied for an amendment of an existing DC By-law. Section 10 requires a background study with some prescribed detail. The by-law amendments being considered, namely changes to definitions and policy, impact only the by-law and do not necessitate a change to the growth forecast, capital costs or calculation of the quantum as prepared by Watson & Associates Economists Ltd. through the detailed work in the 2014 DC Study. The full document can be accessed on the Development Charges Overview webpage on [www.hamilton.ca](http://www.hamilton.ca).

Watson & Associates Economists Ltd. have reviewed potential amendments and have confirmed that Report FCS18053 meets the requirements of a background study. The confirmation from Watson & Associated Ltd. is included as Appendix "C" to this Report FCS18053.

To amend a DC By-law, a municipality must go through the same public process associated with enacting a DC By-law. A background study outlining the purpose of and rationale for the amendment is required. This document serves as the background study required under Section 10 of the *DC Act*. The background study only needs to consider the impact of the amendment.

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
Re: Industrial Development Expansion Policy Amendment (FCS18053)  
(City Wide) (Outstanding Business List Item) – Page 7 of 16**

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**Table 1  
DC Act Requirements of What is to be Included in a Background Study**

Section	Applicability to amendment
10 (1)	Before passing a development charge by-law, the council shall complete a development charge background study.
10 (2)	The development charge background study shall include,
(a) the estimates under paragraph 1 of subsection 5 (1) of the anticipated amount, type and location of development;	The estimate of the anticipated amount, type and location of development considered in the original 2014 Development Charges Background Study which was used in the calculation of DC rates for the current DC By-law has not materially changed as a result of the amendment proposed. A full review and update will occur with the replacement by-law due to be in place prior to expiry of DC By-law 14-153.
(b) the calculations under paragraphs 2 to 8 of subsection 5 (1) for each service to which the development charge by-law would relate;	The calculations under paragraphs 2 to 8 of subsection 5 (1) for each service to which the development charge by-law relates in the original 2014 Development Charges Background Study which was used in the calculation of DC rates for the current DC By-law has not materially changed as a result of the amendment proposed. A full review and update will occur with the replacement by-law due to be in place prior to expiry of DC By-law 14-153.
(c) an examination, for each service to which the development charge by-law would relate, of the long term capital and operating costs for capital infrastructure required for the service;	The long term capital infrastructure and operating costs for capital infrastructure required for each service work performed in the original 2014 Development Charges Background Study which was used in the calculation of DC rates for the current DC By-law has not materially changed as a result of the amendment proposed. A full review and update will occur with the replacement by-law due to be in place prior to expiry of DC By-law 14-153.

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	Section	Applicability to amendment
	(c.1) unless subsection 2 (9) or (11) applies, consideration of the use of more than one development charge by-law to reflect different needs for services in different areas;	While not a requirement when the original 2014 Development Charges Background Study was published, any work related to area specific charges would not be materially changed as a result of the amendment proposed. A full review and update will occur with the replacement by-law due to be in place prior to expiry of the current by-law.
	(c.2) an asset management plan prepared in accordance with subsection (3); and	<p>While not a requirement when the original 2014 Development Charges Background Study was published, the impact any work related to asset management plans would not be materially changed as a result of the amendment proposed.</p> <p>This amendment does not involve the addition of any capital projects or changes to the cost of any capital projects included in the 2014 Development Charges Background Study. Further, it will not increase any operating costs for any new infrastructure to be funded, in part, from development charges.</p> <p>A full review and update will occur with the replacement by-law due to be in place prior to expiry of the current by-law.</p>
	(d) such other information as may be prescribed	No other information has been prescribed to date

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**SUBJECT: City of Hamilton Development Charges By-law 14-153 Background Study  
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**Table 2  
Schedule of Dates for the DC By-law Amendment Process**

Background Study and proposed by-law amendment available to public	May 7, 2018
Public Meeting ad placed in newspaper(s)	June 2018 At least 20 days prior to the public meeting
Public Meeting	July 11, 2018
Council considers passage of by-law	AF&A – July 11, 2018 Council – July 13, 2018 No less than 60 days after the background study is made available to the public
Newspaper and written notice given of by-law passage	By 20 days after passage
Last day for by-law appeal	40 days after passage
City makes available pamphlet (where by-law not appealed)	By 60 days after passage

## **RELEVANT CONSULTATION**

Economic Development, Planning and Economic Development  
Legal Services Division, Corporate Services Department  
Watson & Associates Economists Ltd.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**

Staff examined various studies to determine the impact of DCs on a company's decision to expand operations as well as how surrounding municipal DC By-laws treated industrial development expansions.

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**Table 3  
Municipal Industrial Comparison**

	2017 Total Industrial Tax Rates (inc. Education)	2017 Industrial DC Rate (\$ per sq.ft.)	DC By-law Industrial Expansion Policy
<b>Hamilton*</b>	5.1811% / 5.8543%	12.16	Expansion doesn't have to be attached, two by-law periods must pass prior to next eligible expansion.
<b>Halton Region</b>	n/a	10.26	Expansion needs to be attached.
<b>Burlington**</b>	2.9600%	7.38 / 10.26	Expansion needs to be attached. Limited to original size. Once 1.0 lot coverage is achieved there are no further DCs assessed.
<b>Milton**</b>	2.6169%	3.23 / 10.26	Expansion needs to be attached. Limited to original size.
<b>Niagara Region</b>	n/a	4.43	Limited to original size. Grant Program available for offset.
<b>Grimsby**</b>	4.0716%	3.33 / 4.43	No restrictions.
<b>West Lincoln**</b>	4.0145%	2.95 / 4.43	No restrictions.
<b>St. Catharines**</b>	4.7690%	0 / 4.43	No restrictions.
<b>Ottawa*</b>	3.7947% / 3.4400%	8.84	No restrictions.
<b>City of Waterloo**</b>	3.2448%	6.36 / 5.69	Expansion needs to be attached. Limited to original size.
<b>Guelph</b>	3.6454%	9.68	Limited to original size.
<b>London</b>	3.6938%	0	No restrictions.
<b>Brant County</b>	n/a	6.48	Expansion needs to be attached. Limited to original size.
<b>Brantford</b>	4.2684%	6.3	No restrictions.
<b>Woodstock</b>	4.8547%	0	No restrictions.

\* The two property tax rates reflect small industrial and large industrial rates.

\*\* The two DC rates reflect the lower tier and upper tier (region) DC rates

Table 3 illustrates that when compared to surrounding municipalities, Hamilton has the highest industrial property tax rate and one of the higher industrial DC rates. In addition, the surrounding municipalities, especially to the west, have less restrictive industrial expansion policies imbedded in their DC By-laws.

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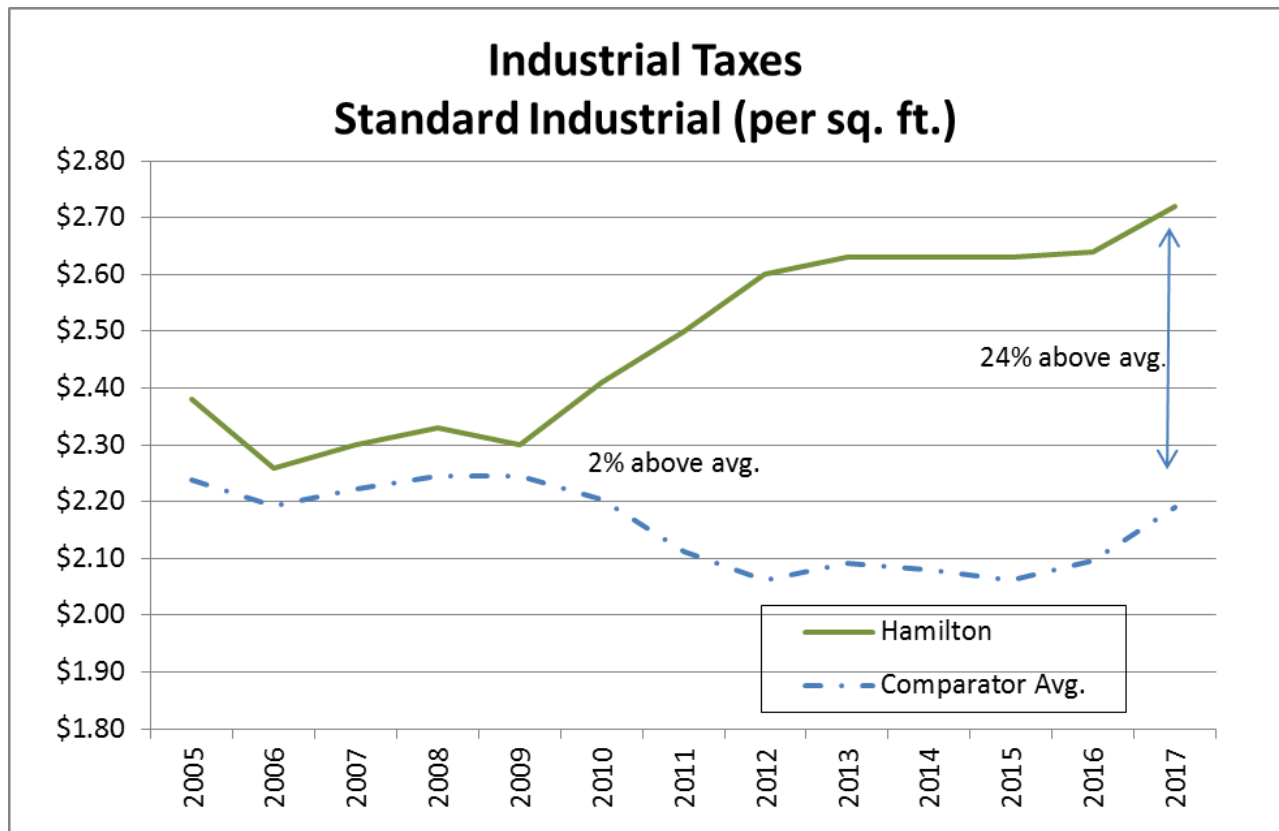
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Figure 1



Source: BMA Study 2017

In addition, staff has recently reported the results from BMA Tax Competitiveness Study 2017 in Report FCS18021 to the General Issues Committee. Figure 1 shows the gap between Hamilton and comparable municipalities in the Standard Industrial property class for sample properties under 125,000 sq. ft. in size. The gap has changed over time but now is around 24% above average.

There are several studies which indicate that taxes, such as the property tax and DCs, are significant factors in where an industrial development locates and / or expands. Like the property tax, DCs are a significant cost for industrial development. Professor Harry Kitchen (researcher of Canadian Taxation and Public Policy Issues), a presenter to the Hamilton Economic Summit in April 2018, wrote the following in a Property Taxes and Competitiveness in British Columbia Report (May 2012):

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“Heavy taxation of the non-residential sector has been addressed in a few Canadian studies. All of these estimated the benefits that the non-residential sector gets from the consumption of local public services and compared this value to the property tax paid by the non-residential sector. All studies found that the residential sector receives proportionately more benefits from local government services than the non-residential sector. For example, the non-residential sector relies less heavily on social services, social housing elementary and secondary education, libraries, recreational facilities, and it is often responsible for providing its own garbage collection, security, and fire protection.

A very important issue is whether the higher taxes on business properties plays a role in location decisions. Firms and businesses generally locate where they can maximize profits, so property taxes can influence a firm’s location decision in the same way as any other cost of production. The impact on location decisions of property tax differentials depends on a number of factors including the size of the differential between competing municipalities and whether this differential is sufficient to offset differentials in other costs or market factors.

There is no general agreement about the importance of property taxes in location decisions. The available evidence, most of which is drawn from the United States, suggests that property tax differentials are relatively unimportant in inter-municipal or inter-regional location decisions but do play a role in intra-municipal or intra-regional location decisions (Kitchen and Slack, 1993). In other words, differences in property taxes are unlikely to play a significant role in a firm’s decision whether to locate in the metropolitan areas of Vancouver, Calgary, Montreal, Halifax or Toronto. They are likely to play a role, however, once a firm or business decides to locate in a certain region such as the Greater Toronto Area, Metro Vancouver or the Region around Montreal. Indeed, one might expect property tax differentials to produce a heavy concentration of all firms and businesses in the jurisdictions with the lowest effective tax rates. In other words, intra-municipal tax competition may be destructive if it leads to a race to have the lowest tax rates. “

Travis Allen and Cherise Burda of the Canadian Pembina Institute (a non-profit think-tank who work with various senior levels of government on policy issues) wrote the following in May of 2013 in their Article “Re-tooling development charges into a sharp, effective revenue tool”:

“Taxes and Fees paid by commercial properties in the City of Toronto are high compared to surrounding municipalities. This tax differential has been identified as a key factor in driving commercial development out of Toronto’s transit-oriented core to surrounding municipalities that have even less transit service: the so-called “business park Badlands”. If we increase commercial development charges across the board, we may contribute to this problem, driving even more commercial development out of the City of Toronto.”

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Also, CBRE Canada Research Team which forms part of CBRE Global Research and Consulting prepared the following “Greater Toronto Area Industrial Market Snapshot” for October 2013. It stated the following:

“The GTA could see industrial DCs rise to some degree, if not the entire 15.0% that is proposed by Metrolinx, over the next five years. As a result, a wave of new industrial construction is expected in advance of a spike in DCs. There was a similar spike in development permit issuance and construction in the third quarter of 2012, prior to a scheduled hike in industrial DCs in Peel and Halton Region. In Mississauga, the number of industrial building permits nearly doubled between the third and fourth quarters of 2012. Unlike office construction, industrial development can be scaled up or down very quickly as project timelines are shorter.

Currently, 80.0% of construction activity is located in the western portion of the GTA, primarily in Halton and Peel Region, with the remainder located in York Region. The western portion of the GTA will continue to attract industrial development due to its access to the 400-series highway network, rail lines, as well as the proximity to Toronto Pearson International Airport, Canada’s busiest airport.

Although DCs are not intended to be used as a tool to manage or direct growth and construction, they have that potential. Developers could choose to build outside of the GTA, undermining the government’s potential to raise revenue from DCs, defeating the intended purpose of the rate hike.

Even in this second scenario, developers concerned about rising DCs have options. All municipalities in the GTA have a by-law that allows developers to expand the industrial gross floor area for an existing building up by to 50.0% without paying DCs. Therefore increase total inventory without incurring additional DCs. For example, much of Orlando Corporation’s new industrial space in Brampton has the potential for future expansion without significant DCs. Other notable developers such as HOOPP and First Gulf Corporation are taking this into consideration as they plan for the future of their industrial portfolio.”

When City of Hamilton’s staff asked a developer who had an existing industrial building in Hamilton but expanded in another municipality for the reasoning, he replied;

“That the global land price (including DC’s) and highway access were critical factors. You could add surrounding area around the industrial park (without housing, no wetland, easy access, services available). The future expansion of the site was also a top priority for us.”

City staff further inquired with existing industrial businesses to assess how more flexibility regarding DCs on expansions would impact their future expansion plans. The following responses were received:

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“We recently finished our expansion at 1430 Cormorant and we are already thinking of expanding in 2021 thereby increasing number of employees by 30%. If we were allowed to do this with the 50% saving in development fees, it would certainly make us more aggressive in our expansion plans.” – Everest Wholesale

“As long time Business Owners and Industrial Real Estate Developers in the Ancaster Business Park, we took advantage of the development charge expansion credits to help our large Multi-National anchor tenants expand their businesses. We appreciate all efforts made by Hamilton Economic Development Division, as access to the DC program promotes development and brings employment opportunities to Hamilton.” – Advanced Tenant Properties

“Thank you for reaching out to me on the matter of possible changes to the development charge by-law for the region. We find this form of taxation to be the most difficult to accept and absorb for the following reasons. Very few competitors in the USA have to pay this, in fact, if anything, they receive valuable incentives to attract companies such as Janco Steel. If we go through the massive decision and expense to expand, on top of all those costs, the development charges need to be paid right away and yet must be capitalized (expensed) over a 25 year term. If the city already gets added property business tax because of the extra square footage we are putting up, then this charge represents an onerous form of double taxation. Our last expansion (2017) was a 50,000 square foot building in the Elmira area where the taxes are lower and the building costs were more manageable. Enough said .... We had options and we exercised them. Any expansion in Hamilton will need to offer relief in these areas to help attract manufacturers, in my opinion. Although we are proud to be Canadian and love the community, we live in a global village that demands us to be competitive on a world scale. In the absence of progress in these areas of concern, we will have little choice but to expand elsewhere in the future. Hoping that the Council will give careful thought to your proposal for the wellbeing of the region.” – Janco Steel

The preceding studies and the local developer’s comment reinforce the fact that DCs are a significant industrial development cost and influential in locational decisions.

## **ALTERNATIVES FOR CONSIDERATION**

### **Alternative 1: Refer Industrial Development Expansion Policy Amendment to the 2019 DC By-law Process**

Alternatively, Council could not take any action at this time. Under this alternative, staff would utilize the background information contained within Report FCS18053 with the 2019 DC Background Study and any resulting change to the industrial policy would be determined at a later date.

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Financial: The current industrial DC policies would be applied and DCs charged and collected according to those policies.

Staffing: None

Legal: None

Pros: Industrial DCs for expansion would be levied according to current policies.

Cons: Developers may make a decision to expand outside the City or delay expansion plans based on the DC levy.

**Alternative 2: Revise Draft Industrial Development Expansion Policy DC By-law Amendment to Account for Previously Exempted Space**

Under this alternative, an amendment to the DC By-law would still be sought similar to the drafted amendment attached as Appendix “A” to Report FCS18053 with the available 50% industrial expansion exemption being calculated based on total buildings on site but with the caveat that the available exemption be reduced by any previous exemptions the development has received.

Financial: Compared to the drafted DC By-law amendment, attached as Appendix “A” to Report FCS18053, this alternative would result in a higher amount of DCs being collected on industrial expansions.

Staffing: None

Legal: The same legal process applies to this recommendation as it does to the current recommendation.

Pros: More DC funds collected from industrial expansions.

Cons: May not provide the level of incentive needed to encourage industrial developments to expand in Hamilton versus outside the City.

**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.

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**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 – Draft Amendment for City DC By-law 14-153

Appendix B – DC By-law 14-153

Appendix C – Memo from Watson & Associates Economists Ltd.

JS/dt

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Authority:  
City Wide  
Bill No.

## CITY OF HAMILTON

### BY-LAW NO.

Being a By-law to amend By-law 14-153  
"City of Hamilton Development Charges By-law, 2014"  
To Revise Definitions and Policy Regarding Industrial Development Expansions

**WHEREAS** section 19 of the *Development Charges Act, 1997, S.O. 1997, c.27* (hereinafter referred to as the "Act") provides for amendments to be made to development charges by-laws;

**WHEREAS** the Council of the City of Hamilton has determined that certain amendments should be made to the Development Charges By-law, 2014 (By-law14-153);

**WHEREAS**, in accordance with section 10 of the Act, at its meeting of \_\_\_\_\_, 2018, the Council of the City of Hamilton approved a background study through Report FCS18053 dated May 7, 2018 entitled "City of Hamilton Development Charges By-law 14-153 Background Study Re: Industrial Development Expansion Policy Amendment."

