



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 18-014  
**Date:** December 17, 2018  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

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

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<b>14.</b>	<b>PRIVATE AND CONFIDENTIAL</b>	
14.1	Closed Minutes - September 24, 2018	
	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 <i>Ontario Municipal Act, 2001</i> , as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor/client privileges, including communications necessary for that purpose.	
*14.2	Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide)	
	Pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (f) of the <i>Ontario Municipal Act, 2001</i> , as amended, as the subject matter pertains to advice that is subject to solicitor/client privileges, including communications necessary for that purpose.	
<b>15.</b>	<b>ADJOURNMENT</b>	







## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 18-013

9:30 a.m.  
September 24, 2018  
Council Chambers  
Hamilton City Hall

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

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

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

**1. Performance and Learning Strategy (HUR18016) (City Wide) (Item 7.1)**

**(Pearson/Ferguson)**

That Report HUR18016, respecting the Performance and Learning Strategy, be received.

**CARRIED**

**2. Tax and Rate Operating Budget Variance Report as at June 30, 2018 - Budget Control Policy Transfers (FCS18067(a)) (City Wide) (Item 7.2)**

**(Ferguson/Anderson)**

That, in accordance with the “Budgeted Complement Control Policy”, the 2018 complement transfers from one department / division to another with no impact on the levy, as outlined in Appendix “C” to Report FCS18067(a), be approved.

**CARRIED**

**3. Records Retention By-law Amendments (CL18009) (City Wide) (Item 8.1)**

**(B. Johnson/Anderson)**

That the draft by-law, entitled “To Amend By-law No. 11-040 To Establish Retention Periods for Records of the City of Hamilton”, substantially attached as Appendix “A”, be enacted by Council.

**CARRIED**

**4. Standardization of Hardware and Software for Corporate Information Technology - Ruggedized Computing Devices (FCS18085 / HSC18048) (City Wide) (Item 8.2)**

**(B. Johnson/Pearson)**

- (a) That Panasonic Toughbook, with Gamber-Johnson mounts for vehicle installations, be approved as the Corporate Standard for Ruggedized Computing Devices;
- (b) That ruggedized computing devices and mounts, as required, be acquired pursuant to the provisions of Procurement Policy By-law No. 17-064, and that the General Manager of Finance and Corporate Services or their designate be authorized and directed to enter into and sign, on behalf of the City of Hamilton, all negotiated agreements and all necessary associated documents with vendors in a form satisfactory to the City Solicitor.

**CARRIED**

**5. Request for Extension, Development Charge Deferral Agreement #156, 170 Rockhaven Lane (FCS18081) (City Wide) (Outstanding Business List Item) (Item 8.4)**

**(Pearson/Collins)**

- (a) That the General Manager of Finance and Corporate Services be authorized, in a form satisfactory to the City Solicitor, to extend Development Charge (DC) Deferral Agreement #156 for one year until October 1, 2019 according to the terms outlined in Appendix "B" to Report FCS18081;
- (b) That "Request for Extension, Development Charge (DC) Deferral Agreement #156, 170 Rockhaven Lane", be considered complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

**CARRIED**

**6. Temporary Delegation of Authority to Impose Vendor Ban of Up to One Year (Item 9.1)**

**(Ferguson/Anderson)**

WHEREAS, Policy #1, subsection 4.1(10) of the Procurement Policy By-law permits the Procurement Sub-Committee to impose an interim ban upon a vendor from competing or being awarded a City Contract for a period of up to 12 months under certain circumstances;

WHEREAS, a municipal election will be held October 22, 2018, and it may not be possible to convene a meeting of the Procurement Sub-Committee in the months of October and November;

WHEREAS, the Procurement Sub-Committee reports to the Audit, Finance & Administration Committee; and,

WHEREAS, the new term of Council will commence December 3, 2018;

THEREFORE, BE IT RESOLVED:

- (a) That the General Managers of Public Works and Finance & Corporate Services be provided delegated authority to impose an interim ban upon a vendor from competing or being awarded any City contract, under the circumstances described in Policy #1, subsection 4.1(10) of the Procurement Policy By-law, where the Manager of Procurement has demonstrated and the General Managers of Public Works and Finance & Corporate Services are satisfied that there is sufficient evidence of act(s) or omission(s) described in Policy #1 of the Procurement Policy By-law on the part of a vendor;
- (b) That an interim ban may be imposed on a vendor, pursuant to Policy #1, subsection 4.1(10) of the Procurement Policy By-law, for a period of up to 12 months;
- (c) That the decision of the General Managers of Public Works and Finance & Corporate Services shall be final with respect to any interim ban on a vendor, pursuant to Policy #1, subsection 4.1(10) of the Procurement Policy By-law; and,
- (d) That the authority delegated to the General Managers of Public Works and Finance & Corporate Services respecting the authority to impose a vendor ban(s) for up to a 12 month period, shall only apply from October 1, 2018 to November 30, 2018, before and after which time the delegated authority shall be void and of no force or effect.

**CARRIED**

**7. Wentworth Condominium Corporation (WCC) #204 and Excess Wastewater/Storm Charges at 266 Limeridge Road East (Ward 7) (Item 9.2)**

**(Anderson/Collins)**

That staff be directed to provide a credit adjustment in the amount of \$14,892.50 to the Wentworth Condominium Corporation (WCC) #204 for excess wastewater/storm sewer charges located at 266 Limeridge Road East, for the billing period from February 2, 2018 to April 2, 2018.

**CARRIED**

**8. Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update (HUR17002(b)) (City Wide) (Item 12.2)**

**(Collins/Pearson)**

That Report HUR17002(b) Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update including the recommendations remain confidential.

**CARRIED**

**9. Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update (HUR17002(c)) (City Wide) (Item 12.2(a))**

**(Collins/Pearson)**

That Report HUR17002(c) Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update including the recommendations remain confidential.

**CARRIED**

**10. Commercial Relationship Between the City of Hamilton and Transform Van and Truck, Division of Burncrest Industries Ltd. (FCS18082 / LS18055) (City Wide) (Item 12.3)**

**(Pearson/B. Johnson)**

(c) That recommendations (a) and (b) be released publicly following approval by Council; and

(d) That the contents of Report FCS18082 / LS18055 remain confidential.

**CARRIED**

**11. Commercial Relationship Between the City of Hamilton and Allan Fyfe Equipment Limited and Related Entities (FCS18089 / LS18056) (City Wide) (Item 12.4)**

**(Collins/Anderson)**

(c) That recommendations (a) and (b) be released publicly following approval by Council; and

(d) That the contents of Report FCS18089 / LS18056 remain confidential.

**CARRIED**

**12. Commercial Relationship Between the City of Hamilton and Canada Fibers Ltd. (LS18047(a) / FCS18088) (City Wide) (Item 12.5)**

**(Collins/Pearson)**

(c) That recommendations (a) and (b) be released publicly following approval by Council; and

(e) That Report LS18047(a) / FCS18088, respecting the Commercial Relationship Between the City of Hamilton and Canada Fibers Ltd., including recommendation (d), remain confidential.

**CARRIED**

**13. Impact of Bill 148 on Service Contracts (LS18009(b) / FCS18001(b)) (City Wide) (Item 12.6)**

**(Collins/Ferguson)**

That Report LS18009(b)/FCS18001(b), including the recommendations remain confidential.

**CARRIED**

**FOR INFORMATION:**

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

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

**1. DELEGATION REQUESTS**

- 4.2 Mike Canal, GFL Environmental Inc., respecting GFL's Proposed Rate Increase (For today's meeting)
- 4.3 Scott Hutchison, Canada Fibers Ltd., respecting Item 12.5 – Commercial Relationship between the City of Hamilton and Canada Fibers Ltd. (For today's meeting)

**(B. Johnson/Pearson)**

That the agenda for the September 24, 2018 Audit, Finance and Administration Committee meeting be approved, as amended.

**CARRIED**

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

There were no declarations of interest.

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

**September 10, 2018 (Item 3.1)**

**(B. Johnson/Anderson)**

That the Minutes of the September 10, 2018 meeting of the Audit, Finance and Administration Committee be approved, as presented.

**CARRIED**

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

**(B. Johnson/Pearson)**

That the following Delegation Requests be approved for today's meeting:

- (i) Don Thompson, Commissionaires Hamilton, respecting the new minimum wage and unpaid monies (Item 4.1)**

- (ii) **Mike Canal, GFL Environmental Inc., respecting GFL's Proposed Rate Increase (Added Item 4.2)**
- (iii) **Scott Hutchison, Canada Fibers Ltd., respecting Item 12.5 – Commercial Relationship between the City of Hamilton and Canada Fibers Ltd. (Added Item 4.3)**

**CARRIED**

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

- (i) **Hamilton Mundialization Committee Minutes – June 20, 2018 (Item 5.1)**

**(B. Johnson/Pearson)**

That the Hamilton Mundialization Committee Minutes from June 20, 2018, be received.

**CARRIED**

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

- (i) **Martin Marezki, respecting pot hole damage to vehicle (Approved September 10, 2018) (Item 6.1)**

Martin Marezki, addressed the Committee respecting pot hole damage to his vehicle. A copy of the speaking notes has been included in the official record.

**(Pearson/Collins)**

That the delegation from Martin Marezki, respecting pot hole damage to his vehicle, be received.

**CARRIED**

A copy of the speaking notes are available on the City's website or through the Office of the City Clerk.

- (ii) **Don Thompson, Commissionaires Hamilton, respecting the new minimum wage and unpaid monies (Added Item 6.2)**

Don Thompson from Commissionaires Hamilton, addressed the Committee respecting the new minimum wage and unpaid monies. A copy of the speaking notes has been included in the official record.

**(Collins/Pearson)**

That the delegation from Don Thompson, Commissionaires, respecting the new minimum wage and unpaid monies, be received.

**CARRIED**

A copy of the speaking notes are available on the City's website or through the Office of the City Clerk.

**(iii) Mike Canal, GFL Environmental Inc., respecting GFL's Proposed Rate Increase (Added Item 6.3)**

Mike Canal from GFL Environmental Inc., addressed the Committee respecting GFL's proposed rate increase.

**(Collins/Pearson)**

That the delegation from Mike Canal, GFL Environmental Inc., respecting GFL's proposed rate increase, be received.

**CARRIED**

**(iv) Scott Hutchison, Canada Fibers Ltd., respecting Item 12.5 – Commercial Relationship between the City of Hamilton and Canada Fibers Ltd. (Added Item 6.4)**

Scott Hutchison from Canada Fibers Ltd., addressed the Committee respecting Item 12.5 – Commercial Relationship between the City of Hamilton and Canada Fibers Ltd.

**(Pearson/B. Johnson)**

That the delegation from Scott Hutchison, Canada Fibers Ltd., respecting Item 12.5 – Commercial Relationship between the City of Hamilton and Canada Fibers Ltd., be received.

**CARRIED**

**(g) STAFF PRESENTATIONS (Item 7)**

**(i) Performance and Learning Strategy (HUR18016) (City Wide) (Item 7.1)**

Nenzi Cocca & Dawn Hannemann, addressed the Committee respecting the Performance and Learning Strategy, with the aid of a presentation. A copy of the presentation has been included in the official record.

**(Collins/Ferguson)**

That the staff presentation respecting the Performance and Learning Strategy, be received.

**CARRIED**

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

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

**(ii) Tax and Rate Operating Budget Variance Report as at June 30, 2018 - Budget Control Policy Transfers (FCS18067(a)) (City Wide) (Item 7.2)**

Brian McMullen, addressed the Committee respecting Tax and Rate Operating Budget Variance Report as at June 30, 2018 - Budget Control Policy Transfers, with the aid of a presentation. A copy of the presentation has been included in the official record.

**(Anderson/Collins)**

That the staff presentation respecting Tax and Rate Operating Budget Variance Report as at June 30, 2018 - Budget Control Policy Transfers, be received.

**CARRIED**

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

For further disposition of this matter, refer to Item 2.

**(h) DISCUSSION ITEMS (Item 8)**

**(i) 2018 United Way Funding Review (CM18020) (City Wide) (Item 8.3)**

**(B. Johnson/Pearson)**

- (a) That Report CM18020, respecting the 2018 United Way Funding Review be DEFERRED to a future Audit, Finance and Administration Committee meeting; and
- (b) That Report CM18020, respecting the 2018 United Way Funding Review, be left on the Outstanding Business List for the 2018 - 2022 term of Council.

**CARRIED**

**(i) MOTION (Item 9)**

**(i) United Way of Halton and Hamilton Reduced Funding (Item 9.2)**

Councillor B. Johnson introduced the following motion, which was subsequently withdrawn:

WHEREAS, the United Way of Halton and Hamilton reduced the funding for Hamilton based social services programs by \$676,701;

WHEREAS, the City of Hamilton City Enrichment Fund Subsidized \$141,000 for the above shortfall due to the United Way of Halton and Hamilton;



WHEREAS, the City of Hamilton staff have organized and implemented fundraising including payroll deductions in the amount of \$145,000 for the United Way of Halton and Hamilton;

WHEREAS, the City of Hamilton supply approximately 1.5 FTE to organize and implement fundraising activities as well as salary contribution for the United Way of Halton and Hamilton; and

WHEREAS, the City of Hamilton can issue Charitable Receipts;

THEREFORE BE IT RESOLVED:

- (a) That the City of Hamilton cease their association with the United Way of Halton and Hamilton on a transitional basis to direct fundraising activities and payroll deductions on behalf of the City of Hamilton Staff to the City Enrichment Fund Community Services Category; and
- (b) That staff report back in the first quarter of 2019 with a strategy plan for transitioning after meeting with the United Way of Halton and Hamilton.

**(B. Johnson/Pearson)**

That staff be directed to report back to the Audit, Finance and Administration Committee in the new term of Council respecting the feasibility of City staff payroll deductions being donated to the City Enrichment Fund Community Services Category.

**CARRIED**

For further disposition of this matter, refer to Item (h)(i).

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

**(i) Wentworth Condominium Corporation (WCC) #204 and Excess Wastewater/Storm Charges at 266 Limeridge Road East (Ward 7) (Added Item 10.1)**

Councillor Anderson introduced a Notice of Motion respecting the Wentworth Condominium Corporation (WCC) #204 and excess wastewater/storm charges at 266 Limeridge Road East.

**(Anderson/Ferguson)**

That the Rules of Order be waived to allow for the introduction of a Motion respecting the Wentworth Condominium Corporation (WCC) #204 and excess wastewater/storm charges at 266 Limeridge Road East.

**CARRIED**

For disposition of this matter please refer to Item 7.

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

**(i) Outstanding Business List (Item 11.1)**

**(Pearson/Collins)**

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

- 11.1(a) Items considered complete and needing to be removed:  
Extension for Development Charge (DC) Deferral Agreement  
#156, located at 170 Rockhaven Lane  
Item 8.4 on today's agenda  
OBL Item: M

**CARRIED**

**(ii) Staff Update on 270 Sherman Avenue North (Added Item 11.2)**

Staff provided an update on their findings at 270 Sherman Avenue North respecting Mr. Zeidler's water billing concerns.

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

**(i) Closed Session Minutes – September 10, 2018 (Item 12.1)**

**(B. Johnson/Pearson)**

- (a) That the Closed Session Minutes of the September 10, 2018 Audit, Finance and Administration meeting, be approved as presented; and
- (b) That the Closed Session Minutes of the September 10, 2018 Audit, Finance and Administration meeting, remain confidential.

**CARRIED**

**(Pearson/B. Johnson)**

That Committee move into Closed Session respecting Items 12.2 through 12.6, pursuant to Section 8.1, Sub-sections (e), (f), (i) and (k) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (e), (f), (i) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor/client privileges, including communications necessary for that purpose; a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**CARRIED**

- (ii) **Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update (HUR17002(b)) (City Wide) (Item 12.2)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 8.

- (iii) **Protocol for Gender Identity & Gender Expression, Transgender & Gender Non-Conforming Update (HUR17002(c)) (City Wide) (Item 12.2(a))**

Staff were provided with direction in Closed Session.

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

- (iv) **Commercial Relationship Between the City of Hamilton and Transform Van and Truck, Division of Burncrest Industries Ltd. (FCS18082 / LS18055) (City Wide) (Item 12.3)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 10.

- (v) **Commercial Relationship Between the City of Hamilton and Allan Fyfe Equipment Limited and Related Entities (FCS18089 / LS18056) (City Wide) (Item 12.4)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 11.

- (vi) **Commercial Relationship Between the City of Hamilton and Canada Fibers Ltd. (LS18047(a) / FCS18088) (City Wide) (Item 12.5)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 12.

- (vii) **Impact of Bill 148 on Service Contracts (LS18009(b) / FCS18001(b)) (City Wide) (Item 12.6)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 13.

