



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

**Meeting #:** 18-021  
**Date:** December 12, 2018  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

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

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	<b>Pages</b>
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<b>2. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
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13.1	Amendments to the Outstanding Business List:	
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	Current Due Date: December 12, 2018	
	Proposed New Due Date: February 6, 2019	

- 13.1.a.b Annual Update - Implementation of the Public Art Master Plan  
Current Due Date: December 12, 2018  
Proposed New Due Date: February 20, 2019
- 13.1.a.c Revenue Enhancement Opportunities and the John C. Munro International Airport  
Current Due Date: December 12, 2018  
Proposed New Due Date: June 5, 2019
- 13.1.a.d Stelco Inc. Receiver Lands  
Current Due Date: December 12, 2018  
Proposed New Due Date: February 6, 2019
- 13.1.a.e Steel Summit  
Current Due Date: December 12, 2018  
Proposed New Due Date: January 16 2019
- 13.1.a.f Sports, Entertainment and Convention Venues  
Current Due Date: December 12, 2018  
Proposed New Due Date: January 16, 2018

#### 14. PRIVATE AND CONFIDENTIAL

##### 14.1 Closed Session Minutes - September 19, 2018

Pursuant to section 8.1, Sub-sections (b), (c) and (d) of the City's Procedural By-law 18-270; and, Section 239(2), Sub-sections (b), (c) and (d) of the *Ontario Municipal Act, 2001*, as amended, as the subject matters pertain to personal matters about an identifiable individual, including City employees; a proposed or pending acquisition or disposition of land for City purposes; and, labour relations or employee negotiations.

14.2 Christian Heritage Party Litigation Update (LS18038(a)) (City Wide)

Pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 18-270; and, Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City; and, the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

14.3 Central Composting Facility - Regulatory Update (PW18098/LS18059) (City Wide)

Pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 18-270; and, Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City; and, the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

15. **ADJOURNMENT**



## **GENERAL ISSUES COMMITTEE MINUTES 18-019**

9:30 a.m.

Wednesday, September 19, 2018

Council Chambers

Hamilton City Hall

71 Main Street West

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**Present:** Mayor F. Eisenberger, Deputy Mayor T. Whitehead (Chair)  
Councillors T. Anderson, T. Jackson, C. Collins, S. Merulla,  
M. Green, J. Farr, D. Conley, M. Pearson, B. Johnson, L. Ferguson,  
A. VanderBeek, R. Pasuta, J. Partridge

**Absent with  
Regrets:** Councillors A. Johnson – Personal

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

- 1. International Village Business Improvement Area (BIA) Revised Board of Management (PED16011(b)) (Wards 2 and 3) (Item 5.1)**

**(Pearson/Farr)**

That the following individual be appointed to the International Village Business Improvement Area (BIA) Board of Management:

- (i) Nadine Ubl

**CARRIED**

- 2. Open for Business Sub-Committee, Clerk's Report 18-002, September 6, 2018 (Item 5.2)**

**(Pearson/Partridge)**

That the Open for Business Sub-Committee, Clerk's Report 18-002, September 6, 2018, be received.

**CARRIED**

**3. Pauline Kajiura, Information Hamilton, respecting a Funding Request for Information Hamilton (Item 6.1)**

**(Green/Partridge)**

- (a) That Healthy and Safe Communities staff be directed to prepare a comparative report, in consultation with Information Hamilton, respecting information and referral organizations in other Ontario cities, with that report to include the structure, funding and per capita comparison, and report back to the Healthy & Safe Communities Committee; and,
- (b) That Healthy and Safe Communities staff be directed to meet with Information Hamilton to determine the feasibility of the City utilizing the information and referral software created by Information Hamilton, and report back to the Healthy and Safe Communities Committee, with that report to include the feasibility of a licensing fee for the use of that software.

**CARRIED**

**4. Term of Council Accomplishments (2014-2018) (CM18019) (City Wide) (Item 7.1)**

**(Pearson/Farr)**

That Report CM18019, respecting the Term of Council Accomplishments, be received.

**CARRIED**

**5. Facility Naming Sub-Committee, Report 18-003, August 15, 2018 (Item 8.1)**

**(Pearson/Partridge)**

- (a) **Renaming of A.M. Cunningham Parkette to Crown Point East Parkette (PW18068) (Ward 4) (Item 8.1)**

That the request to rename A.M. Cunningham Parkette, 300 Roxborough Avenue, to Crown Point East Parkette, attached as Appendix "A" to Report PW18068, be approved, as this request meets the guidelines set out in the City of Hamilton Municipal Property and Building Naming Policy.

- (b) **Naming of The Ray Lewis Track & Field Centre at Mohawk Sports Park (PW18069/HSC18039) (Ward 6) (Item 8.2)**

That the request to name the track and field complex at Mohawk Sports Park the Ray Lewis Track & Field Centre, attached as Appendix "B" to Report PW18069/HSC18039, be approved, as this request meets the guidelines set out in the City of Hamilton's Municipal Property and Building Naming Policy.

**(c) Renaming of Pier 8 Promenade Park to "Copps Pier" (PW18070) (Ward 2) (Item 8.3)**

That the request to rename Pier 8 Promenade Park, 47 Discovery Drive, to "Copps Pier", attached as Appendix "C" to Report PW18070, be approved, as this request meets the guidelines set out in the City of Hamilton Municipal Property and Building Naming Policy.

**CARRIED**

**6. Environmental Remediation and Site Enhancement (ERASE) Redevelopment Grant Application 2192929 Ontario Inc. and 2156600 Ontario Inc. – 133, 135 and 153 King Street West, Dundas (PED10214(a)) (Ward 13) (Item 8.2)**

**(Merulla/Collins)**

- (a) That the maximum amount of the Environmental Remediation and Site Enhancement (ERASE) Redevelopment Grant ERG-10-02 approved for 2142929 Ontario Inc. and 2156600 Ontario Inc. (Steve Pocrnic), owners of the property at 133, 135 and 153 King Street West, Dundas, be increased to \$367,183 from \$140K and be made payable to 2142929 Ontario Inc. and 2156600 Ontario Inc., jointly, over a maximum of ten years, be authorized and approved in accordance with the terms and conditions of the ERASE Redevelopment Grant Program provided for in the approved ERASE Community Improvement Plan;
- (b) That the City enter into an ERASE Redevelopment Grant Agreement and that the Mayor and City Clerk be authorized and directed to execute said Agreement together with any ancillary documentation required, to effect recommendation (a) of Report PED10214, in a form satisfactory to the City Solicitor; and,
- (c) That the General Manager of the Planning and Economic Development Department be authorized to approve and execute any grant amending agreements, together with any ancillary amending documentation, if required, provided that the terms and conditions of the ERASE Redevelopment Grant ERG-10-02, as approved by City Council on September 28, 2010 are maintained.

**CARRIED**

**7. Assessment Act Amendments Providing a Property Tax Exemption to Non-Profit Long-Term Care Homes - Update (FCS16076(b)) (City Wide) (Item 8.3)**

**(Green/Farr)**

- (a) That, given the significant impact the change in taxation status for Non-Profit Long-Term Care (LTC) facilities has on the City of Hamilton, the Province be requested to identify a plan to continue with the Transitional Mitigation Payment for a multi-year period;



- (b) That the Mayor correspond with the Honourable Victor Fedeli, Minister of Finance, to request the extension of the Transitional Mitigation Payment; and,
- (c) That the unbudgeted transitional funds provided for 2018, in the amount of \$972,307, be allocated to reducing the impact of 2018 assessment appeals.

**CARRIED**

**8. Attracting Diversity During the Recruitment Process (HUR18017) (City Wide) (Item 8.4)**

**(Green/Anderson)**

That staff be directed to proceed with the 2018 - 2022 Recruitment Process utilizing the expanded Communications Plan, as defined in Appendix "A" attached to Report HUR18017, within the existing budget.

**CARRIED**

**9. Bernie Arbour Stadium - Sponsorship Agreement (CM18018) (City Wide) (Item 8.5)**

**(Green/Collins)**

- (a) That the Director of Strategic Partnerships and Communications be authorized to negotiate a \$50,000/5-year agreement (\$10K/year), with CARSTAR Canada for the naming, advertising and sponsorship rights of Bernie Arbour Memorial Stadium, to commence January 1, 2019; and,
- (a) That the Director of Strategic Partnerships and Revenue Generation or his designate be authorized to execute the \$50,000/5-year agreement (\$10K/year), for the naming, advertising and sponsorship rights at Bernie Arbour Memorial Stadium to CARSTAR Canada to commence January 1, 2019, in a form satisfactory to the City Solicitor.

**CARRIED**

**10. Hamilton Waterfront Trust – Revised Deed of Trust (CM18017) (City Wide) (Item 8.6)**

**(Merulla/Farr)**

- (a) That the revisions to the Hamilton Waterfront Trust's original Deed of Trust, as outlined in the attached Appendix "A" to Report CM18017, be approved; and,
- (b) That the Mayor and City Clerk be authorized and directed, to execute the revised Deed of Trust between the City of Hamilton and the Hamilton Waterfront Trust, attached as Appendix "B" to Report CM18017, and any ancillary or related documents, with content acceptable to the City Manager and in a form satisfactory to the City Solicitor.

**CARRIED**

**11. Hamilton Urban Fellowship Program (HUR18015(a)) (City Wide) (Item 8.7)**

**(Merulla/Anderson)**

That Report HUR18015(a), respecting the Hamilton Urban Fellowship Program, be received.

**CARRIED**

**12. Hamilton Urban Fellowship Program (HUR18015) (City Wide) (Item 8.8)**

**(Merulla/Collins)**

That Report HUR18015, respecting the Hamilton Urban Fellowship Program, be received.

**CARRIED**

**13. Business Improvement Area Advisory Committee Report 18-008, September 11, 2018 (Item 8.9)**

**(Green/Anderson)**

**(a) Downtown Dundas Business Improvement Area Expenditure Request for Cleaning and Maintenance of Public Road Allowances, for the Purchase and Maintenance of Christmas Decorations, and for the Purchase and Maintenance of Flower Baskets (Item 9.1)**

That the expenditure requests, from the Downtown Dundas Business Improvement Area, in the amount of \$13,487.08, for the following projects to be funded from the 2018 Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved:

- (i) \$3,000 Public road allowance cleaning and maintenance;
- (ii) \$8,000 Christmas decorations and their maintenance; and,
- (iii) \$2,487.08 Purchase and watering of hanging baskets.

**(b) Concession Street Business Improvement Area Expenditure Request for Spring and Summer Flowers and Winter Banners (Item 9.2)**

That the expenditure requests, from the Concession Street Business Improvement Area, in the amount of \$13,726.45 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved:

- (i) \$9,982.00 Spring and summer flowers; and,
- (ii) \$3,744.00 New winter banner; be approved.

**(c) Downtown Hamilton Business Improvement Area Expenditure Request for Christmas Decorations and Spring Flowers and New Planters (Item 9.3)**

- (i) That the expenditure requests from the Downtown Hamilton Business Improvement Area, in the amount of \$13,849.04 for Christmas decorations and removal/storage, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559); and,
- (ii) That the expenditure requests from the Downtown Hamilton Business Improvement Area, in the amount of \$5,702.72 for Spring flowers and new planters, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905); be approved.

**(d) International Village Business Improvement Area Expenditure Request (Item 9.4)**

- (i) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$14,941.29 for Victorian Night in the Village and Ferguson Station Movie Night, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved; and,
- (ii) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$6,918.32 for Banner Maintenance, Graffiti Removal, and Office Furniture, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**(e) Downtown Dundas Business Improvement Area Expenditure Request (Item 9.5)**

That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of \$25,786.67 for the five week Dickens of a Christmas special event, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**(f) Westdale Village Business Improvement Area Expenditure Request (Item 9.6)**

- (a) That the expenditure request from Westdale Village Business Improvement Area, in the amount of \$19,133.75 for purchase of 60 planters and maintenance of those planters, and beautification of street and pedestrian areas to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved; and,
- (b) That the expenditure request from Westdale Village Business Improvement Area in the amount of \$12,740.98 for flower baskets and maintenance of flower those baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**CARRIED**

**14. Capital Projects Work-in-Progress Review Sub-Committee, Report 18-005, September 11, 2018 (Item 8.10)**

**(Collins/Ferguson)**

**(a) Capital Project Closing Report as of June 30, 2018 (FCS18078) (City Wide) (Item 8.1) (Attached Hereto as Appendix "A")**

- (i) That the Acting General Manager of Finance and Corporate Services be authorized to transfer a combined \$127,804.09 from the Unallocated Capital Levy Reserve (108020) and other Program Specific Reserves to the capital projects as outlined in Appendix "A" to Report FCS18078;
- (ii) That the Acting General Manager of Finance and Corporate Services be directed to close the completed and / or cancelled capital projects listed in Appendix "B" to Report FCS18078 in accordance with the Capital Closing Policy;
- (iii) That Appendix "C" to Report FCS18078, Capital Projects Budget Appropriations for the period covering January 1, 2018 through June 30, 2018, be received for information;
- (iv) That Appendix "D" to Report FCS18078, Capital Projects Budget Appropriations above \$250,000 for the period covering January 1, 2018 through June 30, 2018 totalling \$1,452,415.42, be approved;
- (v) That Appendix "E" to Report FCS18078, Capital Projects requiring Federal Gas Tax Reductions as of June 30, 2018 totalling \$2,692,020.00, be approved.

**(b) Public Works - Capital Projects Status Report as of June 30, 2018 (FCS18077) (City Wide) (Item 8.2)**

- (i) That the Capital Projects Status Report, Public Works Tax Supported Projects, as of June 30, 2018, attached as Appendix "A" to Report FCS18077, be received; and,
- (ii) That the Capital Projects Status Report, Public Works Rate Supported Projects, as of June 30, 2018, attached as Appendix "B" to Report FCS18077, be received.

**CARRIED**

**15. Opportunities and Flexibility of Existing Housing Programs (Item 9.1)**

**(Collins/Merulla)**

That Housing Services staff be directed to investigate and report back to the Healthy and Safe Communities Committee on opportunities and flexibility in existing housing programs, in consultation with the Ministry of Housing, as applicable, that can be utilized or reallocated to specifically assist the householder waiting for housing on the centralized social housing wait-list system.

**CARRIED**

**16. Acquisition of Lands in Stoney Creek for Public Works Operations (PW18089) (Wards 10 and 11) (Item 12.2)**

**(Conley/Pearson)**

- (a) That the direction provided to staff in Closed Session, respecting Report PW18089, Acquisition of Lands in Stoney Creek for Public Works Operations, be approved; and,
- (b) That Report PW18089, respecting the Acquisition of Lands in Stoney Creek for Public Works Operations, remain confidential until completion of the real estate transaction.

**CARRIED**

**17. Disposition of City-owned Industrial Land (PED17206(a)) (Ward 11) (Item 12.3)**

**(Eisenberger/Merulla)**

- (a) That the direction provided to staff in Closed Session, respecting Report PED17206(a), Disposition of City-owned Industrial Land, be approved; and,
- (b) That Report PED17206(a), respecting the Disposition of City-owned Industrial Land, remain confidential until completion of the real estate transaction.

**CARRIED**

**18. Organizational Structure Changes in the Healthy and Safe Communities Department and the Strategic Partnerships and Communications Division, City Manager's Office (CM18021) (City Wide) (Item 12.4)**

**(Eisenberger/VanderBeek)**

- (a) That the direction provided to staff in Closed Session, respecting Report CM18021, Organizational Structure Changes in the Healthy and Safe Communities Department and the Strategic Partnerships and Communications Division, City Manager's Office, be approved; and,
- (b) That the recommendation, Report CM18021 and Appendix "A" to Report CM18021, remain confidential until approved by Council.

**CARRIED**

**FOR INFORMATION:**

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

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

**1. MINUTES OF PREVIOUS MEETING (Item 3)**

3.1 September 5, 2018

Item 13 – there is a typographical error – the references to the "Bell Mobility Access Agreement" should read the Bell "*Municipal*" Access Agreement. All copies of the official record have already been amended to reflect this change

**2. CONSENT ITEMS (Item 5)**

5.3 Business Improvement Area Advisory Committee Minutes, July 10, 2018

**3. PUBLIC HEARINGS/DELEGATIONS (Item 6)**

6.2 Clinton Younge, MMJ Canada / LOST Organization, respecting the legalization of cannabis and what's potentially to come with all the new applications and existing retail dispensaries.

Mr. Younge advised that he would not be in attendance (through his agent), but has instead provided correspondence for your consideration.

**4. DISCUSSION ITEMS (Item 8)**

- 8.5 Bernie Arbour Stadium - Sponsorship Agreement (CM18018) (City Wide)

There is an account number correction to page 2 of the report under the Financial Implications section. The Dept. ID currently reads as the "General Parks Maintenance #792667", but should read "*Stadium Maintenance and Repairs Dept. ID #792668*".

- 8.9 Business Improvement Area Advisory Committee Report 18-008, September 11, 2018

- 8.10 Capital Projects Work-in-Progress Review Sub-Committee, Report 18-005, September 11, 2018

**5. PRIVATE & CONFIDENTIAL (Item 12)**

- 12.1 Closed Session Minutes – September 5, 2018

There is are two typographical errors – the references to the "Bell Mobility Access Agreement" should read the Bell "*Municipal*" Access Agreement. All copies of the official record have already been amended to reflect this change; and the date should be *September 5<sup>th</sup>* rather than August 13<sup>th</sup> on the agenda face page.

- 12.4 Organizational Structure Changes in the Healthy and Safe Communities Department and the Strategic Partnerships and Communications Division, City Manager's Office (CM18021) (City Wide)

Pursuant to Section 8.1, Sub-sections (b) and (d) of the City's Procedural By-law 18-270, and Section 239(2), Sub-sections (b) and (d) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees; and, labour relations or employee negotiations.

**(Pearson/Partridge)**

That the agenda for the September 19, 2018 General Issues Committee meeting be approved, as amended.

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 3)****(i) September 5, 2018 (Item 3.1)****(Anderson/Merulla)**

That the Minutes of the September 5, 2018 meeting of the General Issues Committee be approved, as amended.

**CARRIED****(ii) September 11, 2018 (Item 3.2)****(Ferguson/Conley)**

That the Minutes of the September 11, 2018 meeting of the General Issues Committee be approved, as presented.

**CARRIED****(d) CONSENT ITEMS (Items 3)****(i) Business Improvement Area Advisory Committee Minutes, July 10, 2018 (Item 5.3)**

As this matter was not addressed at the September 19, 2018 General Issues Committee, it will be placed on the December 12, 2018 agenda to be received.

**(e) PUBLIC HEARINGS / DELEGATIONS (Item 6)****(i) Pauline Kajiura, Information Hamilton, respecting a Funding Request for Information Hamilton (Item 6.1)**

Pauline Kajiura, Information Hamilton, addressed Committee respecting a funding request for Information Hamilton.



**(Partridge/Green)**

That the presentation provided by Pauline Kajiura, Information Hamilton, respecting a funding request for Information Hamilton, be received.

**CARRIED**

A copy of the presentation is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

For disposition of this matter, please refer to Item 3.

- (ii) Correspondence from Clinton Younge, MMJ Canada / LOST Organization, respecting the legalization of cannabis and what's potentially to come with all the new applications and existing retail dispensaries. (Item 6.2)**

Clinton Younge, MMJ Canada / LOST Organization, advised that he would not be in attendance (through his agent), but provided correspondence respecting the legalization of cannabis and what's potentially to come with all the new applications and existing retail dispensaries in place of his attendance.

**(Pearson/Conley)**

That the correspondence provided by Clinton Younge, MMJ Canada / LOST Organization, respecting the legalization of cannabis and what's potentially to come with all the new applications and existing retail dispensaries, be received.

**CARRIED**

A copy of the correspondence is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

**(f) STAFF PRESENTATIONS (Item 7)**

- (i) Term of Council Accomplishments (2014-2018) (CM18019) (City Wide) (Item 7.1)**

Mike Zegarac, Interim City Manager, addressed Committee and provided a PowerPoint presentation respecting Report CM18019, Term of Council Accomplishments (2014-2018).

**(Pearson/Farr)**

That the presentation respecting Report CM18019, Term of Council Accomplishments (2014-2018), be received.

**CARRIED**

A copy of the presentation is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

For disposition of the above matter, please refer to Item 4.

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

**(i) Opportunities and Flexibility of Existing Housing Programs (Item 10.1)**

Councillor C. Collins introduced a Notice of Motion respecting opportunities and flexibility of existing housing programs.

**(Collins/Merulla)**

That the Rules of Order be waived to allow for the introduction of a motion respecting opportunities and flexibility of existing housing programs.

**CARRIED**

For disposition of the above matter, please refer to Item 15.

**(h) GENERAL INFORMATION / OTHER BUSINESS (Item 11)**

**(i) Amendments to the Outstanding Business List (Item 11.1)**

**(Anderson/Ferguson)**

That the following amendments to the General Issues Committee's Outstanding Business List, be approved:

**(a) Items to be removed:**

- (i) Attracting Diversity During the Recruitment Process  
(Addressed as Item 8.4 on today's agenda – Report HUR18017)
- (ii) Hamilton Urban Fellowship Program (Addressed as Items 8.7 and 8.8 on today's agenda – Reports HUR18015 and HUR18015(a))

**CARRIED**

**(ii) Blue Green Algae at the Hamilton Harbourfront (Item 11.2)**

Councillor Farr raised concerns respecting the blue-green algae that is currently present in the water along the Hamilton Harbourfront.

(i) **PRIVATE & CONFIDENTIAL (Item 12)**

(i) **Closed Session Minutes – September 5, 2018 (Item 12.1)**

**(Pearson/Green)**

- (a) That the Closed Session Minutes of the September 5, 2018 General Issues Committee meeting, *as amended*, be approved; and,
- (b) That the Closed Session Minutes of the September 5, 2018 General Issues Committee meeting, *as amended*, remain confidential.

**CARRIED**

**(Pearson/B. Johnson)**

That Committee move into Closed Session respecting Items 12.2 to 12.4, pursuant to Section 8.1, Sub-sections (b), (c) and (d) of the City's Procedural By-law 18-270; and, Section 239(2), Sub-sections (b), (c) and (d) of the *Ontario Municipal Act*, 2001, as amended, as the subject matters pertain to personal matters about an identifiable individual, including City employees; a proposed or pending acquisition or disposition of land for City purposes; and, labour relations or employee negotiations.

**CARRIED**

(ii) **Acquisition of Lands in Stoney Creek for Public Works Operations (PW18089) (Wards 10 and 11) (Item 12.2)**

Staff was provided direction in Closed Session.

For further disposition of this matter, please refer to Item 16.

(iii) **Disposition of City-owned Industrial Land (PED17206(a)) (Ward 11) (Item 12.3)**

Staff was provided direction in Closed Session.

For further disposition of this matter, please refer to Item 17.

(iv) **Organizational Structure Changes in the Healthy and Safe Communities Department and the Strategic Partnerships and Communications Division, City Manager's Office (CM18021) (City Wide) (Item 12.4)**

Staff was provided direction in Closed Session.

For further disposition of this matter, please refer to Item 18.

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

**(Green/Pearson)**

That there being no further business, the General Issues Committee be adjourned at 12:49 p.m.

Respectfully submitted,

T. Whitehead, Deputy Mayor  
Chair, General Issues Committee

Stephanie Paparella  
Legislative Coordinator  
Office of the City Clerk



**City of Hamilton  
CAPITAL PROJECTS WORK-IN-PROGRESS  
SUB-COMMITTEE**

**Clerk's Report 18-006**

**9:30 a.m.**

**Thursday, September 20, 2018**

**Council Chambers**

**Hamilton City Hall**

**71 Main Street West**

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Pursuant to Section 3.6(4) of the City of Hamilton's Procedural By-law 18-270 at 10:01 a.m. the Committee Clerk advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Capital Projects Work-In-Progress Sub-Committee, therefore, the Clerk noted the names of those in attendance and the meeting stood adjourned.

Present:

Councillor C. Collins (Chair)

Councillor J. Partridge

Councillor T. Whitehead

Respectfully submitted,

Angela McRae

Legislative Coordinator

Office of the City Clerk



**City of Hamilton  
HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
LIAISON SUB-COMMITTEE**

**Clerk's Report 18-003  
9:30 a.m.  
Thursday, September 27, 2018  
20 Education Court  
Hamilton, ON**

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Pursuant to Section 3.6(4) of the City of Hamilton's Procedural By-law 18-270 at 10:01 a.m. the Committee Clerk advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Hamilton-Wentworth District School Board Liaison Sub-Committee meeting, therefore, the Clerk noted the names of those in attendance and the meeting stood adjourned.

Present:

Mayor F. Eisenberger (Co-Chair)  
Todd White, HWDSB Board Chair (Co-Chair)  
Greg Van Geffen, HWDSB Trustee

Respectfully submitted,

Lisa Chamberlain  
Legislative Coordinator  
Office of the City Clerk



**MINUTES**  
**ARTS ADVISORY COMMISSION**  
July 24, 2018  
4:00 p.m. – 6:00 p.m.  
**Visitor Information Centre**  
Lister Block, 28 James Street N.

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Chair: Kyle Skinner                      Recorder: Esther Hounsell

Present: Elena Balaska, Christine Braun, Ken Coit (Staff), Sara Dickinson,  
Patricia LeClair, Peter Malysewich, Ray Rivers

Absent with

Regrets: Monika Ciolek

**1. CHANGES TO THE AGENDA**

- 1.1 Request for AAC members to participate as Jury Members for upcoming Public Art Projects.
- 1.2 Hamilton-Music Advisory Team (H-MAT) updates from meeting in June.

MOVED: Elena Balaska                      SECOND: Peter Malysewich

**THAT** the changes to the agenda be approved.

**CARRIED**

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

MOVED: Patricia LeClair                      SECOND: Peter Malysewich

**THAT** the May 22 Meeting Minutes be approved.

**CARRIED**

**4. CONSENT ITEMS**

None.

## 5. PRESENTATIONS

None.

## 6. DISCUSSION ITEMS

### 6.1 Committee Recruitment 2018 – 2022

Current Terms of Reference to be referenced at next Arts Advisory Meeting to determine the 2018-2022 Arts Advisory Mandate and Terms of Reference.

### 6.2 2019 Budget Request Report

Reduce printing costs and place into the reserve.

MOVED: Patricia LeClair

SECOND: Sara Dickinson

**THAT** the changes to the 2019 Budget Request Report be approved as amended.

**CARRIED**

### 6.3 Public feedback on accessibility and diversity at the Big Picture 2017 event.

Expressed desire for increased clarity and simplicity of information provided for artists. Seemed that there was not a clear understanding of the role of the AAC vs the Hamilton Arts Council.

### 6.4 2018 Hamilton Arts Awards – program review.

- Emcee was suitable for the event.
- Choreography of event needs improvement.
- Venue didn't allow practice time for lighting and rehearsal.
- Reception: food was available in one spot in the foyer, which caused traffic congestion.
- There were large lineups for the food tables; ease congestion by spreading out the food tables in the foyer.
- Foyer space and layout was awkward.
- Hamilton Arts Awards Committee has agreed to have the 2019 Arts Awards at Theatre Aquarius.

MOVED: Peter Malysewich

SECOND: Patricia LeClair



**THAT** the Hamilton Arts Awards program review be accepted.

**CARRIED**

MOVED: Christine Braun

SECOND: Patricia LeClair

**THAT** Sara Dickson replace Kyle Skinner on as the AAC representative on the Hamilton Arts Awards Steering Committee

**CARRIED**

## 7. NOTICES OF MOTION

None.

## 8. MOTIONS

8.1 Big Picture Sub-committee

MOVED: Kyle Skinner

SECOND: Christine Braun

**THAT** Christine Braun, Sara Dickinson, Ray Rivers, Kyle Skinner form a Big Picture sub-committee.

**CARRIED**

8.2 Arts Funding Sub-committee is to work with Andrea Carvalho

MOVED: Kyle Skinner

SECOND: Christine Braun

**THAT** Patricia LeClair, Sara Dickinson, Christine Braun, Monika Ciolek form the Arts Funding Sub-committee.

**CARRIED**

## 9. OTHER BUSINESS

9.1 Members of Arts Advisory Commission to become Jury Members for future Public Art Projects.

The following members expressed interest and volunteered to participate on future Public Art projects juries as monitors:

Patricia LeClair      Elena Balaska      Christine Braun

MOVED: Elena Balaska

SECOND: Christine Braun

**THAT** AAC members Patricia LeClair, Elena Balaska and Christine Braun participate on future Public Art projects juries.

**CARRIED**

**10. ADJOURNMENT**

Meeting Adjourned at 5:30 p.m.

MOVED: Patricia LeClair                      SECOND: Peter Malysewich

**THAT** the meeting be adjourned.

**CARRIED**



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

### **MINUTES 18-007**

**8:00 a.m.**

**Tuesday, July 10, 2018**

**Room 264**

**Hamilton City Hall**

**71 Main Street West**

**Present:** Kerry Jarvi – Downtown Hamilton BIA (Acting Vice-Chair)  
Susie Braithwaite – International Village BIA  
Tracy MacKinnon - Westdale Village BIA and Stoney Creek BIA  
Susan Pennie – Waterdown BIA  
Cristina Geissler – Concession Street BIA  
Jennifer Mattern – Ancaster BIA  
Lisa Anderson – Dundas BIA  
Bender Chug – Main West Esplanade BIA  
Tony Greco – Locke Street BIA  
Maggie Burns – Ottawa Street BIA  
Anne Marie Bergen – King West BIA

**Absent:** Rachel Braithwaite – Barton Village BIA  
Councillor Matthew Green (Chair)

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### **FOR INFORMATION:**

Judy Lam, Manager of Urban Renewal, was in attendance and introduced Julia Davis the new Business Development and Business Improvement Area Officer to the Committee.

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

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

#### **(Pennie/Geissler)**

That the agenda for the July 10, 2018 Business Improvement Area Advisory 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) June 12, 2018 (Item 3.1)**

**(Pennie/S. Braithwaite)**

That the June 12, 2018 Minutes of the Business Improvement Area Advisory Committee be approved, as presented.

**CARRIED**

**(d) DISCUSSION ITEMS (Item 8)**

**(i) Business Improvement Area Provincial Funding Update (Item 8.1)**

Judy Lam, Manager of Urban Renewal provided the Committee with an update on the Provincial Funding.

**(S. Braithwaite/Mattern)**

That the discussion respecting the Business Improvement Area Provincial Funding Update, be received.

**CARRIED**

**(ii) Pedestrian Kiosks (Item 8.2)**

**(a) General Discussion (Item 8.2(a))**

The Committee discussed Pedestrian Kiosks in the Business Improvement Areas and the need to provide City staff with feedback on the Business Improvement Area Maps to ensure they are useful to each Business Improvement Area.

**(Geissler/Chug)**

That the discussion respecting Pedestrian Kiosks, be received.

**CARRIED**

**(b) Update from Meredith Plant, Senior Landscape Architect (Item 8.2(b))**

Meredith Plant, Senior Landscape Architect, and Karol Murillo from Urban Planning, provided the Committee with an update on Pedestrian Kiosks, with the aid of speaking notes.

**(MacKinnon/Anderson)**

That the update from Meredith Plant, Senior Landscape Architect, and Karol Murillo, Urban Planning respecting Pedestrian Kiosks, be received.

**CARRIED**

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

**(e) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

**(i) Update from Carlo Gorni, BIA Coordinator (Item 11.1)**

Carlo Gorni reminded the Committee to review their Procedural By-law to check the list of deadlines regarding the nomination of candidates for a position on the BIA Board of Management before setting a date for their Annual General Meetings as it is an election year.

Regarding calculation of how much funding each BIA will receive in 2018 from the Shared Parking Revenue Program, Carlo advised that he is awaiting information from City staff that will allow for this to take place. Once received, the BIAs will be informed of how much funding they will receive.

Carlo also welcomed Julia Davis, the new Business Development and Business Improvement Area Officer and expressed that he has enjoyed working with the Business Improvement Areas over the past three years. Carlo Gorni reminded the Committee to review their Procedural By-law to check the list of deadlines before setting a date for their Annual General Meetings as it is an election year.

**(S. Braithwaite/Mattern)**

That the update from Carlo Gorni, BIA Coordinator, be received.

**CARRIED**

**(ii) Statements by Members (Item 11.2)**

BIA Members used this opportunity to discuss matters of general interest.

**(Mattern/S. Braithwaite)**

That the updates from Committee Members, be received.

**CARRIED**

**(iii) Outstanding Business List (Item 11.3)**

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

**(Greco/S. Braithwaite)**

11.3(a) Items considered complete and needing removed:

Item A: That staff be directed to request that a representative from the Special Events Advisory Team (S.E.A.T.) attend an upcoming Business Improvement Area Advisory Committee meeting to speak to providing advanced notice of events that are located within Business Improvement Areas.  
Date Requested: February 13, 2018 BIA Advisory Committee Meeting

Completed: May 8, 2018 BIA Advisory Committee Meeting

**CARRIED**

**(f) ADJOURNMENT (Item 13)**

**(Anderson/Greco)**

That there being no further business, the Business Improvement Area Advisory Committee be adjourned at 8:48 a.m.

**CARRIED**

Respectfully submitted,

Kerry Jarvi, Acting Vice-Chair  
Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Westdale Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18246) (Ward 1)
<b>WARD(S) AFFECTED:</b>	Ward 1
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the following individuals be appointed to the Westdale Village Business Improvement Area (BIA) Board of Management for a four-year term (2019-2022):

Councillor Maureen Wilson, Ward 1  
 Donna Bacher  
 Anne Campagna  
 Robert Crockford  
 Marcia Fattouh  
 Lora Gutierrez  
 Tammy Johnson  
 Dakota Nicole  
 David Simpson

### EXECUTIVE SUMMARY

Appointment to the 2019-2022 Business Improvement Area (BIA) Board of Management of the Westdale Village BIA

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

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: There are no financial implications.

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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: Westdale Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18246) (Ward 1) - Page 2 of 2**

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Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management of the Business Improvement Areas.

## **HISTORICAL BACKGROUND**

At its Annual General Meeting on Wednesday November 7, 2018, the Westdale Village Business Improvement Area membership elected the above individuals to serve on its Board of Management for a four-year term (2019-2022).

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management to the Business Improvement Areas

## **RELEVANT CONSULTATION**

Not Applicable

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

## **ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

### **Community Engagement and Participation**

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

### **Economic Prosperity and Growth**

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

## **APPENDICES AND SCHEDULES ATTACHED**

Not Applicable

JD:dt





**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	International Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18238) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the following individuals be appointed to the International Village Business Improvement Area (BIA) Board of Management for a four-year term (2019-2022):

Councillor Jason Farr, Ward 2  
 Herb Wodehouse  
 Gregg Taylor  
 Peter Quaglia  
 Melanie Amato  
 Jessica Maurice  
 Lyndsay Boyd  
 Kristi Grove  
 Nadine Ubl  
 Leslie Smith-Aragona

### EXECUTIVE SUMMARY

Appointment to the 2019-2022 Business Improvement Area (BIA) Board of Management of the International Village BIA.

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

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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: International Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18238) (Ward 2) - Page 2 of 3**

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: There are no financial implications.

Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management of the Business Improvement Areas.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday October 23, 2018, the International Village Business Improvement Area membership elected the above individuals to serve on its Board of Management for a four-year term (2019-2022).

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management to the Business Improvement Areas

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Community Engagement and Participation**

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**Economic Prosperity and Growth**

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

**SUBJECT: International Village Business Improvement Area (BIA) Appointment  
of the 2019-2022 Board of Management (PED18238) (Ward 2) - Page 3  
of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable

JD:dt



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	King Street West Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18240) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the following individuals be appointed to the King Street West Business Improvement Area (BIA) Board of Management for a four-year term (2019-2022):

Councillor Jason Farr, Ward 2  
 Anne Marie Bergen  
 Frank Bergen  
 Patrick Guilbault  
 Gordon Hazelwood

### EXECUTIVE SUMMARY

Appointment to the 2019-2022 Business Improvement Area (BIA) Board of Management of the King Street West BIA

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

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: There are no financial implications.

Staffing: There are no staffing implications.

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

**SUBJECT: King Street West Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18240) (Ward 2) - Page 2 of 2**

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Legal: *The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management of the Business Improvement Areas

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Wednesday October 24, 2018, the King Street West Business Improvement Area membership elected the above individuals to serve on its Board of Management for a four-year term (2019-2022).

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management to the Business Improvement Areas

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Community Engagement and Participation**

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

**Economic Prosperity and Growth**

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

**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable

JD:dt



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Barton Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18241) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the following individuals be appointed to the Barton Village Business Improvement Area (BIA) Board of Management for a four-year term (2019-2022):

Councillor Nrinder Nann, Ward 3  
 Stephen Colville-Reeves  
 Meir Dick  
 Harry Stinson  
 John MacDonald  
 Brian Fields  
 Sue Carr  
 Kate Penney

### EXECUTIVE SUMMARY

Appointment to the 2019-2022 Business Improvement Area (BIA) Board of Management of the Barton Village BIA

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

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

Financial: There are no financial implications.

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**SUBJECT: Barton Village Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18241) (Ward 3) - Page 2 of 2**

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Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management of the Business Improvement Areas.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday, October 30, 2018, the Barton Village Business Improvement Area membership elected the above individuals to serve on its Board of Management for a four-year term (2019-2022).

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management to the Business Improvement Areas

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

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**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable

JD:dt



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Downtown Dundas Business Improvement Area (BIA) Appointment of the 2019–2022 Board of Management (PED18244) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the following individuals be appointed to the Downtown Dundas Business Improvement Area (BIA) Board of Management for a four-year term (2019-2022):

Councillor Arlene VanderBeek, Ward 13  
 Phyllis Kraemer  
 Oscar Fiorino  
 Lori Eisenberger  
 Tara Crugnale  
 Pamela Crighton  
 Duane McFayden

### EXECUTIVE SUMMARY

Appointment to the 2019-2022 Business Improvement Area (BIA) Board of Management of the Downtown Dundas BIA.

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

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: There are no financial implications.

Staffing: There are no staffing implications.

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**SUBJECT: Downtown Dundas Business Improvement Area (BIA) Appointment of the 2019-2022 Board of Management (PED18244) (Ward 13) - Page 2 of 2**

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Legal: *The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management of the Business Improvement Areas.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday October 30, 2018, the Downtown Dundas Business Improvement Area membership elected the above individuals to serve on its Board of Management for a four-year term (2019-2022).

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 204, Sub-section (3) dictates that City Council must appoint the Board of Management to the Business Improvement Areas.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Community Engagement and Participation**

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**Economic Prosperity and Growth**

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**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable

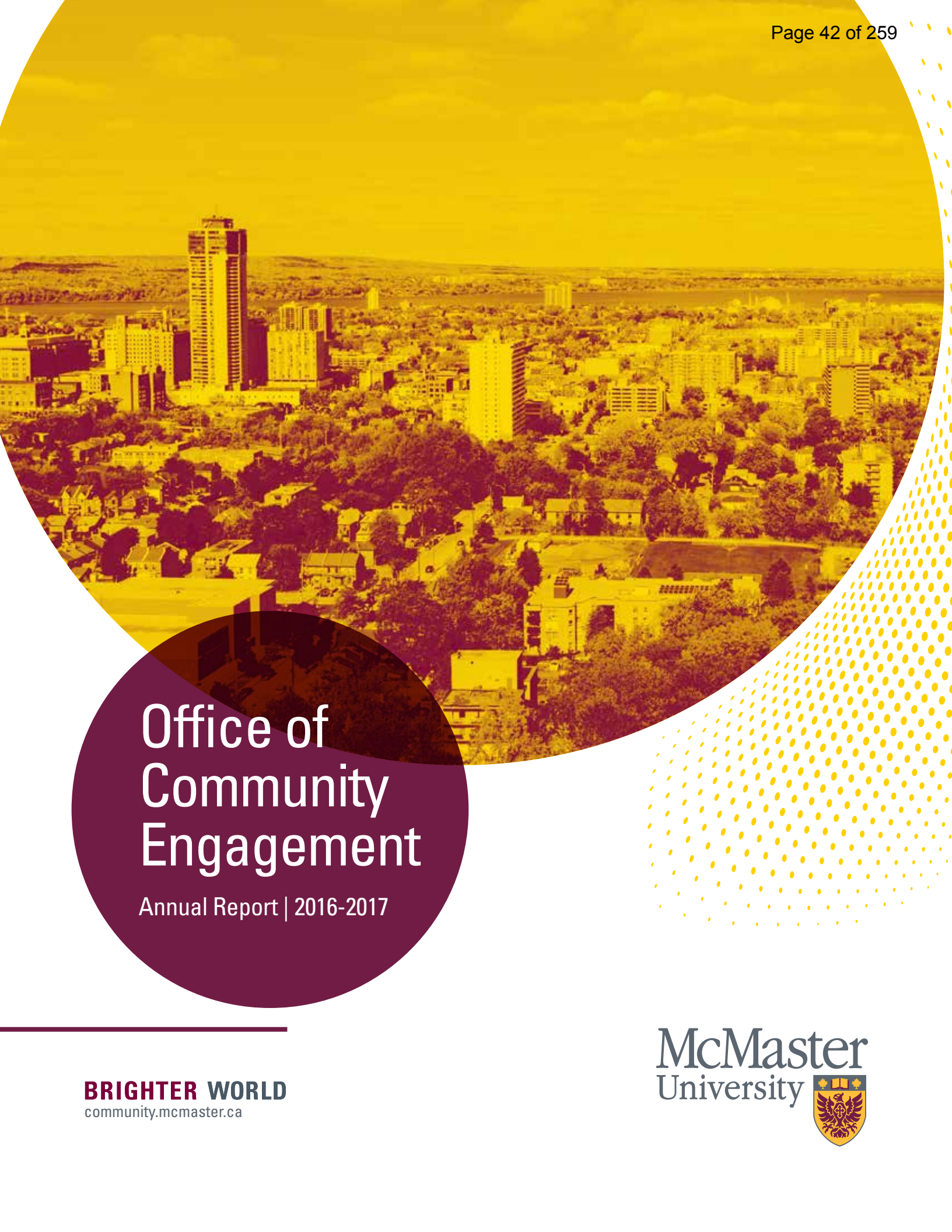
JD:dt

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# Office of Community Engagement

Annual Report | 2016-2017

**BRIGHTER WORLD**  
community.mcmaster.ca





# Sheila Sammon

Director of  
Community Engagement

# Celebrating a culture shift of community engagement

## A message from our Director

Community engagement is not new at McMaster. Many departments, programs and individuals have been actively engaged with local communities for years. What is new since President Deane penned *Forward with Integrity*, his vision for McMaster, is the expansion of community based research, education and service activities across campus. Our office has been in a unique position to observe a shift in campus culture toward many more coordinated and principled community engagement activities. It has been a privilege to be part of the development of new projects, to provide opportunities for capacity building among students, staff and faculty and to work closely with community partners on initiatives that contribute to social good.

Our work is guided by the foundational principle, "Relationships build communities". It has been and continues to be driven by feedback from a wide range of community and campus members. As you will see in this report, we have matched and supported requests from the community to the research interests of faculty and students and have introduced researchers to community partners. Staff from many corners of the university have actively engaged with local communities and are developing and sharing their leadership skills. Students are increasingly involved in curricular and co-curricular community based learning designed to enhance and support their academics while making meaningful contributions to local communities. Their passion and commitment to making a difference in the world and their openness to learning from and with community members is infectious.

This first year of our strategic plan has seen the establishment of the community engagement office in Hamilton Hall 103B, securing Dave Heidebrecht as office manager and hiring a coordinator, Sashaina Singh. Throughout the year we have worked with outstanding student partners and staff: Christine Yachouh, Rodrigo Narro Perez, and Tanya Kakkar. Network members mobilize and inform community engagement activities in their respective units, participate and lead working groups and provide advice and direction to the office. We have received unwavering support from Susan Searls Giroux, Vice Provost (Faculty) and David Wilkinson, Provost.

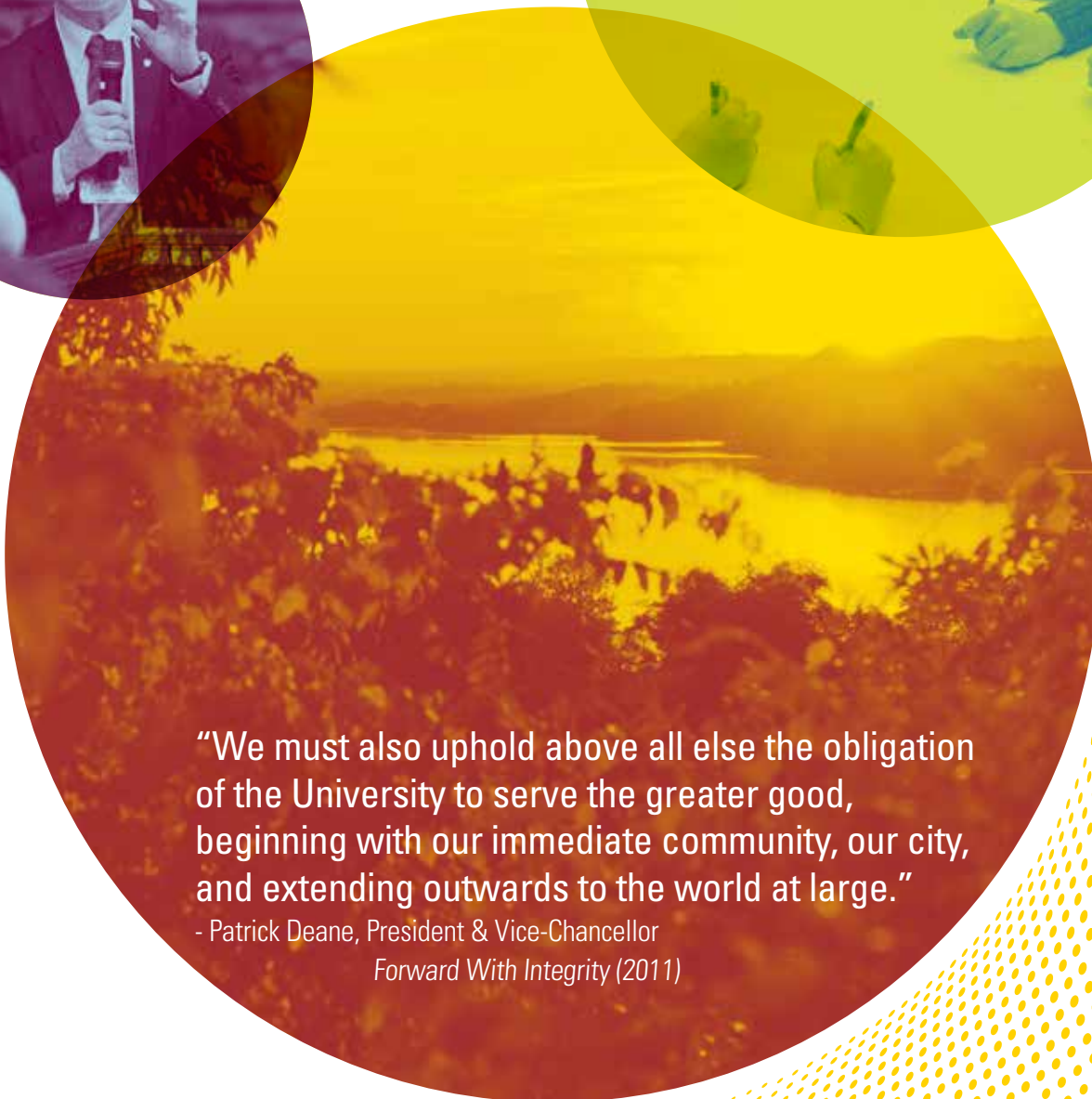
This annual report provides a brief description of the background and development of the Network for Community Campus Partnerships and the Office of Community Engagement. It offers a snapshot of the work of the Office in the 2016-17 academic year and lastly highlights some of the community engaged partnerships that exist across campus.

We look forward to another year working with you.



Sheila Sammon  
Director, Community Engagement  
September 2017

*Change Camp Hamilton is an annual event that connects McMaster students with people, projects, and organizations in the Hamilton community*



**“We must also uphold above all else the obligation of the University to serve the greater good, beginning with our immediate community, our city, and extending outwards to the world at large.”**

- Patrick Deane, President & Vice-Chancellor  
*Forward With Integrity (2011)*

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# Commitment to the public good

## Inspiring a new approach to community engagement

One of McMaster University's goals over the next decade is to enhance the connections between McMaster and the communities we serve, locally, provincially, nationally, and around the globe.<sup>1</sup> The Office of Community Engagement is responsible for supporting this goal locally as we work together with our partners for an inclusive, sustainable greater Hamilton.

Community engagement at McMaster University values the expert knowledge and passion that members of the community (from local to global) have about their communities and issues affecting them; it fosters ongoing collaboration between University and community partners on how to better understand and consider the issues identified as priorities by local and global communities. Community engagement at McMaster involves performing research, teaching and service for or with community members and partners for the public good.

In 2013, inspired by President Patrick Deane's *Forward With Integrity* vision for McMaster, the Network for Community-Campus Partnerships was created to facilitate the achievement of the University's community engagement goals by bringing together community involved representatives from across the university to move forward with strategic and coordinated action.<sup>2,3</sup> In four short years, this innovative approach to fostering relationships and developing shared goals has led to McMaster's first community engagement strategy, while also supporting numerous initiatives across our campus and throughout the Hamilton community.

Making connections, strengthening relationships, and fostering a shared sense of purpose, the development of the Network has been a true community-building experience.

This section of the report outlines both the functions and structure of the Network.

1. McMaster University Fact Book 2015-2016

2. *Forward With Integrity*, Patrick Deane, September 2011

3. Network for Community-Campus Partnerships, Community Engagement Task Force, June 2013

**2013**  
NETWORK  
CREATED

**70**  
LIAISONS  
**22**  
UNITS



## Creating the Network for Community-Campus Partnerships

Acknowledging McMaster's commitment to community engagement, the Network for Community-Campus Partnerships was formed in 2013 in response to the strategic directions identified in 2011 by President Patrick Deane within his open letter to the University, *Forward with Integrity*.<sup>3</sup> Since its formation, the Network has worked to limit duplication of efforts, identify synergies, and develop an understanding of McMaster's shared expertise and interests in community engagement. Early on, the Network was directed by the University to take on the following functions:

**Area Liaison** Serve as Faculty/area liaison, facilitating dialogue and collaboration within and between Faculties/areas and with community members and partners.