**WHEREAS**, as required by section 10 of the Act, the said development charges background study has been completed and made public a minimum of 60 days prior to passing this development charges By-law amendment;

**WHEREAS**, as required by section 11 of the Act, this By-law amendment is being enacted within one year of the completion of the said development charges background study, titled "City of Hamilton Development Charges By-law 14-153 Background Study Re: Industrial Development Expansion Policy Amendment" prepared by staff, dated May 7, 2018;

**WHEREAS** the Council of the City of Hamilton has given notice and held a public meeting on \_\_\_\_\_, 2018 in accordance with section 12 the Act regarding its proposals for this development charges By-law amendment;

**WHEREAS** the Council of the City of Hamilton, through its Audit, Finance and Administration Committee, has received written submissions and heard all persons who applied to be heard no matter whether in objection to, or in support of, the said By-law amendment;

**WHEREAS** the Council of the City of Hamilton, at its meeting of \_\_\_\_\_, 2018, has adopted and approved the said background study and the development charges policies recommended by the General Manager of the Finance and Corporate Services Department to be included in this By-law amendment and determined that no further public meetings are required under section 12 of the Act; and

Being a By-law to amend By-law 14-153  
 "City of Hamilton Development Charges By-law, 2014"  
 To Revise Definitions and Policy Regarding Industrial Development Expansions

(Page 2 of 2)

**WHEREAS** the Council of the City of Hamilton, at its meeting of \_\_\_\_\_, 2018, approved a Report FCS18053 dated May 7, 2018 entitled "City of Hamilton Development Charges By-law 14-153 Background Study Re: Industrial Development Expansion Policy Amendment."

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. Section 1 of By-law 14-153 is hereby amended by replacing Definition (q) with the following:

"existing industrial building" shall have the same meaning as that term is defined under Ontario Regulation 82/98 under the Act, but, for clarity, shall only include buildings for which an occupancy permit has been issued.

2. Sections 19 through 20 of By-law 14-153 is hereby amended by replacing the sections with the following:

19. The cumulative total of the gross floor area previously exempted hereunder shall be included in the determination of the amount of the exemption applicable to any subsequent enlargement.

20. Where a subdivision of the site subsequent to any enlargement previously exempted hereunder results in the existing industrial building being on a lot separate from the development previously, further exemptions, if any, pertaining to the existing industrial building shall be calculated on the basis of the site as it exists at the time of said enlargement.

3. The City Clerk is hereby authorized and directed to consolidate this and any other duly enacted amendments to By-law 14-153 into the main body of the said By-law, and to make any necessary and incidental changes to numbering and nomenclature thereof arising from the said consolidation.
4. This By-law shall come into force and take effect at 12.01 a.m. on \_\_\_\_\_, 2018.

PASSED this \_\_\_\_\_.

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Fred Eisenberger  
Mayor

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Rose Caterini  
City Clerk





**Authority:** Item 5, General Issues Committee  
Report 14-012 (FCS1033)  
CM: June 11, 2014

**Bill No. 153**

**CITY OF HAMILTON  
BY-LAW NO. 14-153**

**Being a By-law respecting development charges  
on lands within The City of Hamilton**

**WHEREAS** the *Development Charges Act, 1997*, S.O.1997, c.27 (hereinafter referred to as the "Act") authorizes municipalities to pass a By-law for the imposition of development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the said By-law applies.

**AND WHEREAS** the City of Hamilton, as required by section 10 of the Act, has undertaken and completed a development charge background study regarding the anticipated amount, type and location of development; the increase in needs for services; estimated capital costs to provide for such increased needs, including the long term capital and operating costs for capital infrastructure required for the services.

**AND WHEREAS**, as required by section 11 of the Act, this By-law is being enacted within one year of the completion of the said development charge background study, titled "*City of Hamilton 2014 Development Charge Background Study*" prepared by Watson & Associates, dated May 20, 2014;

**AND WHEREAS** in advance of passing this By-law the Council of the City of Hamilton has given notice of and held a public meeting on June 4, 2014 in accordance with section 12 of the Act regarding its proposals for this development charges By-law;

**AND WHEREAS** the Council of the City of Hamilton, through its General Issues Committee, has received written submissions and heard all persons who applied to be heard no matter whether in objection to, or in support of, the said By-law;

**AND WHEREAS**, Council intends that development-related 2014 – 2031 capacity will be paid for by development charges;

**AND WHEREAS** the Council of the City of Hamilton, at its meeting of June 11, 2014, has adopted and approved the said background study and the development charges and policies recommended by the General Manager of the Finance and Corporate Services Department to be included in this By-law and determined that no further public meetings are required under section 12 of the Act;

**AND WHEREAS**, Council approved report FCS14033 respecting "*2014 City of Hamilton Development Charge By-law*", thereby updating its capital budget and forecast where

Being a By-law respecting development charges on lands within The City of Hamilton

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appropriate and indicating that it intends that the increase in the need for services to service anticipated development will be met;

**NOW THEREFORE**, the Council of the City of Hamilton hereby enacts as follows:

### Definitions

1. In this By-law,

- (a) "Act" means the *Development Charges Act, 1997*, S.O. 1997, c.27.
- (b) "Adaptive Reuse" means the alteration of an existing heritage building for compliance of its continuing or resumed use(s) with current building code requirements; or, for compliance of its proposed new use(s) with current building code requirements; or, for ensuring its structural integrity; or for optimizing its continued, resumed or new use(s); while maintaining the cultural heritage value or interests of the subject building; and in compliance with the conditions of any Heritage Permit required for the subject alterations.
- (c) "affordable housing project" means a development or redevelopment that provides housing and incidental facilities primarily for persons of low and moderate income.
- (d) "agricultural land" means land which is zoned for an agricultural use in the zoning By-law of the predecessor municipality in which the land is located, and any subsequent amendment or replacement thereof, and used for a bona fide agricultural use.
- (e) "agricultural use" means the bona fide use of lands and buildings for apiaries, fish farming, dairy farming, fur farming, the raising or exhibiting of livestock, or the cultivation of trees, shrubs, flowers, grains, sod, fruits, vegetables and any other crops or ornamental plants and includes the operation of a farming business and the erection of a farm help house on agricultural land outside the Urban Area Boundary, but excludes a commercial greenhouse. Agricultural use does not include the development of a single detached dwelling on agricultural land. Development of building or structures inside the Urban Area Boundary for a use that would, except for its location inside the Urban Area Boundary, be an agricultural use under this By-law shall be an industrial development.
- (f) "apartment" means a building consisting of more than one dwelling unit with a private bathroom and kitchen facilities in each dwelling unit and which is not a single detached dwelling, a semi-detached dwelling, a farm help house or a multiple unit dwelling. For the purposes of this By-law, apartment includes a mobile home.
- (g) "bedroom" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen.

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- (h) "Board of Education" means a board as defined in sub-section 1(1) of the *Education Act 1997*, S.O. 1997, c.E.2.
- (i) "By-law" means, unless the context requires otherwise, this City of Hamilton By-law Number 14-xxxx, including with all Schedules hereto, as amended from time to time, and shall, as the context requires, include previous City of Hamilton development charges by-laws (including City of Hamilton By-law 09-143 and including City of Hamilton By-law 11-175, but excluding City of Hamilton By-law 11-174); "herein", "hereof", "hereto" and "hereunder" and similar expressions refer to this By-law and not any particular Section of this By-law; "Article", "Paragraph", "Schedule" and "Section" mean and refer to the specified Article, Section or Schedule of or to this By-law.
- (j) "Council" means the Council of the City of Hamilton.
- (k) "covered sports field" means a completely enclosed sports field, court, track or surface. A covered sports field may be either free-standing or part of a larger building. A covered sports field may include an area for spectator seating or an audience but does not include ancillary lobby areas, change-rooms, restroom facilities, restaurants or food or beverage concessions, licensed drinking establishments, storage areas, or areas devoted to office or administrative use.
- (l) "development" has the meaning set out in sub-section 41(1) of the *Planning Act*; R.S.O. 1990, c.P.13, and includes redevelopment. For clarity, development may refer to one or more buildings or structures.
- (m) "development charge or development charges" means the charges imposed by this By-law against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which this By-law applies.
- (n) "Downtown Hamilton Community Improvement Project Area" or "CIPA" means the area shown on Schedule "D".
- (o) "Downtown Public Art Reserve" means a public art reserve established and administered by the City of Hamilton that may fund public art in the Downtown Hamilton Community Improvement Project Area.
- (p) "dwelling unit" means a room or suite of rooms used, or designed or intended for use by one or more persons living together as a single housekeeping unit in which culinary and sanitary facilities are provided for the exclusive use of such person or persons.
- (q) "existing industrial building" shall have the same meaning as that term is defined under Ontario Regulation 82/98 under the Act, but, for clarity, shall exclude any enlargement which are or have been subject to or exempt from development charges.
- (r) "farming business" means a business operating on agricultural land with a current Farm Business Registration Number issued pursuant to the *Farm*

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*Registration and Farm Organizations Funding Act, 1993, S.O. 1993, c.21, and assessed in the Farmland Realty Tax Class by the Municipal Property Assessment Corporation.*

- (s) "farm help house", means a dwelling unit constructed on agricultural land used for agricultural uses and not attached to any other building or structure, with sleeping, cooking, living and sanitary facilities, and used for seasonal, interim or occasional residential uses by farm labourers.
- (t) "grade" means the average level of proposed or finished ground adjoining a building at all exterior walls.
- (u) "gross floor area" means the total area of all floors above grade of a building containing one or more dwelling units, or of a non-residential building or structure, or of a building or structure with both residential and non-residential uses, measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit or non-residential building or structure from another dwelling unit or non-residential building or structure or other portion of a building.
- (v) "hangar" means a covered or enclosed building used for housing and repairing aircraft within one thousand (1000) metres of an aerodrome as that term is defined in the *Aeronautics Act*, R.S.C., 1985, c.A-2. For the purposes of this By-law, hangars will be considered an industrial development;
- (w) "industrial development" means a building or structure used, designed or intended for use for, or in connection with,
  - (i) manufacturing, producing, processing, storing or distributing something;
  - (ii) research or development in connection with manufacturing, producing or processing, something;
  - (iii) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site which the manufacturing, production or processing takes place; and
  - (iv) office or administrative purposes, if they are, carried out with respect to manufacturing, producing, processing, storage or distributing of something, and, in or attached to the building or structure used for that manufacturing, producing or processing, storage or distribution.
- (v) Any use inside the Urban Area, that would, except for its location inside the Urban Area Boundary, be considered an agricultural use under this By-law.

Without limiting the generality of the foregoing, industrial development also includes a building used as a commercial greenhouse which is not an agricultural use as defined herein, a warehouse, and a mini-storage facility.



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For the purposes of this By-Law, Industrial development also includes hotels and hangars.

- (x) "local board" means any municipal service board, municipal business corporation, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any act with respect to the affairs or purposes of the City, excluding a school board, a conservation authority, any municipal business corporation not deemed to be a local board under O. Reg 168/03 under the *Municipal Act, 2001*, S.O. 2001, c.25,.
- (y) "lot" means a lot, block or parcel of land which can be legally and separately conveyed pursuant to section 50 of the *Planning Act*, as amended, and includes a development having two (2) or more lots consolidated under a single ownership.
- (z) "mixed use development" means a building or structure used, designed or intended for use for both residential and non-residential uses.
- (aa) "mobile home", means a building recognized in the Building Code as a "Mobile Home" in accordance with the standard for mobile homes in CANICSA-Z240.2.1 "Structural requirements for Mobile Homes".
- (bb) "multiple unit dwelling" means a residential building consisting of two or more dwelling units attached by a vertical or horizontal wall or walls. Multiple unit dwelling refers to all dwelling units other than single detached, semi-detached, apartment unit dwellings, and residential facility dwellings. Multiple unit dwelling includes, but is not limited to, townhouses, street townhouses, row dwellings, stacked townhouses and duplexes.
- (cc) "non-industrial development" means any non-residential building or structure which is not an industrial development. Without limiting the generality of the foregoing, non-industrial development includes commercial and retail buildings, a public hospital within the meaning of the *Public Hospitals Act*, R.S.O. 1990, c. P. 40, and R.R.O. 1990, Regulation 964, and motels and other forms of tourist accommodation.
- (dd) "non-residential development" is any development other than a residential development.
- (ee) "place of worship", means a building, or any part thereof, owned or occupied by a church or religious organization which is or would be classified as exempt from taxation in accordance with paragraph 3 of sub-section 3(1) of the *Assessment Act*, R.S.O. 1990, Chapter A.31.
- (ff) "Planning Act" means the *Planning Act*, R.S.O. 1990, c. P. 13.

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- (gg) "Protected Heritage Properties" means properties that are designated under Part IV of the Ontario Heritage Act; or designated under Part V of the Ontario Heritage Act; or subject to a Heritage Easement under Part II of the Ontario Heritage Act; or Subject to a Heritage Easement under Part IV of the Ontario Heritage Act; or subject to a covenant or agreement on title held between the property owner and a conservation authority or level of government in the interest of conserving built heritage.
- (hh) "Regulation" means Ontario Regulation 82/98 under the Act.
- (ii) "residential development" means:
- (i) a single detached dwelling;
  - (ii) a semi-detached dwelling;
  - (iii) a residential facility;
  - (iv) a mobile home;
  - (vi) a multiple unit dwelling;
  - (vii) an apartment; or
  - (viii) a semi-detached dwelling, multiple unit dwelling and/or apartment in a mixed use development.
- (jj) "residential facility" means a building containing two or more bedrooms which bedrooms do not have self-contained kitchens. Residential facility includes a garden suite within the meaning of section 39.1 of the *Planning Act*. Residential facility does not include a single detached dwelling, a semi-detached dwelling, a farm help house, a multiple unit dwelling or an apartment as defined herein.
- (kk) "semi-detached dwelling" means a residential building consisting of two dwelling units attached by a vertical wall or walls, each of which has a separate entrance or access to grade.
- (ll) "services" means services designated in Schedule "C" of this By-law or designated in an agreement under section 44 of the Act.
- (mm) "single detached dwelling" 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.
- (nn) "temporary building or structure" means a non-residential building without a foundation which is constructed, erected or placed on land for a continuous period of time not exceeding one (1) year, or a like addition or alteration to an existing building or an existing structure that has the effect of increasing the usability thereof for a continuous period not exceeding one (1) year.

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- (oo) "Urban Area Boundary" shall mean the area within the City of Hamilton that is depicted as the Urban Area Boundary in Schedule "B".
- (pp) Any defined term in the Act or Regulation that has not been defined in this Section 1 of this By-law, shall have the meaning given to it in the Act or Regulation.
- (qq) Any reference in this By-law to any statute or regulation or any section of any statute or regulation shall, unless otherwise expressly stated, be deemed to be a reference to such statute, regulation or section as amended, restated or re-enacted from time to time and to any successor legislation or regulation.

### **Schedules**

2. The following schedules to this By-law form an integral part of this By-law:

- Schedule "A": Municipal Wide Development Charges
- Schedule "B": Map of the Urban Area Boundary of the City of Hamilton
- Schedule "C": Stormwater, Water and Wastewater Development Charges
- Schedule "D": Downtown Hamilton Community Improvement Project Area (CIPA)
- Schedule "E": Binbrook Special Area Charge (SAC) Map
- Schedule "F": Dundas/Waterdown Special Area Charge (SAC) Map
- Schedule "G": Special Area Charges

### **Lands Affected**

3. This By-law applies to all land within the City of Hamilton.

### **Amount of Charge**

4. The development of land in the City of Hamilton is also subject to City of Hamilton By-law 11-174, as amended, and any additional development charges by-laws that may be enacted by the Council of the City of Hamilton during the life of this By-law.
5.
  - (a) Where there is development of land within the Urban Area Boundary, the development charges payable pursuant to this By-law shall be the development charges set out in both Schedule "A" and Schedule "C" to this By-law.
  - (b) Where a building permit is issued for a building or structure located on land outside of the Urban Area Boundary the development charges payable pursuant to this By-law shall be the development charges set out in Schedule "A" and, where a connection of that building or structure to any or all of the water, wastewater, and stormwater services in Schedule "C" is proposed, the applicable charge set out in Schedule "C" shall also be applied to the said development as a development charge.
  - (c) The development charge for Industrial development shall be calculated based on the percentages outlined in Table 1 below, of the full non-residential development charge set out in Schedules "A" and "C" to this By-law:

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Table 1 - Industrial Development Charges to be Imposed

Service	Percentage of full charge		
	Effective July 6, 2014 to January 5, 2015	Effective January 6, 2015 to July 5, 2015	Effective July 6, 2015
Water Services	0%	0%	0%
Wastewater Facilities	78.5%	89.2%	100%
Wastewater Linear Services	78.5%	89.2%	100%
Stormwater Drainage and Control Services	78.5%	89.2%	100%
Services Related to a Highway	51.0%	58.1%	65%
Public Works	0%	0%	0%
Police Services	0%	0%	0%
Fire Protection Services	0%	0%	0%
Transit Services	0%	0%	0%
Parkland Development Services	0%	0%	0%
Recreation Facilities	0%	0%	0%
Library Services	0%	0%	0%
Administrative Studies	0%	0%	0%
Paramedic Services	0%	0%	0%
Social and Child Services	0%	0%	0%
Social Housing	0%	0%	0%
Health Services	0%	0%	0%
Long-Term Care	0%	0%	0%
Provincial Offenses Act	0%	0%	0%
Airport Services	0%	0%	0%
Parking Services	0%	0%	0%
Hamilton Conservation Authority	0%	0%	0%

- (d) Subject to any applicable exemption set out in this By-Law, where there is development of land in Binbrook within the area depicted as "Phase 1" on Schedule "E" to this By-law, or within those areas of Dundas and Waterdown delineated on Schedule "F" to this By-law, respectively, the development charges payable pursuant to this By-law shall be the development charges set out in Schedule "A" and Schedule "C" and the applicable Special Area Charge as shown on Schedule "G" to this By-law.
- (e) In the event of a challenge to the inclusion of the Hamilton Conservation Authority as a Service in Schedule "A" for the development charges imposed by this By-law, this By-law shall be amended to comply with the first final decision on the challenge and Schedules "A" shall be amended as required to implement such decision.

**Designation of Services**

- 6. All development of land within the area to which this By-law applies will increase the need for services.
- 7. 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.

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### Approvals for Development

8. The development of land is subject to a development charge where the development requires the following:
  - (a) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*;
  - (b) the approval of a minor variance under section 45 of the *Planning Act*;
  - (c) a conveyance of land to which a by-law under sub-section 50(7) of the *Planning Act*;
  - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (e) a consent under section 53 of the *Planning Act*;
  - (f) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, c.C. 26 or section 9 of the *Condominium Act 1998*, S.O. 1998, c.19; or
  - (g) the issuance of a permit under the *Building Code Act*, 1992, S.O. 1992, c.23, as amended, or successor legislation, in relation to a building or structure.
9. Where two or more of the actions described in Section 8 of this By-law occur at different times, or a second or subsequent building permit is issued resulting in increased, additional or different development, then additional development charges shall be imposed in respect of such increased, additional, or different development permitted by that action.
10. Where a development requires an approval described in Section 8 of this By-law after the issuance of a building permit and no development charges have been paid, then the development charges shall be paid prior to the granting of the approval required under Section 8 of this By-law.
11. Where a development does not require a building permit but does require one or more of the approvals described in Section 8 of this By-law, then, notwithstanding Section 30 of this By-law, development charges shall be payable.
12. Nothing in this By-law prevents Council from requiring, in an agreement under section 51 of the *Planning Act* or as a condition of consent or an agreement respecting same under section 51 of the *Planning Act* or as a condition or an agreement respecting same under section 53 of the *Planning Act*, as amended, or successor legislation, that the owner, at his or her own expense, shall install such local services related to or within a plan of subdivision, as Council may require, in accordance with the City's applicable local services policies in effect at this time.