**(m) ADJOURNMENT (Item 13)**

**(Anderson/Pearson)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 12:57 p.m.

**CARRIED**

Respectfully submitted,

Councillor VanderBeek, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

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

Submitted on Wednesday, November 21, 2018 - 12:54 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Len Medeiros

**Name of Organization:** LM Enterprises

**Contact Number:** (905) 572-9655

**Email Address:** [len\\_lmenterprises@bellnet.ca](mailto:len_lmenterprises@bellnet.ca)

**Mailing Address:** 95 Frid St, Hamilton, ON L8P 4M3

**Reason(s) for delegation request:** To discuss how City of Hamilton infrastructure contracts are awarded.

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

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





Hamilton

**- MINUTES -**  
**COMMITTEE AGAINST RACISM**  
**Tuesday, July 24, 2018, 6:30 p.m.**  
**City Hall, 71 Main Street West, Room 192**

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

**Regrets:** Ashok Kumar, Nerene Virgin

**Also Present:** Betsy Pocop– staff, Human Rights, Diversity and Inclusion  
 Princewill Ogban – Hamilton Anti-Racism Resource Centre

**Chair:** M. Dei-Amoah

**Welcome & Introductions**

Welcome of members and guests

**1. Changes to the Agenda**

**2. Declaration of Interest**

None declared

**3. Approval of Minutes**

**2.1 July 5, 2018**

**J. Brennan/L. LeBlanc**

That the Committee Against Racism’s minutes of July 5, 2018 be accepted, as presented.

**CARRIED**

**4. Presentations**

None

**5. Business/ Discussion Items**

**5.1 HARRC Update**

**5.1.1 Steering Committee Update**

- Thank you to Committee members who attended the meeting on July 5 to review the HARRC Steering Committee member applicants
- 3 of the 5 new members attended the Steering Committee meeting
- The Steering Committee is planning an orientation session for new members
- Meeting minutes for each of the committees (oversight, steering and CAR) to be shared between the three committees
- It was decided that the Steering Committee is to provide a monthly update to CAR of their meetings and provide the Chair a copy of the minutes to be compiled and kept for reference and made available to Committee members upon request
- Steering Committee to provide suggestions for revisions to CAR for the Steering Committee's Terms of Reference; for example, to have the attendance policy incorporated into the Terms of Reference
- Next Steering Committee meeting to be held on August 20, 2018

#### **5.1.2 Quarterly Metric Report**

- Feedback was received on the report
- Once revised, the Metric Report will be distributed to the Committee members
- Hamilton's First Newcomer Day – July 27
  - HARRC will have a table
  - J. Webster volunteering at the event
  - P. Ogban looking for two more volunteers from the Committee for the day of the event
- Our Future Summit – November 13, 2018
  - P. Ogban will be taking part in the conversation with other groups

#### **5.1.3 HARRC Annual Discussion Forum**

- The Committee agreed to add this item to the agenda for discussion as part of the update from HARRC
- P. Ogban and members present at the Discussion Forum provided comments and feedback of the event
- Members from each of the three stakeholders were present
- Dr. Ameil Joseph attended and answered questions relating to his research

#### **5.2 CAR Brochure**

- HARRC information is not currently included in the brochure
- L. Leblanc volunteered to revise the brochure
- Committee interested in having Committee information available in alternate format than a brochure
- B. Pocop to enquire into budget for revamping brochure into alternate format



- B. Pocop to send L. LeBlanc electronic copy of the brochure to revise

### **5.3 Workplan Discussion**

- Item deferred to next meeting
- Members asked to consider what they want moving forward and in preparation for the next term
- Copies of the workplan distributed to members in attendance

### **5.4 Lincoln Alexander Day**

- The Committee to invite representative from Stewart Memorial Church and Louise Noel-Ambrose to discuss plans for Linc Day 2019
- D. Ramos to connect with A. Duncan (Stewart Memorial Church)
- M. Dei-Amoah to connect with L. Noel-Ambrose
- B. Pocop to enquire into the availability of funds for events in 2019 with consideration that the Committee's term will be ending prior to the 2019 events
- Consideration for re-establishing the Lincoln Alexander Day Committee and reinstating the plan to Council

### **5.5 Black History Month**

- To be discussed further once budget has been clarified for 2019

## **6. Announcements/Information Sharing**

None

## **7. Adjournment**

Meeting adjourned at 8:17pm

Next meeting scheduled for August 28, 2018





Hamilton

**- MINUTES -**  
**COMMITTEE AGAINST RACISM**  
**Tuesday, October 23, 2018, 6:30 p.m.**  
**City Hall, 71 Main Street West, Room 192**

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- Present:** Marlene Dei-Amoah, Louic LeBlanc, Joseph Scott, Winston Morrison, Jessica Brennan, Janice Webster, Daniel Ramos
- Regrets:** Ashok Kumar, Nerene Virgin, Taimur Qasim, Steve Petgrave, Tyrone Childs
- Also Present:** Betsy Pocop – staff liaison, Human Rights, Diversity and Inclusion  
 Jodi Koch – Human Rights, Diversity and Inclusion  
 Jessica Bowen – Human Rights, Diversity and Inclusion  
 Princewill Ogban – Hamilton Anti-Racism Resource Centre
- Chair:** M. Dei-Amoah

**Welcome & Introductions**

Welcome of members and guests

**1. Changes to the Agenda**

- Addition of Item 6.1 - Discussion of instatement of committee for 2018-2022 term

**J. Brennan/L. LeBlanc**

That the Committee Against Racism accepts the agenda of October 23, 2018, as amended.

**CARRIED**

**2. Declaration of Interest**

None declared

**3. Approval of Minutes**

**3.1 July 24, 2018**

Arising from the Minutes:

- The HARRC Oversight Committee has shared their meeting minutes with CAR – copies provided to members in attendance
- J. Webster has provided M. Dei-Amoah the HARRC Steering Committee meeting minutes

**J. Scott/W. Morrison**

That the Committee Against Racism accepts the meeting minutes of July 24, 2018, as presented.

**CARRIED**

**4. Presentations**

None

**5. Business/ Discussion Items****5.1 HARRC Update****5.1.1 Quarterly Metric Report – P. Ogban**

- Copies of the first quarterly metric report provided to members in attendance
- The HARRC website has been developed and is currently running
- HARRC has had two banners made to be used at events
- The Black Legal Action Centre is being developed through the Hamilton Community Legal Clinic
- P. Ogban will be presenting at the HCCI AGM on October 24; he will be speaking about HARRC
- Members discussed: the level awareness of HARRC's existence with the public, importance of the community liaison position with the Hamilton Police Services
- The need for counselling services for racialized trauma has been identified through P. Ogban's work; P. Ogban to begin preliminary gathering of available service providers in Hamilton area
- CAR members thanked P. Ogban for providing the update

**5.1.2 Steering Committee Update**

- J. Webster provided the update
- The 2017 Funding Agreement supersedes the CAR presentation approved by Council in 2015
- The Oversight Committee asked two Steering Committee members (V. Rossi and J. Bowen) to draft new Terms of Reference to replace those previously provided by CAR. The Steering Committee will discuss and provide feedback. At present, the Steering Committee is working out to whom they report to on aspects of their work.
- T. Qasim made a suggestion to the Steering Committee – that the Oversight Committee merge with the Steering Committee for the purposes of the two groups working for HARRC more efficiently and for better communication
- Next Steering Committee meeting in November 2018

**5.1.3 HARRC (Steering Committee) Issue and Resolution**

- M. Dei- Amoah provided an update

- A matter arose in which CAR Steering Committee members sought clarification regarding the Funding Agreement for HARRC
- The matter was brought forward but did not follow the proper procedure of going through the Committee or its Chair, as is the expectation
- The expectation and understanding continues to be that the Committee speaks through one voice which is the Chair; further, that issues concerning HARRC, are brought back to CAR via the Steering Committee members for discussion and decision as a committee, and to develop a plan of action collectively
- The same process should be followed for any issues which may arise
- The matter has been resolved with expectations being clearly set for all committee members
- J. Koch offered to attend any future committee meeting to answer questions or concerns from the group

### **5.2 Future Committee Planning/ Workplan**

- Deferred to November meeting

### **5.3 2019 Budget**

- 2018 budget- the Committee plans to access a portion of the remaining funds in the 2018 budget to support the HARRC with printing of promotional materials
- The committee plans to access reserve funds for the 2019 year to provide ongoing support to the HARRC and community led initiatives

### **J. Scott/J. Webster**

That the Committee Against Racism support the ongoing launch of the Hamilton Anti-Racism Resource Centre through payment of promotional materials such as posters and pamphlets for up to \$2000.00.

**CARRIED**

### **J. Brennan/J. Scott**

That the Committee Against Racism request to withdraw \$5000.00 from their reserves in 2018 to provide ongoing support for activities of the Hamilton Anti-Racism Resource Centre.

**CARRIED**

### **D. Ramos/J. Scott**

That the Committee Against Racism request to withdraw \$2000.00 from their reserves in 2018 to support anti-racism related community activities.

**CARRIED**

**J. Brennan/D. Ramos**

That the Committee Against Racism approves their 2019 budget submission

**CARRIED**

**5.4 Lincoln Alexander Day**

- D. Ramos and J. Brennan to reach out to Stewart Memorial Church
- D. Ramos and J. Brennan to provide an update to the Committee in November

**5.5 Black History Month**

- No planning discussion occurred at this time

**6. Announcements/Information Sharing****6.1 2018-2022 Committee Instatement**

- Human Rights, Diversity and Inclusion staff advised committee members that a communication will be released shortly with further details on the recruitment process
- Current committee members for all Volunteer Advisory Committees will receive the communication
- The deadline to apply will be in December 2018

**7. Adjournment**

Meeting adjourned at 9:28pm

Next meeting scheduled for November 27, 2018



**MINUTES: Hamilton Mundialization Advisory Committee  
Wednesday, September 19, 2018 – 6:00 p.m.  
Hamilton City Hall, Room 222**

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

**Regrets:**

**Absent:**

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

**Guests:** n/a

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**WELCOME & INTRODUCTIONS (6:00 pm)**

Declaration of Land Acknowledgement Statement

**1. APPROVAL OF THE AGENDA  
(N. van Velzen/ P. Semkow)**

That the Hamilton Mundialization Advisory Committee agenda of September 12, 2018 be approved as presented.

**CARRIED**

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

**3. APPROVAL OF MINUTES**

3.1. Minutes of June 20, 2018

**(B. Semkow/ R. Ende)**

That the Minutes of June 20, 2018 be approved as presented.

**CARRIED**

**4. PRESENTATIONS – n/a**

**5. DISCUSSION ITEMS**

**5.1. 2018 Activity Plan**

**5.1.1. Gandhi Peace Festival**

The event will take place at September 29, 2018 at City Hall. Will involve a panel discussion; Gandhi peace walk; vegetarian Indian lunch and then on to lecture at McMaster University. Staff Liaison requested the flyer be posted on the City’s Web-site.

Also of note:

**Take Back the Night** – September 19, 2018 – last year had a great turnout. Men can support the event as Allies. Women participate in the walk.



**5.1.2. Hiroshima Nagasaki Event Debrief**

Members agreed that it was a culturally rich of event. The event was not attended as well as expected. It was in the Snapd event calendar. Left overs were used at the Welcome event for the exchange students Recommend that the Mundialization continue to support this event.

The members agree that there is a need to consolidate the best avenues to communicate events and important issues out of to the Hamilton community.

**5.1.3. Kaga/Dundas 50<sup>th</sup> Anniversary Events Debrief**

The event was well attended and ran smoothly. May want to consider for next year/time how we interact/ commit with the core organizers. The speech provided by our Chair was excellent. Councillor VanderBeek also contributed to evening with a genuine speech. Students – both Kaga and Dundas students -were appreciative and respectful.

Staff Liaison confirmed that the 2018 Kids for Kaga annual grant was paid from the 2018 Budget.

**5.1.4. Photo Contest**

Members discussed moving forward with this event in late 2018/ early 2019. What would the theme be? Waterfront project will be a big topic for City of Hamilton Council in the years ahead. This could be a consideration for the next Photo Contest.

**Motion:**

**(J. Lukas/P. Semkow)**

That up to \$1400.00 is put aside for advertising and preparation for the Photo Contest (as per budget). And that a sub-committee be form consisting of Rein Ende, Ron Vine, and Jan Lukas.

5.1.5. Mundialization Cabinet – there is a plan in place from the last time members met with Richard Barlas.

5.1.6. **2019 Budget Preparation** – discuss details at next meetings.

5.2. Policy for member subsidization – passed with tonight’s minutes.

5.3. Other relevant policy development- defer to October meeting.

5.4. Budget 2019 approval – continue to discussion at next meetings.

5.5. Next meeting:

The Committee agreed to continue to meet in October (17<sup>th</sup>) and November (18<sup>th</sup> ) of 2018.





## **6. OTHER BUSINESS**

### **6.1. Events/items for future consideration**

The first Kaga exchange occurred in 1970. The year 2020 would mark the 50<sup>th</sup> anniversary of the Kaga- Dundas exchange program. The daughters of the first organizer, Julie Ashcroft, want to do a reunion for all the Dundas students who went to Kaga over the past 50 years. The event will have a focus of recognition for Julie Ashcroft but includes an opportunity celebrate the students who participated in the exchange.

Another consideration is to support the cost of a plaque for Kaga Park.

The 2018 budget still has monies dedicated for anniversary events that can contribute to this plaque or other related items.

## **7. ADJOURNMENT**

**(N. van Velzen/ B. Semkow)**

**8:00 pm**

That the September 12, 2018 meeting of Mundialization be adjourned.

**CARRIED**

**NEXT MEETING: October 17, 2018, 6:00 p.m.  
Hamilton City Hall, Room 192**





**INUTES: Hamilton Mundialization Advisory Committee  
Wednesday, October 17, 2018 – 6:00 p.m.  
Hamilton City Hall, Room 222**

---

**Present:** Rein Ende, Bob Semkow, Pat Semkow, Ron Vine,  
**Regrets:** Councilor Arlene VanderBeek, Jan Lukas, Nick van Velzen  
**Absent:**  
**Also Present:** Nadia Olivieri, Staff Liaison  
**Guests:** n/a

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**WELCOME & INTRODUCTIONS (6:15 pm)**

Declaration of Land Acknowledgement Statement

**1. APPROVAL OF THE AGENDA  
(B. Semkow/ R. Ende)**

That the Hamilton Mundialization Advisory Committee agenda of October 17, 2018 be approved as amended:

- 5.1 be assigned as a timed item.
- 5.24 be moved to be discussed first in the series of 5.0 items
- 5.26 be created to debrief on the Sicilian Canto Racalmuto Regional Event
- 6.2 be created to discuss a courtesy item

**CARRIED**

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

**3. APPROVAL OF MINUTES**

3.1. Minutes of September 12, 2018

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

That the Minutes of September 12, 2018 be approved as presented.

**CARRIED**

**4. PRESENTATIONS – n/a**

**5. DISCUSSION ITEMS**

**5.2.4. 2019 Budget preparation (assigned as a timed item)**

The present budget has satisfactorily met the 2018 expenditures. The 2019 budget request can mirror the 2018 approved budget  
The requested reserve was unused as no additional anniversary events and related expenditures arose.



The Committee agrees that they will continue to request monies from reserve aside for unanticipated requests for assistance/funding for twin city visits or events. A sum of \$500.00 should be sufficient to request from reserves.

**MOTION: (R. Ende/ P. Semkow)**

That the 2019 Budget be approved for a sum of \$5,890.00 and an addition \$500.00 be requested from the Committee's reserves.

**CARRIED**

**5.1. Membership Status**

The committee went into Closed Session to discuss the status of their current membership. Pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matters pertain to personal matters about an identifiable individual, including City employees.

**MOTION: (R. Ende/ P. Semkow)**

That the Committee Membership remain in its current form.

The present budget has satisfactorily met the 2018 expenditures. The 2019 budget request can mirror the 2018 approved budget  
The requested reserve was unused as no additional anniversary events and related expenditures arose.  
The Committee agrees that they will continue to request monies from reserve aside for unanticipated requests for assistance/funding for twin city visits or events. A sum of \$500.00 should be sufficient

**5.2.1. Gandhi Peace Festival**

The event was well attended. The highlight of the event was that Mundialization member Jan Lukas received the Gandhi Peace Festival Community Service Award for her long time commitment and dedication to the Festival and other community initiative.  
The Panel presentation between SACHA, the White Ribbon Organization and what was the name of the other advocacy group highlighted relevant issues.  
The Committee would like clarification on rules around providing additional financial support to events that are sponsored by the City of Hamilton.



**5.2.2. Photo Contest**

Defer discussion to next meeting

**5.2.3. Mundialization City Hall Cabinet**

Staff Liaison to call Franca Hicks, Curator of Collections, to see if she will reestablish the Mundialization display that was recently displaced to accommodate a weekend movie set and if she will continue with the plan developed by the Cabinet subcommittee in conjunction with Richard Barlas.

**5.2.5. December 19, 2018 meeting agenda**

The Committee agreed to meet from 6:00 to 7:00 and then proceed with a celebratory meal to honour 50 years of the Hamilton Mundialization Committee.