**Advisor** Provide feedback on ideas and proposals, serving as a sounding board for consultation and expertise related to community engagement, while assisting in the development of strategies to operationalize the community engagement directives of the University.

**Sponsor** Potentially participate in formal vetting of proposals and give endorsements or allocate funding, while also sponsoring community-campus events that create opportunities to interface with the community.

**Knowledge Broker** Share best practices and facilitate the preservation of existing knowledge in community engagement while maintaining an awareness of activities and opportunities and sharing these with Network members and partners in order to reduce duplication of efforts.

**Facilitator** Facilitate collaboration and dialogue across Faculties/areas, streamline processes to facilitate integration of community engagement into academic activities, and provide a forum for dialogue about challenges, opportunities, and issues.

4. Network for Community-Campus Partnerships, Community Engagement Task Force, June 2013



# Inspiring a culture shift

## Developing the Network for Community-Campus Partnerships

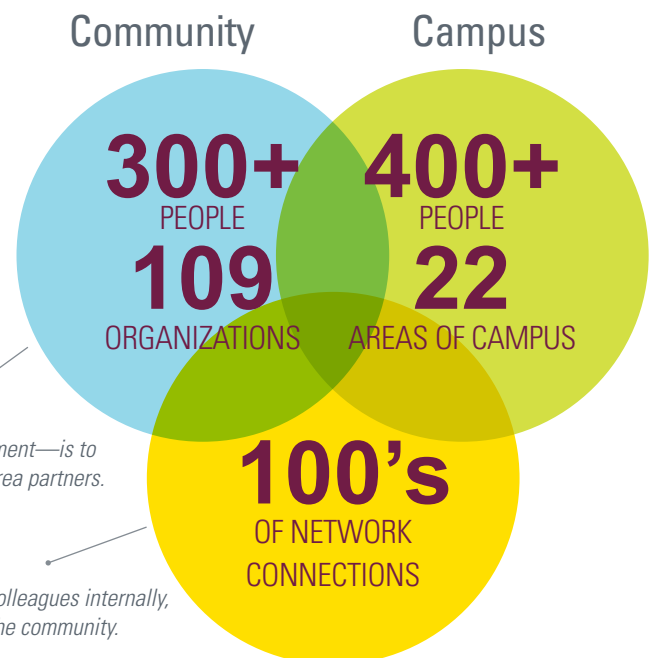
Over the past year, alongside our own projects and activities, the Office of Community Engagement has supported the ongoing growth and development of the Network through participating in, supporting, and advising on many events and initiatives. This work continues to foster relationships within the Network as we strengthen existing partnerships and imagine new and innovative approaches to community engagement.

### 1 | Area Liaison

Serve as Faculty/area liaison, facilitating dialogue and collaboration within and between Faculties/areas and with community members and partners.

*A major function of the Network—via the Office of Community Engagement—is to serve as an initial connection point between McMaster and Hamilton area partners. These numbers reflect network connections since April 2015.*

*Connections made by the Network introduce colleagues internally, between campus and community, and within the community.*



### 2 | Sponsor

Potentially participate in formal vetting of proposals and give endorsements or allocate funding, while also sponsoring community-campus events that create opportunities to interface with the community.

*Impacts Unpacked, Community Engagement & Volunteer Fair, Hack the City, Community-Campus Idea Exchange, Getting Ready for Intensification, Food (In)Security, State of the Neighbourhoods, Mid-Sized Cities Forum, 100in1 Day Hamilton Workshop, Change Camp Hamilton*



*Change Camp Hamilton Fund, Community-Campus Catalyst Grants, Community-Campus CoLaboratory*

### 3 | Advisor

Provide feedback on ideas and proposals, serving as a sounding board for consultation and expertise related to community engagement, while assisting in the development of strategies to operationalize the community engagement directives of the University.



*Hack the City, a student-led program where students create solutions to community partner challenges, was initially imagined at Change Camp Hamilton. The Network both advised, sponsored, and connected the program to community partners.*

**456**  
ADVISORY  
MEETINGS



*The Faculty of Engineering has partnered with the Beasley Neighbourhood Association on an alleyway weather station.*

*The Office of Community Engagement has advised St. Paul's Presbyterian Church regarding their role as a community space and continues to explore potential links with McMaster partners.*



*The Office of Community Engagement advised McMaster's Centre for Continuing Education on how to incorporate community engagement into a new Strategic Leaders Program, actively connecting the program with community partners and co-hosting a community-campus event.*

#### 2016-2017 HIGHLIGHTS

- Advising the DeGroote School of Business and Faculty of Health Sciences on incorporating community engagement into the Integrated Business and Humanities program curriculum.
- Supporting the Hack the City student team in developing program ideas, connecting with partners, and overall strategizing.
- Helping the Student Success Centre to develop ideas and community partnerships for their January 2017 Student Leadership Conference.
- Working with the Centre for Continuing Education to develop community partnerships within the new Strategic Leaders Program.
- Advising Temple Anshe Shalom on how to connect with a broader community-wide newcomer support system, including links with potential evaluators at McMaster.
- Connecting Human Resources colleagues with community partners for a Day of Service at the McQuesten Urban Farm.
- Advising the development of the Wilson Leadership Scholar Award.
- Advising the Faculty of Engineering on development of partnerships with Hamilton neighbourhoods.
- Serving on McMaster Discovery Program advisory committee.

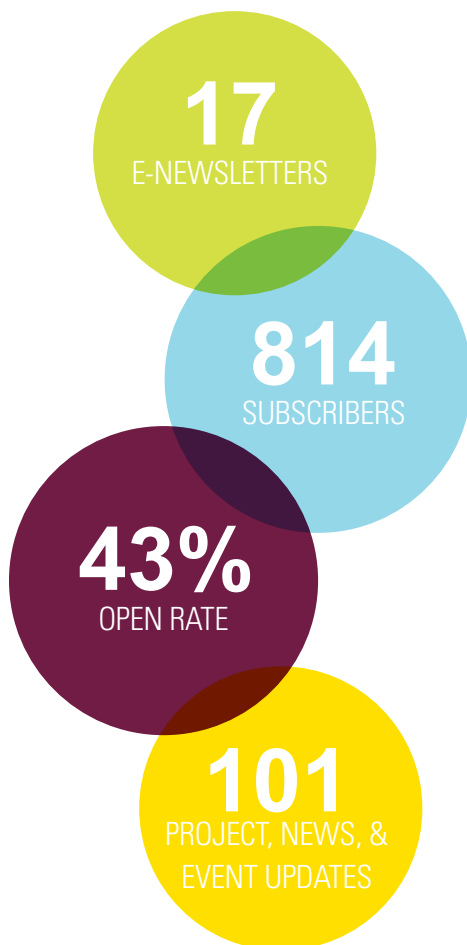
## 4 | Knowledge Broker

Share best practices and facilitate the preservation of existing knowledge in community engagement while maintaining an awareness of activities and opportunities and sharing these with Network members and partners in order to reduce duplication of efforts.

*Dave Heidebrecht, manager of the Office of Community Engagement, is the primary knowledge broker and facilitator for the Network for Community-Campus Partnerships.*



## Community-Campus Updates



### 2016-2017 HIGHLIGHTS

- Launching *Paths to Collaboration: A Community Guide to Working with McMaster Researchers* to help community partners navigate the University.
- Creating *Community Connector 101* to provide basic information in an accessible format to community and campus partners.
- Developing a *Community-Engaged Education Toolkit* to encourage faculty, staff, and students to embed principles of community engagement into their community-engaged teaching and extra curricular partnerships.
- Sending regular community-campus updates to share information on news, events, and projects with both community and campus partners.
- Developing a senior leadership update noting Network and office priorities for each academic semester.
- Sharing the Network approach and learning from others at a meeting hosted by the University of Guelph's Community Engaged Scholarship Institute that connected colleagues from across Ontario.
- Serving as one of McMaster's representatives on Research Impact Canada, a Canada-wide knowledge mobilization network.

## 5 | Facilitator

Facilitate collaboration and dialogue across Faculties/areas, streamline processes to facilitate integration of community engagement into academic activities, and provide a forum for dialogue about challenges, opportunities, and issues.



*Post it notes from the workshop where the Office of Community Engagement launched McMaster's first Community Engagement Strategy with partners from across campus and throughout the community.*

### 2016-2017 HIGHLIGHTS

- Hosting and facilitating “Working together for an inclusive, sustainable greater Hamilton” workshop to launch 2016-2021 Community Engagement Strategy.
- Facilitating campus tours and dialogues to support improved pathways to post secondary education at McMaster.
- Canada 150 Seminar Series—facilitation of discussion of “How universities can support cultural abundance in our region”.
- Creating and facilitating working groups on Hamilton-based research, community-engaged education, and service to bring together colleagues to share ideas, develop projects, and identify challenges, opportunities, and issues.
- Facilitating partnership development within the Community Campus CoLaboratory to develop four pilot partnerships.
- Co-hosting the Evergreen McMaster Mid-Sized Cities Forum that connected McMaster researchers and Hamilton-based community partners with other academics and community partners from cities across Ontario.
- Facilitating dialogue at State of the Neighbourhoods event connecting neighbourhoods from across Hamilton to discuss common issues.
- Speaking and facilitating discussions at multiple Our Future Hamilton events focused on developing a 25-year community vision for Hamilton.
- Facilitating table discussions at Sustainability Professionals Network annual Green Jobs Networking Event.

# Mapping community & campus connections

This visualization provides a map of how the office, the network, and our partners connect with each other.

## Office Initiatives

Coordinated by the office, these initiatives support McMaster's community engagement goals and objectives.

**Community Engagement Curriculum** One of the Network's early goals was to embed community engagement more deeply into McMaster's curriculum. In September 2015, Foundations of Community Engagement, a level 2 undergraduate course was launched to teach students basic principles and theories of community engagement. In September 2016, McMaster launched an interdisciplinary minor in community engagement. Over 2017-2018, the Office of Community Engagement will be launching a toolkit for community-engaged education aimed at supporting faculty and instructors who want to incorporate community engagement into the classroom.

**McMaster Research Shop** Graduate students and senior undergraduates work with public, non-profit, and community organizations in and beyond Hamilton to provide plain-language answers to research questions.

**Working Groups** Pursue actions that address pillars of community engagement to help achieve strategic plan objectives and support community-driven priorities. Working groups take shape based on current priorities, while three groups meet regularly on the following topics:

- Hamilton-based research
- Community-engaged education
- Service

**McMaster-Community Poverty Initiative (MCPI)** Formed in 2007 by concerned faculty, staff, and students who were interested in expanding McMaster's role in addressing local conditions of poverty. Together with partners in the Hamilton community, the MCPI strives to use knowledge for social change.

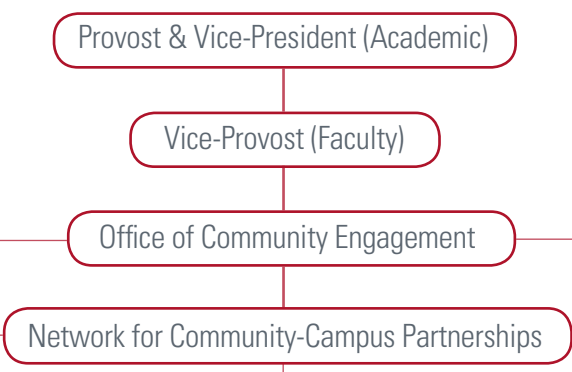
## Campus

On campus, the Network brings together community-involved representatives from across the University to move forward with strategic and coordinated action.

**22**  
UNITS  
REPRESENTED

## Reporting Structure

The Office of Community Engagement sits within the Office of the Provost & Vice-President (Academic) and reports to the Vice-Provost (Faculty).



Though focused on local partnership-building, the Office of Community Engagement is engaged in a number of regional, national, and global networks to share lessons learned and best practices. Networks include Evergreen's Mid-Sized Cities Research Collaborative, Research Impact Canada, Community-Based Research Canada, and C2UExpo.

# Community

In community, the Network fosters ongoing relationship-building between community and University partners through a variety of approaches aimed at developing respectful and mutually-beneficial research, education, and service partnerships.



## Partnered Initiatives

Coordinated collaboratively with our partners, these initiatives support co-developed goals and objectives.

**Change Camp Hamilton** Inspired by the McMaster Students Union, a participant-driven dialogue developed in partnership with the City of Hamilton, Mohawk College, Redeemer University College, the Social Planning & Research Council of Hamilton and a growing number of community partners. Focused on introducing students to the Hamilton community, Change Camp Hamilton hosts annual events aimed at fostering an ongoing, action-oriented conversation on community, partnerships, and collaboration.

**Paths to Collaboration** A community guide to working with McMaster researchers. Developed in partnership with the Social Planning & Research Council of Hamilton, this tool helps community groups and non-profit organizations to navigate partnerships with McMaster.

**Community Campus CoLaboratory** A social innovation lab that helps community and campus partners by providing a collaborative, neutral environment to support partnership-building. Partnering with the City of Hamilton, Evergreen, the Hamilton Public Library, and the Social Planning & Research Council of Hamilton, the CoLaboratory is engaging with all six of McMaster's Faculties to develop partnered research projects aimed at benefiting the Hamilton community. Four pilot lab topics are: mobility, food insecurity, digital literacy, and business out of the box.

**CityLAB Hamilton** This partnership between McMaster, Mohawk College, Redeemer University College, and the City of Hamilton is an innovation hub that brings together student, academic, and civic leaders to co-create a better Hamilton for all.

# McMaster's first community engagement strategy

## 2016-2021 plan outlines vision for community-campus partnerships

In June 2015, the Network for Community-Campus Partnerships launched a strategic planning process to develop a 2016-2021 strategic plan. The result, McMaster's first community engagement strategy, sets the direction for the next 5 years of community engagement at McMaster.

Built on a clear vision, mission, and principles, and developed with the input of hundreds of community and campus partners, this plan identifies specific goals and objectives to support our community and University colleagues as we work together for an inclusive, sustainable greater Hamilton.

The strategic plan serves as a guiding document for the office, the network, and our partners throughout the community and across campus.

The following pages outline the strategic plan while also sharing examples of work done over the past year that are contributing towards our goals.

# Vision

## Working together for an inclusive, sustainable greater Hamilton

Working together	McMaster is a proactive, responsive, and collaborative partner in our community. We connect people, ideas, and communities.
Inclusive	Every person can access, contribute to, and potentially benefit from our work together.
Sustainable	Healthy social, environmental, and economic systems support thriving communities. Recognizing and valuing both the interconnectedness and limits of these systems, short-term actions and long-term planning decisions are made with the health and prosperity of both present and future generations in mind.
Greater Hamilton	We are embedded in and connected to multiple communities in and around the city of Hamilton. We also recognize that we are connected to and working with many communities outside of Hamilton's geographical and political boundaries.

# Mission

McMaster University is a committed member of the greater Hamilton community and broader society and recognizes that true excellence can only be achieved when we are working together with our community partners. We are mindful of the interconnectedness of our globalized world. We value community and public engagement that is mutually beneficial, supports our academic, research, service and civic outreach missions, and collaboratively leads to meaningful outcomes and sustained actions and relationships. Regardless of the discipline, graduates of McMaster will be citizens engaged in multiple communities in multiple ways but we recognize that our relationships within the community we call home are paramount to supporting the vitality and well-being of the greater Hamilton area.

\* McMaster's mission and definition of community engagement were developed by the Forward With Integrity Community Engagement Task Force (Community Engagement Task Force Position Paper, 2012).



# Principled community engagement

## Co-developed principles and pillars guide network activities

### Action-oriented principles

During the Network's strategic planning process, community and campus partners strongly recommended that a co-developed set of action-oriented principles serve as the foundation of our work together. Informed by our consultations, the principles below will guide our work in initiating, sustaining, monitoring, and evaluating community-campus partnerships. These principles are meant to be broadly applicable for any partnership, from local to global, and can be applied across all Faculties, disciplines, and sectors.

### Our foundational principle: Relationships build community

We can't have community without relationships—these are the connections that build community. Any successful partnership must be built on trusting and respectful relationships guided by integrity. We realize that relationships take time to develop and thus we commit to providing opportunities to connect people across communities, sectors, and disciplines to foster a genuine and interconnected network of colleagues to work together for an inclusive, sustainable Greater Hamilton Area.

**Reciprocity:** From design, to participation, to the outcomes of a project, we strive to work together for mutual benefit.

**Equity:** We are conscious of the historical and structural inequities that exist in society and strive to provide access and opportunities to all residents and members of our communities.

**Continuity:** Acknowledging that different communities work on different timelines and schedules, we strive to consider both the short and long-term implications of our work together.

**Openness to Learning:** Change takes time. We are committed to continually learn from and evaluate our work together, reflecting on and sharing both our successes and failures to grow as individuals, partnerships, and communities.

**Commitment to Act:** We aspire to make a positive difference in our community by sharing and acting on our knowledge to contribute to the greater social good.

### Institutional Principles

Multiple overlapping strategies are required in order to integrate community engagement into the mission and vision of the University. The following principles, developed in 2012 by the Community Engagement Task Force that created the Network, aim to guide this integration into all Faculties and administrative areas:

1. Community engagement will be aligned with all facets of the mission of McMaster University.
2. The University will value collaborative endeavours such as research, teaching, service and advocacy activities with community stakeholders.
3. McMaster University will value working with the community for mutual benefit, build relationships based on reciprocity, trust and respect, and recognize global interconnectedness.
4. The University will respect that there are multiple definitions of "community" and that different disciplines/communities will experience, value and learn about CE differently.
5. The University will support, recognize and reward community engagement among faculty, staff, students, alumni and retirees.



*The Office of Community Engagement supports relationship-building by facilitating events that bring together community and campus partners.*

## Building capacity

A variety of approaches are needed to support community partners as well as McMaster students, faculty, and staff who are interested in developing skills and competencies for principled, sustainable, and reciprocal partnerships.

- Community Engagement Minor & Course
- President's Award for Community Engaged Scholarship
- Creating Office of Community Engagement
- Change Camp Hamilton
- Student Partners

## Sharing information

This pillar focuses on improving awareness of the work of community-engaged individuals, research and education outcomes, available resources, and upcoming opportunities and events.

- Community Connector 101 Document
- Daily News Stories
- Community-Campus Update E-Newsletter
- Social media platform development

# Pillars of Community Engagement

The Office of Community Engagement is responsible for facilitating partnership opportunities through the management and coordination of the Network for Community-Campus Partnerships. Through working groups and other activities, the Office's mandate will be achieved through pursuit of four pillars.

## Reducing barriers

A major barrier to any partnership development is that people (both partners and colleagues at McMaster) do not know where to go, who to talk to, or what resources exist to support partnership building. There is a need to improve access to (and awareness about) both physical spaces (on and off campus) and virtual spaces that can help partners use these pathways to navigate community-campus partnerships.

- Paths to Collaboration document
- Reduced rate parking passes
- Making campus available for 100in1Day Hamilton
- Promoting availability of McMaster's community spaces, including the Centre for Continuing Education's downtown classrooms

## Facilitating dialogue

Organized in partnership with community and campus partners, face-to-face meetings on specific themes or topics support relationship building and ongoing relationships that can lead to potential partnership opportunities.

- Community-Campus Idea Exchange
- Strategic plan launch
- Mid-Sized Cities Forum
- Change Camp Hamilton

# Shared purpose

## Strategic goals

The Office of Community Engagement strives to build bridges towards alignment, partnership, and collaboration on projects that contribute to our vision. Four goals and related objectives are driving our efforts between 2016-2021.

### Goal 1 | Establish the principles of community engagement as the foundation of community-campus partnerships.

#### OBJECTIVES

- 1.1 Uphold both the institutional and action-oriented principles in all of our work, partnerships, and resources.
- 1.2 Embed the principles into undergraduate and graduate curriculum where it relates to community engagement.
- 1.3 Share principles across disciplines and communities to ensure that all community and University partners are aware of and can consider how to apply these principles in their partnerships.
- 1.4 Incorporate principles into the research ethics process as appropriate.
- 1.5 Encourage the adoption of principles within the University's formal and informal policies and frameworks.
- 1.6 Recognize and reward work done by faculty, staff, students, and community partners that aligns with the principles.

#### 2016-2017 HIGHLIGHTS

- The President's Award for Community-Engaged Scholarship was approved this year. The inaugural award will be given in 2018.
- The Office of Community Engagement oversees a community engagement minor and the Foundations of Community Engagement level 2 course.
- Supported by the MacPherson Institute, the office developed a community-engaged education toolkit over 2016-2017 that will support faculty and staff to embed principled approaches to community engagement into their teaching.
- The office has initiated conversations with McMaster's Research Ethics Office regarding how to direct researchers and students to the principles when they submit an ethics application.



Students in CMTY ENGA 2A03, Foundations of Community Engagement, visit the Hamilton Farmers' Market.



Office of Community Engagement staff deliver a workshop on the principles of community engagement to a group of student leaders.

## Goal 2 | Build bridges between the University and the greater Hamilton community, embedding the University in the community and inviting community into the University.

### OBJECTIVES

2.1 Improve access, navigation, and openness: a. To McMaster's main campus, including the use of available spaces on campus by community members and partners. b. To McMaster's virtual spaces. c. Between people, places, and spaces.

2.2 Develop a clear protocol for community engagement of which both community and University partners are aware.

2.3 Support regular opportunities for community-campus connections such as events that are hosted both on McMaster's main campus and at satellite campuses, as well as events hosted in community settings.

2.4 Explore emerging opportunities that support community-campus connections.



*One James North, one of McMaster's new downtown campuses, opened in 2016 in the heart of downtown Hamilton.*

### 2016-2017 HIGHLIGHTS

- Partnering with Evergreen, McMaster faculty, staff, and students took part in 100in1Day Hamilton, a global festival of citizen engagement.
- The Office of Community Engagement was formed in summer 2016 to support partnership development, create opportunities for community-campus connections, and to serve as the first point of contact for partners connecting with McMaster.
- McMaster officially opened its downtown centre, One James North, in September 2016. Home to the Centre for Continuing Education, classroom spaces are available to be booked for community partner use.
- Developed collaboratively with the Social Planning & Research Council of Hamilton, *Paths to Collaboration* was created as a guide to help community members and partner organizations navigate McMaster.



In partnership with Evergreen's 100in1 Day Hamilton, McMaster's campus was made available to community members, including a group of middle school youth taking part in the Hamilton Community Foundation's ABACUS Grad Tracks Program.

## Goal 3 | Align with neighbourhoods, community groups, governments, and institutions to partner on joint ventures and collaborative projects that respond to community-driven issues and priorities.

### OBJECTIVES

- 3.1 Aspire to respond to community-driven issues and requests through collaborative approaches that align with the University's areas of strength in research, education, and service.
- 3.2 Align funding opportunities and distribution strategies with partnership development and collaborations.
- 3.3 Develop a rapid response mechanism to respond to short-term community requests.
- 3.4 Negotiate curricular, co-curricular, and extra-curricular activities with community partner priorities and projects.
- 3.5 Increase McMaster's presence as an active, collaborative, and supportive partner within the community.
- 3.6 Encourage McMaster faculty members to proactively engage with communities beyond the campus as public intellectuals by contributing their expertise and knowledge to public dialogues and action plans.



McMaster faculty, students, staff, and community partners discuss food insecurity at the 2017 Idea Exchange

### 2016-2017 HIGHLIGHTS

- The Community Campus CoLaboratory—a social innovation lab—was formed to bring community and campus partners together to tackle complex challenges in areas of shared interest.
- The Community-Campus Catalyst Grant fund provided over \$10,000 in small grant funding to support new community-campus partnerships.
- The McMaster Research Shop was launched to provide rapid research responses to community partner requests.
- CityLAB Hamilton was approved by City of Hamilton councillors as an innovation hub for students from McMaster, Mohawk College, and Redeemer University College to work on city-driven projects.
- Change Camp Hamilton aligned with the City of Hamilton's Our Future Hamilton visioning process, identifying 234 action recommendations that directly informed the City's 25-year vision and 10-year strategic plan. The Change Camp Hamilton small grant fund supported 6 new student-community partnerships.



Mayor Fred Eisenberger opened up Change Camp Hamilton 2016 by speaking to new principles of cooperation developed to support partnerships between the City of Hamilton, McMaster University, Mohawk College, and Redeemer University College.

Office of Community Engagement staff have travelled from coast-to-coast to share our work and learn from others, including Community 2 University Expo in Vancouver.



## Goal 4 | Assess and learn from the outcomes and impacts of our work on an ongoing basis

### OBJECTIVES

- 4.1 Involve the Network for Community-Campus Partnerships in ongoing evaluation of and reflection on partnerships and collaborative projects to support continued learning.
- 4.2 Create an evaluation structure that considers outputs that are valued by different communities (e.g. academic publications, community action plans, strategic plans).
- 4.3 Communicate about our impact and outcomes of McMaster's community engagement initiatives:
  - a. Across all areas of the University
  - b. Across the greater Hamilton community
  - c. Nationally and globally
- 4.4 Recognize, celebrate, and reward the success of community-campus partnerships.

### 2016-2017 HIGHLIGHTS

- The Office of Community Engagement initiated an evaluation process to examine how the office develops partnerships and what outcomes result. This work will continue over the course of the 2016-2021 strategic plan with results being shared locally and beyond.
- Office of Community Engagement staff travelled to C2UExpo 2017 to share the story of the development of the network model with partners from across Canada and beyond. Additional projects including the McMaster Research Shop and Change Camp Hamilton were also presented.
- This report captures a number of community engagement projects—both within the Office of Community Engagement and across the University—and will be shared broadly with community and campus partners.
- Building on existing community engagement awards, the President's Award for Community-Engaged Scholarship was approved in 2017. The inaugural award will be presented in 2018.



Ayesha Khan, an Associate Professor in the Department of Psychology, Neuroscience & Behaviour Life Sciences Program, received the McMaster Students Union's 2016-2017 Community Engagement Teaching Award.

# Office of Community Engagement Activities

Formed over the summer of 2016, the Office of Community Engagement has spent the past year moving McMaster's community engagement strategy forward, while also developing office infrastructure—including moving into a physical space in Hamilton Hall and creating permanent staff positions to support our work.

While a major aspect of our work is to have introductory discussions and advise on partnerships early on, the following pages provide details on projects that have taken shape within the office, often as a result of years of work and engaging with community and campus partners.

Whether building capacity through the undergraduate curriculum, bringing partners together in various forums, or developing a social innovation lab to co-develop solutions to community-identified challenges, we strive to foster the network and inspire collaboration in all that we do.

# Developing strong foundations

Inspiring principled approaches to community engagement within the undergraduate curriculum

## Foundations Course

The Community Engagement Foundations Course (CMTYENGA 2A03) has been offered for the past two years during both fall and winter semesters. Capped at 40 students per term and designed to enroll students from across Faculties, it is co-taught by Kim Dej, Associate Professor School of Interdisciplinary Science and Sheila Sammon, Professor Emerita, School of Social Work. The course has become increasingly popular with approximately 45 students who were placed on a waitlist in 2016-2017.

The Foundations course was designed by a committee composed of campus and community participants to be interdisciplinary, not project/placement based and focused on principles and skills for engagement. Feedback from community partners provided us with the motivation to create a course where students were exposed to the complexity of community work, understood and respected the knowledge that exists in the community and who had the beginning skills for effective and ethical community engagement.

This year, the Office of Community Engagement was also involved in the consultation process for the new Integrated Business and Humanities (IBH) undergraduate program. This innovative new

program requires students to enroll in a community engagement course in their first year of study to prepare them for Community Engagement Consulting in their second year. Karen Balcom, Associate Professor of History and Gender Studies, a member of the Network for Community Campus Partnerships is developing the course in consultation with the Faculty of Business and will teach the first offering in January 2018.

## Interdisciplinary Minor in Community Engagement

This is the second year that the Community Engagement minor has been offered to undergraduate students. A total of 10 students have declared the Minor in Community Engagement upon graduation. The minor is designed to provide a foundation of knowledge and skills for participation in communities regardless of one's primary field of study and allows students to deepen and expand their understanding of communities and develop skills for principled and effective engagement. The interdisciplinary nature of the minor allows for a broad knowledge base from which to establish relationships with a range of communities both locally and globally.

Students learn about the Hamilton community as part of Foundations of Community Engagement undergraduate course.



# Illuminating solutions

## Community-Campus CoLaboratory pilots social innovation lab

The Community-Campus CoLaboratory uses a social innovation lab approach to foster innovative, interdisciplinary, and cross-sectoral research and education partnerships. Partnering with the City of Hamilton, Evergreen, the Social Planning & Research Council of Hamilton, and the Hamilton Public Library the CoLab is bringing together McMaster researchers, community partners, and residents to develop solutions to shared challenges in four areas: mobility, food security, digital literacy, and business out of the box.

Over the course of our 2016-2021 strategic plan, the CoLab will engage with community partners, residents, and faculty staff and students from all six McMaster Faculties and other units to explore whether this approach can foster innovative, interdisciplinary, and cross-sectoral research and education partnerships. Based on the outcomes of this pilot, decisions will be made regarding the sustainability of the Community-Campus CoLaboratory.

### 1 | Business out of the box

Building on work done by Scadding Court Community Centre in Toronto, this lab is exploring the potential to use retired shipping containers as spaces for new small businesses to take shape. Looking at a few different locations across Hamilton, the project will be developing a prototype box with plans to launch a pilot in summer 2018.

### 2 | Food security

This lab will be looking at issues of food insecurity in Hamilton, developing ideas on potential interventions that might identify possible solutions to the challenges that relate to food insecurity.

### 3 | Digital literacy

Focused on addressing gaps in capacity for working with various digital tools and technologies, this lab connects the McMaster and Hamilton library systems to explore what is needed to increase digital literacy amongst Hamiltonians.

### 4 | Mobility

Led by Evergreen CityWorks, this lab is focused on a shared desire for sustainable, inclusive, diverse, and accessible mobility for all Hamiltonians. Building on ideas developed at the March 2017 Bay Area Transportation Summit, the lab will be focusing on a small number of specific projects over 2017-2018.

Used worldwide as an approach to addressing complex and systemic social challenges, social innovation labs involve three steps: convening a diverse group of stakeholders, developing ideas to address shared challenges, and prototyping ideas through pilot projects that address an issue at a systems level.

*Business out of the box*



*Mobility*



*Digital literacy*

# Smart collaboration

The Office of Community Engagement takes a proactive approach to developing new community-campus partnerships. Over 2016-2017, the office was involved in a number of exciting collaborative initiatives.

## McMaster-Community Poverty Initiative

The McMaster Community Poverty Initiative (MCPI) was formed in 2007 by concerned faculty, staff, and students who were interested in expanding McMaster's role in addressing local conditions of poverty. Recently, the MCPI has transitioned to be housed under the McMaster Office of Community Engagement with staff support from the office.

In March 2017, the MCPI hosted a Food (In)Security panel event where Speakers discussed their perspectives, experiences and advocacy in relation to food security, talked about the work they do and shared ideas on how students can take action and participate in improving food security. The event had 75 people in attendance and was co-sponsored by the McMaster University Office of Community Engagement, Residence Life – McMaster University, OPIRG McMaster, and Karam Kitchen.

The MCPI also sent several advocacy letters during the past academic year. The first letter was in support the Mayor of Hamilton's proposal for a \$50 million fund for poverty reduction. The second letter was in support of Bill 6, a bill to bring social assistance rates into line with the cost of living in communities across Ontario.

## CityLAB Hamilton

McMaster is partnering with the City of Hamilton as well as Mohawk College and Redeemer University College to launch CityLAB Hamilton, a curriculum-based innovation hub where students, city staff and community stakeholders will co-create solutions that support the city's strategic priorities. Following on a worldwide movement to create more meaningful learning experiences to engage young people, CityLAB Hamilton will offer post-secondary students the chance to

collaborate, design, launch and test real projects that address issues confronting Hamilton (e.g.: climate change, healthy neighbourhoods, municipal excellence).

## 100In1 Day Hamilton

Facilitated by Evergreen, 100In1Day is a global festival of citizen engagement that takes place in cities across Canada. Over 2016-2017, the McMaster Office of Community Engagement, Academic Sustainability Programs Office and Political Science program facilitated a formal McMaster partnership with Evergreen for 100In1 Day Hamilton. As a result, McMaster faculty, staff, and students were encouraged to take part in the event on June 3, 2017, while McMaster also opened its campus up to community as part of the festival. Students and staff participated in the event by facilitating interventions across campus and throughout Hamilton. The office also assisted the Hamilton Community Foundation's ABACUS youth with hosting booths on campus for their 100In1 Day interventions.

## Mid-Sized Cities Partnership

Comprised of more than 20 academics from 14 colleges and universities from across Ontario, the Evergreen Mid-Sized Cities research collaborative is contributing thought leadership on key mid-sized city issues. In May 2017, the Office of Community Engagement partnered with Evergreen to co-host a Mid-Sized Cities Forum. Oriented towards co-developing a shared research agenda, the event included: a panel discussion with leaders from four Ontario mid-sized cities sharing their experiences and best practices in their communities, a series of rapid research presentations by researchers sharing their findings on issues from aging to infrastructure, and a brainstorming session to develop ideas on what issues the research collaborative could work together on in the future.

# Change Camp Hamilton

Creating space for students, residents, and community to exchange ideas and imagine solutions

Change Camp Hamilton is an annual event organized by the Office of Community Engagement in partnership with the McMaster Students Union, the City of Hamilton, the Social Planning & Research Council of Hamilton, Mohawk College, Redeemer University College, and a growing group of community partners. Change Camp brings residents, post-secondary education institutions, community organizations, and the City of Hamilton together in a conversation focused on community, partnerships, and collaboration—the goal being to build partnerships, facilitate a dialogue to inform broader discussion around social action and volunteering and to encourage community members to provide input on community-campus initiatives.

March 2016 marked the second annual Change Camp Hamilton event, bringing together participants to discuss how participants could move Our Future Hamilton, the City of Hamilton’s visioning initiative, forward. The event resulted in the creation of an extensive Change Camp Hamilton report with 234 action recommendations that contributed directly to the City’s new 25-year vision and 10-year strategic plan. Building on this outcome, Change Camp events have shifted towards project-oriented workshops complimented by small-scale catalyst grants to inspire new community-campus partnerships. In 2017, Change Camp will be focusing on fostering cross-neighbourhood partnerships between residents, students, and community organizations.

**450+**  
PARTICIPANTS

**234**  
ACTION IDEAS

**30+**  
COMMUNITY GROUPS

**60%**  
OF PARTICIPANTS ANTICIPATE NEW PARTNERSHIPS

**6**  
PROJECTS FUNDED



*McMaster students have partnered with the Stinson Neighbourhood Association to build a community garden*



*Change Camp Hamilton principles of collaboration were shared at the Our Future Hamilton Summit. in April 2016*



*Co-creating ideas for Our Future Hamilton*

# Serving the greater good

## McMaster Research Shop reimagines student learning

The McMaster Research Shop works with non-profit and community organizations in Hamilton to answer their research questions. Teams of McMaster student Research Associates collaborate with requesting partners to complete small scale and plain language research reviews. Notable partnerships from 2016 include:

**Hamilton Arts & Letters** Students designed an online survey to assess the magazine's quality and impact and engaged in quantitative and qualitative data analysis. The team produced a final report of findings that will be used to support future grant applications.

**Hamilton Burlington Trails Council** Students searched for national and international examples of greenways (bike paths and trails) that have been successfully integrated into urban centres, and developed a report of recommendations for moving forward in Hamilton. The material will be used to inform government officials and the broader public.

**Industry Education Council** The team reviewed literature on engaging parents of children in grades 6-8 to encourage planning for and pathways to post-secondary education, and co-facilitated a focus group with community partners to learn about best practices already being implemented in Hamilton. Students prepared a report of local and North American examples and steps for creating and expanding parent engagement strategies in Hamilton. The material is being circulated to community partners engaged in parent engagement, and will be presented at a community meeting in the Fall of 2017.

Industry Education Council  
Hamilton Code Clubs



**10**  
PROJECTS  
COMPLETED

**40+**  
STUDENT  
RESEARCH  
ASSOCIATES



Hamilton Arts & Letters

Hamilton  
Waterfront Trail

"The Research Shop was a wonderful experience as it helped me to build on knowledge and skills gained during school, interact with many different individuals, learn about a new research topic, and provide something which is useful to the community partner."  
— a Research Shop student volunteer



*Xperience Annex youth engagers visiting campus*



*Grad Tracks participants hosted 100in1 Day Hamilton interventions on campus*



*Positive comment board*

# Improving pathways to McMaster

## Opening campus to Hamilton youth through partnership

Over 2016-2017, the Office of Community Engagement responded to requests from our partners at the City of Hamilton's Xperience Annex and the Hamilton Community Foundation's ABACUS Grad Tracks Program to open up McMaster's campus to youth navigating pathways to post-secondary education.

### Xperience Annex

In January 2017, the McMaster Office of Community Engagement organized a campus tour for partners working with the City of Hamilton's Xperience Annex. The goal of the tour was to provide youth engagers (staff working with the Xperience Annex) with information about McMaster that would be helpful for 18-29 year-old youth considering post-secondary education, while also getting a sense of the pathways and tools available to youth who have experienced barriers to post-secondary education.

Following the tour—which included details on campus admissions, a residence visit, and a course drop-in—a group of McMaster and community colleagues listened to the experience of the youth engagers. Overall, the engagers found the tours very informative, but there was an acknowledgement that while many resources exist for potential students, most communications materials and recruitment programs are primarily aimed at students entering post-secondary directly from high school. There are no clear resources for those taking non-traditional routes to post-secondary, especially for youth who have faced barriers to post-secondary education.

### Hamilton Community Foundation: ABACUS Grad Tracks Program

In the winter of 2016, the Hamilton Community Foundation (HCF) launched their ABACUS initiative to Advance Post-Secondary Access. Over the next 10 years, ABACUS will serve as HCF's flagship priority, with an overall investment of over \$10 million. The Grad Tracks Program, one aspect of ABACUS, is a pilot early-intervention program designed for disengaged students in grades 6, 7, 8 and transition into grade 9.

As part of Grad Tracks' goals of inspiring students to feel that they can aspire to post-secondary, the Office for Community Engagement assisted with designing a campus tour for the youth in the Grad Track program, and in May 2017, the students visited McMaster and were able to engage in fun, educational on-campus activities. They enjoyed their time at McMaster so much that only weeks later, the office was able to help them host their 100in1Day Hamilton interventions on McMaster's main campus. Both of these experiences have led to further conversations with HCF about potential for other ABACUS grantees to visit the McMaster campus as part of their program.

# Sparking ideas

## The community campus catalyst grant fund

This year the McMaster Office of Community Engagement made \$10,000 available to support McMaster University faculty, staff, students and their community partners through a new Community-Campus Catalyst Grant Fund with grants available for up to \$1000 each. The fund was established to support new partnerships that align with the goals of McMaster's Community Engagement strategy. Proposals that involved collaborative projects with community partners working towards mutual benefit and pursuing outcomes aligned with McMaster's community engagement goals and objectives were prioritized for funding. The Office for Community Engagement received a total of 19 proposals and was able to fund 12 projects that involved new community-campus partnerships. Our 2017 Community-Campus Catalyst Grant Fund grantees include:

### McMaster 24 hour film festival

Secondary school youth have recently been engaged in McMaster's 24 Hour Film Festival (M24). This project consists of creating a formal engagement strategy for youth in Hamilton to engage in M24 by increasing awareness and participation from a larger and more diverse group of individuals and teams.

### Indigenous student housing

Raising awareness of urban housing issues affecting Indigenous post-secondary students: This project will raise awareness of the unique housing needs of Indigenous post-secondary students through an online and print media campaign that will empower Indigenous students to inform stakeholders of their housing needs in order to not only access higher education but to also succeed in their studies.

### McMaster crisis intervention training

The goals of this project are: 1. Develop a partnership with the Hamilton Police Service in assisting students in crisis. 2. Educate staff and faculty on how to best address and resolve incidents of students in crisis both on and off campus. 3. Provide immediate assistance to students in crisis. 4. Provide yearly Crisis Intervention Training for McMaster Staff. 5. Reduce the isolation that those in crisis feel by providing the appropriate support and response.

### Engaging community speech-language pathologists to plan a role emerging student placement system in underserved organizations in Hamilton

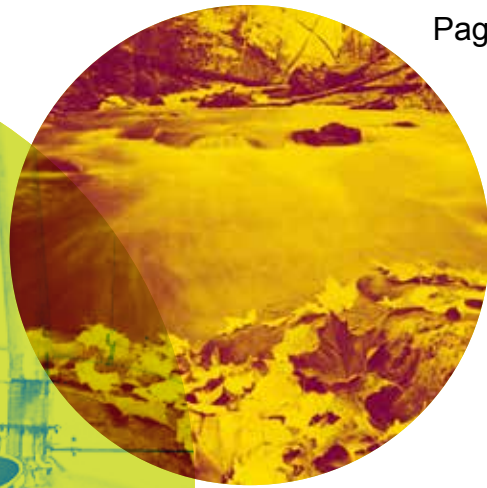
This project seeks to bring together community speech-language pathologists in order to develop a practical and reliable system to place students in underserved organizations where speech-language pathology services are not currently available.

### Development of a brief child and youth mental health intake questionnaire for use in children's mental health agencies in Hamilton

This project extends a partnership combining research expertise from the Offord Centre for Child Studies (OCCS) with system planning skills and experience from the Lynwood Charlton Centre (LCC). This initiative will address an evidence gap in children's mental health by providing a practical, affordable, standardized approach to collecting information that serves the needs of clinicians, administrators and researchers.

### Brewing with MERIT: water sustainability internships

This project aims to bring together students from McMaster University and highly knowledgeable, experienced professionals in the local brewing industry. This collaboration has huge untapped potential to develop innovative solutions to inefficient water use in the brewing process.



*The McMaster Water Network Student Chapter is partnering with Merit Brewing to explore water sustainability within the brewing process*

# \$10,000

CATALYZING NEW PARTNERSHIPS

### **Coder dojo Hamilton**

This project's goal is to create an accessible, inclusive space to provide self-directed tech education to Hamilton-area youth. This will be achieved through the creation of new learning materials and iteration on existing ones, the development of an engaged and robust volunteer network, and promotion of the program to school and libraries, as well as tech meet-ups, startups, and technology employers.

### **Student volunteer placement with Stewards of Cootes Watershed**

The project will establish an ongoing partnership that will involve McMaster students. Students will help to clean up local watersheds, participate in researching the causes of creek contamination, and assist with advocacy by engaging with government, businesses, policy makers, and residents in the vicinity of the affected areas.

### **Creating practice-informed assessment tools for preschool speech and language programs**

The goal of this partnership is to develop a valid and reliable assessment tool for use by speech-language pathologists in the Ontario Ministry of Children and Youth Services (MCYS) Preschool Speech and Language Program that can be used to collect accurate program evaluation data (> 50,000 children/year).

### **City-wide dissemination of "Fountains of Uke": Hamilton's Inter-generational Music Program**

Fountains of Uke seeks to instill self-confidence, happiness and well-being in participants (elementary students and seniors living in long-term care facilities). One goal of the project is to evaluate the impacts of program participation on the psychosocial status of the senior residents.

### **Re-imagine EcoHouse**

One of Green Venture's flagship programs is their Eco House, which is a 150-year-old house and 2-acre property that has been retrofitted with infrastructure and educational material to demonstrate sustainable living. The goals of this project are threefold: (1) introduce students to Green Venture (2) engage students in the work that Green Venture does, and (3) create a new environmentally-friendly display for Green Venture's Eco House.

### **Hamilton LGBTQ needs assessment**

The goal of this project is to conduct a more comprehensive needs assessment of Hamilton's LGBTQ (lesbian, gay, bisexual, transsexual, transgender, intersex, two-spirited, queer or otherwise minority sexual or gender identity) communities than has yet been achieved.



# A campus-wide commitment

## Community engagement activities from across McMaster

Community engaged research, education, and service activities that are intended to bring benefits beyond the campus have a longstanding history at McMaster University. Whether it is exemplified through faculty members working with community partners to develop community-based research projects that address some of the major challenges of our times, students participating in learning opportunities in and with communities, or staff developing partnerships with communities near and far, McMaster is deeply committed to community engagement.

This section of the report provides a snapshot of just a few of these initiatives as shared by each area of the McMaster community. The projects highlighted in the following pages have been developed through the energy, creativity, and commitment of leaders from across our campus and reflect the broad range of community engagement activities taking place independently across the University in pursuit of our shared goal and common commitment of working together for an inclusive, sustainable greater Hamilton.

# Arts & Science

## The McMaster Discovery Program

The McMaster Discovery Program is a free, university-level, non-credit course offered to adults living in Hamilton who experience barriers to accessing higher learning opportunities. The program aims to create opportunities for local residents to take part in a process of learning and discovery, to inspire a passion for lifelong learning, and to foster engagement and mutual learning between McMaster and the communities it aspires to serve.

## ARTSSCI 3EH3: Exploring Hamilton Inquiry

This course encourages students to ask questions and explore topics focused on the City of Hamilton. Through the exploration of Hamilton from a number of disciplinary perspectives, including cultural, economic, and geological, students will have an opportunity to gain insight into the city that McMaster University calls home. Students connect with local politicians, decision-makers and members of the community throughout the course to assist in exploring the challenges and successes of this dynamic and changing city.

## ARTSSCI/ISCI 3IE1: Urban Placemaking

This one-unit module explores the concept of urban placemaking, a collaborative process of animating public and private spaces to strengthen the social and cultural fabric of a city. Students investigate the use of arts-based practices, environmental resources, social enterprise, and civic engagement tools to reimagine underutilized properties.



*Exploring Hamilton inquiry*

# Athletics & Recreation

## McMaster Athletes Care (M.A.C.)


M.A.C. mobilizes the 800 student-athletes who compete on Marauder varsity teams to provide them with opportunities to give back and engage in meaningful volunteer experiences. Student-athletes act as mentors for youth in the community, teaching them the importance of leading a healthy, active lifestyle, while also developing their teamwork, communication and leadership skills. The vision of the program is to utilize sport as a tool to make a positive impact in the lives of at-risk youth, while breaking down barriers that may exist to both organized sport and post-secondary education.

## Marauders in the Classroom

Marauders in the Classroom is a one-hour presentation offered to elementary school age youth, led by members of the McMaster varsity football and varsity women's rugby teams. Our student-athletes meet with youth to lead an engaging and interactive presentation. Topics covered include teamwork, leadership, goal setting, wellness and how each of these apply to their lives as student-athletes both on and off the field. Last year our Marauders visited over 10 local elementary schools, speaking to approximately 1,000 youth.

## Think Pink Campaign

As part of the Canadian university wide campaign to end the fight against breast cancer, each year Marauder student-athletes organise a week long event to raise funds and awareness for the cause. With a record number of student-athlete volunteers donating their time to the efforts and increased support from the local Hamilton community, the 2017 Think Pink campaign was the most successful in Marauder history raising over \$8,000 in support of the Canadian Breast Cancer Foundation.



The Centre for Continuing Education offers rooms and space to community groups and organizations. In 2016, a total of 75 bookings were made with costs being taken on by McMaster and CCE.

# DeGroote School of Business

## Centre for Continuing Education (CCE)

### Campus Educational and Other Collaborations

CCE developed a new Big Data Analytics certificate program in collaboration with the MacData Institute which will prepare graduates for work in this important field. CCE is working with the Faculty of Social Sciences to co-develop a new MyOWNMac pathways for adult learners as part of McMaster's access strategy.

### Two New Community-focused Leadership Programs

In September 2016, CCE launched the Leadership in Community Engagement Program in partnership with the Hamilton Community Foundation to professionals in the City who work in community contexts. CCE also successfully developed and delivered the new McMaster University Strategic Leaders Program, which includes community engagement as a core component.

### Local Community Involvement

CCE is an educational partner in the City of Hamilton-led Xperience Annex initiative and also participated in the 100in1Day Hamilton partnership with Evergreen. CCE has also been involved in YWCA Walk a Mile in Her Shoes, the City of Hamilton's Snow Angels recognition program, and Supercrawl 2017.

### Degroote Commerce Society - IMPACT Committee

DeGroote Impact is a committee operating under the DeGroote Commerce Society and its purpose is to motivate and bring together McMaster students to participate in events that bring awareness to important issues in our community. The goal is to provide every DeGroote business student with chances and opportunities to get involved through charitable actions and with non-profit organizations to strengthen the community.

### Research on Refugee Integration

Dr. Benson Honig and Dr. Brent McKnight from DeGroote School of Business are working with a team of colleagues in Nursing/Faculty of Health Sciences and Humanities. This multidisciplinary research team will examine the service implications and mandate expansion that various settlement agencies are undergoing. Related to issues such as health care and gender, this work will have implications for future service planning and delivery. The research team will examine factors related to the organizational, cultural and political integration of Syrian immigrants, as well as related determinants of health and gender specific issues.

### Partnership with World Vision Canada

In 2015, Drs. Kai Huang and Yufei Yuan from the DeGroote School of Business, along with Dr. Rong Zheng of the Faculty of Engineering received funding from the SSHRC Partnership Development Grant program for their project entitled "Assessing the effectiveness and efficiency of humanitarian aid operations via data analytics". The research team inclusive of graduate students and in partnership with World Vision Canada (WVC) is working to assess the efficiency and effectiveness of humanitarian aid allocation and distribution. Through the application of state-of-the-art analytics techniques to the WVC Last Mile Mobile System data and other digital data the team is working in conjunction with the partner to evaluate the performance of humanitarian operations.

# Faculty of Engineering

## Beasley BLINK and Weather Station Project

This is a partnership between the Beasley Neighbourhood Association (BNA) and McMaster Engineering Faculty. Engineering students volunteered on two projects initiated by the BNA that combined the design and installation of a weather station in the Elgin street alley, and in-class Arduino lessons at Dr. Davey Elementary school.

## Venture and LEAP - Girl Initiatives and Indigenous Outreach

In May, Venture and LEAP alongside the Women in Engineering society introduced a new conference specifically for female students in grade 11. The overnight conference introduced 36 girls to Engineering at McMaster. The girls were able to participate in a mini lecture series, hands on workshops, guest speakers, panel discussion, and a bonfire with undergraduate Engineering females, followed by an overnight stay in Mary Keyes Residence. In 2017, the outreach team was also able to reach over 376 indigenous students through travelling workshops, March break camps and Hamilton Regional Indian Centre visits. Through our outreach initiatives we were able to engage Indigenous youth through hands on, interactive workshops and inspire them to actively pursue STEM based fields in education.