### Calculation of Development Charges

13. A development charge imposed pursuant to this By-law shall, subject to any other applicable provision hereof, be calculated as follows:

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- (a) Subject to (i), (ii) and (iii) below, in the case of residential development or the residential portion of mixed use development, based on the number and type of dwelling units;
    - (i) in the case of a residential facility, based upon the number of bedrooms;
    - (ii) subject to (iii) below, in the case of a dwelling unit containing six (6) or more bedrooms, the sixth and any additional bedroom shall be charged at the applicable residential facility rate; or
    - (iii) in the case of an apartment with dwelling units containing six (6) or more bedrooms, then the following should apply: (A) the applicable "apartment 2 bedroom +" rate shall apply to the dwelling unit and the first five (5) bedrooms; and (B) the applicable residential facility rate shall apply to the sixth bedroom and each additional bedroom.
  - (b) in the case of non-residential development, or the non-residential portion of a mixed-use development, based upon the gross floor area of such development measured in square feet.
14. Subject to the provisions of this By-law, development charges against land are to be calculated and collected in accordance with the services and rates set out in Schedule "A" and Schedule "C" to this By-law.

#### **Exemptions for Intensification of Existing Housing**

15. (a) No development charge shall be imposed where the only effect of an action referred to in Section 8 of this By-law is to:
- (i) permit an enlargement to an existing dwelling unit;
  - (ii) permit the creation of one or two additional dwelling units within an existing single detached dwelling; or
  - (iii) permit one additional dwelling unit in any semi-detached dwelling, a row dwelling or any other existing residential building.
- (b) Notwithstanding (a) above, development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.
- (c) Notwithstanding (a) above, development charges shall be imposed if the additional unit has a gross floor area greater than:
- (i) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
  - (ii) in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the said residential building.

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- (d) The exemption to development charges in (a) above shall only apply to the first instance of intensification in an existing dwelling.
- (e) Subject to (b), (c) and (d) above, any exemption under (a) above shall apply to the smallest dwelling unit, as determined by applicable rates under this By-law.

#### **Exemptions for Certain Buildings**

- 16. No development charge shall be imposed on any building owned by and used for the purposes of:
  - (a) the City of Hamilton;
  - (b) a Board of Education; or,
  - (c) a local board.

#### **Exemption for the Enlargement of Existing Industrial Buildings**

- 17. No development charge shall be imposed on development constituting one or more enlargements of an existing industrial building as defined herein, whether attached or separate therefrom, up to a maximum of fifty percent (50%) of its gross floor area of the existing industrial building.
- 18. Where a proposed enlargement exceeds fifty percent (50%) of the gross floor area of an existing industrial building, development charges are payable on the amount by which the proposed enlargement exceeds fifty percent (50%) of the gross floor area before the enlargement.
- 19. The cumulative total of the gross floor area previously exempted hereunder shall not be included in the determination of the amount of the exemption applicable to any subsequent enlargement and shall be calculated on the basis of the site as it existed on the date immediately prior to the first exemption hereunder.
- 20. Where a subdivision of the site subsequent to any enlargement previously exempted hereunder results in the existing industrial building being on a lot separate from the development previously, further exemptions, if any, pertaining to the existing industrial building shall be calculated on the basis of the site as it existed on the date immediately prior to the first exemption hereunder.

#### **Other Exemptions from Development Charges**

- 21. Notwithstanding any other provision of this By-law, the following types of development are exempted from development charges under this By-law, in the manner and to the extent set out below. Unless otherwise specified herein, the said exemption is equivalent to one hundred percent (100%) of the development charges otherwise payable under this By-law;
  - (a) a parking garage or structure exclusively devoted to parking, including an outdoor parking lot located at grade;

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- (b) an agricultural use;
- (c) a place of worship;
- (d) a covered sports field;
- (e) a temporary building or structure, subject to Section 29; and
- (f) an affordable housing project that: (A) either has been approved to receive funding from the Government of Canada or the Province of Ontario (including their Crown corporations) under an affordable housing program or has been approved by the City of Hamilton or the CityHousing Hamilton Corporation through an affordable housing program; and (B) such affordable housing project is not eligible for funding for development charge liabilities from the Government of Canada or the Province of Ontario (including their Crown corporations).

**Downtown Hamilton Community Improvement Project Area (CIPA) Exemption**

22. All development within the boundaries of the Downtown Hamilton Community Improvement Project Area (CIPA) as shown on Schedule "B" attached to this By-law shall:

- (a) be exempted from the following percentages of the development charges otherwise payable, after all other credits and exemptions are considered, under this By-law based on the later of the date on which development charges are payable or the date all applicable development charges were actually paid:

Date	Percentage of exemption (%)	Percentage of development charge payable (%)
July 6, 2014 to July 5, 2015	90	10
July 6, 2015 to July 5, 2016	85	15
July 6, 2016 to July 5, 2017	80	20
July 6, 2017 to July 5, 2018	75	25
July 6, 2018 to July 6, 2019	70	30

- (b) receive an additional dollar for dollar exemption on any remaining development charges payable based on the amount of voluntary contributions to a Downtown Public Art Reserve, except and provided that no exemption under this Section 22(b) may exceed ten percent (10%) of the development charges otherwise payable.

**Partial Exemptions**

23. The following types of development will be partially exempt from development charges under this By-law in the manner and to the extent set out below:

- (a) for any non-industrial development other than an expansion, development charges shall be imposed as follows:



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- (i) fifty percent (50%) of the applicable development charge on the first five thousand (5000) square feet;
- (ii) seventy-five percent (75%) of the applicable development charge on applicable development between five thousand and one and ten thousand (5001 – 10,000) square feet;
- (iii) one hundred percent (100%) of the applicable development charge on the amount of development exceeding ten thousand (10,000) square feet.

Where development has been exempted pursuant to this Sub-section, the exemption set out in Sub-section (b) below does not apply to any subsequent expansion on such development.

- (b) subject to (a) above, the initial five thousand (5,000) square feet of gross floor area of an expansion of a non-industrial development provided that:
  - (i) the development which is subject to such expansion is existing as of the effective date of this By-Law;
  - (ii) an expansion may be attached or unattached to the existing development provided that, where unattached, it must be situated on the same site as the existing development; and,
  - (iii) where, subsequent to an unattached expansion exempted hereunder, the lot is further subdivided such that the original existing development and the unattached expansion thereof are no longer situated on the same lot, further exemptions pursuant to this Section, if any, shall only be calculated on the basis of the building and the lot as they existed on the date of the first exemption recognized after the effective date of this By-law, as set out in Section 40 herein.
- (c) development of a Brownfield property that has been approved by the City for an ERASE Redevelopment Grant, or any successor thereof. The amount of the exemption hereunder is equivalent to the cost of environmental remediation on, in or under the property as approved by the City under the ERASE Redevelopment Grant program and required to be paid by the owner, up to but not exceeding the amount of the development charges otherwise payable under this By-law;
- (d) a development by a university, other post-secondary school offering a degree or diploma recognized by the Province of Ontario or a not-for-profit private elementary or secondary school operated in compliance with section 16 of the *Education Act*, as amended, where such development is used for the academic or teaching purposes of the university or school, is exempt from development charges under this By-law save and except for the transit component of development charges as set out in Schedule "B" and such transit component of development charges shall be charged.

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- (e) development of a public hospital, within the meaning of the *Public Hospitals Act*, R.S.O. 1990, Chapter P.40 and R.R.O. 1990, Regulation 964 is exempt from fifty percent (50%) of the development charges otherwise payable under this By-law.
- (f) development of student residences by a university, college of applied arts and technology or other accredited post-secondary institution is exempt from fifty percent (50%) of the development charge otherwise payable pursuant to this By-law. Notwithstanding anything else contained in this By-law, save and except Paragraph 24(d) and Section 28, the credit applicable to any redevelopment involving an increase in the number of student residences contained within an existing building envelope shall be based on one hundred percent (100%) of the residential facility rate in effect at the time of receipt by the Chief Building Official of a complete building permit application for the said redevelopment within the meaning of Section 37 of this By-law.
- (g) redevelopment of an existing residential development for the purpose of creating residential facilities within the existing building envelope is exempt from fifty percent (50%) of the development charge otherwise payable pursuant to this By-law.
- (h) redevelopment of an existing residential facility for the purpose of creating more residential facility units within the existing building envelope shall be exempt from fifty percent (50%) of the development charge payable pursuant to this By-law. Notwithstanding anything else contained in this By-law, save and except Paragraph 24(d) and Section 28, the credit applicable to any such redevelopment shall be based on one hundred percent (100%) of the residential facility rate in effect at the time of receipt by the Chief Building Official of a complete building permit application for the said redevelopment within the meaning of Section 37 of this By-law.
- (i) the Adaptive Reuse of Protected Heritage Properties is exempted from Development Charges within the existing building envelope.
- (j) for new industrial developments that are less than 10,000 square feet, the industrial rate charged will be set at 75% of the effective non-residential industrial rate as set out in clause 5(c) above.

#### **Rules with Respect to Redevelopment - Demolitions**

24. In the case of the demolition of all or part of a building:

- (a) in the case of a demolition permit issued after the effective date of this By-law, a credit shall be allowed against the development charges otherwise payable pursuant to this By-law, provided that a building permit has been issued for the redevelopment within five (5) years, from the date the demolition permit has been issued as may be extended by the General Manager of Finance and Corporate Services either for developments located outside the Urban Area Boundary or for developments where it has been determined by the General Manager of Planning & Economic Development that significant development delays were not the responsibility of the developer, or may be otherwise extended by Council;

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- (b) the credit shall be calculated based on the portion of a building used for a residential purpose that has been demolished by multiplying the number and type of dwelling units demolished, or in the case of a building used for a non-residential purpose that has been demolished by multiplying the non-residential square feet demolished by the relevant development charges in effect on the date when the development charges are payable pursuant to this By-law;
- (c) for greater certainty, and without limiting the generality of the foregoing, no credit shall be allowed where the demolished building or part thereof would have been exempt pursuant to this By-law; and
- (d) the amount of any credit pursuant to this Section shall not exceed, in total, the amount of the development charges otherwise payable pursuant to this By-law with respect to the redevelopment.

### **Rules with Respect to Redevelopment - Conversions**

- 25. Where an existing non-residential building or structure is converted in whole or in part to a residential use, the residential development charge payable for the residential units created shall be reduced by an amount equal to the non-residential rate per square foot established under this By-law and set out in Schedule "A" and Schedule "C", applied against the gross floor area so converted to residential use.
- 26. Where an existing residential building is converted in whole or in part to non-residential uses, the non-residential development charge payable for the gross floor area so converted shall be reduced by an amount equal to the residential development charge established under this By-law and set out in Schedule "A" and Schedule "C" applied for the type of residential unit(s) so converted. If a unit is only partially converted the reduction shall be in proportion to the extent of the conversion.
- 27. Development charges payable for the conversion of uses in a mixed use building or structure shall be determined in accordance with Sections 25 and 26.
- 28. The amount of any credit shall not exceed in total the amount of the development charges otherwise payable under this By-law.

### **Temporary Buildings or Structures**

- 29. Where an application is made for the issuance of a permit under the *Building Code Act* in relation to a temporary building or structure, the Chief Building Official, or his or her delegate, may, as a condition of the issuance of the said permit, require that the owner of the land enter into an agreement with the City pursuant to section 27 of the Act and Section 31 of this By-law and/or submit security satisfactory to the General Manager of Finance and Corporate Services and the City Solicitor, to be realized upon in the event that the temporary building or structure remains on the land for more than one (1) year, or any other time as may be set out in the said agreement or security, from the date of the construction or erection thereof. A temporary building or structure that has not been removed or demolished by the first anniversary of its construction or erection on the land, or by the date specified in an agreement, shall be deemed not to be, nor ever to have been, a temporary building or structure and development charges under this By-

Being a By-law respecting development charges on lands within The City of Hamilton

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law shall become due and payable forthwith and the City may draw upon any letter of credit and/or transfer any cash security into the appropriate development charge reserve fund.

### **Collection of Development Charges**

30. Subject to the provisions of Section 31, development charges are payable at the time a building permit is issued with respect to a development.

### **Prepayment or Deferral Agreements**

31. (a) Save as otherwise specified in this By-law, and for non-residential development, a residential facility or an apartment development only, the General Manager of Finance and Corporate Services may authorize in writing, in accordance with section 27 of the Act, an agreement with a person to permit, on such terms as the General Manager of Finance and Corporate Service may require, including the payment of interest by such person, and for a term no longer than five (5) years, the payment of the development charge before or after it is otherwise payable under this By-law.
- (b) Notwithstanding (a) above, Council may authorize an agreement with a public hospital within the meaning of the *Public Hospitals Act*, R.S.O. 1990, Chapter P.40 and R.R.O. 1990, Regulation 964 to permit, on such conditions as Council may require, including the payment of interest, and for a term no longer than ten (10) years, the payment of the development charge after it is otherwise payable under this By-law.
- (c) Notwithstanding (a) above, Council may authorize an agreement with an entity described in Section 23(d) above to permit, on such conditions as Council may require, including the payment of interest, and for a term no longer than thirty (30) years, the payment of the development charge after it is otherwise payable under this By-law.

### **Credit for Services-in-lieu Agreement**

32. In accordance with Sections 38, 39, 40 and 41 of the Act, a person may perform work that relates to a service to which this By-law applies, in return for a credit towards the development charges payable by the said person, by way of an agreement. No such credit shall exceed the total development charges payable by the person.

### **Front-Ending Agreements**

33. Council may authorize a front-ending agreement in accordance with the provisions of Part III of the Act, upon such terms as Council may require, in respect of the development of land.

Being a By-law respecting development charges on lands within The City of Hamilton

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### **Administration of By-law**

34. This By-law shall be administered by the Corporate Services Department of the City of Hamilton.

### **Indexing**

35. The development charges set out in Schedule "A" and Schedule "C" of this By-law shall be adjusted annually without amendment to this By-law by the percentage change during the preceding year, as recorded in the Statistics Canada's Construction Cost Index (non-residential building) (CANSIM table 327-0043) for the City of Toronto, as may be amended or replaced from time to time. This adjustment shall take place as follows:
- (a) the initial adjustment shall be one year from the effective date of this By-law, and
  - (b) thereafter, adjustment shall be made each year on the anniversary of the effective date of this By-law.

### **Reserve Fund Report**

36. The General Manager of Finance and Corporate Services shall, in each year prior to June 30 thereof, commencing June 30, 2015 for the 2014 year, furnish to Council a statement in respect of the reserve funds required by the Act for the services to which this By-law relates, for the prior year, containing the information set out in Section 43 of the Act and Section 12 of the Regulation.

### **Transition**

37. The development charge rates payable are the rates in effect on the date a complete building permit application is received and accepted by the City's Chief Building Official, provided that the permit is issued within 6 months of the effective date of a development charge rate increase. Where the said building permit is lawfully revoked by the Chief Building Official on or after the date of the said development charge rate increase, any subsequent application for a building permit on the lands or site will be subject to the development charge rate in effect on the date of building permit issuance. For the purposes of this Section, a "complete application" shall mean an application with all required information and plans provided, all application fees paid and all prior charges and taxes relating to the subject land paid and discharged.
38. Where a complete application for site plan approval pursuant to City of Hamilton By-law 03-294, as amended, or any successor thereto, has been received by the City prior to May 1, 2014, and no building permit in relation thereto has been issued prior to July 06, 2014, the development charge payable upon the issuance of the building permit or permits issued in relation to said approved site plan shall be the applicable development charge as of July 5, 2014, provided that:
- (a) any building permit required in relation to the said approval has been issued prior to January 6, 2015; and

Being a By-law respecting development charges on lands within The City of Hamilton

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- (b) construction has commenced thereafter within six (6) months of the date of issuance of the said building permit or permits, such construction to be deemed to have commenced when all footings and foundations have been completed.

For the purposes of this Section 38, a "complete site plan application" means an application in compliance with the requirements of the City as set out in the document entitled "*City of Hamilton Submission Requirements and Application Form for Site Plan Control*" dated January 01, 2004, or any successor thereto, as the same may be amended from time to time, together with all applicable fees.

### **Refund Without Interest**

39. Except as expressly required otherwise in the Act, the Regulation or this By-law, any refund by the City of Hamilton shall be without interest.

### **General**

40. This By-law may be referred to as the "*City of Hamilton Development Charges By-law, 2014.*"

### **Date By-law Effective**

41. This By-law shall come into force and take effect at 12:01 a.m. on July 06, 2014.

### **Date By-law Expires**

42. This By-law expires five (5) years after the date on which it comes into force.

### **By-law Registration**

43. A certified copy of this By-law may be registered in the Land Titles Office as against title to any land to which this By-law applies.

### **Headings for Reference Only**

44. The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

### **Severability**

45. If, for any reason, any provision, Section, Sub-section, Paragraph or clause of this By-law is held invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

Being a By-law respecting development charges on lands within The City of Hamilton

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**Repeal**

46. By-law 09-143 and By-law 11-175, is hereby repealed effective as of the date and time of this By-law coming into effect.