**MOTION: (R. Ende/P. Semkow)**

That the December 19, 2018 meeting include a celebratory dinner starting at 7:00 pm.

**CARRIED**

**5.2.6. Sicilian Canto Racalmuto Regional Event Debrief**

Members enjoyed sharing the evening event with other community members. The Committee was acknowledged and recognized for their community involvement.

**5.3. Policy for member subsidization**

This policy was passed by the Committee as a result of approving September 2018 minutes.

**6. OTHER BUSINESS**

**6.1. Information Sharing**

**6.2. Courtesy Item**

Members consider inviting the Curator of Collections, Director of Talent and Diversity and the Mayor to the December 19, 2018 celebratory meal. Staff Liaison to extend the invitation.

**7. ADJOURNMENT**

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

**8:10 pm**

That the October 17, 2018 meeting of Mundialization be adjourned.

**CARRIED**

**NEXT MEETING: November 21, 2018, 6:00 p.m.  
Hamilton City Hall, Room 192**





Hamilton

**Status of Women**  
**Thursday, May 24, 2018 5:30 p.m.**  
**City Hall, 71 Main St. W, Room 193**

**Present:** Denise Christopherson, Katherine Kalinowski, Janice Lukas, Marie Robbins, Katie Hood, Zenaida Roque Cruz

**Regrets:** Councillor Donna Skelly, Doreen Ssenabulya, Yulena Wan,

**Absent:** Miracle Chukwu

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

**Guests:** Anna Davey

**Chair:** Denise Christopherson

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**WELCOME & INTRODUCTIONS**

**1. APPROVAL OF AGENDA**  
**(K. Hood /J. Lukas)**

That the Status of Women Committee agenda of May 24, 2018 be accepted as presented. **CARRIED**

**2. DECLARATIONS OF INTEREST.**

None declared.

**3. APPROVAL OF MINUTES**  
**(Z. Roque Cruz/K. Hood)**

3.1. Minutes of March 22, 2018

**4. PRESENTATIONS- none**

**5. DISCUSSION ITEMS**

5.1. 2018 Activity plan

- Goals for 2018 activities, as expressed in presentation to Council, are at a very high-level
- Goal is to take the goals of the presentation and incorporate them into our fall events
- June meeting will be used to formulate plan for fall activities around Municipal inclusion: "how to vote" oriented type activities
- Members to think of other community groups (Women Housing Collaborate, Immigrant Women Centre, WAG, McMaster, Mohawk) who may be interested in participating in fall event/information campaign
- Develop post cards summarizing key messaging. Distribute postcards at July 27, 2018 Newcomer day (How to vote, top 5







## Hamilton

### **Status of Women Thursday, September 27, 2018 5:30 p.m. City Hall, 71 Main St. W, Room 193**

**Present:** Denise Christopherson, Janice Lukas, Katie Hood, Marie Robbins, Katherine Kalinowski, Yulena Wan,

**Regrets:** Councillor Terry Anderson, Doreen Ssenabulya (LOA) Zenaida Roque Cruz (LOA), Miracle Chukwu (LOA)

**Absent:** N/A

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

**Guests:** Daniella Giulietti

**Chair:** Denise Christopherson (Chair)

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#### **WELCOME & INTRODUCTIONS**

##### **1. APPROVAL OF AGENDA**

**(M. Robbins/ K. Kalinowski)**

That the Status of Women Committee agenda of September 27, 2018 be accepted as presented. **CARRIED**

##### **2. DECLARATIONS OF INTEREST**

None declared.

##### **3. APPROVAL OF MINUTES**

**(M. Robbins /K. Hood)**

That the Status of Women Committee minutes of May 24, 2018 be accepted as presented. **CARRIED**

##### **4. PRESENTATIONS- n/a**

##### **5. DISCUSSION ITEMS**

###### **5.1. Member status**

**Motion(Y. Wan/ J. Lukas)**

That the SWC accept the leave of absence request received from Doreen Ssenabulya, Zenaida Roque Cruz and Miracle Chukwu. **CARRIED**



## Hamilton

### **5.2. 2018 Activity plan**

#### **5.2.1. Fall SWC Event**

Members reviewed information package created by a coalition of women's group regarding women's issues which the coalition intends circulating to all candidates of the fall election. They are hoping the information will solicit a response from each candidate. The members concur with the messaging and want to lend their support to the group.

#### **Motion (Y. Wan/J. Lukas)**

That the SWC support the Election Information Campaign print and advertisement costs up to a total \$3000.00.

**CARRIED**

#### **Motion (K. Hood/M. Robbins)**

That any cost for the 2018 Election Information Campaign not covered by the 2018 Budget be drawn by from the SWC Reserve.

**CARRIED**

#### **5.2.2. 2019 Budget**

SWC would like to ensure funds are available to support women's related activities in the first quarter of 2019 (Women's March and Women of Distinction Award) through the reserve. This will insure that the traditional budget amount is available to the new SWC members appointed through the upcoming recruitment that coincides with the new term of Council. The 2019 Budget will be signed at November meeting.

#### **Motion (Y. Wan/J. Lukas)**

That the 2019 Budget be approved with the inclusion of a request of \$2000.00 from reserves to support 2019 Women's March and 2019 Women of Distinction Awards.

**CARRIED**

**6. OTHER BUSINESS** – none presented

**7. ADJOURNMENT 6:20pm**  
**(J. Lukas/ K. Hood)**

That the Status of Women Committee meeting be adjourned at 6:20pm.

**CARRIED**

**NEXT MEETING: November 22, 2018, 5:30 p.m.**  
**Hamilton City Hall, Room 193**



## Hamilton

**Minutes**  
**LGBTQ Advisory Committee**  
**Thursday, October 18, 2018, 6:00 p.m.**  
**City Hall, 71 Main St. W., Room 171**

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**Present:** Marlon Picken, David DaSilva, Violetta Nikolskaya, Kate Dalton, Autumn Getty, Ron Vine

**Regrets:** James Diemert

**Staff:** Betsy Pocop

**Guests:** Jennifer Talbot, Program Manager, Native Women's Centre  
 Lyla Miklos, Ward 1 City Council Candidate

**Recorder:** Betsy Pocop

**Chair:** M. Picken

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### **Welcome/Introductions**

A round of introductions and welcoming of members and guests

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

V. Nikolskaya did a land acknowledgement

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

- Item 4.1 to occur at 7pm to provide space and time to the presenter
- Addition of Item 5.9- Basic Income Project
- Item 5.4 – Deferred
- Item 6.2 – Move up to become Item 5.1.1
- Item 5.5 – Deferred to November meeting

### **Motion #1**

#### **V. Nikolskaya/A. Getty**

That the LGBTQ Advisory Committee accepts the agenda of October 18, 2018, as amended.

**CARRIED**

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

- None declared

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

- V. Nikolskaya enquired if any feedback was provided or forwarded regarding the Equity & Inclusion Toolkit – no feedback was received or forward

- R. Vine expressed concern for the discussion that occurred regarding the learning moment as he felt that it should have been known and would have been known that there were issues with the topic of the learning moment
- B. Pocop to follow up with Diversity and Inclusion Office regarding definition of learning moment and best practices moving forward for the item
- R. Vine requested clarification if item as explained to be a learning moment could be considered as either a discussion item or learning moment; V. Nikolskaya clarified that such an item could be either a discussion item or learning moment and further clarified for guests in attendance that the original intention of the learning moment is for reflection and to learn

## **Motion #2**

### **V. Nikolskaya/A. Getty**

That the Committee's minutes of May 17, 2018 be approved, as presented.

**CARRIED**

## **4. Presentation**

### **4.1 Speqtrum – Jyssika Russell**

- This item was presented at 7pm following item 5.1.1
- The event was planned in response to the Confident and Confused event that took place at the First Ontario Place on September 28 and was held at the City Hall Forecourt; over 100 attendees and overall positive response
- SACHA and the Youth Wellness Centre were also involved
- Committee members and guests expressed gratitude to members of Speqtrum and partner organizations for organizing the event
- J. Russell provided additional information regarding initiatives of speqtrum during the 2018 Municipal Election – engaging with council and school board candidates
- They are working with and engaging youth, the responses received have been that youth are interested in becoming more engaged and learning more about the LGBTQ Advisory Committee

### **4.2 Bus Ad Legal Appeal**

- Committee members were in agreement to move their discussion from item 5.7 to be discussed at this time to include the presenter in the discussion
- Members enquired if bus ads could be put up at this time by the Christian Heritage Party

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

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

#### **5.1.1 Rainbow Crosswalk**

- B. Pocop provided brief update – TD has offered to cover costs of maintenance of the rainbow crosswalk for \$10,000 over a certain period of time
- Members discussed that consideration should have been given for the possibility of vandalism when the decision was made to install the crosswalk
- Members expressed they felt that the Rainbow Crosswalk was a gift from the City to the LGBTQ community a commitment from the City should be followed through, including financial considerations for maintenance

- There was a lack of consultation with the Advisory Committee regarding the private sponsorship of the maintenance of the crosswalk

## **5.2 Advisory Name – Community Consult**

- Deferred

## **5.3 2019 Committee Budget**

- Budget allocation for incidental costs (1500.00) and special events (2425.00) to maintained as they were in 2018

### **Motion #3**

#### **A. Getty/V. Nikolskaya**

That the LGBTQ Advisory Committee request a 1% increase to their 2019 budget and request to access \$1000.00 from their reserve fund for the 2019 budget year.

**CARRIED**

## **5.4 Learning Moment**

- Deferred

## **5.5 Terms of Reference**

- Deferred to November meeting

## **5.6 Six Nations Pride Flag**

- B. Pocop advised the flag was picked up from the Mayor's Office

## **5.7 Bus Ad Legal Appeal**

- Item moved to 4.2 for discussion

## **5.8 Hamilton's Age Friendly Plan**

- There has been a reach out to speak to the Committee about the Age Friendly Plan to gear future planning to LGBTQ self-identified older adults
- Committee members were in agreement to have guest present to the committee at the next meeting

## **5.9 Basic Income Project**

- Item deferred to November meeting

## **6. Announcements/ Information Sharing**

### **6.1 Debrief: Confident or Confused Event**

- The item was discussed during the presentation by Spectrum

## **7. Adjournment**

The meeting of October 18, 2018 was adjourned at 8:07pm.

Next meeting scheduled for November 15, 2018 at 6:00pm





## Hamilton

**Minutes**  
**LGBTQ Advisory Committee**  
**Thursday, May 17, 2018, 6:00 p.m.**  
**City Hall, 71 Main St. W., Room 192**

**Present:** Marlon Picken, Kristeen Sprague, David DaSilva, Violetta Nikolskaya, Kate Dalton, Autumn Getty, James Diemert

**Regrets:** Ron Vine

**Staff:** Betsy Pocop

**Guests:** Jennifer Talbot, Program Manager, Native Women's Centre  
 Amanda McFayden, Haldimand-Norfolk County Health Unit

**Recorder:** Betsy Pocop

**Chair:** M. Picken

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

V. Nikolskaya/ K. Sprague did a land acknowledgement

### **Welcome/Introductions**

A round of introductions was done to welcome members and guests

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

- Addition of Item 5.9 – K. Sprague
- Addition of Item 5.10 – Pride Hamilton Update
- Addition of Item 5.11- Advisory Committee Statement for Trans Protocol Training
- Change of Item 4 from Presentations to Information Sharing

#### **Motion #1**

##### **K. Sprague/A. Getty**

That the LGBTQ Advisory Committee accepts the agenda of May 17, 2018, as amended.

**CARRIED**

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

- None declared

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

#### **Motion #2**

##### **A. Getty/ K. Sprague**

That the Committee's minutes of February 15, 2018 be approved as presented.

**CARRIED**

#### 4. Information Sharing

- M. Picken mentioned upcoming provincial elections and shared well wishes for Committee members
- J. Diemert shared that buy-in for Pride 2018 is significantly higher than previous years
- K. Sprague shared she is a performer and organizer for Pride 2018
- V. Nikolskaya indicated it is important to acknowledge spirit and response to Pride 2018 thanks to the foundation set last year
- Members discussed the potential opportunity to report to Council about the positive response to Pride 2018
- A. McFayden shared that Norfolk County will be holding second Pride this year at Dunnville

#### 5. Business/Discussion Items

##### 5.1 Business Arising from Previous Minutes

##### 5.1.1 Equity and Inclusion Lens Toolkit

- Query: Is there an updated version of the Toolkit?
- Written feedback to be in written form and sent to M. Picken

#### Motion #3

##### V. Nikolskaya/K. Sprague

That the LGBTQ Advisory Committee is committed to providing written feedback for the toolkit by the end of June 2018

**CARRIED**

##### 5.2 Pride Flag Raising

- Event to be held on Monday, June 11 at 6pm
- Committee identified guest speakers from the larger LGBTQ community
- M. Picken to connect with B. Pocop about guest speakers
- Food/drinks for the event: plan for approximately 150 attendees and items to include gluten free and vegan options and assortment of beverages including coffee, tea and juice
- Six Nations Pride Flag: Committee to obtain consent to raise Six Nations Pride Flag at ceremony and to obtain flag as well

#### Motion #4

##### A. Getty /K. Sprague

That the LGBTQ Committee authorizes an expense for the Pride flag raising that meets the item outlined above, to be approved by the Chair and Vice Chair at the recommendation of the staff person

**CARRIED**

##### 5.3 Vice-Chair Position

- The Committee underwent the process for election of a new vice chair
- M. Picken to abstain from voting unless there is a tie
- Nominations: A. Getty, V. Nikolskaya, K. Sprague
- Nominations were accepted
- With the majority of the votes, N. Nikolskaya was elected Vice Chair for the remainder of the term



#### 5.4 Terms of Reference

- Item deferred to the next meeting

#### 5.5 Learning Moment

- Committee discussed that it is important to set parameters for the learning moment
- That the Committee decide/discuss the topic for the learning moment one meeting in advance
- V. Nikolskaya proposed topic for next meeting's learning moment: intersectionality between race and queer identities – anti-Blackness in the LGBTQ Community
- A. Getty proposed checking in with community members, and in particular the Hamilton Anti-Racism Resource Centre for the upcoming discussion
- V. Nikolskaya to compile information for the next learning moment and send to B. Pocop for distribution

#### Motion #4

##### A. Getty/ K. Sprague

That the topic for the learning moment be discussed and decided upon one month in advance

**CARRIED**

#### 5.6 Community Consultation

- V. Nikolskaya proposed engaging the community and having outreach at Pride 2018 festivities to recruit for next term
- Community Consultation to be held in September 2018

#### Motion #5

##### A. Getty/ V. Nikolskaya

That work is done to develop a pamphlet or handout in anticipation of Pride 2018

**CARRIED**

#### 5.7 Committee Meetings - July/August

- Meeting cancelled for July
- Committee to meet again on August 16, 2018

#### Motion #6

##### D. DaSilva/V. Nikolskaya

That the Committee consider an early September meeting for consult planning, as needed

**CARRIED**

#### 5.8 Member Resignation

#### Motion #7

That the Committee accepts the resignation of D. Wooldridge and that the Committee sends a note thanking D. Wooldridge for being part of the Committee

**CARRIED**

#### 5.9 K. Sprague

- K. Sprague stepping down from the Committee
- The Committee accepted K. Sprague's notice and wished her well in her future endeavours

#### 5.10 Pride Update

- June 17<sup>th</sup> is Pride park day
- Scheduled to run from 12pm -7pm
- Spots have been booked for non-profits

- J. Diemert advised if the Committee intends to have a table at Pride it will need to be requested as soon as possible and invoice to be submitted to B. Pocop

#### **5.11 Committee Statement for Trans Protocol Training**

- Revisions: change “okay” to “understandable”, remove “going forward” and change “in” to “by”

#### **5.12 Trans Protocol Training Community Consult**

- A. Getty and B. Pocop provided an update
- Overall it was a success
- Could have taken place in a larger setting
- Similar feedback provided as the Committee’s regarding content

### **6 Announcements/ Information Sharing**

Moved to replace #4

### **7 Adjournment**

Members were in agreement to reschedule the June 21st meeting to June 11 at 5pm prior to the Flag Raising event in recognition of June 21<sup>st</sup> being National Indigenous Peoples Day.

The meeting of May 17, 2018 was adjourned at 8:20pm.



## Hamilton

### **MINUTES**

**Aboriginal Advisory Committee  
Thursday, June 7, 2018 – 5:30 P.M.  
City Hall, 71 Main St. W., Room 264**

- Present:** Marilyn Wright, Allan Loft, Deborah Elmes, Patty Lawlor, Scott Cruickshank, Khitanya Petgrave
- Regrets:** Connie Bellamy
- Absent:** Sheryl Green
- Also Present:** Betsy Pocop – Human Rights, Diversity & Inclusion (staff)  
Nicole Jones – Urban Indigenous Strategy; Healthy & Safe Communities  
Nicole Smith – community member, Ward 2 candidate  
Kris Jacobson – Acting Director, LRT Project Coordination  
Catherine Plosz – Natural Heritage Planner, Urban Forest Strategy

**Chairperson:** Marilyn Wright

#### **Opening**

- A. Loft did an opening

#### **Welcome and Introductions**

- All were welcomed and introduced

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

- Addition of Item 5.5 - Cabinet Display Follow up
- Addition of Item 6.4 - Committee Membership Status

#### **A. Loft / D. Elmes**

That the Aboriginal Advisory Committee accepts the June 2018 agenda, as amended.