## IMPACT project - In-class Experiential Human Design Engineering

The IMPACT Project is a co-designed educational initiative of Drs. Fleisig, Kajiura and Vrkljan. Since 2013, this interdisciplinary collaboration has engaged students from Engineering, Science, and Health Sciences to design innovative assistive devices for community clients. The IMPACT Teams design devices to help clients living with challenges (arthritis, stroke, cerebral palsy, dementia) to improve their quality of life and address their specific needs. This project drives student creativity, innovation, and community engagement.

# Faculty of Health Sciences

## Studying proposed supervised injection site

Master of Public Health students engaged with Hamilton Public Health Services to complete a needs assessment and feasibility study for a proposed supervised injection site. A report on this work will inform Hamilton City Council's decision on how best to respond and will go to the Board of Health in December 2017. The MPH Program Director co-chaired and four MPH faculty along with a PhD Health policy student served on the Scientific Advisory Committee for this project.

## Improving health information seeking within Hamilton

The Health Sciences Library in collaboration with the McMaster Health Forum has been engaged in community based activities with the Hamilton Public Library. The intent of these activities has been to raise awareness of strategies and tools to improve health information seeking within the community. Sessions focused on obtaining information related to healthy aging and a special topics series have taken place at multiple public library branches within the city.

## Making Hamilton an age-friendly city

Considering Canada's aging population, accessibility has become a top-of-mind issue for municipalities. Led by occupational therapist and professor, Lori Letts, students within McMaster's Occupational Therapy program have partnered with the Hamilton Council on Aging (HCA) on a series of evidence-based projects, including: evaluating neighborhoods for walkability and safety; the development of an age-friendly guide to some of Hamilton's recreational trails; an assessment of local transit; and an evaluation of apartment building accessibility.

# Faculty of Humanities

## The Centre for Community-Engaged Narrative Arts (CCENA)

CCENA held its first gathering on March 1, 2016 and developed a number of projects over the last year. CCENA understands society to be formed of various interpretive communities, whose outlooks and objectives are formed by the narratives through which they imagine themselves, their relationships, and their purposes. The Centre's focus is guided by the goal of discerning, studying, and building critical and cultural literacies in a way that is attentive to direct engagement and reciprocity with existing communities, both real and virtual. By thinking narrative alongside "arts" in the plural, we aim to attend to the ways in which imaginative, creative, expressive communities are composed in and through their relationships and responsibilities to each other.

## L.R Wilson Institute Canada 150 Series

A public lecture series sponsored by the L.R. Wilson Institute for Canadian History on Canada 150 and Confederation, promoting critical thought about our past, present, and future. Speakers addressed a variety of issues including the impact of Confederation on Indigenous peoples, Confederation in the context of 19th century North American nation-building, and the environmental impact of Confederation.

## Gandhi Peace Festival

The Faculty of Humanities co-sponsored the annual one-day Gandhi Peace Festival held on Oct 1, 2016 at Hamilton's City Hall. The Festival theme, "Refugees and Sarvodaya - Opening Our Hearts and Homes," prompted reflections on the global refugee crisis and its local effects on the city of Hamilton. Students from the Centre of Peace Studies and English and Cultural Studies participated in large numbers as Festival attendance was incorporated into their course projects.

# Faculty of Science

## Learn CC Initiative

In collaboration with the City of Hamilton, the McMaster Centre for Climate Change has established a Local Education and Action Resource Network on Climate Change (Learn CC). Learn CC provides a forum or tool that allows citizens to report actions they are taking to help mitigate and adapt to climate change and also report local climate change impacts that they noticed.

## McMaster Biology Greenhouse

The McMaster Biology Greenhouse plant collection gets visitors excited about nature and science. We reach out to the university and broader communities through visiting hours, group and camp tours, and social media. Our plant "sales", in which people who make a small donation receive a plant, and titan arum flowerings have each attracted 500+ people. In summer 2017, we hosted and supervised a student initiative "Hamilton's Youth Discovery Project" offering 8 hands-on labs to over 25 homeschooled children.

## MacEngaged

The MacEngaged initiative aims to motivate and guide students early in their academic careers to propose and implement unique, achievable, and impactful projects using content learned in the classroom as the catalyst for civic benefit, service, and engagement. Through this experience student teams are provided with guidance from teaching assistants and peer mentors to identify a specific challenge in a local or global community. Then, they develop an implementable solution to the identified issue.

# Faculty of Social Sciences

## Scholar in Community

The 2016 fellow, Tina Moffat (Anthropology), partnered with Neighbour-to-Neighbour (N2N) Hamilton to help N2N establish a research and evaluation framework for their new Hamilton Community Food Centre (HCFC), and to critically investigate current questions and issues related to the Hamilton Community Food Centre program evaluation tools.

## Experiential Education Community Partnerships

Partnerships with community organizations provide hands on skills development and integration of classroom theory in real world scenarios. In the 2015-16 academic year, Experiential Education worked with close to 90 community partners in 78 unique organizations.

## Research Shop

Created by the Faculty of Social Sciences, the McMaster Research Shop is a novel blend of community engagement and platform for experiential learning. In the Research Shop, graduate and senior undergraduate students undertake "rapid research" to answer questions posed by community organizations that address key needs of the organizations. The students learn valuable research skills and knowledge of how to work with community organizations, while the organizations get answers to questions they don't have the capacity to address themselves. Between May 2016 to March 2017 the Research Shop contracted over 40 students across 6 faculties to work on 11 projects with 13 community partners.



Developed through the leadership of the Faculty of Social Sciences, the McMaster Research Shop has been embedded into the Office of Community Engagement

# School of Graduate Studies

## Indigenous Undergraduate Summer Research Scholars (IUSRS) program

In 2017 McMaster hosted 18 Indigenous undergraduate scholars from various universities across Canada to participate in a two-month intensive summer program - IUSRS. Participants were matched with a faculty supervisor and took part in Indigenous Knowledge programming, and grad-school prep workshops alongside academic research. IUSRS is a program within the McMaster Indigenous Research Institute (MIRI) with support from Indigenous Student Services, the Indigenous Studies Program, and the School of Graduate Studies, in partnership with the Six Nations Indigenous Elder and Youth Council.

## The Summer Institute of Awesome

From April-June 2017, a group of interdisciplinary Graduate Students provided weekly volunteer support for a total of 167 hours of service to local Hamilton school programs (after school clubs, tutoring/mentoring, and breakfast programs). Sponsored by Student Open Circles and the School of Graduate Studies.

## SPICES grants

Student Proposals for Intellectual Community & Engaged Scholarship (SPICES) are grants awarded to Graduate Students and Postdoctoral Fellows by the School of Graduate Studies. Successful proposals support new initiatives that address a community need or opportunity. These are passion projects imagined through and implemented by grad students and postdocs themselves. Awardees have one year and up to \$3800 to deliver their initiative. 8 proposals received funding in 2017 (55 funded SPICES projects since 2013).

# Graduate Students Association

## Club Recognition

The Graduate Students Association of McMaster University began accepting clubs under services we offer. Clubs that we offer include, but are not limited to, McMaster University Chapter of SIAM, Life in Computing & Software, and the Gilbrea Student Group. All clubs offered through the GSA are open to the internal and external members of McMaster's community.

## Leagues

The GSA softball and soccer leagues have been a long standing tradition at McMaster, but are worthwhile to mention, as each year they bring together 800+ participants from the internal and external community to enjoy the communal activity of league sports.

## The Phoenix

The Phoenix Bar and Grill is also a long standing tradition at McMaster as it has been owned and operated by the GSA since 1969. The Phoenix is home to the largest patio in Hamilton and 25 craft beers on tap. This is not only a spot for students, faculty, and staff to enjoy, but it is also open to the broader community for their casual dining needs, parties or catering events.



*Nibwaakaawin Teg -  
Karahakon Kateweiens'tha*

# Indigenous Studies Program & Indigenous Student Services

## N7/McMaster Youth Movement

Indigenous Student Services (ISS) supported the creation of the N7/ MYM council to create opportunities for engaging Indigenous youth in sports and recreation as well as providing role models and mentors from McMaster Indigenous students and student athletes. For example, in partnership with McMaster Athletics, J.C. Hill student athletes from Six Nations of the Grand River were able to play an exhibition game during the half times of Marauder Basketball games. The teams were given tours of the athletic facilities and team rooms; met with Marauder student athletes; and a meal was hosted at the Ceremonial Room of L.R. Wilson Hall.

## President's Retreat - August 2016

ISS assisted the MacPherson Institute in planning and hosting the President's Retreat on Six Nations of the Grand River Territory for the first time in McMaster history. The event also served as an opportunity to announce the selection of Louise McDonald (Clan Mother, Akwesasne Mohawk Nation) as a MacPherson Distinguished Scholar.

## Nibwaakaawin Teg - Karhakon Kateweiens'tha (Indigenous Gathering Circle)

The Indigenous Gathering Circle, commissioned by the President's Office, was officially opened on September 23, 2016. The event was attended by over 100 students, staff, and community members from throughout the region. The Gathering Circle is a tangible representation of McMaster's commitment to Indigenous students and the Indigenous nations of this traditional territory. Nibwaakaawin Teg is 'The place where wisdom resides' in Anishinabewewin and Karhakon Kateweiens'tha is 'Learning in the forest' in Cayuga.

# MacPherson Institute

## Grenada International Partnership

McMaster University, the PETNA Foundation, T.A. Marryshow Community College (TAMCC), and the Government of Grenada have combined strengths to develop greater institutional capacities and access to higher education through a five year, international partnership. Focused on improving the quality of education, the partnership capitalizes on McMaster's strengths in the pedagogy of teaching and learning to further the development of teachers, improve the learning environment, and promote teacher excellence at TAMCC.

## MacChangers

MacChangers, a partnership between the Faculty of Engineering and MacPherson Institute, is an extracurricular activity that provides resources, coaching and support to interdisciplinary teams of undergraduate students as they develop their research projects and propose innovative solutions that will contribute to positive change both locally and globally.

## McMaster Child and Youth University (MCYU) in the City

MCYU in the City is a community engaged education initiative that invites undergraduate and graduate McMaster students from across campus to work in teams to create and present workshops for Hamilton's youth and their families. Broadly, this innovative outreach program integrates the pure and applied sciences along with the humanities and social sciences into inquiry based learning workshops. The workshop themes include cultural and social connections, health and well-being, sustainability, food security, disease prevention and active living. Workshops are designed to inspire youth ages 7-14 to love learning, think bigger, and pursue a post-secondary education. In collaboration with our community partners, such as Hamilton Wentworth School District, Boys and Girls Club, City of Hamilton, Social Planning and Research Council and Our Future Hamilton, we have held more than 75 workshops over the last 3 years.

# McMaster Library

## Human Library

McMaster Library, in partnership with Faculty of Humanities' Common Reading Program, opened the Human Library on September 6th, 2017. This year's Human Library theme was igniting, inspiring and nurturing an inclusive community across our differences, on campus, where we work, live and study and in our lives beyond campus. The interactive nature of the Human Library facilitates direct dialogue and conversation as a means for discussion and learning. Our community partners are the Hamilton Public Library, Empowerment Squared, Hamilton Centre for Civic Inclusion, and a variety of McMaster and community activists.

## Open Library

In partnership with Hamilton Public Library, the McMaster Library makes available books (free of charge!) to students on campus. The books have been weeded from the HPL collections. In addition, HPL participates in the annual Library Carnival day and registers students for HPL borrower cards. At last year's event, 100 McMaster students received HPL cards.

## Outreach Activities

The library provides tours and guided lectures to interested groups from the community. In addition, R. Stapleton, Archives and Research Collections Librarian, visited Westdale Secondary School to teach a 2-hour class for a Holocaust Studies course. Library staff have given lectures on library collections to local associations e.g. Ancaster Historical Society, Burlington Historical Society, Hamilton Association for the Advancement of Literature, Science and the Arts, Ruthven National Historic Site, Flamborough Historical Society.



# McMaster Students Union

## Cupcakes and Community Change Event

This event encouraged students to submit ideas for Ward One's Participatory Budget process. By offering students support and cupcakes for submitting ideas, we were able to get the highest number of submissions from McMaster students compared to previous years.

## Municipal Advocacy Week

Coordinated by the Vice-President of Education and the Community Engagement Coordinators, Student Representative Assembly and MSU members participated in lobbying meetings with municipal stakeholders.

## #YesLRT Campaign

A campaign run to encourage students to send emails to councillors expressing their support for Hamilton's Light Rail Transit (LRT) project.

# Student Affairs

## Food For Thought

Food for Thought is a partnership between a number of McMaster groups and has worked with farmers from Backyard Harvest during the Summer gardening and cooking series. Food for Thought offers a series of fun and interactive classes for McMaster students of all cooking and food experiences. We provide opportunities to discover and experience how to cook healthy, affordable and delicious meals.

## Community Engagement & Volunteer Fair

The Community Engagement and Volunteer Fair welcomes over 50 not for profit and charitable organizations from the Greater Hamilton Area onto campus. At the Fair, students uncover opportunities to gain skills and experience while helping others reach their goals and build better communities. Showcasing on- and off-campus, local and regional opportunities to get involved, attendees of this fair will develop meaningful connections, and enhance their resumes.

## Leadership Summit for Women

The Leadership Summit for Women is an annual community-wide event that brings together women, trans\* individuals, and allies from the Hamilton community. Presented in partnership with Mohawk College, Alumni Association, The YWCA Hamilton, Workforce Planning Hamilton and McMaster University, this event provides the skills, space, and support for all participants to reach their full potential as individuals and as collaborative members of a community. Those who participate are driving the creation of a more just and equitable society.

# University Advancement

## Educational Programming

The McMaster Alumni Association/Office of Alumni Advancement offers a series of programs that are open to the Hamilton community to participate in ranging from lectures, workshops, professional development activities and online programming. The Association has enjoyed a long history of Hamiltonians who volunteer and attend our programs.

## Hamilton Alumni Community IMPACT awards

The McMaster Alumni Association introduced an award in 2011 which recognizes and celebrates McMaster graduates who positively impact the Hamilton community while reflecting the University's values of integrity, quality and teamwork. The 2016 award recognized Matt Alderson '89, Karen Hill '03 and Bryce Kanbara '70 during Homecoming Week festivities.

**Six Nations student visit**

The McMaster Alumni Association/Office of Alumni Advancement provided funds as well as hats, mittens and scarves to a group of junior high students from Six Nations during a February 2017 visit to McMaster. The students enjoyed a talk and dinner with the members of the Indigenous Studies Program and Indigenous Student Services, followed by watching the McMaster Marauders play basketball.

# Vice-President Administration

**Community Day of Service**

On May 19, 2017 Facility Services held its second bi-annual Community Day of Service Event. The purpose of the event is to enable McMaster Facility Services employees to learn about the local community by volunteering in a local community organization. 44 Facility Services Employees volunteered at various locations around Hamilton including the YWCA, The Eva Rothwell Centre, Ronald McDonald House, Mission Services, and Goodwill.

**Building Community - An Educational Priority**

McMaster's Residence Life Office (RLO) has made Community Engagement one of its key priorities. Following the principles of community engagement developed by the Network for Community-Campus Partnerships, the RLO offers meaningful opportunities for students to develop connections with on and off campus communities. Students are challenged to consider issues identified as priorities by communities and perform service for the public good.

**Hamilton Immigrants Working Centre (IWC)**

Hospitality Services participated in IWC's community employment panel discussions and partnered with their Job Search Workshops Program to provide information about the hospitality industry as well as taking program participants on tours of McMaster's facilities. Hospitality Services have hired and continue to hire many of the centre's clients including approximately 12 Syrian Refugees—3 are now in permanent positions.

# Vice-President Research

**Open Doors Hamilton: McMaster Nuclear Reactor**

McMaster's Nuclear Reactor opened its doors to the community, inviting guests in to learn more about one of Hamilton's most unique yet least known industries – medical isotope research, development, and production. Visitors also learned from the "neudose" team, about the satellite they are building to launch into space to understand the effects of different types of radiation on future space travellers.

**The Forge**

The Forge is Hamilton's startup incubator and McMaster University's on-campus entrepreneurship initiative. Forge company, Mathstronauts, caters to the educational needs of youth by offering STEM outreach and programming. Through a weekly after-school program, they help students develop understanding of numerical and mathematical processes while inspiring curiosity about the natural and physical processes of our world. Students (ages 10-15) obtain the basic yet fundamental skills of problem solving, critical thinking and guided reasoning.

**McMaster Institute for Transportation & Logistics (MITL):**

One of many research institutes and centres supported by the Office of the Vice President Research, MITL is working with the City of Hamilton and the Hamilton Chamber of Commerce to investigate the merits of "complete streets" as related to traffic patterns in Hamilton. MITL is also supporting the City in its efforts to establish Hamilton as a continental logistics hub. MITL members travelled with senior City officials to the UK to study the Magna Logistics Park to investigate best practices and identify opportunities for Hamilton's airport land development.

# It takes a village

## Thank you to our liaisons and all of our community and campus partners

The stories and projects shared in this report are just the tip of the iceberg when it comes to the number of community-engaged research, education, and service partnerships that McMaster faculty, staff, and students are involved in. The Network for Community-Campus Partnerships and Office of Community Engagement have been honoured to have supported many of these partnerships, while many more have been developed independently of our efforts. Collectively then, this report reflects McMaster's commitment to serving our community, reminding us that while we can and should be proud of what we have accomplished together, there is still much to do.

Co-created with hundreds of community and University partners, our vision of working together for a sustainable, inclusive greater Hamilton is an ambitious one. Aging, poverty, climate change, affordable housing, youth employment. The issues we face here in Hamilton are also the issues we are facing as Canadians and around the globe.

Whether tackling these issues, or the multitude of others facing our communities and our global society, it takes a village to kindle the optimism and solutions that will lead to a brighter world.

Reflecting on the many amazing initiatives that McMaster colleagues are working on with partners across the Hamilton community and beyond, we have full confidence that our village is up to the task. Thank you to all of our colleagues and community partners who have committed time, energy, and resources to this effort. We look forward to continuing to foster connections, relationships, and ideas as we strive to serve the greater good.

# Network Liaisons 2016-2017

Sheila Sammon, Director  
 Dave Heidebrecht, Manager  
 Sashaina Singh, Project Coordinator  
 Christine Yachouh, Student Partner &  
 Project Assistant  
 Rodrigo Narro Perez, Project Assistant  
 Tanya Kakkar, Student Partner  
 Cara-Jane Dempsey, Senior  
 Administrative Assistant  
**Office of Community Engagement**

Susan Searls Giroux  
**Office of the Provost**

John MacLachlan  
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**Athletics & Recreation**

Lorraine Carter  
 Monica Moryta  
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**CityLAB Hamilton**

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 Olive Wahoush  
**Faculty of Health Sciences**

Karen Balcom  
 Catherine Graham  
**Faculty of Humanities**

The Office of Community Engagement would also like to acknowledge and thank our Provost David Wilkinson, and our President Patrick Deane for their ongoing support in championing community engagement at McMaster.

Kathleen Martin Ginis  
**Faculty of Science**

Tina Fetner  
**Faculty of Social Sciences**

Kim Dej  
**Foundations of Community Engagement**

Andrea Cole  
**School of Graduate Studies**

Shawn Hercules  
**Graduate Students Association**

Josh Dockstator  
**Indigenous Studies Program**

Rob Heenan  
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**Institutional Research and Analysis**

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# Paths to Collaboration

A Community Guide to Working with  
McMaster Researchers

If you are a community group or a non-profit organization looking for assistance with research, or if you have been approached by McMaster researchers interested in conducting research with you, this guide is for you.



Office of  
Community  
Engagement



# Roadmap

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McMaster's Community Promise:

*“McMaster University will value working with the community for mutual benefit and build relationships based on reciprocity, trust and respect.”*

(Network for Campus-Community Partnerships, 2012)



# Welcome to the Journey!

*Do you have a project you are interested in, but need more information before making up your mind?*

*Would you like to learn more about an issue affecting your community, but don't know where to start?*

*Have you been approached by a university researcher to participate in a project, but don't know if it's right for you?*

If you are a not-for-profit organization or a community group looking for assistance with research, or have been approached by McMaster researchers interested in conducting research with you, this guide is for you.

This document is a roadmap. It is designed to guide community organizations along the journey to collaborative research. While every project is different, we've tried to lay out some typical steps and tips to set up organizations for success. Throughout the document we've included Community Perspectives from members of communities and organizations who've travelled this road before.

While there can be challenges in any research collaboration, community-university research partnerships can result in positive outcomes for all parties involved. The experience and accumulated wisdom of communities and organizations, combined with the theoretical and research expertise of university researchers, can achieve significant, relevant, and meaningful results.

**READY TO TAKE THE NEXT STEP?**



## 1

# The Road Ahead

Is a Collaboration Right for You?

Before you start down the road to collaboration, you might consider these questions:

YES	NO	MAYBE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this research project in line with the mission and vision of your organization?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a question or puzzle you want research to help you answer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you've already spoken to a university researcher, is there a sense of shared vision or mutual benefit concerning the project?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will your organization or community have the time and resources to put into a research project?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a champion in your organization or community willing to lead your group's involvement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the community members or organization staff be involved in making decisions about the research and/or in conducting the research?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your community or organization feel generally positive about being part of a research project (or a specific, identified project)?

If you've answered "no" or "maybe" to any of the above questions, use them to begin conversations with members of your community and the McMaster research group.

**WHICH PATH DO YOU WANT TO TAKE?**

## 2

# Choosing The Right Path

## Models Of Community-Engaged Research

Below are some of the most common paths of community-engaged research collaboration. If you're not sure which path to choose, contact us at [community@mcmaster.ca](mailto:community@mcmaster.ca). We can help you figure it out.

WHAT DO YOU NEED?	TIMELINE	DESCRIPTION	PATH
<b>ADVICE</b>	Less than 1 month	University professors can answer specific questions that are relevant to their areas of expertise, or can help an organization figure out what questions to ask, or where to look for the answers.	<b>CONSULTATION</b>
<b>BEST EVIDENCE</b>	1 to 4 months	This type of research can provide organizations or communities with the research findings they need to help them make decisions. It usually involves evaluating and summarizing research that's already been done and may include interviews with people who have experience or expertise in the topic.	<b>RESEARCH SHOP</b>
<b>COMMUNITY-DRIVEN RESEARCH</b>	3 months to 1 year +	Research which is requested and managed by the organization or community might be suitable for student research projects or internships, with some academic oversight provided by a professor. These will require advance planning and consultation with a professor.	<b>STUDENT PROJECT</b>
<b>CO-DRIVEN RESEARCH</b>	3 months to 5+ years	These projects can emerge when a community's needs coincide with a university researcher's academic interest in the topic. Partners often contribute to and benefit from the research.	<b>PARTNERSHIP</b>

## 3

# Consultation

Looking For Advice Or Direction

If you are looking for an expert opinion, then a one-time consultation with a professor or research team may be the right path for you.

University researchers are often happy to respond to community requests for consultation. **McMaster's Office of Community Engagement** can help you find the **McMaster** expert you're looking for. Just email [community@mcmaster.ca](mailto:community@mcmaster.ca) with the subject line: Request Consultation.

To make a request for consultation with a researcher, please provide the following information:

- a. The name of your organization
- b. The question or problem you'd like addressed
- c. How quickly you are hoping to find an answer

**PLEASE KEEP IN MIND**

The Office of Community Engagement will do its best to put you in touch with the researchers you need to speak to. McMaster may not always have the expertise you seek, but we will reply to all requests.

## 4

# Research Shop

## Surveying The Landscape

Sometimes, you just need to know what's out there. What is the best information on a particular problem or issue? What are other communities or organizations doing in response to similar situations? Who are the major players or competitors in the field? What are the most recent and promising innovations in Canada or internationally?

To answer these types of questions, the McMaster Research Shop can create rapid research reviews: short plain-language reports (10-20 pages) in response to your research question.\* Reports can include a review of academic publications, a survey of existing practices, and interviews with a small number of identified stakeholders or experts. They can include recommendations based on findings, if requested. Turn-around for these types of products is 6 to 10 weeks.

To make a request for a rapid research review, please email the Research Shop at [rshop@mcmaster.ca](mailto:rshop@mcmaster.ca). Or visit our website at <http://researchshop.mcmaster.ca>

### COMMUNITY PERSPECTIVE

*"For a small organization with a limited budget, the Research Shop is an extremely useful program. Typically organizations and non-profits do not have the time or money to conduct research with this academic rigour."*



### PLEASE KEEP IN MIND

Ability to respond to requests depends on the expertise and number of research shop consultants available.

\*Note: A separate unit, the Health Forum provides rapid reviews on health systems policy. <https://www.mcmasterhealthforum.org/stakeholders/rapid-response-program>

## 5

# Student Projects

Travelling Together, Learning Together

Some community-driven research projects can provide McMaster students with excellent learning opportunities.

Community-driven research projects teach students about the needs that exist in the community, while providing them with an opportunity to apply what they learn in the classroom to real-life experiences. Products may include: enhanced training programs, a film or music production, an archive or a data collection, an improved process, a policy brief.

Here are some different ways that student teams can conduct research with organizations outside the university.

**Academic placements** engage individuals or groups of students in unpaid community-based experiences that directly relate to a specific academic course. These placements are negotiated between the host organization and one of McMaster's Experiential Education offices or directly with the academic program.

Activities/projects may be completed by either individuals or groups of students. Placements normally occur in the fall or winter terms, beginning in either September or January. However, some programs run placements through the summer.

The Experiential Education offices or the departmental offices of McMaster can help develop opportunities and projects that are mutually beneficial in fulfilling the needs of the organization and the course objectives. See next page for contact information.

**Co-curricular learning placements** engage individual undergraduate students in work/learning experiences.

**Internships** engage individual undergraduate or graduate students in paid work for an organization. The work needs to relate directly to the student's field of study. Some internships can be paid, in part, by external funders. For Social Sciences internships, contact Keri Long [kerlong@mcmaster.ca](mailto:kerlong@mcmaster.ca).

Change **Camp Hamilton** is a participant-driven dialogue between the City of Hamilton, Mohawk College, Redeemer University College, McMaster University staff, faculty, and students, the Social Planning & Research Council of Hamilton, and a growing number of community partners. This event has been created to provide meaningful outcomes for all parties involved, with a particular focus on introducing students to the Hamilton community in order to foster new community campus partnerships. For more information about Change Camp Hamilton, please contact the Office of Community Engagement at [community@mcmaster.ca](mailto:community@mcmaster.ca).

# Student Projects (con't)

Travelling Together, Learning Together

Some questions to think about as you consider including students in your community-driven research project:

**1. Does your organization have the capacity to guide an individual student or a student team?**

While students will bring a set of interests, talents enthusiasm, and expertise, this is a learning experience for them in a fixed period of time. They will need training and/or mentoring to ensure that their activities result in value for your organization.

**2. How independent do you expect students to be and what types of knowledge or expertise do you expect them to have?**

## COMMUNITY PERSPECTIVE

*"I believe the most important thing is managing expectations [regarding students]: the work completed by doctoral students will be different from that of undergraduates."*

**3. Do you have the space, tools, and resources students will need in order to complete the activities?**

**4. Will the project require an application to be submitted to the Research Ethics Board?**

If the project involves interviews, surveys, or focus groups, it may need approval from our Research Ethics Board. This may or may not have been completed by the course instructor prior to the course beginning. Ask the course instructor or the Experiential Education officer if you're uncertain.

If you'd like to talk to someone about a possible student project you can email [community@mcmaster.ca](mailto:community@mcmaster.ca) or, please contact one of our Experiential Education Offices:

Social Sciences: Ruthanne Talbot [talbotr@mcmaster.ca](mailto:talbotr@mcmaster.ca)

Science: [scce@mcmaster.ca](mailto:scce@mcmaster.ca)

Health Sciences: Sarah Glen [Sarah.Glen@learnlink.mcmaster.ca](mailto:Sarah.Glen@learnlink.mcmaster.ca)

Experiential Education: Louise Gazzola, [gazzola@mcmaster.ca](mailto:gazzola@mcmaster.ca)

Humanities: Grace Pollock, [gpollock@mcmaster.ca](mailto:gpollock@mcmaster.ca)

Business: Greg Rombough [rombough@mcmaster.ca](mailto:rombough@mcmaster.ca)

Or, if you are interested in a student from a particular academic program, contact the department directly.

For an example of a research project conducted with and by students, see: <http://www.thesil.ca/field-course-explores-fishing-community>



## PLEASE KEEP IN MIND

The research project needs to fit with the course learning outcomes or a graduate student's program of study. Courses are typically 3 months long, but longer projects can sometimes be coordinated with the professor. Internships can be 4 months to a year.

## 6

## Partnerships

Sharing the Driver's Seat

Partnered research projects can emerge when a community's needs coincide with a professor's or doctoral student's academic interest in the topic. Before starting down this path, the first step is to talk, frankly and fully, about how the journey together will go.

Here are some questions that you can use as the basis for discussion with a university research team.

**1. What are the aims of each partner organization involved? Do they overlap enough to justify working together? Are the benefits clear?**

In a research partnership, all partners should expect to both contribute to and benefit from the research. Work toward clarifying how this research project suits your organization's or community's goals, and identify ways that the research could help you achieve those goals.

#### COMMUNITY PERSPECTIVE

*"In the beginning stages of partnership, it should be made clear what each group is able or not able to contribute. This helps prevent unreasonable requests or expectations."*

In Partnered Research, even before the project starts, expectations are documented in two forms:

- A Letter of Support from each partner organization will document what the organization will contribute to the partnership, and how the organization will benefit from the partnership. The letter is a result of negotiation and conversation with the academic research team. Questions should be covered before, or as part of, that process of negotiation.

8

- A Memorandum of Understanding (MOU) is developed to confirm that all participants share expectations about how the project will be managed and how decisions will be made. See sample MOU here: <http://community.mcmaster.ca>

**2. How will disagreements that arise be resolved? How will conflict be handled? Does one party have final decision-making authority?**

Decision-making in a partnered research project will be shared. Work with the university researcher to figure out and document what that will look like.

#### COMMUNITY PERSPECTIVE

*"We devoted a lot of time to discuss the research itself, going over details and getting input about representation, measurement, and process to keep it as "community-driven" as possible. We discussed primary documents and collaboratively drew up a Terms of Reference. We kept in contact about the project as we applied for grant funding, ensuring everyone reviewed and provided comment on all documents."*

#### COMMUNITY PERSPECTIVE

*"90% of the time, conflict is caused by miscommunication or misunderstanding; pre-empt this by establishing trust, transparency, role clarity, and respectful dialogue from the beginning. When conflict does emerge, listen to understand the emotion and the issues; often the former intensifies the latter."*

# Partnerships (con't)

## Sharing the Driver's Seat

### 3. How will the community be engaged in a way that's respectful and culturally appropriate?

You can ask these question of the researcher, or you can tell the researcher what you mean by respectful and culturally appropriate engagement. Make your expectations clear.

#### COMMUNITY PERSPECTIVE

*"The research motivation and agenda needs to be driven by the needs and desires identified by the communities... It is not enough for university researchers to simply arrive with a research plan in mind that they believe will benefit the community and hope that the community will get behind."*

#### COMMUNITY PERSPECTIVE

*"In our research project it was important for the researcher to build rapport with the community before conducting interviews. Our researcher spent a few weeks volunteering in the soup kitchen in order to be a familiar face before the research began."*

#### COMMUNITY PERSPECTIVE

*"Make sure that community recruitment for the research uses plain terms and speech."*

### 4. What research products will be of most use to you?

In partnered research, all partners need to be clear about how the research can be made useful to their organization or community. It is important for partners to work together on the development of multiple research products which are a direct result of the partnership.

#### COMMUNITY PERSPECTIVE

*"Organizations should ask for the research to be made available in a format that's helpful and beneficial to your organization or community. This could include, for example, a well-designed and easy to read report, a series of training sessions, a presentation, a play, a video, or a story."*

### 5. What are resources (human and financial) required for this project? Who will pay?

The time that members of your organization puts into the project can be significant, and it should also be considered a research project expense. Other common research project expenses include honoraria for research participants, AV equipment, supplies, rental of meeting space, hospitality for meetings. These expenses are sometimes covered by the funding agency, and sometimes by partner organizations. This can be negotiated.



# Partnerships (con't)

## Sharing the Driver's Seat

### 6. Timeline and Project Management

Partnered research projects are long-term projects, requiring long-term commitments. It can take months from the first meeting of the team to submission of a full application for funding. After funding is granted, a partnered research project itself will usually take a minimum of two years to complete.

**COMMUNITY PERSPECTIVE:** We had to build in flexibility and patience because different places work at different paces. No matter how many meetings we had, and how many brainstorming sessions we conducted, unanticipated events would happen - staffing changes, delays in getting approval, delays in connecting and responding, and other "realities" of day-to-day practice that increase with the number of participants involved.

Any research conducted by academic researchers involving human participants requires ethics review and approval to ensure the protection of those participants.

### 7. How will a partnered research project conclude?

Working closely and collaboratively means that it may, at times, be difficult for members to conclude the project. Effective and practiced reflection assists with the conclusion or adjournment phase and ensures the needs of all partners are met throughout the research journey and at its end.

If you'd like to talk to someone about a possible partnership, please contact any of our knowledge brokers:

Business: Pina Del Monte, [delmonp@mcmaster.ca](mailto:delmonp@mcmaster.ca)

Engineering: Sarah Anstett, [anstets@mcmaster.ca](mailto:anstets@mcmaster.ca)

Health Research Services: [hsresadm@mcmaster.ca](mailto:hsresadm@mcmaster.ca)

Humanities: Grace Pollock, [gpollock@mcmaster.ca](mailto:gpollock@mcmaster.ca)

Science: Seanna-Lin Brodie-Keys [brodies@mcmaster.ca](mailto:brodies@mcmaster.ca)

Social Sciences: Cynthia Belaskie, [belaski@mcmaster.ca](mailto:belaski@mcmaster.ca)

McMaster Industry Liaison Office: [milodsk@mcmaster.ca](mailto:milodsk@mcmaster.ca)

If you're not sure who from this list would be best to speak to, please email the Office of Community Engagement at [community@mcmaster.ca](mailto:community@mcmaster.ca) and we'll help you figure it out.

Here are just a few examples of partnered research:

Virtual Hamilton: <http://virtualhamilton.ca/>

The Impact of Digital Technology on First Nations Participation and Governance: <http://www.digitalimpactfn.com/>

Health in the Hubs: [http://nursing.mcmaster.ca/community\\_neighbourhood.html](http://nursing.mcmaster.ca/community_neighbourhood.html)

#### REMEMBER:

If you're signing on to be a research partner, you have the right to a research process that is ethical and mutually beneficial. Learn more at the McMaster Research Ethics Board: <https://reo.mcmaster.ca/>

## 7

## Tools for the Road Ahead

*The Office of Community Engagement oversees McMaster's community engagement strategy and can consult with you to help you determine which pathway is best for your needs.*

<http://community.mcmaster.ca>

**Sample Tools for Engaging Students in Research**

<http://gsfr.humanities.mcmaster.ca/community-engaged-learning-resources/>

**McMaster Research Ethics Board**

*is the primary body that reviews (non-health) projects by McMaster researchers involving humans*

<https://reo.mcmaster.ca>

**Hamilton Integrated Research Ethics Board (HIREB)**

*reviews health research projects by McMaster researchers involving humans*

<http://fhs.mcmaster.ca/healthresearch/hireb.html>

**Other resources:**

**Community-Based Research Canada**

<http://www.communitybasedresearch.ca>

**Community-Research Ethics Office (CREO)**

<http://www.communityresearchethics.com>

We hope that this toolkit provides you with the tools you need to take the journey together.

The next page provides contact information. If there is any way we can assist you on your journey, please be in touch.



# Acknowledgements

This guide was created by:

- **Working Group:** Andrea Cole (McMaster School of Graduate Studies), Ailsa Fullwood (McMaster Social Sciences), Cindy Sue Montana McCormack (Social Planning and Research Council of Hamilton), Sandy Preston (McMaster Social Sciences), Karen Szala-Meneok (McMaster Research Ethics Board)
- **Authors:** Steve Dykstra (Keith Neighbourhood), Ailsa Fullwood, Romita Sur (McMaster)
- **Community Perspectives:** Shar Cranston-Reimer (McMaster), Salomeh Mohajer (M.S.W., R.S.W.), Vanessa Parlette (Public Health Hamilton), Jocelyn Strutt (City of Hamilton) Serguei Tchertok (Grand & Toy), Judy Travis (Workforce Planning Hamilton), Ashley Ward (Mission Services), Dean Waterfield (Wesley Urban Ministries)

We gratefully acknowledge the encouragement, advice, and support we've received from the McMaster Research Office for Administration, Development, and Support (ROADS), McMaster Industry Liaison Office (MILO), the Network for Campus Community Partnerships, and the Social Sciences Community-Engaged Research Consultative Group, and the many McMaster faculty members and staff who provided insight and suggestions along the way.

The project is funded by McMaster University's Forward with Integrity and sponsored by the Faculty of Social Sciences.

## Contacts:

General Guidance and Information: [community@mcmaster.ca](mailto:community@mcmaster.ca)

Research Shop: [rshop@mcmaster.ca](mailto:rshop@mcmaster.ca)

## Student Projects:

Social Sciences: Ruthanne Talbot [talbot@mcmaster.ca](mailto:talbot@mcmaster.ca)

Science: [scce@mcmaster.ca](mailto:scce@mcmaster.ca)

Health Sciences: Sarah Glen [Sarah.Glen@learnlink.mcmaster.ca](mailto:Sarah.Glen@learnlink.mcmaster.ca)

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Humanities: Grace Pollock [gpollock@mcmaster.ca](mailto:gpollock@mcmaster.ca)

Business: Greg Rombough [rombough@mcmaster.ca](mailto:rombough@mcmaster.ca)

## Community-Engaged Research Partnerships:

Business: Pina Del Monte, [delmonp@mcmaster.ca](mailto:delmonp@mcmaster.ca)

Engineering: Sarah Anstett, [anstets@mcmaster.ca](mailto:anstets@mcmaster.ca)

Health Research Services: [hsresadm@mcmaster.ca](mailto:hsresadm@mcmaster.ca)

Humanities: Grace Pollock, [gpollock@mcmaster.ca](mailto:gpollock@mcmaster.ca)

Science: Seanna-Lin Brodie-Keys [brodies@mcmaster.ca](mailto:brodies@mcmaster.ca)

Social Sciences: Cynthia Belaskie, [belaski@mcmaster.ca](mailto:belaski@mcmaster.ca)

McMaster Industry Liaison Office: [milodsk@mcmaster.ca](mailto:milodsk@mcmaster.ca)





**WHAT DO YOU NEED?  
HERE'S A PATH  
TO GET YOU THERE**



**IF YOU'RE NOT SURE WHAT YOU'RE AFTER,  
JUST CONTACT THE OFFICE OF COMMUNITY ENGAGEMENT:**  
 Email: [COMMUNITY@MCMASTER.CA](mailto:COMMUNITY@MCMASTER.CA)  
 Phone: 905 525 9140 EXT 26279



Office of  
Community  
Engagement



Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES**

**Report 18-009**

**4:00 p.m.**

**Tuesday, September 11, 2018**

**Rooms 192 and 193, City Hall**

**71 Main Street West**

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**Present:** T. Nolan (Acting Chair)  
P. Cameron J. Cardno, P. Lynes, T. Manzuk, T. Murphy, A. Nicolls, K. Nolan, M. Sinclair, B. Semkow, T. Wallis

**Absent with regrets:** Councillor S. Merulla – City Business, P. Kilburn, A. Mallet, Staff Sergeant J. Savoie

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**THE ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES PRESENTS REPORT 18-009 AND RESPECTFULLY RECOMMENDS:**

**1. Accessibility Review of City Hall Outstanding Items (Item 5.1)**

WHEREAS, Members of the Built Environment Working Group of the Advisory Committee for Persons with Disabilities conducted an Accessibility Review in 2016;

WHEREAS, Staff responded to several of the items presented by the committee after the review; and

WHEREAS, there were a few outstanding items that Committee members identified as needing to be addressed

THEREFORE, BE IT RESOLVED THAT:

The following accessibility improvements be made at City Hall:

- (a) push locks in the accessible washrooms at City Hall. The current locking mechanism requires a person to have the strength and dexterity to physically turn the lock to ensure privacy. In addition, the door and locking mechanism are not in alignment with the bathroom wall requiring the individual to position themselves, reach and lean forward to secure the lock such that it places them in a precarious position and at risk of falling;
- (b) installation of a tactile (warning) strip at the top of the second-floor stairs at City Hall;
- (c) Inclusion of decals with a higher colour contrast on all glass doors at City Hall; and,
- (d) Reflective tape on the railing from Main Street into the City Hall Forecourt

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

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

- 1. ADDED DELEGATION REQUEST
  - 4.1 John LaBerge, respecting DARTS (for today's meeting)
- 2. ADDED STAFF PRESENTATION
  - 7.1 Housing Services Division Staff Update to the Advisory Committee for Persons with Disabilities (no copy) (Added Item 7.1)

### 3. ADDED GENERAL INFORMATION

11.3 Information respecting the Creating Accessible Public Spaces Workshop

11.4 Alternate Dates for the October 2018 meeting of the Advisory Committee for Persons with Disabilities (no copy)

The agenda for the September 11, 2018 meeting of Advisory Committee for Persons with Disabilities was approved, as amended.

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

There were no declarations of interest.

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

##### **(i) August 14, 2018**

The minutes of the August 14, 2018 meeting of the Advisory Committee for Persons with Disabilities were approved, as presented.

#### **(d) DELEGATION REQUEST (Item 4)**

##### **(i) John LaBerge, respecting DARTS (for today's meeting) (Added Item 4.1)**

The delegation from John LaBerge, respecting DARTS, was approved, for today's meeting.

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

##### **(i) Built Environment Working Group Update (Item 5.1)**

Committee members reviewed the Built Environment Working Group notes from February 2, 2016 which included an accessibility review of City Hall. After the review, staff responded to several of the items



presented by the committee however there were a few outstanding items that Committee members identified as needing to be addressed.

For disposition of this matter, refer to Item 1

**(ii) Housing Issues Working Group Meeting Notes – July 17, 2018 (Item 5.2)**

The Housing Issues Working Group Meeting Notes of July 17, 2018, were received.

**(iii) Outreach Working Group Update (Item 5.3)**

No report.

**(iv) Transportation Working Group Update (Item 5.4)**

No report.

**(v) Wheelchair and Scooter Safety Working Group Update (Item 5.5)**

No report.

**(f) DELEGATION (Item 6)**

- (i)** John LaBerge addressed the Committee respecting DARTS, with the aid of speaking notes. A copy of the speaking notes have been included in the official record, and is available at [www.hamilton.ca](http://www.hamilton.ca).

The delegation from John LaBerge, respecting DARTS, was received.

**(g) STAFF PRESENTATION (Item 7)****(i) Housing Services Division Staff Update to the Advisory Committee for Persons with Disabilities (Added Item 7.1)**

Kirsten Maxwell, Manager, Investment in Affordable Housing, and Greg Witt, Policy and Program Specialist, addressed the Committee with a response to the request from a delegation that appeared before the Emergency & Community Services (E&CS) Committee on January 22, 2018, where three questions/issues to Housing Services Division staff were put forward, requesting information on:

- People finding few or no accessible housing options upon discharge from a hospital or rehabilitation facility;
- Persons with disabilities coming to study in post-secondary schools having limited to no accessible housing options; and,
- Suggesting what accessible housing options could be expanded for persons with disabilities.

A report respecting these issues will be coming to a future Healthy and Safe Communities Committee meeting.

The Housing Services Division Staff Update to the Advisory Committee for Persons with Disabilities, was received.

**(h) GENERAL INFORMATION/OTHER BUSINESS (Item 11)****(i) Accessibility Complaints to the City of Hamilton Update (Item 11.1)**

No update.

**(iii) Accessibility for Ontarians with Disabilities Act (AODA) Update (Item 11.2)**

No update.

**(iv) Information respecting the Creating Accessible Public Spaces Workshop (Added Item 11.3)**

The information respecting the Creating Accessible Public Spaces Workshop, was received.

**(v) Alternate Dates for the October 2018 meeting of the Advisory Committee for Persons with Disabilities (no copy) (Added Item 11.4)**

The Advisory Committee for Persons with Disabilities will meet on Friday, October 19, at 4:00 p.m., in Rooms 192 and 193.

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

There being no further business, the Advisory Committee for Persons with Disabilities adjourned at 6:10 p.m.

Respectfully submitted,

T. Nolan, Acting Chair  
Advisory Committee for Persons  
with Disabilities

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk



# Hamilton

## **BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE**

### **REPORT 18-009**

**8:00 a.m.**

**Tuesday, November 13, 2018**

**Room 264**

**Hamilton City Hall**

**71 Main Street West**

- Present:**
- Tony Greco – Locke Street BIA (Acting Vice-Chair)
  - Kerry Jarvi – Downtown Hamilton BIA
  - Susie Braithwaite – International Village BIA
  - Susan Pennie – Waterdown BIA
  - Cristina Geissler – Concession Street BIA
  - Jennifer Mattern – Ancaster BIA
  - Maggie Burns – Ottawa Street BIA
  - Rachel Braithwaite – Barton Village BIA
  - Lisa Anderson – Dundas BIA
  - Bender Chug – Main West Esplanade BIA
  - Tracy MacKinnon – Westdale Village BIA and Stoney Creek BIA
- Absent:**
- Anne Marie Bergen – King West BIA
  - Councillor Matthew Green (Chair)

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## **THE BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE PRESENTS REPORT 18-009 AND RESPECTFULLY RECOMMENDS:**

1. **Ancaster Business Improvement Area Expenditure Request for Banner Maintenance and Installation, Spring and Summer Flowers, Promotion of the Ancaster BIA and Special Events, and the Removal and Storage of Banners (Item 11.1)**
  - (a) That the expenditure request from the Ancaster Business Improvement Area, in the amount of \$5,909.23 for banner maintenance and installation, and Spring and Summer flowers, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,
  - (b) That the expenditure request from the Ancaster Business Improvement Area, in the amount of \$6,012.81 for promotion of the Ancaster BIA and special events (Pumpkin Stroll and Canada Day 2019), and the removal and storage of banners, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**2. Waterdown Business Improvement Area Expenditure Request for 49 Hanging Flower Baskets (Item 11.2)**

That the expenditure request from the Waterdown Business Improvement Area, in the amount of \$5,374.53 for 49 hanging flower baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**3. King Street West Business Improvement Area Expenditure Request for Holiday Hanging Baskets, Cleaning and Maintenance for Public Road Allowance, and Banners (Item 11.3)**

(a) That the expenditure request from the King Street West Business Improvement Area, in the amount of \$1,438.25 for Holiday Hanging Baskets, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,

(b) That the expenditure requests, from the King Street West Business Improvement Area, in the amount of \$4,140.27 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved:

(i) \$2,000.00 Cleaning and Maintenance for Public Road Allowance;

(ii) \$1,000.00 Banners; and,

(iii) \$1,140.27 Holiday Hanging Baskets.

**4. Concession Street Business Improvement Area Expenditure Request for Murals for Concession Street (Item 11.4)**

That the expenditure request from the Concession Street Business Improvement Area, in the amount of \$8,172.42 for murals for Concession Street, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**5. Locke Street Business Improvement Area Expenditure Request for Banner Removal and Relocation, Purchase of Christmas Banners, Christmas Street Decorations, and Summer Flower Baskets (Item 11.5)**

(a) That the expenditure request from the Locke Street Business Improvement Area, in the amount of \$2,946.74 for banner removal and relocation, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,

(b) That the expenditure requests, from the Locke Street Business Improvement Area, in the amount of \$11,839.96 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved:

- (i) \$8,475.00 Purchase and Install of Christmas Banners;
- (ii) \$1,800.00 Christmas Street Decorations (trees and garland); and,
- (iii) \$1,564.96 Summer Flower Baskets.

**6. Barton Village Business Improvement Area Expenditure Request for Banner Installation, Beautification Assistant, Planters, and Office Equipment (Item 11.6)**

That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$6,369.87 for the following projects, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved:

- (i) \$126.04 Banner Installation;
- (ii) \$1,173.34 Beautification Assistant;
- (iii) \$2,530.31 Planters; and,
- (iv) \$2,540.18 Office Equipment.

**7. Ottawa Street Business Improvement Area Expenditure Request for Commercial Production, Sew Hungry Events Programs, Hanging Baskets and Maintenance, Holiday Decorative Swags, and Street Maintenance (Item 11.7)**

(a) That the expenditure request from the Ottawa Street Business Improvement Area, in the amount of \$13,664.61 for the following projects, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved:

- (i) \$4,997.61 Fall/Winter Hanging Baskets;
- (ii) \$502.48 Hanging Basket Maintenance;
- (iii) \$2,210.00 Holiday Decorative Swags; and,
- (iv) \$5,954.52 Street Maintenance; and,

(b) That the expenditure requests, from the Ottawa Street Business Improvement Area, in the amount of \$19,427.07 for the following projects, to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved:

- (i) \$3,200.00 Commercial Production;
- (ii) \$5,087.59 Sew Hungry Event Programs; and,
- (iii) \$11,139.48 Spring/Summer Hanging Baskets.

**8. Main West Esplanade Business Improvement Area Expenditure Request for Street Cleaning and Flowers (Item 11.8)**

That the expenditure request from the Main West Esplanade Business Improvement Area, in the amount of \$761.02 for street cleaning and flowers, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved.

**9. Barton Village Business Improvement Area Expenditure Request for Banner Installation, Beautification Assistant, Planters, and Office Equipment (Item 11.9)**

That the expenditure request from the Stoney Creek Business Improvement Area, in the amount of \$5,659.24 for the following projects, to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905):

- (i) \$1,740.20 Satellite Gardens; and
- (ii) \$3,919.04 Event Expenses - Pumpkin Fest & Strawberry Folk Fest; be approved.

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

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

The agenda for the November 13, 2018 Business Improvement Area Advisory Committee meeting was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**

**(i) September 11, 2018 (Item 4.1)**

The September 11, 2018 Minutes of the Business Improvement Area Advisory Committee were approved, as presented.