**PASSED THIS 25<sup>th</sup> day of June, 2014.**



\_\_\_\_\_  
R. Bratina  
Mayor



\_\_\_\_\_  
R. Caterini  
City Clerk

Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE A TO BY-LAW 14-153  
 Municipal Wide Development Charges – Effective July 6, 2014 to January 5, 2015

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Services Related to a Highway	6,556	4,699	4,046	2,700	2,054	8.31	89.45
Public Works	244	175	151	101	77	0.17	1.83
Police Services	308	221	190	127	97	0.21	2.26
Fire Protection Services	272	195	168	112	85	0.19	2.05
Transit Services	399	286	246	164	125	0.31	3.34
Parkland Development	1,084	777	669	447	340	0.10	1.08
Recreation Facilities	1,665	1,194	1,028	686	522	0.15	1.61
Library Services	471	337	291	194	147	0.04	0.43
Administrative Studies	583	418	360	240	183	0.44	4.74
Ambulance Services	29	21	18	12	9	0.02	0.22
Long Term Care	189	135	116	78	59	0.04	0.43
Health Services	21	15	13	9	7	-	-
Social & Child Services	22	16	14	9	7	-	-
Social Housing	427	306	264	176	134	-	-
Airport Services	191	137	118	79	60	0.15	1.61
Parking Services	268	192	166	110	84	0.20	2.15
Provincial Offences Act	18	13	11	8	6	0.01	0.11
Hamilton Conservation Authority	18	13	11	7	6	0.02	0.22
<b>Total Municipal Wide Charges</b>	<b>12,765</b>	<b>9,150</b>	<b>7,880</b>	<b>5,259</b>	<b>4,002</b>	<b>10.36</b>	<b>111.51</b>



Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE A TO BY-LAW 14-153  
 Municipal Wide Development Charges – Effective January 6, 2015 to July 5, 2015

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Services Related to a Highway	7,357	5,299	4,514	3,083	2,352	8.31	89.45
Public Works	274	197	168	115	88	0.17	1.83
Police Services	346	249	212	145	111	0.21	2.26
Fire Protection Services	306	220	187	128	98	0.19	2.05
Transit Services	448	323	275	188	143	0.31	3.34
Parkland Development	1,217	877	747	510	389	0.10	1.08
Recreation Facilities	1,869	1,346	1,147	783	597	0.15	1.61
Library Services	528	380	324	221	169	0.04	0.43
Administrative Studies	655	471	402	274	209	0.44	4.74
Ambulance Services	32	23	20	14	10	0.02	0.22
Long Term Care	212	153	130	89	68	0.04	0.43
Health Services	23	17	14	10	7	-	-
Social & Child Services	25	18	15	11	8	-	-
Social Housing	480	345	294	201	153	-	-
Airport Services	215	155	132	90	69	0.15	1.61
Parking Services	301	217	185	126	96	0.20	2.15
Provincial Offenses Act	21	15	13	9	7	0.01	0.11
Hamilton Conservation Authority	20	14	12	8	6	0.02	0.22
<b>Total Municipal Wide Charges</b>	<b>14,329</b>	<b>10,319</b>	<b>8,791</b>	<b>6,005</b>	<b>4,580</b>	<b>10.36</b>	<b>111.51</b>

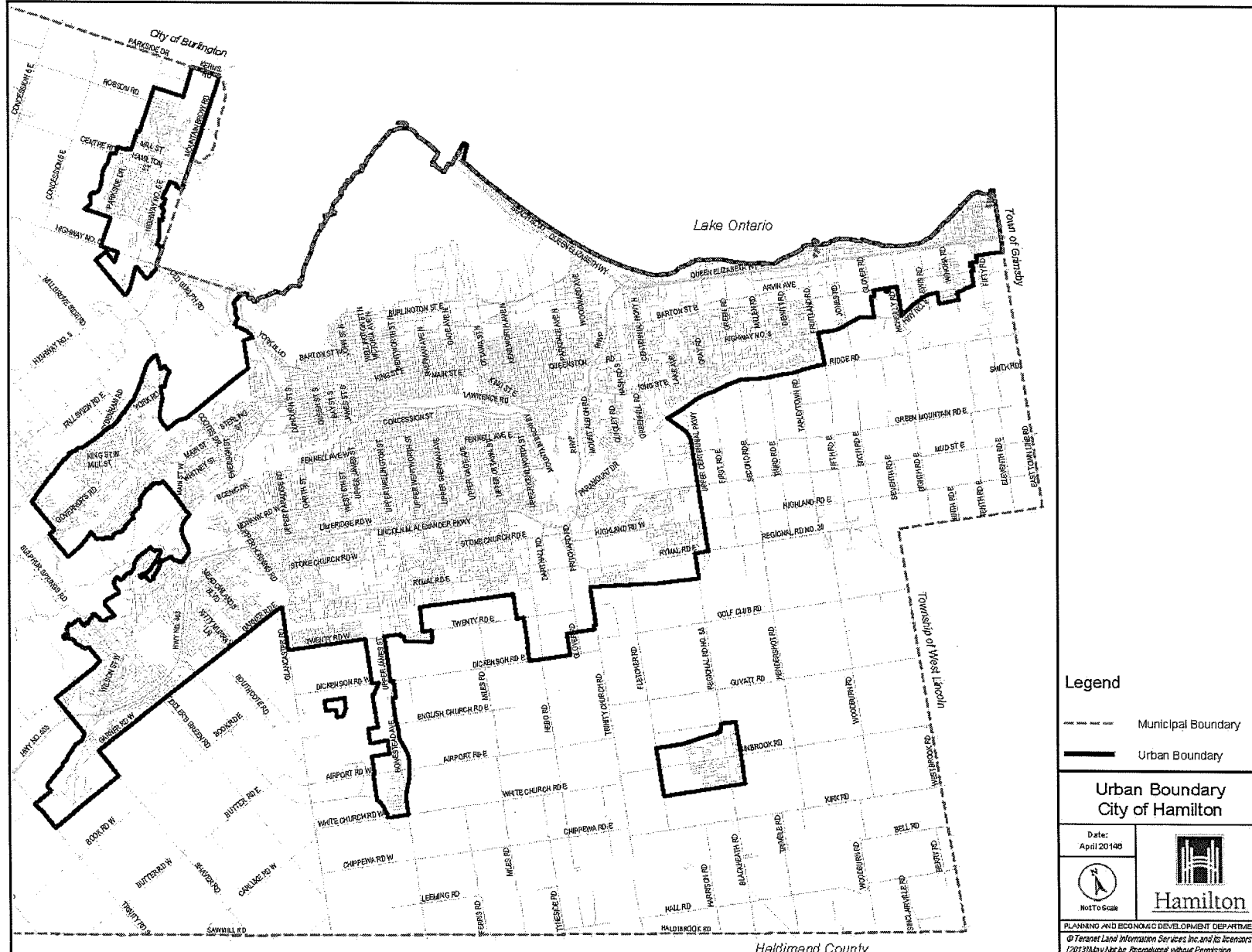
Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE A TO BY-LAW 14-153  
 Municipal Wide Development Charges – Effective July 6, 2015 (Subject to Indexing)

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Services Related to a Highway	8,161	5,898	4,983	3,467	2,648	8.31	89.45
Public Works	304	220	186	129	99	0.17	1.83
Police Services	384	278	234	163	125	0.21	2.26
Fire Protection Services	339	245	207	144	110	0.19	2.05
Transit Services	497	359	303	211	161	0.31	3.34
Parkland Development	1,350	976	824	573	438	0.10	1.08
Recreation Facilities	2,073	1,498	1,266	881	673	0.15	1.61
Library Services	586	424	358	249	190	0.04	0.43
Administrative Studies	726	525	443	308	236	0.44	4.74
Ambulance Services	36	26	22	15	12	0.02	0.22
Long Term Care	235	170	143	100	76	0.04	0.43
Health Services	26	19	16	11	8	-	-
Social & Child Services	28	20	17	12	9	-	-
Social Housing	532	384	325	226	173	-	-
Airport Services	238	172	145	101	77	0.15	1.61
Parking Services	334	241	204	142	108	0.20	2.15
Provincial Offenses Act	23	17	14	10	7	0.01	0.11
Hamilton Conservation Authority	22	16	13	9	7	0.02	0.22
<b>Total Municipal Wide Charges</b>	<b>15,894</b>	<b>11,488</b>	<b>9,703</b>	<b>6,751</b>	<b>5,157</b>	<b>10.36</b>	<b>111.51</b>

Being a By-law respecting development charges on lands within The City of Hamilton


SCHEDULE B TO BY-LAW 14-153  
 Urban Area Boundary Map



**Legend**  
 - - - - - Municipal Boundary  
 ————— Urban Boundary

**Urban Boundary  
 City of Hamilton**

Date:  
 April 2014



**Hamilton**

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
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Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE C TO BY-LAW 14-153  
 Stormwater, Water, and Wastewater Development Charges – Effective July 6, 2014 to January 5, 2015

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Water service	3,374	2,419	2,084	1,391	1,058	2.37	25.51
Wastewater Facilities	2,999	2,149	1,852	1,236	940	2.10	22.60
Wastewater Linear Services	3,777	2,707	2,332	1,556	1,184	2.65	28.52
Stormwater Drainage and Control Services	5,180	3,713	3,198	2,134	1,625	1.29	13.89
<b>Total Urban Services</b>	<b>15,330</b>	<b>10,988</b>	<b>9,466</b>	<b>6,317</b>	<b>4,807</b>	<b>8.41</b>	<b>90.52</b>

Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE C TO BY-LAW 14-153  
 Stormwater, Water, and Wastewater Development Charges – Effective January 6, 2015 to July 5, 2015

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Water service	3,788	2,728	2,325	1,588	1,211	2.37	25.51
Wastewater Facilities	3,367	2,424	2,066	1,411	1,076	2.10	22.60
Wastewater Linear Services	4,240	3,053	2,602	1,777	1,355	2.65	28.52
Stormwater Drainage and Control Services	5,815	4,188	3,568	2,437	1,858	1.29	13.89
<b>Total Urban Services</b>	<b>17,210</b>	<b>12,393</b>	<b>10,561</b>	<b>7,213</b>	<b>5,500</b>	<b>8.41</b>	<b>90.52</b>

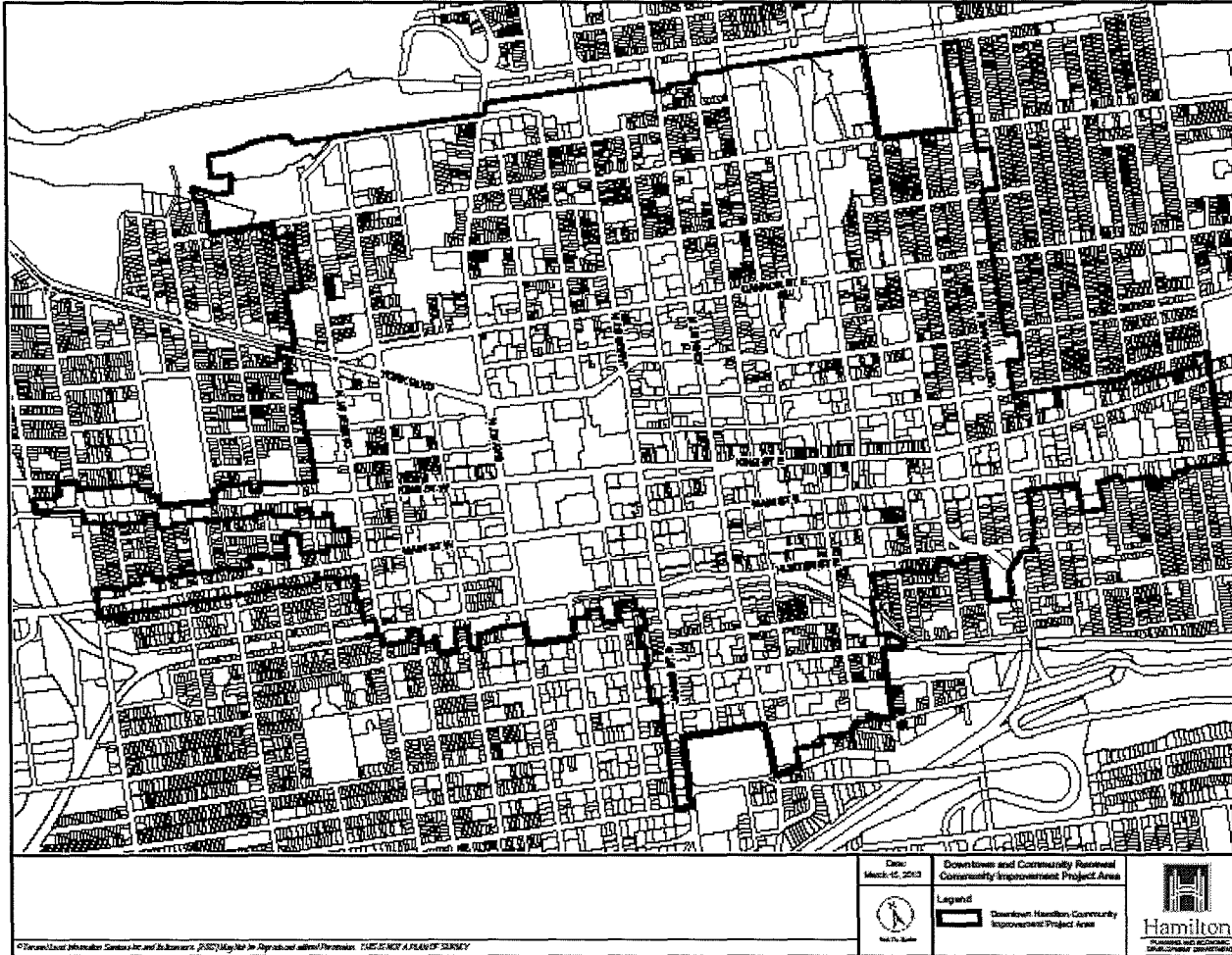
Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE C TO BY-LAW 14-153  
 Stormwater, Water, and Wastewater Development Charges – Effective July 6, 2015 (Subject to Indexing)

Service	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Water service	4,202	3,037	2,566	1,785	1,363	2.37	25.51
Wastewater Facilities	3,734	2,699	2,280	1,586	1,212	2.10	22.60
Wastewater Linear Services	4,703	3,399	2,872	1,998	1,526	2.65	28.52
Stormwater Drainage and Control Services	6,450	4,662	3,938	2,740	2,093	1.29	13.89
<b>Total Urban Services</b>	<b>19,089</b>	<b>13,797</b>	<b>11,656</b>	<b>8,109</b>	<b>6,194</b>	<b>8.41</b>	<b>90.52</b>

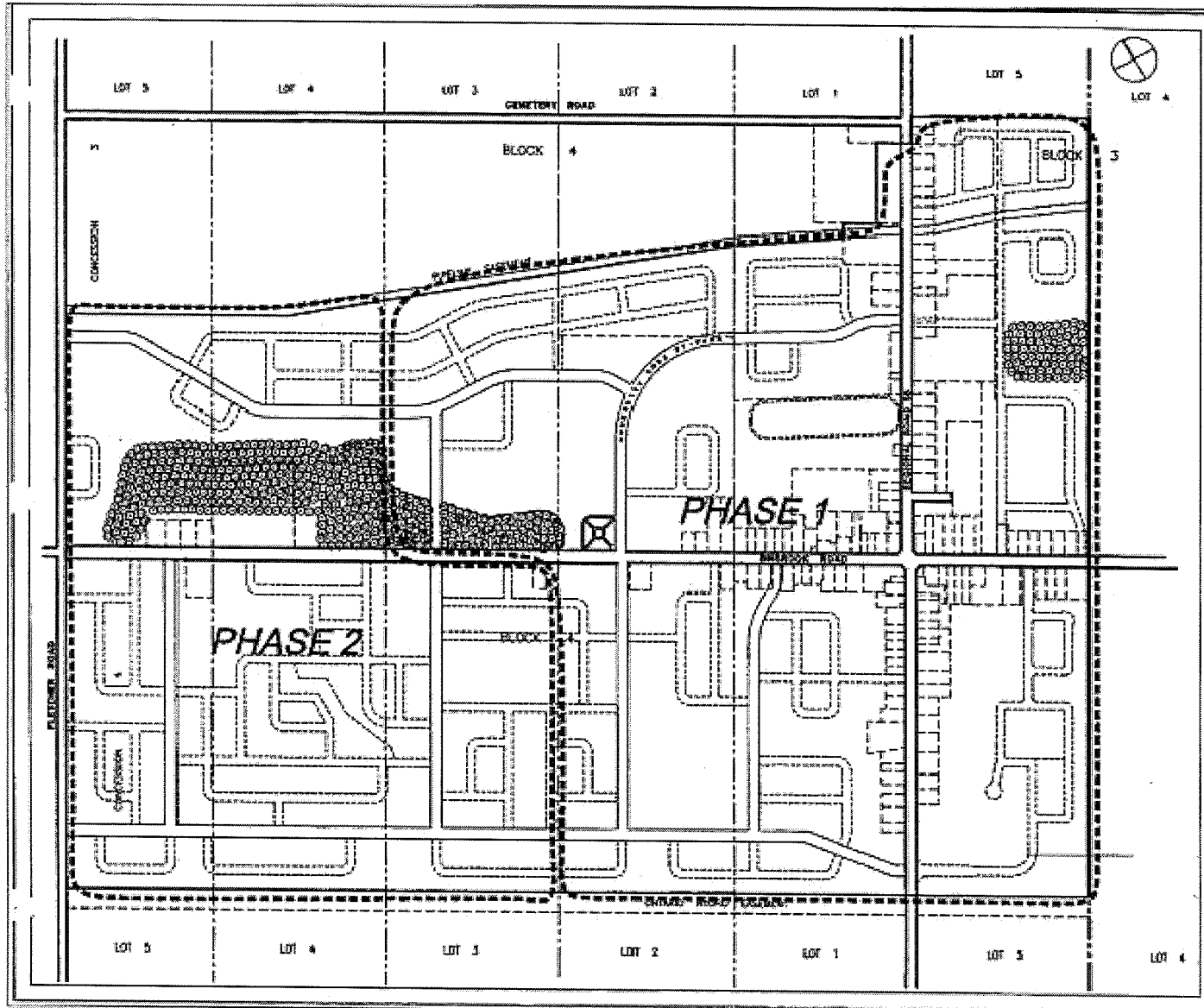
Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE D TO BY-LAW 14-153  
Downtown Hamilton Community Improvement Project Area



Being a By-law respecting development charges on lands within The City of Hamilton

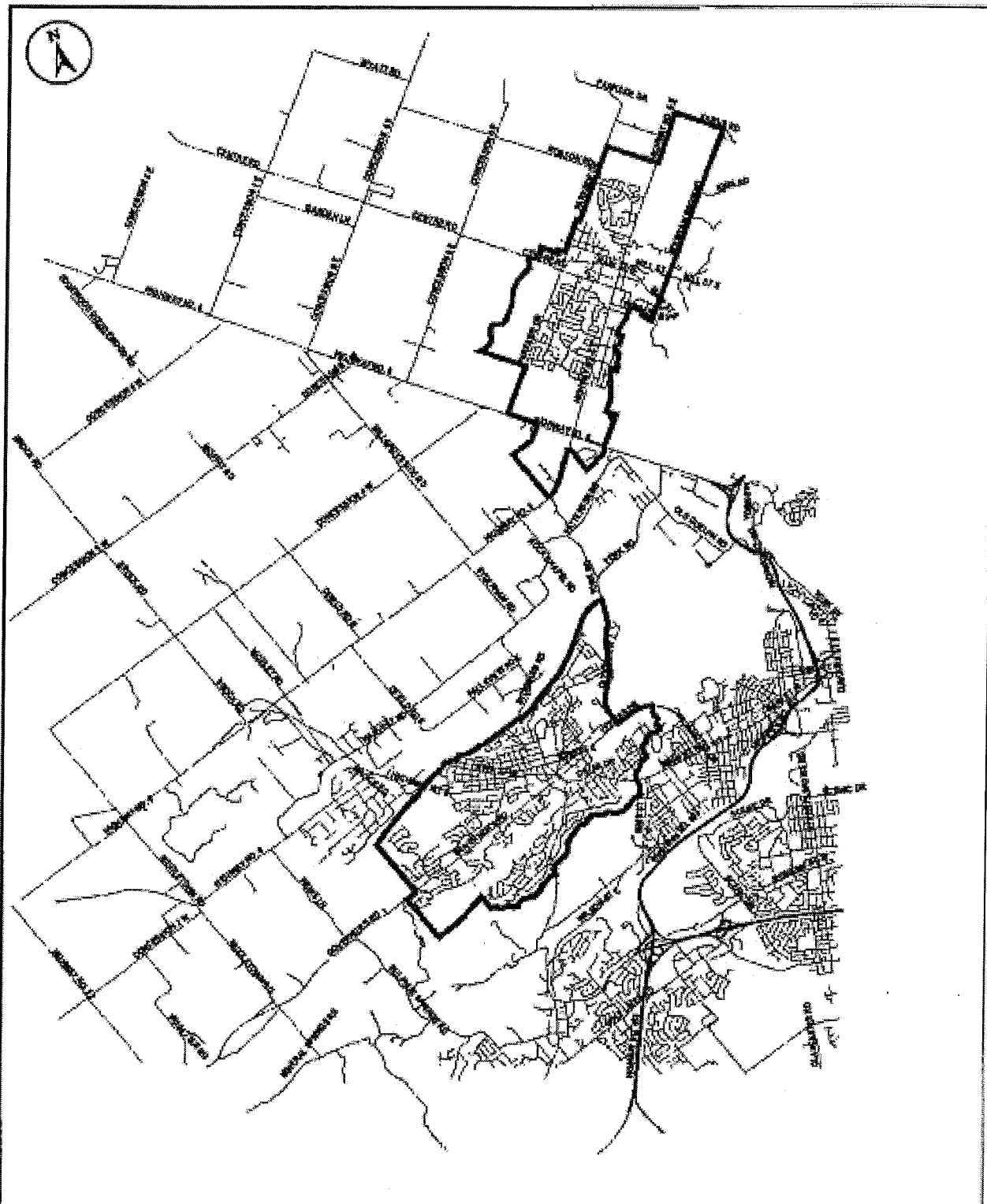
SCHEDULE E TO BY-LAW 14-153  
Binbrook Special Area Charge Map





Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE F TO BY-LAW 14-153  
Dundas/Waterdown Special Area Charge Map



Being a By-law respecting development charges on lands within The City of Hamilton

SCHEDULE G TO BY-LAW 14-153  
 Special Area Charges – Effective July 6, 2014

Special Area Charge	Single-Detached Dwelling & Semi-Detached Dwelling	Townhouses & Other Multiple Unit Dwellings	Apartments 2-Bedrooms +	Apartments Bachelor & 1-Bedroom	Residential Facility Dwelling	Non-Residential	
	(per Unit)	(per Unit)	(per Unit)	(per Unit)	(per Bedroom)	(per Sq. Ft.)	(per Sq. m.)
Binbrook Special Area Charge	3,211	2,320	1,961	1,364	1,042	N/A	N/A
Dundas/Waterdown Special Area Charge	1,588	1,147	970	674	515	1.09	11.73



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 Fax: (905) 272-3602  
 e-mail: info@watson-econ.ca

## Memorandum

To:	Joe Spiler	Fax	<input type="checkbox"/>
From:	Gary Scandlan	Courier	<input type="checkbox"/>
Date:	April 19, 2018	Mail	<input type="checkbox"/>
Re:	City Report on Industrial Expansion Policy Framework	e-mail	<input type="checkbox"/>

In follow-up to your request, we would confirm that we have reviewed the above noted report and are satisfied that it includes all the necessary items to meet the requirements of a "Background Study under the Development Charges Act. As noted in section 19 of the DCA, to amend an existing DC By-law, you are required to address items set out in sections 10 through 18 of the DCA. Section 10 provides for different items to be specifically address in the report whereas the remaining sections deal with process. A table has been provided within the report setting out the section 10 items and how they are being addressed.

We trust this is satisfactory for your needs

### Services

- |   |  |   |   |
|---|--|---|---|
| ▪ Demographics, Pupil Forecasting, Industrial/ Commercial Forecasts | ▪ Development/Education Development Charge Policy  | ▪ Financial Analysis of Municipal Restructuring Options | ▪ Fiscal Impact of Development                          |
| ▪ Land Needs and Market Studies                                     | ▪ Long Range Financial Planning for Municipalities | ▪ Municipal Management Improvement                      | ▪ O.M.B. Hearings – Financial, Market, Demographic      |
| ▪ School Board Planning and Financing                               | ▪ Servicing Cost Sharing                           | ▪ Tax Policy Analysis                                   | ▪ Waste Management Rate Setting, Valuation and Planning |





Hamilton

**GRANTS SUB-COMMITTEE  
REPORT 18-002**

9:30 a.m.

April 20, 2018

Council Chambers, Hamilton City Hall

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**Present:** Councillors B. Johnson (Chair), L. Ferguson, T. Jackson,  
T. Whitehead, A. VanderBeek

**Absent with**

**Regrets:** Councillor M. Green – Other City Business  
Councillor S. Merulla – Medical

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**GRANTS SUB-COMMITTEE PRESENTS REPORT 18-002 AND RESPECTFULLY  
RECOMMENDS:**

1. **2018 City Enrichment Funding Recommendations (GRA18003) (City Wide)  
(Item 4.1)**
  - (a) That the 2018 City Enrichment Fund recommended funding allocation, in the amount of \$6,187,192, as outlined in the attached Appendix “A”, as amended, to Report GRA18003, be approved;
  - (b) That Appendix “B” to Report GRA18003, Application Summary, be received;
  - (c) That Appendix “B” to Report 18-002, Payment Plan, be approved; and,
  - (d) That the grants, as listed in Appendix “C” to Report 18-002, as amended, be approved and the funds be released, pending the submission of additional information, by July 20, 2018, to the satisfaction of the Director of Strategic Partnerships and Communications.

**2. Dundas Youth Chaplaincy – Routes Youth Centre (CS D-4) (Item 4.1)**

That an enhancement of an additional \$300 for the Dundas Youth Chaplaincy – Routes Youth Centre base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**3. Flamborough Information and Community Services – Seniors Support (CS E-7) (Item 4.1)**

That an enhancement of an additional \$1,116 for the Flamborough Information and Community Services – Seniors Support base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**4. Flamborough Information and Community Services – Community Outreach (CS F-5) (Item 4.1)**

That an enhancement of an additional \$4,105 for the Flamborough Information and Community Services – Community Outreach base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**5. Binbrook Agricultural Society – Binbrook Fair (AGR A-2) (Item 4.1)**

That an enhancement of an additional \$1,041 for the Binbrook Agricultural Society – Binbrook Fair base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**6. The Equestrian Association for the Disabled (TEAD) – Operating (AGR A-12) (Item 4.1)**

That an enhancement of an additional \$2,500 for The Equestrian Association for the Disabled (TEAD) - Operating base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**7. The Equestrian Association for the Disabled (TEAD) – Scholarship Program (SAL E-2) (Item 4.1)**

That an enhancement of an additional \$2,145 for The Equestrian Association for the Disabled (TEAD) – Scholarship Program base budget, be referred to the 2019 Operating Budget process (GIC) for consideration.

**8. Brott Music Festival (ARTS A-8) (Item 4.1)**

That an enhancement of an additional \$40,000 for the Brott Music Festival base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**9. Winona Peach Festival – Winona Peach Festival (CCH A-2) (Item 4.1)**

That an enhancement of an additional \$8,258 for the Winona Peach Festival – Winona Peach Festival base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**10. Cactus Festival of Dundas Ontario – Dundas Cactus Festival (CCH A-4) (Item 4.1)**

That an enhancement of an additional \$2,346 for the Cactus Festival of Dundas Ontario – Dundas Cactus Festival base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**11. Dundas Historical Society Museum – Dundas Museum and Archives Exhibition Project (CCH A-5) (Item 4.1)**

That an enhancement of an additional \$2,550 for the Dundas Historical Society Museum – Dundas Museum and Archives Exhibition Project base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**12. Dundas Valley Orchestra – Concerts Presented in 2018 (CCH A-8) (Item 4.1)**

That an enhancement of an additional \$653 for the annual Dundas Valley Orchestra – Concerts base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**13. Dundas Cactus Parade Inc. – Dundas Cactus Parade (CCH A-15) (Item 4.1)**

That an enhancement of an additional \$135 for Dundas Cactus Parade Inc. – Dundas Cactus Parade base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**14. Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-23) (Item 4.1)**

That an enhancement of an additional \$2,500 for the Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-23) base budget, to be added to the annual City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**15. Ancaster Heritage Days (CCH A-31) (Item 4.1)**

That an enhancement of an additional \$3,510, for the Ancaster Heritage Days – Ancaster Heritage Days base budget, to be added to the City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**16. Hamilton Santa Claus Parade Committee (CCH A-40) (Item 4.1)**

That an enhancement of an additional \$10,075, for the Hamilton Santa Claus Parade Committee – Hamilton Santa Claus Parade base budget, to be added to the City Enrichment Fund Program, be referred to the 2019 Operating Budget process for consideration.

**17. United Way Current Shortfalls and Funding Cuts (Item 4.1)**

That the United Way be requested to provide a presentation to the Grants Sub-Committee that explains their current shortfalls and funding cuts to the Hamilton community.



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

There were no changes to the agenda.

The April 20, 2018 agenda for the Grants Sub-Committee was approved, as presented.

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)****(i) February 5, 2018 (Item 3.1)**

The Minutes of the February 5, 2018 Grants Sub-Committee meeting were approved, as presented.

**(d) STAFF PRESENTATIONS (Item 4.1)****(i) 2018 City Enrichment Funding Recommendations (GRA18003) (City Wide) (Item 4.1)**

John Hertel, Director of Strategic Partnerships and Communications, addressed Committee and provided a PowerPoint presentation respecting Report GRA18003 - 2018 City Enrichment Funding Recommendations.

The presentation, respecting Report GRA18003 - 2018 City Enrichment Funding Recommendations, was received.

**1. Community Services – No Youth is Left Behind (CS D)****(aa) Dundas Youth Chaplaincy – Routes Youth Centre (CS D-4)**

The recommended 2018 City Enrichment Fund grant for the Dundas Youth Chaplaincy – Routes Youth Centre (CS D-4), was increased by \$300, from \$10,000 to \$10,300, with the \$300 to be funded from the Grant Reserve #112230 for 2018.

**2. Community Services – Everyone Can Age in Place (CS E)****(aa) Flamborough Information and Community Services – Seniors Support (CS E-7)**

The recommended 2018 City Enrichment Fund grant for Flamborough Information and Community Services – Seniors Support (CS E-7), as shown in Appendix “A” to Report 18-003, was increased by \$1,116, from \$2,330 to \$3,446, with the \$1,116 to be funded from the Grant Reserve #112230 for 2018

**(bb) Glanbrook Home Support Programme Inc. – Community Supports Program (CS E-10)**

The recommended 2018 City Enrichment Fund grant for the Glanbrook Home Support Programme Inc. – Community Supports Program (CS E10), as shown in Appendix “A” to Report 18-003, was increased by \$11,780, from \$11,217 to \$22,997, with the \$11,780 to be funded from the Grant Reserve #112230 for 2018.

**3. Community Services – Community Capacity Grows (CS F)****(aa) Flamborough Information and Community Services – Community Outreach (CS F-5)**

The recommended 2018 City Enrichment Fund grant for Flamborough Information and Community Services – Community Outreach (CS F-5), as shown in Appendix “A” to Report 18-003, was increased by \$4,105, from \$44,280 to \$48,385; with the \$4,105 to be funded from the Grant Reserve #112230 for 2018.

**(bb) Dundas Community Services – Community Outreach (CS F-8)**

In addition to the recommended 2018 City Enrichment Fund grant of \$10,770, the Dundas Community Services – Community Outreach (CD F-8) was provided an additional \$13,000 for 2018 only, with the \$13,000 to be funded from the Grant Reserve #112230.

**4. Community Services – Everyone Has Someone to Talk To (CS G)****(aa) Dundas Community Services – Counselling & Referral (CS G-7)**

In addition to the recommended 2018 City Enrichment Fund grant of \$18,731, the Dundas Community Services – Counselling & Referral (CS G-7) was provided an additional \$19,000 for 2018, with the \$19,000 to be funded from the Grant Reserve #112230.

**5. Community Services – Emerging Needs and Program Innovation (CS H)****(aa) Eva Rothwell Centre – Leaders in Action (CS H-15)**

The recommended 2018 City Enrichment Fund grant for the Eva Rothwell Centre – Leaders in Action (CS H-15), as shown in Appendix “A” to Report 18-003, was increased by \$12,600, from \$0 to \$12,600, with the \$12,600 to be funded from the Grant Reserve #112230 for 2018.

**6. Agriculture – Operating Grants (AGR A)****(aa) Binbrook Agricultural Society – Binbrook Fair (AGR A-2)**

The recommended 2018 City Enrichment Fund grant for the Binbrook Agricultural Society – Binbrook Fair (AGR A-2), as shown in Appendix “A” to Report 18-003, was increased by \$1,041, from \$8,959 to \$10,000, with the \$1,041 to be funded from the Grant Reserve #112230 for 2018.

**(bb) The Equestrian Association for the Disabled (TEAD) – Operating (AGR A-12)**

The recommended 2018 City Enrichment Fund grant for The Equestrian Association for the Disabled (TEAD) – Operating (AGR A-12), as shown in Appendix “A” to Report 18-003, was increased by \$2,500, from \$7,500 to \$10,000, with the \$2,500 to be funded from the Grant Reserve #112230 for 2018.

**(cc) Wentworth Soil and Crop Improvement Association (AGR A-20)**

The recommended 2018 City Enrichment Fund grant for the Wentworth Soil and Crop Improvement Association (AGR A-20), as shown in Appendix "A" to Report 18-003, was increased by \$1,000, from \$0 to \$1,000, with the \$1,000 to be funded from the Grant Reserve #112230 for 2018.

**7. Environment – Projects and Programs (ENV C)**

**(aa) Escarpment Project Inc. – The Escarpment Project (ENV C-3)**

The recommended 2018 City Enrichment Fund grant for the Escarpment Project Inc. – The Escarpment Project (ENV C-3), as shown in Appendix "A" to Report 18-003, was increased by \$465, from \$5,535 to \$6,000; with the \$465 to be funded from the Grant Reserve #112230 for 2018.

**(bb) Stewards of Cootes Watershed – Getting and Keeping Clean Two Hamilton Watersheds (ENV C-6)**

The recommended 2018 City Enrichment Fund grant for the Stewards of Cootes Watershed – Getting and Keeping Clean Two Hamilton Watersheds (ENV C-6), as shown in Appendix "A" to Report 18-003, was increased by \$1,000, from \$15,000 to \$16,000, with the \$1,000 to be funded from the Grant Reserve #112230 for 2018.

**8. Sport and Active Lifestyle – Accessibility (SAL E)**

**(aa) The Equestrian Association for the Disabled (TEAD) – Scholarship Program (SAL E-2)**

The recommended 2018 City Enrichment Fund grant for The Equestrian Association for the Disabled (TEAD) – Scholarship Program (SAL E-2), as shown in Appendix "A" to Report 18-003, was increased by \$2,145, from \$5,355 to \$7,500; with the \$2,145 to be funded from the Grant Reserve #112230 for 2018.

**(bb) Flamborough Dundas Soccer Club – FDSC Accessible Soccer Sessions Pilot Project (SAL E-3)**

The recommended 2018 City Enrichment Fund grant for the Flamborough Dundas Soccer Club – FDSC Accessible Soccer Sessions Pilot Project (SAL E-3), as shown in Appendix “A” to Report 18-003, was increased by \$540, from \$1,620 to \$2,160; with the \$540 to be funded from the Grant Reserve #112230 for 2018.

**9. Sport and Active Lifestyle – Active for Life (SAL F)**

**(aa) Croatian Sports and Community Centre of Hamilton (Hamilton Croatia) – Promote Sports Activities to New Participants (SAL F-6)**

The recommended 2018 City Enrichment Fund grant for the Croatian Sports and Community Centre of Hamilton (Hamilton Croatia) – Promote Sports Activities to New Participants (SAL F-6), as shown in Appendix “A” to Report 18-003, was increased by \$3,375, from \$0 to \$3,375, with the \$3,375 to be funded from the Grant Reserve #112230 for 2018.

**10. Sport and Active Lifestyle – Multi Sport Hosting (SAL G)**

**(aa) CANUSA Games – 61<sup>st</sup> CANUSA Games (SAL G-2)**

The recommended 2018 City Enrichment Fund grant for the CANUSA Games – 61<sup>st</sup> CANUSA Games (SAL G-2), as shown in Appendix “A” to Report 18-003, was increased by \$8,512, from \$29,690 to \$38,202, with the \$8,512 to be funded from the Grant Reserve #112230 for 2018.

**11. Arts – Operating Grants (ART A)**

**(aa) Art Gallery of Hamilton (Art A-6)**

Staff was directed to report back to the Grants Sub-Committee with a review and complete understanding of the administration and financial requirements of the Art Gallery

of Hamilton, including the financial benefits to the organization of the various business units.

**(bb) Brott Music Festival (ARTS A-8)**

WHEREAS, in 2017, the Brott Music Festival requested an additional \$20,000 for their annual operating budget, which was approved as a one-time, additional amount and funded through the 2017 Grant Reserve for a total of \$160,000 in 2017; and,

WHEREAS, in 2018, the Brott Music Festival has requested an additional \$20,000, over the \$160,000 provided in 2017, for their annual operating budget;

WHEREAS, in order to revive a full Opera program in the city of Hamilton, the long-term goal of the Brott Music Festival is to have their annual base budget, through the City Enrichment Fund, increased annually until their annual base budget is at the same level as the 2014 Opera Hamilton base budget of \$127,000.

THEREFORE BE IT RESOLVED:

The recommended 2018 City Enrichment Fund grant for the Brott Music Festival – Annual Operating Budget (ARTS A-8), was increased by \$40,000, from recommended \$142,800 to \$182,800, with the \$40,000 to be funded from the Grant Reserve #112230 for 2018.

Councillors T. Whitehead and B. Johnson wished to be recorded as OPPOSED to the Motion above and to Item 8.

**12. Arts – Creations and Presentations Grants for Art Professionals (ART D)**

**(aa) Erica Villabroza – Emerging Artist Project (ART D-37)**

The matter respecting Erica Villabroza – Emerging Artist Project (ART D-37) \$5,000 City Enrichment Fund grant request, was TABLED until such time as the Ward 6

Councillor and the appropriate staff have had an opportunity to meet with the applicant.

**13. Communities, Culture and Heritage (CCH A)**

**(aa) Winona Peach Festival – Winona Peach Festival (CCH A-2)**

The recommended 2018 City Enrichment Fund grant for the Winona Peach Festival – Winona Peach Festival (CCH A-2), was increased by \$8,258, from recommended \$76,742 to \$85,000, with the \$8,285 to be funded from the Grant Reserve #112230 for 2018.

**(bb) Cactus Festival of Dundas Ontario – Dundas Cactus Festival (CCH A-4)**

The recommended 2018 City Enrichment Fund grant for the Cactus Festival of Dundas Ontario – Dundas Cactus Festival (CCH A-4), was increased by \$2,346, from recommended \$33,354 to \$35,700, with the \$2,346 to be funded from the Grant Reserve #112230 for 2018.

**(cc) Dundas Historical Society Museum – Dundas Museum and Archives Exhibition Project (CCH A-5)**

The recommended 2018 City Enrichment Fund grant for the Dundas Historical Society Museum – Dundas Museum and Archives Exhibition Project (CCH A-5), was increased by \$2,550, from recommended \$7,650 to \$10,200, with the \$2,550 to be funded from the Grant Reserve #112230 for 2018.

**(dd) Dundas Valley Orchestra – Concerts Presented in 2018 (CCH A-8)**

The recommended 2018 City Enrichment Fund grant for the Dundas Valley Orchestra – Concerts Presented in 2018 (CCH A-8), was increased by \$653, from recommended \$4,447 to \$5,100, with the \$653 to be funded from the Grant Reserve #112230 for 2018.