**CARRIED**

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

- There were no declarations of interest

#### **3. Presentations**

##### **4.1 LRT Project – K. Jacobson/C. Plosz**

Aboriginal Advisory Cmt. Mtg.

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June 7, 2018

- The Committee wished to discuss the LRT project and in particular, concerns for the number of trees that are expected to be cut down as a result of the project
- K. Jacobson: Metrolinx has the project; expressed that the LRT project is sensitive to the topic of trees being cut down; the LRT corridor is 14 kilometres in length from Eastgate Square to McMaster University; there are 1300-1400 trees along the corridor on the street, it is considered that maximum 600 trees will be impacted by the construction;
- Are there records for the trees that will be cut down?
- There is a misconception that the project will not be putting anything back in to replace the trees, however, there is a provision within the contract to preserve as many trees as possible; where width permits, trees will potentially be planted; contractors are not allowed to remove a tree without permission otherwise they can face a hefty fine; there are other consequences if contractor does not abide by the laws, such as fines and termination of contract; there are protections in place;
- All trees have been coded for inventory; the tree type, species and its health have been recorded; they will know based on the type of tree what type is to be planted
- All tree removals will have tree permits
- Where are trees that are cut down go? Is it possible the tree go to a carver to memorialize the tree?
- There is a Community Connectors program; the Connectors canvass and connect with the community, this allows for community members to ask questions they may have about the project; it is not about sustainable living at this time, however there will be more community engagement in the fall
- K. Jacobson offered to take the Committee on a tour of the proposed corridor
- C. Polsz: happy to attend future meetings to provide periodic updates
- Where a tree cannot be saved, they need to find a replacement based on massing of tree and diameter of the trunk; there is a replacement strategy
- The City will be responsible for replacing trees not Metrolinx
- C. Polsz: the City is doing an Urban Forestry Strategy, it is at the beginning stages, feedback is welcomed in terms of what the community would like to see; there is a webpage available with information
- K. Jacobson: Have gone through exercise of plotting every single tree
- Has there been a study on the effect of removing the trees on the health of residents in the area?
- There was a previous promise of trees to be replaced that were cut down for the Red Hill Valley
- B. Pocop to follow up on promises from RHV project about trees

Aboriginal Advisory Cmt. Mtg.

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June 7, 2018

- The LRT will run on its own guideway, traffic is not allowed to run on the same lane, it won't affect vehicle traffic

#### **4. Approval of Previous Minutes**

##### **S. Cruickshank/ D. Elmes**

That the Aboriginal Advisory Committee accepts the minutes of May 3<sup>rd</sup>, 2018, as presented.

**CARRIED**

#### **5. Discussion Items**

##### **5.1 Business Arising From Previous Meeting**

- B. Pocop to send P. Lawlor letter for reference
- Program from previous presentation (Hamilton's Indigenous Mothers Gateway Program) was in the Hamilton Spectator

##### **5.2 Information Fair**

- N. Jones provided debrief
- Any feedback for the event is welcomed
- There were 42 registered attendees, however more people attended that were not registered
- Activities were interspersed which was good
- Helpful to have draws or bingo to draw people in
- The City services represented were well received and it was good to have them there
- Helpful to have bus tickets available

##### **5.3 Urban Indigenous Strategy Update**

- Posters have been distributed for the survey
- Upcoming event: June 22 from 1-3pm "Stories from the Land"
- June 21 – there will be a small gathering inside City Hall in recognition of National Indigenous Peoples Day
- The Health Centre will donate the cake for the event
- FYI – Aboriginal service centres will be closed June 21st

##### **5.4 Truth and Reconciliation Calls to Action**

- Deferred to September meeting

##### **5.5 Cabinet Display**

- P. Lawlor to meet with N. Jones to discuss possible displays
- Consideration to be made for the Committee's cabinet to display books

Aboriginal Advisory Cmt. Mtg.

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June 7, 2018

**6. Other Business****6.1 Pow Wow**

- M. Wright asked if there was any interest from the Committee to have the Committee's feather taken in for Grand Entry at the Pow Wow at Pier 4 Park

**D. Elmes/M. Wright**

That the Aboriginal Advisory Committee have their feather taken into grand entry into the Pow Wow at 12pm

**CARRIED****6.2 September Meeting**

- Committee will meet next on September 6, 2018
- P. Lawlor and N. Jones to work on display cabinet over the summer months

**6.3 Banner Display**

- B. Pocop confirmed Committee's banner will be hung on balcony of Council Chambers

**6.4 Membership Status**

- Members sought clarification about upcoming term and application process

**Closing**

D. Elmes did a closing.

**7. Adjournment**

The meeting was adjourned at 8:09pm



# Hamilton

## **Minutes IMMIGRANT & REFUGEE ADVISORY COMMITTEE**

Thursday July 12, 2018

City Hall, 71 Main St. W., Room 192/193, 6:30pm

**Present:** Zenaida Roque Cruz, Eman Ismail-Elmasri, Holly McKean, Marie Robbins, Sam Abraham, Beau Daniels, Yohana Otite, Dena Honig, Mané Arratia

**Also Present:** Nadia Olivieri, Human

**Regrets:** N/A

**Absent:** Leo Johnson, Suad Badri, Mir Islam

**Chair:** Zenaida Roque Cruz

### **Welcome and Introductions (6:40 pm)**

#### **1. Approval of the Agenda (B. Daniels/E. Elmasri)**

Approve the minutes as changed

- 5.2 Eman to create I&R signs Beau to deliver

**CARRIED**

#### **2. Declarations of Interest – None declared**

#### **3. Approval of Minutes (D. Hong/ M. Mane)**

Immigrant and Refugee Meeting Minutes – June14, 2014

**CARRIED**

#### **4. Presentations**

##### **4.1 Scott Jones from Micah House**

*Capacity: +/-12 people depending in number of children*

*Funding: They rely on some grants from the City and more heavily on funding from religious groups and private donations; no funding available from the federal government.*

*One of the benefits is that Micah House does a good job of assisting immigrants and refugees into housing. Micah House typically working with asylum seekers who are usually people coming through Toronto or Montreal airports. Word of mouth and referrals from other agencies are also a big part of client referrals.*

*Micah House is seeing more "irregular arrivals"- arriving in Montreal through an unauthorized border crossing.*

*They have seen more large Nigerian families that are harder to place. Looking to communities in the periphery like Caledonia but those communities don't have the infra structure to support new immigrants or refugees.*

*By the end of 2018 Micah House has seen over 900 people since 2006. About 85% of those that they are still in contact are thriving.*

*It is what is being done at doing at Micah house that facilitates people success. In particular residents at Micah House are provided with much needed advice outside of legal advice. They had to turn away over 500 people last year due to space availability.*

*We would like to be able to establish a housing placement service. Barrier is there is a waning housing availability. Want property owners that are sympathetic in that they don't require tenants to provide credit checks or enormous security deposit.*

*Micah House accesses Legal Aid to help refugee claimants. Any government cuts that impact this is going to have significant impact to the number of people they can assist.*

*Average time in Micah House is about 2 months*

*However, they are now returned to the long waiting time for those requiring permanent status. The wait time for a refugee hearing has jumped from 3 months to 1 to 3 years. This means that people won't have Canadian Status over that period. This may hamper a family's ability to secure housing because property managers may not look upon their non-status as a secure investment for a lease.*

*Summary of trends:*

- *506 individuals were turned away in 2018.*
- *Over 400 individuals were turned away in 2017.*
- *Between 2009 and 2016 on average 200 individuals were turned away/year.*
- *Between 2006 and 2008 over 1000 individuals were turned away/year.*

***Wish list:***

- *200 short term beds for refugee claimants in a setting that is balanced toward warmth and away from an institutional environment.*
- *See a pathway for housing in the City of Hamilton plans.*
- *Adjust downward fee for builders who offer reasonable housing.*

***Guest #2:*** *Dwayne Ali form Everpixel*

*Dwayne is involved with a project to preserve history and heritage of immigrants and newcomers, specifically pictures.*



*Now high Speed digitization scanner (that didn't exist 2 years ago) can now do 500 photos in 1 hour. Digitization has sparked telling the stories of heritage. This has lead "Our Back Stories" project. This helps to promote the sharing of experiences that occurs across cultures and people. Inspire other people by learning that others have experienced the same trepidation.*

*Digitized photography is used with Alzheimer/Dementia/ mildly cognitively impaired individuals for memory therapy.*

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

- 5.1 Attendance /Membership Status –Chair will likely need a medical leave of absence
- 5.2 Open House Working Group Update (July 27, 2018) (completed post meeting –as quorum lost at 8:00pm)
  - 5.2.1.1 Reviewed participant list.  
29 participant tables /7 participants have been waitlisted
  - 5.2.1.2 Review Workshop set up.  
Open rooms 192/193 for tables? Need to confirm table placement in first floor and second floor foyer.  
Move workshops to rooms 171 and 264 (Need signage)
  - 5.2.1.3 Volunteers –Beau supervising rotation of volunteer  
Eman will create schedule.

*Outstanding items for Newcomer day identified and list provided to the group. Beau, Marie, Mane, Yohana, Zenaida, Eman, Dena will meet again to review flow prior to the September 27<sup>th</sup>, 2018 event*

- 5.3 Housing Working Group Update – Deferred
- 5.4 Employment Working Group Update – Deferred
- 5.5 Education Working Group Update – Deferred
- 5.6 Presenting to Council - Deferred
- 5.7 Outstanding Business Items – Deferred

## **6. Other Business – n/a**

## **7. Adjournment (S. Abraham/ B. Daniels)**

That the July 15, 2018 I & R meeting adjourned at 8:00pm.

**Next Meeting: Thursday, September 13, 2018 6:30 pm**





# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Third Quarter Request for Tenders and Proposals Report (FCS18037(b)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Kaitlyn Skuse (905) 546-2424 Ext. 4354 Cheryl Velenosi (905) 546-2424 Ext. 3988
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

## Information:

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Co-operative Contracts for the third quarter of 2018.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the City of Hamilton Procurement Policy. Those items with a status of “Under Review” will remain on the Report until such time an award is made. Request for Tenders and Request for Proposals listed under the “Co-operative Contracts” section were entered into by the City of Hamilton (City) via a co-operative procurement in accordance with the City’s Procurement Policy, Section 4.12 – Co-operative Procurements.

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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: 2018 Third Quarter Request for Tenders and Proposals Report  
(FCS18037(b)) (City Wide) - Page 2 of 2**

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Appendix "A" to Report FCS18037(b) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a co-operative procurement. Award information is current as of October 1, 2018.

**Appendices and Schedules Attached**

Appendix "A" to Report FCS18037(b) – 2018 Third Quarter Request for Tenders and Proposals Report

CV/dw

**CITY OF HAMILTON**  
 Summary of Tenders and Proposals Issued – July 1, 2018 – September 30, 2018

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C13-61-17	Tender For PreQualified General Contractors Required For The New Hauled Waste Receiving Station At The Eastport Drive Pumping Stations	01/09/2018	Bestco Construction (2005) Ltd.	\$1,959,800.00
C3-10-17	Proposal For Consultant Required For Twenty Road East and Upper Red Hill Valley Parkway Extensions Municipal Class Environmental Assessment Phases 3 and 4	01/30/2018	Aecom Canada Ltd.	\$293,444.00
C12-05-18	Proposal For Maintenance Services For Elevating Devices In The City Of Hamilton	02/13/2018	Schindler Elevator Corp.	\$1,922,340.00
C15-46-18 (TR)	Tender For Construction Of Concrete Speed Humps	02/22/2018	JB Construction Management Corp.	\$266,834.00
C11-05-18	Proposal For Safety Assessments For Grade Level Railway Crossings	02/28/2018	CIMA Canada Inc.	\$83,390.00
C11-68-17	Proposal For Advertising Rights On Transit Buses	02/28/2018	1333988 Ontario Inc. o/a Streetseen Media	Total Minimum Guaranteed Revenue \$5,000,000.00
C11-15-18	Proposal For Pre and Post Event Cleaning Services At Tim Hortons Field At The City Of Hamilton	03/01/2018	1757291 Ontario Inc. / Universal Cleaners Inc.	\$171,760.00
C11-16-18	Tender For Supply and Delivery Of New and Rebuilt Hydraulic and Air Cylinders	03/01/2018	Stoney Creek Hydraulics Inc.	\$29,452.57

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C11-22-18	Tender For Services Required To Perform Traffic Count Studies	03/09/2018	Pyramid Traffic Inc.	\$97,347.00
C11-10-18	Tender For Installation Of Large Caliper Trees In Soft Surface Areas	03/13/2018	Lorne Harari o/a Nu Roots 4054237 Canada Inc. o/a Sol-Mar Landscaping Contracting	\$357,600.00 \$577,500.00
C11-14-18	Tender For Supply and Delivery Of Aggregates  Section A:  Section B:  Section C:	03/13/2018	LaFarge Canada Inc.	  \$415,121.50  \$753,392.50  \$1,541,287.50
C5-01-18	Tender For Mosquito Identification and Viral Testing For West Nile Virus Surveillance Program	03/14/2018	Entomogen Inc.	\$97,470.00
C15-14-18 (H)	Tender For Parkview Neighbourhood Resurfacing	03/19/2018	Rankin Construction Inc.	\$878,632.50
C15-51-18 (H)	Tender For Delaware Avenue Resurfacing	03/20/2018	Rankin Construction Inc.	\$687,046.25
C13-20-18	Tender For Install and Remove Traffic Signal Infrastructure	03/21/2018	Ark - Tech Contracting Ltd.	\$215,280.00
C15-05-18 (H)	Tender For Brock Road and Sydenham Road Resurfacing	03/21/2018	Coco Paving Inc.	\$2,072,400.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C11-20-18	Tender For Supply and Delivery Of Industrial Vacuum Truck Service and Power Wash Service	03/22/2018	Revolution Environmental Solutions LP	\$839,218.30
C13-11-18	Tender For PreQualified General Contractors Required For The Binbrook (HC058) Wastewater Pumping Station Interim and Ultimate Capacity Upgrades	03/22/2018	W.S. Nicholls Construction Inc.	\$2,801,428.43
C15-50-18 (M)	Tender For Bridge 128 Fallsview Road East	03/22/2018	Coco Paving Inc.	\$185,581.00
C11-19-18	Tender For Cleaning and Painting Of Municipal Fire Hydrants In The City Of Hamilton	03/27/2018	ZT Restorations Inc.	\$155,159.75
C11-23-18	Tender For Independent Testing Agency For Sewer and Watermain Cured In Place Pipe Sample Testing	03/27/2018	1211609 Ontario Ltd. o/a Paragon Systems	\$392,963.50
C11-13-18	Tender For Supply and Delivery Of Grey Iron Castings	03/28/2018	Cedar Infrastructure Products LP	\$29,212.80
C11-25-18	Tender For Supply, Delivery and Service Of Feminine Hygiene Bins For Various City Facilities	03/29/2018	Citron Hygiene LP	\$124,525.00
C15-06-18 (HSW)	Tender For Windemere Road and Shippee Avenue	03/29/2018	Cona Contracting Inc.	\$684,900.00
C11-12-18	Tender For Supply, Installation and Maintenance Of Large Caliper Trees For Johnson Tew Park and Arboretum	04/03/2018	The Gordon Company	\$160,659.00
C11-66-17	Proposal For Pier 8 Development Opportunity	04/04/2018	The Waterfront Shores Corp.	Pricing not to be Disclosed per Council Minutes June 13-18

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C15-25-18 (TR)	Tender For New Pedestrian Cross Overs	05/04/2018	Decew Construction Inc.	\$224,260.00
C3-03-18	Proposal For Highway 8 Improvements (Fruitland Road To Fifty Road)	05/09/2018	Wood Environment and Infrastructure Solutions, a Division of Wood Canada Ltd.	\$473,805.00
C15-40-18 (M)	Tender For District Yards Watermain and Hydrant Installation	05/29/2018	WM Groves Ltd.	\$211,349.00
C15-27-18 (TR)	Tender For Installation Of New and Reconstructed Traffic Signals	06/01/2018	Rankin Construction Inc.	\$619,020.00
C13-29-18	Proposal For Supply, Delivery and Installation Of New Transit Shelters and The Removal and Disposal Of Existing Transit Shelters	06/04/2018	Daytech Ltd.	\$3,663,097.00
C13-23-18	Tender For PreQualified General Contractors Required For The Woodward Avenue Water Treatment Plant Upgrades – Contract 1	06/07/2018	Bennett Mechanical Installations (2001) Ltd.	\$24,737,000.00
C13-24-18	Tender For Remove and Replace Traffic Signal Controller Cabinets	06/07/2018	Ducon Utilities Ltd.	\$428,920.00
C15-12-18 (P)	Tender For Joe Sams Leisure Park Playground and Shade Structure	06/07/2018	Sona Construction Ltd.	\$308,900.26
C15-57-18 (M)	Tender For Road and Bridge Resurfacing At Various Locations	06/18/2018	Rankin Construction Inc.	\$1,920,918.00
C13-45-18	Tender For Weather Barrier Transition Repairs At Tim Hortons Field	06/20/2018	Heritage Restoration Inc.	\$375,950.00



### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C11-33-18	Proposal For Floor Covering Installation Services As and When Required At Various City Of Hamilton Facilities	06/21/2018	464265 Ontario Ltd. o/a Stradwick's	\$393,875.00
C13-39-18	Tender For Supply and Installation Of Play Structures At Parkdale School	06/25/2018	Ciccarelli Contractors Inc.	\$170,871.38
C3-08-18	Proposal For Professional Program Coordinator Services Required For City Of Hamilton Winterfest Celebration	07/04/2018	Cobalt Connects Creativity	\$39,300.00
C13-42-18	Tender For Supply and Install Of Energy Efficient LED Lighting For Various Aquatics Centre's Exterior Lighting	07/05/2018	Kacel Electric Inc.	\$59,375.94
C15-56-18 (H)	Tender For Burlington Street East, Sherman To Kenilworth Resurfacing	07/05/2018	Associated Paving and Materials Ltd.	\$1,830,010.50
C15-58-18 (H)	Tender For Burlington Street To MTO Limits Resurfacing	07/09/2018	Coco Paving Inc.	\$999,499.95
C15-23-18 (P)	Tender For [ <i>Reconstruction of</i> ] Churchill Park Phase 1	07/10/2018	Metric Contracting Services Corp.	\$1,240,767.20
C5-09-18	Tender For Supply and Delivery Of Stryker Power-Pro Cots and Power Load Systems	07/10/2018	Rowland Emergency Vehicle Products Inc.	
	Section 1:			\$43,769.60
	Section 2:			\$25,803.20

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C13-43-18	Tender For Rymal Yard Administration Building Exterior Envelope Repairs and Upgrades	07/12/2018	Historia Building Restoration Inc.	\$432,800.00
C11-26-18	Tender For Snow Clearing/Removal Services (Equipment and Operator) With Standby	07/17/2018	1099708 Ontario Inc. o/a DVC Contracting 1498548 Ontario Inc.  1569339 Ontario Ltd. o/a Rock Bar Construction 1573236 Ontario Inc. o/a C&L Enterprises 1738872 Ontario Inc. o/a South Butter Excavation Inc. 1892421 Ontario Inc. dba T and H Excavating 1950587 Ontario Ltd. Accu-Dig Construction Inc.  Bilan Brothers Contracting  Braelane Farms Ltd. CSL Group Ltd. Danbill Equipment Rental Ltd. Durnin Farms Ltd.	Unit Price Contract. Awarded by Equipment

### Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C11-26-18 (continued)	Tender For Snow Clearing/Removal Services (Equipment and Operator) With Standby	07/17/2018	Easyway Paint and Concrete Inc. Fair Excavating Company Ltd. Finesse Contracting Ltd. Greentrail Landscaping KMCR Inc. Marini and Sons Construction Inc. Mountsberg Excavating Inc. NRG Construction o/a 989847 Ontario Ltd. SDS Exacavating Ltd. Easyway Paint and Concrete Inc. Stonewater Farms Inc. Terry Goodbrand Tuddenham Enterprises Inc. Van Lagen Custom Farming Inc. Waycroft Farm Ltd. Wessuc Inc. WM Groves Ltd.	Unit Price Contract. Awarded by Equipment

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C13-47-18	Tender For Replacement Of Roofing System At Hamilton Convention Centre By Carmens	07/17/2018	Roque Roofing Inc.	\$357,000.00
C13-40-18	Tender For Contractor Required For The Installation Of Security Fencing At Six Priority Water Outstations	07/26/2018	Caird-Hall Construction Inc.	\$1,887,765.00
C12-03-18	Tender For Supply and Delivery Of Various Janitorial and Sanitary Supplies	07/31/2018	Corporate Express Canada, Inc., o/a Staples Advantage Canada	\$3,943,488.84
C11-42-18	Proposal For Audio Visual Equipment Repair Services As and When Required At Various City Of Hamilton Facilities	08/01/2018	Hamilton Video and Sound	\$223,875.00
C11-30-18	Tender For Contractor Required For Utility Locates	08/02/2018	PVS Contractors Inc.	\$ 352,222.50
C9-03-18	Proposal For The Construction and Delivery Of A Marine Vessel For The Hamilton Police Service	08/02/2018	Metalcraft Marine Inc.	\$743,984.00
C13-52-18	Tender For Heritage Green Parks Operations Building Site Developments	08/09/2018	Rankin Construction Inc.	\$202,175.00
C11-43-18	Tender For Supply and Delivery Of A Laser Scanner For Geomatics Services	08/15/2018	Cansel Survey Equipment Inc.	\$131,489.06
C13-27-18	Tender For PreQualified General Contractors Required For The Osler Drive (HD011) Water Pumping Station Upgrades	08/15/2018	Joint Venture- Maple Reinders Constructors Ltd. with Ball Construction Ltd.	\$1,598,000.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Award Amount</b>
C9-01-18	Tender For Supply and Delivery Of Emergency Equipment For The Build-Up Of New Cruisers For The Hamilton Police Service	08/16/2018	Barton Auto Parts Ltd.	\$293,605.34
C15-39-18 (PED)	Tender For Glover Road Widening and Cul-De-Sac Construction	08/22/2018	Rankin Construction Inc.	\$404,110.00
C13-53-18	Tender For East Stairwell and Walkway Renewal At The Hamilton Convention Centre	08/28/2018	Brook Restoration Ltd.	\$1,359,213.00
C5-08-18	Tender For Accessible Trail At Captain Cornelius Park	08/29/2018	TDI International Ag Inc. dba Eco Blue Systems	\$35,971.38
C11-37-18	Tender For Supply and Delivery Of Water Base Traffic Paint	08/30/2018	Polymight International Inc.	\$592,414.40
C15-38-18 (PED)	Tender For [ <i>Reconstruction of</i> ] Highland Road West	09/11/2018	Catalina Excavating Inc.	\$1,024,731.00

### Contracts Cancelled

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Reason for Cancellation</b>
C13-64-17	Tender For Bridge 299 - Sydenham Road Drain Pipe Extension and Erosion Remediation Works	11/08/2017	All bids received were over budget. Unsure whether Tender will reissued as an alternate remedy to flooding issue is being considered.
C3-09-17	Proposal For Consulting Services Required For EDocs Expansion	02/28/2018	Only 1 bid received. Vendor was automatically disqualified as they qualified their bid. Client department has decided to go a different direction. Terms of Reference to be revised and a new Proposal will be reissued.
C11-06-18	Proposal For Consulting Services Required To Complete A Route Optimization Review For Waste Collection Services and Supply and Delivery Of A Route Optimization Software System	03/08/2018	No compliant bids received. The Request of Proposal will be reissued.
C2-01-18	Proposal For Geographic Information Systems (GIS) Corporate Metadata Catalogue Consulting And Implementation Services	03/08/2018	No bids were received. The Request for Proposal will not be reissued as the work was sole sourced on a policy 11.
C9-02-18	Proposal For Construction And Delivery Of A Marine Vessel For The Hamilton Police Service	05/03/2018	No compliant bids received. New Request for Proposal has been reissued (C9-03-18) and awarded.
C13-36-18	Tender For Elevator Modernization - York Boulevard Parkade	07/26/2018	Tender issued, however was cancelled after a closing date extension, due to delay in revised specifications. This Tender will be reissued, late 2018, or early 2019.

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C13-34-18	Tender For William Connell Field House	06/12/2018	Closed and Under Review
C11-08-18	Proposal For Operation and Maintenance Of The City Of Hamilton's Waste Transfer and Disposal System	06/15/2018	Closed and Under Review
C2-02-18	Proposal For Corporate Digital Display Solution For The City Of Hamilton	07/17/2018	Closed and Under Review
C11-35-18	Tender For Supply and Delivery Of Four Single Axle Aerial Bucket Truck With A 45 Foot Working Height, Over-Centre Articulating Telescopic Upper Boom Aerial Device	08/02/2018	Closed and Under Review
C2-04-18	Proposal For Broker Of Record For General Insurance Services	08/10/2018	Closed and Under Review
C13-35-18	Tender For Front Yard Landscape Revitalization and Associated Waterproofing At Waterdown Memorial Hall	08/16/2018	Closed and Under Review
C13-57-18	Proposal For Design, Supply, and Installation Of Spray Pad At Bruce Park In The City Of Hamilton	08/16/2018	Closed and Under Review
C11-40-18	Proposal For Supply and Delivery Of Process Air Blower	08/21/2018	Closed and Under Review
C15-62-18 (H)	Tender For Medwin Drive Cul-De-Sac Construction	08/24/2018	Closed and Under Review
C11-44-18	Tender For Snow Removal For Various City Of Hamilton Facilities	08/30/2018	Closed and Under Review
C15-64-18 (PED)	Tender For McClure Road Surface Asphalt	08/30/2018	Closed and Under Review

### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C11-48-18	Tender For The Supply and Delivery Of A General Purpose Articulating Long Reach Wheel Loader With Quick Attach 3.5 Cubic Yard Bucket	08/31/2018	Closed and Under Review
C13-54-18	Tender For Supply and Install Of Energy Efficient LED Lighting At The Woodward Avenue Water and Wastewater Treatment Plant and Administration Building	08/31/2018	Closed and Under Review
C13-33-18	Tender For Contractor Required For West Harbour Pier 8 Shorewall Reconstruction	09/05/2018	Closed and Under Review
C11-45-18	Proposal For Professional Engineering Consultant Services Required For The Calvin Wastewater Pumping Station Upgrades	09/11/2018	Closed and Under Review
C11-47-18	Proposal For Roller Shade and Locker Supply and Installation Services As and When Required At Various City Of Hamilton Facilities	09/11/2018	Closed and Under Review
C13-59-18	Tender For Interior Renovations At Red Hill Family Daycare	09/11/2018	Closed and Under Review
C12-09-18	Tender For Supply and Delivery Of Various Fleet Parts	09/17/2018	Closed and Under Review
C1-04-18	Proposal For Benefit Consulting Services For The City Of Hamilton	09/18/2018	Closed and Under Review
C11-41-18	Tender For Supply and Delivery Of Energy Efficient Theatrical LED Lighting At First Ontario Concert Hall	09/19/2018	Closed and Under Review
C11-34-18	Tender For Snow Clearing/Removal Services (Equipment and Operator) With Standby	09/21/2018	Closed and Under Review
C15-66-18 (M)	Tender For Guiderail Replacement and Repairs At Various Locations	09/24/2018	Closed and Under Review
C15-33-18 (P)	Tender For Construction Of Century Street Parkette	09/25/2018	Closed and Under Review



### Contracts Pending Award

<b>Contract Number</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C3-06-18	Proposal For Dickenson Road (Upper James Street To Glancaster Road) Municipal Class Environmental Assessment Phases 3 and 4	09/26/2018	Closed and Under Review
C13-55-18	Tender For Repaving Of Existing Parking Lot At Westoby (Olympic) Arena	09/27/2018	Closed and Under Review
C15-59-18 (HW)	Tender For Brucedale Avenue East Reconstruction	10/04/2018	Not Closed as of October 1, 2018
C15-60-18 (H)	Tender For Red Hill Valley King Street Off Ramp Bridge Restoration	10/05/2018	Not Closed as of October 1, 2018
C13-56-18	Tender For FirstOntario Centre Elevating Device Replacements	10/09/2018	Not Closed as of October 1, 2018
C15-55-18 (H)	Tender for Buchanan Neighbourhood Resurfacing	10/09/2018	Not Closed as of October 1, 2018
C11-46-18	Proposal For Prime Consultant Services For Dickenson Road Sanitary Trunk Sewer	10/10/2018	Not Closed as of October 1, 2018
C13-60-18	Tender For Contractors For Replacement Of Sub-Standard Water Services	10/10/2018	Not Closed as of October 1, 2018
C13-65-18	Tender For Mount Hamilton Cemetery Building Renovations In The City Of Hamilton	10/16/2018	Not Closed as of October 1, 2018
C13-50-18	Tender For Building Automation System and Mechanical (HVAC) Upgrades At Wentworth Lodge	10/18/2018	Not Closed as of October 1, 2018
C11-54-18	Tender For Portable Washroom Units	10/26/2018	Not Closed as of October 1, 2018
C11-50-18	Tender For Operation Of Weigh Scales At The City's Transfer Stations, Community Recycling Centres and Resource Recovery Centre	10/30/2018	Not Closed as of October 1, 2018

**CITY OF HAMILTON**  
Summary of Tenders and Proposals Issued – July 1, 2018 – September 30, 2018

**Co-operative Contracts**

<b>City Contract Reference</b>	<b>Contract Title</b>	<b>Cooperative Group</b>	<b>Effective Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Estimated City Spend</b>
C17-10-18	Shredding Contract	Ontario Shared Services	03/01/2018	Iron Mountain Canada Corporation	\$350,000.00
C17-11-18	Medical Supplies for Public Health	Regional Municipality of Waterloo	11/01/2018	Medical Mart	\$553,200.00



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	2018 Third Quarter Emergency and Non-competitive Procurements Report (FCS18038(b)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Kaitlyn Skuse (905) 546-2424 Ext. 4354 Cheryl Velenosi (905) 546-2424 Ext. 3988
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Council has directed Procurement to report on the use of Sections 4.10 and 4.11 of the Procurement Policy on a quarterly basis.

## Information:

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the third quarter 2018.

The Policy for Non-Competitive Procurements is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The “Emergency Procurement/Non-Competitive Procurement Form” is completed by the Client Department and approved by the General Manager.

During the third quarter of 2018, there were 96 purchases totalling \$5,675,158.57 and 1 totalling \$108,000.00 in revenue, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS18038(b).

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**SUBJECT: 2018 Third Quarter Emergency and Non-competitive Procurements Report  
(FCS18038(b)) (City Wide) Page 2 of 6**

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The breakdown is as follows:

- 8 purchases totalling \$1,624,448.12 were issued under Policy 10, as “Emergency” purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchases represent the largest dollar amount(s) in this category:
  - Purchase Order 87670 for \$850,000.00 was issued to Force 1 Security for continued mobilization and provision of additional interim security guard services for the City facilities managed by the Energy, Fleet and Facilities Management Division of Public Works (C11-08-15). Force 1 Security was hired to maintain security guard services without disruption and allow staff sufficient time to issue a new procurement process and award a new contract.
  - Purchase Order 89611 for \$300,000.00 was issued to Kropf Industrial Inc. for emergency repairs to the Hamilton West Harbour marina docks. These emergency repairs were due to a three-day storm in April 2018 which caused a breakwater failure, leaving two of four sections of the breakwater cracked, taking on water and eventually sinking. The marina docks, constructed by Kropf Industrial Inc., no longer had any protection from the wave action and required immediate repair. All costs associated with the marina repairs will be recovered through a warranty on the breakwater.
  - Purchase Order 88330 for \$221,048.20 was issued to Star Security Inc. for Cashiering and Security Services Contract C3-10-16 to allow for the continuation of services to the Hamilton Convention Centre and York Boulevard Parkade. The vendor finished the contract on December 31, 2017 completing Term One. The Policy 10 was issued to further engage the vendor to allow staff sufficient time to complete the procurement process and award the new contract without disruption of services.
  - Purchase Order 89374 for \$119,507.76 was issued to Heritage Restoration Inc. for emergency repairs to the Tim Hortons Field due to extensive water infiltration and leaks into 15 suites and club areas. These repairs were required due to a three-day storm in April 2018.
- 6 purchases totalling \$287,000.00 represent short-term “Extensions” of current contracts which have expired, and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchases represent the largest dollar amount in this category:
  - Purchase Order 68116 for \$225,000 was issued to Bridgestone Canada Inc. for the leasing of tires for Hamilton’s Transit Section. This extension is to provide

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**SUBJECT: 2018 Third Quarter Emergency and Non-competitive Procurements Report  
(FCS18038(b)) (City Wide) Page 3 of 6**

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sufficient time to complete the procurement process and award the new contract without the disruption of services. The new contract is expected to be in place for the fourth quarter of 2018.