**(d) STAFF PRESENTATIONS (Item 9)**

**(i) Cannabis Dispensaries (Item 9.1)**

Ken Leenderste, Director of Licensing & By-Law Services, addressed the Committee respecting Cannabis Dispensaries.

The staff presentation from Ken Leenderste respecting Cannabis Dispensaries, was received.

**(ii) Impacts of Cannabis Legislation (Item 9.2)**

Kevin McDonald, Director of Public Health Services – Healthy Environments, addressed the Committee respecting the impacts of cannabis legislation, with the aid of a handout. This handout has been added to the official record.

The staff presentation from Kevin McDonald respecting the Impacts of Cannabis Legislation, was received.

A copy of the handout is available on the City's website or through the Office of the City Clerk.

**(iii) Pedestrian Kiosk Update (Item 9.3)**

Meredith Plant and Karol Murillo, from Planning and Economic Development, provided an update to the Committee on Pedestrian Kiosks, with the aid of a handout and preliminary application form. The handout and application form have been added to the official record.

The staff update from Meredith Plant and Karol Murillo respecting Pedestrian Kiosks, was received.

A copy of the handout and application form are available on the City's website or through the Office of the City Clerk.



**(e) GENERAL INFORMATION/OTHER BUSINESS (Item 13)**

**(i) Update from Julia Davis, Business Development & BIA Officer (Item 13.1)**

Julia Davis thanked everyone for submitting their requests for expenditures.

Julia provided an update on the Digital Main Street and Digital Services Squad Grant Program. These programs will be offering two types of grants to help small main street businesses across Ontario strengthen their digital and online capabilities. Staff will be in attendance at the next meeting to provide more details.

The Chamber of Commerce Outstanding Business Achievement Awards and Business Improvement Area Awards of Property Excellence will be March 26, 2019, and Julia reminded Committee members to submit their nominations.

Julia thanked the BIA members that have had her attend their Annual General Meetings (AGM). The BIA's that have already had their AGMs will have their budget requests and Board appointments submitted to the December 2018 General Issues Committee for consideration. The remainder of the BIA's whose AGM's are upcoming will have their budget requests and Board appointments submitted to the January 2019 General Issues Committee.

Julia has requested that the BIA members be added to the distribution list for the Committee of Adjustment. BIA members can review the agenda and attend to provide comment where applicable.

Julia advised Committee that the deadline to submit receipts for the Christmas Grant Program is January 7, 2019 and there is up to \$1000 available. Additionally, more information on the Main Street Grant Program will be sent out today.

Julia requested that BIA members send her information on any graffiti that business owners are finding. She would like to ensure that statistics are being kept to accurately reflect what is happening.

The verbal update from Julia Davis, Business Development & BIA Officer, was received.

**(ii) Statements by Members (Item 13.2)**

BIA Members used this opportunity to discuss matters of general interest.

**(f) ADJOURNMENT (Item 15)**

There being no further business, the Business Improvement Area Advisory Committee adjourned at 9:47 a.m.

Respectfully submitted,

Tracy MacKinnon, Acting Vice-Chair  
Business Improvement Area  
Advisory Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Westdale Village Business Improvement Area (BIA) Proposed 2019 Budget and Schedule of Payment (PED18245) (Ward 1)
<b>WARD(S) AFFECTED:</b>	Ward 1
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 Operating Budget for the Westdale Village Business Improvement Area, attached as Appendix "A" to Report PED18245, in the amount of \$125 K be approved;
- (b) That the levy portion of the Operating Budget for the Westdale Village Business Improvement Area in the amount of \$125 K be approved;
- (c) That the General Manager of Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2019 Budget as referenced in Recommendation (b) of Report PED18239;
- (d) That the following schedule of payments for 2019 be approved:

January	\$62,500
June	\$62,500

Note: Assessment appeals may be deducted from the levy payments.

### EXECUTIVE SUMMARY

This Report deals with the approval of the 2019 Budget and Schedule of Payments for the Westdale Village Business Improvement Area (BIA).

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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: Westdale Village Business Improvement Area (BIA) Proposed 2019 Budget and Schedule of Payment (PED18245) (Ward 1) - Page 2 of 3**

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$125 K is completely levied by the BIA through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Wednesday November 7, 2018, the Westdale Village BIA Board of Management presented its proposed Budget for 2019.

The process followed to adopt the Westdale Village BIA's Budget was in accordance with *The Municipal Act, 2001*, and the BIA's Procedure By-law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Economic Prosperity and Growth**

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

---

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**SUBJECT: Westdale Village Business Improvement Area (BIA) Proposed 2019  
Budget and Schedule of Payment (PED18245) (Ward 1) - Page 3 of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"—Westdale Village Business Improvement Area (BIA) Proposed 2019 Operating Budget.

Appendix "A" to Report PED18245  
Page 1 of 1

**WESTDALE VILLAGE  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2019 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$125,000
<b>Total Revenues</b>	<b>\$125,000</b>
<b>Expenses</b>	
Staffing	\$33,000
Special Events	\$34,000
Marketing	\$33,000
Office Expenses	\$1,000
Beautification	\$18,000
Casual Labour	\$2,000
Contingency	\$4,000
<b>Total Expenses</b>	<b>\$125,000</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payment for 2019 (PED18237) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 Operating Budget for the International Village Business Improvement Area, attached as Appendix "A" to Report PED18237, in the amount of \$155,400 be approved;
- (b) That the levy portion of the Operating Budget for the International Village Business Improvement Area in the amount of \$155,400 be approved;
- (c) That the General Manager of Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to levy the 2019 Budget as referenced in Recommendation (b) of Report PED18237;
- (d) That the following schedule of payments for 2019 be approved:

January	\$77,700
June	\$77,700

Note: Assessment appeals may be deducted from the levy payments.

### EXECUTIVE SUMMARY

This Report deals with the approval of the 2019 Budget and Schedule of Payments for the International Village Business Improvement Area (BIA).

*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: International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payment for 2019 (PED18237) (Ward 2) - Page 2 of 3**

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$155,400 is completely levied by the BIA through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Staffing: There are no staffing implications.

Legal: The *Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday October 23, 2018, the International Village BIA Board of Management presented its proposed Budget for 2019.

The process followed to adopt the International Village BIA's Budget was in accordance with The *Municipal Act, 2001*, and the BIA's Procedure By-law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The *Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Economic Prosperity and Growth**

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**SUBJECT: International Village Business Improvement Area (BIA) Proposed  
Budget and Schedule of Payment for 2019 (PED18237) (Ward 2) -  
Page 3 of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"—International Village Business Improvement Area (BIA) Proposed 2019 Operating Budget.

JD:dt

## Appendix "A" to Report PED18237

Page 1 of 1

**INTERNATIONAL VILLAGE  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2019 OPERATING BUDGET**

<b>Revenues</b>	
BIA Levy	\$155,400
Reserve Monies	\$20,000
<b>Total Revenue</b>	<b>\$175,400</b>
<b>Expenses</b>	
Rent	\$12,300
Telephone/Fax/Internet/Website	\$4,000
Office Supplies <small>(cleaning supplies, postage, paper, toner, general office, etc.)</small>	\$2,500
Equipment Repairs and Purchases <small>(equipment maintenance, computer upgrades/repairs, photocopier)</small>	\$1,000
Bank Charges, Book-keeper, Audit Fees	\$3,500
Insurance	\$3,900
Administrative Services <small>(wages, benefits, source deductions)</small>	\$63,755
Member Contact and Events <small>(printing, networking events, Chamber of Commerce membership, OBIAA Conference, event supplies)</small>	\$6,000
Board Expense, Travel and Promotion <small>(board gifts, gifts, flowers, parking, mileage)</small>	\$2,000
Advertising	\$67,945
Beautification and Maintenance <small>(graffiti removal/summer staff/garbage)</small>	\$3,500
Contingency <small>(reassessed properties that affect levy)</small>	\$5,000
<b>Total Expenses</b>	<b>\$175,400</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	King Street West Business Improvement Area (BIA) Proposed Budget and Schedule of Payment for 2019 (PED18239) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 Operating Budget for the King Street West Business Improvement Area, attached as Appendix "A" to Report PED18239, in the amount of \$5,378 be approved;
- (b) That the levy portion of the Operating Budget for the King Street West Business Improvement Area in the amount of \$5,378 be approved;
- (c) That the General Manager of Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2019 Budget as referenced in Recommendation (b) of Report PED18239;
- (d) That the following schedule of payments for 2019 be approved:

January	\$2,689
June	\$2,689

Note: Assessment appeals may be deducted from the levy payments.

### EXECUTIVE SUMMARY

This Report deals with the approval of the 2019 Budget and Schedule of Payments for the King Street West Business Improvement Area (BIA).

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

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

**SUBJECT: King Street West Business Improvement Area (BIA) Proposed Budget and Schedule of Payment for 2019 (PED18239) (Ward 2) - Page 2 of 3**

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$5,378 is completely levied by the BIA through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Wednesday October 24, 2018, the King Street West BIA Board of Management presented its proposed Budget for 2019.

The process followed to adopt the King Street West BIA's Budget was in accordance with *The Municipal Act, 2001*, and the BIA's Procedure By-law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Economic Prosperity and Growth**

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

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**SUBJECT: King Street West Business Improvement Area (BIA) Proposed  
Budget and Schedule of Payment for 2019 (PED18239) (Ward 2) -  
Page 3 of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"—King Street West Business Improvement Area (BIA) Proposed 2019 Operating Budget.

JD:dt

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**KING STREET WEST  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2019 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$5,378
Reserves From Bank Account	\$9,297
Operating Budget Program	\$1,400
<b>Total Revenues</b>	<b>\$16,075</b>
<b>Expenses</b>	
Insurance	\$2,500
Office	\$500
Audit	\$350
Meeting Expenses	\$1,500
AGM Expenses	\$400
OBIAA Membership	\$225
OBIAA Conference	\$1,000
Beautification/Graffiti Removal	\$2,500
Holiday Décor	\$2,900
Marketing	\$2,000
BIA Branding	\$2,000
Miscellaneous	\$200
<b>Total Expenses</b>	<b>\$16,075</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Barton Village Business Improvement Area (BIA) Proposed 2019 Budget and Schedule of Payment (PED18243) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 Operating Budget for the International Village Business Improvement Area, attached as Appendix "A" to Report PED18243, in the amount of \$65,586 be approved;
- (b) That the levy portion of the Operating Budget for the International Village Business Improvement Area in the amount of \$65,586 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2019 Budget as referenced in Recommendation (b) of Report PED18243;
- (d) That the following schedule of payments for 2019 be approved:

January	\$32,793
June	\$32,793

Note: Assessment appeals may be deducted from the levy payments.

### EXECUTIVE SUMMARY

This Report deals with the approval of the 2019 Budget and Schedule of Payments for the Barton Village Business Improvement Area (BIA).

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**SUBJECT: Barton Village Business Improvement Area (BIA) Proposed 2019  
Budget and Schedule of Payment (PED18243) (Ward 3) - Page 2 of 3**

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$65,586 is completely levied by the BIA through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Staffing: There are no staffing implications.

Legal: The *Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday October 30, 2018, the Barton Village BIA Board of Management presented its proposed Budget for 2019.

The process followed to adopt the Barton Village BIA's Budget was in accordance with The *Municipal Act, 2001*, and the BIA's Procedure By-law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The *Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Economic Prosperity and Growth**

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**SUBJECT: Barton Village Business Improvement Area (BIA) Proposed 2019  
Budget and Schedule of Payment (PED18243) (Ward 3) - Page 3 of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"—Barton Village Business Improvement Area (BIA) Proposed 2019 Operating Budget.

JD:dt

## Appendix "A" to Report PED18243

Page 1 of 1

**BARTON VILLAGE  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2019 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$65,586
Grants and Sponsorships	\$53,570
HST Rebate	\$4,500
<b>Total Revenues</b>	<b>\$123,656</b>
<b>Expenses</b>	
<b><i>Marketing and Advertising</i></b>	
Banners	\$5,056
<b><i>Festival and Events</i></b>	
Barton Village Festival	\$31,000
Recurring Events	\$1,000
<b><i>Meetings and Business Development</i></b>	
Annual General Meeting	\$1,500
BIA Meetings	\$600
Property of Excellence Awards	\$450
<b><i>Beautification</i></b>	
Flower Planters (plants and water service) Lights, Boulevard	\$4,000
Christmas Planters	\$1,700
Street Maintenance	\$5,000
<b><i>Insurance</i></b>	
General Insurance and Officers and Directors Liability	\$2,500
<b><i>Membership</i></b>	
Ontario BIA Membership	\$250
<b><i>Co-ordination</i></b>	
Accountant	\$1,200
Canada Summer Jobs	\$8,700
Executive Director	\$39,000
Office Rent	\$12,200
Telephone/Internet	\$1,730
Office and BIA Supplies	\$4,500
Website Management	\$150
Financial Audit	\$500
Bank Charges	\$120
Levy Reconciliations (due to write offs)	\$1,000
Contingency	\$1,500
<b>Total Expenses</b>	<b>\$123,656</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
*Economic Development Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Downtown Dundas Business Improvement Area (BIA) Proposed 2019 Budget and Schedule of Payment (PED18242) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Glen Norton Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 Operating Budget for the Downtown Dundas Business Improvement Area, attached as Appendix "A" to Report PED18242, in the amount of \$162,250 be approved;
- (b) That the levy portion of the Operating Budget for the Downtown Dundas Business Improvement Area in the amount of \$162,250 be approved;
- (c) That the General Manager of Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2019 Budget as referenced in Recommendation (b) of Report PED18242;
- (d) That the following schedule of payments for 2019 be approved:

January	\$81,125
June	\$81,125

Note: Assessment appeals may be deducted from the levy payments.

### EXECUTIVE SUMMARY

This Report deals with the approval of the 2019 Budget and Schedule of Payments for the Downtown Dundas Business Improvement Area (BIA).

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**SUBJECT: Downtown Dundas Business Improvement Area (BIA) Proposed 2019 Budget and Schedule of Payment (PED18242) (Ward 13) - Page 2 of 3**

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$162,250 is completely levied by the BIA through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Staffing: There are no staffing implications.

Legal: *The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday October 30, 2018, the Downtown Dundas BIA Board of Management presented its proposed Budget for 2019.

The process followed to adopt the Downtown Dundas BIA's Budget was in accordance with *The Municipal Act, 2001*, and the BIA's Procedure By-law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

*The Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of BIAs.

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

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

**Economic Prosperity and Growth**

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**SUBJECT: Downtown Dundas Business Improvement Area (BIA) Proposed 2019  
Budget and Schedule of Payment (PED18242) (Ward 13) - Page 3 of 3**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"—Downtown Dundas Business Improvement Area (BIA) Proposed 2019 Operating Budget.

JD:dt

**DOWNTOWN DUNDAS  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2019 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$162,250
<b>Earned Interest and Miscellaneous</b>	\$300
<b>HST Recovery</b>	\$15,000
<b>Other Income [note 1]</b>	\$35,250
<b>Event Grants</b>	\$14,000
<b>Total Revenues</b>	<b>\$226,800</b>
<b>Expenses</b>	
<b><i>Advertising and Events</i></b>	
General Advertising	\$13,371
Easter	\$6,500
Cactus Parade	\$1,000
Scarecrow Saturday	\$5,100
Christmas	\$47,000
Buskerfest	\$25,000
Additional Events or Enhance Activities at Existing Events	\$6,800
<b><i>Beautification</i></b>	<b>\$26,479</b>
<b><i>Economic Development</i></b>	<b>\$3,000</b>
<b><i>Administration</i></b>	
Rent and Taxes	\$19,000
Office Expenses and Supplies	\$7,100
Member Services	\$2,100
Insurance	\$3,850
Staff/Benefits	\$55,000
Assessment Appeals	\$2,000
Audit and Book-keeping	\$3,500
<b>Total Expenses</b>	<b>\$226,800</b>

1. Other income is acquired from several grants and filming donations received during the year. In the events grants are not available, the Dundas BIA has reserve funds which have been put aside by the board.



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Arts Advisory Commission 2019 Budget Submission (PED18235) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Ken Coit (905) 546-2424 Ext. 6281
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the Arts Advisory Commission 2019 base budget submission, attached as Appendix 'A' to Report PED18235, in the amount of \$9,000, be approved and referred to the 2019 budget process for consideration.

### EXECUTIVE SUMMARY

The 2019 budget request will enable the Arts Advisory Commission (AAC) to fulfil its mandate and is consistent with the previous years' budget requests.

### *Alternatives for Consideration – Not Applicable*

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

**Financial:** For 2019, the AAC has requested a base budget of \$9,000. The 2018 base budget was \$9,000.

**Staffing:** N/A

**Legal:** N/A

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**SUBJECT: Arts Advisory Commission 2019 Budget Submission (PED18235) (City Wide) - Page 2 of 3**

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**HISTORICAL BACKGROUND**

The Arts Advisory Commission has the following mandate:

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

The primary focus of the Arts Advisory Commission over the last three years has been community outreach as outlined in the Big Picture 2017 Art Forum event and report.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

In preparation of Report PED18235, Tourism and Culture Division staff consulted with the Arts Advisory Commission, which approved the 2019 Budget Submission, attached as Appendix A to Report PED18235, at its July 24, 2018 meeting.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

In 2019 the Arts Advisory Commission (AAC) will be undertaking a number of initiatives, identified in the Big Picture 2017 arts community consultation report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

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

**ALTERNATIVES FOR CONSIDERATION**

N/A

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

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**SUBJECT: Arts Advisory Commission 2019 Budget Submission (PED18235) (City Wide) - Page 3 of 3**

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

**Economic Prosperity and Growth**

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

**Healthy and Safe Communities**

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

**Culture and Diversity**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix 'A' to Report PED18235 – 2019 Arts Advisory Commission Budget Submission

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# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ARTS ADVISORY COMMISSION**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

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

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

In 2019 the Arts Advisory Commission (AAC) will be undertaking a number of initiatives, identified in the Big Picture 2017 arts community consultation report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

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

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Refreshments for Committee Meetings (6 regular AAC meetings and Sub Committee meetings)	\$1,000
Off-site Meetings	\$ 200
Refreshments for Training Sessions and Sub-Committees	\$ 500
Binders, office supplies, printing, etc.	\$ 500
Printing costs for reports, etc.	\$ 100
<b>SUB TOTAL</b>	<b>\$2300</b>

**SPECIAL EVENT/PROJECT COSTS:**

Arts community support and outreach events	\$6700
<b>SUB TOTAL</b>	<b>\$9000</b>

<b>TOTAL COSTS</b>	<b>\$9000</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)</b>	<b>\$0</b>
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TOTAL 2019 BUDGET REQUEST (net of reserve funding)	\$9,000
PREVIOUS YEAR (2018) APPROVED BUDGET (2019 Request \$9,000)	\$9,000

**CERTIFICATION:**

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

**Representative's Name:** Kyle Andrew Skinner

**Signature:** 

**Date:** Oct 25th/2018

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



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Hosting Grey Cup – November 2020 or 2021 (PED18234) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Carrie Brooks-Joiner (905)546-2424 Ext. 4132
<b>SUBMITTED BY:</b>	Anna M. Bradford Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

That staff be directed to prepare a Business Case for Council's consideration that outlines the anticipated City requirements for assisting the Hamilton Tiger Cats Football Club in its hosting of either the 2020 or 2021 Grey Cup to include, if any: financial contribution, staffing requirements, City provided services and programming; with a report to the General Issues Committee Q1 2019.

### EXECUTIVE SUMMARY

The Hamilton Tiger Cats Football Club has expressed an interest in pursuing hosting of the November 2020 or 2021 Grey Cup at Tim Hortons Field. Only a Canadian Football League (CFL) Team has authority to make a bid to the CFL and, if successful, becomes the rights holder of the event. It is expected that the Hamilton Tiger Cats Football Club will approach the City of Hamilton to support the bid and partner in the planning and delivery of an upcoming Grey Cup event.

A municipality typically partners with the local CFL team in meeting the hosting requirements. Municipal contributions in previous Grey Cups have included, but are not limited to: direct financial investment; infrastructure improvements; provision of city services; fan and community program event planning and delivery; marketing and promotion support.

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

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**SUBJECT: Hosting Grey Cup 2020 or 2021 (PED18234) (City Wide) - Page 2 of 4**

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS****Financial:** N/A**Staffing:** N/A**Legal:** N/A**HISTORICAL BACKGROUND**

The last time the Hamilton Tiger Cats hosted the Grey Cup in Hamilton was in November 1996.

The Grey Cup is the CFL's championship and highest profile game and is Canada's largest annual single-day sporting event. Over the years the Grey Cup has become a week-long event and in addition to the championship game, typically includes: Festival Kick-off, multi-day public Fan/Family Experience, a Grey Cup Concert Series, a CFL Alumni Legends Luncheon, a Grey Cup Street Festival, and a Grey Cup Gala Dinner.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Securing this event for the city of Hamilton is in alignment with the Council approved Tourism Strategy, the Economic Development Action Plan, the Cultural Plan, and the Music Strategy. Support of this hosting opportunity aligns with the stretch target "to attract five major events that generate a total combined economic impact of at least \$50M" in the Council approved Economic Development Action Plan 2016-2020.

The 20-year License Agreement between the City of Hamilton and the Hamilton Tiger Cats Football Club (Section 19.18) indicates that the Club will make commercially reasonable efforts to bid on the rights to host two (2) Grey Cups during the first ten (10) years of the License Agreement.

**RELEVANT CONSULTATION**

CEO, Hamilton Tiger-Cats Football Club

President and COO, Business Operations, Hamilton Tiger-Cats Football Club

Senior Director, Stadium Events, Operations and Guest Experience, Hamilton Tiger Cat Football Club

Director, Tourism and Culture, Planning and Economic Development Department

Director, Energy, Fleet and Facilities Management Division, Public Works Department

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**SUBJECT: Hosting Grey Cup 2020 or 2021 (PED18234) (City Wide) - Page 3 of 4**

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Director, Economic Development, Planning and Economic Development Department

Manager, Facilities Planning and Business Support, Public Works Department

Manager, Sports & Entertainment Facilities, Public Works Department

Business Development Consultant, Tourism Sales, Tourism and Culture Division

Tourism Product Development Specialist, Sport Tourism, Tourism and Culture Division

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Preparation of this business case is in alignment with Tourism Hamilton's mandate to attract meetings, conventions, and sport event business to the city. The Grey Cup premier sporting event is a powerful national showcase, and hosting will enhance community pride, build on a strong audience base and support Hamilton's football legacy.

General benefits of hosting the Grey Cup, Canada's largest single-day sporting event include:

- Increase in tourism visitation and generation of millions of dollars in economic impact.
- Positive national and international television exposure for the city.
- Demonstration of the vibrancy of the City of Hamilton's tourism and cultural industries.
- Showcase our premier stadium to support additional business attraction.

The CFL estimates an economic impact to the host community between \$80 M to \$120 M for the host city and province. The 2016 event in Winnipeg injected \$80 M in economic impact for both the city and Manitoba. The 2017 Grey Cup, held in Ottawa to commemorate Canada's 150<sup>th</sup> Birthday, is recording approximately \$100 M into the city and the province.

Edmonton, Alberta will be hosting the 106<sup>th</sup> Grey Cup November 25, 2018. Calgary secured the rights to host the 107<sup>th</sup> Grey Cup November 24, 2019. Regina, Saskatchewan has expressed its' interest in hosting the 108<sup>th</sup> Grey Cup November 29, 2020. This will coincide with the Saskatchewan Roughriders 110<sup>th</sup> Anniversary of the Football Club.

**ALTERNATIVES FOR CONSIDERATION**

N/A

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**SUBJECT: Hosting Grey Cup 2020 or 2021 (PED18234) (City Wide) - Page 4 of 4**

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

**Community Engagement & Participation**

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

**Economic Prosperity and Growth**

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

**Culture and Diversity**

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

**APPENDICES AND SCHEDULES ATTACHED**

N/A

CBJ:ro



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Tax Supported User Fees (FCS18094) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Kayla Petrovsky (905) 546-2424 Ext. 1335
<b>SUBMITTED BY:</b>	Cindy Mercanti Director, Customer Service and POA Acting Director, Financial Planning and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2019 User Fees contained in Appendix “A” to Report FCS18094 “2019 Tax Supported User Fees” be approved and implemented;
- (b) That the City Solicitor and Corporate Counsel be authorized and directed to prepare all necessary by-laws, for Council approval, for the purposes of establishing the user fees contained within Report FCS18094.

### EXECUTIVE SUMMARY

Similar to prior years, the 2019 Tax Supported User Fees are being considered in advance of the main budget deliberations. This allows for a more predictable revenue flow for programs and better communications to program users (customers). For the most part, the enclosed proposed user fees will be effective January 1, 2019. Some fees, however, (e.g., Transit, Recreation program fees, User Group Ice Rates, Macassa day program fee), are effective sometime later in 2019.

Appendix “A” to Report FCS18094 identifies most of the City’s tax supported user fees (including proposed new fees) with the following exceptions:

**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 2 of 7**

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- Building Permit Fees: going forward with a separate report to the Planning Committee meeting in February 2019;
- Planning and Growth Management Fees: already have approval through By-law 12-282 “Tariff of Fees” to increase annually by inflation;
- Hamilton Farmers’ Market Fees: to be approved by the Board in Q4 2018.

At the end of the budget process, all approved fees, whether through Report FCS18094 or separate reports, will be consolidated into one 2019 user fee by-law.

In July 2018, the Senior Leadership Team (SLT) provided an internal guideline for user fee increases of 2.0%. As identified in Appendix “A” to Report FCS18094, most user fees are generally increasing by the 2.0% internal guideline, there are however, some exceptions which include:

- Provincially mandated fees.
- Certain user fees are being recommended to remain unchanged, due to a pending review or market / cost analysis indicating that the current fee is appropriate and an increase is not warranted.
- Conversely, some requested fee increases may exceed the guideline if costs to provide the service are increasing in excess of the guideline, or to ensure full cost recovery.
- In some circumstances, it is desirable to round the total fee (including tax) to provide for added customer convenience and more efficient cash handling procedures. In these circumstances, depending on the rounding, increases to some user fees may be slightly higher or lower than the Council approved guideline.

User fee increases which deviate from this guideline have a corresponding explanation under “Basis for Fee Increase” in Appendix “A” to Report FCS18094. This Report also identifies any new fees which are being proposed. Details on these new fees are included in the “Analysis / Rationale for Recommendation” section of Report FCS18094.

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

Financial: Approval of the user fees is an integral part of the annual budget process. Revenue estimates for the 2019 budget are based on the fees contained within Report FCS18094. This represents approximately \$2.2 million in additional revenues when compared to 2018 (including transit, ice and golf).

Staffing: N/A

Legal: N/A

**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 3 of 7**

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**HISTORICAL BACKGROUND**

Each year, the City sets its user fees at the start of the budget process. For the most part, these user fees have been effective January 1. Some fees, however, (e.g., Transit, Recreation program fees, User Group Ice Rates, Macassa day program fee) are effective later in 2019. The annual user fee by-law is then passed by Council at the completion of the budget process.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

The user fees contained in Appendix “A” to Report FCS18094 were submitted by the program departments.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

As identified, Appendix “A” to Report FCS18094 provides a listing of the majority of the City’s tax supported user fees. Due to timing of this Report, some user fees go forward with a separate report to their respective committees. User fees within each department are increasing by SLT’s approved guideline, with some deviation as a result of rounding and the below exceptions.

**Planning and Economic Development**

(Pages 1 - 27 of Appendix “A” to Report FCS18094)

***Provincially Mandated***

- Certain Parking Fees are either set by the Province or have been set as per registered agreements are proposed to remain unchanged (page 19).
- Tourism Fees (page 20)
  - Oriented Directional Signs (TODS) and signs under the LOGO sign program are proposed to remain unchanged, as these fees are provincially mandated.
- Lottery License Fees (with the exception of the application fee) are proposed to remain unchanged, either because they are set by the Province or the current fee is at the maximum allowable as per Provincial guidelines (page 11).

**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 4 of 7**

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**Market Based**

- Animal Services (page 5):
  - Impound fees for a first-time cat offence has been increased by 19% as the fee has not been increased in the last three years. This amounts to a \$4 increase.
  - The licensed dog subsequent offence fee (senior rate) was omitted from the user fee list last year. It is proposed that the fee be increased by 4% (or \$4) to adjust for the increase that did not take place last year.
  - Certain dog and cat surrender fees are proposed to remain unchanged. This encourages owners or residents to bring in animals and not abandon or dispose of them themselves.
  - Microchip implant fees are proposed to reduce by 10.7% or \$2.65 before tax. Animal Services partners with Public Health to hold Rabies Vaccine and Microchip Clinics annually. The proposed decrease for microchips is from \$27.65 to \$25.00 is to align the price with the rabies vaccine, for simplicity to the customer.
  
- Dog License (page 9):
  - Dog License – Standard rates for spay / neuter under six months of age are proposed to remain unchanged from 2018 in order to encourage compliance. The rates above six months are set to also remain unchanged in an attempt to encourage compliance.
  - Dog License – Senior rates for spay / neuter under six months of age are proposed to increase above the guideline (6.7% or \$1.00) as they have not been increased in the last three years.
  - Replacement Tag Fee has not increased according to guideline. It is proposed the fee remain at \$5 including HST. This would encourage more people to purchase replacements when animal tags are lost. Currently, many residents complain about the replacement cost. Thus, if the fee is not increased, animal owners would be more inclined to comply with obtaining replacement tags, allowing animals to be returned to homes as opposed to bringing them to shelters.
  
- Parking and School Crossing – Hamilton Municipal Parking System (page 19)
  - Processing Fee is set to increase by 117% (or \$162.00) over 2018 based on a benchmark review of other municipalities.
  
- Tourism Fees (page 20)
  - Hamilton Film Office Administration Fees have been raised above the guideline (3.3%) to match comparable municipalities.
  - Visitor's Service Centre – Special Events Fee set at fair market value.

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**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 5 of 7**

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- Culture Fees (pages 21 - 26)
  - Several Culture Fees are proposed to be raised above or below the guideline after the completion of a 2018 market analysis to match surrounding region market rates.
  - The Access Permit Application is set to increase by 16.2% over 2018 as a result of a phase in cost recovery strategy over four years. 2018 was the first year of this strategy.
- Licensing and By-Law Services – Administrative Penalty System (page 27) Fees to be analyzed and adjusted after full implementation of the program.

***Policy Related***

- In Urban Renewal (page 3), although the initial application fees for the incentive programs are proposed to increase by the Council approved guideline (rounded to the nearest \$5), the “per unit” fees are recommended to remain unchanged so as to not act as a disincentive.

***New Fees Proposed***

- Animal Services (page 5) Fees added for repeat offender for cat. Cats at large cause neighbour disputes. The Fee is set to encourage cat owners to obey by-laws.
- A premium hourly rate for weekend and holiday Site Supervision in Culture. (page 26).
- New Licensing Fees:
  - Limousines (driver) Fee added - classification previously existed but was not included in the User Fee and Charges report (page 14).
  - Amusement – Water Fee added to meet industry needs (page 16).

**Healthy and Safe Communities**

(Pages 28 - 43 of Appendix “A” to Report FCS18094)

***Provincially Mandated***

- The Fire Department’s Fees for Motor Vehicle Response are set by the Ministry of Transportation (page 29).

***Market Based***

- Recreation Fees (pages 33 - 42)
  - User Group Ice Rates (page 33) are increasing, for the most part, by 3.0% to reflect market rates and potential to re-sell ice. Also, the Summer Ice Non-Subsidized fee is proposed to increase by 3.0% which is equivalent to the three-year average increase. The costing formula is completed by Recreation on an annual basis and then reviewed with the affiliated user groups. The proposed 2019 user fees for the user group ice rates will be effective September 1, 2019.
  - Certain recreation fees are recommended to increase over the guideline to align to market.

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**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 6 of 7**

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- Certain recreation fees are recommended to maintain 2018 rates to more closely align to standardized discounts.

***New Fees Proposed***

- Hamilton Fire Department
  - Response for Natural Gas Leaks - Failure to obtain Utility Service Locate (property owner) (page 29).
- Numerous new fees were added and others were phased out in Recreation due to changes in services and programs (page 33 - 42).

**Public Works**

(Pages 45 to 65 of Appendix “A” to Report FCS18094)

***Market Based***

- The Street Lighting Subdivision Review Fee is proposed to remain unchanged as the fee is relatively new (page 46).
- The Road Occupancy Permit Fee (14 days) and Temporary Road Closure Fee are proposed to remain unchanged (page 45). As these fees are new, a recent review was performed and it was determined that the current fees are still sufficient.
- Some sporting events and corporate gathering fees at Tim Hortons Field (page 55) are proposed to remain unchanged to remain competitive in the market with similar facilities / stadiums.
- Certain Golf Fees at both the Chedoke and Kings Forest courses (page 60 - 64) are proposed to remain unchanged due to market conditions / trends and to stay within the market value throughout the golf industry.

***Policy Related***

- Cemetery lot pricing is to be incorporated into a new pricing strategy to simplify pricing and remain competitive. Certain fees are set to increase over the guideline to reflect costs and municipal comparator rates (page 49 - 52).
- Similar to 2018, the Tipping Fee per 100 kilograms and the Minimum Vehicle Fee are proposed to remain unchanged in adherence to the Solid Waste Management Master Plan (page 53).
- Deposit Fees at the transfer stations are proposed to remain unchanged, as no increase is required to these refundable deposits (page 53).
- The Publication Box Permit Initial and Annual Fees are proposed to increase over 10% from 2018 (page 54). Based on municipal scan of peers; average increase since 2013 was 14%; hence recommending a 10% increase. Annual fee is still well below most other municipalities.

***Cost Recovery***

- Transit Fees (page 65)
  - Numerous fees have deviated from the 2% guideline as a result of Report PW14015(a) with an effective date of September 1, 2019.

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**SUBJECT: 2019 Tax Supported User Fees (FCS18094) – Page 7 of 7**

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- HSR photo ID, HSR Replacement Photo IDs, Document Requests on CD's and Columbia International College Transit Passes are proposed to remain unchanged as the current fees are sufficient to cover costs.
- All other rates were approved previously (Report PW14015(a)).

***New Fees Proposed***

- Environmental Services:
  - A week pass and a tour group pass were added to the Mum show admission fee rates (page 47).
  - Gage Park Tropical Greenhouse Rental Fees (page 48) have been added to the proposed 2019 fee list (full day, half day and evening rental).
  - Several new fees added with regard to Cemeteries (lot sale, niche sale and columbarium niche) (page 49 - 52).

**Corporate Services**

(Pages 66 - 70 of Appendix "A" to Report FCS18094)

- No exceptions or new fees noted, aside from rounding.

**City Manager's Office**

(Page 71 of Appendix "A" to Report FCS18094)

- No exceptions or new fees noted, aside from rounding.

**ALTERNATIVES FOR CONSIDERATION**

Council may direct staff to change any of the user fees.

**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" – 2019 Proposed User Fees and Charges

KP/LC/dt



## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: General Fees**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Map / Publication Sales Fees	100% Cost Recovery	<b>100% Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
2	Data Base Information	100% Cost Recovery	<b>100% Cost Recovery</b>	Y	N/A	"
<b>Photocopy &amp; Computer Printout Service</b>						
3	- First Page	\$ 0.34	<b>\$ 0.35</b>	Y	2.0%	Guideline increase, rounded to nearest penny before HST
4	- Additional Pages	\$ 0.34	<b>\$ 0.35</b>	Y	2.0%	"
<b>Information Requests</b>						
5	- Floppy disks & CD's - per disk or CD	\$ 12.45	<b>\$ 12.70</b>	Y	2.0%	Guideline increase
6	- For manually researching a record - for each 15 minutes	\$ 17.99	<b>\$ 18.35</b>	N	2.0%	"
7	- Developing Computer Programs or other methods of producing a record from machine readable record - for each 15 minutes	\$ 17.99	<b>\$ 18.35</b>	N	2.0%	"
* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.						

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Building Services - General Fees**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Regular	\$ 115.00	\$ 117.00	N	1.7%	Guideline increase, rounded to the nearest dollar
2	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Express	\$ 175.00	\$ 179.00	N	2.3%	"
3	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Regular	\$ 237.00	\$ 242.00	N	2.1%	"
4	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Express	\$ 358.00	\$ 365.00	N	2.0%	"
5	Sewage System and Sewage Comments	\$ 241.00	\$ 246.00	N	2.1%	"
6	Site Plan Security Reduction Fee	\$ 284.96	\$ 290.27	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
7	Zoning Compliance Letter - liquor license	\$ 179.00	\$ 183.00	N	2.2%	Guideline increase, rounded to the nearest dollar
<b>Photocopy service</b>						
8	Microfilm Copies (for up to 20 copies)	\$ 24.78	\$ 25.66	Y	3.6%	Guideline increase, rounded to the nearest dollar after HST applied
9	Microfilm Copies (each additional copy)	\$ 1.10	\$ 1.12	Y	2.0%	Guideline increase
<b>Records searches</b>						
10	Including manual searches and preparation of information - for each 15 minutes	\$ 18.59	\$ 18.59	Y	0.0%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Computer Programming</b>						
11	For developing programs or other ways of producing records from machine readable records - for each 15 minutes	\$ 18.59	\$ 18.59	Y	0.0%	Guideline increase, rounded to the nearest dollar after HST applied
12	Blasting Permit	\$ 124.00	\$ 126.00	N	1.6%	Guideline increase, rounded to the nearest dollar
13	Grading (Security) Deposit	\$ 1,500.00	\$ 1,500.00	N	0.0%	Deposit - no increase required
<b>Demolition Agreement for Building Replacement</b>						
14	a) Agreement	\$ 496.00	\$ 506.00	N	2.0%	Guideline increase, rounded to the nearest dollar
15	b) Security deposit/letter of credit - per sq. metre of bldg to be demolished (\$2,500 min & \$25,000 max)	\$ 119.00	\$ 121.00	N	1.7%	"
16	Demolition Control Applications	\$ 496.00	\$ 506.00	N	2.0%	"
<b>Illegal Grow Operations</b>						
17	a) Inspection Fee	\$ 734.51	\$ 749.56	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
18	b) Re-occupancy Fee	\$ 667.26	\$ 680.53	Y	2.0%	"
19	Swimming Pool Enclosure Fee	\$ 165.00	\$ 168.00	N	1.8%	Guideline increase, rounded to the nearest dollar

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Economic Development - Urban Renewal**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Loan/Incentive Programs</b>						
1	Business Improvement Area Commercial Property Improvement Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 230.00	\$ 235.00	Y	2.2%	Guideline increase, rounded to the nearest five dollar
2	Business Improvement Area Commercial Property Improvement Grant Program Admin Fee for Grants greater than \$12,500	\$ 360.00	\$ 365.00	Y	1.4%	"
<b>Hamilton Tax Increment Grant Program</b>						
3	Basic Fee - Developer only (only for Grants less than or equal to \$12,500)	\$ 230.00	\$ 235.00	Y	2.2%	"
4	Basic Fee - Developer only (only for Grants greater than \$12,500)	\$ 785.00	\$ 800.00	Y	1.9%	"
5	Additional Fee - Developer Transfer to New Condo Owner	\$ 415.00	\$ 425.00	Y	2.4%	"
<b>Hamilton Downtown Multi-Residential Property Investment Program</b>						
6	a) Initial Application	\$ 295.00	\$ 300.00	Y	1.7%	"
	b) Fee is based on a Graduated Scale basis as follows:					
7	50 units or less	\$500.00/unit	\$500.00/unit	Y	0.0%	The initial application fee is increased by the guideline, however, per unit fees are unchanged so as to not act as a disincentive
8	50-100 units	\$400.00/unit	\$400.00/unit	Y	0.0%	"
9	100 units plus	\$300.00/unit	\$300.00/unit	Y	0.0%	"
10	Commercial Corridor Housing Loan & Grant Program	\$260.00/unit	\$260.00/unit	Y	0.0%	"
11	Commercial Corridor Housing Loan and Grant Application Fee (At final application stage)	\$ 295.00	\$ 300.00	Y	1.7%	Guideline increase, rounded to the nearest five dollars
12	Hamilton Heritage Property Grant Program less than or equal to \$12,500	\$ 230.00	\$ 235.00	Y	2.2%	"
13	Hamilton Heritage Property Grant Program greater than \$12,500	\$ 355.00	\$ 360.00	Y	1.4%	"
14	Hamilton Downtown/West Harbourfront Remediation Loan Pilot Program	\$ 295.00	\$ 300.00	Y	1.7%	"
15	Hamilton Downtown Office Tenancy Assistance Program	\$ 480.00	\$ 490.00	Y	2.1%	"
16	Hamilton Downtown Commercial Façade Property Improvement Grant Program	\$ 230.00	\$ 235.00	Y	2.2%	"
<b>Hamilton Community Heritage Fund Loan Program</b>						
17	a) Designated Commercial, Industrial or like properties (fee is based on percentage of loan amount)	2% of loan amount	2% of loan amount	Y	N/A	Fee is not increased so as to not act as a disincentive
18	b) Other properties	\$ 280.00	\$ 285.00	Y	1.8%	Guideline increase, rounded to the nearest five dollars
	a) Inspection Fee					
19	ERASE Grant Study	\$ 220.00	\$ 225.00	Y	2.3%	"
20	ERASE Redevelopment Grant	\$ 760.00	\$ 775.00	Y	2.0%	"
21	ERASE LEED Program	\$ 760.00	\$ 775.00	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Economic Development - Urban Renewal**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
22	Hamilton Heritage Conservations Grant Program Application Fee	\$ 85.00	\$ 85.00	Y	0.0%	"
23	Barton/Kenilworth Commercial Corridor Building Improvement Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 230.00	\$ 235.00	Y	2.2%	Guideline increase, rounded to the nearest five dollars
24	Barton/Kenilworth Commercial Corridor Building Improvement Grant Program Admin Fee for Grants greater than \$12,500	\$ 360.00	\$ 365.00	Y	1.4%	"
25	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 230.00	\$ 235.00	Y	2.2%	"
26	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants greater than \$12,500	\$ 785.00	\$ 800.00	Y	1.9%	"
27	Barton/Kenilworth Tax Increment Grant Program - Additional Fee - Developer Transfer to New Condo Owner	\$ 405.00	\$ 415.00	Y	2.5%	"
28	Barton/Kenilworth Planning and Building Fee Rebate	\$ 85.00	\$ 85.00	Y	0.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Impound Fees (Standard Rate)</b>						
1	Licensed Dog - 1st Offence	\$ 64.00	\$ 65.00	N	1.6%	Guideline increase, rounded to the nearest dollar
2	Licensed Dog - Subsequent Offence	\$ 172.00	\$ 175.00	N	1.7%	"
3	Unlicensed Dog - 1st Offence	\$ 102.00	\$ 104.00	N	2.0%	"
4	Unlicensed Dog - Subsequent Offence	\$ 172.00	\$ 175.00	N	1.7%	"
5	Dangerous or Potentially Dangerous Dog	\$ 577.00	\$ 589.00	N	2.1%	"
6	Cat ( identified [1] and unidentified)	\$ 21.00	\$ 25.00	N	19.0%	Fee has not been increased in last 3 yrs
7	Cat (identified [1] and unidentified)- Subsequent Offence		\$ 40.00	N	0.0%	Addition of new fee for repeat offender for cat at large. Cats at large cause neighbor disputes. Fee set to encourage cat owners to obey by-laws.
8	Multiple Small Domestic Animals (up to 6)	\$ 53.00	\$ 54.00	N	2.0%	Average litter size is 6, change to reflect (up to 6)
9	Other Small Domestic Animal [2]	\$ 53.00	\$ 54.00	N	1.9%	Guideline increase, rounded to the nearest dollar
10	Snake or Reptile	\$ 55.00	\$ 56.00	N	1.8%	"
11	Livestock - Small	\$ 131.00	\$ 134.00	N	2.3%	"
12	Livestock - Large	\$ 278.00	\$ 284.00	N	2.2%	"
<b>Impound Fees (Senior &amp; Disabled Rate)</b>						
13	Licensed Dog - 1st Offence	\$ 59.00	\$ 60.00	N	1.7%	Guideline increase, rounded to the nearest dollar
14	Licensed Dog - Subsequent Offence	\$ 90.00	\$ 94.00	N	4.0%	Housekeeping -This fee was omitted in the 2018 user fees. Include in 2019 with 2% annual increase for both 2018 and 2019.
15	Unlicensed Dog - 1st Offence	\$ 92.00	\$ 94.00	N	2.2%	Guideline increase, rounded to the nearest dollar
16	Unlicensed Dog - Subsequent Offence	\$ 150.00	\$ 153.00	N	2.0%	"
17	Dangerous or Potentially Dangerous Dog	\$ 577.00	\$ 589.00	N	2.1%	"
18	Cat (identified [1] and unidentified)	\$ 21.00	\$ 25.00	N	19.0%	Fee has not been increased in last 3 yrs
19	Cat (identified [1] and unidentified)- Subsequent Offence		\$ 35.00	N	0.0%	Addition of new fee for repeat offender for cat at large. Cats at large cause neighbor disputes. Fee set to encourage cat owners to obey by-laws.
20	Multiple Small Domestic Animals (up to 6)	\$ 44.00	\$ 45.00	N	2.3%	Guideline increase, rounded to the nearest dollar . Average litter size is 6, change to reflect (up to 6)
21	Other Small Domestic Animal [2]	\$ 44.00	\$ 45.00	N	2.3%	Guideline increase, rounded to the nearest dollar
22	Snake or Reptile	\$ 51.00	\$ 52.00	N	2.0%	"
23	Livestock - Small	\$ 118.00	\$ 120.00	N	1.7%	"
24	Livestock - Large	\$ 245.00	\$ 250.00	N	2.0%	"
<b>Live Surrender Fees - [3] (Standard Rate)</b>						

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
25	Dog (unlicensed)	\$ 175.22	\$ 175.22	Y	0.0%	Recommend no increase in fee. Service fee needs to encourage humane surrendering not abandonment.
26	Dog (licensed)	\$ 136.28	\$ 138.94	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
27	Cat (unregistered)	\$ 175.22	\$ 175.22	Y	0.0%	No increase, increasing it over 200.00 would encourage customers to go elsewhere or possibly dump their animals.
28	Cat (registered)	\$ 136.28	\$ 136.28	Y	0.0%	No increase - acts as an incentive to license pet.
29	Litter (up to 6) - Canine or Feline	\$ 61.95	\$ 62.83	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied. <b>Increase this to (up to 6) as this is the usual litter size.</b>
30	a) Inspection Fee	\$ 61.95	\$ 62.83	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
31	Multiple Small Domestic Animals (up to 6)	\$ 61.95	\$ 62.83	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied. <b>Increase this to (up to 6) as this is the usual litter size.</b>
32	Small Livestock	\$ 113.27	\$ 115.93	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Live Surrender Fees - [3] (Senior &amp; Disabled Rate)</b>						
33	Dog (unlicensed)	\$ 136.28	\$ 138.94	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
34	Dog (licensed)	\$ 100.88	\$ 102.65	Y	1.8%	"
35	Cat (not registered)	\$ 136.28	\$ 138.94	Y	1.9%	"
36	Cat (registered)	\$ 100.88	\$ 102.65	Y	1.8%	"
37	Litter (up to 6) - Canine or Feline	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied. <b>Increase this to (up to 6) as this is the usual litter size.</b>
38	Other Small Domestic Animal [4]	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
39	Multiple Small Domestic Animals (up to 6)	\$ 48.67	\$ 49.56	Y	1.8%	"
40	Small Livestock	\$ 100.88	\$ 102.65	Y	1.8%	"
<b>Cadaver Surrender Fees (Standard Rate)</b>						
41	Dog	\$ 115.93	\$ 118.58	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
42	Dog - Small	\$ 51.33	\$ 52.21	Y	1.7%	"
43	Cat	\$ 52.21	\$ 53.10	Y	1.7%	"
44	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 52.21	\$ 53.10	Y	1.7%	"
45	Other Small Domestic Animal [4]	\$ 52.21	\$ 53.10	Y	1.7%	"
46	Multiple Small Domestic Animals (up to 6)	\$ 52.21	\$ 53.10	Y	1.7%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
47	Small Livestock	\$ 90.27	\$ 92.04	Y	2.0%	"
<b>Cadaver Surrender Fees (Senior &amp; Disabled Rate)</b>						
48	Dog	\$ 90.27	\$ 92.04	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
49	Dog - Small	\$ 36.28	\$ 37.17	Y	2.4%	"
50	Cat	\$ 37.17	\$ 38.05	Y	2.4%	"
51	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 37.17	\$ 38.05	Y	2.4%	"
52	Other Small Domestic Animal [4]	\$ 37.17	\$ 38.05	Y	2.4%	"
53	Multiple Small Domestic Animals (up to 6)	\$ 37.17	\$ 38.05	Y	2.4%	"
54	Small Livestock	\$ 58.41	\$ 59.29	Y	1.5%	"
<b>Boarding Fees (Standard Rate Per Day)</b>						
55	Dog	\$ 17.00	\$ 17.00	N	0.0%	Guideline increase, rounded to the nearest dollar
56	Dangerous or Potentially Dangerous Dog	\$ 33.00	\$ 34.00	N	3.0%	"
57	Cat	\$ 12.00	\$ 12.00	N	0.0%	"
58	Other Small Domestic Animal	\$ 6.00	\$ 6.00	N	0.0%	"
59	Small Livestock	\$ 32.00	\$ 33.00	N	3.1%	"
60	Large Livestock	\$ 54.00	\$ 55.00	N	1.9%	"
<b>Boarding Fee (Senior &amp; Disable Rate - Per Day )</b>						
61	Dog	\$ 11.00	\$ 11.00	N	0.0%	Guideline increase, rounded to the nearest dollar
62	Dangerous or Potentially Dangerous Dog	\$ 33.00	\$ 34.00	N	3.0%	"
63	Cat	\$ 6.00	\$ 6.00	N	0.0%	"
64	Other Small Domestic Animal	\$ 6.00	\$ 6.00	N	0.0%	"
65	Small Livestock	\$ 17.00	\$ 17.00	N	0.0%	"
66	Large Livestock	\$ 37.00	\$ 38.00	N	2.7%	"
<b>Trap Rentals</b>						
67	Small Trap - Deposit	\$ 75.00	\$ 77.00	N	2.7%	Guideline increase, rounded to the nearest dollar
68	Large Trap - Deposit	\$ 103.00	\$ 105.00	N	1.9%	"
69	Small or Large Trap - Rental (per day)	\$ 10.62	\$ 11.50	Y	8.3%	Guideline increase, rounded to the nearest dollar after HST applied
70	Small or Large Trap - Trap delivery / set up	\$ 37.17	\$ 38.05	Y	2.4%	"
<b>Miscellaneous</b>						
71	Vietnamese Pot Bellied Pig Licence	\$ 38.00	\$ 39.00	N	2.6%	Guideline increase, rounded to the nearest dollar
72	Voluntary Cat Registration	\$ 13.00	\$ 13.00	N	0.0%	"
73	Quarantine per day - Dog	\$ 33.00	\$ 34.00	N	3.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
74	Quarantine per day - Dangerous or Potentially Dangerous Dog	\$ 56.64	\$ <b>58.00</b>	N	2.4%	Guideline increase, rounded to the nearest dollar
75	Quarantine per day - Cat	\$ 24.00	\$ <b>25.00</b>	N	4.2%	"
76	Hearing Fee re: Dangerous or Potentially Dangerous Dog	\$ 165.00	\$ <b>168.00</b>	N	1.8%	"
77	Microchip implant	\$ 24.78	\$ <b>22.13</b>	Y	-10.7%	Fees need to align with Rabies Vaccines Clinic charge to avoid confusing the public. Fees need to be set at rate that is affordable to general public and encourage providing pets with identification. Set fee at 25.00 after HST. 22.13 before HST.
78	Wildlife removal from private trap - release on site	\$ 56.64	\$ <b>57.52</b>	Y	1.6%	Guideline increase, rounded to the nearest dollar after HST applied
79	Wildlife removal from private trap - Euthanasia [5]	\$ 95.58	\$ <b>97.35</b>	Y	1.9%	"
80	Pet Transport (Ambulance)	\$ 72.57	\$ <b>74.34</b>	Y	2.4%	"
81	Cat Cardboard Carrier	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	"
82	Dog Leash	\$ 4.42	\$ <b>4.42</b>	Y	0.0%	"
83	Admin Fee (e.g. for special billing arrangements)	\$ 27.43	\$ <b>28.32</b>	Y	3.2%	"
84	Engraving (Urns)	\$ 10.62	\$ <b>10.62</b>	Y	0.0%	"
85	Special Cremation Fee	\$ 129.20	\$ <b>131.86</b>	Y	2.1%	"
86	Clay Paw Print	\$ 28.32	\$ <b>29.20</b>	Y	3.1%	"
87	Painted Paw Print	\$ 43.36	\$ <b>44.25</b>	Y	2.0%	"
88	Animal Assistance Fee	\$ 46.90/hr	\$ <b>46.90/hr</b>	Y	0.0%	"
	<b>Animal Adoption Fees</b>					Fees approved by Council June 2018
89	Dog/Puppy	\$ 250.00	\$ <b>254.87</b>	Y	1.9%	Guideline increase, rounded up to the nearest dollar after HST applied
90	Dog Senior/Special Needs	\$25-75.00	\$ <b>25.66-76.11</b>	Y	2.0%	"
91	Cat/Kitten	\$ 150.00	\$ <b>153.10</b>	Y	2.1%	"
92	Cat Senior/Special Needs	\$25.00-75.00	\$ <b>25.66-76.11</b>	Y	2.0%	"
93	Small Domestic Animal/Bird/Other	\$5.00-100.00	\$ <b>5.31-101.77</b>	Y	2.0%	"
94	Snake or Reptile	\$5.00-100.00	\$ <b>5.31-101.78</b>	Y	2.0%	"
	<b>NOTES</b>					
	[1] Micro-chipped, engraved collar, tattooed, registered					
	[2] Rabbits, rodents, song birds, etc.					
	[3] Includes cremation					
	[4] Excludes Fish - no charge					
	[5] No Charge if animal fatally injured prior to capture or poses bona fide threat					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.



## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Dog Licences**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Dog Licences - Standard Rate</b>						
1	- spayed/neutered or under 6 months of age	\$ 34.00	\$ 34.00	N	0.0%	Not adjusted. Previous increases have exceeded inflation. Encourages compliance. Cap it at 70.00. Fees should be set to encourage compliance, not disobedience. Best practises of other municipalities is to cap the fees. Hamilton licensing fees are the highest in the area.
2	- over six months not spayed/neutered	\$ 70.00	\$ 70.00	N	0.0%	
<b>Dog Licences - Senior / Disability Rate</b>						
3	- spayed/neutered or under 6 months of age	\$ 15.00	\$ 16.00	N	6.7%	Increase this fee to \$16.00 as rates have not been increased in 3 years. Regular fees have been increased annually. Concerns regarding this practise has been expressed by the general public.
4	- over six months not spayed/neutered	\$ 38.00	\$ 39.00	N	2.6%	Guideline increase, rounded to the nearest dollar
5	<b>Dog Licences - Dangerous or Potentially Dangerous Dog</b>	\$ 165.00	\$ 168.00	N	1.8%	Guideline increase, rounded to the nearest dollar
6	Replacement Tag Fee	\$ 4.42	\$ 4.42	Y	0.0%	Recommend no increase. This would encourage more people to purchase replacments when animal tags are lost - many complain about how costly it is to replace lost tags - if fee reduced, more compliance with by-law requiring tag to be affixed to animal at all times, will also be able to return more animals home if they are wearing current tags, as opposed to bringing to shelter and incurring more costs.
7	Late Payment Fee	\$ 17.70	\$ 17.70	Y	0.0%	Recommend no increase
8	Flat Rate Licence (grandfathered fee)	\$ 116.00	\$ 118.00	N	1.7%	Guideline increase, rounded to the nearest dollar
9	Valid Licence in another Municipality where the owner has moved to the City of Hamilton within 30 days	\$ 12.40	\$ 13.00	N	4.8%	Guideline increase, rounded to the nearest nickel
Leash Free Fee of \$1.00 is included/charged for every licence sold.						

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Sign By-Law Fees**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>PERMITS FOR SIGNS</b>						
<b>SIGN TYPE</b>						
	Mobile Sign					
1	- for 28 consecutive days	\$ 124.00	\$ 126.00	N	1.6%	Guideline increase, rounded to the nearest dollar
2	- for 14 consecutive days	\$ 83.00	\$ 85.00	N	2.4%	"
3	Mobile Sign advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 188.00	\$ 192.00	N	2.1%	"
4	Sidewalk Sign (per year)	\$ 96.00	\$ 98.00	N	2.1%	"
5	Banner (for 28 consecutive days)	\$ 96.00	\$ 98.00	N	2.1%	"
6	Banner advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 188.00	\$ 192.00	N	2.1%	"
7	Inflatable Sign (for 7 consecutive days)	\$ 96.00	\$ 98.00	N	2.1%	"
8	New Home Development Portable Sign (per year)	\$ 63.00	\$ 64.00	N	1.6%	"
9	Sign permit fee for any new permanent signs/per property per oc	\$ 146.00	\$ 149.00	N	2.1%	"
10	Sign permit fee for changes to existing signs/per property per oc	\$ 225.00	\$ 230.00	N	2.2%	"
11	Corrugated Plastic Sign (yearly permit fee per location per prope	\$ 146.00	\$ 149.00	N	2.1%	"
12	A-frame signs on sidewalks (permit fee for a three-year period)	\$ 151.00	\$ 154.00	N	2.0%	"
<b>SIGN VARIANCE APPLICATION</b>						
	Sign variance fees appear under "Planning" Division					
<b>ENFORCEMENT FEES</b>						
13	Removal of an Unlawful Permanent Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 241.00	\$ 246.01	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST is applied
14	Storage Charge for an Unlawful Permanent Sign - per sign/day	\$ 62.00	\$ 62.83	Y	1.3%	"
15	Removal of an Unlawful Mobile Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 241.00	\$ 246.01	Y	2.1%	"
16	Storage Charge for an Unlawful Mobile Sign - per sign/day	\$ 62.00	\$ 62.83	Y	1.3%	"
17	a) Inspection Fee	\$ 62.00	\$ 62.83	Y	1.3%	"
18	Storage Charge for an Unlawful Portable Sign - per sign/day	\$ 35.00	\$ 35.40	Y	1.1%	"
19	Storage Charge for an Unlawful Election Sign - per sign/day	\$ 35.00	\$ 35.40	Y	1.1%	"
20	Annual Inspection Fee (existing non-conforming overhanging sig	\$ 104.00	\$ 106.19	Y	2.1%	"
	Note: the permit fees for Ground Signs, Awnings, Canopies, Marquees, Parapet Signs, Projecting Signs, Wall Signs and Billboards appear under "Building Services - Building Permit Fees"					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Lottery Licensing**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Lottery Licence Application Administration Fee	\$ 64.60	\$ <b>66.37</b>	Y	2.7%	Standardize Application Fees (same as admin fee on new license applications)
2	Lottery Licence Fee - Bingo (per event)	\$ 165.00	\$ <b>165.00</b>	N	0.0%	Maximum fee allowed per Provincial guidelines
3	Lottery Licence Fee - Nevada	Up to maximum of 3% prize value	<b>Up to maximum of 3% prize value</b>	N	N/A	Fees set by the province
4	Lottery Licence Fee - Raffles	Up to maximum of 3% prize value	<b>Up to maximum of 3% prize value</b>	N	N/A	"
5	Lottery Licence Fee - Others	Varies by type and mandated by the province	<b>Varies by type and mandated by the province</b>	N	N/A	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Certificate of Compliance</b>						
1	a) Single detached dwelling	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
2	b) A two, three or multiple unit dwelling	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	"
3	- plus additional fee for each additional dwelling unit in excess of	\$ 41.59	\$ <b>42.48</b>	Y	2.1%	"
4	c) A lodging house	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	"
5	- plus additional fee per each permitted resident (required every	\$ 30.97	\$ <b>31.86</b>	Y	2.9%	"
6	d) All other buildings (Liquor licence)	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	"
7	- plus additional fee per each 100 square metres in excess of the first 100 square metres	\$ 17.70	\$ <b>17.70</b>	Y	0.0%	"
8	e) Residential care facility (first time applications & change in ow	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	"
9	- plus additional fee per each permitted resident	\$ 31.86	\$ <b>32.74</b>	Y	2.8%	"
10	f) Discharge of an Order - Non registered Order to Comply	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	"
11	g) Discharge of an Order - Registered Order To Comply	\$ 600.88	\$ <b>613.27</b>	Y	2.1%	"
<b>Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law):</b>						
Inspection demonstrating non-compliance when there has been an earlier incident of non-compliance:						
12	Initial	\$ 282.30	\$ <b>287.61</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
13	Subsequent	\$ 145.13	\$ <b>147.79</b>	Y	1.8%	"
<i>Note: an "incident of non-compliance" includes an inspection carried out by the City or by another enforcement agency demonstrating non-compliance.</i>						
14	Vital services - Admin Fee	10% of total utility billings paid by the City	<b>10% of total utility billings paid by the City</b>	Y	N/A	% recovery not changed. Increases would be incorporated into the utility billings
Noise by-Law Exemption:						
15	- Application received 60 days or more prior to the event	\$ 176.00	\$ <b>180.00</b>	N	2.3%	Guideline increase, rounded to the nearest dollar
16	- Application received less than 60 days prior to the event	\$ 266.00	\$ <b>271.00</b>	N	1.9%	"
17	Corporate Profile Report and Deed & Abstract Reports	100% cost recovery	<b>100% cost recovery</b>	Y	N/A	Fees set at 100% cost recovery
18	Application Fee for outdoor commercial patio exemption permits	\$ 500.00	\$ <b>509.74</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
19	Application Fee for any appeal to the Property Standards Comm	\$ 134.00	\$ <b>137.17</b>	Y	2.4%	"
20	Zoning Verification & Work Order Reports - Regular	\$ 116.00	\$ <b>118.00</b>	N	1.7%	"
21	Zoning Verification & Work Order Reports - Express	\$ 176.00	\$ <b>180.00</b>	N	2.3%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
22	Fees charged by the City for costs incurred when its inspection powers under s. 436(2) of the Municipal Act, 2001 are exercised	100% cost recovery	<b>100% cost recovery</b>	N	N/A	Fees set at 100% cost recovery
23	Registration Fee - One Time Fee For Initial Registration of a Vacant Building	\$ 277.00	<b>\$ 283.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
24	Vacant Building Fee - Annual Inspection Fee	\$ 693.81	<b>\$ 707.96</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
25	Annual Fee for each additional vacant building on a property (ins	\$ 338.94	<b>\$ 346.02</b>	Y	2.1%	"
26	Vacant Building Quarterly Inspection Fee	\$ 277.88	<b>\$ 283.19</b>	Y	1.9%	"
27	Licensing Tribunal and Property Standards Committee decisions	100% cost recovery	<b>100% cost recovery</b>	Y	N/A	Fees set at 100% cost recovery
<b>Municipal Law Enforcement Contractor Services Administration:</b>						
28	- Administration Fee for invoices less than or equal to \$600 (befc	\$ 93.81	<b>\$ 95.58</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
29	- Administration Fee for invoices greater than \$600 (before tax)	\$ 210.62	<b>\$ 215.04</b>	Y	2.1%	"
30	- Administration Fee for requests for file review	\$ 34.51	<b>\$ 35.40</b>	Y	2.6%	"
31	a) Inspection Fee	\$ 198.00	<b>\$ 201.77</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
32	Paid Duty Municipal Law Enforcement	100% cost recovery	<b>100% cost recovery</b>	Y	N/A	Fees set at 100% cost recovery

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Adult Services</b>						
1	Adult Entertainment Parlour	\$ 5,912.00	\$ 6,030.00	N	2.0%	Guideline increase, rounded to the nearest dollar
2	Adult Entertainment Parlor Attendant	\$ 491.00	\$ 501.00	N	2.0%	"
3	Adult Entertainment Parlour Operator/Manager	\$ 1,733.00	\$ 1,768.00	N	2.0%	"
4	Adult Film Theatre	\$ 3,654.00	\$ 3,727.00	N	2.0%	"
5	Adult Video Store Class A	\$ 3,654.00	\$ 3,727.00	N	2.0%	"
6	Adult Video Store Class B	\$ 378.00	\$ 386.00	N	2.1%	"
7	Body Rub Parlour Owner	\$ 9,300.00	\$ 9,486.00	N	2.0%	"
8	Body Rub Parlour Attendant	\$ 491.00	\$ 501.00	N	2.0%	"
9	Body Rub Parlour Operator/Manager	\$ 1,394.00	\$ 1,422.00	N	2.0%	"
10	Tobacco & Electronic Cigarettes	\$ 426.00	\$ 435.00	N	2.1%	"
<b>Accommodations</b>						
11	Bed and Breakfast	\$ 252.00	\$ 257.00	N	2.0%	"
12	Motels and Hotels	\$ 180.00	\$ 184.00	N	2.2%	"
13	Lodging House	\$ 479.00	\$ 489.00	N	2.1%	"
14	Residential Care Facility (4-10 Residents)	\$ 660.00	\$ 673.00	N	2.0%	"
15	Residential Care Facility (11 or more Residents)	\$ 942.00	\$ 961.00	N	2.0%	"
<b>Mobile</b>						
16	Mobile Sign leasing or renting	\$ 301.00	\$ 307.00	N	2.0%	"
17	Hawker/Peddler (motorized vehicle)	\$ 347.00	\$ 354.00	N	2.0%	"
18	Seasonal Food Vendor	\$ 372.00	\$ 379.00	N	1.9%	"
19	Limousines (owner)	\$ 630.00	\$ 643.00	N	2.1%	"
20	Limousines (driver)	\$ -	\$ 75.00	N	NEW	PED17201 updated Nov 2017 indicates no financials ; classification previously existed but was not included in the User Fee & Charges Bylaw
21	Taxi cab owner (private) (Renewal)	\$ 629.00	\$ 642.00	N	2.1%	Guideline increase, rounded to the nearest dollar
22	Taxi cab owner (private) (New)	\$ 4,560.00	\$ 4,651.00	N	2.0%	"
23	Taxi cab owner (transfer)	\$ 801.00	\$ 817.00	N	2.0%	"
24	Taxi cab Broker	\$ 1,080.00	\$ 1,102.00	N	2.0%	"
25	Taxi cab Driver	\$ 102.00	\$ 104.00	N	2.0%	"
26	Transient Trader (3 month period)	\$ 680.00	\$ 694.00	N	2.1%	"
27	Auctioneer	\$ 279.00	\$ 285.00	N	2.2%	"
<b>Food Service Vehicles:</b>						
28	Class A	\$ 372.00	\$ 379.00	N	1.9%	"
29	Class B	\$ 372.00	\$ 379.00	N	1.9%	"
30	Class C	\$ 342.00	\$ 349.00	N	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
31	Food Service Vehicles (Four day)	\$ 97.00	\$ 99.00	N	2.1%	"
32	Food Service Vehicles (Park Permit)	\$ 204.00	\$ 208.00	N	2.0%	"
	<b>Services</b>					
	Eating Establishments:					
33	Bars and Nightclubs	\$ 309.00	\$ 315.00	N	1.9%	"
34	Food Premises	\$ 177.00	\$ 181.00	N	2.3%	"
35	Restaurant with Liquor Service	\$ 226.00	\$ 231.00	N	2.2%	"
	<b>Public Garage:</b>					
36	(A) Buying, Selling, Storing	\$ 252.00	\$ 257.00	N	2.0%	Guideline increase, rounded to the nearest dollar
37	(B1) Combined Engine & Body Work	\$ 252.00	\$ 257.00	N	2.0%	"
38	(B2) Engine Work	\$ 252.00	\$ 257.00	N	2.0%	"
39	(B3) Body Work	\$ 252.00	\$ 257.00	N	2.0%	"
40	(C) Service Station	\$ 252.00	\$ 257.00	N	2.0%	"
41	(D) Parking Lot	\$ 252.00	\$ 257.00	N	2.0%	"
42	(E) Car Wash Only	\$ 252.00	\$ 257.00	N	2.0%	"
43	Public Halls	\$ 354.00	\$ 361.00	N	2.0%	"
44	Pay Day Loan Businesses	\$ 780.00	\$ 796.00	N	2.1%	"
45	Kennels, Pet Shops	\$ 250.00	\$ 255.00	N	2.0%	"
46	Personal Aesthetic Services Facility	\$ 181.00	\$ 185.00	N	2.2%	"
47	Personal Wellness Services Establishment	\$ 181.00	\$ 185.00	N	2.2%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Places of Amusement</b>						
48	Amusement Arcade	\$ 252.00	\$ 257.00	N	2.0%	Guideline increase, rounded to the nearest dollar
49	Amusement Rides	\$ 252.00	\$ 257.00	N	2.0%	"
50	<b>Amusement Water</b>	\$ -	\$ 430.00	N	<b>NEW</b>	<b>To meet industry needs. Based on Cost Recovery.</b>
51	Billiard / Bagatelle Tables	\$ 252.00	\$ 257.00	N	2.0%	Guideline increase, rounded to the nearest dollar
52	Bingo Parlour	\$ 252.00	\$ 257.00	N	2.0%	"
53	Bowling Alley	\$ 252.00	\$ 257.00	N	2.0%	"
54	Carnival	\$ 252.00	\$ 257.00	N	2.0%	"
55	Circus	\$ 252.00	\$ 257.00	N	2.0%	"
56	Motor Vehicle Race Track	\$ 252.00	\$ 257.00	N	2.0%	"
57	Other	\$ 252.00	\$ 257.00	N	2.0%	"
58	Proprietary Club	\$ 252.00	\$ 257.00	N	2.0%	"
59	Roller Skating Rink	\$ 252.00	\$ 257.00	N	2.0%	"
60	Skateboarding, BMX bikes	\$ 252.00	\$ 257.00	N	2.0%	"
<b>Used Goods Services</b>						
61	Antique Market/Flea Market	\$ 252.00	\$ 257.00	N	2.0%	"
62	Pawn Broker	\$ 422.00	\$ 430.00	N	1.9%	"
63	Precious Metals & Jewellery Dealers	\$ 422.00	\$ 430.00	N	1.9%	"
64	Salvage Yard	\$ 422.00	\$ 430.00	N	1.9%	"
65	Second-hand Shop	\$ 481.00	\$ 491.00	N	2.1%	"
<b>Trade Licence Contractor</b>						
66	Building Repair	\$ 270.00	\$ 275.00	N	1.9%	"
67	Plumbing	\$ 270.00	\$ 275.00	N	1.9%	"
68	Heating, Ventilation & Air Conditioning	\$ 270.00	\$ 275.00	N	1.9%	"
69	Drain Repair	\$ 270.00	\$ 275.00	N	1.9%	"
70	Sprinkler and Fire Protection Installer	\$ 270.00	\$ 275.00	N	1.9%	"
<b>Trade Licence Masters</b>						
71	Building Repair	\$ 159.00	\$ 162.00	N	1.9%	"
72	Plumbing	\$ 159.00	\$ 162.00	N	1.9%	"
73	Heating, Ventilation & Air Conditioning	\$ 159.00	\$ 162.00	N	1.9%	"
74	Drain Repair	\$ 159.00	\$ 162.00	N	1.9%	"
75	Sprinkler and Fire Protection Installer	\$ 159.00	\$ 162.00	N	1.9%	"
<b>Other Fees</b>						
76	Daily fee for spare taxicabs	\$ 26.00	\$ 26.55	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied



## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
77	Taxi cab (limited interest agreement)	\$ 79.00	\$ 81.00	N	2.5%	Guideline increase, rounded to the nearest dollar
78	Taxi cab Priority list	\$ 97.00	\$ 99.11	Y	2.2%	Guideline increase, rounded to the nearest dollar after HST applied
79	Taxi cab accessible priority list	\$ 50.44	\$ 51.33	Y	1.8%	"
80	Annual spare taxicab inspection fee	\$ 169.03	\$ 172.57	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
81	Exam/Processing Fee	\$ 53.10	\$ 53.98	Y	1.7%	"
82	Administration fee - new licence applications	\$ 65.49	\$ 66.37	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
83	Licence re-instatement fee (late fee)	\$ 275.22	\$ 280.53	Y	1.9%	"
84	Photo ID Card	\$ 16.81	\$ 17.70	Y	5.3%	Guideline increase, rounded to the nearest dollar after HST applied
85	Licence certificate replacement	\$ 16.81	\$ 17.70	Y	5.3%	"
86	Licence plate replacement	\$ 74.34	\$ 76.11	Y	2.4%	"
87	Appeal to Hamilton Licensing Tribunal	\$ 148.00	\$ 150.44	Y	1.6%	"
88	Municipal consent for new liquor licence applications and extensions	\$ 179.65	\$ 183.19	Y	2.0%	"
89	Zoning Verification/Addendum (Single & Two Family Dwellings, Townhouses) - Regular	\$ 115.00	\$ -	N	-100.0%	<b>Zoning moved to Building and is already included in the Building Schedule</b>
90	Zoning Verification/Addendum (Non-Residential / Multi-Residential) - Regular	\$ 237.00	\$ -	N	-100.0%	"
91	Corporate Profile Report, Deed & Abstract Reports	100% cost recovery	<b>100% cost recovery</b>	Y	N/A	Fees set at 100% cost recovery
92	Failure to fulfil conditions imposed by the Issuer of Licenses or the Licensing Tribunal	\$ 101.77	\$ 103.54	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
93	Special Occasions Permit - Administration Fee	\$ 76.99	\$ 78.76	Y	2.3%	"
94	Temporary Occupancy Permit	\$ 750.00	\$ 765.00	N	2.0%	Guideline increase
<b>Personal Transportation Provided</b>						
95	Class A: Fleet of 100 or more vehicles	\$ 50,000.00	\$ 51,000.00	N	2.0%	Guideline increase, rounded to the nearest dollar
96	Class B: Fleet of 25-99 vehicles	\$ 20,000.00	\$ 20,400.00	N	2.0%	"
97	Class C: Fleet of 1-24 vehicles	\$ 5,000.00	\$ 5,100.00	N	2.0%	"
98	Per Trip Fee (Transaction fee per class A-C)	\$ 0.06	\$ 0.06	Y	0.0%	Guideline increase, rounded to the nearest dollar after HST applied

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Planning & Economic Development  
 Division: General: Planning Act Fees

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<b>Cost Recovery on City-supported applications appealed to the LPAT</b>					
1	Where an application approved by Council of the City of Hamilton is appealed to the LPAT, the applicant/respondent shall pay any and all costs incurred by the City to support the applicant/respondent at a hearing, including but not limited to the legal costs for in-house or retained counsel, the costs for the legal costs for in-house or retained counsel, the costs for City staff (not including Planning & Economic Development staff) and the costs of consultants and witnesses. Accordingly, applicants shall submit a completed Cost Acknowledgment Agreement, in a form as prescribed by the General Manager of Planning & Economic Development, together with their application.	varies (full cost recovery)	<b>varies (full cost recovery)</b>	N	N/A	Fee set at 100% cost recovery
* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.						

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Parking & School Crossing - Hamilton Municipal Parking System**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	On-Street Parking Permits	\$ 85.84	\$ 87.61	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
2	Status of Agreement Inquiries (Front Yard Parking)	\$ 56.64	\$ 57.52	Y	1.6%	"
	Residential Boulevard Parking (Front Yard Parking)					
3	Teranet Registration	\$ 89.40	\$ 89.40	N	0.0%	Fee Set by the province
4	Processing Fee	\$ 122.12	\$ 265.49	Y	117.4%	Based on benchmark review of other municipalities
5	Annual Admin Fee	\$ 10.00	\$ 10.00	Y	0.0%	Set fee & terms as per registered agreement
6	Encroachment Insurance	\$ 10.00	\$ 10.00	Y	0.0%	"
	<b>Commercial Boulevard Parking</b>					
7	Registration	\$ 50.00	\$ 50.00	N	0.0%	Fee Set by the province
8	Processing Fee	\$ 326.55	\$ 332.74	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
9	Encroachment Insurance	\$ 10.00	\$ 10.00	Y	0.0%	Set fee & terms as per registered agreement
10	Fee/space (first two spaces)	\$ 99.12	\$ 100.88	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
11	Fee/space (remaining spaces)	\$ 49.56	\$ 50.44	Y	1.8%	"
12	Access Permit Application	\$ 99.00	\$ 115.00	N	16.2%	Phase in cost recovery over 4 years (2018 as Year 1)
13	Inspection Fee for the Review of Business Licences	\$ 30.97	\$ 31.86	Y	2.9%	Guideline increase, rounded to the nearest dollar after HST applied
	<b>Administrative Penalty System (APS)**</b>					
14	MTO Search	\$ 12.00	\$ 12.00	Y	0.0%	No increase. Fees comparable to other municipalites
15	Late Payment	\$ 25.00	\$ 25.00	Y	0.0%	"
16	Fail to Attend Hearing	\$ 50.00	\$ 50.00	Y	0.0%	"
17	Plate Denial	\$ 22.00	\$ 22.00	Y	0.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Tourism**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Tourism-Oriented Directional Signs (TODS) - 2' x 8'	\$ 168.30	\$ <b>168.30</b>	Y	0.0%	Fees set by the province
2	Tourism-Oriented Directional Signs (TODS) - 1.5' x 6'	\$ 132.60	\$ <b>132.60</b>	Y	0.0%	"
3	Tourism-Oriented Directional Signs (TODS) - 1' x 4'	\$ 66.30	\$ <b>66.30</b>	Y	0.0%	"
4	Tourism-Oriented Directional Signs (TODS) - 1' x 5'	\$ 76.50	\$ <b>76.50</b>	Y	0.0%	"
LOGO Program - LINC & Redhill Parkway Road Signage Fees:						
5	- Mainlines/Ramps	\$ 2,500.00	\$ <b>2,500.00</b>	Y	0.0%	Fees set by the province
6	- Trailblazing	\$ 200.00	\$ <b>200.00</b>	Y	0.0%	"
<b>Visitors Centre Room Rental Rates (Social and Corporate)</b>						
<b>Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.</b>						
7	Tourism Visitor Centre - daytime hourly rate	\$ 35.39	\$ <b>36.28</b>	Y	2.5%	Guideline increase, rounded to the nearest dollar after HST applied
8	Premium for rentals involving alcohol consumption	\$ 492.92	\$ <b>502.65</b>	Y	2.0%	"
9	Visitor's Services Centre - Special Events	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	<b>Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.</b>	Y	N/A	Set at Fair Market Value and to match similar fee for "Museum Special Events"
<b>Hamilton Film Office Administration Fees</b>						
<b>All Student Productions will be exempt from any permit fees</b>						
10	For Profit Productions - Administration Fee	\$ 53.10	\$ <b>54.87</b>	Y	3.3%	This is at the high-end of municipal film permit comparators
11	Non-Profit Productions - Administration Fee	\$ 26.55	\$ <b>27.43</b>	Y	3.3%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>MUSEUM GENERAL ADMISSION FEES:</b>						
Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis						
<b>Children's Museum</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 1 to 12, Infant: under 1, Family: Two Adults and dependant children						
<b>All Other Sites</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 6 to 12, Infant: 5 & under, Family: Two Adults and dependant children						
1	Dundurn Castle - Adult	\$ 10.18	\$ 10.62	Y	4.3%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
2	Dundurn Castle - Senior	\$ 8.41	\$ 8.85	Y	5.2%	"
3	Dundurn Castle - Student/Youth	\$ 8.41	\$ 8.85	Y	5.2%	"
4	Dundurn Castle - Child	\$ 5.31	\$ 5.75	Y	8.3%	"
5	Dundurn Castle - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
6	Dundurn Castle - Family	\$ 26.55	\$ 28.32	Y	6.7%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
7	Hamilton Military Museum - Adult	\$ 3.54	\$ 3.98	Y	12.5%	"
8	Hamilton Military Museum - Senior	\$ 3.10	\$ 3.54	Y	14.2%	"
9	Hamilton Military Museum - Student/Youth	\$ 3.10	\$ 3.54	Y	14.2%	"
10	Hamilton Military Museum - Child	\$ 2.65	\$ 3.10	Y	16.9%	"
11	Hamilton Military Museum - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
12	Hamilton Military Museum - Family	\$ 10.18	\$ 11.50	Y	13.0%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
13	Whitehern Historic House & Garden - Adult	\$ 6.19	\$ 6.64	Y	7.2%	"
14	Whitehern Historic House & Garden - Senior	\$ 5.31	\$ 5.75	Y	8.3%	"
15	Whitehern Historic House & Garden - Student/Youth	\$ 5.31	\$ 5.75	Y	8.3%	"
16	Whitehern Historic House & Garden - Child	\$ 4.42	\$ 4.87	Y	10.1%	"
17	Whitehern Historic House & Garden - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
18	Whitehern Historic House & Garden - Family	\$ 17.70	\$ 19.47	Y	10.0%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
19	Battlefield House Museum & Park - Adult	\$ 6.19	\$ 6.64	Y	7.2%	"
20	Battlefield House Museum & Park - Senior	\$ 5.31	\$ 5.75	Y	8.3%	"
21	Battlefield House Museum & Park - Student/Youth	\$ 5.31	\$ 5.75	Y	8.3%	"
22	Battlefield House Museum & Park - Child	\$ 4.42	\$ 4.87	Y	10.1%	"
23	Battlefield House Museum & Park - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
24	Battlefield House Museum & Park - Family	\$ 17.70	\$ 19.47	Y	10.0%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
25	Hamilton Museum of Steam & Technology - Adult	\$ 6.19	\$ 6.64	Y	7.2%	"
26	Hamilton Museum of Steam & Technology - Senior	\$ 5.31	\$ 5.75	Y	8.3%	"
27	Hamilton Museum of Steam & Technology - Student/Youth	\$ 5.31	\$ 5.75	Y	8.3%	"
28	Hamilton Museum of Steam & Technology - Child	\$ 4.42	\$ 4.87	Y	10.1%	"
29	Hamilton Museum of Steam & Technology - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
30	Hamilton Museum of Steam & Technology - Family	\$ 17.70	\$ 19.47	Y	10.0%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
31	Hamilton Children's Museum - Adult	\$ 1.77	\$ 2.21	Y	25.0%	"
32	Hamilton Children's Museum - Senior	\$ 1.77	\$ 2.21	Y	25.0%	"
33	Hamilton Children's Museum - Student/Youth	\$ 1.77	\$ 2.21	Y	25.0%	"
34	Hamilton Children's Museum - Child	\$ 3.54	\$ 3.98	Y	12.5%	"
35	Hamilton Children's Museum - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
36	Hamilton Children's Museum - Family	\$ 7.96	\$ 8.85	Y	11.2%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
37	Fieldcote Memorial Park & Museum - Adult	\$ 3.10	\$ 3.54	Y	14.2%	"
38	Fieldcote Memorial Park & Museum - Senior	\$ 2.66	\$ 3.10	Y	16.4%	"
39	Fieldcote Memorial Park & Museum - Student/Youth	\$ 2.66	\$ 3.10	Y	16.4%	"
40	Fieldcote Memorial Park & Museum - Child	\$ 2.21	\$ 2.65	Y	20.1%	"
41	Fieldcote Memorial Park & Museum - Infant	Free	Free		0.0%	Standard market rate for infants is zero dollars
42	Fieldcote Memorial Park & Museum - Family	\$ 8.85	\$ 10.62	Y	20.0%	Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis
43	Griffin House - Adult	Donation	Free	Y	N/A	No increase recommended. Rates reflect current market conditions
44	Griffin House - Senior	Donation	Free	Y	N/A	"
45	Griffin House - Student/Youth	Donation	Free	Y	N/A	"
46	Griffin House - Child	Donation	Free	Y	N/A	"
47	Griffin House - Infant	Donation	Free	Y	N/A	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>MUSEUM SPECIAL EVENTS</b>						
Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.						
48	Dundurn Castle	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	<b>Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.</b>	Y	N/A	N/A
49	Hamilton Military Museum			Y	N/A	N/A
50	Whitehern Historic House & Garden			Y	N/A	N/A
51	Battlefield House Museum & Park			Y	N/A	N/A
52	Hamilton Museum of Steam & Technology			Y	N/A	N/A
53	Hamilton Children's Museum			Y	N/A	N/A
54	Fieldcote Memorial Park & Museum			Y	N/A	N/A
<b>MUSEUM GROUP RATES</b>						
General tour rates for Tour Operators, Group Leaders, Community Groups. Expenses incurred for specific programming may increase rate accordingly.						
55	Dundurn Castle - Adult	\$ 6.64	\$ 7.08	Y	6.6%	"
56	Dundurn Castle - Senior	\$ 6.64	\$ 7.08	Y	6.6%	"
57	Dundurn Castle - Youth	\$ 6.64	\$ 7.08	Y	6.6%	"
58	Dundurn Castle - Child	\$ 4.42	\$ 4.87	Y	10.1%	"
59	Dundurn Castle and Hamilton Military Museum - Adult	\$ 7.96	\$ 8.41	Y	5.6%	"
60	Dundurn Castle and Hamilton Military Museum - Senior	\$ 7.96	\$ 8.41	Y	5.6%	"
61	Hamilton Military Museum - Adult	\$ 2.65	\$ 3.10	Y	16.9%	"
62	Hamilton Military Museum - Senior	\$ 2.65	\$ 3.10	Y	16.9%	"
63	Hamilton Military Museum - Youth	\$ 2.65	\$ 3.10	Y	16.9%	"
64	Hamilton Military Museum - Child	\$ 2.21	\$ 2.65	Y	20.1%	"
65	Dundurn National Historic Site: Guided tour of Grounds/Garden - Adult/Senior/Student	\$ 2.65	\$ 3.10	Y	16.9%	"
66	Dundurn National Historic Site: Guided tour of Grounds/Garden - Child	\$ 2.21	\$ 2.65	Y	20.1%	"
67	Whitehern Historic House & Garden - Adult	\$ 4.42	\$ 4.87	Y	10.1%	"
68	Whitehern Historic House & Garden - Senior	\$ 4.42	\$ 4.87	Y	10.1%	"
69	Whitehern Historic House & Garden - Youth	\$ 4.42	\$ 4.87	Y	10.1%	"
70	Whitehern Historic House & Garden - Child	\$ 3.54	\$ 3.98	Y	12.5%	"
71	Battlefield House Museum & Park - Adult	\$ 4.42	\$ 4.87	Y	10.1%	"
72	Battlefield House Museum & Park - Senior	\$ 4.42	\$ 4.87	Y	10.1%	"
73	Battlefield House Museum & Park - Youth	\$ 4.42	\$ 4.87	Y	10.1%	"
74	Battlefield House Museum & Park - Child	\$ 3.54	\$ 3.98	Y	12.5%	"
75	Hamilton Museum of Steam & Technology - Adult	\$ 4.42	\$ 4.87	Y	10.1%	"
76	Hamilton Museum of Steam & Technology - Senior	\$ 4.42	\$ 4.87	Y	10.1%	"
77	Hamilton Museum of Steam & Technology - Youth	\$ 4.42	\$ 4.87	Y	10.1%	"
78	Hamilton Museum of Steam & Technology - Child	\$ 3.54	\$ 3.98	Y	12.5%	"
79	Hamilton Children's Museum - Child - per child group fee for Party Room Rental	\$ 3.10	\$ 3.54	Y	14.2%	"
80	Fieldcote Memorial Park & Museum - Adult	\$ 2.43	\$ 2.65	Y	9.3%	"
81	Fieldcote Memorial Park & Museum - Senior	\$ 2.43	\$ 2.65	Y	9.3%	"
82	Fieldcote Memorial Park & Museum - Youth	\$ 2.43	\$ 2.65	Y	9.3%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
83	Fieldcote Memorial Park & Museum - Child	\$ 1.99	\$ 2.21	Y	11.2%	"
	<b>MUSEUM STUDENT AND YOUTH GROUP RATES</b> <b>Educational Program Rates</b> - minimum rate of \$3.50 per student applies to programs 1 hour in length. Programs over 1 hour in length may include discount to hourly rate. Expenses incurred for specific programming may increase rate accordingly. <b>Outreach Rates</b> - Minimum flat rate.					No change recommended this year (except for corrections of minor errors). Rates based on direct cost of program delivery
84	Dundurn Castle - Elementary School per hour/student	\$ 3.50	\$ 3.50	N	0.0%	
85	Dundurn Castle - High School per hour/student	\$ 3.10	\$ 3.10	Y	0.0%	
86	Dundurn Castle - Tour Only	\$ 5.31	\$ 5.31	Y	0.0%	
87	Hamilton Military Museum - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
88	Hamilton Military Museum - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
89	Hamilton Military Museum - Tour Only	\$ 2.65	\$ 2.65	Y	0.0%	
90	Evening Tour After 5:00 pm (Dundurn and Military)	\$ 309.73	\$ 309.73	Y	New	This is a per group charge. Reflects additional costs of evening programming and increasing demand for this service
91	Evening Tour After 5:00 pm Additional Staff (Dundurn and Military)	\$ 141.59	\$ 141.59	Y	New	This is a per group charge. Charge added for larger groups (i.e. for each additional 15 visitors)
92	Whitehern Historic House & Garden - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
93	Whitehern Historic House & Garden - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
94	Whitehern Historic House & Garden - Tour Only	\$ 4.42	\$ 4.42	Y	0.0%	
95	Battlefield House Museum & Park - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
96	Battlefield House Museum & Park - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
97	Battlefield House Museum & Park - Tour Only	\$ 4.42	\$ 4.42	Y	0.0%	
98	Hamilton Museum of Steam & Technology - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
99	Hamilton Museum of Steam & Technology - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
100	Hamilton Museum of Steam & Technology - Tour Only	\$ 4.42	\$ 4.42	Y	0.0%	
101	Hamilton Children's Museum - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
102	Fieldcote Memorial Park & Museum - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
103	Fieldcote Memorial Park & Museum - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
104	Griffin House - Elementary School per hr/student	\$ 3.50	\$ 3.50	N	0.0%	
105	Griffin House - High School per hr/student	\$ 3.10	\$ 3.10	Y	0.0%	
106	Hamilton Civic Museum Outreach Lecture	\$ 150.44	\$ 150.44	Y	0.0%	
107	Hamilton Civic Museum Outreach Program- Elementary Flat rate	\$ 150.44	\$ 150.44	N	0.0%	
108	Hamilton Civic Museum Outreach Program	\$ 150.44	\$ 150.44	Y	0.0%	
	<b>MUSEUM MEMBERSHIPS (annual)</b>					
109	Hamilton Museum of Steam & Technology - Organizational per person	\$ 13.27	\$ 13.27	Y	0.0%	
110	Fieldcote Memorial Park & Museum - Youth	\$ 11.50	\$ 11.50	Y	0.0%	



## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
111	Fieldcote Memorial Park & Museum - Individual	\$ 21.24	\$ 21.24	Y	0.0%	
112	Fieldcote Memorial Park & Museum - Family	\$ 30.97	\$ 30.97	Y	0.0%	
113	Fieldcote Memorial Park & Museum - Supporting	\$ 101.77	\$ 101.77	Y	0.0%	
114	Fieldcote Memorial Park & Museum - Benefactor	\$ 256.64	\$ 256.64	Y	0.0%	
115	Fieldcote Memorial Park & Museum - Patron	\$ 508.85	\$ 508.85	Y	0.0%	
	<b>MUSEUM CHILD BIRTHDAY PARTIES</b> Package rate will fluctuate according to client needs (i.e. program, craft, food, etc...) Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.					Other fees for non-core programs (e.g. birthday parties, social and corporate receptions and film rates are increased at greater than 2% to offset other groupings not increasing.
116	Dundurn Castle - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
117	Whitehern Historic House & Garden - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
118	Battlefield House Museum & Park - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
119	Hamilton Museum of Steam & Technology - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
120	Hamilton Children's Museum - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
121	Fieldcote Memorial Park & Museum - Package per person	\$ 15.93	\$ 15.93	Y	0.0%	
	<b>MUSEUM RENTAL RATES (Social and Corporate)</b> Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.					
122	Ancaster Old Town Hall	\$ 35.40	\$ 36.28	Y	2.5%	Non core programs; fee set to reflect the market rate and attempt to cover the cost of the program and offset overheads
123	The Coach House at Dundurn - hourly rate	\$ 35.40	\$ 39.82	Y	12.5%	"
124	Dundurn Pavilion (Outdoor)	\$ 110.62	\$ 115.04	Y	4.0%	"
125	The Stable at Whitehern - hourly rate	\$ 35.40	\$ 39.82	Y	12.5%	"
126	The Woodshed at HMST - hourly rate	\$ 35.40	\$ 39.82	Y	12.5%	"
127	"The Party Room" at Children's Museum - hourly rate	\$ 35.40	\$ 44.25	Y	25.0%	"
128	Private Rental Hamilton Children's Museum - hourly rate	\$ 123.89	\$ 128.32	Y	3.6%	NEW Venue
129	Fieldcote Memorial Park & Museum Meeting Room - hourly rate	\$ 35.40	\$ 39.82	Y	12.5%	"
130	Battlefield Pavilion	\$ 84.07	\$ 88.50	Y	5.3%	"
131	Battlefield Pavilion (with use of kitchenette)	\$ 110.62	\$ 115.04	Y	4.0%	"
132	Grandview at Battlefield Park - hourly rate	\$ 35.40	\$ 39.82	Y	12.5%	"
133	Premium for rentals involving alcohol consumption	\$ 486.73	\$ 486.73	Y	0.0%	Fee in line with the market, an increase may discourage customers
	<b>MUSEUM RENTAL RATES - USE OF GROUNDS</b> Discounts are made available to not-for-profit and community-based organizations.					No increase recommended. Rates reflect current market conditions
134	Dundurn Castle - Outdoor or Cockpit	\$ 526.55	\$ 526.55	Y	0.0%	"
135	Whitehern Historic House & Garden - Outdoor	\$ 340.71	\$ 340.71	Y	0.0%	"
136	Battlefield House Museum & Park - Outdoor	\$ 340.71	\$ 340.71	Y	0.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
137	Hamilton Museum of Steam & Technology - Outdoor	\$ 340.71	\$ 340.71	Y	0.0%	"
138	Fieldcote Memorial Park & Museum - Outdoor	\$ 526.55	\$ 526.55	Y	0.0%	"
139	Evening Grounds Use After 5:00pm (All sites)	\$ 619.47	\$ 619.47	Y	0.0%	"
140	Dundurn parking lot- minimum rate	N/A	\$ 221.24	Y	0.0%	
	<b>COMMERCIAL PHOTOGRAPHY - USE OF GROUNDS</b>					No increase recommended. Rates reflect current market conditions
141	Ancaster Old Town Hall	\$ 163.72	\$ 163.72	Y	0.0%	"
142	Dundurn National Historic Site	\$ 163.72	\$ 163.72	Y	0.0%	"
143	Whitehern Historic House & Garden	\$ 163.72	\$ 163.72	Y	0.0%	"
144	Battlefield House Museum & Park	\$ 163.72	\$ 163.72	Y	0.0%	"
145	Hamilton Museum of Steam & Technology	\$ 163.72	\$ 163.72	Y	0.0%	"
146	Fieldcote Memorial Park & Museum	\$ 163.72	\$ 163.72	Y	0.0%	"
	<b>COMMERCIAL FILM RATES</b>					
147	Site Supervisor - hourly rate	\$ 79.65	\$ 88.50	Y	11.1%	Increasing above guideline to offset other areas below guideline increase and to reflect market conditions
148	Additional monitoring - staff hourly rate	\$ 79.65	\$ 88.50	Y	11.1%	"
149	Hourly rate, in addition to staff hourly rate (above), for outside business hours or after eight (8) hours	\$ 37.17	\$ 44.25	Y	19.0%	"
150	Hourly rate for Site Supervision; midnight - 8am, Saturdays, Sundays & all Stat Holidays		\$ 163.72	Y	New	New rate for cover overtime and stat holiday costs for staff
151	Filming rate per exterior location per day (including setup, shooting and take down days). Note: there may be multiple locations per premises	\$ 528.78	\$ 575.22	Y	8.8%	Increasing above guideline to offset other areas below guideline increase and to reflect market conditions
152	Filming rate per interior location per day (including setup, shooting and take down days). Note: there may be multiple locations per premises Note: interior filming is not permitted in National Historic Sites (NHS). Other restrictions in other non-NHS or non-heritage spaces will apply	\$ 1,463.72	\$ 1,504.42	Y	2.8%	"
153	Use of part or all of parking lot for film per day	\$ 976.11	\$ 1,106.19	Y	13.3%	"
154	Research or Curatorial fee per day	\$ 243.36	\$ 442.48	Y	81.8%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Planning & Economic Development

Division: Licensing & By-law Services - Administrative Penalty System (APS)

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Late Payment (after 15 days)	\$ 50.44	\$ <b>50.44</b>	Y	0.0%	Additional schedules to be added to program. Will consider fee increase thereafter full implementation.
2	Fail to Attend Hearing	\$ 100.00	\$ <b>100.00</b>	Y	0.0%	"
3	Final notice of non-payment	\$ 24.78	\$ <b>24.78</b>	Y	0.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Lodges and Ontario Works**

*Fee increase Effective Jan 1, 2019 unless otherwise indicated*

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Macassa Lodge</b>						
1	Day Program - All Day	\$ 21.65	\$ 22.08	N	2.0%	Guideline increase, user fee increase effective April 1, 2019
<b>Wentworth Lodge</b>						
2	Meals-on-Wheels	\$ 6.84	\$ 6.98	N	2.0%	Guideline increase
<b>Helping Hands Program</b>						
3	Regular Cleaning (1 Hour Minimum)	\$ 9.45	\$ 9.65	N	2.1%	Guideline increase, rounded to nearest nickel
4	Heavy Cleaning (1 Hour Minimum) (Wall Washing, Window Cleaning, Rug Shampoo)	\$ 12.50	\$ 12.75	N	2.0%	Guideline increase
5	Lawn Maintenance (1 Hour Minimum)	\$ 12.50	\$ 12.75	N	2.0%	"
6	Snow Shoveling (1 Hour Minimum)	\$ 12.50	\$ 12.75	N	2.0%	"
7	Lawn Crew Services (1 Hour Minimum)	\$ 17.70	\$ 18.05	N	2.0%	"
8	Snow Crew Services (1 Hour Minimum)	\$ 17.70	\$ 18.05	N	2.0%	"
9	Air Conditioner Install or Removal (1 Hour Minimum)	\$ 17.70	\$ 18.05	N	2.0%	"
10	Annual Administrative Fee	\$ 35.71	\$ 36.42	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Triggering alarm not including testing alarm:</b>						
1	4th or subsequent response in a 30 day period (property owner or individual responsible, where this can be determined)	\$ 501.50	\$ 511.55	N	2.0%	Guideline increase, rounded to nearest nickel
2	6th or subsequent response in a calendar year (property owner or individual responsible, where this can be determined)	\$ 501.50	\$ 511.55	N	2.0%	"
3	Testing alarm without notification to Fire Department (property owner)	\$ 717.20	\$ 731.55	N	2.0%	"
<b>Responses for Motor vehicles</b>						
4	Within City, for a motor vehicle owned by a person who does not reside in the City (motor vehicle owner) \$511.55 per Fire Department vehicle for the 1st hour divided equally among motor vehicle owners if more than one motor vehicle	\$ 501.50	\$ 511.55	N	2.0%	Guideline increase, rounded to nearest nickel
5	- Each Additional Hour (In Half Hour Increments)	\$ 250.75	\$ 255.80	N	2.0%	"
<b>Response for Open Air Burning</b>						
6	Non-compliance with the Open Air Burning By-law including non-compliance with a permit issued under the By-law – second or subsequent response in a 12 month period (property owner) \$511.55 per Fire Department vehicle for the 1st hour	\$ 501.50	\$ 511.55	N	2.0%	Guideline increase, rounded to nearest nickel
7	- Each Additional Hour (In Half Hour Increments)	\$ 250.75	\$ 255.80	N	2.0%	"
<b>Response for Natural Gas Leaks</b>						
8	Failure to obtain Utility Service Locate (property owner) \$511.55 per Fire Department vehicle for the 1st hour	n/a	\$ 511.55	N	0.0%	New 2019 Fee
9	- Each Additional Hour (In Half Hour Increments)	n/a	\$ 255.80	N	0.0%	New 2019 Fee
<b>Reports / Letters / File Searches</b>						
10	Fire Department response report	\$ 40.22	\$ 41.02	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
11	Clearance/status letter	\$ 36.20	\$ 36.90	N	1.9%	Guideline increase, rounded to nearest nickel
12	Outstanding work order file search	\$ 71.10	\$ 72.50	N	2.0%	"
13	Environmental property search	\$ 473.30	\$ 482.75	N	2.0%	"
<b>Fire Routes</b>						
14	Establishing new fire routes or reviewing existing fire routes	\$ 240.93	\$ 245.75	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Events</b>						
15	Non-emergency stand-by for events (e.g. film events, demolition derbies) \$511.55 per Fire Department vehicle for the 1st hour and 100% cost recovery for crew after the 1st hour	\$501.50 plus full cost recovery	\$511.55 plus full cost recovery	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Inspections of Residential Buildings</b>						
16	Daycares – licensed	\$ 160.71	\$ 163.94	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
17	Daycares – private home	\$ 66.90	\$ <b>68.23</b>	Y	2.0%	"
18	Foster care homes with a capacity of less than or equal to 4	\$ 66.90	\$ <b>68.23</b>	Y	2.0%	"
19	Group homes with a capacity of less than or equal to 4	\$ 66.90	\$ <b>68.23</b>	Y	2.0%	"
20	Foster care homes with a capacity of more than 4	\$ 254.42	\$ <b>259.51</b>	Y	2.0%	"
21	Group homes with a capacity of more than 4	\$ 254.42	\$ <b>259.51</b>	Y	2.0%	"
22	Student housing, Bed & Breakfast, Lodging house	\$ 254.42	\$ <b>259.51</b>	Y	2.0%	"
23	Residential buildings with 1 dwelling	\$ 66.90	\$ <b>68.23</b>	Y	2.0%	"
24	Residential buildings with 2 dwellings	\$ 321.37	\$ <b>327.79</b>	Y	2.0%	"
25	Residential buildings with less than 4 stories and more than 2 dwelling units	\$ 562.30	\$ <b>573.54</b>	Y	2.0%	"
26	Residential buildings with 4, 5 or 6 stories	\$ 950.62	\$ <b>969.65</b>	Y	2.0%	"
27	Residential buildings with 7, 8, 9, 10 or 11 stories	\$ 1,110.49	\$ <b>1,132.70</b>	Y	2.0%	"
28	Residential buildings with 12, 13, 14, 15, 16, 17 and 18 stories	\$ 1,271.42	\$ <b>1,296.86</b>	Y	2.0%	"
29	Residential buildings with more than 18 stories	\$ 1,605.22	\$ <b>1,637.35</b>	Y	2.0%	"
<b>Inspections of Non-Residential Buildings</b>						
30	Non-residential buildings with less than 5 stories and less than 3,000 sq ft per floor	\$ 254.42	\$ <b>259.51</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
31	Non-residential buildings with less than 5 stories and 3,000 sq ft to 5,000 sq ft per floor	\$ 401.90	\$ <b>409.96</b>	Y	2.0%	"
32	Non-residential buildings with less than 5 stories and more than 5,000 sq ft per floor	\$ 535.88	\$ <b>546.59</b>	Y	2.0%	"
33	Non-residential buildings with 5 or more stories and less than 3,000 sq ft per floor	\$ 601.81	\$ <b>613.85</b>	Y	2.0%	"
34	Non-residential buildings with 5 or more stories and 3,000 to 5,000 sq ft per floor	\$ 709.65	\$ <b>723.85</b>	Y	2.0%	"
35	Non-residential buildings with 5 or more stories and more than 5,000 sq ft per floor	\$ 950.53	\$ <b>969.56</b>	Y	2.0%	"
<b>Other Inspections</b>						
36	AGCO liquor licence – indoor	\$ 173.94	\$ <b>177.43</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
37	AGCO liquor licence – patio	\$ 80.22	\$ <b>81.81</b>	Y	2.0%	"
38	Municipal business licence	\$ 141.60	\$ <b>144.42</b>	Y	2.0%	"
39	Open air burning	\$ 160.71	\$ <b>163.94</b>	Y	2.0%	"
<b>All Re-Inspections</b>						
40	2nd or subsequent re-inspection	\$ 66.90	\$ <b>68.23</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Permits</b>						
41	Family fireworks sale permit – store	\$ 200.88	\$ <b>204.91</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
42	Family fireworks sale permit – trailer	\$ 401.59	\$ <b>409.65</b>	Y	2.0%	"
43	Open air burning permit	\$ 10.00	\$ <b>10.00</b>	N	0.0%	No increase; historical
<b>Risk and Safety Management Plan Reviews (RSMPs) for Propane Facilities</b>						

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
44	Level 2 propane facility (propane volume > 5K water gallons) – first RSMP	\$ 2,823.67	\$ <b>2,880.13</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
45	Level 2 propane facility (propane volume > 5K water gallons) – renewal RSMP	\$ 1,411.90	\$ <b>1,440.13</b>	Y	2.0%	"
46	Level 2 propane facility (propane volume > 5K water gallons) – new RSMP resulting from modification or expansion of the propane facility	\$ 2,089.56	\$ <b>2,131.33</b>	Y	2.0%	"
47	Level 1 propane facility (propane volume ≤ 5K water gallons) – all RSMPs	\$ 282.35	\$ <b>288.01</b>	Y	2.0%	"
	<b>Extraordinary Costs</b>					
48	Costs in addition to costs ordinarily incurred to eliminate an emergency or risk, preserve property or evidence, or to investigate, including but not limited to:	100% Cost Recovery	<b>100% Cost Recovery</b>			
	- renting equipment (e.g. specialized equipment);					
	- hiring contractors;					
	- hiring professional services (e.g. engineering services);					
	- using consumable materials (e.g. foam)					
	- replacing damaged equipment (e.g. bunker gear, firefighting hose); or					
	- purchasing materials (e.g. shoring lumber)					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Hamilton Paramedic Service

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Special Event Coverage</b>						
1	Event coverage - 1 Ambulance & 2 Paramedics - min. 4 hours	\$ 938.63	\$ <b>957.39</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
2	- Each Additional Hour (In Half Hour Increments)	\$ 235.00	\$ <b>239.69</b>	Y	2.0%	"
3	Event coverage - First Response Unit & 1 Paramedic - min. 4 hours	\$ 730.80	\$ <b>745.40</b>	Y	2.0%	"
4	- Each Additional Hour (In Half Hour Increments)	\$ 182.74	\$ <b>186.42</b>	Y	2.0%	"
<b>Ambulance Reports/Investigations</b>						
5	Copy of Ambulance Call Reports to Outside Agencies	\$ 79.56	\$ <b>81.15</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
6	Investigative Interview of Paramedics by Outside Agencies (Per Hour)	\$ 143.32	\$ <b>146.19</b>	Y	2.0%	"
<b>Preceptor Fees</b>						
7	Paramedic Student Equipment Fee	\$ 55.13	\$ <b>56.24</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
8	Paramedic Student Preceptor Fee - Primary Care Paramedic (Per Hour)	\$ 1.86	\$ <b>1.90</b>	Y	2.4%	"
9	Paramedic Student Preceptor Fee - Advanced Care Paramedic (Per Hour)	\$ 2.70	\$ <b>2.74</b>	Y	1.6%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.



## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Ice Rates

*Fee increase Effective July 1, 2019*

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>User Group Ice Rates (Hourly)</b>						
1	Prime Time Non Subsidized	\$ 275.70	\$ <b>283.97</b>	Y	3.0%	Consistent 3% increase applied to all ice fees.
2	Prime Time Subsidized	\$ 149.00	\$ <b>153.48</b>	Y	3.0%	"
3	Non Prime Time	\$ 206.77	\$ <b>212.98</b>	Y	3.0%	"
4	Tournaments (Subsidized Groups Only)	\$ 206.77	\$ <b>212.98</b>	Y	3.0%	"
5	Summer Ice Non Subsidized	\$ 298.01	\$ <b>306.95</b>	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
6	Summer Ice Subsidized	\$ 206.77	\$ <b>212.98</b>	Y	3.0%	Consistent 3% increase applied to all ice fees.
7	Last Minute Ice (48 Hours Prior to Use, Non-Refundable)	\$ 149.00	\$ <b>153.48</b>	Y	3.0%	"
8	Shooter Pad (1 Hour)	\$ 25.56	\$ <b>26.33</b>	Y	3.0%	"
9	Shooter Pad (1 Hour) (Block Booking >50 hours)	\$ 19.17	\$ <b>19.75</b>	Y	3.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Admission Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Admission fees applied to patrons upon entering Recreation Centres, Outdoor Pools, Arenas and Seniors' Facilities for non-registered drop-in programming.</b>						
	Infant - 0 to 36 months (Free)					
	Child/Youth - 3 to 17 years					
	Adult - 18 to 54 years					
	Seniors - 55+ years					
	Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address					
<b>Recreation Centre &amp; Pool Admission Fees</b>						
<i>Applied to drop-in gym programs as well as drop-in swimming programs which are staff supervised but not lead by an instructor.</i>						
1	Single Admit (Child/Youth/Senior)	\$ 2.92	\$ 2.99	Y	2.4%	Guideline increase (rounded)
2	Single Admit (Adult)	\$ 4.38	\$ 4.47	Y	2.1%	"
3	Single Admit (Family)	\$ 8.67	\$ 9.12	Y	5.2%	Alignment to standardized multiple of adult admission to be phased in through to 2020
4	Single Admit (Fitness)	\$ 7.21	\$ 7.34	Y	1.8%	Guideline increase (rounded)
5	Single Admit (Fitness Specialty)	\$ 8.58	\$ 8.76	Y	2.1%	"
6	Single Admit (Fun Night)	\$ 5.79	\$ 5.91	N	2.1%	"
7	Single Admit (Initiative Program)	\$ 1.90	\$ 1.95	Y	2.8%	"
8	Aqua Bike Rental	\$ 5.31	\$ 5.42	Y	2.1%	"
9	10 Visit Clip Card (Child/Youth/Senior)	\$ 20.84	\$ 21.81	Y	4.7%	Alignment to standardized discount for all 10 visit clip cards to be phased in through to 2020
10	10 Visit Clip Card (Adult)	\$ 32.83	\$ 33.53	Y	2.1%	Guideline increase (rounded)
11	10 Visit Clip Card (Family)	\$ 65.04	\$ 68.40	Y	5.2%	Alignment to standardized discount for all 10 visit clip cards to be phased in through to 2020
12	Yearly Pass (Child/Youth/Senior)	\$ 39.91	\$ 41.50	Y	4.0%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
13	Yearly Pass (Senior RFAP Clients)	\$ 9.98	\$ 10.38	Y	4.0%	Consistent with "Yearly Pass (Senior)" increase.
14	Yearly Pass (Adult)	\$ 96.46	\$ 98.39	Y	2.0%	Guideline increase
15	Yearly Pass (Adult RFAP Clients)	\$ 24.12	\$ 24.60	Y	2.0%	"
16	Yearly Pass (Family)	\$ 145.22	\$ 152.76	Y	5.2%	Alignment to a standardized multiple of adult admission to be phased in through to 2020
17	Yearly Pass (Replacement Card)	\$ 4.60	\$ 4.69	Y	2.0%	Guideline increase
18	Non-Resident Fee Applied to Clip Cards & Yearly Pass Rates Above	\$ 13.32	\$ 13.59	Y	2.0%	"
19	Promotional Pass (Youth) (20 pack with expiration date)	n/a	\$ 10.00	Y	0.0%	New 2019 Fee
<b>Waterfit Admission Fees</b>						
<i>Applied to instructor lead drop-in water fitness programs.</i>						
20	Single Admit (Youth)	\$ 3.23	\$ 3.29	Y	1.9%	Guideline increase (rounded)
21	Single Admit (Senior)	\$ 2.13	\$ 2.17	Y	2.1%	"
22	Single Admit (Adult)	\$ 4.82	\$ 4.92	Y	2.1%	"
23	Single Admit (Warm Water Exercise) (Adult)	n/a	\$ 6.15	Y	0.0%	New 2019 Fee
24	Single Admit (Warm Water Exercise) (Senior)	\$ 4.82	\$ 4.92	Y	2.1%	Guideline increase (rounded)

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Admission Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
25	Monthly Pass (Youth)	\$ 13.41	\$ 13.95	Y	4.0%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
26	Monthly Pass (Senior)	\$ 6.90	\$ 7.18	Y	4.1%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
27	Monthly Pass (Adult)	\$ 20.01	\$ 20.41	Y	2.0%	Guideline increase
28	25 Visit Clip Card (Youth)	\$ 52.48	\$ 53.46	Y	1.9%	Guideline increase (rounded)
29	25 Visit Clip Card (Senior)	\$ 26.97	\$ 28.05	Y	4.0%	Alignment to standardized discount for all 25 visit clip cards to be phased in through to 2020
30	25 Visit Clip Card (Adult)	\$ 78.27	\$ 79.95	Y	2.1%	Guideline increase (rounded)
31	Yearly Pass (Youth)	\$ 117.17	\$ 121.86	Y	4.0%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
32	Yearly Pass (Senior)	\$ 69.69	\$ 72.48	Y	4.0%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
33	Yearly Pass (Senior RFAP Clients)	\$ 34.87	\$ 36.24	Y	3.9%	Consistent with "Yearly Pass (Senior)" increase (rounded).
34	Yearly Pass (Adult)	\$ 183.61	\$ 187.28	Y	2.0%	Guideline increase.
35	Yearly Pass (Adult RFAP Clients)	\$ 91.81	\$ 93.64	Y	2.0%	"
36	Yearly Pass (Replacement Card)	\$ 4.60	\$ 4.69	Y	2.0%	"
37	Non-Resident Fee Applied to Clip Cards, Yearly and Monthly Pass Rates Above	\$ 13.32	\$ 13.59	Y	2.0%	"
	<b>Arena Admission Fees</b>					
	<i>Applied to drop-in skating programs which are staff supervised but not lead by an instructor.</i>					
38	Single Admit (Child/Youth/Senior)	\$ 2.92	\$ 2.99	Y	2.4%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
39	Single Admit (Adult)	\$ 4.38	\$ 4.47	Y	2.1%	Guideline increase (rounded)
40	Shinny (Adult)	\$ 6.77	\$ 6.91	Y	2.0%	Guideline increase
41	Shinny (Youth/Senior)	\$ 4.51	\$ 4.62	Y	2.4%	Guideline increase (rounded)
42	Single Admit (Family)	\$ 8.67	\$ 9.12	Y	5.2%	Alignment to a standardized multiple of adult admission to be phased in through to 2020
43	Figure Skating Ticket Ice	\$ 11.64	\$ 11.87	Y	2.0%	Guideline increase
44	10 Visit Clip Card Shinny (Adult)	\$ 50.80	\$ 51.83	Y	2.0%	"
45	10 Visit Clip Card Shinny (Youth/Senior)	\$ 33.85	\$ 34.65	Y	2.4%	Guideline increase (rounded)
46	10 Visit Clip Card Figure Skating Ticket Ice	\$ 87.30	\$ 89.03	Y	2.0%	Guideline increase
47	Yearly Pass (Child/Youth/Senior)	\$ 36.06	\$ 37.50	Y	4.0%	Alignment to standardized discount for all youth/senior fees to be phased in through to 2020
48	Yearly Pass (Adult)	\$ 56.42	\$ 57.54	Y	2.0%	Guideline increase
49	Yearly Pass (Family)	\$ 80.66	\$ 84.85	Y	5.2%	Consistent with "Single Admit (Family)" increase
50	Yearly Pass (Replacement Card)	\$ 4.60	\$ 4.69	Y	2.0%	Guideline increase
51	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 13.32	\$ 13.59	Y	2.0%	"
52	Promotional Pass (Youth) (20 pack with expiration date)	n/a	\$ 10.00	Y	0.0%	New 2019 Fee

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Admission Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Senior Facility Admission Fees</b>						
<i>Applied to all users (age 55+) of the facility based on the facility's status with the municipality as either "Club" or "Centre" designation.</i>						
53	Single Admit	\$ 2.25	\$ 2.30	Y	2.0%	Guideline increase
54	Yearly Pass (Senior Club)	\$ 5.31	\$ 5.31	Y	0.0%	Collected by Senior Clubs
55	Yearly Pass (Senior Centre)	\$ 30.53	\$ 31.14	Y	2.0%	Guideline increase
56	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 13.32	\$ 13.59	Y	2.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Registered Program Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Registered program fees are applied to instructional classes and charged once for the duration of the class.</b>						
<b>All registered program fees listed below are based on a single unit fee and multiplied by the number of classes to establish the full program fee unless specified.</b>						
<b>Preschool - 0 to 5 years</b>						
<b>Child - 6 to 12 years</b>						
<b>Youth - 13 to 17 years</b>						
<b>Adult - 18 to 54 years</b>						
<b>Seniors - 55+ years</b>						
<b>Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address</b>						
<b>Aquatic Programs</b>						
1	Adult - Fitness Aqua Spinning (1 Hour Class)	\$ 7.99	\$ 8.15	Y	2.0%	Guideline increase
2	Learn to Swim Program - Parented (30 Minute Class)	\$ 5.89	\$ 6.01	N	2.0%	"
3	Learn to Swim Program (30 Minute Class)	\$ 6.63	\$ 6.77	N	2.1%	Guideline increase (rounded)
4	Learn to Swim Program (45 Minute Class)	\$ 7.31	\$ 7.47	N	2.2%	"
5	Learn to Swim Program (45 Minute Class) (Senior)	n/a	\$ 5.98	Y	0.0%	New 2019 Fee
6	Private Lesson - Semi (30 Minute Class)/per class	\$ 19.05	\$ 20.01	N	5.0%	Market rate alignment
7	Private Lesson - Tri (30 Minute Class)/per class	\$ 14.29	\$ 15.01	N	5.0%	Market rate alignment
8	Private Lesson (30 Minute Class)/per class	\$ 23.82	\$ 25.01	N	5.0%	Market rate alignment
9	Swim Patrol Program (1 Hour Class)	\$ 7.31	\$ 7.47	N	2.2%	Guideline increase (rounded)
10	Non-Resident Fee Applies to All of the Above Rates	\$ 1.48	\$ 1.51	Y	2.1%	"
<b>Aquatic Leadership Programs</b>						
<i>Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee.</i>						
11	Bronze Cross	\$ 100.28	\$ 102.28	Y	2.0%	Guideline increase
12	Bronze Medallion with Emergency First Aid	\$ 118.25	\$ 120.61	Y	2.0%	"
13	Bronze Medallion/Bronze Cross Recertification	\$ 62.22	\$ 63.46	Y	2.0%	"
14	Bronze Star	\$ 86.66	\$ 88.39	N	2.0%	"
15	Diving Instructor	\$ 166.72	\$ 170.05	Y	2.0%	"
16	Lifesaving Society Aquatic Safety Inspector	\$ 71.67	\$ 73.10	Y	2.0%	"
17	Lifesaving Society Aquatic Supervisor Training (AST)	\$ 80.03	\$ 81.63	Y	2.0%	"
18	Lifesaving Society Aquatic Supervisor Training (AST) Instructor	\$ 83.62	\$ 85.29	Y	2.0%	"
19	Lifesaving Society Assistant Instructors	\$ 141.72	\$ 144.55	Y	2.0%	"
20	Lifesaving Society Combined Instructors	\$ 201.16	\$ 205.18	Y	2.0%	"
21	Lifesaving Society Examiner	\$ 39.71	\$ 40.50	Y	2.0%	"
22	Lifesaving Society First Aid Instructor	\$ 100.04	\$ 102.04	Y	2.0%	"
23	Lifesaving Society Safeguard	\$ 23.89	\$ 24.37	Y	2.0%	"
24	Lifesaving Society SEE Auditor	\$ 23.89	\$ 24.37	Y	2.0%	"
25	Lifesaving Society Standard First Aid	\$ 80.03	\$ 81.63	Y	2.0%	"
26	Lifesaving Society Standard First Aid (High School Rate)	\$ 6.24	\$ 6.36	Y	1.9%	Guideline increase (rounded)
27	Lifesaving Society Standard First Aid (Senior)	n/a	\$ 65.30	Y	0.0%	New 2019 Fee
28	Lifesaving Society Standard First Aid Recertification	\$ 58.54	\$ 59.71	Y	2.0%	Guideline increase

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation**

**Fee Type: Registered Program Fees**

*Fee increase Effective July 1, 2019*

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
29	Lifesaving Society Trainer	\$ 125.73	\$ 128.24	Y	2.0%	"
30	National Lifeguard	\$ 201.16	\$ 205.18	Y	2.0%	"
31	National Lifeguard Instructor Course	\$ 70.53	\$ 71.94	Y	2.0%	"
32	National Lifeguard Recertification	\$ 44.37	\$ 45.26	Y	2.0%	"
33	Swim for Fitness 13+	\$ 65.40	\$ 66.71	Y	2.0%	"
34	Swim for Fitness 6-12 years	\$ 65.91	\$ 67.23	N	2.0%	"
35	Swim Synchro Ontario Instructor Course	\$ 81.05	\$ 82.67	Y	2.0%	"
36	SwimAbilities (12 Weeks) (1 Hour Class)	\$ 77.97	\$ 79.53	N	2.0%	"
37	Synchro Routines/Diving Competition (1 Day)	\$ 8.74	\$ 8.92	Y	2.0%	"
38	Synchro/Diving (45 Minute Class)	\$ 68.68	\$ 70.05	N	2.0%	"
39	Synchro/Diving (45 Minute Class) (Senior)	n/a	\$ 56.04	Y	0.0%	New 2019 Fee
40	Synchro/Diving Program - Add-on Fee (45 Minute Class)	\$ 1.91	\$ 1.95	N	1.9%	Guideline increase (rounded)
41	Warm Water Exercise (Senior Centre Partnership)	\$ 2.83	\$ 2.88	Y	1.9%	"
42	Withdrawal Fee	\$ 25.00	\$ 25.00	Y	0.0%	Flat Fee - no increase required
43	Non-Resident Fee Applies to All of the Above Rates	\$ 13.32	\$ 13.59	Y	2.0%	Guideline increase
	<b>Programs</b>					
	<i>All Facilities - Applied to all facilities unless otherwise identified</i>					
44	Adult - Art/Music Program (1 Hour Class)	\$ 4.86	\$ 4.95	Y	2.0%	Guideline increase
45	Adult - Dance/Fitness Program - Specialty (1 Hour Class)	\$ 7.15	\$ 7.30	Y	2.1%	Guideline increase (rounded)
46	Adult - Dance/Fitness Program (1 Hour Class)	\$ 6.00	\$ 6.12	Y	2.0%	Guideline increase
47	Adult - Friday Framers Program (2 Hour Class)	\$ 2.74	\$ 2.80	Y	2.2%	Guideline increase (rounded)
48	Adult - Sport Program (Non-Instructioned) (2 Hour Class)	\$ 5.70	\$ 5.81	Y	1.9%	"
49	Camp Specialty – Camp Kidaca Plus (5 day)	\$ 205.00	n/a	n/a	n/a	Delete - Converted to add on fee
50	Camp With Trip – Camp Kidaca (5 day)	\$ 149.00	n/a	n/a	n/a	Delete - Converted to add on fee
51	Camp without trip – Camp Kidaca Lite (5 day)	\$ 124.00	n/a	n/a	n/a	Delete - Renamed "Camp without trip – Camp Kidaca Base Fee (5 day)"
52	Camp without trip – Camp Kidaca Base Fee (5 day)	n/a	\$ 25.40	N	0.0%	RENAMED from "Camp without trip – Camp Kidaca Lite (5 day)"
53	Camp Specialty Add-On Fee	n/a	\$ 16.60	N	0.0%	Converted from "Camp Specialty – Camp Kidaca Plus (5 day)"
54	Camp Trip Add-On Fee	n/a	\$ 25.00	N	0.0%	Converted from "Camp With Trip – Camp Kidaca (5 day)"
55	Child - Cycling Program (15 Hours)	\$ 122.89	\$ 125.35	N	2.0%	Guideline increase
56	Child - Music (Piano) (1 Hour Class)	\$ 13.24	\$ 13.51	N	2.0%	"
57	Child - Program (1 Hour)	\$ 3.64	\$ 3.71	N	1.9%	Guideline increase (rounded)
58	Child - Red Cross Babysitting (8 Hour Class)	\$ 44.17	\$ 45.05	N	2.0%	Guideline increase
59	Child - Smash Volleyball League (1.5 Hour Class)	\$ 8.95	\$ 9.12	N	2.0%	"
60	High Five (PHCD) Certification (8 Hour Class)	\$ 60.09	\$ 61.29	N	2.0%	"
61	Preschool - Parented Program (1 Hour Class)	\$ 3.54	\$ 3.61	N	1.9%	Guideline increase (rounded)
62	Preschool - Program (1 Hour Class)	n/a	\$ 4.95	N	0.0%	New 2019 Fee (Formerly 1.5 hour class)
63	Senior - Dance/Fitness Program (1 Hour Class)	n/a	\$ 4.90	Y	0.0%	New 2019 Fee

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation**

**Fee Type: Registered Program Fees**

*Fee increase Effective July 1, 2019*

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
64	Senior - Dance/Fitness Program - Specialty (1 Hour Class)	n/a	\$ 5.84	Y	0.0%	New 2019 Fee
65	Senior - Art/Music Program (1 Hour Class)	n/a	\$ 3.96	Y	0.0%	New 2019 Fee
66	Senior - Sport Program (Non-Instructed) (2 Hour Class)	n/a	\$ 4.65	Y	0.0%	New 2019 Fee
67	Special Needs (3 Hours, 12 Weeks)	\$ 10.72	\$ 10.93	N	2.0%	Guideline increase
68	Special Needs Fitness/Cooking (3 Hours, 6 Weeks)	\$ 14.51	\$ 14.81	N	2.0%	"
69	Youth - Leadership (12 Hours)	\$ 71.23	\$ 72.65	N	2.0%	"
70	Youth - Certification (4 Days)	\$ 88.52	\$ 90.29	N	2.0%	"
71	Youth - Fitness Program - Specialty (1 Hour Class)	\$ 6.32	\$ 6.45	N	2.0%	"
72	Youth - Fitness Program (1 Hour Class)	\$ 4.68	\$ 4.77	N	2.0%	"
73	Youth - Leadership Refresher (4 Hours)	\$ 11.14	\$ -	N	-100.0%	Program offered at no cost.
74	Late Pick-Up Fee (Per Each Half Hour)	\$ 10.00	\$ 10.00	N	0.0%	Flat Fee - no increase required
75	Withdrawal Fee (Camps)	\$ 25.00	\$ 25.00	Y	0.0%	Flat Fee - no increase required
76	Withdrawal Fee (Registered Programs)	n/a	\$ 10.00	Y	0.0%	New 2019 Fee
77	Non-Resident Fee Applies to All of the Above Rates	\$ 1.48	\$ 1.51	Y	2.0%	Guideline increase

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Rental Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Sports Field Rentals</b>						
1	Field/Diamond-Premium (Hourly)	\$ 40.24	\$ 42.25	Y	5.0%	Market rate alignment
2	Field/Diamond-Premium-Youth Affiliated (Hourly)	\$ 22.23	\$ 22.23	Y	0.0%	Static to more closely align to standardized discount.
3	Field/Diamond-A (Hourly)	\$ 36.67	\$ 37.40	Y	2.0%	Guideline increase
4	Field/Diamond-A-Youth Affiliated (Hourly)	\$ 18.33	\$ 18.70	Y	2.0%	"
5	Field/Diamond-B (Hourly)	\$ 25.45	\$ 25.96	Y	2.0%	"
6	Field/Diamond-B-Youth Affiliated (Hourly)	\$ 12.72	\$ 12.98	Y	2.0%	"
7	Field/Diamond-C (Hourly)	\$ 4.21	\$ 4.42	Y	5.0%	Market rate alignment
8	Field/Diamond-C-Youth Affiliated (Hourly)	\$ 2.35	\$ 2.35	Y	0.0%	Static to more closely align to standardized discount.
9	Field-MINI (Hourly)	\$ 2.91	\$ 3.05	Y	4.9%	Market rate alignment
10	Field-MINI-Youth Affiliated (Hourly)	\$ 1.76	\$ 1.76	Y	0.0%	Static to more closely align to standardized discount.
11	Class A Artificial Turf (Hourly)	\$ 123.62	\$ 126.54	Y	2.4%	Guideline increase rounded for standardized discount.
12	Class A Artificial Turf - Youth/Outdoor Affiliated (Hourly)	\$ 62.03	\$ 63.27	Y	2.0%	Guideline increase.
<b>Hall Rentals</b>						
<b>Category A - Arts &amp; Crafts Room; Meeting Room; Social Activity</b>						
13	Hourly Rate - Affiliate	\$ 2.27	\$ 2.32	Y	2.0%	Guideline increase
14	Hourly Rate - Community Group	\$ 4.55	\$ 4.64	Y	2.0%	"
15	Hourly Rate - Standard	\$ 13.64	\$ 13.91	Y	2.0%	"
16	Hourly Rate - Commercial/Non-Resident	\$ 22.74	\$ 23.19	Y	2.0%	"
17	Daily Max (Rentals >8hrs charged 8hrs) - Affiliate	\$ 11.37	n/a	n/a	n/a	Delete - Renamed "Daily Max - Affiliate"
18	Daily Max (Rentals >8hrs charged 8hrs) - Community Group	\$ 22.75	n/a	n/a	n/a	Delete - Renamed "Daily Max - Community Group"
19	Daily Max (Rentals >8hrs charged 8hrs) - Resident	\$ 68.19	n/a	n/a	n/a	Delete - Renamed "Daily Max - Standard"
20	Daily Max - Affiliate	n/a	\$ 18.56	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Affiliate"
21	Daily Max - Community Group	n/a	\$ 37.12	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Community Group"
22	Daily Max - Standard	n/a	\$ 111.28	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Resident"
<b>Category B - Premium Room/Auditorium</b>						
23	Hourly Rate - Affiliate	\$ 11.36	\$ 11.59	Y	2.0%	Guideline increase
24	Hourly Rate - Community Group	\$ 15.91	\$ 16.23	Y	2.0%	"
25	Hourly Rate - Standard	\$ 34.10	\$ 34.78	Y	2.0%	"
26	Hourly Rate - Commercial/Non-Resident	\$ 56.82	\$ 57.96	Y	2.0%	"
27	Daily Max (Rentals >8hrs charged 8hrs) - Affiliate	\$ 56.81	n/a	n/a	n/a	Delete - Renamed "Daily Max - Affiliate"
28	Daily Max (Rentals >8hrs charged 8hrs) - Community Group	\$ 79.56	n/a	n/a	n/a	Delete - Renamed "Daily Max - Community Group"
29	Daily Max (Rentals >8hrs charged 8hrs) - Resident	\$ 170.49	n/a	n/a	n/a	Delete - Renamed "Daily Max - Standard"



## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Rental Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
30	Daily Max - Affiliate	n/a	\$ 92.72	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Affiliate"
31	Daily Max - Community Group	n/a	\$ 129.84	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Community Group"
32	Daily Max - Standard	n/a	\$ 278.24	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Resident"
<b>Category C - Gymnasium (Full)/Atrium/Lobby</b>						
33	Hourly Rate - Affiliate	\$ 15.91	\$ 16.71	Y	5.0%	Market rate alignment.
34	Hourly Rate - Community Group	\$ 19.32	\$ 20.28	Y	5.0%	Market rate alignment.
35	Hourly Rate - Standard	\$ 45.46	\$ 47.73	Y	5.0%	Market rate alignment.
36	Hourly Rate - Commercial/Non-Resident	\$ 68.20	\$ 71.61	Y	5.0%	Market rate alignment.
37	Daily Max (Rentals >8hrs charged 8hrs) - Affiliate	\$ 79.56	n/a	n/a	n/a	Delete - Renamed "Daily Max - Affiliate"
38	Daily Max (Rentals >8hrs charged 8hrs) - Community Group	\$ 96.59	n/a	n/a	n/a	Delete - Renamed "Daily Max - Community Group"
39	Daily Max (Rentals >8hrs charged 8hrs) - Resident	\$ 227.31	n/a	n/a	n/a	Delete - Renamed "Daily Max - Standard"
40	Daily Max - Affiliate	n/a	\$ 133.68	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Affiliate"
41	Daily Max - Community Group	n/a	\$ 162.24	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Community Group"
42	Daily Max - Standard	n/a	\$ 381.84	Y	0.0%	RENAMED from "Daily Max (Rentals >8hrs charged 8hrs) - Resident"
<b>Parks</b>						
43	Parks - Hamilton Pavilion (Per Booking)	\$ 71.28	\$ 72.70	Y	2.0%	Guideline increase
44	Parks - Hamilton (Per Booking)	\$ 100.37	\$ 102.38	Y	2.0%	"
45	Parks - Hamilton Premium (Per Booking)	\$ 327.26	\$ 333.80	Y	2.0%	"
46	Parks - Hamilton - Wedding Ceremony/Photos (Per Booking)	\$ 173.19	\$ 176.65	Y	2.0%	"
47	Parks - Special Event Exclusive Use Fee (Select Locations Only) (Per Booking)	\$ 751.32	\$ 766.35	Y	2.0%	"
<b>Pool Rentals</b>						
<b>Category A - Hot/Teach Pool (With 1 Lifeguard)</b>						
48	Hourly Rate - Community Group	\$ 32.00	\$ 32.64	Y	2.0%	Guideline increase
49	Hourly Rate - Standard	\$ 69.73	\$ 71.12	Y	2.0%	"
50	Hourly Rate - Commercial/Non-Resident	\$ 111.56	\$ 113.79	Y	2.0%	"
<b>Category B - Traditional Pools (With 2 Lifeguards) (All Other Facilities)</b>						
51	Hourly Rate - Community Group	\$ 60.58	\$ 61.79	Y	2.0%	Guideline increase
52	Hourly Rate - Standard	\$ 127.44	\$ 129.99	Y	2.0%	"
53	Hourly Rate - Commercial/Non-Resident	\$ 203.91	\$ 207.99	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

Fee Type: Rental Fees

Fee increase Effective July 1, 2019

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Category C - Specialty Pools (With 2 Lifeguards) (Stoney Creek, Westmount, Valley Park)</b>						
54	Hourly Rate - Community Group	\$ 127.44	\$ 129.99	Y	2.0%	Guideline increase
55	Hourly Rate - Standard	\$ 203.91	\$ 207.99	Y	2.0%	"
56	Hourly Rate - Commercial/Non-Resident	\$ 326.26	\$ 332.78	Y	2.0%	"
57	Slide Rental (Hourly)	\$ 96.97	\$ 96.97	Y	0.0%	Static to more align with market rates.
<b>Arena Floor Rates</b>						
58	Arena Floor Hamilton (Hourly)	\$ 47.69	\$ 48.64	Y	2.0%	Guideline increase
59	Arena Special Event (Per Booking)	\$ 514.82	\$ 525.12	Y	2.0%	"
<b>Extra Rental Fees</b>						
60	Arena Event Cleaning Charge (Per Booking)	\$ 178.37	\$ 181.93	Y	2.0%	Guideline increase
61	Arena Overtime (Per Booking)	\$ 357.05	\$ 364.19	Y	2.0%	"
62	Field & Park - Lights (Hourly)	\$ 13.25	\$ 13.51	Y	2.0%	"
63	Field & Park - Lights - Subsidized (Hourly)	\$ 7.35	\$ 7.50	Y	2.0%	"
64	Field & Park - Lights - Key Deposit	\$ 28.00	\$ 28.56	N	2.0%	"
65	Field & Park - Hydro Access Fee (Per Booking)	\$ 6.18	\$ 6.30	Y	1.9%	Guideline increase (rounded)
66	Field & Park - Staff Maintenance OT (Per Booking)	\$ 379.90	\$ 387.50	Y	2.0%	Guideline increase
67	Field & Park - Staff Maintenance OT Hourly (Hourly)	\$ 75.98	\$ 77.50	Y	2.0%	"
68	Flat Fee Damage Charge (Per Booking)	\$ 338.35	\$ 345.12	Y	2.0%	"
69	Flat Fee Gym/Kitchen Equipment (Hourly)	\$ 9.67	\$ 9.86	Y	2.0%	"
70	Flat Fee Kitchen Sanitization	n/a	\$ 60.00	Y	0.0%	New 2019 Fee
71	Flat Fee Set-up Full Gym (Per Booking)	\$ 213.41	\$ 217.68	Y	2.0%	Guideline increase
72	Flat Fee Set-up Half Gym (Per Booking)	\$ 106.85	\$ 108.98	Y	2.0%	"
73	Flat Fee Set-up Meeting Room (Per Booking)	\$ 55.34	\$ 56.44	Y	2.0%	"
74	Locker Key Replacement Fee	\$ 10.71	\$ 10.92	Y	2.0%	"
75	Parking Lot (Spot/Day) (Special Events Only)	\$ 6.43	\$ 6.55	Y	1.9%	Guideline increase (rounded)
76	Rental Amendment	\$ 5.36	\$ 5.47	Y	2.1%	"
77	Insurance Fee	\$ 5.36	\$ 5.47	Y	2.1%	"
78	Staff - Monitor/Additional Staffing (Hourly)	\$ 25.85	\$ 26.36	Y	2.0%	Guideline increase
79	Staff - Supervisor - Onsite/Extra Lifeguard/Waterfit Instructor (Hourly)	\$ 39.23	\$ 40.01	Y	2.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Healthy and Safe Communities  
 Division: Public Health Services

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Reproductive Health</b>						
1	Prenatal Complete Class	\$ 44.25	\$ 45.13	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
<b>Healthy Environments</b>						
2	Property Status Reports (Work Orders) - No Inspection	\$ 49.56	\$ 50.44	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
3	Rezoning By-Law & Official Plan Amendment - Inspection	\$ 110.62	\$ 113.27	Y	2.4%	"
4	Land Severance - Inspection	\$ 110.62	\$ 113.27	Y	2.4%	"
5	Migrant Farm Worker Housing	\$ 122.12	\$ 124.78	Y	2.2%	"
6	Disinterment Inspections	\$ 123.89	\$ 126.55	Y	2.1%	"
7	Funeral Home Inspection	\$ 61.06	\$ 61.95	Y	1.4%	"
8	Letters of Compliance-Variou Agencies	\$ 34.51	\$ 35.40	Y	2.6%	"
9	Special Events/Festivals - (per vendor/per event) - Inspection	\$ 33.63	\$ 34.51	Y	2.6%	"
10	Food Handlers Course (per person) - No Inspection	\$ 49.56	\$ 50.44	Y	1.8%	"
11	Special Events Late Fee - Inspection	\$ 24.78	\$ 25.66	Y	3.6%	"
12	Food Handler Training Challenge Exam - No Inspection	\$ 10.62	\$ 10.62	Y	0.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Healthy and Safe Communities**  
**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Inspection Fees (in addition to fees collected for Planning and/or Fire)</b>						
13	Personal Services Settings Fee	\$ 110.62	\$ 113.27	Y	2.4%	Guideline increase, rounded to nearest dollar after HST applied
14	Lodging House	\$ 105.31	\$ 107.08	Y	1.7%	"
15	Residential Care Facilities - annual/per bed	\$ 62.83	\$ 63.72	Y	1.4%	"
16	Food Safety Fee - High Risk	\$ 199.12	\$ 203.54	Y	2.2%	"
17	Food Safety Fee - Medium Risk	\$ 92.04	\$ 93.81	Y	1.9%	"
18	Food Safety Fee - Low Risk	\$ 46.02	\$ 46.90	Y	1.9%	"
19	Adult Entertainment Parlour	\$ 110.62	\$ 113.27	Y	2.4%	"
20	Body Rub Parlour Owner	\$ 110.62	\$ 113.27	Y	2.4%	"
21	Bed and Breakfast	\$ 92.04	\$ 93.81	Y	1.9%	"
22	Mobile Home Park - per site	\$ 133.63	\$ 136.28	Y	2.0%	"
23	Public Halls	\$ 46.02	\$ 46.90	Y	1.9%	"
24	Places of Amusement - Carnivals	\$ 38.94	\$ 39.82	Y	2.3%	"
25	Places of Amusement - Circus	\$ 46.02	\$ 46.90	Y	1.9%	"
26	Proprietary Club	\$ 46.02	\$ 46.90	Y	1.9%	"
27	Refreshment Vehicle - Class A	\$ 92.04	\$ 93.81	Y	1.9%	"
28	Refreshment Vehicle - Class B	\$ 92.04	\$ 93.81	Y	1.9%	"
29	Refreshment Vehicle - Class C	\$ 46.02	\$ 46.90	Y	1.9%	"
30	Recreational Camping Establishment	\$ 133.63	\$ 136.28	Y	2.0%	"
31	Seasonal Food Vendors	\$ 46.02	\$ 46.90	Y	1.9%	"
32	Tobacco Vendors - Inspection per Licence	\$ 186.73	\$ 190.27	Y	1.9%	"
33	Electronic Cigarettes - Inspection per Licence	\$ 61.06	\$ 61.95	Y	1.4%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Engineering Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Map C - Engineering Drawings (24 x 36)	\$ 18.78	\$ 19.15	Y	2.0%	Guideline increase
2	Map C - Engineering Drawings (12 x 18)	\$ 9.38	\$ 9.57	Y	2.0%	"
3	City Specification Manual	\$ 89.59	\$ 91.38	Y	2.0%	"
4	<b>Reports - Environmental Assessments and Master Plans</b>	\$ 14.12	\$ 14.41	Y	2.0%	"
5	- plus fee/page	\$ 0.11	\$ 0.11	Y	2.0%	"
	Intrusive Environmental Investigations on City Owned Property					
6	<b>General Administration Fee - Application Review by SEP</b>	\$ 247.98	\$ 252.94	Y	2.0%	"
7	General Administration Fee - Application Workplan Review by Design	\$ 247.98	\$ 252.94	Y	2.0%	"
8	Agreement Preparation Fee	\$ 126.08	\$ 128.60	Y	2.0%	"
9	Field Review (Utility Co-ordinator Call Out)	\$ 230.27	\$ 234.87	N	2.0%	"
10	Compliance Requests	\$ 99.91	\$ 101.91	N	2.0%	"
11	Lawyer Fees - Inquiries	cost + 7%	cost + 7%	Y	N/A	"
12	Road Cut Permit Fees (EP)	\$ 564.77	\$ 576.07	N	2.0%	"
13	Municipal Consent permit fees (MC) Short Stream	\$ 564.77	\$ 576.07	N	2.0%	"
14	Municipal Consent permit fees (MC) Long Stream	\$ 1,129.45	\$ 1,152.03	N	2.0%	"
15	Access Permits - Commercial or Multiple Dwelling	\$ 115.46	\$ 117.77	N	2.0%	"
16	Overland Permit Annual - Overdimensional	\$ 126.68	\$ 129.21	N	2.0%	"
17	Overload Permit Annual- Per tonne Overweight	\$ 198.54	\$ 202.51	N	2.0%	"
18	+ Administration Fee when requires invoicing	\$ 62.08	\$ 63.32	Y	2.0%	"
19	Overload Permit Single Trip	\$ 63.29	\$ 64.55	N	2.0%	"
20	Encroachments on Road Allowance - Application Fee (excludes Outdoor Boulevard Cafes)	\$ 311.70	\$ 317.94	Y	2.0%	"
21	Encroachments - Annual Fee (excludes Outdoor Boulevard Cafes and Areaways)	\$ 60.07	\$ 61.27	Y	2.0%	"
22	Encroachments - Outdoor Blvd. Cafes - Application Fee	\$ 1,560.85	\$ 1,592.07	Y	2.0%	No increase as current fee is sufficient
23	Encroachments - Annual Fee - Areaways-% of Market Value	\$ 0.05	\$ 0.05	Y	2.0%	Fee appropriate based on market value at the time
24	Encroachments - Compliance Requests & Discharge Agreements	\$ 99.93	\$ 101.93	Y	2.0%	Guideline increase
25	Active Encroachments - Annual Fee - Utility Corridors	Cost + 7%	Cost + 7%	Y	N/A	Fee set at cost plus 7%
26	Permanent Road Closure Application + Cost of Advertisement (AD) + Cost of Environmental Assessment (EA)	\$ 4,543.00 + Cost of AD + Cost of EA	\$ 4,634.00 + Cost of AD + Cost of EA	N	2.0%	Guideline increase
27	Formal Consultation for Permanent Road Closure	\$ 1,040.40	\$ 1,061.21	N	2.0%	Initial Fee required - Amount in line with Planning Department Fee
28	Road Occupancy Permit Fee (14 days)	\$ 50.00	\$ 50.00	N	0.0%	No increase, as current fee is sufficient
29	Temporary Lane Closure (per lane, per day)	\$ 50.00	\$ 50.00	N	0.0%	Restricted Lanes (i.e. No parking/No Stopping)
30	Temporary Sidewalk Closure (per 14 days)	\$ 108.27	\$ 110.44	N	2.0%	Guideline increase
31	Temporary Road Closure - FULL Special Events & Filming (one time fee)	\$ 659.84	\$ 673.03	N	2.0%	"
32	Temporary Road Closure - FULL Construction (one time fee)	\$ 1,418.31	\$ 1,446.68	N	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works  
 Division: Engineering Services

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
33	Traffic Count Fee - provision of count data on file, on request	\$ 64.60	\$ <b>65.89</b>	Y	2.0%	"
34	Damage to Traffic Property (street lighting equipment) Direct job costs	Cost + 7%	<b>Cost + 7%</b>	N	N/A	Fee set at cost plus 7%
35	Street Lighting Subdivision Review Fee	\$ 1,500.00	\$ <b>1,500.00</b>	Y	0.0%	New fee for the review, inspection and commissioning of street lighting systems in newly constructed subdivisions
	Note:					
	For documents that due to the size would not warrant the Approved user fee, a minimum fee of \$13.32 (plus HST) would be assessed. This would be to offset the administrative component to process requests.					