**(ee) Dundas Cactus Parade Inc. – Dundas Cactus Parade (CCH A-15)**

The recommended 2018 City Enrichment Fund grant for the Dundas Cactus Parade Inc. – Dundas Cactus Parade (CCH A-15), was increased by \$135, from \$10,514 to \$10,649, with the \$135 be funded from the Grant Reserve #112230 for 2018.

**(ff) Concession Street BIA – Streetfest (CCH A-20)**

The recommended 2018 City Enrichment Fund grant for the Concession Street BIA - Streetfest (CCH A-20), was increased by \$1,550, from recommended \$6,450 to \$8,000, with the \$1,550 to be funded from the Grant Reserve #112230 for 2018.

**(gg) Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-23)**

The recommended 2018 City Enrichment Fund grant for the Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-23), was increased by \$2,500, from \$5,000 to \$7,500, with the \$2,500 to be funded from the Grant Reserve #112230 for 2018.

**(hh) Ancaster Heritage Days (CCH A-31)**

The recommended 2018 City Enrichment Fund grant for the Ancaster Heritage Days – Ancaster Heritage Days 2018 (CCH A-31), was increased by \$3,510, from \$23,040 to \$26,550, with the \$3,510 to be funded from the Grant Reserve #112230 for 2018.

**(ii) Polish Symfonia Choir (CCH A-36)**

The recommended 2018 City Enrichment Fund grant for the Polish Symfonia Choir (CCH A-36), was increased by \$87, from \$4,038 to \$4,121, with the \$87 to be funded from the Grant Reserve #112230 for 2018.



**(jj) Hamilton Santa Claus Parade Committee (CCH A-40)**

The recommended 2018 City Enrichment Fund grant for Hamilton Santa Claus Parade Committee – Hamilton Santa Claus Parade (CCH A-40), as shown in Appendix “A” to Report 18-003, was increased by \$10,075, from \$36,156 to \$46,231, with the \$10,075 to be funded from the Grant Reserve #112230 for 2018.

**(kk) Rotary Club of Dundas – Canada Day Celebration (CCA A-41)**

The recommended 2018 City Enrichment Fund grant for the Rotary Club of Dundas – Canada Day Celebration (CCA A-41), as shown in Appendix “A” to Report 18-003, was increased by \$210, from \$790 to \$1,000, with the \$210 to be funded from the Grant Reserve #112230 for 2018.

**(ll) Ottawa Street Business Improvement Area – Sew Hungry (CCH A-46)**

The recommended 2018 City Enrichment Fund grant for the Ottawa Street Business Improvement Area – Sew Hungry (CCH A-46), as shown in Appendix “A” to Report 18-003, was increased by \$7,892 from \$0 to \$7,892, with the \$7,892 to be funded from the Grant Reserve #112230 for 2018.

**(mm) Hamilton HIVE – HIVEX Conference 2018 (CCH A-50)**

The request for funding in the amount of \$8,000 from the Hamilton HIVE for the HIVEX Conference 2018 (CCH A-50), was TABLED until such time as the Ward 8 Councillor and the appropriate staff have had an opportunity to speak to the applicant.

**14. Communities, Culture and Heritage – New Projects (CCH B)****(aa) Concession Street BIA – Sidewalk Sounds (CCH B-4)**

The recommended 2018 City Enrichment Fund grant for the Concession Street BIA – Sidewalk Sounds (CCH B-4), as

shown in Appendix "A" to Report 18-003, was increased by \$1,178 from \$2,822 to \$4,000, with the \$1,178 to be funded from the Grant Reserve #112230 for 2018.

**(bb) Lady Hamilton Club – Walking Tours (CCH B-9)**

The recommended 2018 City Enrichment Fund grant for the Lady Hamilton Club – Walking Tours (CCH B-9), as shown in Appendix "A" to Report 18-003, was increased by \$750 from \$0 to \$750, with the \$750 to be funded from the Grant Reserve #112230 for 2018.

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

There being no further business, the Grants Sub-Committee adjourned at 12:22 p.m.

Respectfully submitted,

Councillor B. Johnson  
Chair, Grants Sub-Committee

Stephanie Paparella  
Legislative Coordinator  
Office of the City Clerk

## 2018 City Enrichment Fund SUMMARY

	Category	No. of Apps	2018 Budget (Total)	2018 Requested	2018 Approved	Budget vs Approved	
	<b>Community Services</b>						
CS - A	Hunger/Shelter	10		\$ 471,992	\$ 356,192		
CS - B	Everyone Safe	9		\$ 304,908	\$ 281,516		
CS - C	Everyone Thrives	10		\$ 275,670	\$ 266,511		
CS - D	No Youth Left Behind	7		\$ 179,058	\$ 157,291		
CS - E	Everyone Age in Place	20		\$ 493,933	\$ 462,521		
CS - F	Community Capacity Grows	12		\$ 305,127	\$ 289,270		
CS - G	Someone to Talk to	7		\$ 187,140	\$ 171,153		
CS - H	Emerging Needs	21		\$ 434,797	\$ 253,328		
	<b>Community Services Total</b>	<b>96</b>	<b>\$ 2,158,510</b>	<b>\$ 2,652,625</b>	<b>\$ 2,237,782</b>	<b>-\$ 79,272</b>	<b>-3.67%</b>
	<b>Agriculture</b>						
AGR A	Operating Grants	20		\$ 202,602	\$ 144,361		
	<b>Agriculture Total</b>	<b>20</b>	<b>\$ 139,820</b>	<b>\$ 202,602</b>	<b>\$ 144,361</b>	<b>-\$ 4,541</b>	<b>-3.25%</b>
	<b>Environment</b>						
ENV-A	Capacity Building	2		\$ 28,300	\$ 28,300		
ENV-C	Project and Programs	8		\$ 113,213	\$ 102,513		
	<b>Environment Total</b>	<b>10</b>	<b>\$ 146,390</b>	<b>\$ 141,513</b>	<b>\$ 130,813</b>	<b>\$ 15,577</b>	<b>10.64%</b>
	<b>Sport and Active Lifestyles</b>						
SAL-A	Long Term Athlete Dev (LTAD)	6		\$ 45,000	\$ 32,930		
SAL-B	Sport Awareness	4		\$ 30,000	\$ 29,844		
SAL-C	Capacity Building	8		\$ 48,514	\$ 36,470		
SAL-D	Sport for Development/Inclusion	10		\$ 77,199	\$ 67,706		
SAL-E	Accessibility	3		\$ 15,660	\$ 15,660		
SAL-F	Active for Life	6		\$ 42,537	\$ 29,946		
SAL-G	Multi-Sport Hosting	3		\$ 67,878	\$ 76,136		
	<b>Sport and Active Lifestyles Total</b>	<b>40</b>	<b>\$ 274,120</b>	<b>\$ 326,788</b>	<b>\$ 288,692</b>	<b>-\$ 14,572</b>	<b>-5.32%</b>

	Category	No. of Apps	2018 Budget (Total)	2018 Requested	2018 Approved	Budget vs Approved	
	<b>Arts</b>						
ART - A	Arts - Operating	29		\$ 3,589,653	\$ 2,385,396		
ART - B	Arts - Festival	9		\$ 331,000	\$ 194,957		
ART - C	Arts - Capacity Building	7		\$ 86,700	\$ 65,950		
ART - D	Arts - Creation & Presentation	40		\$ 233,143	\$ 118,757		
	<b>Arts Total</b>	<b>85</b>	<b>\$ 2,725,060</b>	<b>\$ 4,240,496</b>	<b>\$ 2,765,060</b>	<b>-\$ 40,000</b>	<b>-1.47%</b>
	<b>Communities, Culture &amp; Heritage</b>						
CCH - A	CCH - Events	50		\$ 708,488	\$ 522,385		
CCH - B	CCH - New Projects	10		\$ 108,370	\$ 43,099		
CCH - C	CCH - Capacity Building	2		\$ 8,000	\$ 5,000		
	<b>CCH Total</b>	<b>62</b>	<b>\$ 528,790</b>	<b>\$ 824,858</b>	<b>\$ 570,484</b>	<b>-\$ 41,694</b>	<b>-7.88%</b>
	<b>Total Traditional Grant Requests</b>	<b>313</b>	<b>\$ 5,972,690</b>	<b>\$ 8,388,882</b>	<b>\$ 6,137,192</b>	<b>-\$ 164,502</b>	<b>-2.75%</b>
	CEF Administration		50,000		50,000	\$ -	
	CEF Contingency					\$ -	
	<b>Total City Enrichment Fund</b>		<b>\$ 6,022,690</b>	<b>\$ 8,388,882</b>	<b>\$ 6,187,192</b>	<b>-\$ 164,502</b>	<b>-2.66%</b>

**2018 City Enrichment Fund**  
 COMMUNITY SERVICES

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>CS - No One is Hungry or Without Shelter</b>							
CS A-1	The Hamilton Young Women's Christian Association	Transitional Living	86	81,126	82,000	21,548	-59,578
CS A-2	Mission Services of Hamilton Inc.	Good Food Centre	81	27,591	28,695	28,143	552
CS A-3	Neighbour 2 Neighbour Centre	Home Delivery	77	17,669	17,669	17,669	0
CS A-4	Housing Help Centre for Hamilton Wentworth	Housing Stabilization Program	76	67,000	67,000	67,000	0
CS A-5	Neighbour 2 Neighbour Centre	Food Bank	75	29,560	29,560	29,560	0
CS A-6	Good Shepherd Centre Hamilton	MarketPlace	68	76,387	78,679	76,387	0
CS A-7	St Matthew's House	St Matthew's House Emergency Food Programs	68	29,617	30,539	29,617	0
CS A-8	Good Shepherd Centre Hamilton	Community Hot Meals	66	36,051	37,850	36,051	0
CS A-9	The Governing Council of The Salvation Army in Canada	Soup Van Ministry	62	26,590	35,000	26,590	0
CS A-10	The Salvation Army	The Salvation Army Food Bank	61	23,627	65,000	23,627	0
				<b>415,218</b>	<b>471,992</b>	<b>356,192</b>	<b>-59,026</b>
<b>CS - Everyone Feels Safe</b>							
CS B-1	Sexual Assault Centre (Hamilton and Area) <sup>1</sup>	Counselling and Advocacy	98	9,384	19,760	19,760	10,376
CS B-2	Interval House of Hamilton Wentworth <sup>1</sup>	Peer Support and counselling	96	35,685	65,805	46,092	10,407
CS B-3	Sexual Assault Centre (Hamilton and Area)	Crisis Support	95	14,650	15,230	14,943	293
CS B-4	Sexual Assault Centre (Hamilton and Area)	Diverse Communities Outreach	94	11,487	11,950	11,717	230
CS B-5	Sexual Assault Centre (Hamilton and Area)	Abuse Prevention	93	6,310	6,560	6,436	126
CS B-6	The Hamilton Young Women's Christian Association	Phoenix Place VAW Residential Program	90	15,000	15,000	15,000	0
CS B-7	Thrive Child and Youth Trauma Services	Child and Youth Trauma Services	88	84,373	84,373	84,373	0
CS B-8	Interval House of Hamilton Wentworth	Community Outreach, Counselling and Advocacy and Telephone Crisis Survey	84	24,260	25,230	24,745	485

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
CS B-9	Good Shepherd Centre Hamilton	2nd Stage Housing	64	58,450	61,000	58,450	0
				<b>259,599</b>	<b>304,908</b>	<b>281,516</b>	<b>21,917</b>
<b>CS - Every Child and Family Thrives</b>							
CS C-1	Wesley Urban Ministries	Wesley Child and Family Programs	91	42,169	43,012	43,012	843
CS C-2	Immigrants Working Centre (Hamilton)	IWC Childcare Program	83	23,045	24,197	23,506	461
CS C-3	Hamilton East Kiwanis Boys and Girls Club	CityHousing After School Program	81	22,500	22,500	22,500	0
CS C-4	Hamilton East Kiwanis Boys and Girls Club	Sanford Kids Club	80	16,565	16,565	16,565	0
CS C-5	Hamilton East Kiwanis Boys and Girls Club	Parent Education Outreach (previous known as \"Lunch and Life Skills\" and \"Multicultural\")	76	51,664	52,000	51,664	0
CS C-6	Elliott Heights Baptist Church	Larch After School Program	75	5,202	8,396	5,202	0
CS C-7	The Living Rock Ministries	Wellness Works	68	33,428	37,000	33,428	0
CS C-8	Big Brothers Big Sisters of Hamilton and Burlington Inc.	SOAR FOR BOYS	67	23,086	24,000	23,086	0
CS C-9	Big Brothers Big Sisters of Hamilton and Burlington Inc.	Matching Program	66	24,000	24,000	24,000	0
CS C-10	Big Brothers Big Sisters of Hamilton and Burlington Inc.	SOAR for GIRLS	63	23,548	24,000	23,548	0
				<b>265,207</b>	<b>275,670</b>	<b>266,511</b>	<b>1,304</b>
<b>CS - No Youth is Left Behind</b>							
CS D-1	AY/Alternatives for Youth Hamilton	Alternatives for Youth Street Involved Youth Outreach	86	39,047	40,999	39,828	781
CS D-2	AY/Alternatives for Youth Hamilton	AY Outreach	86	25,324	26,590	25,830	506
CS D-3	Wesley Urban Ministries	Wesley Youth Housing	79	39,872	40,669	39,872	0
CS D-4	Dundas Youth Chaplaincy	Routes Youth Centre	77	10,300	10,800	10,300	0
CS D-5	The Living Rock Ministries	Evening Program Oasis Coffee House	76	15,801	30,000	15,801	0
CS D-6	Hamilton Association for Residential and Recreational Redevelopment Programs	YOUth Create	75	10,000	10,000	10,000	0
CS D-7	The Living Rock Ministries	It's a New Day Breakfast Program	61	15,660	20,000	15,660	0
				<b>156,004</b>	<b>179,058</b>	<b>157,291</b>	<b>1,287</b>
<b>CS - Everyone Can Age in Place</b>							
CS E-1	St. Joseph's Villa	A.C.T.I.V.E at the Villa Adult Day Program	93	20,400	20,400	20,400	0

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
CS E-2	Ancaster Information Centre and Community Services Inc.	Assisted Volunteer Driving Program	91	9,051	9,503	9,232	181
CS E-3	Good Shepherd Centre Hamilton	SAM Adult Day Program	88	66,263	68,250	67,588	1,325
CS E-4	Ancaster Information Centre and Community Services Inc.	Meals on Wheels	87	5,100	5,355	5,202	102
CS E-5	Banyan Community Services Inc.	Grocer-Ease Program	87	18,770	19,322	19,145	375
CS E-6	Wesley Urban Ministries	Multicultural Seniors Outreach Program	86	18,183	20,253	18,547	364
CS E-7	Flamborough Information & Community Services	Seniors Support	85	3,446	3,446	3,446	0
CS E-8	Glanbrook Home Support Programme Inc.	Health and Fitness Programs	84	16,574	16,574	16,574	0
CS E-9	Hamilton Jewish Home for the Aged (Shalom Village)	Goldie's Place Adult Day Program	84	23,153	24,312	23,616	463
CS E-10	Glanbrook Home Support Programme Inc.	Community Supports Program	81	10,997	22,997	22,997	12,000
CS E-11	Dundas Community Services	Services for Seniors	80	43,268	44,133	44,133	865
CS E-12	Glanbrook Home Support Programme Inc.	Assisted Volunteer Transportation	80	12,864	12,864	12,864	0
CS E-13	Glanbrook Home Support Programme Inc.	Meal Support Program	79	23,725	23,725	23,725	0
CS E-14	Victorian Order of Nurses for Canada - Ontario - Hamilton Site	Meals On Wheels (MOW)	79	56,852	56,852	56,852	0
CS E-15	Hamilton East Kiwanis Boys and Girls Club	Boys and Girls Clubs of Hamilton Adult Day Program	78	13,000	15,000	13,000	0
CS E-16	Victorian Order of Nurses for Canada - Ontario - Hamilton Site	Volunteer In Home & Teletouch Visiting Program	75	52,191	52,191	52,191	0
CS E-17	Catholic Family Services of Hamilton	Intensive Case Management for Seniors at Risk (ICMSR)	73	11,767	37,514	11,767	0
CS E-18	The Governing Council of The Salvation Army in Canada	Mountberry Adult Day Services	70	6,514	6,255	6,255	-259
CS E-19	Victorian Order of Nurses for Canada - Ontario - Hamilton Site	Adult Day Program	66	28,665	28,665	28,665	0
CS E-20	Famee Furlane of Hamilton	Famee Furlane of Hamilton - Everyone	64	7,163	6,322	6,322	-841
				<b>447,946</b>	<b>493,933</b>	<b>462,521</b>	<b>14,575</b>
<b>CS - Community Capacity Grows</b>							

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	Approved
CS F-1	Ancaster Information Centre and Community Services Inc.	Community Outreach	85	34,593	36,323	35,285	692
CS F-2	Information Hamilton	Information & Referral with Resource Database	84	87,952	92,350	87,924	-28
CS F-3	Adult Basic Education Association of Hamilton Wentworth	Lifelong Learning Opportunities and Pathways	83	8,229	8,500	8,394	165
CS F-4	Neighbour 2 Neighbour Centre	Middle East Outreach	79	2,763	3,000	2,763	0
CS F-5	Flamborough Information & Community Services	Community Outreach	78	48,435	48,385	48,385	-50
CS F-6	Hamilton Council on Aging (HCoA)	Seniors Engagement	77	8,160	8,568	8,160	0
CS F-7	The Hamilton and District Literacy Council	Literacy and Basic Skills Program for Adults	77	5,778	6,000	5,778	0
CS F-8	Dundas Community Services	Community Outreach	75	10,881	11,099	24,099	13,218
CS F-9	Elizabeth Fry Society Southern Ontario Region	Community Supports Program	72	11,373	11,373	11,373	0
CS F-10	Social Planning and Research Council of Hamilton	Social Research, System and Service Planning and Community Development	72	43,656	44,529	43,656	0
CS F-11	Rotary Club of Hamilton	Rotary Literacy In Action Program	71	7,362	25,000	7,362	0
CS F-12	St. John Council for Ontario	Medical First Responders Program	62	6,091	10,000	6,091	0
				<b>275,273</b>	<b>305,127</b>	<b>289,270</b>	<b>13,997</b>
<b>CS - Everyone Has Someone to Talk to</b>							
CS G-1	Catholic Family Services of Hamilton	Credit Counselling Walk-In Clinic	83	47,116	48,502	48,058	942
CS G-2	Canadian Mental Health Association, Hamilton	The Evening Social Recreation Rehabilitation Program	80	23,986	24,466	24,466	480
CS G-3	Catholic Family Services of Hamilton	Individual and Family Counselling	73	39,119	70,270	39,119	0
CS G-4	Multiple Sclerosis Society of Canada, Hamilton-Halton Chapter	Supports for Wellness	72	13,530	14,000	13,530	0
CS G-5	The Bridge: From Prison to Community (Hamilton)	Community Reintegration and Support	67	5,520	5,796	5,520	0
CS G-6	Schizophrenia Society of Ontario	Family Support Services	65	2,729	5,000	2,729	0
CS G-7	Dundas Community Services	Counselling & Referral	62	18,731	19,106	37,731	19,000
				<b>150,731</b>	<b>187,140</b>	<b>171,153</b>	<b>20,422</b>
<b>CS - Emerging Needs and Program Innovation</b>							
CS H-1	Thrive Child and Youth Trauma Services	OASIS	93	41,700	41,700	41,700	0
CS H-2	AY/Alternatives for Youth Hamilton	Parent Education, Support and Skills Development Program	90	16,959	17,807	17,298	339



Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
CS H-3	Canadian National Institute for the Blind (CNIB)	Peer Support for Hamiltonians Living Blind or Partially Sighted	84	5,423	7,899	5,531	108
CS H-4	Mission Services of Hamilton Inc.	Willow's Place	83	15,000	40,900	15,300	300
CS H-5	Welcome Inn Community Centre of Hamilton	Food Access Centre	81	19,277	23,430	19,663	386
CS H-6	Micah House Refugee Reception Services Inc.	Settlement in the City	79	10,868	17,100	10,868	0
CS H-7	Ancaster Information Centre and Community Services Inc.	Frozen Meals	73	7,568	7,946	7,568	0
CS H-8	Hamilton East Kiwanis Boys and Girls Club	McQuesten Boys and Girls Club	72	22,500	24,400	22,500	0
CS H-9	Food4Kids Hamilton Halton	Weekends Without Hunger	70	20,000	40,000	30,000	10,000
CS H-10	Mission Services of Hamilton Inc.	Afterschool Meal Program	69	13,500	14,456	13,500	0
CS H-11	City Kidz Ministry	CityKidz Saturday Program	63	25,000	25,000	25,000	0
CS H-12	Colombian Refugees Association	Refugee Claimant Settlement Services	70	-	30,000	12,900	12,900
CS H-13	Wellwood Resource Centre	Information and Peer Support for Cancer Patients and Their Families	64	-	25,200	18,900	18,900
CS H-14	Information Hamilton	Information & Referral (I&R) for Seniors and Older Adults	57	-	14,500	-	0
CS H-15	Eva Rothwell Centre	Leaders in Action	52	-	12,600	12,600	12,600
CS H-16	Student Open Circles	Community Volunteer Circles	52	-	15,300	-	0
CS H-17	Global Peace Centre Canada	Youth4Peace Leadership Initiative	50	-	30,000	-	0
CS H-18	Olive Us Childcare	Olive Us Care	49	-	2,500	-	0
CS H-19	Sisters Circle Canada	Women4Women: Peer Compassionate Support Program	38	-	29,920	-	0
CS H-20	Special Needs Resource Centre	Special Needs Resource Centre	DNQ	-	11,100	-	0
CS H-21	Accessible Hamilton	Community	DNQ	-	3,039	-	0
				<b>197,795</b>	<b>434,797</b>	<b>253,328</b>	<b>55,533</b>
<b>T O T A L C O M M U N I T Y S E R V I C E S</b>				<b>2,167,773</b>	<b>2,652,625</b>	<b>2,237,782</b>	<b>70,009</b>
<sup>1</sup> 2018 Recommended grant includes one-time funding for program expansion request							

**2018 City Enrichment Fund**  
**AGRICULTURE**

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>Agriculture - Operating Grants</b>							
AGR A-1	Ancaster Agricultural Society	Ancaster Fair	90	25,323	35,000	25,829	506
AGR A-2	Binbrook Agricultural Society	Binbrook Fair	89	10,000	10,000	10,000	0
AGR A-3	Rockton Agricultural Society, Home of the Rockton World's Fair	Rockton World's Fair	89	26,085	50,000	26,607	522
AGR A-4	Hamilton-Wentworth 4-H Association	Agriculture	85	6,000	7,500	6,120	120
AGR A-5	Hamilton Sustainable Victory Gardens Inc.	Hamilton Victory Gardens--Operating Grant for 2018	83	22,500	30,000	22,950	450
AGR A-6	Hamilton Farm Crawl	Hamilton Farm Crawl	82	4,000	4,500	4,080	80
AGR A-7	South Wentworth Plowmen's Association	South Wentworth Plowmen's Association	82	1,400	2,000	1,428	28
AGR A-8	Ancaster Farmers' Market	Operating Grant for the Ancaster Farmers' Market	82	4,000	3,000	3,000	-1,000
AGR A-9	Golden Horseshoe Pork Producers Association	Ag Education Events	78	615	600	600	-15
AGR A-10	The Board of Management for the Waterdown Business Improvement Area	Waterdown Farmers' Market	77	10,000	10,500	10,000	0
AGR A-11	Ancaster Horticultural Society	Trillium awards and beautifying the Ancaster community	76	4,000	4,000	4,000	0
AGR A-12	The Equestrian Association for the Disabled	Operating Grant for The Equestrian Association for the Disabled (T.E.A.D)	76	10,000	14,000	10,000	0
AGR A-13	Golden Horseshoe Beekeepers Association	Operating grant for Golden Horseshoe Beekeepers	75	1,590	1,750	1,590	0
AGR A-14	2302747 Ontario Inc. (Locke Street Farmers' Market)	Locke Street Farmers' Market	75	5,000	2,000	1,950	-3,050
AGR A-15	Hamilton-Wentworth Federation of Agriculture	Fair Display Enhancement	69	2,000	2,000	2,000	0
AGR A-16	Wentworth Niagara Guernsey Club	Wentworth Niagara Guernsey Club Activities	69	224	206	177	-47
AGR A-17	North Wentworth Plowmen's Association	North Wentworth Plowmen's Association	68	1,000	1,046	1,000	0
AGR A-18	Canteen Destiny	Where the Arts Meets Agriculture	68	8,800	12,000	8,800	0
AGR A-19	Crown Point Farmers' Market (Ottawa St. Farmers' Market)	Crown Point Farmers' Market	81	-	9,900	3,230	3,230

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
AGR A-20	Wentworth Soil & Crop Improvement Association	Wentworth Soil & Crop Improvement Association	74	-	2,600	1,000	1,000
				142,537	202,602	144,361	1,824
<b>TOTAL AGRICULTURE</b>				<b>142,537</b>	<b>202,602</b>	<b>144,361</b>	<b>1,824</b>

2018 City Enrichment Fund							
ENVIRONMENT							
Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>ENV - Capacity Building</b>							
ENV A-1	Sustainable Hamilton	Sustainability Education Events program	76	21,200	18,300	18,300	-2,900
ENV A-2	Hamilton-Wentworth Green Venture	Electric Vehicle Charging Station Installations	82	-	10,000	10,000	10,000
				<b>21,200</b>	<b>28,300</b>	<b>28,300</b>	<b>7,100</b>
<b>ENV - Projects &amp; Programs</b>							
ENV C-1	The Bruce Trail Conservancy	2018 Hamilton Bruce Trail Access, Maintenance and Enhancement Program	75	5,700	5,183	5,183	-517
ENV C-2	A Rocha Canada <sup>2</sup>	Operation Wild: Nature Experiences for People on the Margins	73	10,000	10,000	10,000	0
ENV C-3	Escarpment Project Inc. <sup>2</sup>	The Escarpment Project	68	5,535	6,000	6,000	465
ENV C-4	Evergreen	Hamilton Civic Incubator	83	-	35,000	35,000	35,000
ENV C-5	Hamilton-Wentworth Green Venture	Depave at Home	80	-	10,230	10,230	10,230
ENV C-6	Stewards of Cootes Watershed	Getting and Keeping Clean Two Hamilton Watersheds	74	-	20,000	16,000	16,000
ENV C-7	Bay Area Restoration Council of Hamilton and Halton Inc.	Educational Programming for Harbour Restoration and Water Sustainability	70	-	18,800	14,100	14,100
ENV C-8	Hamilton Eco-Action Network	Tree Planting Infrastructure Support	62	-	8,000	6,000	6,000
				<b>21,235</b>	<b>113,213</b>	<b>102,513</b>	<b>81,278</b>
<b>TOTAL ENVIRONMENT</b>				<b>42,435</b>	<b>141,513</b>	<b>130,813</b>	<b>88,378</b>
<sup>2</sup> - Grant to be Tabled, pending submission of additional information							

**2018 City Enrichment Fund**  
SPORTS & ACTIVE LIFESTYLE

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>SAL - Long-Term Athlete Development</b>							
SAL A-1	Flamborough Dundas Soccer Club	Long-term Athlete Development Program	90	3,750	7,500	3,825	75
SAL A-2	Binbrook Minor Baseball Association	Rally Cap Program	88	5,250	7,500	5,355	105
SAL A-3	Hamilton Olympic Club	Coach and Athlete Development	88	7,500	7,500	7,500	0
SAL A-4	<b>Saltfleet Stoney Creek Soccer Club<sup>2</sup></b>	Enhancing the Preferred Training Method - Lead Trainers & Mentor Trainers	76	5,250	7,500	5,250	0
SAL A-5	Croatian Sports and Community Centre of Hamilton (Hamilton Croatia)	Improving Player and Coaches Skill Development	71	3,500	7,500	3,500	0
SAL A-6	Hamilton Aquatic Water Polo Club	Long-Term Athlete Development Program Design and Implementation	82	-	7,500	7,500	7,500
				<b>25,250</b>	<b>45,000</b>	<b>32,930</b>	<b>7,680</b>
<b>SAL - Sport Awareness</b>							
SAL B-1	Flamborough Dundas Soccer Club	FDSC New Club Awareness Initiative	86	7,200	7,500	7,344	144
SAL B-2	Hamilton Hornets Rugby Football Club	Sport Awareness - Rugby	86	5,250	7,500	7,500	2,250
SAL B-3	<b>Hamilton and District Soccer Association<sup>2</sup></b>	Grass Roots Soccer Program -Development of Volunteers and Technical Expertise	77	7,500	7,500	7,500	0
SAL B-4	Golden Horseshoe Track & Field Council	Integrated Athletics Community Program Model	80	-	7,500	7,500	7,500
				<b>19,950</b>	<b>30,000</b>	<b>29,844</b>	<b>9,894</b>
<b>SAL - Capacity Building</b>							
SAL C-1	<b>Bike for Mike Inc.<sup>2</sup></b>	Mike's Bike Library	94	3,600	5,518	2,570	-1,030
SAL C-2	Flamborough Dundas Soccer Club	FDSC Builds Capacity	90	7,500	7,500	7,500	0
SAL C-3	<b>Saltfleet Stoney Creek Soccer Club<sup>2</sup></b>	TPP Program - The TFC Way For Players U8-U12	84	3,750	7,500	3,825	75
SAL C-4	<b>Hamilton and District Soccer Association<sup>2</sup></b>	Continued Enhancement of the Match Official Mentorship Program	81	5,500	7,500	5,610	110
SAL C-5	Hamilton Football Association	capacity building hfa	63	7,500	7,500	7,500	0
SAL C-6	Hamilton Aquatic Water Polo Club	Succession Planning and Certification Program	94	-	5,865	5,865	5,865
SAL C-7	Hammer City Roller Derby	Sport Court	93	-	3,600	3,600	3,600
SAL C-8	Hamilton Black Tigers	Hamilton Black Tigers	51	-	3,531	-	0
				<b>27,850</b>	<b>48,514</b>	<b>36,470</b>	<b>8,620</b>
<b>SAL - Sport Development / Inclusion</b>							

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
SAL D-1	Fit Active Beautiful Foundation	FAB Girls 5K Challenge Program	96	7,500	7,500	7,500	0
SAL D-2	Hamilton Association for Residential and Recreational Redevelopment Programs	Health Active Vibrant Energetic Seniors ( HAVES )	88	7,500	7,500	7,500	0
SAL D-3	<b>Colombian Refugees Association</b> <sup>2</sup>	True Soccer and Sports Program	82	3,750	7,500	3,825	75
SAL D-4	Hamilton Basketball Association	HBA 2018-19 Season	82	3,750	7,500	4,182	432
SAL D-5	New Hope Community Bikes	Ride Smart School Based Cycle Education	81	7,500	10,000	7,500	0
SAL D-6	Hamilton-Wentworth Aquatic Club	Jimmy Thompson Swimmer Participation Program	80	7,500	7,500	7,500	0
Sal D-7	Wesley Urban Ministries	Beasley Teen Drop In	80	7,500	7,500	7,500	0
SAL D-8	Knot a Breast Breast Cancer Support Services	Dragon Boat Sport Development for Breast Cancer Survivors	88	-	7,500	7,500	7,500
SAL D-9	Afghan Sports Federation of Canada	Multicultural Sportsfest	81	-	7,199	7,199	7,199
SAL D-10	Hamilton East Kiwanis Boys and Girls Club	Midnight Basketball	81	-	7,500	7,500	7,500
				<b>45,000</b>	<b>77,199</b>	<b>67,706</b>	<b>22,706</b>
<b>SAL - Accessibility</b>							
SAL E-1	The Royal Hamilton Yacht Club (Established 1888) Inc.	RHYC Able Sail	86	4,550	6,000	6,000	1,450
SAL E-2	Equestrian Association for the Disabled	Scholarship Program	82	7,500	7,500	7,500	0
SAL E-3	Flamborough Dundas Soccer Club	FDSC Accessible Soccer Sessions - A Pilot Project	79	-	2,160	2,160	2,160
				<b>12,050</b>	<b>15,660</b>	<b>15,660</b>	<b>3,610</b>
<b>SAL - Active for Life</b>							
SAL F-1	Hamilton Hornets Rugby Football Club	Rugby for newcomers and at-risk youth	85	5,250	7,500	5,355	105
SAL F-2	Hamilton Bay Sailing Club	Sport Awareness-Active for Life	72	5,250	7,500	7,500	2,250
SAL F-3	Living Rock Ministries	Rock-in-Action	71	4,500	10,000	3,978	-522
SAL F-4	Hamilton East Kiwanis Boys and Girls Club	Girls Only Multi Sport	85	-	7,500	7,500	7,500
SAL F-5	Hamilton Chinese Sports Association	Fun to Play	78	-	5,537	2,238	2,238
SAL F-6	Croatian Sports and Community Centre of Hamilton (Hamilton Croatia)	Promote sports opportunities to new participants	60	-	4,500	3,375	3,375
				<b>15,000</b>	<b>42,537</b>	<b>29,946</b>	<b>14,946</b>
<b>SAL - Multi-Sport Hosting</b>							
SAL G-1	<b>Ontario Cycling Association Incorporated</b> <sup>2</sup>	Paris Ancaster Bicycle Race	83	12,300	12,800	12,546	246
SAL G-2	CANUSA Games	61st CANUSA Games	82	38,202	29,690	38,202	0

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	
SAL G-3	91st Highlanders Athletic Association	City Enrichment Fund	81	19,470	25,388	25,388	5,918
				69,972	67,878	76,136	6,164
<b>TOTAL SPORT &amp; ACTIVE LIFESTYLE</b>				<b>215,072</b>	<b>326,788</b>	<b>288,692</b>	<b>73,620</b>
<sup>2</sup> - Grant to be Tabled, pending submission of additional information							

2018 City Enrichment Fund							
ARTS							
Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>ARTS - Operating Grants</b>							
ART A-1	Supercrawl Productions	Annual Operating	94	130,000	200,000	132,600	2,600
ART A-2	Theatre Aquarius Inc.	Annual Operating	90	250,000	500,000	255,000	5,000
ART A-3	Hamilton Philharmonic Orchestra (The Hamilton Philharmonic Orchestra (2000) Inc.)	Annual Operating	89	165,000	250,000	168,300	3,300
ART A-4	Centre[3] for Print and Media Arts	Annual Operating	87	51,500	80,000	52,530	1,030
ART A-5	Dundas Valley School of Art	Annual Operating	85	106,970	106,970	106,970	0
ART A-6	Art Gallery of Hamilton	Annual Operating	81	1,000,000	1,500,000	1,000,000	0
ART A-7	Hamilton Festival Theatre Company	Annual Operating	81	50,993	85,993	52,013	1,020
ART A-8	Brott Music Festival	Annual Operating	80	160,000	250,000	182,800	22,800
ART A-9	Workers Arts and Heritage Centre	Annual Operating	79	35,000	35,000	35,000	0
ART A-10	Hamilton Music Collective	Annual Operating	77	62,400	70,000	62,400	0
ART A-11	Culture for Kids in the Arts	Annual Operating	77	23,180	35,000	23,180	0
ART A-12	Hamilton Children's Choir	Annual Operating	77	51,240	55,000	51,240	0
ART A-13	Hamilton Arts Council	Annual Operating	74	42,700	44,000	42,700	0
ART A-14	Hamilton Literary Festival Association <sup>2</sup>	Annual Operating	73	13,000	15,000	13,000	0
ART A-15	Bach Elgar Choir (Bach Elgar Choral Society)	Annual Operating	72	28,500	30,000	28,500	0
ART A-16	Hamilton Artists Inc.	Annual Operating	71	57,000	87,000	57,000	0
ART A-17	Factory Media Centre	Annual Operating	71	18,800	30,000	18,800	0
ART A-18	Hamilton Philharmonic Youth Orchestra	Annual Operating	70	11,500	9,500	9,500	-2,000
ART A-19	Hamilton Youth Steel Orchestra	Annual Operating	70	9,900	26,400	9,900	0
ART A-20	Hamilton Academy of Performing Arts	Annual Operating	69	20,000	30,000	14,518	-5,482
ART A-21	Carnegie Gallery (Dundas Art and Craft Association)	Annual Operating	69	15,000	30,000	15,000	0
ART A-22	Dundas Concert Band Inc.	Annual Operating	67	2,400	2,560	2,400	0
ART A-23	Dundas Pipes and Drums	Annual Operating	67	3,860	4,455	3,860	0
ART A-24	Immigrant Culture and Art Association	Annual Operating	65	18,000	24,000	18,000	0
ART A-25	Matapa Music and Arts Organization <sup>2</sup>	Annual Operating	60	12,650	30,000	12,650	0
ART A-26	Hamilton All Star Jazz Bands Inc.	Annual Operating	60	9,500	10,000	9,500	0
ART A-27	Legacy Winter Guard	Annual Operating	60	2,400	4,000	2,400	0
ART A-28	Chamber Music Hamilton	Annual Operating	60	5,635	15,000	5,635	0



Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
ART A-29	Musikay	Annual Operating	31	-	29,775	-	0
				<b>2,357,128</b>	<b>3,589,653</b>	<b>2,385,396</b>	<b>28,268</b>
<b>ARTS - Art Festivals</b>							
ART B-1	Rotary Club of Hamilton Sunshine Fund (Telling Tales c/o Rotary Club of Hamilton)	10th Anniversary of the Telling Tales Festival	90	16,000	26,000	16,320	320
ART B-2	Hamilton Conservatory for the Arts Dance Theatre	Dusk Dances Hamilton	86	10,000	10,000	10,000	0
ART B-3	Centre Français Hamilton <sup>2</sup>	FrancoFEST	85	25,000	66,500	25,500	500
ART B-4	Hamilton Youth Poets <sup>2</sup>	Louder Than A Bomb Canada	80	10,000	40,000	10,200	200
ART B-5	Ancaster Society for the Performing Arts	Music at Fieldcote	65	13,000	15,000	13,000	0
ART B-6	Historic Waterdown Arts & Events	ArtsFest Waterdown	64	25,000	60,000	25,000	0
ART B-7	Festival of Friends (Hamilton-Wentworth) <sup>2</sup>	Festival of Friends	TBD	90,000	100,000	90,000	0
ART B-8	Shush Inc.	Strange Daze at the Bay	61	-	10,000	4,937	4,937
ART B-9	Renaissance Music	Renaissance Music 5.0	60	-	3,500	-	0
				<b>189,000</b>	<b>331,000</b>	<b>194,957</b>	<b>5,957</b>
<b>ARTS - Capacity Building</b>							
ART C-1	Theatre Aquarius Inc.	The Cycle and Relationship of The Job	90	-	13,500	13,500	13,500
ART C-2	Centre[3] for Print and Media Arts	Capacity Building for Arts Organizations	85	-	10,000	9,000	9,000
ART C-3	Hamilton Literary Festival Association <sup>2</sup>	Arts Capacity Building	80	-	2,200	2,200	2,200
ART C-4	Hamilton Music Collective	Increasing Capacity: Identifying and Addressing Barriers	79	-	25,000	18,750	18,750
ART C-5	Hamilton Children's Choir	Hamilton Children's Choir	73	-	25,000	18,750	18,750
ART C-6	Telling Tales (Rotary Club of Hamilton Sunshine Fund)	Capacity Building for Telling Tales Sponsorship Revenue	72	-	5,000	3,750	3,750
ART C-7	The Women's Art Association of Hamilton	Strategic Planning and Revitalization of WAAH	46	-	6,000	-	0
				<b>-</b>	<b>86,700</b>	<b>65,950</b>	<b>65,950</b>
<b>ARTS - Creations and Presentations Grants for Arts Professionals</b>							
ART D-1	Women's Work Playwright Collective (Laura Ellis)	Established Artist Project	100	-	7,000	7,000	7,000
ART D-2	Double Pendulum Performance (Yellow Wallpaper)	Established Artist Project	95	-	10,000	10,000	10,000
ART D-3	Matt McInnes	Established Artist Project	93	-	4,600	4,600	4,600

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
ART D-4	The Sweetgrass Sisters Collective (Jasmin Leigh Glow)	Emerging Artist Project	90	-	5,000	5,000	5,000
ART D-5	Wild Geese Chamber Music	Emerging Artist Project	90	-	3,138	3,138	3,138
ART D-6	Donna Akrey	Established Artist Project	87	-	600	600	600
ART D-7	Edgardo Moreno	Established Artist Project	87	-	4,500	4,500	4,500
ART D-8	Bud Roach	Established Artist Project	85	-	10,000	10,000	10,000
ART D-9	Jessica Lea Fleming	Emerging Artist Project	85	-	1,952	1,952	1,952
ART D-10	Gillian Nicola	Emerging Artist Project	85	-	5,000	5,000	5,000
ART D-11	Industry (Industry Performance Makers)	Emerging Artist Project	83	-	5,000	5,000	5,000
ART D-12	Andrew Lee	Emerging Artist Project	81	-	1,657	1,657	1,657
ART D-13	The Jazz Connection Big Band	Emerging Artist Project	80	-	5,000	4,983	4,983
ART D-14	Amy McIntosh	Established Artist Project	80	-	5,000	3,765	3,765
ART D-15	Dei Gratia Pictures (Christina Elizabeth Fraser-Underhill)	Emerging Artist Project	79	-	5,000	3,750	3,750
ART D-16	Svava Thordis Juliusson	Established Artist Project	78	-	10,000	7,500	7,500
ART D-17	Aaron Hutchinson & Ariel Bader-Shamai (Aaron Hutchinson)	Emerging Artist Project	78	-	3,655	2,741	2,741
ART D-18	Juliana Lachance	Emerging Artist Project	77	-	4,500	3,375	3,375
ART D-19	Michael Allgoewer	Established Artist Project	73	-	5,595	4,196	4,196
ART D-20	Nancy Anne McPhee	Established Artist Project	71	-	10,000	7,500	7,500
ART D-21	Jim Riley	Established Artist Project	71	-	10,000	7,500	7,500
ART D-22	John Noestheden	Established Artist Project	70	-	10,000	7,500	7,500
ART D-23	C.Wells	Established Artist Project	70	-	10,000	7,500	7,500
ART D-24	Andrea Flockhart	Emerging Artist Project	66	-	5,000	-	0
ART D-25	Allana Mayer	Emerging Artist Project	64	-	1,500	-	0
ART D-26	Carol Priamo	Emerging Artist Project	64	-	4,890	-	0
ART D-27	Trisha Lavoie	Emerging Artist Project	62	-	3,246	-	0
ART D-28	Dale Morningstar	Established Artist Project	DNP	-	5,000	-	0
ART D-29	Kojo Easy Dampsey (Kojo Dampsey)	Established Artist Project	DNP	-	4,200	-	0
ART D-30	Vanessa Crosbie Ramsay	Established Artist Project	DNP	-	9,000	-	0
ART D-31	Sylvia Nickerson	Established Artist Project	DNP	-	6,390	-	0
ART D-32	George Qua-Enoo	Established Artist Project	DNP	-	4,920	-	0
ART D-33	Sky Gilbert	Established Artist Project	DNP	-	10,000	-	0
ART D-34	Harrison Wheeler	Established Artist Project	DNP	-	10,000	-	0
ART D-35	My Will	Emerging artist Program	DNP	-	5,000	-	0
ART D-36	Ms. Melissa Neil	Emerging Artist Project	DNP	-	5,000	-	0
ART D-37	Erica Villabroza	Emerging Artist Project	DNP	-	5,000	-	0
ART D-38	Stephanie Jacobs	Emerging Artist	DNP	-	5,000	-	0

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
ART D-39	Michael Pawlowski	Established Artist Project	DNP	-	1,800	-	0
ART D-40	Radha Sciara-Menon	Established Artist Project	DNP	-	10,000	-	0
				-	233,143	118,757	118,757
<b>TOTAL ARTS</b>				<b>2,546,128</b>	<b>4,240,496</b>	<b>2,765,060</b>	<b>218,932</b>
<b><sup>2</sup> - Grant to be Tabled, pending submission of additional information</b>							

2018 City Enrichment Fund COMMUNITIES, CULTURE & HERITAGE							
Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
<b>CCH - Events and Established Activities</b>							
CCH A-1	Downtown Dundas Business Improvement Area	Dundas International Buskerfest 2018	90	28,827	29,500	29,404	577
CCH A-2	Winona Peach Festival	Winona Peach Festival	87	85,000	94,000	85,000	0
CCH A-3	Hamilton Arts & Letters magazine	HA&L Presents	87	7,000	9,000	7,140	140
CCH A-4	Cactus Festival of Dundas Ontario	Dundas Cactus Festival	86	35,000	43,035	35,700	700
CCH A-5	Dundas Historical Society Museum	Dundas Museum and Archives Exhibition Project	86	10,000	10,000	10,200	200
CCH A-6	Dundas Historical Society Museum	Dundas Community Historical Mapping Project Phase 2	85	5,000	10,000	5,100	100
CCH A-7	Hamilton Folk Arts Heritage Council	It's Your Festival	84	57,750	75,988	58,905	1,155
CCH A-8	Dundas Valley Orchestra	Concerts Presented in 2018	82	5,000	5,000	5,100	100
CCH A-9	Comunità Racalmutese Maria SS Del Monte Ontario Inc.	Comunita Racalmutese Maria SS. Del Monte Inc.	80	6,000	10,000	4,845	-1,155
CCH A-10	Rotary Club of Hamilton AM	Imagine in the Park Children's Arts Festival	78	5,000	5,000	5,000	0
CCH A-11	Locke Street BIA	Locke Street Festival	78	7,200	12,000	7,200	0
CCH A-12	Hamilton and District Labour Council-CLC	Annual Hamilton Labour Day Parade & Picnic	78	12,000	11,250	11,250	-750
CCH A-13	Chorus Hamilton	Concert Series 2018	78	5,000	5,000	5,000	0
CCH A-14	Oh Canada Rotary Ribfest (Rotary Club of Waterdown)	Oh Canada Ribfest	77	20,000	20,000	20,000	0
CCH A-15	Dundas Cactus Parade Inc.	Dundas Cactus Parade	77	10,649	10,514	10,649	0
CCH A-16	The Living Rock Ministries	Arts of August	76	5,000	10,000	5,000	0
CCH A-17	South Asian Heritage Association of Hamilton & Region	South Asian Heritage Month (Ontario) Celebration - Spring Festival	75	5,250	5,900	5,250	0
CCH A-18	<b>Pride Hamilton (The Aids Network) <sup>2</sup></b>	Hamilton Pride 2018	74	7,500	13,968	7,500	0
CCH A-19	<b>Flamborough Santa Claus Parade <sup>2</sup></b>	Flamborough Santa Claus Parade	74	15,000	16,000	15,000	0
CCH A-20	Concession Street BIA	Streetfest	73	6,450	11,209	8,000	1,550
CCH A-21	<b>Stoney Creek BIA <sup>2</sup></b>	Strawberry Folk Fest and PumpkinFest	73	3,000	5,000	3,000	0
CCH A-22	Downtown Hamilton BIA	Gore Park Summer Promenade	72	9,762	15,000	9,762	0
CCH A-23	Lynden Canada Day Committee	Lynden Canada Day Celebration	71	7,500	7,500	7,500	0
CCH A-24	Gourley Park Community Association	Winterfest / Easter Egg Hunt / Pumpkinfest	71	2,765	3,475	2,765	0
CCH A-25	Asociacion Fraternidad Hispana (Fraternity Hispanic Association)	2018 Hispanic Heritage Month	71	3,000	3,000	3,000	0
CCH A-26	India Canada Society	Gandhi Peace Festival	71	5,000	5,000	5,000	0
CCH A-27	Ancaster Heritage Days	A Village Christmas	70	1,995	1,995	1,995	0

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
CCH A-28	Pagan Pride Day Hamilton	Pagan Pride Day Hamilton's 16th Annual Harvestfest	70	1,425	1,262	1,261	-164
CCH A-29	The Malhar Group (The Malhar Group Music Circle of Ontario)	Springfest 2018	70	3,400	3,400	3,400	0
CCH A-30	Musicata (John Laing Singers)	Choral Series	69	3,000	5,000	3,000	0
CCH A-31	Ancaster Heritage Days	Ancaster Heritage Days 2018	68	25,000	26,550	26,550	1,550
CCH A-32	International Village BIA	Victorian Night in the Village & Movie Night at Ferguson Station	68	2,180	4,000	2,180	0
CCH A-33	Hamilton Waterfront Trust	Hamilton Waterfront Trolley	67	5,000	27,000	5,000	0
CCH A-34	Durand Neighbourhood Association	Annual Movie Night / Spooktakular	65	1,378	1,500	1,378	0
CCH A-35	Stoney Creek Santa Claus Parade	Stoney Creek Santa Claus Parade 2018	64	2,728	5,000	2,155	-573
CCH A-36	Polish Symfonia Choir	Concert Series 2018	64	4,125	4,125	4,125	0
CCH A-37	Festitalia Corporation	Festitalia 2018	63	18,750	22,500	18,750	0
CCH A-38	Wentworth District WI (Federated Women's Institute of Ontario)	4-H Program	63	4,719	5,000	3,728	-991
CCH A-39	Hammer City Makers Community Organization <sup>2</sup>	Maker Faire 2018	61	4,000	5,000	4,000	0
CCH A-40	Hamilton Santa Claus Parade Committee <sup>2</sup>	2018 Hamilton Santa Claus Parade	TBD	46,231	65,000	46,231	0
CCH A-41	Rotary Club of Dundas <sup>2</sup>	Rotary Club of Dundas - Canada Day Celebration	TBD	1,000	1,000	1,000	0
CCH A-42	Sir John A. Macdonald Society(Hamilton)	Sir John A. Macdonald Gala dinner and his Statue Ceremony for his birthday	56	500	3,500	-	-500
CCH A-43	Zula Music & Arts Collective Hamilton	Something Else! Festival & Mixed Arts	86	-	10,000	10,000	10,000
CCH A-44	Sunshine Culture Center	Traditional Chinese Dance program	80	-	5,000	4,470	4,470
CCH A-45	Cameroonian Association of Hamilton	Spotlighting Cameroonian Culture in Hamilton	80	-	3,000	3,000	3,000
CCH A-46	Ottawa Street Business Improvement Area	Sew Hungry	69	-	7,892	7,892	7,892
CCH A-47	The Children's International Learning Centre (Hamilton)	Festivals of Light	68	-	15,000	-	0
CCH A-48	Hamilton Center for Civic Inclusion (HCCI)	Multicultural Wellness Fair 2018	54	-	5,625	-	0
CCH A-49	St Anthony Feast	St Anthony Festival	DNQ	-	25,800	-	0
CCH A-50	Hamilton HIVE	HIVEX Conference 2018	DNQ	-	8,000	-	0
				<b>495,084</b>	<b>708,488</b>	<b>522,385</b>	<b>27,301</b>
<b>CCH - New Projects</b>							
CCH B-1	Sinfonia Ancaster (Ancaster Society for the Performing Arts)	Sinfonia Ancaster	92	8,070	10,000	8,231	161
CCH B-2	Barton Village Festival	Barton Village Festival	92	3,300	13,500	3,366	66
CCH B-3	Bet Nahrain Heritage Centre	The Third Annual Assyrian Festival of Nusardil	86	1,150	2,900	1,173	23
CCH B-4	Concession Street BIA	Sidewalk Sounds	85	2,767	5,268	4,000	1,233
CCH B-5	Federated Women's Institutes of Ontario	Public Archaeology Dig	85	-	4,202	4,202	4,202

Ref No	Organization	Program-Event-Project Name	Final Rating	2017 Funded	2018 Requested	2018 Approved	2017 vs 2018 Approved
CCH B-6	Afro-Canadian Caribbean Association of Hamilton & District Inc.	We are Planted Here: The African Canadian Contributions to Hamilton since 1970 to present	79	-	18,000	5,550	5,550
CCH B-7	Colombian Refugee Association	Hamilton Latin-American Festival	79	-	18,500	3,600	3,600
CCH B-8	The Children's International Learning Centre (Hamilton)	Canada's Mosaic	77	-	25,000	12,227	12,227
CCH B-9	Lady Hamilton Club	Lady Hamilton Club Walking Tours	71	-	1,000	750	750
CCH B-10	Westdale Village BIA	Westdale Live	70	-	10,000	-	0
				<b>15,287</b>	<b>108,370</b>	<b>43,099</b>	<b>27,812</b>
<b>CCH - Capacity Building for Cultural Organizations</b>							
CCH C-1	Musicata (John Laing Singers)	Website Development & Marketing and Communication Strategy Plan	85	-	5,000	5,000	5,000
CCH C-2	Afro-Canadian Caribbean Association of Hamilton & District Inc.	Strengthening Community Capacity Building at ACCA	54	-	3,000	-	0
				-	<b>8,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TOTAL COMMUNITIES, CULTURE &amp; HERITAGE</b>					<b>510,371</b>	<b>824,858</b>	<b>570,484</b>
<sup>2</sup> - Grant to be Tabled, pending submission of additional information							

**Appendix “B” to Item 1 of Grants Sub-Committee Report 18-002**  
**Page 1 of 1**

City Enrichment Fund - Payment Plan

Upon Council approval and the receipt of the signed City Enrichment Fund Agreement, the following payment plan will apply:

\$0 - \$10,000	paid out 100% upon Council Approval
\$10,001 - \$100,000	paid 80% on Council Approval; 20% released November 1, 2018
Over \$100,000	paid monthly

City Enrichment Fund Agreements which are not completed and returned by November 1, 2018 will result in the grant being forfeited.

In the case where a successful grant applicant has outstanding arrears with the City of Hamilton as of December 31, 2017, the grant will first be applied against the outstanding arrears, with the remainder to be paid to the organization, in accordance with the City Enrichment Fund payment plan.





<b>2018 City Enrichment Fund</b>				
<b>GRANTS PENDING ADDITIONAL INFORMATION</b>				
<b>Category</b>	<b>Ref No</b>	<b>Organization</b>	<b>Program-Event-Project Name</b>	<b>2018 Recommended</b>
Art	ART A-14	Hamilton Literary Festival Association	Annual Operating	\$ 13,000
Art	ART A-25	Matapa Music and Arts Organization	Annual Operating	\$ 12,650
Art	ART B-3	Centre Français Hamilton	FrancoFEST	\$ 25,500
Art	ART B-4	Hamilton Youth Poets	Louder Than A Bomb Canada	\$ 10,200
Art	ART B-7	Festival of Friends (Hamilton-Wentworth)	Festival of Friends	\$ 90,000
Art	ART C-3	Hamilton Literary Festival Association	Arts Capacity Building	\$ 2,200
<b>Art Total</b>				<b>\$ 153,550</b>
CCH	CCH A-18	Pride Hamilton (The Aids Network)	Hamilton Pride 2018	\$ 7,500
CCH	CCH A-19	Flamborough Santa Claus Parade	Flamborough Santa Claus Parade	\$ 15,000
CCH	CCH A-21	Stoney Creek BIA	Strawberry Folk Fest and PumpkinFest	\$ 3,000
CCH	CCH A-39	Hammer City Makers Community Organization	Maker Faire 2018	\$ 4,000
<b>CCH Total</b>				<b>\$ 29,500</b>
Environment	ENV C-2	A Rocha Canada	Operation Wild: Nature Experiences for People on the Margins	\$ 10,000
<b>Environment Total</b>				<b>\$ 10,000</b>
Sports	SAL A-4	Saltfleet Stoney Creek Soccer Club	Enhancing the Preferred Training Method - Lead Trainers & Mentor Trainers	\$ 5,250
Sports	SAL B-3	Hamilton and District Soccer Association	Grass Roots Soccer Program - Development of Volunteers and Technical Expertise	\$ 7,500
Sports	SAL C-1	Bike for Mike Inc.	Mike's Bike Library	\$ 2,570
Sports	SAL C-3	Saltfleet Stoney Creek Soccer Club	TPP Program - The TFC Way For Players U8-U12	\$ 3,825
Sports	SAL C-4	Hamilton and District Soccer Association	Continued Enhancement of the Match Official Mentorship Program	\$ 5,610
Sports	SAL D-3	Colombian Refugees Association	True Soccer and Sports Program	\$ 3,825
Sports	SAL G-1	Ontario Cycling Association Incorporated	Paris Ancaster Bicycle Race	\$ 12,546
<b>Sports Total</b>				<b>\$ 41,126</b>
<b>Total Tabled Grants</b>				<b>\$ 234,176</b>



# **CITY OF HAMILTON**

## **NOTICE OF MOTION**

**Audit, Finance & Administration Committee: May 7, 2018**

**MOVED BY COUNCILLOR M. PEARSON.....**

### **Committee Against Racism Membership**

WHEREAS, the Committee Against Racism is having challenges in obtaining quorum for their meetings;

WHEREAS, Roger Wayne Cameron has been absent without notice from 3 or more consecutive Committee Against Racism meetings;

WHEREAS, without quorum the Committee Against Racism cannot recommend the removal of a Committee Member who has not provided a letter of resignation nor explained the reasons for their absence;

THEREFORE BE IT RESOLVED:

- (a) That Roger Wayne Cameron be removed as a member of the Committee Against Racism; and
- (b) That the membership number of the Committee Against Racism be adjusted accordingly in order to obtain quorum.



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