- 82 purchases totalling \$3,763,710.45 and 1 totalling \$108,000.00 in revenue were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amount in this category:
  - \$317,000.00 was issued to Mick Walker Consulting for the following work:
    - Purchase Order 89450 for \$119,000.00 was issued to Mick Walker Consulting (MWC) to provide a continuation of facilitation of the City’s Performance Accountability and Development (PAD) Leadership Training. The PAD Leadership training started in the City of Hamilton in 2014 and has been foundational in setting expectation to effectively manage employee performance and development. The City intends to continue offering PAD training modules as part of its Corporate Learning and Development framework. This PO is expected to cover two modules at full day sessions for the remainder of 2018 through 2021. The cost to attend this training is charged to the department operating budget of each participant.
    - Purchase Order 89451 was issued to Mick Walker Consulting for \$198,000.00 to provide a continuation of the facilitation of the City’s emerging leader program called the Cutting Edge of Leadership. The Cutting Edge of Leadership Program (CELP) is a made in Hamilton solution that sets expectations of the knowledge, skills and abilities that leaders at the City require to build confidence and drive performance change in the workplace. In 2017 the CELP was adopted as the City’s corporate standard and incorporated into the City’s Leadership Pathway. In 2012, Mick Walker Consulting was hired to facilitate this program and has continued to facilitate 3 to 4 programs each year between 2012 and 2018. To date, approximately 550 leaders (emerging and existing) at the City have participated in the program. Mick Walker Consulting is very familiar with the CELP content and with the City’s strategic and cultural direction and priorities. The City intends to continue offering the CELP to emerging leaders as part of its Corporate Learning and Development framework. This PO is expected to cover three sessions annually for the remainder of 2018 through 2021. The cost to attend this training is charged to the department operating budget of each participant
    - Purchase Order 89283 for \$249,000.00 was issued to Dominion Voting Systems Corp. for the supply and delivery of Hardware Rental, Software License and Service Agreement. The Municipal Elections Act states that Policy and Procedures, with respect to the elections process, must be completed by

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**SUBJECT: 2018 Third Quarter Emergency and Non-competitive Procurements Report  
(FCS18038(b)) (City Wide) Page 4 of 6**

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December 31, 2017 for the 2018 Municipal Election. Due to time constraints, Dominion Voting System Corp. was chosen since they met the requirements of the Municipal Elections Act. They were awarded a contract through a Request for Proposal to do the same work for the 2014 Municipal Election.

- Purchase Order 89678 for \$244,721.64 was issued to Wood Canada Ltd. for an assessment of the Chedoke Creek to determine environmental impacts after a wastewater spill from the Main/King combined sewer overflow (CSO) tank, discovered in July 2018. The work involved environmental analysis and environmental remediation planning to comply with orders issued on August 2, 2018 from the Ministry of Environment Conservation and Parks. Wood Canada Ltd. was chosen because they have the expertise necessary to meet the terms of the order from the Ministry. This work was time sensitive and as such, it was necessary to leverage the experience and expertise of a company that already had knowledge of the City system and could begin work right away.
- Purchase Order 86484 for \$93,140.00 was issued to R. V. Anderson Associates Ltd. for additional engineering services required to finish the construction phase of the Binbrook Interim Capacity Upgrades. The additional services are as a result of a project delay of approximately one month. In order to maintain project continuity, the critical path schedule, and to minimize extra costs, it was in the best interest of the City to have R. V. Anderson Associates Ltd. continue to provide consulting services for the remainder of the project.
- \$137,500.00 was issued to Medical Mart Supplies Ltd. for the following work:
  - Purchase Order 89649 for \$87,500.00 was issued for the continued provision of needles and syringes for the needle exchange program from July 1 to December 31, 2018. Public Health Services are working towards the consolidation of medical supplies by way of issuing a competitive procurement process. Medical Mart Supplies Ltd. will continue to provide these goods without disruption and allow staff sufficient time to issue a new procurement process and award a new contract.
  - Purchase Order 89722 for \$50,000.00 was issued for supplies to run vaccination clinics from September 11 to December 31, 2018. Public Health Services are working towards the consolidation of medical supplies by way of issuing a competitive procurement process. Medical Mart Supplies Ltd. will continue to provide these goods without disruption and allow staff sufficient time to issue a new procurement process and award a new contract.
- Purchase Order 89367 for \$135,635.00 was issued to Early Literacy Stations Canada for After School Edge computers and Bilingual French Early Literacy Stations. These products are unique and provide a turn-key solution to safe

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**SUBJECT: 2018 Third Quarter Emergency and Non-competitive Procurements Report  
(FCS18038(b)) (City Wide) Page 5 of 6**

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educational computing for older children. These products are designed specifically for and used by many public libraries in North America. Early Literacy Stations Canada is the only distributor in Canada for this equipment.

- Purchase Order 89599 for \$130,000.00 was issued to Hamilton Waterfront Trust for the reimbursement of services and operations to the Discovery Centre at 47 Discovery Drive. Effective January 2018 the City of Hamilton assumed the lease for the Discovery Center; in order to comply with Council direction, the Hamilton Waterfront Trust has been retained to provide a smooth transition which will allow time for the Facilities Division to transition the maintenance services to other suppliers.
- Purchase Order 89675 for \$114,430.00 was issued to Hatch Corp. for engineering services to comply with orders issued by the Ministry of Environment Conservation and Parks for the assessment of the City's combined sewer overflow (CSO) storage infrastructure. This purchase order was awarded to Hatch Corp. to save time and leverage their experience and expertise knowledge of the City system and their ability to complete the work to address the constraints identified.
- \$111,086.66 was issued to Alphinat Inc. for the following work:
  - Purchase Order 89523 for \$52,266.66 was issued for the Smart Guide Enterprise licence and annual maintenance. This license and maintenance was issued to Alphinat Inc. as they own the Smart Guide software that was used to develop portal solutions.
  - Purchase Orders 89524 for \$58,820.00 was issued for professional services to redevelop and fix the portal developed by a former vendor who was unable to deliver what was promised. The portal requires a thorough review and someone capable enough to fix all the current issues as well as in the end have a product that can be easily used to further develop online workflows such as Planning and Tourism applications. Alphinat Inc. was chosen since it owns the Smart Guide software that was used to develop the portal. Negotiations are in progress to offset some of the costs of redeveloping the portal with the former vendor.
- Purchase Order 89257 for \$109,900.00 was issued to Watson & Associates Economists Ltd. for consulting to conduct a development charge exemptions review. This review effectively assemble, analyse and synthesize a vast array of research and statistics in a manner that clearly identifies the appropriate opportunities where development charge exemptions should be applicable to generate the highest net benefit to the City of Hamilton.

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**SUBJECT:** 2018 Third Quarter Emergency and Non-competitive Procurements Report  
(FCS18038(b)) (City Wide) Page 6 of 6

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**Appendices and Schedules Attached**

Appendix "A" to Report FCS18038(b) - Third Quarter Emergency and Non-Competitive Procurements Report.

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2018 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
<b>Corporate Wide</b>				
No PO	SGLE	\$108,000.00 (revenue)	9934308 Canada Inc. dba Burlington Metal Recycling	City Wide
<b>City Manager's Office</b>				
88173	SGLE	\$69,537.29	Questica Inc.	Finance Corporate Mgmt Service
89450	SGLE	\$119,000.00	Mick Walker Consulting	Finance Corporate Mgmt Service
89451	SGLE	\$198,000.00	Mick Walker Consulting	Finance Corporate Mgmt Service
<b>Corporate Services</b>				
89257	SGLE	\$109,900.00	Watson and Associates Economists Ltd.	Customer Services
89283	SGLE	\$249,000.00	Dominion Voting Systems Corp.	Municipal Clerks
<b>Healthy and Safe Communities</b>				
87013	SGLE	\$3,500.00	Darkhorse Analytics Inc.	Emergency Services
79143	EXTN	\$10,000.00	Safety-Kleen Canada Inc.	Emergency Services
89452	SGLE	\$14,000.00	Air Technology Solutions	Emergency Services
89814	SGLE	\$18,000.00	1888783 Ontario Inc.	Public Health
89361	SGLE	\$20,000.00	Rescue Social Change Group Canada ULC	Healthy Environments Division
89423	SGLE	\$20,000.00	John Howard Society Of Hamilton	Child Care
89660	SGLE	\$20,000.00	Vallen Canada Inc.	Emergency Services
89215	SGLE	\$21,000.00	The Branding Company	Healthy Environments Division
89307	SGLE	\$24,900.00	Motorola Solutions Canada Inc.	Emergency Services
89214	SGLE	\$26,000.00	Sprout Summer Growing Camp	Child Care
89811	SGLE	\$28,000.00	Emhware Inc.	Healthy Families
89453	SGLE	\$40,000.00	Ontario Medical Supply	Emergency Services
89722	SGLE	\$50,000.00	Medical Mart Supplies Ltd.	Com. Diseases Control and Wellness
89646	SGLE	\$54,963.00	Johnson Controls L.P.	Macassa Lodge
89364	SGLE	\$55,000.00	Feldman Daxon Partners Inc.	Medical Officer Of Health
89434	SGLE	\$55,170.00	Acre Consulting	Housing Services Division
89649	SGLE	\$87,500.00	Medical Mart Supplies Ltd.	Com. Diseases Control and Wellness
<b>Library</b>				
89367	SGLE	\$135,635.00	Early Literacy Stations Canada	Hamilton Public Library
<b>Planning and Economic Development</b>				
89157	SGLE	\$2,940.00	New Hope Community Bikes	Transportation Planning
89498	SGLE	\$9,000.00	Ristech Company	Building

2018 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
89285	SGLE	\$10,662.83	A.B.C. Recreation Ltd.	Transportation Planning
89418	SGLE	\$11,305.00	Sahra Campbell	Culture
89448	SGLE	\$15,000.00	Hamilton Chamber Of Commerce	Economic Development
87983	SGLE	\$18,042.85	World Of Lights Led Solutions Mfg Inc.	Culture
89394	SGLE	\$20,000.00	Age Of Bronze	Culture
89278	SGLE	\$22,080.00	Salesforce.Com Canada Corp.	Economic Development
89523	SGLE	\$52,266.66	Alphinat Inc.	GM Office PED
89524	SGLE	\$58,820.00	Alphinat Inc.	GM Office PED
88330	EMER	\$221,048.20	Star Security Inc.	Parking Services
<b>Police</b>				
89584	SGLE	\$8,000.00	Iron Mountain Canada Corp.	Police
89209	SGLE	\$11,248.00	Rampart International Corp.	Police
89419	EXTN	\$12,000.00	Safety-Kleen Canada Inc.	Police
89211	SGLE	\$15,000.00	Briefcam Inc.	Police
89218	SGLE	\$16,000.00	Girgenti Custom Window Treatments	Police
89225	SGLE	\$18,750.00	Alden Dimensional Media	Police
89639	SGLE	\$23,739.78	Motorola Solutions Canada Inc.	Police
89707	SGLE	\$25,000.00	Barton Auto Parts Ltd.	Police
89353	SGLE	\$43,989.00	Smiths Detection Montreal Inc.	Police
89280	SGLE	\$52,709.80	Colt Canada Corp.	Police
89637	SGLE	\$65,197.18	Motorola Solutions Canada Inc.	Police
<b>Public Works</b>				
89493	SGLE	\$1,858.46	Bakers At Work Office Furniture	Facilities
85978	EXTN	\$4,400.00	Crescent Oil Company	Fleet and Facilities
85973	EXTN	\$6,800.00	Commercial Oil Company	Fleet and Facilities
89223	SGLE	\$7,000.00	Mettanoia	Operations and Waste Management
89252	SGLE	\$8,251.35	Playpower LT Canada Inc.	Operations and Waste Management
82595	SGLE	\$9,905.00	MTE Consultants Inc.	Facilities
86844	SGLE	\$10,000.00	Galer Equipment Ltd.	Fleet
89751	EMER	\$10,742.57	J and M Structural	Water and Wastewater
88110	SGLE	\$11,440.00	CSL Group Ltd.	Operations and Waste Management
89625	SGLE	\$13,167.00	Hofmann Balancing Techniques Ltd.	Transit
62137	SGLE	\$14,550.00	Azimuth Environmental Consulting Inc.	Environmental and Sustainable Infrastructure

2018 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
80275	SGLE	\$15,000.00	Enseicom Inc.	Transit
89533	EMER	\$15,620.03	Craneway Equipment Ltd.	Operations and Waste Management
83930	SGLE	\$16,000.00	Kathryn Vogel Architect Inc.	Facilities
89250	SGLE	\$17,032.60	Playpower LT Canada Inc.	Operations and Waste Management
83361	SGLE	\$17,630.00	Hamilton Region Conservation Authority	Water and Wastewater
89224	SGLE	\$20,000.00	Wishart Advertising and Graphic Design Inc.	Operations and Waste Management
89443	SGLE	\$20,000.00	E. Zahra Consulting Group Inc.	Transit
89486	SGLE	\$20,000.00	Gordon Strategy	Transit
87474	SGLE	\$21,800.00	Shoreplan Engineering Ltd.	Parks
89346	SGLE	\$22,864.60	Ecolo Odor Control Systems	Operations and Waste Management
89471	EMER	\$23,999.97	Rankin Construction Inc.	Operations and Waste Management
89207	SGLE	\$25,000.00	Binns Lock and Key Centre	Facilities
77408	SGLE	\$25,538.56	Dougan and Associates Ecological	Public Works
87505	SGLE	\$26,000.00	Siemens Canada Ltd.	Facilities
89487	SGLE	\$27,847.00	City View Bus Sales and Service Ltd.	Transit
86138	EXTN	\$28,800.00	Safety-Kleen Canada Inc.	Fleet and Facilities
89672	SGLE	\$29,400.00	Recyclable Materials Marketing	Operations and Waste Management
89294	SGLE	\$33,000.00	Dillon Consulting Ltd.	Operations and Waste Management
89621	SGLE	\$37,420.00	Hy-Grade Precast Concrete	Operations and Waste Management
89659	SGLE	\$38,160.00	GM Blueplan Engineering Ltd.	Water and Wastewater
89469	SGLE	\$40,000.00	Rankin Construction Inc.	Operations and Waste Management
89212	SGLE	\$41,000.00	Green Pro Solutions	Operations and Waste Management
89449	SGLE	\$47,195.41	HCE Telecom Inc.	Operations and Waste Management
87846	SGLE	\$55,000.00	ESolutions Group Ltd.	Water and Wastewater
77395	SGLE	\$60,846.00	R V Anderson Associates Ltd.	Water and Wastewater
89362	SGLE	\$68,968.00	Dillon Consulting Ltd.	Water and Wastewater
89521	EMER	\$83,529.59	McCanical Inc.	Water and Wastewater
89540	SGLE	\$85,000.00	Lyndon Security Services Inc.	Operations and Waste Management
89328	SGLE	\$90,000.00	Slappendel Greenhouses Inc.	Operations and Waste Management
89479	SGLE	\$90,000.00	HCE Energy Inc.	Facilities
86484	SGLE	\$93,140.00	R V Anderson Associates Ltd.	Water and Wastewater
89384	SGLE	\$97,203.24	Clear Blue Technologies Inc.	Parks
80351	SGLE	\$98,485.20	WSP Canada Inc.	Environmental Services
89675	SGLE	\$114,430.00	Hatch Corp.	Water and Wastewater

2018 Third Quarter Emergency and Non-Competitive Procurements Report

<b>PO No.</b>	<b>Type</b>	<b>Amount</b>	<b>Name</b>	<b>Department/Division</b>
89374	EMER	\$119,507.76	Heritage Restoration Inc.	Fleet and Facilities
89599	SGLE	\$130,000.00	Hamilton Waterfront Trust	Facilities
68116	EXTN	\$225,000.00	Bridgestone Canada Inc.	Transit
89678	SGLE	\$244,721.64	Wood Canada Ltd.	Water and Wastewater
89611	EMER	\$300,000.00	Kropf Industrial Inc.	Environmental and Sustainable Infrastructure
87670	EMER	\$850,000.00	Force 1 Security	Facilities



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Third Quarter Non-compliance with the Procurement Policy Report (FCS18039(b)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Cheryl Velenosi (905) 546-2424 Ext. 3988 Kaitlyn Skuse (905)546-2424 Ext. 4354
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-Compliance Forms.

## Information:

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the third quarter of 2018.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the third quarter of 2018, there were 7 instances relating to the use of Policy 19, totalling \$127,063.85. The instances are summarized in Appendix "A" to Report FCS18039(b).

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**SUBJECT: 2018 Third Quarter Non-compliance with the Procurement Policy Report (FCS18039(b)) (City Wide) - Page 2 of 2**

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**Appendices and Schedules Attached**

Appendix "A" to Report FCS18039(b) – 2018 Third Quarter Non-compliance with the Procurement Policy Report.