**\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.**

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Park/Pavilion Rental - Bleacher Rental - First Day**	\$ 524.44	\$ <b>534.93</b>	Y	2.0%	Guideline increase
2	Park/Pavilion Rental - Bleacher Rentals - Additional Days**	\$ 349.64	\$ <b>356.63</b>	Y	2.0%	"
3	Work done for others Parks Maintenance - Priced per Job	Priced per job-100% recovered + 2% Admin Fee	<b>Priced per job- 100% recovered + 2% Admin Fee</b>	Y	N/A	Fee set at 100% cost recovery
4	Park amenity donation - Bench Priced per job	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	"
5	Temporary Parks Access Permit Application Fee - per application	\$ 125.00	\$ <b>127.50</b>	N	2.0%	Increase to reflect cost and municipal comparator rates
6	Cost to Repair Damage	Priced per job - 100% recovered	<b>Priced per job - 100% recovered</b>	Y	N/A	
7	Temporary Parks Access Permit Security Deposit - per application	\$ 1,000.00	\$ <b>1,000.00</b>	N	0.0%	Deposit- no increase required
8	Mum Show Admissions - Adult (13 - 54 years old)	\$ 6.09	\$ <b>6.20</b>	Y	1.7%	Guideline increase, rounded to whole number when HST is included
9	Mum Show Admissions - Seniors (55+ years old) and Children (6 - 12 years old)	\$ 5.19	\$ <b>5.31</b>	Y	2.3%	Guideline increase, rounded to whole number when HST is included
10	Mum Show Admissions - Family Rate ( 2 Adults, 2 Children)	\$ 18.05	\$ <b>17.70</b>	Y	-2.0%	Fee decrease to align with individual tickets prices
11	Mum Show Admissions - Week Pass	\$ -	\$ <b>17.70</b>	Y	new	new
12	Mum Show Admissions - Tour Group (20 people)	\$ -	\$ <b>88.50</b>	Y	new	new
13	Stage Rental -Priced per job	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
14	Per parking space per day	\$ 15 per space/day	<b>\$ 15 per space/day</b>	Y	N/A	
15	Picnic Table Rental-6 pack/72hours	\$350/booking	<b>\$350/booking</b>	Y	N/A	
16	Garbage Can Rental 10pack/72hours	\$300/booking	<b>\$300/booking</b>	Y	N/A	
17	Roadway tree trimming for Horizon Utilities - per tree	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	N	N/A	Fee set at 100% cost recovery
18	Commemorative Trees	\$ 500.00	\$ <b>500.00</b>	N	0.0%	Existing fees achieve full cost recovery
19	Commemorative Trees - With Plaque	\$ 1,000.00	\$ <b>1,000.00</b>	N	0.0%	"
20	Work done for others Forestry - Priced per job	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
21	Park amenity donation - Tree - Priced per job	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	"
22	New Development Tree Installation (and minimum replacement value of tree)	\$ 613.84	\$ <b>626.11</b>	Y	2.0%	Guideline increase
	Permit for work performed on, in or under a public tree:					
23	- Minor: small scale project not requiring review of a Tree Management Plan	\$ 52.02	\$ <b>53.06</b>	Y	2.0%	Guideline increase
24	- Major: larger scale project requiring review of a Tree Management Plan	\$ 260.10	\$ <b>265.30</b>	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
25	Removal of a public tree for a private individual or entity	Priced per job- 100% recovered + 7% admin fee	<b>Priced per job- 100% recovered + 7% admin fee</b>	Y	N/A	Bylaw 15-125 and CoH Tree Preservation and Sustainability Policy
26	Replacement of a public tree for a private individual or entity (Total number of replacement trees = diameter of the public tree at 1.3 metres / diameter of the replacement trees. Cash in lieu of replacement calculated at 1.3 metres).	Priced per job – 100% recovered + 7% admin fee	<b>Priced per job – 100% recovered + 7% admin fee</b>	Y	N/A	Bylaw 15-125 and CoH Tree Preservation and Sustainability Policy
27	Wedding photos in Greenhouse - before 5 pm (2 hour block)	\$ 68.47	<b>\$ 225.00</b>	Y	228.6%	Increase to reflect cost and municipal comparator rates of new facility. 2018 fee was based on a per hour basis, 2019 is 2 hr block.
28	Wedding photos in Greenhouse - after 5 pm (2 hour block)	\$ 132.65	<b>\$ 300.00</b>	Y	126.2%	Increase to reflect cost and municipal comparator rates of new facility. 2018 fee was based on a per hour basis, 2019 is 2 hr block.
29	Work done for others by Horticulture - Priced per job	Priced per job- 100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
30	Gage Park Electronic Sign (Programming)	\$ 100.00	<b>\$ 100.00</b>	Y	0.0%	Existing fees achieve full cost recovery
31	Gage Park Tropical Greenhouse Rental - half day (4 hrs) between 9am and 5pm	\$ -	<b>\$ 250.00</b>	Y	0.0%	New
32	Gage Park Tropical Greenhouse Rental - full day (7 hrs) between 9am and 5pm	\$ -	<b>\$ 450.00</b>	Y	0.0%	New
33	Gage Park Tropical Greenhouse Rental - Evening between 5pm and 11pm.	\$ -	<b>\$ 540.00</b>	Y	0.0%	New
34	Banner Installations - Main Street West	\$ 312.59	<b>\$ 318.84</b>	Y	2.0%	Guideline increase
35	Banner Installations - King Street West (Dundas)	\$ 480.58	<b>\$ 490.19</b>	Y	2.0%	"
** In addition to the fees noted with a **, users pay 100% of the cost of delivery, set-up and takedown of bleachers						



## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Interment of an Adult at Standard Depth (6-ft)	\$ 1,066.00	\$ 1,087.00	Y	2.0%	Guideline increase rounded to nearest dollar
2	Interment of an Adult at Double Depth (8-ft)	\$ 1,326.00	\$ 1,353.00	Y	2.0%	"
3	Entombment in a Mausoleum Crypt - includes sealing	\$ 634.00	\$ 647.00	Y	2.1%	"
4	Interment of a Child - Stillborn - Case up to 24"	\$ 220.00	\$ 224.00	Y	1.8%	"
5	Interment of a Child - Case 25" to 72" - Standard Depth (6-ft)	\$ 663.00	\$ 676.00	Y	2.0%	"
6	Interment of a Child - Case 25" to 72" - Double Depth (8-ft)	\$ 892.50	\$ 910.00	Y	2.0%	"
7	Interment of Cremated Remains - Urn Garden Grave	\$ 426.00	\$ 435.00	Y	2.1%	"
8	Interment of Cremated Remains - Columbarium Niche	\$ 363.00	\$ 370.00	Y	1.9%	"
9	Interment of Cremated Remains - Cremorial (Woodland Only)	\$ 125.00	\$ 128.00	Y	2.4%	"
10	Interment Rights purchased before January 1, 1955 - Care & Maintenance	\$ 230.00	\$ 235.00	Y	2.2%	"
11	Interment Late Fee (for Funeral arriving > 30 minutes after ETA)	\$ 193.00	\$ 197.00	Y	2.1%	"
12	Interment on Saturday - Traditional Burial - 8:30am to 11:00am	\$ 780.00	\$ 796.00	Y	2.1%	"
13	Interment on Saturday - Cremated Remains - 8:30am to 11:00am	\$ 617.00	\$ 629.00	Y	1.9%	"
14	Interment on Non-Statutory Holiday - Traditional Burial 8:30am to 11:00am	\$ 1,372.00	\$ 1,399.00	Y	2.0%	"
15	Interment on Non-Statutory Holiday - Cremated Remains - 8:30am to 11:00am	\$ 749.00	\$ 764.00	Y	2.0%	"
16	Interment on Statutory Holiday - Traditional Burial - 8:30am to 11:00am	\$ 2,010.00	\$ 2,050.00	Y	2.0%	"
17	Interment on Statutory Holiday - Cremated Remains - 8:30am to 11:00am	\$ 1,359.00	\$ 1,386.00	Y	2.0%	"
18	Interment - Lowering: Adult - from 6ft to 8 ft - Shell	\$ 3,961.00	\$ 4,040.00	Y	2.0%	"
19	Interment - Lowering: Adult - from 6ft to 8 ft - Vault or Crypt	\$ 3,303.00	\$ 3,369.00	Y	2.0%	"
20	Interment - Lowering: Child - from 6ft to 8 ft - Shell	\$ 1,729.00	\$ 1,764.00	Y	2.0%	"
21	Interment - Lowering: Child - from 6ft to 8 ft - Vault or Crypt	\$ 1,438.00	\$ 1,467.00	Y	2.0%	"
22	Interment - Removal: Adult - 6-ft No Outer Container (Shell)	\$ 3,468.00	\$ 3,537.00	Y	2.0%	"
23	Interment - Removal: Adult - 8-ft No Outer Container (Shell)	\$ 4,300.00	\$ 4,386.00	Y	2.0%	"
24	Interment - Removal: Adult - 6-ft Outer Container (Vault or Crypt)	\$ 2,848.00	\$ 2,905.00	Y	2.0%	"
25	Interment - Removal: Adult - 8-ft Outer Container (Vault or Crypt)	\$ 3,492.00	\$ 3,562.00	Y	2.0%	"
26	Interment - Removal: Child - 6-ft No Outer Container (Shell)	\$ 1,046.00	\$ 1,067.00	Y	2.0%	"
27	Interment - Removal: Child - 8-ft No Outer Container (Shell)	\$ 1,414.00	\$ 1,442.00	Y	2.0%	"
28	Interment - Removal: Child - 6-ft Outer Container (Vault or Crypt)	\$ 854.00	\$ 871.00	Y	2.0%	"
29	Interment - Removal: Child - 8-ft Outer Container (Vault or Crypt)	\$ 1,296.00	\$ 1,322.00	Y	2.0%	"
30	Disinterment of Cremated Remains - Urn Garden Grave	\$ 426.00	\$ 435.00	Y	2.1%	"
31	Disinterment of Cremated Remains - Columbarium Niche	\$ 363.00	\$ 370.00	Y	1.9%	"
32	Lot Sale - Singles-in-a-Row (At Need Only)	\$ 1,055.00	\$ 1,105.00	Y	4.7%	Increase to reflect cost and municipal comparator rates
33	Lot Sale - single flat marker only	\$ 1,875.00	\$ 1,930.00	Y	2.9%	Increase to reflect cost and municipal comparator rates and remain competitive
34	Lot Sale- green/natural section	NEW	\$ 2,870.00	Y		NEW

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
35	Lot Sale -preferred single premium lot	\$ 2,734.00	\$ <b>2,870.00</b>	Y	5.0%	Increase to reflect cost and municipal comparator rates and remain competitive
36	Lot Sale - two grave flat marker only	\$ 3,750.00	\$ <b>3,860.00</b>	Y	2.9%	"
37	Lot Sale - three grave flat marker only	\$ 5,625.00	\$ <b>5,790.00</b>	Y	2.9%	"
38	Lot Sale - four grave flat marker only	\$ 7,500.00	\$ <b>7,720.00</b>	Y	2.9%	"
39	Lot Sale - monument	\$ 2,025.00	\$ <b>2,085.00</b>	Y	3.0%	"
40	Lot Sale - two grave monument	\$ 4,050.00	\$ <b>4,170.00</b>	Y	3.0%	"
41	Lot Sale - three grave monument	\$ 6,075.00	\$ <b>6,255.00</b>	Y	3.0%	"
42	Lot Sale - four grave monument	\$ 8,100.00	\$ <b>8,340.00</b>	Y	3.0%	"
43	Lot Sale - Veteran's Grave Section 18 - Woodland Only	\$ 1,005.00	\$ <b>1,025.00</b>	Y	2.0%	"
44	Lot Sale - Child: Stillborn - Case up to 24"	\$150.00 C&M portion only	\$ <b>150.00 C&amp;M portion only</b>	Y	0.0%	No increase.
45	Lot Sale - Child 72"	\$ 500.00	\$ <b>510.00</b>	Y	2.0%	New price strategy to simplify pricing and remain competitive
46	Lot Sale - Mausoleum Crypt	\$ 2,819.00	\$ <b>2,960.00</b>	Y	5.0%	Increase to reflect cost and municipal comparator rates
47	Lot Sale - Cremation Urn Garden Grave	\$ 945.00	\$ <b>995.00</b>	Y	5.3%	"
48	Lot Sale - Cremation Urn Garden Grave - (Woodland and Premium)	\$ 1,250.00	\$ <b>1,315.00</b>	Y	5.2%	"
49	Lot Sale - 6 ft Burials ONLY		\$ <b>3,025.00</b>	Y	N/A	New
50	Lot Sale - two grave lot Premium (Woodland Sec 14)		\$ <b>6,085.00</b>	Y	N/A	New
51	Lot Sale - three grave monument (Woodland Sec 14)		\$ <b>9,125.00</b>	Y	N/A	New
52	Lot Sale - four grave monument (Woodland Sec 14)		\$ <b>12,170.00</b>	Y	N/A	New
53	Niche Sale - Bronze Wreath Plaque	\$ 2,785.00	\$ <b>2,925.00</b>	Y	5.0%	Increase to reflect cost and municipal comparator rates
54	Niche Sale - Monument engraved plaque	\$ 2,150.00	\$ <b>2,260.00</b>	Y	5.1%	"
55	Niche Sale - Cremorial (Woodland only)	\$ 1,630.00	\$ <b>1,665.00</b>	Y	2.1%	"
56	Niche Sale - Lower Level (Rows 1 &2)		\$ <b>2,150.00</b>	Y	N/A	New
57	Niche Sale - Upper Level (Rows 3-5)		\$ <b>2,835.00</b>	Y	N/A	New
58	Niche Sale - Woodland Tranquility Gardens		\$ <b>5,075.00</b>	Y	N/A	New
59	Niche Sale - Premium (Hamilton Cemetery)		\$ <b>3,765.00</b>	Y	N/A	New
60	Cremation Bench Sale (Tranquility Gardens) interment rights (for 2)		\$ <b>2,500.00</b>	Y	N/A	New
61	Cremation bench Sale (Tranquility Gardens) granite bench		<b>starting from \$5,500</b>	Y	N/A	New
62	Non-Resident Surcharge	\$ 0.25	\$ <b>0.25</b>	Y	0.0%	Tied directly to the land sale fee (25% of the sale on non-resident land purchases)
63	Markers and Foundations - Concrete Foundation Pouring - per square inch of surface area to a depth of 5-ft	\$ 143.00	\$ <b>143.00</b>	Y	0.0%	No increase. Achieves cost recovery.
64	Markers and Foundations - Foundation Removal Fee	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
65	Markers and Foundations - Marker Setting Fee: 12" x 10" - Flat Marker (No C&M)	\$ 147.00	\$ <b>150.00</b>	Y	2.0%	Guideline increase rounded to nearest dollar
66	Markers and Foundations - Marker Setting Fee: Child's 18" x 14" Flat Marker (Plus C&M)	\$ 147.00	\$ <b>150.00</b>	Y	2.0%	"
67	Markers and Foundations - Marker Setting Fee: All other size Flat Marker - maximum size 24" x 18" (Plus C&M)	\$ 216.00	\$ <b>220.00</b>	Y	1.9%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
68	Markers and Foundations - Marker Setting Fee: DVA Flat Marker: plus C&M	\$ 183.00	\$ 187.00	Y	2.2%	"
69	Markers and Foundations - Marker Setting Fee: Bronze Vase	\$ 216.00	\$ 220.00	Y	1.9%	Guideline increase rounded to nearest dollar
70	Markers and Foundations - Marker Setting Fee: DVA Upright Marker: plus C&M	\$ 183.00	\$ 187.00	Y	2.2%	"
71	Care & Maintenance - Flat Marker (173 inches or greater)	\$ 50.00	\$ 50.00	Y	0.0%	Fees Prescribed by Ministry legislation
72	Care & Maintenance - DVA Flat Marker	\$ 50.00	\$ 50.00	Y	0.0%	"
73	Care & Maintenance - Small Foundations (up to 38" x 14" or 532 sq inches)	\$ 100.00	\$ 100.00	Y	0.0%	"
74	Care & Maintenance - Large Foundations (greater than 532 sq inches)	\$ 200.00	\$ 200.00	Y	0.0%	"
75	Care & Maintenance - DVA Upright Marker	\$ 100.00	\$ 100.00	Y	0.0%	"
76	Cemetery license fees	\$ 12.00	\$ 12.00	Y	0.0%	"
77	Columbarium Niche Bronze Plaque	\$ 576.00	\$ 595.00	Y	3.3%	Increase to reflect cost
78	Columbarium Niche Bronze Plaque - Date scroll		\$ 125.00	Y	N/A	New
79	Columbarium Niche - Companion Vase (Plastic)	\$ 152.00	\$ 160.00	Y	5.3%	Increase to reflect cost
80	Columbarium Niche - Companion Vase (Bronze)	\$ 166.00	\$ 175.00	Y	5.4%	Increase to reflect cost
81	Cremorial Bronze Plaque	\$ 253.00	\$ 295.00	Y	16.6%	Increase to reflect cost
82	Merchandise / Miscellaneous Services - Flower Beds - Supply, install & maintain Flower Bed - per grave to a maximum of three graves	\$ 592.00	\$ 604.00	Y	2.0%	"
83	Merchandise / Miscellaneous Services: 3rd Party Resale and/or Property Exchange	\$ 231.00	\$ 236.00	Y	2.2%	"
84	Merchandise / Miscellaneous Services - Duplicate Deed/Interment Rights Certificate/Transfer of Rights (copy)	\$ 29.00	\$ 30.00	Y	3.4%	"
85	Merchandise / Miscellaneous Services - Graveside Services: Tent and Chair	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
86	Merchandise / Miscellaneous Services - Genealogical Research (per name)	\$ 34.00	\$ 35.00	Y	2.9%	Guideline increase rounded to nearest dollar
87	Merchandise / Miscellaneous Services - Memorial Tree Planting (12"x10" stone; 6"x8" bronze plaque)	\$ 1,106.00	\$ 1,160.00	Y	4.9%	Increase to reflect cost
88	Merchandise / Miscellaneous Services - Memorial Bench (bench; 8" x 5" bronze plaque with 3 lines)	\$ 1,629.00	\$ 1,710.00	Y	5.0%	Increase to reflect cost
89	Merchandise / Miscellaneous Services - Temporary Marker (permitted for up to one year)	\$ 104.00	\$ 106.00	Y	1.9%	Guideline increase rounded to nearest dollar
90	Merchandise / Miscellaneous Services - Columbarium Plaque or Vase Installation	\$ 147.00	\$ 150.00	Y	2.0%	"
91	Outer Container - Concrete Crypt - Youth	\$ 744.00	\$ 760.00	Y	2.2%	Increase to reflect cost
92	Outer Container - Concrete Crypt - Intermediate	\$ 813.00	\$ 830.00	Y	2.1%	Increase to reflect cost
93	Outer Container - Concrete Crypt - Oversize	\$ 979.00	\$ 999.00	Y	2.0%	Guideline increase rounded to nearest dollar
94	Temporary Access Permit from Cemetery Lands onto Private Property	\$ 125.00	\$ 128.00	Y	2.4%	Increase to reflect cost and municipal comparator rates
95	Administrative Fee: Third Party Resale and/or Property Exchange	\$ 231.00	\$ 236.00	Y	2.2%	"
96	Graveside Service Fee	Priced per job-100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	Fee set at 100% cost recovery
97	Tent Rental 10'x10' per use	\$ 150.00	\$ 155.00	Y	3.3%	Increase to reflect cost
98	Chair Rental 4 chairs/per use	\$ 175.00	\$ 180.00	Y	2.9%	Increase to reflect cost
99	Vaults	starting at \$1100.00	<b>starting at \$1135.00</b>	Y	3.2%	Increase to reflect cost

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works  
 Division: Environmental Services - Cemeteries

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
100	Urn Vaults	starting at \$750.00	<b>starting at \$775.00</b>	Y	3.3%	Increase to reflect cost
101	Inscription Dateline	min charge \$270.00, per letter charge \$7.00	<b>min charge \$270.00, per letter charge \$7.00</b>	Y	N/A	Industry price, unchanged
102	Monument/Marker cleaning	starting at \$350.00	<b>starting at \$350.00</b>	Y	N/A	"
103	Repainting of letters on monument/marker	starting at \$350.00	<b>starting at \$350.00</b>	Y	N/A	"
104	Urns	starting at \$275.00	<b>starting at \$280.00</b>	Y	1.8%	Increase to reflect cost
105	Markers	starting at \$500.00	<b>starting at \$510.00</b>	Y	2.0%	Increase to reflect cost
106	Monuments	starting at \$1500.00	<b>starting at \$2685</b>	Y	79.0%	Increase to reflect cost
107	Film shoot daily charge	\$1500.00 per day	<b>\$1500.00 per day</b>	Y	N/A	Industry price, unchanged
108	Parking for film vehicles	\$30.00 per vehicle per day	<b>\$30.00 per vehicle per day</b>	Y	N/A	"
109	Other filming charge, ie use of building etc	\$ 750.00	<b>\$ 750.00</b>	Y	0.0%	"
110	Porcelain Pictures - b/w	\$ 320.00	<b>\$ 320.00</b>	Y	0.0%	"
111	Porcelain Pictures - colour	\$ 375.00	<b>\$ 375.00</b>	Y	0.0%	"
112	Vigil Lights	starting at \$450.00	<b>starting at \$450.00</b>	Y	N/A	"
113	Turf Repair fee	Priced per job- 100% recovered	<b>Priced per job- 100% recovered</b>	Y	N/A	"
114	Green/Natural Section Memorialization		<b>\$ 595.00</b>	Y	N/A	NEW
115	Access Fee - for Photo shoots, birdwatching etc	\$10 per day	<b>\$10.20 per day</b>	Y	N/A	Guideline increase
116	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Inscription only		<b>\$ 25.00</b>	Y	N/A	NEW - Paid by Memorial Retailer
117	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Flat Memorial		<b>\$ 50.00</b>	Y	N/A	NEW - Paid by Memorial Retailer
118	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Upright Memorial		<b>\$ 100.00</b>	Y	N/A	NEW - Paid by Memorial Retailer

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Environmental Services - Waste Management

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Residential Recycling Blue Box Container Replacement - Fee charged to residents that receive more than 2 blue boxes per year	cost	<b>cost</b>	Y	N/A	Fee set at 100% cost recovery
2	Recycling Blue Box Container - School Board	cost	<b>cost</b>	Y	N/A	"
3	Recycling Blue Carts - School Board	cost	<b>cost</b>	Y	N/A	"
4	Residential Green Cart Replacement (per SMALL cart)	cost	<b>cost</b>	Y	N/A	"
5	Residential Green Cart Replacement (per LARGE cart)	cost	<b>cost</b>	Y	N/A	"
6	Kitchen "Mini-bin" Organics Container	cost	<b>cost</b>	Y	N/A	"
	Waste Management Per Event Fee for Non-Funded Festivals and Events:					
7	- Recycling (up to 25 barrels)	\$ 1,442.34	\$ <b>1,471.18</b>	Y	2.0%	Guideline increase
8	- Garbage - per roll off bin (plus tipping fees)	\$ 180.16	\$ <b>183.76</b>	Y	2.0%	"
9	- Organics (up to 25 green carts)	\$ 642.86	\$ <b>655.72</b>	Y	2.0%	"
10	- Administrative Fee per event	\$ 137.76	\$ <b>140.51</b>	Y	2.0%	"
11	- Recycling Containers - replacement of damaged blue barrels	cost	<b>cost</b>	Y	N/A	Fee set at 100% cost recovery
12	- Organics Containers - replacement of damaged green carts	cost	<b>cost</b>	Y	N/A	"
13	- Garbage Containers - replacement of damaged containers	cost	<b>cost</b>	Y	N/A	"
14	Waste Removal - Non Compliance Fee (plus tipping fees)	\$ 335.75	\$ <b>342.46</b>	Y	2.0%	Guideline increase
15	Backyard Composters	cost	<b>cost</b>	Y	N/A	Fee set at 100% cost recovery
16	Tipping Fee per 100 kilograms	\$ 11.75	\$ <b>11.75</b>	N	0.0%	No fee increases due to SWMMMP
17	Minimum Vehicle Fee	\$ 8.50	\$ <b>8.50</b>	N	0.0%	"
	Deposit Fees at Transfer Stations:					
18	0-2500kg	\$ 50.00	\$ <b>50.00</b>	N	0.0%	Refundable deposit no increase required
19	2501-3000 kg	\$ 100.00	\$ <b>100.00</b>	N	0.0%	"
20	3001-6000 kg	\$ 200.00	\$ <b>200.00</b>	N	0.0%	"
21	6001-9000 kg	\$ 300.00	\$ <b>300.00</b>	N	0.0%	"
22	Over 9000 kg	\$ 400.00	\$ <b>400.00</b>	N	0.0%	"
23	Impacted Soil Fee (per tonne)	\$ 11.77	\$ <b>12.00</b>	N	2.0%	Guideline increase

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Roads & Traffic**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Damage to Traffic Property (i.e.. Traffic posts, traffic signs, signal poles) Priced per job. Direct job costs	cost + 7%	<b>cost + 7%</b>	N	N/A	Fee based on costs which can fluctuate depending on the type or extent of the work order requested. Added 7% administration fee to cover processing and staff time not costed as part of the job
2	Banner/Sign Fabricating - external requests - Priced per Job	cost + 7%	<b>cost + 7%</b>	Y	N/A	"
3	Municipal Numbering Fees - Full installation by City Forces	\$ 178.91	<b>\$ 182.49</b>	N	2.0%	Guideline increase
4	Municipal Numbering Fees - Materials for Homeowner Installation (including delivery)	\$ 31.01	<b>\$ 31.63</b>	N	2.0%	"
5	Traffic Signal Timing Plans - Inquiries	\$ 253.32	<b>\$ 258.39</b>	Y	2.0%	"
6	Traffic Signal Timing Plans - Drawings	\$ 59.82	<b>\$ 61.02</b>	Y	2.0%	"
7	Traffic Count Fee - provision of count data on file, on request	\$ 64.60	<b>\$ 65.89</b>	Y	2.0%	"
8	Traffic Warning Boards - install and remove	cost + 7%	<b>cost + 7%</b>	Y	N/A	Fee based on costs which can fluctuate depending on the type or extent of the work order requested. Added 7% administration fee to cover processing and staff time not costed as part of the job
9	Traffic Signs - remove and replace	cost + 7%	<b>cost + 7%</b>	Y	N/A	"
10	Publication Box Permit - Initial Fee	\$ 45.00	<b>\$ 49.50</b>	N	10.0%	Based on municipal scan of peers; average increase since 2013 was 14%; hence recommending 10% increase. Annual fee is still well below most other municipalities.
11	Publication Box Annual Permit Renewal	\$ 30.00	<b>\$ 33.00</b>	N	10.0%	"
12	Culvert Installation - Roads - Priced per job	Cost	<b>Cost</b>	Y	N/A	Full cost recovery which includes administrative costs
13	Culvert Installation - Inspection Only - Priced per job	Cost	<b>Cost</b>	Y	N/A	"
14	Repair-Replace Property on City Roads - Priced per job	Cost	<b>Cost</b>	Y	N/A	"
15	Approach Ramp Installation	Cost	<b>Cost</b>	Y	N/A	"
16	Personal Item Retrieval (Catch Basin Retrieval)	\$ 110.00	<b>\$ 112.20</b>	N	2.0%	Guideline increase
17	Street Flushing/Sweeping/Mud-Tracking - Developers - Priced per job	Cost	<b>Cost</b>	Y	N/A	Full cost recovery which includes administrative costs
18	Snow Removal - Public School Board - Sidewalks - Cost Actuals	Cost	<b>Cost</b>	Y	N/A	Fee set at 100% cost recovery
19	Snow Removal - Separate School Board - Sidewalks - Cost Actuals	Cost	<b>Cost</b>	Y	N/A	"
20	Temporary Road Access Permit Application Fee - per application	\$ 115.00	<b>\$ 117.30</b>	N	2.0%	Guideline increase
21	Temporary Road Access Permit Security Deposit - per application	\$ 1,000.00	<b>\$ 1,000.00</b>	N	0.0%	Deposit - no increase required

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Tim Horton's Field

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<b>RENTAL RATES</b>					
	<b>Community Sport Programming</b>					
1	Adults & Non-affiliated Youth (Hourly)	\$ 127.34	\$ 129.89	Y	2.0%	Guideline increase
2	Youth Affiliated (Hourly)	\$ 63.67	\$ 64.95	Y	2.0%	"
3	Lights when required (Hourly)	\$ 26.53	\$ 27.06	Y	2.0%	"
	<b>Community Room Rentals - Level 1</b>					
	<b>Room 1E501 - Alumni Room (1,800 sq ft.)</b>					
4	Commercial/Non-resident (Hourly)	\$ 127.50	\$ 130.05	Y	2.0%	Guideline increase
5	Resident (Hourly)	\$ 76.50	\$ 78.03	Y	2.0%	"
6	Community Group (Hourly)	\$ 35.70	\$ 36.41	Y	2.0%	"
7	Affiliate Group (Hourly)	\$ 25.50	\$ 26.01	Y	2.0%	"
8	Caretaker's Club (Soccer Warm-up Area) (Hourly Rate)	\$ 76.50	\$ 78.03	Y	2.0%	Guideline increase
	<b>Community Room Rentals - Level 2</b>					
	<b>Room 2W 600 - City Lounge (1,625 sq ft.)</b>					
9	Daily Max (Rentals >5hrs charged 5hrs) - Commercial/Non-resident	\$ 265.30	\$ 270.61	Y	2.0%	Guideline increase
10	Daily Max (Rentals >5hrs charged 5hrs) - Resident	\$ 159.18	\$ 162.36	Y	2.0%	"
11	Daily Max (Rentals >5hrs charged 5hrs) - Community Group	\$ 74.28	\$ 75.77	Y	2.0%	"
12	Daily Max (Rentals >5hrs charged 5hrs) - Affiliate Group	\$ 53.06	\$ 54.12	Y	2.0%	"
	<b>Room 2W 336 - Community Video Room (194 sq ft.)</b>					
13	Daily Max (Rentals >5hrs charged 5hrs) - Commercial/Non-resident	\$ 106.12	\$ 108.24	Y	2.0%	Guideline increase
14	Daily Max (Rentals >5hrs charged 5hrs) - Resident	\$ 63.67	\$ 64.95	Y	2.0%	"
15	Daily Max (Rentals >5hrs charged 5hrs) - Community Group	\$ 21.22	\$ 21.65	Y	2.0%	"
16	Daily Max (Rentals >5hrs charged 5hrs) - Affiliate Group	\$ 10.61	\$ 10.82	Y	2.0%	"
	<b>Room 2W 601 - Community Room (280 sq ft.)</b>					
17	Daily Max (Rentals >5hrs charged 5hrs) - Commercial/Non-resident	\$ 106.12	\$ 108.24	Y	2.0%	Guideline increase
18	Daily Max (Rentals >5hrs charged 5hrs) - Resident	\$ 63.67	\$ 64.95	Y	2.0%	"
19	Daily Max (Rentals >5hrs charged 5hrs) - Community Group	\$ 21.22	\$ 21.65	Y	2.0%	"
20	Daily Max (Rentals >5hrs charged 5hrs) - Affiliate Group	\$ 10.61	\$ 10.82	Y	2.0%	"
	<b>Room 2W 602 - Community Room (280 sq ft.)</b>					
21	Daily Max (Rentals >5hrs charged 5hrs) - Commercial/Non-resident	\$ 106.12	\$ 108.24	Y	2.0%	Guideline increase

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Tim Horton's Field

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
22	Daily Max (Rentals >5hrs charged 5hrs) - Resident	\$ 63.67	\$ <b>64.95</b>	Y	2.0%	"
23	Daily Max (Rentals >5hrs charged 5hrs) - Community Group	\$ 21.22	\$ <b>21.65</b>	Y	2.0%	"
24	Daily Max (Rentals >5hrs charged 5hrs) - Affiliate Group	\$ 10.61	\$ <b>10.82</b>	Y	2.0%	"
	<b>Room 2W 603 - Community Room (366 sq ft.)</b>					
25	Daily Max (Rentals >5hrs charged 5hrs) - Commercial/Non-resident	\$ 106.12	\$ <b>108.24</b>	Y	2.0%	Guideline increase
26	Daily Max (Rentals >5hrs charged 5hrs) - Resident	\$ 63.67	\$ <b>64.95</b>	Y	2.0%	"
27	Daily Max (Rentals >5hrs charged 5hrs) - Community Group	\$ 21.22	\$ <b>21.65</b>	Y	2.0%	"
28	Daily Max (Rentals >5hrs charged 5hrs) - Affiliate Group	\$ 10.61	\$ <b>10.82</b>	Y	2.0%	"
	<b>Amateur Sport Events - Spectator Events (not-for-profit and charitable organizations)</b>					
29	Lower Bowl - west side only (Hourly)*	\$124.85 per hour	\$ <b>127.34 per hour</b>	Y	2.0%	Guideline increase
30	Upper & Lower Bowl - west side only (Daily)*	\$5,000.00 per day	\$ <b>5,000.00 per day</b>	Y	N/A	2019 Flat Rate. Market Driven
31	Full Stadium (Daily)*	\$7,500.00 per day	\$ <b>7,500.00 per day</b>	Y	N/A	"
32	<b>Film Shoots</b>	Negotiable	<b>Negotiable</b>	Y	N/A	2019 Flat Rate. Market Driven
33	<b>Photography (Commercial Rate)</b>	\$416 per hour (minimum 4 hours or \$1,664.00)	\$ <b>424 per hour (minimum 4 hours or \$1,696.00)</b>	Y	2.0%	Guideline increase
34	<b>Photography (Wedding Photography Only) (2 hour maximum)</b>	\$ 178.50	\$ <b>182.07</b>	Y	2.0%	Guideline increase



## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Tim Horton's Field

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Concerts</b>						
35	West Stands Only	Negotiable	<b>Negotiable</b>	Y	N/A	2019 Flat Rate. Market Driven
36	Full Stadium	Negotiable	<b>Negotiable</b>	Y	N/A	"
<b>Corporate Gatherings/Professional Sports</b>						
37	Upper & Lower Bowl - west side only (Daily)*	\$10,000.00 per day	<b>\$10,000.00 per day</b>	Y	N/A	2019 Flat Rate. Market Driven
38	Full Stadium (Daily)*	\$15,000.00 per day	<b>\$15,000.00 per day</b>	Y	N/A	"
<b>Corporate Room Rentals - Level 4</b>						
<b>Room 4W 300 (1,012 sq ft.) - Barry's Club</b>						
39	Social/Corporate - Day Rate *	\$ 312.12	<b>\$ 318.36</b>	Y	2.0%	Guideline increase
40	Social/Corporate - Evening Rate *	\$ 312.12	<b>\$ 318.36</b>	Y	2.0%	"
41	Social/Corporate - Day & Evening Rate *	\$ 561.82	<b>\$ 573.05</b>	Y	2.0%	"
42	Community Groups (not-for-profit) - Day Rate *	\$ 187.27	<b>\$ 191.02</b>	Y	2.0%	"
43	Community Groups (not-for-profit) - Evening Rate *	\$ 187.27	<b>\$ 191.02</b>	Y	2.0%	"
44	Community Groups (not-for-profit) - Day & Evening*	\$ 337.09	<b>\$ 343.83</b>	Y	2.0%	"
45	City of Hamilton - Day Rate *	\$ 93.64	<b>\$ 95.51</b>	Y	2.0%	"
46	City of Hamilton - Evening Rate *	\$ 93.64	<b>\$ 95.51</b>	Y	2.0%	"
47	City of Hamilton - Day & Evening Rate *	\$ 168.54	<b>\$ 171.92</b>	Y	2.0%	"
<b>Room 4W 301 (1,410 sq ft.) - Pinty's Club</b>						
48	Social/Corporate - Day Rate *	\$ 468.18	<b>\$ 477.54</b>	Y	2.0%	Guideline increase
49	Social/Corporate - Evening Rate *	\$ 468.18	<b>\$ 477.54</b>	Y	2.0%	"
50	Social/Corporate - Day & Evening Rate *	\$ 842.72	<b>\$ 859.58</b>	Y	2.0%	"
51	Community Groups (not-for-profit) - Day Rate *	\$ 280.91	<b>\$ 286.53</b>	Y	2.0%	"
52	Community Groups (not-for-profit) - Evening Rate *	\$ 280.91	<b>\$ 286.53</b>	Y	2.0%	"
53	Community Groups (not-for-profit) - Day & Evening*	\$ 505.63	<b>\$ 515.75</b>	Y	2.0%	"
54	City of Hamilton - Day Rate *	\$ 140.45	<b>\$ 143.26</b>	Y	2.0%	"
55	City of Hamilton - Evening Rate *	\$ 140.45	<b>\$ 143.26</b>	Y	2.0%	"
56	City of Hamilton - Day & Evening Rate *	\$ 252.82	<b>\$ 257.87</b>	Y	2.0%	"
<b>Room 4W 313 (5,952 sq ft.) - Champions Club</b>						
57	Social/Corporate - Day Rate *	\$ 1,456.56	<b>\$ 1,485.69</b>	Y	2.0%	Guideline increase
58	Social/Corporate - Evening Rate *	\$ 1,456.56	<b>\$ 1,485.69</b>	Y	2.0%	"
59	Social/Corporate - Day & Evening Rate *	\$ 2,621.81	<b>\$ 2,674.24</b>	Y	2.0%	"
60	Community Groups (not-for-profit) - Day Rate *	\$ 873.94	<b>\$ 891.41</b>	Y	2.0%	"
61	Community Groups (not-for-profit) - Evening Rate *	\$ 873.94	<b>\$ 891.41</b>	Y	2.0%	"
62	Community Groups (not-for-profit) - Day & Evening*	\$ 1,573.08	<b>\$ 1,604.55</b>	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Tim Horton's Field

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
63	City of Hamilton - Day Rate *	\$ 436.97	\$ 445.71	Y	2.0%	"
64	City of Hamilton - Evening Rate *	\$ 436.97	\$ 445.71	Y	2.0%	"
65	City of Hamilton - Day & Evening Rate *	\$ 786.54	\$ 802.27	Y	2.0%	"
	<b>Room 4W 314 (1,410 sq ft.) - Nissan Room</b>					
66	Social/Corporate - Day Rate *	\$ 468.18	\$ 477.54	Y	2.0%	Guideline increase
67	Social/Corporate - Evening Rate *	\$ 468.18	\$ 477.54	Y	2.0%	"
68	Social/Corporate - Day & Evening Rate *	\$ 842.72	\$ 859.58	Y	2.0%	"
69	Community Groups (not-for-profit) - Day Rate *	\$ 280.91	\$ 286.53	Y	2.0%	"
70	Community Groups (not-for-profit) - Evening Rate *	\$ 280.91	\$ 286.53	Y	2.0%	"
71	Community Groups (not-for-profit) - Day & Evening*	\$ 505.63	\$ 515.75	Y	2.0%	"
72	City of Hamilton - Day Rate *	\$ 140.45	\$ 143.26	Y	2.0%	"
73	City of Hamilton - Evening Rate *	\$ 140.45	\$ 143.26	Y	2.0%	"
74	City of Hamilton - Day & Evening Rate *	\$ 252.82	\$ 257.87	Y	2.0%	"
	<b>Room 4W 315 (1,012 sq ft.) - Carstar</b>					
75	Social/Corporate - Day Rate *	\$ 312.12	\$ 318.36	Y	2.0%	Guideline increase
76	Social/Corporate - Evening Rate *	\$ 312.12	\$ 318.36	Y	2.0%	"
77	Social/Corporate - Day & Evening Rate *	\$ 561.82	\$ 573.05	Y	2.0%	"
78	Community Groups (not-for-profit) - Day Rate *	\$ 187.27	\$ 191.02	Y	2.0%	"
79	Community Groups (not-for-profit) - Evening Rate *	\$ 187.27	\$ 191.02	Y	2.0%	"
80	Community Groups (not-for-profit) - Day & Evening*	\$ 337.09	\$ 343.83	Y	2.0%	"
81	City of Hamilton - Day Rate *	\$ 93.64	\$ 95.51	Y	2.0%	"
82	City of Hamilton - Evening Rate *	\$ 93.64	\$ 95.51	Y	2.0%	"
83	City of Hamilton - Day & Evening Rate *	\$ 168.54	\$ 171.92	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Tim Horton's Field

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<b>Club Level - includes all rooms noted above (10,796 sq ft.)</b>					
84	Social/Corporate - Day Rate *	\$ 2,132.82	\$ 2,175.48	Y	2.0%	Guideline increase
85	Social/Corporate - Evening Rate *	\$ 2,132.82	\$ 2,175.48	Y	2.0%	"
86	Social/Corporate - Day & Evening Rate *	\$ 3,839.08	\$ 3,915.86	Y	2.0%	"
87	Community Groups (not-for-profit) - Day Rate *	\$ 1,279.69	\$ 1,305.29	Y	2.0%	"
88	Community Groups (not-for-profit) - Evening Rate *	\$ 1,279.69	\$ 1,305.29	Y	2.0%	"
89	Community Groups (not-for-profit) - Day & Evening*	\$ 2,303.45	\$ 2,349.51	Y	2.0%	"
90	City of Hamilton - Day Rate *	\$ 641.93	\$ 654.77	Y	2.0%	"
91	City of Hamilton - Evening Rate *	\$ 641.93	\$ 654.77	Y	2.0%	"
92	City of Hamilton - Day & Evening Rate *	\$ 1,151.72	\$ 1,174.76	Y	2.0%	"
	<b>South Plaza - outside gates SE corner</b>					
93	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 510.00	\$ 520.20	Y	2.0%	Guideline increase
94	(<4 hour rental - flat fee) - Resident	\$ 306.00	\$ 312.12	Y	2.0%	"
95	(<4 hour rental fee - flat fee) - Community Group	\$ 143.00	\$ 145.86	Y	2.0%	"
96	(4< hour rental fee - flat fee) - Affiliate Group	\$ 102.00	\$ 104.04	Y	2.0%	"
	<b>Coors Banquet Patio - East Side 2nd Floor &amp; Concourse</b>					
97	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 510.00	\$ 520.20	Y	2.0%	Guideline increase
98	(<4 hour rental - flat fee) - Resident	\$ 306.00	\$ 312.12	Y	2.0%	"
99	(<4 hour rental fee - flat fee) - Community Group	\$ 143.00	\$ 145.86	Y	2.0%	"
100	(4< hour rental fee - flat fee) - Affiliate Group	\$ 102.00	\$ 104.04	Y	2.0%	"
	<b>Coors Light Patio - North End</b>					
101	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 510.00	\$ 520.20	Y	2.0%	Guideline increase
102	(<4 hour rental - flat fee) - Resident	\$ 306.00	\$ 312.12	Y	2.0%	"
103	(<4 hour rental fee - flat fee) - Community Group	\$ 143.00	\$ 145.86	Y	2.0%	"
104	(4< hour rental fee - flat fee) - Affiliate Group	\$ 102.00	\$ 104.04	Y	2.0%	"
	<b>Stiplely BBQ Area - South Plaza inside the gates</b>					
105	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 510.00	\$ 520.20	Y	2.0%	Guideline increase
106	(<4 hour rental - flat fee) - Resident	\$ 306.00	\$ 312.12	Y	2.0%	"
107	(<4 hour rental fee - flat fee) - Community Group	\$ 143.00	\$ 145.86	Y	2.0%	"
108	(4< hour rental fee - flat fee) - Affiliate Group	\$ 102.00	\$ 104.04	Y	2.0%	"
	** All additional operational expenses are to be added to the above noted rates.					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Energy, Fleet and Facilities - Golf Courses**

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Chedoke Green Fees-Beddoe</b>						
1	Monday to Thursday - 18 Holes	\$ 38.81	\$ 39.59	Y	2.0%	Fee increase as per Guideline
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 45.14	\$ 46.04	Y	2.0%	"
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 34.30	\$ 34.99	Y	2.0%	"
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 38.81	\$ 39.59	Y	2.0%	"
5	Junior (18&under) - after 11 am	\$ 25.28	\$ 25.78	Y	2.0%	"
6	Twilight - Monday to Thursday	\$ 27.08	\$ 27.62	Y	2.0%	"
7	Twilight - Fri/Sat/Sun/Holidays	\$ 31.59	\$ 32.22	Y	2.0%	"
8	9 Hole - Monday to Thursday	\$ 22.56	\$ 23.01	Y	2.0%	"
9	9 Hole - Fri/Sat/Sun/Holidays	\$ 25.28	\$ 25.78	Y	2.0%	"
10	9 Hole Senior (60&up) - Monday to Thursday	\$ 19.86	\$ 20.26	Y	2.0%	"
11	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 21.66	\$ 22.10	Y	2.0%	"
12	Sunset - after 6pm	\$ 22.56	\$ 23.01	Y	2.0%	"
<b>Chedoke Green Fees - Martin</b>						
13	Monday to Thursday - 18 Holes	\$ 29.78	\$ 30.38	Y	2.0%	"
14	Fri/Sat/Sun/Holidays - 18 Holes	\$ 34.30	\$ 34.99	Y	2.0%	"
15	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 26.17	\$ 26.70	Y	2.0%	"
16	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 28.89	\$ 29.46	Y	2.0%	"
17	Junior (18&under) - after 11 am	\$ 19.86	\$ 20.26	Y	2.0%	"
18	Twilight - Monday to Thursday	\$ 20.76	\$ 21.17	Y	2.0%	"
19	Twilight - Fri/Sat/Sun/Holidays	\$ 24.37	\$ 24.86	Y	2.0%	"
20	9 Hole - Monday to Thursday	\$ 17.15	\$ 17.49	Y	2.0%	"
21	9 Hole - Fri/Sat/Sun/Holidays	\$ 18.95	\$ 19.33	Y	2.0%	"
22	9 Hole Senior (60&up) - Monday to Thursday	\$ 15.34	\$ 15.65	Y	2.0%	"
23	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 16.25	\$ 16.57	Y	2.0%	"
24	Sunset - after 6pm	\$ 17.15	\$ 17.49	Y	2.0%	"
<b>Chedoke Beddoe (only) Advantage Packs</b>						
25	12 Rounds	\$ 433.20	\$ 433.20	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
26	24 Rounds	\$ 814.56	\$ 814.56	Y	0.0%	"
<b>Chedoke Golf Memberships</b>						
27	Beddoe & Martin - Adult - any day	\$ 1,800.80	\$ 1,836.82	Y	2.0%	Fee increase as per Guideline
28	Beddoe & Martin - Couples - any day	\$ 3,151.39	\$ 3,214.42	Y	2.0%	"
29	Beddoe & Martin - Junior (18 & under) - any day	\$ 451.33	\$ 460.36	Y	2.0%	"
30	Beddoe & Martin - Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 1,350.60	\$ 1,377.61	Y	2.0%	"

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Energy, Fleet and Facilities - Golf Courses**

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
31	Beddoe & Martin - Weekday (excluding holidays)	\$ 1,350.60	\$ <b>1,377.61</b>	Y	2.0%	"
32	Martin-Adult	\$ 1,173.45	\$ <b>1,196.92</b>	Y	2.0%	"
33	Martin-Couples	\$ 2,053.54	\$ <b>2,094.61</b>	Y	2.0%	"
34	Martin-Junior (18 & under) - any day	\$ 315.92	\$ <b>322.24</b>	Y	2.0%	"
35	Martin-Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 880.09	\$ <b>897.69</b>	Y	2.0%	"
36	Martin-Weekday - excluding holidays	\$ 880.09	\$ <b>897.69</b>	Y	2.0%	"
37	City Wide - Adult	\$ 2,341.52	\$ <b>2,388.35</b>	Y	2.0%	"
38	City Wide - Couples	\$ 3,926.54	\$ <b>4,005.07</b>	Y	2.0%	"
39	City Wide - Senior	\$ 1,702.93	\$ <b>1,736.99</b>	Y	2.0%	"
40	City Wide - Weekday - excluding holidays	\$ 1,773.88	\$ <b>1,809.36</b>	Y	2.0%	"
41	Intermediate Membership (19 - 34) - Any day	\$ 900.00	\$ <b>918.00</b>	Y	2.0%	"
	<b>Flex Pass - Chedoke - Beddoe</b>					
	<i>Flex Pass Characteristics - ADULT</i>					
42	Activation Fee to Purchase Pass - One Time Fee	\$ 265.00	\$ <b>265.00</b>	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
43	Peak Green Fee (25% off before 11am)	\$ 30.97	\$ <b>30.97</b>	Y	0.0%	"
44	Non-Peak Green Fee (40% off)	\$ 24.78	\$ <b>24.78</b>	Y	0.0%	"
45	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	<b>10% off</b>	Y	N/A	"
	<i>Flex Pass Characteristics - SENIOR (60+)</i>					
46	Activation Fee to Purchase Pass - One Time Fee	\$ 225.00	\$ <b>225.00</b>	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
47	Peak Green Fee (25% off before 11am)	\$ 26.55	\$ <b>26.55</b>	Y	0.0%	"
48	Non-Peak Green Fee (40% off)	\$ 21.24	\$ <b>21.24</b>	Y	0.0%	"
49	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	<b>10% off</b>	Y	N/A	"
	<i>Flex Pass Characteristics - ADULT</i>					
50	Activation Fee to Purchase Pass - One Time Fee	\$ 265.00	\$ <b>265.00</b>	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
51	Peak Green Fee (25% off before 11am)	\$ 18.58	\$ <b>18.58</b>	Y	0.0%	"
52	Non-Peak Green Fee (40% off)	\$ 18.58	\$ <b>18.58</b>	Y	0.0%	"
53	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	<b>10% off</b>	Y	N/A	"
	<i>Flex Pass Characteristics - SENIOR (60+)</i>					

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works

Division: Energy, Fleet and Facilities - Golf Courses

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
54	Activation Fee to Purchase Pass - One Time Fee	\$ 225.00	\$ 225.00	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
55	Peak Green Fee (25% off before 11am)	\$ 15.93	\$ 15.93	Y	0.0%	"
56	Non-Peak Green Fee (40% off)	\$ 15.93	\$ 15.93	Y	0.0%	"
57	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	10% off	Y	N/A	"
<b>Golf Carts - All Courses</b>						
58	9 hole pull cart	\$ 2.65	\$ 2.65	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
59	18 hole pull cart	\$ 4.42	\$ 4.42	Y	0.0%	"
60	18 hole power cart	\$ 30.09	\$ 30.09	Y	0.0%	"
61	18 hole power cart - single rider	\$ 16.81	\$ 16.81	Y	0.0%	"
62	9 hole power cart	\$ 17.70	\$ 17.70	Y	0.0%	"
63	9 hole power cart - single rider	\$ 8.85	\$ 8.85	Y	0.0%	"
64	Sunset (After 6pm) Power cart	\$ 8.85	\$ 8.85	Y	0.0%	"
65	Sunset (After 6pm) Pull cart	\$ 2.65	\$ 2.65	Y	0.0%	"
<b>Notes:</b>						
Golf Assoc of Ont (GOA) Fee is added on top of regular fee.						
Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.						

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Public Works**  
**Division: Energy, Fleet and Facilities - Golf Courses**

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>King's Forest Green Fees</b>						
1	Monday to Thursday - 18 Holes	\$ 54.16	\$ 55.25	Y	2.0%	Fee increase as per Guideline
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 61.38	\$ 62.61	Y	2.0%	"
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 41.52	\$ 42.35	Y	2.0%	"
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 47.84	\$ 48.79	Y	2.0%	"
5	Junior (18&under) - after 11 am	\$ 28.89	\$ 29.46	Y	2.0%	"
6	Twilight - Monday to Thursday	\$ 35.20	\$ 35.90	Y	2.0%	"
7	Twilight - Fri/Sat/Sun/Holidays	\$ 38.81	\$ 39.59	Y	2.0%	"
8	9 Hole - Any day	\$ 28.89	\$ 29.46	Y	2.0%	"
9	9 Hole Senior (60&up) - Any day	\$ 24.37	\$ 24.86	Y	2.0%	"
<b>King's Forest (only) Advantage Packs</b>						
10	12 Rounds	\$ 590.48	\$ 590.48	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
11	24 Rounds	\$ 1,142.86	\$ 1,142.86	Y	0.0%	"
<b>King's Forest Golf Memberships</b>						
12	King's Forest -Adult	\$ 1,894.93	\$ 1,932.82	Y	2.0%	Fee increase as per Guideline
13	King's Forest -Couples	\$ 3,410.03	\$ 3,478.23	Y	2.0%	"
14	King's Forest -Junior (18&under) - any day	\$ 452.34	\$ 461.39	Y	2.0%	"
15	King's Forest -Senior (60 & over) Monday to Friday only, excluding holidays	\$ 1,352.32	\$ 1,379.37	Y	2.0%	"
16	King's Forest -Weekday	\$ 1,397.19	\$ 1,425.14	Y	2.0%	"
17	City Wide - Adult	\$ 2,342.57	\$ 2,389.42	Y	2.0%	"
18	City Wide - Couples	\$ 3,926.54	\$ 4,005.07	Y	2.0%	"
19	City Wide-Senior	\$ 1,702.93	\$ 1,736.99	Y	2.0%	"
20	City Wide - Weekday	\$ 1,773.88	\$ 1,809.36	Y	2.0%	"
21	Intermediate Membership (19 - 34) - Any day	\$ 1,000.00	\$ 1,020.00	Y	2.0%	"
22	Lower banquet room rental per hour	\$ 50.00	\$ 51.00	Y	2.0%	"
23	Main banquet room rental per hour	\$ 75.00	\$ 76.50	Y	2.0%	"
<b>Flex Pass - King's Forest</b>						
<i>Flex Pass Characteristics - ADULT</i>						
24	Activation Fee to Purchase Pass - One Time Fee	\$ 265.00	\$ 265.00	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
25	Peak Green Fee (25% off before 11am)	\$ 44.25	\$ 44.25	Y	0.0%	"
26	Non-Peak Green Fee (40% off)	\$ 35.40	\$ 35.40	Y	0.0%	"
27	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	10% off	Y	N/A	"

## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works  
 Division: Energy, Fleet and Facilities - Golf Courses

	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<i>Flex Pass Characteristics - SENIOR (60+)</i>					
28	Activation Fee to Purchase Pass - One Time Fee	\$ 225.00	\$ 225.00	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
29	Peak Green Fee (25% off before 11am)	\$ 36.28	\$ 36.28	Y	0.0%	"
30	Non-Peak Green Fee (40% off)	\$ 29.20	\$ 29.20	Y	0.0%	"
31	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off	10% off	Y	N/A	"
	<b>Golf Carts - All Courses</b>					
32	9 hole pull cart	\$ 2.65	\$ 2.65	Y	0.0%	No change in fees proposed for 2019 due to market conditions/trends and to stay within the market value throughout the golf industry.
33	18 hole pull cart	\$ 4.42	\$ 4.42	Y	0.0%	"
34	18 hole power cart	\$ 30.09	\$ 30.09	Y	0.0%	"
35	18 hole power cart - single rider	\$ 16.81	\$ 16.81	Y	0.0%	"
36	9 hole power cart	\$ 17.70	\$ 17.70	Y	0.0%	"
37	9 hole power cart - single rider	\$ 8.85	\$ 8.85	Y	0.0%	"
38	Sunset (After 6pm) Power cart	\$ 8.85	\$ 8.85	Y	0.0%	"
39	Sunset (After 6pm) Pull cart	\$ 2.65	\$ 2.65	Y	0.0%	"
	<b>Notes:</b>					
	Golf Assoc of Ont (GOA) Fee is added on top of regular fee.					
	Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.



## 2019 PROPOSED USER FEES AND CHARGES

Department: Public Works  
 Division: Transit

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Cash Fare	\$ 3.00	\$ 3.25	N	8.3%	Per report PW14015(a), effective September 1, 2019
2	Adult Ticket	\$ 2.40	\$ 2.50	N	4.2%	"
3	Elementary / Secondary Ticket	\$ 2.00	\$ 2.05	N	2.5%	"
4	Adult Monthly Pass	\$ 105.60	\$ 110.00	N	4.2%	"
5	Elementary / Secondary Monthly Pass	\$ 88.00	\$ 90.20	N	2.5%	"
6	Summer Youth Pass	\$ 88.00	\$ 90.20	N	2.5%	"
7	Senior Single Ride	\$ 2.00	\$ 2.05	N	2.5%	"
8	Senior Monthly Pass	\$ 29.50	\$ 32.50	N	10.2%	"
9	Senior Annual Pass	\$ 295.00	\$ 325.00	N	10.2%	"
10	Golden Age Pass (80 years+)	Free	Free	N	N/A	"
11	University College Transit Pass (UCTP)	\$ 166.98	\$ 184.80	N	10.7%	Negotiated Spring 2017
12	McMaster Graduate Student Association (GSA) UCTP	\$ 242.12	\$ 268.23	N	10.8%	"
13	Day Pass	\$ 14.40	\$ 15.00	N	4.2%	Per report PW14015(a), effective September 1, 2019
14	Columbia International College Transit Pass (off campus residence)	\$ 69.30	\$ 69.30	N	0.0%	Fee as at Sept. 1/19 based on Mar./19 Student Mth. Pass
15	Columbia International College Transit Pass (on campus residence)	\$ 22.08	\$ 22.08	N	0.0%	"
16	Columbia International College Transit Pass (non residence)	\$ 77.00	\$ 77.00	N	0.0%	"
17	Employee Commuter Pass	\$ 100.80	\$ 105.00	N	4.2%	Per report PW14015(a), effective September 1, 2019
18	School Hour Only Pass	\$ 60.64	\$ 63.83	N	5.3%	Based on % of approved Student Pass Rate
19	School Plus Pass	\$ 25.00	\$ 26.00	N	4.0%	"
20	Affordable Transit Pass	\$ 52.80	\$ 55.00	N	4.2%	Per report PW14015(a), effective September 1, 2019
21	TransCab	Regular Fare + \$0.50	Regular Fare + \$0.50	N	N/A	No increase, as current fee is sufficient
22	Urban Charters	\$ 137.60	\$ 140.35	Y	2.0%	Corporate guideline for fee increases
23	HSR Photo ID - Elementary/Secondary School Students	\$ 5.00	\$ 5.00	Y	0.0%	No increase, as current fee is sufficient
24	HSR Replacement Photo ID - Senior, EC Pass, SHO, School Plus Pass	\$ 15.00	\$ 15.00	Y	0.0%	"
25	Document Requests on CD's (Mobility Programs and Transportation Planning)	\$ 4.42	\$ 4.42	Y	0.0%	"
26	Event Impact – Advertisement Charge for route diversion/route impact (per Pole Card)	\$ 3.40	\$ 3.50	Y	2.9%	Corporate guideline for fee increases rounded to \$0.10
27	Event Coverage – Supervisory Charge (min 4 hours per Supervisor) for event related activities including crowd disbursement, operational needs, and other customer related event needs	\$55/hour	\$56.10/hour	Y	2.0%	Corporate guideline for fee increases

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Corporate Services

Division: Financial Planning & Policy - Development Finance

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Subdivision Agreement Finance Processing Flat Fee	\$ 1,448.55	\$ 1,477.50	N	2.0%	Guideline increase, rounded to the nearest nickel
2	Subdivision Agreement Finance Processing Per Lot Fee	\$ 15.10	\$ 15.40	N	2.0%	"
3	Subdivision Agreement Finance Processing Best Efforts Fee	\$ 1,448.55	\$ 1,477.50	N	2.0%	"
4	Subdivision Compliance Fee	\$ 68.10	\$ 69.45	N	2.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Corporate Services**  
**Division: Taxation - Tax Accounting**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Registration of Delinquent Accounts - Phase 1	\$ 1,083.25	\$ 1,104.90	N	2.0%	Guideline increase, rounded to the nearest nickel
2	Registration of Delinquent Accounts - Carried to Tax Sale	\$ 1,383.45	\$ 1,411.10	N	2.0%	"
3	Extension Agreements	\$ 200.30	\$ 204.30	N	2.0%	"
4	Tax Certificate (manual and on-line)	\$ 60.10	\$ 61.30	N	2.0%	"
5	Tax Letters (Analysis, Income Tax, Paid in Full) - per year	\$ 26.50	\$ 27.05	N	2.1%	"
6	Ownership change fee	\$ 14.25	\$ 14.55	N	2.1%	"
7	Mortgage Company - on-line account balance/status (annual fee per property account)	\$ 5.70	\$ 5.80	N	1.8%	Guideline increase, rounded to the nearest nickel
8	Mortgage Company - payout statement / account detail (per account)	\$ 11.50	\$ 11.75	N	2.2%	"
9	Tax Transfer Fee - Balances transferred to City tax roll	\$ 33.60	\$ 34.25	N	1.9%	"
10	NSF Fee - Processing fee on all 'returned' payments	\$ 33.60	\$ 34.25	Y	1.9%	Guideline increase, rounded to the nearest nickel after HST applied
11	Admin Fee for Arrears Notices (on arrears > \$50)	\$ 2.95	\$ 3.00	N	1.7%	Guideline increase, rounded to the nearest nickel
12	New tax roll account fee	\$ 17.70	\$ 18.05	N	2.0%	"
13	Apportionment fee - Current year	\$ 58.85	\$ 60.05	N	2.0%	"
14	On-line Tax Certificate - delinquent account turn off/on	\$ 33.60	\$ 34.25	N	1.9%	"
15	Misapplied Payments - payment transfer (Taxpayer or Financial Institution error)	\$ 33.60	\$ 34.25	N	1.9%	"
16	Reprint of prior year tax bill (no charge for current year tax bill) - per bill	\$ 11.50	\$ 11.75	N	2.2%	"
17	Full Tax Deferral Program - application fee	\$ 200.00	\$ 200.00	N	0.0%	New 3-year pilot (2018-2020) - fees to be reviewed if program is continued after pilot
18	Full Tax Deferral Program - annual renewal fee	\$ 100.00	\$ 100.00	N	0.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

**Department: Corporate Services**  
**Division: City Clerk's**

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Marriage Licence Fee	\$ 153.00	\$ 155.00	N	1.3%	Competitive increase, rounded to the nearest dollar
2	Death Registration Administration Fee	\$ 44.00	\$ 45.00	N	2.3%	Guideline increase, rounded to the nearest dollar
3	Certified Copies	\$ 26.11	\$ 26.55	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
4	Photocopies	\$ 0.35	\$ 0.35	Y	0.0%	Guideline increase, rounded to the nearest nickel after HST applied
5	Commissioner of Oaths	\$ 21.24	\$ 21.68	Y	2.1%	Guideline increase, rounded to the nearest nickel after HST applied
6	Court Documents (POA) - per page	\$ 2.40	\$ 2.45	N	2.1%	Guideline increase, rounded to the nearest nickel
7	Certified Court Documents (POA) - per page	\$ 4.45	\$ 4.55	N	2.2%	Guideline increase, rounded to the nearest nickel

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Corporate Services  
 Division: Financial Services

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Tenders and RFPs	\$ 45.97	\$ 46.90	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
2	Tenders and RFPs - Complex	\$ 158.32	\$ 161.50	Y	2.0%	"
3	Change in Banking Information (Note 1)	\$ 25.53	\$ 26.06	Y	2.1%	"
						"
	<b>Consideration of assignment/corporate change requests (Note 2)</b>					"
4	Simple	\$ 361.50	\$ 368.72	Y	2.0%	"
5	Standard	\$ 649.47	\$ 662.48	Y	2.0%	"
6	Complex	\$ 865.93	\$ 883.23	Y	2.0%	"
	<b>Notes:</b>					
	1. Change in Banking Information will only be applied when there is more than one request per year made by the vendor.					
	2. The fee for consideration of assignment/corporate change requests include any applicable 'change in Banking Information' fee.					

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: Corporate Services  
 Division: Various

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Manual searches for records (per 15 minutes)	\$ 9.73	\$ 9.91	Y	1.8%	Guideline increase rounded to nearest nickel after HST
2	Preparation of Records for release (per 15 minutes)	\$ 9.73	\$ 9.91	Y	1.8%	"
3	Developing computer programs or other methods of producing a record from a machine (per 15 minutes)	\$ 19.47	\$ 19.82	Y	1.8%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.

## 2019 PROPOSED USER FEES AND CHARGES

Department: City Manager  
 Division: Human Resources

#	Service or Activity Provided or Use of City Property	2018 Approved Fee	2019 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
Employee File Duplication:						
1	Base rate (0-10 pages)	\$ 117.74	\$ 120.10	Y	2.0%	Guideline increase
2	Greater than 10 pages (per page)	\$ 1.20	\$ 1.22	Y	2.0%	"

\* Note: HST is not included in the 2018 Approved and 2019 Proposed Fee. If HST = 'Y', HST is collected in addition to the fee.



**CITY OF HAMILTON**  
**CORPORATE SERVICES**  
**Legal and Risk Management Services**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Debbie Edwards, Ext. 2628 David McKenna, Ext. 4025
<b>SUBMITTED BY:</b>	Nicole Auty City Solicitor, Legal Services Division, City Manager's Office
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Mayor and City Clerk be authorized and directed to execute resolutions in writing on behalf of the City of Hamilton as the sole shareholder or sole voting member, appointing members of Council to the board of directors for the corporations listed below, substantially in the form attached as Appendices "A" through "F" of Report LS18057:
- (i) Hamilton Utilities Corporation;
  - (ii) The Hamilton Street Railway Company;
  - (iii) Hamilton Renewable Power Inc.;
  - (iv) Hamilton Enterprises Holding Corporation;
  - (v) CityHousing Hamilton Corporation; and
  - (vi) Hamilton Farmers' Market Corporation.
- (b) The term of office of members of Council appointed as directors for the corporations listed in subsection (a) of Report LS18057 be one year and shall run from December 4, 2018 to November 30, 2019 or until their respective successors are elected or appointed. Subsequent appointments of members of Council as directors for the corporations listed in subsection (a) of Report



**SUBJECT: Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide) - Page 2 of 6**

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LS18057 shall be addressed at the respective annual general meeting of shareholders for each corporation.

**EXECUTIVE SUMMARY**

The purpose of this report is to authorize and approve the appointment of members of Council to the board of directors for various City-owned corporations where the City of Hamilton is the sole shareholder or sole voting member of the corporation. As the sole shareholder or sole voting member, the City is required to appoint members to the board of directors for the corporations listed below. Generally speaking, the directors of a corporation are responsible for managing or supervising the management of the business and affairs of the corporation.

There are currently six City-owned corporations which require the following appointments:

- (i) **Hamilton Utilities Corporation (HUC)** - 9 total, composed of the Mayor (or Mayor's Designate), the President, and 7 individuals who are not members of Council;
- (ii) **The Hamilton Street Railway Company (HSR)** - 16 total, composed of all 16 members of Council. No other individual directors are appointed;
- (iii) **Hamilton Renewable Power Inc. (HRPI)** - 6 total, composed of the Mayor, 4 members of Council, and a non-voting City staff member;
- (iv) **Hamilton Enterprises Holding Corporation (HEHC)** - 6 total, composed of the Mayor (or Mayor's Designate) and 5 individuals who are not members of Council;
- (v) **CityHousing Hamilton Corporation (CHH)** - 9 total, composed of 5 members of Council, and 4 individuals who are not members of Council; and
- (vi) **Hamilton Farmers' Market Corporation (HFM)** - 13 total, composed of 2 members of Council, 4 stallholders, 5 individuals who are not members of Council, and 2 ex-officio City staff members.

Staff are recommending that appointments of members of Council to the board of directors for City-owned corporations be effected through individual resolutions for each

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**SUBJECT: Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide) - Page 3 of 6**

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corporation, substantially in the form attached as Appendix “A” through “F” of Report LS18057, which eliminates the need to hold separate shareholder meetings, and provides for increased clarity with respect to the operation and governance of these City-owned corporations. In addition to the above:

- A board of directors meeting for HSR will need to be held to appoint officers of HSR for the 2018-2022 term of Council, until such time as a final decision has been made relating to the dissolution of HSR.
- At a subsequent meeting of the General Issues Committee, citizen member appointments to the board of directors will be made for all of the above-noted corporations, with the exception of HSR.

***Alternatives for Consideration – See Page 6***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)**

Financial: N/A

Staffing: N/A

Legal: Approval of the recommendations in Report LS18057 will authorize the Mayor and City Clerk to execute written resolutions of the City of Hamilton as the sole shareholder or sole voting member of the City’s wholly-owned corporations. Such written resolutions will result in the appointment of the required members of Council to the board of directors for each of the City-owned corporations. At the time of writing, the names of the members of Council to be appointed to the various boards are not known. Once known, the names will be added to the resolutions prior to the resolutions being executed. Additionally, in order to comply with the governing legislation, the written resolutions will ratify the fourth year of each outgoing director’s term for each of the City-owned corporations.

**HISTORICAL BACKGROUND (Chronology of events)**

As the sole shareholder or sole voting member, the City is required to appoint members to the board of directors for the City-owned Corporations. Generally speaking, the directors of a corporation are responsible for managing or supervising the management of the business and affairs of the corporation.

There are currently six City-owned corporations which require the following appointments:

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**SUBJECT: Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide) - Page 4 of 6**

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- (i) **Hamilton Utilities Corporation (HUC)** - 9 total, composed of the Mayor (or Mayor's Designate), the President, and 7 individuals who are not members of Council;
- (ii) **The Hamilton Street Railway Company (HSR)** - 16 total, composed of all 16 members of Council. No other individual directors are appointed;
- (iii) **Hamilton Renewable Power Inc. (HRPI)** - 6 total, composed of the Mayor, 4 members of Council, and a non-voting City staff member;
- (iv) **Hamilton Enterprises Holding Corporation (HEHC)** - 6 total, composed of the Mayor (or Mayor's Designate) and 5 individuals who are not members of Council;
- (v) **CityHousing Hamilton Corporation (CHH)** - 9 total, composed of 5 members of Council, and 4 individuals who are not members of Council; and
- (vi) **Hamilton Farmers' Market Corporation (HFM)** - 13 total, composed of 2 members of Council, 4 stallholders, 5 individuals who are not members of Council, and 2 ex-officio City staff members.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The *Business Corporations Act* (Ontario) requires a corporation to have a board of directors which consists of at least one individual.

The *Corporations Act* (Ontario), which regulates Ontario's not-for-profit corporations, also requires a corporation to have a board of directors, which must consist of a fixed number of directors not less than three.

## **RELEVANT CONSULTATION**

City Clerks was consulted in the preparation of Report LS18057.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The legislative framework for the various City-owned corporations requires that a board of directors be elected or appointed to supervise the management of the business and affairs of those corporations.

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**SUBJECT: Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide) - Page 5 of 6**

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For each board of a corporation wholly-owned by the City of Hamilton, City Council approves the appointment of directors, among other matters, as part of the corporation's governance structure, subject to any specific legislative requirements. The composition of these boards typically includes both Council members and citizen members.

There are currently six City-owned corporations which require the appointments set out below.

1. Hamilton Utilities Corporation (HUC)

HUC is a corporation incorporated under the *Business Corporations Act* (Ontario). The board of directors for HUC consists of nine members total, composed of the Mayor or Mayor's designate, the President of the corporation, and seven individuals who are not members of Council.

2. The Hamilton Street Railway Company (HSR)

HSR was incorporated by an Act of Parliament in 1873 as a private corporation. The board of directors of HSR consists of 16 members total, composed of all 16 members of Council. In order to meet legislative requirements, it is necessary to keep the board of directors and officers of the corporation up-to-date until a final decision regarding the dissolution of HSR has been made.

3. Hamilton Renewable Power Inc. (HRPI)

HRPI is a corporation incorporated under the *Business Corporations Act* (Ontario). The board of directors for HRPI consists of six members total, composed of the Mayor, four members of Council, and a City staff member who is a non-voting director.

4. Hamilton Enterprises Holding Corporation (HEHC)

HEHC is a corporation incorporated under the *Business Corporations Act* (Ontario). The board of directors for HEHC consists of six members total, composed of the Mayor or Mayor's designate and five individuals who are not members of Council.

5. CityHousing Hamilton Corporation (CHH)

CHH is a corporation incorporated under the *Business Corporations Act* (Ontario). The board of directors for CHH consists of nine members total, five of whom must be elected members of Council, and four individuals who are not members of Council.

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**SUBJECT: Appointment of Members of Council to the Board of Directors of City of Hamilton Owned Corporations (LS18057) (City Wide) - Page 6 of 6**

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6. Hamilton Farmers' Market Corporation (HFM)

HFM is a corporation incorporated pursuant to the *Corporations Act* (Ontario). The board of directors for HFM must consist of a minimum of seven and a maximum of thirteen or such other number of directors as may be determined from time to time by the City, as the sole voting member of the corporation. Council has approved a board of directors consisting of four stallholders, two members of Council and five members of the general public, with ex officio members including the General Manager of the Hamilton Farmers' Market and a staff representative from Public Health Services.

All of the City-owned corporations identified above, with the exception of HSR, also include citizen members who are elected to the board of directors. These citizen appointments will be made at a subsequent General Issues Committee meeting.

**ALTERNATIVES FOR CONSIDERATION**

For each of the City-owned corporations identified in this report, separate shareholder meetings could be held to appoint members of Council to the board of directors. However, the shareholders' resolutions have the same effect as meetings for these purposes and eliminate the need to carry out repetitive meetings to achieve the same purpose.

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

**Strategic Priority #7**

Our People and Performance

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – Hamilton Utilities Corporation Shareholder Resolution

Appendix "B" – The Hamilton Street Railway Company Shareholder Resolution

Appendix "C" – Hamilton Renewable Power Inc. Shareholder Resolution

Appendix "D" – The Hamilton Enterprises Holding Corporation Shareholder Resolution

Appendix "E" – CityHousing Hamilton Corporation Shareholder Resolution

Appendix "F" – Hamilton Farmers' Market Corporation Member's Resolution

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**HAMILTON UTILITIES CORPORATION**  
(the "Corporation")

RESOLUTIONS OF THE SOLE SHAREHOLDER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** the City of Hamilton is the sole shareholder of the Corporation ("Sole Shareholder");

**AND WHEREAS** the Articles of Incorporation of the Corporation provide that the board of directors shall consist of a minimum of one (1) and a maximum of twenty (20) directors;

**AND WHEREAS** the number of directors of the Corporation has been fixed at nine (9) by an amended and restated shareholder declaration for the Corporation dated August 31, 2000 ("Amended and Restated Shareholder Declaration");

**AND WHEREAS** Maria Pearson was a director of the Corporation with such term of appointment expiring on November 30, 2018, and it is the intent of the Sole Shareholder to appoint their successor;

**AND WHEREAS** it is the intent of the Sole Shareholder to ratify the fourth year of appointment of each director that held office until November 30, 2018 pursuant to the *Business Corporations Act* (Ontario).

**BE IT RESOLVED:**

1. That the following person be appointed to be a director of the Corporation effective December 3, 2018 and shall hold office until November 30, 2019 or until their respective successor is elected or appointed subject to the by-laws of the Corporation:

Sam Merulla

2. That the fourth year of appointment of each director that held office until November 30, 2018 is hereby ratified.

The foregoing resolutions are, by the signature below of the Sole Shareholder of the Corporation entitled to vote on such resolutions, passed as resolutions of the Corporation pursuant to the *Business Corporations Act* (Ontario).

Dated as of this 19th day of December 2018.

City of Hamilton

\_\_\_\_\_  
Fred Eisenberger  
Mayor

\_\_\_\_\_  
Janet Pilon  
Acting City Clerk

**THE HAMILTON STREET RAILWAY COMPANY**  
(the "Corporation")

RESOLUTION OF THE SOLE SHAREHOLDER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** by section 11.9, subsection (1) of the *City of Hamilton Act, 1999*, S.O. 1999, c.14, the City of Hamilton is authorized to hold the shares in the Corporation and to exercise the rights attributed thereto;

**AND WHEREAS** by subsection (2) of the aforesaid subsection of the said *Act*, the City of Hamilton is mandated to manage the affairs of the Corporation;

**AND WHEREAS** the City of Hamilton is the sole shareholder of the Corporation ("Sole Shareholder");

**AND WHEREAS** the 16 members of Council for the City of Hamilton ("Council") comprise the board of directors for the Corporation and their terms of appointment are coterminous with the term of Council;

**AND WHEREAS** it is the intent of the Sole Shareholder to ratify the fourth year of appointment of each director that held office until November 30, 2018, pursuant to the *Business Corporations Act* (Ontario).

BE IT RESOLVED:

1. That the following persons are appointed as directors of the Corporation effective December 3, 2018 and shall hold office until November 30, 2019 or until their respective successors are elected or appointed subject to the by-laws of the Corporation:

- (1) Fred Eisenberger
- (2) Maureen Wilson
- (3) Jason Farr
- (4) Nrinder Nann
- (5) Sam Merulla
- (6) Chad Collins
- (7) Tom Jackson
- (8) Esther Pauls
- (9) John-Paul Danko
- (10) Brad Clark
- (11) Maria Pearson
- (12) Brenda Johnson
- (13) Lloyd Ferguson
- (14) Arlene VanderBeek
- (15) Terry Whitehead
- (16) Judi Partridge

2. That the fourth year of appointment of each director that held office until November 30, 2018 is hereby ratified.

The foregoing resolution is, by signature below of the Sole Shareholder of the Corporation entitled to vote on such resolutions, passed as a resolution of the Corporation pursuant to the *Business Corporations Act* (Ontario).

Dated as of this 19th day of December 2018.

City of Hamilton

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Fred Eisenberger  
Mayor

---

Janet Pilon  
Acting City Clerk



**HAMILTON RENEWABLE POWER INC.**  
(the "Corporation")

RESOLUTIONS OF THE SOLE SHAREHOLDER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** the City of Hamilton is the sole shareholder of the Corporation ("Sole Shareholder");

**AND WHEREAS** the Articles of Incorporation of the Corporation provide that the board of directors shall consist of a minimum of one (1) and a maximum of twenty (20) directors;

**AND WHEREAS** the number of directors of the Corporation has been fixed at six (6) by a special resolution of the Sole Shareholder effective December 14, 2010;

**AND WHEREAS** Fred Eisenberger, Matthew Green, Maria Pearson, Brenda Johnson and Lloyd Ferguson were directors of the Corporation with such terms of appointment expiring on November 30, 2018, and it is the intent of the Sole Shareholder to appoint their successors;

**AND WHEREAS** it is the intent of the Sole Shareholder to ratify the fourth year of appointment of each director that held office until November 30, 2018, pursuant to the *Business Corporations Act* (Ontario).

BE IT RESOLVED:

1. That the following persons be appointed as directors of the Corporation effective December 4, 2018 and shall hold office until November 30, 2019 or until their respective successors are elected or appointed subject to the by-laws of the Corporation:

- (1) Brenda Johnson
- (2) Terry Whitehead
- (3) John-Paul Danko
- (4)
- (5)
- (6)

2. That the following person be appointed as a director of the Corporation with all rights and obligations associated therewith, but shall not be entitled to a vote on the board of directors:

- (1) Dan McKinnon

3. That the fourth year of appointment of each director that held office until November 30, 2018 is hereby ratified.

The foregoing resolutions are, by signature below of the Sole Shareholder of the Corporation entitled to vote on such resolutions, passed as resolutions of the Corporation, pursuant to the *Business Corporations Act* (Ontario).

Dated as of this 19th day of December 2018.

City of Hamilton

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Fred Eisenberger  
Mayor

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Janet Pilon  
Acting City Clerk

**HAMILTON ENTERPRISES HOLDING CORPORATION**  
(the "Corporation")

RESOLUTIONS OF THE SOLE SHAREHOLDER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** the City of Hamilton is the sole shareholder of the Corporation ("Sole Shareholder");

**AND WHEREAS** the number of directors of the Corporation has been fixed at six (6) by Special Resolution of the Sole Shareholder effective June 30, 2018;

**AND WHEREAS** Maria Pearson was a director of the Corporation with such term of appointment expiring on November 30, 2018, and it is the intent of the Sole Shareholder to appoint a successor;

**AND WHEREAS** it is the intent of the Sole Shareholder to ratify the fourth year of appointment of each director that held office until November 30, 2018 pursuant to the *Business Corporations Act* (Ontario).

BE IT RESOLVED:

1. That the following person be appointed to be a director of the Corporation effective December 3, 2018 and shall hold office until November 30, 2019 or until their respective successor is elected or appointed subject to the by-laws of the Corporation:

Sam Merulla

The foregoing resolutions are, by the signature below of the Sole Shareholder of the Corporation entitled to vote on such resolutions, passed as resolutions of the Corporation, pursuant to the *Business Corporations Act* (Ontario).

Dated as of this 19th day of December 2018.

City of Hamilton

\_\_\_\_\_  
Fred Eisenberger  
Mayor

\_\_\_\_\_  
Janet Pilon  
Acting City Clerk

**CITYHOUSING HAMILTON CORPORATION**  
(the "Corporation")

RESOLUTION OF THE SOLE SHAREHOLDER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** the City of Hamilton is the sole shareholder of the Corporation ("Sole Shareholder");

**AND WHEREAS** By-law No. 1A of the Corporation provides that the board of directors shall consist of a minimum of two (2) and a maximum of thirteen (13) directors;

**AND WHEREAS** the number of directors of the Corporation has been fixed at nine (9) by a declaration and direction of the sole shareholder effective as of September 30, 2012;

**AND WHEREAS** Matthew Green, Doug Conley, Chad Collins, Jason Farr and Tom Jackson were directors of the Corporation with such terms of appointment expiring on November 30, 2018, and it is the intent of the Sole Shareholder to appoint their successors;

**AND WHEREAS** it is the intent of the Sole Shareholder to ratify the fourth year of appointment of each director that held office until November 30, 2018, pursuant to the *Business Corporations Act* (Ontario).

BE IT RESOLVED:

1. That the following persons be appointed as directors of the Corporation effective December 3, 2018 and shall hold office until November 30, 2019 or until their respective successors are elected or appointed subject to the by-laws of the Corporation:

- (1) Nrinder Nann
- (2) Chad Collins
- (3) Tom Jackson
- (4) Jason Farr
- (5) Maureen Wilson

2. That the fourth year of appointment of each director that held office until November 30, 2018 is hereby ratified.

The foregoing resolution is, by signature below of the Sole Shareholder of the Corporation entitled to vote on such resolutions, passed as a resolution of the Corporation pursuant to the *Business Corporations Act* (Ontario).

Dated as of this 19th day of December 2018.

City of Hamilton

\_\_\_\_\_  
Fred Eisenberger  
Mayor

\_\_\_\_\_  
Janet Pilon  
Acting City Clerk

**HAMILTON FARMERS' MARKET CORPORATION**  
(the "Corporation")

RESOLUTION OF THE SOLE VOTING MEMBER

**APPOINTMENT OF DIRECTORS**

**WHEREAS** the City of Hamilton is the sole voting member of the Corporation ("Sole Voting Member");

**AND WHEREAS** By-law No. 1 of the Corporation provides that the board of directors shall consist of a minimum of seven (7) and a maximum of thirteen (13) directors or such other number of directors as may be determined from time to time by the Sole Voting Member;

**AND WHEREAS** By-law No. 1 of the Corporation provides for the appointment of directors from among the City Councillors of the City of Hamilton, the number of which shall be determined from time to time by the Sole Voting Member and whose term shall run concurrent with the term of the City Council;

**AND WHEREAS** it is the intent of the Sole Voting Member to ratify the fourth year of appointment of each director that held office until November 30, 2018, pursuant to the *Corporations Act* (Ontario).

BE IT RESOLVED:

1. That the following person be appointed as director of the Corporation effective December 4, 2018 and shall hold office until November 30, 2019 or until their respective successor is elected or appointed subject to the by-laws of the Corporation:
  - (1) Esther Pauls
  - (2) [Insert Name]
  
2. That the fourth year of appointment of each director that held office until November 30, 2018 is hereby ratified.

The foregoing resolution is, by the signature below of the Sole Voting Member of the Corporation entitled to vote on such resolutions, passed as a resolution of the Corporation pursuant to the *Corporations Act* (Ontario).

Dated as of this 19<sup>th</sup> day of December 2018.

City of Hamilton

\_\_\_\_\_  
Fred Eisenberger  
Mayor

\_\_\_\_\_  
Janet Pilon  
Acting City Clerk



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
*General Manager's Office*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	Disaster Mitigation and Adaptation Fund (PW18097) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Raffaella Morello (905) 546-2424, Ext. 3926
<b>SUBMITTED BY:</b>	Dan McKinnon General Manager Public Works
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the projects listed in Appendix "A" to Report PW18097, totalling \$157.38 Million, be approved as the City of Hamilton's submission for consideration of the requested funding amount of \$62.952 Million for the period from 2019 to 2028, in accordance with the terms and conditions associated with Infrastructure Canada's Disaster Mitigation and Adaptation Fund;
- (b) That, should the City's submission for the Disaster Mitigation and Adaptation Fund (DMAF) program, be approved by Infrastructure Canada, staff be directed to report back to the General Issues Committee to seek approval of a financing strategy, inclusive of future tax supported levy increases, for the City's portion of approximately \$94.428 Million; related to eligible project costs between 2019 to 2028 (as outlined in Appendix "A" to Report PW1807), in accordance with the terms and conditions associated with the DMAF;
- (c) That the Mayor and City Clerk be authorized and directed to execute any funding agreement(s) and ancillary documents required for the City to receive funding for the projects listed in Appendix "A" to Report PW18097, through Infrastructure Canada's Disaster Mitigation and Adaptation Fund, in a form satisfactory to the City Solicitor; and,
- (d) That copies of Report PW18097, respecting the Disaster Mitigation and Adaptation Fund, be forwarded to local Members of Parliament.

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**SUBJECT: Disaster Mitigation and Adaptation Fund (PW18097) (City Wide)**  
**- Page 2 of 5**

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## **EXECUTIVE SUMMARY**

The recommendations in this report are to seek Council approval of the City's application for the Government of Canada's Disaster Mitigation and Adaptation Fund (DMAF). Over the past decade, almost every jurisdiction in Canada has experienced significant weather-related events or disasters triggered by natural hazards. In 2018, the Government of Canada announced the launch of the DMAF which is a 10-year, \$2 billion national program to assist communities to better withstand current and future risks of climate change. DMAF will support large-scale infrastructure projects with a minimum cost of \$20 million. Eligible recipients for DMAF funding include Canadian provinces or territories, municipal/regional governments, authorized Canadian post-secondary institutions, not-for-profit organizations, and eligible Indigenous groups. For municipal projects, DMAF will fund 40% of the eligible costs for approved projects, with the remaining costs to be funded by the municipality.

Staff propose to submit applications in response to the DMAF funding program for capital projects as identified in Appendix A and related to improvements of the City's shoreline infrastructure, and drainage resilience for the City's storm-water management system. The summary of the proposed City projects for the DMAF submission is included in the analysis section of this report. These projects are identified in the City's ten-year Tax and Rate Capital Programs as outlined in Appendix "A" to Report PW18097, with two projects (Shoreline Protection and Installation of Back-flow Devices) not fully forecasted.

The deadline for applications is January 11, 2019. Approved projects must be completed by 2027-2028 to be eligible for funding. Project costs incurred prior to the DMAF project approval are not eligible for funding. An update will be provided to Council by mid-2019 on the status of Infrastructure Canada's review of Hamilton's DMAF applications.

***Alternatives for Consideration – See Page 5***

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

**Financial:** The potential funding contribution from the DMAF would enhance the City's ability to address built infrastructure such as shoreline related measures, bridges and culverts plus rehabilitation of the City's storm-water system. Total spending equates to \$157.38M of which \$94.428M is the City's share cash flowed over a 10 year period.

The majority of the proposed projects in Appendix A are currently in the City's 10-year Tax and Rate Capital forecasts; however, two projects are not included in the 10-year forecast as fully funded (Shoreline Protection and Backflow devices from Application 1). Approval of the recommendations in this report will result in the identified projects then

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**SUBJECT: Disaster Mitigation and Adaptation Fund (PW18097) (City Wide)**  
**- Page 3 of 5**

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forming part of the 10-year capital forecast. Without funding from Infrastructure Canada, certain projects are deemed unaffordable.

**Staffing:** There are no staffing implications associated with the recommendations in this report.

**Legal:** The City will have to enter into a funding agreement to receive approved DMAF grants. The funding agreement will encompass the terms and conditions of the DMAF program.

## **HISTORICAL BACKGROUND**

The focus of the DMAF is to provide support for large scale community projects which provide resiliency towards hazards associated with climate change. Climate change is impacting communities across the country and is contributing to natural hazards such as storms and floods with increasing frequency and intensity. These hazards have a significant impact on critical infrastructure such as water supply, sewer systems, buildings, and shorelines. Damage to critical infrastructure can result in interruptions in essential public services, cause health and safety risks, and is associated with high costs for recovery and rehabilitation.

The City of Hamilton has been subject to severe weather conditions which has caused significant damage to the City's infrastructure. Recent events included severe damage to the City's shoreline and flooding in several neighbourhoods. The City's aging infrastructure leaves the community at risk from future severe storm events.

The application process under DMAF consists of two phases including step 1 being the Expression of Interest (EOI) application, and step 2 being the full application. Staff submitted applications through the EOI process which were recently approved by Infrastructure Canada to proceed to step 2. Infrastructure Canada will be notifying applicants if they have been approved for funding through DMAF by the second quarter of 2019.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

## **RELEVANT CONSULTATION**

- Corporate Services Financial Planning and Policy staff has reviewed and support this report's recommendations.
- Staff consultation will continue as part of the next steps to complete the DMAF application.

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**SUBJECT: Disaster Mitigation and Adaptation Fund (PW18097) (City Wide)**  
**- Page 4 of 5**

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## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The information and recommendations in this report have City-wide implications related to the City's natural and built infrastructure which is at risk of damage associated with climate change.

The proposed list of projects for the City's submission is based on two separate applications. One application is for capital projects related to shoreline protection at a total value of \$31.85M. The second application is for capital projects with a combined value of approximately \$125.53M related to improvements for the resilience of the City's storm-water management system from extreme storms. The costs associated with both projects are over a ten-year period up to 2028.

Application 1 includes capital projects being coordinated by the Environmental Services and Hamilton Water Divisions, which include the following:

- Project 1 - Shoreline protection work that is required to rectify damage caused by storms in 2017 and 2018 and improve resilience for future extreme storm events.
- Project 2 - Installation of back-flow devices at several critical locations along Hamilton's sewer system outlets to prevent inflow infiltration from high lake levels as the result of extreme storm events.

Application 2 includes capital projects being coordinated by Hamilton Water, Engineering Services, and Energy, Fleet, and Facilities Divisions which are aimed at increasing resilience and minimizing the flood risk from future extreme storm events. These projects include the following:

- Project 1 - Implementation of Rosedale neighbourhood community flood mitigation strategy.
- Project 2 - Construction of the storm-water management system for the Ancaster Arts Centre (municipal building).
- Project 3 - Implementation of Churchill Park neighbourhood community flood mitigation strategy.
- Project 4 - Construction of new storm sewers for the separation of existing combined sewer in the Aberdeen-Hillcrest area.
- Project 5 - Escarpment stabilization work to rehabilitate the deterioration caused by extreme storm events.
- Project 6 - Construction and rehabilitation of various bridges and culverts to alleviate reported flooding from extreme storm events.
- Project 7 - Construction of a second drop-shaft from above the Niagara Escarpment at Fennell Avenue to Greenhill Avenue below the escarpment.

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**SUBJECT: Disaster Mitigation and Adaptation Fund (PW18097) (City Wide)**  
**- Page 5 of 5**

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If successful in obtaining funding, the DMAF program would allow the City to make significant progress to reconstruct and build critical infrastructure which will protect the City's communities from future hazard events.

**ALTERNATIVES FOR CONSIDERATION**

City Council may consider submitting the funding request for both applications, one application, or decide not to submit either application.

It is likely that a number of projects currently in the 10 year forecast may be deemed unaffordable as priorities change as a result of future storms. The DMAF will assist in ensuring the city can be proactive in this regard.

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

**Clean and Green**

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

**Built Environment and Infrastructure**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – Disaster Mitigation and Adaptation Fund – List of Projects

Disaster Mitigation and Adaptation Fund – Project List

Table 1. City of Hamilton Project List for DMAF submission				
DMAF Application 1 – Shoreline Protection				
Project Funding Not Fully Identified in the 10-year Capital Forecast				
#	Description (Capital Account Number)	DMAF Application (Million)	Currently Budgeted in 10 –Year Capital Forecast (Million)	Budget Source (Rate or Levy)
1	City Wide Shoreline Protection Measures (4401956930)	\$30.8	\$6.8	Levy
2	Installation of back-flow devices	\$1.05	\$0.0	Rate
	TOTAL	\$31.85	\$6.8M	
DMAF Application 2 – Drainage Resilience for the Storm-water Management System				
Project Funding Fully Identified in the 10-year Capital Forecast				
1	Rosedale neighbourhood community flood mitigation strategy (5181260216)	\$2.57	\$2.57	Rate
2	Storm-water management system for the Ancaster Arts Centre (3541641602)	\$0.50	\$0.50* (incorporated with overall construction costs)	Levy
3	Churchill Park neighbourhood community flood mitigation strategy (5181260214)	\$14.5	\$14.5	Rate
4	Construction of new storm sewers for the separation of existing combined sewer in the Aberdeen-Hillside area (5161996954)	\$3.67	\$3.67	Rate
5	Escarpment stabilization work (4031817644, 4031917943, 4041910004, 4032011015, 4033511015)	\$21.82	\$21.82	Levy
6	Construction and rehabilitation of various bridges and culverts to alleviate flooding  (4031918217, 4031418437, 4031518360, 4031518405, 4031618385, 4031818159, 4031818189, 4031818366, 4031818441, 4031918048, 4031918126, 4031918342, 4031918433, 4031918975, 4031218222, 4031218228, 4031218526, 4031618090,	\$64.77	\$64.77	Levy

Table 1. City of Hamilton Project List for DMAF submission					
	4031718452, 4031818150, 4031818404, 4031818444, 4032118049, 4032218086, 4032218347, 4032518403, 4031918218,	4031818089, 4031818296, 4031818407, 4032018019, 4032118527, 4032218301, 4032218409, 4032518737, 4031918219)	4031818108, 4031818313, 4031818437, 4032018372, 4032218025, 4032218346, 4032518021, 4032718359,		
7	Construction of a second drop-shaft from above the Niagara Escarpment at Fennell Ave. to Greenhill Ave. below the escarpment (5161968920)		\$17.70	\$17.70	Rate
	TOTAL		\$125.53	\$125.53	
	Grand Total Applications 1 and 2		\$157.38	\$132.33	

## Notes:

- Federal Government Budget 2017 earmarked \$2 billion over 10 years for the DMAF.
- DMAF projects must have a minimum of \$20 million in eligible expenditures. Project bundling is possible under the DMAF (details in Annex F to the Applicant's Guideline).
- The federal cost sharing and stacking limits for DMAF projects are as follows: up to 40% for municipalities and not-for profit organizations in provinces
- Investments under the DMAF must support infrastructure, which is defined as tangible and fixed capital assets that are primarily for public use or benefit, including natural infrastructure. To be considered eligible, investments must be aimed at reducing the socio-economic, environmental and cultural impacts triggered by natural hazards and extreme weather events, taking into consideration current and potential future impacts of climate change in communities and infrastructure at high risk.
- Eligible investments for infrastructure projects under the DMAF are:
  - New construction of public infrastructure including natural infrastructure
  - Modification and/or reinforcement including rehabilitation and expansion of existing public infrastructure including natural infrastructure



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

<b>TO:</b>	Chair and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 12, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Budget Submission Advisory Committee for People with Disabilities (HUR18020) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jessica Bowen (905) 546-2424 Ext. 5164
<b>SUBMITTED BY:</b>	Lora Fontana, Executive Director Human Resources and Organizational Development
<b>SIGNATURE:</b>	

## RECOMMENDATION

That the Advisory Committee for People with Disabilities (ACPD) 2019 base budget submission in the amount of \$6100.00 be approved and forwarded to the 2019 budget process.

## EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for People with Disabilities budget for 2019, in the amount of \$6100.00, is being submitted for approval.

***Alternatives for Consideration – See Page 2***

## FINANCIAL – STAFFING – LEGAL IMPLICATIONS

**Financial:** The base budget request for 2019 for the Advisory Committee for People with Disabilities is the same as the budget requested and approved for 2018.

**Staffing:** N/A

**Legal:** N/A

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

**SUBJECT: 2019 Budget Submission Advisory Committee for People with Disabilities (HUR18020) (City Wide)**

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**Page 2 of 3**

## **HISTORICAL BACKGROUND**

At their November 13, 2018 meeting, the Advisory Committee for People with Disabilities gave consideration to their budget needs for 2018. Their budget submission is attached as Appendix "A" to Report HUR18020. The budget includes incidental costs to support the Committee as well as additional costs for specific events, programs and initiatives. The Advisory Committee for People with Disabilities is requesting the same budget they had in 2018 in the amount of \$6100.00.

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

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Advisory Committee for People with Disabilities is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. The possibility gives the Advisory Committee for People with Disabilities the chance to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. The Advisory Committee for People with Disabilities has not yet determined all of their activities for 2019. Should additional funding be required in 2019 and be available in the Advisory Committee for People with Disabilities reserves, requests for reserve funding will be made at the appropriate time.

## **RELEVANT CONSULTATION**

The Advisory Committee for People with Disabilities discussed their 2019 budget needs at their November 13, 2018 committee meeting.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendation will provide funding for the operations of Advisory Committee for People with Disabilities to enable them to continue to fulfil their terms of reference.

## **ALTERNATIVES FOR CONSIDERATION**

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

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

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

**Economic Prosperity and Growth**

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

**Healthy and Safe Communities**

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

**Clean and Green**

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

**Built Environment and Infrastructure**

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

**Culture and Diversity**

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

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report HUR18020 - Advisory Committee for People with Disabilities

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# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Advisory Committee For People With Disabilities (ACPD)**



**PART A: General Information****ADVISORY COMMITTEE MEMBERS:**

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

**MANDATE:**

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

**PART B: Strategic Planning****STRATEGIC OBJECTIVES:**

#### Terms of Reference

1. To advise Council annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to the Ontarians with Disabilities Act, the Accessibility for Ontarians with Disabilities Act, and related regulations.
2. To provide advice and recommendations to City Council and staff with respect to the implementation of Provincial standards, and policies, procedures and guidelines that address the needs and concerns of persons with disabilities.
3. To ensure that the right of access for persons with disabilities to programs and services provided by the City is sustained, maintained, and/or improved in accordance with Provincial legislation, regulations and City standards.
4. To review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.
5. To provide a forum where persons with disabilities and service representatives can express their concerns, share information and recommend improvements to the existing level of City services for persons with disabilities.
6. To educate and increase awareness of the City on issues which affect people with disabilities.
7. To support the work of the committee through sub-committees and working groups, as required, and specifically related to the Provincial standards, including Customer Service, Transportation, Employment, Built Environment, and Information and Communications.
8. To maintain knowledge of the work of the committee through attendance at meetings and review of agendas and supporting materials.
9. To regularly review the progress and measure the success of the committee and its activities.

**ALIGNMENT WITH CORPORATE GOALS:**

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

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

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

**SPECIAL EVENT/PROJECT COSTS:**

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

<b>TOTAL COSTS</b>	<b>\$ 6100.00</b>
<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$ N/A</b>
<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 6100.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$ 6100.00)</b>	<b>\$ 6100.00</b>

**CERTIFICATION:**

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

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

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**Signature:**

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**Date:**

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**Telephone # :**

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**CITY OF HAMILTON  
M O T I O N**

**General Issues Committee: December 12, 2018**

**MOVED BY MAYOR / COUNCILLOR .....**

**SECONDED BY MAYOR / COUNCILLOR .....**

**Appointments to the Interview Sub-committee to the General Issues Committee**

That the following five members of Council be appointed to the Interview Sub-Committee, to the General Issues Committee (GIC), for the balance of the 2018-2022 term of Council to consider the appointments to the advisory committee(s) that report up to GIC:

- (a) Nrinder Nann
- (b) Sam Merulla
- (c) Brad Clark
- (d) Jason Farr (alternate member)
- (e) Fred Eisenberger (alternate member)

# CITY OF HAMILTON MOTION

General Issues Committee: December 12, 2018

**MOVED BY COUNCILLOR C. COLLINS.....**

**SECONDED BY MAYOR / COUNCILLOR.....**

### Renaming of Ward 5

WHEREAS, the City of Hamilton has recently undergone a review that subsequently gave effect to changes to its Ward boundaries;

WHEREAS, Ward 5 was previously called “Redhill” due to its proximity to the Red Hill Valley; and;

WHEREAS, the new ward boundary extends from the Red Hill Valley to Grays Road, with Centennial being in the middle of Ward 5;

THEREFORE, BE IT RESOLVED:

That Ward 5 be renamed as Ward 5 - Centennial.

# CITY OF HAMILTON MOTION

General Issues Committee: December 12, 2018

**MOVED BY COUNCILLOR J. FARR.....**

**SECONDED BY COUNCILLOR.....**

**Ward 2 Winter Solstice**

WHEREAS, the Corktown Neighbourhood will be home to the second annual Winter Solstice event at Corktown Park on December 21<sup>st</sup>;

WHEREAS, the inaugural Winter Solstice proved to be a major success with public participation exceeding expectations;

WHEREAS, the City of Hamilton’s vision includes a priority of Community Engagement and Participation, which includes the mandate that “engages with and empowers all citizens to be involved in their community”; and,

WHEREAS, the annual Winter Solstice at Corktown Park exemplifies Community Engagement and Participation;

THEREFORE, BE IT RESOLVED:

That a one-time grant, in the amount of \$6,500 (budget attached hereto), be provided to the Corktown Neighbourhood Association for their Annual Winter Solstice at Corktown Park, being held on December 21, 2018, to be funded from Ward 2 the Cell Tower 3301609602.

## Winter Solstice Festival 2018 Corktown Park

### Expense Budget

#### Permits

SEAT park permit	
Insurance	
Park fee	\$307

#### Rentals

PA system. Two sets (one for Rail Trail) \$60 x 2	\$120
Video Projectors 3 projectors	\$75
Media Players 4	\$100
Extension cords and accesories	\$ 30
Porta toilets	\$250
Van rental (one day)	\$55

#### Sulpture for Fest

Paper Mache Fire sculpture. Wood, paper, paints, wire, fireproof base.	\$400
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#### Sono Tube for video projection

cost of sono tube and paint, contructed wooden base.	\$250
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#### Tiki Torches

10 torches	\$75
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#### Artist honorariums

Paper Mache fire sculpture artist	\$500
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#### Video Artists 4 artists

supplying own equipment \$200 each	\$800
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#### Lighting Artits 4 artists

supplying own equipment \$200 each	\$800
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<b>Musicians</b> 8	\$1200
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<b>Fire entertainers</b> 3	\$300
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<b>Hamilton Arial Group</b>	\$300
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<b>Hammer City Samba drumming group</b>	\$200
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<b>Photographer</b>	\$300
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<b>Videographer</b>	\$300
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<b>Coffee snack volunteers and misc.</b>	\$150
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# CITY OF HAMILTON

## NOTICE OF MOTION

General Issues Committee: December 12, 2018

**MOVED BY COUNCILLOR B. JOHNSON.....**

### **Appointment of Members to the Niagara Peninsula Conservation Authority Board of Directors**

WHEREAS, the Niagara Peninsula Conservation Authority (NPCA) Board of Directors is comprised of twelve members from the Region of Niagara, two members from the City of Hamilton, and one member from the Haldimand County, as per the Order in Council 1994;

WHEREAS, Section 2.2 of the *Conservation Authorities Act* states clearly that boards are comprised based on population per municipality;

WHEREAS, as per Assistant Deputy Minister Bruce Bateman's letter to Carmen D'Angelo, Chief Administrative Officer for the Region of Niagara, dated December 5, 2018, the Order in Council 2706/94 is no longer valid and has been replaced with new provisions, enabling participating municipalities to make such decisions in accordance with the *Act*;

WHEREAS, according to Section 2.2 of the *Conservation Authorities Act*, based on population within the NPCA watershed, the Region of Niagara can appoint five members, City of Hamilton can appoint four members and Haldimand County can appoint two members; and,

WHEREAS, under the *Conservation Authorities Act* participating municipalities are responsible for the appointment of members to a conservation authority.

THEREFORE, BE IT RESOLVED:

That the Niagara Peninsula Conservation Authority; Selection Committee for Agencies, Boards Commissions & Sub-Committees; Minister of Environment, Conservation and Parks; Deputy Minister, Ministry of Environment, Conservation and Parks; MPP Donna Skelly; MPP Sam Oosteroff; and, the Region of Niagara Council, be advised, that the City of Hamilton will be appointing four members to the Niagara Peninsula Conservation Authority Board of Directors, as follows:

- (i) Two (2) Members of Council from Wards 9 & Ward 11; and,
- (ii) Two (2) Citizen appointees.

# CITY OF HAMILTON

## MOTION

General Issues Committee: December 12, 2018

**MOVED BY COUNCILLOR B. JOHNSON.....**

**SECONDED BY MAYOR / COUNCILLOR.....**

That the rules of order be waived to allow for the introduction of a motion respecting the appointment of members to the Niagara Peninsula Conservation Authority Board of Directors.

# CITY OF HAMILTON

## MOTION

General Issues Committee: December 12, 2018

**MOVED BY COUNCILLOR B. JOHNSON.....**

**SECONDED BY MAYOR / COUNCILLOR.....**

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