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## 2018 Third Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
<b>Healthy &amp; Safe Communities</b>			
89595	\$47,690.00	Apple Athletic Products (1995) Inc.	Recreation
89444	\$8,200.00	Jack Watson Sport Inc.	Recreation
<b>Legislative</b>			
No PO	\$237.50	Bob Penner	Councillor's Office
No PO	\$97.50	Bob Penner	Councillor's Office
<b>Public Works</b>			
89754	\$34,300.00	Orbis Canada Ltd.	Environmental Services
88651	\$21,800.00	Best Boys Landscaping	Parks
89352	\$14,738.85	Xylem Canada Co.	Hamilton Water







## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Freedom of Information Quarterly Report (July 1 to September 30) (CL18003(b)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lisa Barroso, Manager, Records / Freedom of Information 905 546-2424 x2743
<b>SUBMITTED BY:</b>	Janet Pilon Acting City Clerk Corporate Services
<b>SIGNATURE:</b>	

### Council Direction:

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

### Information:

Listed on Appendix "A", attached to Report CL18003(b), are details of the Freedom of Information requests received during the third quarter of 2018 from July 1 to September 30. These details include the length of time it took to process each request, the status or disposition of the request, the type of request, and the originator of the request, based on the categories set by the Information & Privacy Commissioner. We also include the total of time spent by each city department on Freedom of Information requests.

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

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

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

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



**Access Requests Received Under the Municipal Freedom of Information and Protection of Privacy Act  
for July 1, 2018 to September 30, 2018**

File #	Requester Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-004	G	IP	water	Public Health Services	Jan 19/18			in progress													
18-019	G	B	property	Safe & Healthy Communities	Feb 9/18			in progress													
18-030	G	IP	infrastructure	Planning & Economic Development, Emergency & Community Services	Feb 20/18	Apr. 23/18	30	partial disclosure (under appeal)	819	0	0	0	0	8	6	0	0	0	80	0	60
18-042	G	IP	equipment	Public Works	Mar 7/18			suspended													
18-050	G	IP	maintenance	Public Works	Mar 16/18			in progress													
18-052	G	IP	animal	Planning & Economic Development	Mar 23/18			in progress													
18-053	G	IP	property	Planning & Economic Development	Mar 26/18			in progress													
18-054	G	IP	property	Safe & Health Communities	Mar 27/18	Apr 13/18	17	disclosed in part	136	0	0	0	0	15	3	0	0	0	0	0	0
18-055	G	IP	property	Planning & Economic Development	Mar 28/18	Apr 27/18	30	disclosed in full	205	0	0	0	0	0	6	0	0	0	65	0	0
18-056	G	IP	property	Planning & Economic Development	Mar 28/18			in progress													
18-075	G	B	property	Planning & Economic Development	April 20/18			in progress													
18-076	G	IP	property	Public Works, Councillor Office	April 25/18			in progress													
18-082	G	B	infrastructure	Planning & Economic Development	May 15/18			in progress													
18-088	G	IP	video	Public Works	May 30/18	July 19/18	30	disclosed in part	549	0	0	0	0	0	6	0	0	0	0	0	90
18-089	G	IP	animal	Planning & Economic Development	June 4/18			in progress													
18-090	G	IP	property	Healthy and Safe Communities - Fire	June 4/18			in progress													
18-091	G	IP	property	Healthy and Safe Communities - Fire	June 4/18	July 27/18	30	no responsive records	123	0	0	0	0	20	0	0	0	0	0	0	0

**Legend:**

IP - Individual/Public

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IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayor's Office	Councillors	Planning Economic Development	Public Health	Public Works
18-092	G	IP	property	Healthy and Safe Communities - Fire	June 4/18			in progress													
18-093	G	IP	property	Healthy and Safe Communities - Fire	June 4/18	July 27/18	30	disclosed in part	171	0	0	0	0	20	3	0	0	0	0	0	0
18-094	G	IA	property	Health and Safe Communities - Public Health Services; Planning & Economic Development	June 6/18	July 13/18	37	disclosed in part	307	0	0	0	0	0	6	0	0	0	45	0	0
18-095	G	IP	property	Planning & Economic Development	June 6/18	July 12/18	36	disclosed in part	271	0	0	0	0	0	6	0	0	0	60	0	0
18-096	G	IP	property	Planning & Economic Development	June 6/18	July 6/18	30	disclosed in part	265	0	0	0	0	0	6	0	0	0	35	0	0
18-097	G	M	contracts	Corporate Services	Jun-07	July 9/18	30	no responsive records	70	0	0	0	0	0	0	0	0	0	0	0	0
18-098	G	IP	property	Corporate Services	June 7/18	July 17/18	40	disclosed in part	233	0	0	0	12	0	0	0	0	0	140	0	0
18-099	G	IA	property	Planning & Economic Development	June 13/18	July 12/18	29	disclosed in part	334	0	0	0	0	0	6	0	0	0	28	0	0
18-100	G	M	property	Planning & Economic Development; Safe & Healthy Communities	June 13/18			in progress													
18-101	G	IP	animal	Planning & Economic Development	June 13/18	Aug 30/18	73	disclosed in part	451	0	0	0	0	0	6	0	0	0	90	0	0
18-102	G	IP	property	Planning & Economic Development	19-Jun-18	July 19/18	30	disclosed in part	470	0	0	0	0	0	0	0	0	0	95	0	0
18-103	G	IP	property	Safe & Healthy Communities	June 20/18	July 20/18	30	disclosed in part	245	0	0	0	45	0	6	0	0	0	0	0	0
18-104	G	IP	property	Healthy & Safe Communities	June 20/18	Aug 8/18	49	disclosed in part	471	0	0	0	105	0	7	0	0	0	0	0	0
18-105	G	IP	property	Healthy & Safe Communities	June 20/18	Aug 8/18	49	disclosed in part	417	0	0	0	105	0	0	0	0	0	0	0	0
18-106	G	IP	video	Public Works	June 21/18	Sept 19/18	30	disclosed in part	438	0	0	0	0	0	9	0	0	0	0	0	75
18-107	G	IP	property	Planning & Economic Development, Safe & Health Communities	June 21/18	Aug 15/18	55	disclose in part	274	0	0	0	0	15	0	0	0	0	0	0	0
18-108	G	IP	property	Planning & Economic Development	June 21/18	July 23/18	30	disclosed in full	131	0	0	0	0	0	3	0	0	0	35	0	0

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File #	Requester Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-109	G	IP	property	Plannng & Economic Development	June 26/18	July 26/18	30	disclosed in full	91	0	0	0	0	0	6	0	0	0	15	0	0
18-110	G	IP	property	Planning & Economic Development, Healthy & Safe Communities	June 27/18	July 27/18	30	disclosed in part	917	0	0	0	80	0	0	0	0	0	120	0	0
18-111	G	IA	animal	Planning & Economic Development	June 28/18			in progress													
18-112	G	IP	property	Planning & Economic Development	July 4/18	Aug 10/18	30	disclosed in part	377	0	0	0	0	0	6	0	0	0	26	0	0
18-113	G	IP	property	Healthy and Safe Communities	July 10/18	Aug 30/18	46	disclosed in part upon	122	0	0	0	0	25	6	0	0	0	0	0	0
18-114	G	M	employment	Public Works	July 10/18	Aug-24	30	no record disclosed	282	0	0	0	0	0	6	0	0	0	0	0	110
18-115	G	IP	property	Healthy and Safe Communities	July 12/18			in progress													
18-116	G	IP	property	Planning & Economic Development	July 12/18	July 17/18	5	no responsive records	76	0	0	0	0	0	3	0	0	0	5	0	0
18-117	G	IP	law enforcement	Planning & Economic Development	July 13/18	Aug 27/18	30	disclosed in part	610	0	0	0	0	0	6	0	0	0	44	0	0
18-118	G	IP	property	Planning & Economic Development	July 13/18			in progress													
18-119	G	IP	property	Planning & Economic Development	July 16/18	Aug 14/18	29	disclosed in full	95	0	0	0	0	0	3	0	0	0	30	0	0
18-120	G	IA	property	Healthy & Safe Communities	July 17/18	Aug 17/18	30	disclosed in part	330	0	0	0	0	30	8	0	0	0	0	0	0
18-121	G	IP	financial	Corporate Services	July 18/18	Sept 12/18	42	no responsive record	279	0	0	0	0	0	17	0	0	0	0	0	0
18-122	G	IP	human resources	General Manager's Office	July 18/18	Sept 12/18	42	disclosed in full	221	0	438	0	0	0	6	0	0	0	0	0	0
18-123	G	B	property	Planning & Economic Development, Corporate Services	July 18/18			in progress													
18-124	G	IA	property	Public Works	July 23/18			in progress													
18-125	G	IP	infrastructure	Public Works, Healthy & Safe Communities	July 27/18	Sept 14/18	30	partial disclosure (under appeal)	935	0	0	0	0	0	13	0	0	0	0	0	130

**Legend:**

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works	
18-126	G	IP	property	Corporate Services	July 27/18			in progress														
18-127	G	IA	infrastructure	Public Works	July 27/18	Aug 27/18	30	no responsive records	98	0	0	0	0	0	3	0	0	0	0	0	0	70
18-128	G	IP	property	Healthy and Safe Communities	July 31/18	Aug 29/18	29	disclosed in part	307	0	0	0	0	28	6	0	0	0	0	0	0	0
18-129	G	IP	video	Public Works	July 31/18	Aug 23/18	23	no responsive records	93	0	0	0	0	0	3	0	0	0	0	0	0	0
18-130	G	B	property	Healthy & Safe Communities	July 31/18	Aug 30/18	30	abandoned	142	0	0	0	12	0	3	0	0	0	0	0	0	0
18-131	G	B	property	Planning & Economic Development	Aug 1/18	Aug 29/18	28	disclosed in full	172	0	0	0	0	0	6	0	0	0	20	0	0	0
18-132	G	B	contracts	Corporate Services	Aug 3/18			in progress														
18-133	G	IA	property	Safe and Healthy Communities	Aug 3/18			in progress														
18-134	G	IP	property	Planning & Economic Development	Aug 3/18	Aug 31/18	28	disclosed in full	336	0	0	0	73	0	6	0	0	0	0	0	0	0
18-135	G	IP	property	Planning & Economic Development	Aug 3/18			in progress														
18-136	G	IP	property	Planning & Economic Development	Aug 7/18			in progress														
18-137	G	IP	property	Planning & Economic Development	Aug 9/18			in progress														
18-138	G	IA	infrastructure	Public Works	Aug 9/10	Sep 10/18	30	disclosed in full	289	0	0	0	0	0	3	0	0	0	0	0	0	30
18-139	G	IA	law enforcement	Planning & Economic Development	Aug 13/18			in progress														
18-140	G	IP	property	Planning & Economic Development	Aug 13/18			in progress														
18-141	G	IA	infrastructure	Public Works	Aug 16/18			suspended														
18-142	G	IP	property	Planning & Economic Development	Aug 21/18			in progress														
18-143	G	IP	property	Corporate Services	Aug 24/18			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Health & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works	
18-144	G	IP	property	Corporate Services	Aug 24/18			in progress														
18-145	G	IP	property	Planning & Economic Development	Aug 27/18																	
18-146	G	B	property	Public Works	Aug 27/18	Sept 26/18	30	available directly through City department(s)	111	0	0	0	0	0	12	0	0	0	0	0	0	0
18-147	G	B	property	Public Works	Aug 27/18	Sept 26/18	30	available directly through City department(s)	20	0	0	0	0	0	0	0	0	0	0	0	0	0
18-148	G	B	property	Public Works	Aug 27/18	Sept 26/18	30	available directly through City department(s)	20	0	0	0	0	0	0	0	0	0	0	0	0	0
18-149	G	B	property	Public Works	Aug 27/18	Sept 26/18	30	available directly through City department(s)	20	0	0	0	0	0	0	0	0	0	0	0	0	0
18-150	G	IA	property	Planning & Economic Development	Aug 27/18			in progress														
18-151	G	B	property	Planning & Economic Development	Aug 27/18			in progress														
18-152	G	IA	infrastructure	Public Works	Aug 29/18			in progress														
18-153	G	IP	property	Planning & Economic Development	Aug 29/18			in progress														
18-154	G	B	property	Planning & Economic Development	Aug 29/18			in progress														
18-155	G	IP	law enforcement	Planning & Economic Development	Aug 27/18			in progress														
18-156	G	IP	video	Public Works	Sept 4/18			in progress														
18-157	G	B	infrastructure	see notes	Sept 4/18	Sept 10/18	5	abandoned	49	0	0	0	0	0	3	0	0	0	0	0	0	0
18-158	G	B	property	Planning & Economic Development	Sept 4/18			in progress														
18-159	G	IP	property	Planning & Economic Development	Sept 10/18			in progress														
18-160	G	IP	infrastructure	Public Works, Corporate Services	Sept 17/18			in progress														
18-161	G	IA	animal	Planning & Economic Development	Sept 18/18			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
18-162	G	B	property	Planning & Economic Development	Sept 20/18	Sept 25/18	5	no records disclosed	205	0	0	5	0	0	3	0	0	0	43	0	0
18-163	G	IP	property	Planning & Economic Development	Sept 26/18	Sept 26/18	1	available directly through City department(s)													
17-005	G	IP	animal	Planning & Economic Development	Jan 11/17			in progress													
17-008	G	IA	roads	Public Works	Jan 20/17			in progress													
17-021	G	B	parks	Public Works	Feb 8/17			in progress													
17-064	G	IP	property, alley	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-066	G	IP	infrastructure	Public Works, Public Health Services, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-067	G	IP	infrastructure	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-068	G	IP	infrastructure	Public Works	April 12/17			in progress													
17-069	G	IP	procurement	Pulic Works	April 12/17			in progress													
17-070	G	IP	procurement	Public Works	April 12/17			in progress													
17-073	G	IA	infrastructure	Public Works	April 11/17			in progress													
17-075	G	IP	correspondence	City Manager's Officer	April 26/17	May 26/17	30	no records disclosed (under appeal)	2073	0	0	0	0	0	13	0	0	0	0	0	0
17-076	G	IP	correspondence	City Manager's Officer	April 26/17	May 26/17	30	no records disclosed (under appeal)	221	0	0	0	0	0	15	0	0	0	0	0	0
17-083	G	IP	correspondence	Planning & Economic Development	May 8/17			in progress													
17-087	G	AG	financial	Corporate Services	May 12/17			in progress													

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Health & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayor's Office	Councillors	Planning Economic Development	Public Health	Public Works	
17-088	G	AG	financial	Corporate Services	May 12/17			in progress														
17-089	G	AG	financial	Corporate Services	May 12/17			in progress														
17-092	G	B	infrastructure	Planning & Economic Development	May 15/17			in progress														
17-098	G	IP	municipal	Corporate Services	June 6/17	Jul 6/17	30	severed record disclosed per IPC mediation	578	0	0	0	0	0	8	0	0	0	0	0	0	0
17-104	G	IA	animal	Planning & Economic Development	June 15/17			in progress														
17-105	G	B	property	Planning & Economic Development	June 16/17			in progress														
17-113	G	IP	infrastructure	Public Works	July 18/17	July 24/18	90+	disclosed in part	540	0	0	0	0	0	3	0	0	0	0	0	0	2460
17-114	G	IP	traffic	Public Works	July 25/17			in progress														
17-115	G	IP	infrastructure	Public Works	July 25/17			in progress														
17-116	G	IP	property	Planning & Economic Development	July 27/17	Aug 15/17	19	no responsive records (under appeal)	299	0	0	0	0	0	0	0	0	0	10	0	0	
17-121	G	M	Financial	Corporate Services	Aug 4/17			in progress														
17-122	G	IP	enforcement	Office Councillor Whitehead, Public Works	Aug 4/17	Oct. 3/17	56	partial disclosure (under appeal)	930	0	0	0	0	0	17	0	0	4	3	0	0	
17-124	G	IP	property	Planning & Economic Development	Aug 10/17	Nov. 2/17	84	partial disclosure (under appeal)	1080	0	0	0	0	0	0	0	0	0	16	0	0	
17-125	G	IP	property & enforcement	Planning & Economic Development	Aug 11/17	Oct. 16/17	66	disclosed in full (under appeal)	1366	0	0	0	0	0	3	0	0	0	15	0	0	
17-126	G	IP	financial	Community & Emergency Services	Aug 14/17			in progress														
17-133	G	IP	property	Community & Emergency Services, Planning & Economic Development	Aug 28/17			in progress														
17-134	G	IA	property	Planning & Economic Development	Aug 28/17			in progress														
17-136	G	IP	animal	Planning & Economic Development	Aug 31/17			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works	
17-138	G	B	financial	Public Works	Aug 28/17			in progress														
17-142	G	B	property	Planning & Economic Development, Public Works, Corporate Services	Sept 12/17			in progress														
17-146	G	IP	property	Public Health Services, Planning & Economic Development	Sept 13/17			in progress														
17-151	G	IP	property	Public Health Services	Sept 18/17	Aug 17/18	90+	disclosed in part	400	0	0	0	145	0	3	0	0	0	60	0	0	
17-152	G	B	property	Public Works	Sept 18/17			in progress														
17-153	G	B	property	Public Health Services	Sept 19/17			in progress														
17-157	G	B	property	Planning & Economic Development	Sept 25/17			in progress														
17-161	G	IA	property	Community and Emergency Services, Planning & Economic Development	Sept 27/17			in progress														
17-162	G	B	property	Planning & Economic Development	Sept 28/17			in progress														
17-163	G	IP	financial	Corporate Services, Public Works	Sept 28/17			in progress														
17-170	G	IA	infrastructure	Public Works	Oct 5/17			in progress														
17-171	G	IP	process	Office Councillor Whitehead, Public Works; Planning & Economic Development	Oct 19/17	Jan. 30/18	90+	no records disclosed (under appeal)	733	0	0	0	0	0	0	0	0	0	15	0	0	
17-177	G	IA	traffic	Public Works	Oct 27/17			in progress														
17-181	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														
17-182	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														
17-185	G	IP	property	Planning & Economic Development	Nov 7/17			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
17-187	G	IP	property	Planning & Economic Development	Nov 9/17			abandoned													
17-191	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no records disclosed (under appeal)	36	0	0	0	0	0	0	0	0	0	0	0	0
17-192	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no records disclosed (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0
17-193	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no records disclosed (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0
17-194	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no records disclosed (under appeal)	30	0	0	0	0	0	0	0	0	0	0	0	0
17-212	G	B	data	Public Works	Dec 1/17			in progress													
17-216	G	IP	property	Public Health Services, Planning & Economic Development	Dec 11/17			in progress													
17-218	G	IP	video	Public Works	Dec 19/17			in progress													
17-220	G	IP	inspection	Public Health Services	Dec 22/17			in progress													
16-015	G	IA	property	Planning & Economic Development	Jan 18/16			in progress													
16-019	G	B	purchasing	Corporate Services	Jan 25/16			in progress													
16-020	G	B	property	Planning & Economic Development	Jan 28/16			in progress													
16-063	G	IP	property	Planning & Economic Development	Mar 14/16			in progress													
16-082	G	B	agreement	City Manager's Office	Apr 27/16			in progress													
16-090	G	B	enforcement	Public Health Services	May 5/16			in progress													
16-096	G	IP	property	Planning & Economic Development, Public Works	May 19/16	June 16/16	28	partial disclosure (under appeal)	0	0	0	0	0	0	0	0	0	0	0	0	0
16-100	G	IP	property	Community & Emergency Services (Fire), Planning & Economic Development, Public Health Services	May 26/16	Aug. 19/16	30	partial disclosure (under appeal)	0	0	0	0	0	0	0	0	0	0	0	0	0

**Legend:**

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works	
16-122	G	B	infrastructure	Planning & Economic Development	July 6/16			in progress														
16-124	G	B	property	Planning & Economic Development, Community & Emergency Services, Public Works, Office of the City Clerk (Records)	July 8/16			in progress														
16-145	G	IP	hr	Corporate Services	Aug. 16/16	Dec. 2/16	44	no records disclosed (under appeal)	594	0	0	60	0	0	40	0	0	0	0	0	0	0
16-183	G	IP	stats	Community & Emergency Services	Oct 5/16			in progress														
16-196	G	B	procurement	Corporate Services	Nov 1/16			in progress														
16-202	G	IP	property	Planning & Economic Development, Community & Emergency Services	Nov 17/16			in progress														
16-207	G	B	property	Community and Emergency Services	Nov 24/16			in progress														
15-104	G	B	environment	Public Works	Jun 29/15			in progress	565	0	0	0	0	0	3	0	0	0	0	0	0	0
15-176	G	B	property	Planning & Economic Development	Oct 19/15			in progress	369	0	0	0	0	0	3	0	0	0	1168	0	0	0

**Legend:**

IP - Individual/Public

B - Business

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IA - Individual by Agent

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File #	Requester Type	Request Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning Economic Development	Public Health	Public Works
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**Legend:**

IP - Individual/Public

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M - Media

AG - Association/Group





# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Development Charges Background Study Status Update (FCS18099) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Joseph Spiler (905) 546-2424 Ext. 4519 Lindsay Gillies (905) 546-2424 Ext. 2790
<b>SUBMITTED BY:</b>	Brian McMullen Acting General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

## Council Direction:

Audit, Finance and Administration Committee, at its meeting of October 23, 2017, approved through Report FCS17086, the following:

- “(a) That a new Development Charges (DC) Background Study for all City Services be initiated to support a new DC By-law, in accordance with the *Development Charges Act, 1997*;
- (b) That Council approve the single source procurement, pursuant to procurement Policy #11 – Non-competitive Procurements, of Watson & Associates Economists Ltd. as the consultant to complete the City’s 2019 Development Charge (DC) Background Study and support the enactment of a new DC By-law, to be funded from the planned 2018 Capital Budget, Project 3381855301 “2019 DC Study” of \$650 K;

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**SUBJECT: 2019 Development Charges Background Study Status Update  
(FCS18099) (City Wide) – Page 2 of 3**

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- (c) That the General Manager, Finance and Corporate Services be authorized to negotiate, enter into and execute a contract and any ancillary documents required to give effect thereto with Watson & Associates Economists Ltd. for the purposes of completion of the 2019 Development Charge (DC) Background Study in a form satisfactory to the City Solicitor and within the financial restraints of the planned 2018 Capital Budget, Project 3381855301 “2019 DC Study” of \$650 K. “That a new Development Charges (DC) Background Study for all City Services be initiated to support a new DC By-law, in accordance with the *Development Charges Act, 1997*.”

**Information:**

Watson & Associates Economists Ltd. (Watson) was engaged by the City to complete the City’s 2019 Development Charge (DC) Background Study and support the enactment of a new DC By-law.

Watson has worked with City staff as well as engineering consultants (GM BluePlan Engineering Consultants Limited, John Wood Group PLC and Dillon Consulting) and has collected the data necessary to substantially complete the 2019 DC Background Study.

This first involved documenting the City’s Local Service Policy and establishing service standards, where required, by the *Development Charges Act, 1997* (DC Act). Drafts of the Local Service Policy and Service Standards were released through the September 13, 2018 meeting of the DC Stakeholders Subcommittee and are available on the City’s website.

The future capital needs required to meet the City’s growth forecast as per the Province’s Places to Grow 2031 targets have been collected and are in the final stages of being analyzed according to the requirements and permissions of the DC Act. The same Places to Grow 2031 targets will be used to apportion the capital needs between residential and non-residential development to generate the draft DC rates.

In parallel with the engagement to complete the City’s DC Background Study, a review to assess the effectiveness of the City’s DC exemptions and incentives is being undertaken by Watson and N. Barry Lyon Consultants Limited. A report with recommendations is anticipated early 2019. Staff will use the results of this review to form the policy recommendations to be included in the 2019 DC By-law.

As the 2019 Development Charge (DC) Background Study is nearing completion, staff wishes to inform Council of the upcoming milestones in the project.

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**SUBJECT: 2019 Development Charges Background Study Status Update  
(FCS18099) (City Wide) – Page 3 of 3**

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January / February 2019	Draft DC Capital lists and draft DC rates to be released DC Stakeholders Subcommittee (Date to be set)
March 2019	DC Background Study and DC By-law released DC Stakeholders Subcommittee (Date to be set)
April 18, 2019	Public Meeting Audit, Finance & Administration Committee  DC Act considerations: must provide 20 days' public notice, the proposed DC background study and by-law must be available at least two weeks prior, Council must determine if a second public meeting is required if changes to the proposed by-law are proposed as a result of this meeting
May/June 2019	Approval / Passing of 2019 DC By-law Audit, Finance & Administration Committee (Date to be set)  DC Act considerations: must be at least 60 days after the proposed DC background study and by-law are made publicly available
July 6, 2019	2019 DC By-law becomes effective

**Appendices and Schedules Attached**

None

JS/LG/dt





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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Tax Appeals under Sections 357 and 358 of the <i>Municipal Act, (2001)</i> (FCS18008(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	David Janaszek (905) 546-2424 Ext. 4546
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That Appendix "A" to Report FCS18008(c) respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$345,550.74 be approved;
- (b) That Appendix "B" to Report FCS18008(c) respecting the Tax Appeals, due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the *Municipal Act, (2001)*, in the amount of \$90.59 be approved.

### EXECUTIVE SUMMARY

Section 357 of *Municipal Act, (2001)* allows the taxpayer, through the Treasurer's Office, to submit an application to cancel, reduce or refund all or part of the taxes levied on the land in the year in respect of which the application is made as a result of a change of use, damage to a property rendering it partially or totally unusable; or a gross or manifest error that is clerical in nature.

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**SUBJECT: Tax Appeals under Sections 357 and 358 of the *Municipal Act, (2001)*  
(FCS18008(c)) (City Wide) - Page 2 of 3**

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Examples of such applications are:

- mid-year purchase of a property by an exempt body;
- fire or flood damage to all or partial property; and,
- an assessment error in entering a property value.

Section 358 of *Municipal Act, (2001)* allows the taxpayer, through the Treasurer's Office, to appeal assessment as supplied by the Municipal Property Assessment Corporation (MPAC) they believe have been overcharged, due to gross or manifest clerical error on the part of MPAC. They are allowed to appeal current, plus prior two years, in which the application is made. This section also allows for the reduction of taxes, due to such errors, once confirmed by the Regional Assessment Office of MPAC.

Examples of such applications are:

- a transposition of figures;
- a typographical error; and,
- a duplicate property created.

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The taxes that will be written-off under Section 357, total \$345,550.74 and taxes that will be written-off under Section 358, total \$90.59, for a total amount of \$345,641.33 of which \$78,358.71 will be charged back to the local school boards, based on school support, indicated on each account. The City of Hamilton's portion of \$267,282.62 will be charged to the operating budget (HAMTN 52108-252013).

**Staffing:** Not Applicable

**Legal:** Not Applicable

**HISTORICAL BACKGROUND**

Appendix "A" attached to Report FCS18008(c) Tax Appeals processed under Section 357 of the *Municipal Act, (2001)* and Appendix "B" attached to Report FCS18008(c) Tax Appeals due to Gross or Manifest Clerical Error, Pursuant to Section 358 of the *Municipal Act, (2001)*, have been reviewed by MPAC and have been approved or denied by them. Taxation Division staff has calculated any refund / reductions that are due which now require Council approval. Applicants have 35 days after Council has rendered its decision to appeal any Section 357 decision through the Assessment Review Board (ARB). Section 358 decisions are final.

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**SUBJECT: Tax Appeals under Sections 357 and 358 of the *Municipal Act, (2001)*  
(FCS18008(c)) (City Wide) - Page 3 of 3**

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**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Sections 357 and 358 of the *Municipal Act, (2001)*.

**RELEVANT CONSULTATION**

Municipal Property Assessment Corporation (MPAC).

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The Section 357 applications allow for the Municipality and MPAC to quickly rectify assessment classification changes since the return of the year end assessment roll.

The Section 358 applications allow the taxpayer to rectify prior years' errors through the Municipality and the local assessment office.

Both processes allow errors to be quickly rectified without having to go through the formal assessment review process.

**ALTERNATIVES FOR CONSIDERATION**

There are no other alternatives as this is a legislated process under the *Municipal Act, (2001)*.

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

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS18008(c) – Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*.

Appendix "B" to Report FCS18008(c) – Tax Appeals due to Gross or Manifest or Clerical error, Pursuant to Section 358 of the *Municipal Act, (2001)*.

DJ/dw



City of Hamilton  
 Corporate Services Department  
 Taxation Division  
 Section 357 Tax Appeals of the Municipal Act, 2001

Application #	Property Address	Reasons Detailed	Tax Year	Amount
33461	1086 CANNON ST E	Fire Damage	2016	0.00
33165	388 CONCESSION ST	Fire Damage	2016	-1,712.64
33621	110 ESSLING AVE	Fire Damage	2017	-1,744.01
36300	43 FORSYTH AVE S	Now Exempt. Purchased by McMaster	2017	-3,021.05
36297	429-423 BARTON ST E	Repairs or Renovations	2017	-2,471.74
35329	17 JOHN ST N	Classification Change (from Commercial to Residential)	2017	-3,517.47
33711	245 KENORA AVE	Municipal Capital Facility	2017	0.00
33663	23 SOUTHMEADOW CRES	No Value Change as value change due to demolition of structures was addressed via PRAN	2017	0.00
35915	460 HIGHWAY 5 W	Demo	2017	-26.25
35746	388 CONCESSION ST	Damage by fire	2017	-11,048.44
35397	299 FENNEL AVE W	No Value Change (permit was for demo of structure, but structure was never assessed)	2017	0.00
33865	843 MAIN ST E	No Value Change (reduction was processed in app from previous tax year)	2017	0.00
35333	235 REBECCA ST	Repairs or Renovations (61 units were unusable from the 1st-6th floor)	2017	-96,025.59
35328	54 KING ST E	Damage by fire	2017	-1,364.64
35325	235 QUEEN ST S	Demo garage	2017	-263.85
36260	0 UPPER CENTENNIAL PKY	No Value Change (property owned by city)	2017	0.00
36277	282 MACNAB ST N	Classification Change (from Commercial to Residential)	2017	-5,465.44
36288	5 SUNNIDALE ST	No value change (RFR also filed on property which already addressed issues)	2017	0.00
36294	644-646 BARTON ST E	Now Exempt. Purchased by house of worship	2017	-6,139.70
36627	111 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-6,236.35
36626	107 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-5,198.90
36625	103 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-5,454.60
36624	75 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-5,645.62
36303	55 FORSYTH AVE S	Now Exempt. Purchased by McMaster	2017	-3,105.59
36301	47 FORSYTH AVE S	Now Exempt. Purchased by McMaster	2017	-2,841.38
36302	51 FORSYTH AVE S	Now Exempt. Purchased by McMaster	2017	-2,982.28
36299	115 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-3,258.29
36304	99 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-3,630.98
36306	81 TRAYMORE AVE	Now Exempt. Purchased by McMaster	2017	-1,362.77
36628	50 DALEWOOD AVE	Now Exempt. Purchased by McMaster	2017	-6,209.88
36287	56 PRICE AVE	Structure was gutted and renovated	2017	-2,193.89
36291	153 CHEDOKE AVE	Structure was gutted and renovated	2017	-379.50
36296	0 VALLEY RD	No Value Change. (Leased to a tenant farmer so not eligible for Exempt tax class in this tax year)	2017	0.00
36529	51 KEEFER CRT	Property undergoing extensive renovations	2017	-105,416.26
36258	781-785 KING ST E	Fire Damage	2017	-4,326.47
36298	429-423 BARTON ST E	Classification Change (from Commercial to Residential)	2018	-10,520.49

City of Hamilton  
 Corporate Services Department  
 Taxation Division  
 Section 357 Tax Appeals of the Municipal Act, 2001

<u>Application #</u>	<u>Property Address</u>	<u>Reasons Detailed</u>	<u>Tax Year</u>	<u>Amount</u>
36622	22 BRITANNIA AVE	Classification Change (from Commercial to Residential)	2018	-1,551.17
36459	652 IROQUOIS AVE	Demo SFD	2018	-87.64
36292	244 BOWMAN ST	Demo SFD	2018	-611.63
36647	269 HERKIMER ST	Classification Change (from Commercial to Residential)	2018	-757.43
36646	184 PLEASANT AVE	Demo pool	2018	-75.44
36366	336 BARTON ST E	Classification Change (from Commercial to Residential)	2018	-1,144.93
36644	19 KING ST W	No Value Change (change in value handled by app made in previous tax year)	2018	0.00
36282	54-16 NISBET BLVD	Fire Damage	2018	0.00
36643	27 BLACKBURN LANE	Fire Damage	2018	-1,428.94
36293	372 SHERMAN AVE N	Damage by fire	2018	-667.64
36642	6481-6491 DICKENSON RD E	Classification Change (Commercial tax class removed)	2018	-6,772.26
36623	106 FORSYTH AVE N	Now Exempt. Purchased by McMaster	2018	-9,918.20
36295	644-646 BARTON ST E	Now Exempt. Owned by house of worship	2018	-6,408.35
36272	20 REID AVE N	No Value Change due to buildings having negative value. Consistent with 2017 tax app 36055	2018	0.00
36695	55 WELLINGTON ST N	Fire Damage	2018	-320.69
36681	70 NIAGARA ST	Structure was demolished	2018	-924.85
36684	1165 GREEN MOUNTAIN RD	Now Exempt. Purchased by City	2018	-1,626.02
36689	119 WOODHOUSE ST	Now Exempt. Purchased by City	2018	-3,258.38
36648	428 MAIN ST W	Structure was demolished	2018	-4,409.09
36273	608 UPPER JAMES ST	Classification Change (from Commercial to Residential)	2018	-693.05
36267	64 MUNROE ST	Fire Damage	2018	-1,703.42
36645	595 RYMAL RD E	Fire Damage	2018	-1,627.54
			<b>Total</b>	<b>- 345,550.74</b>



City of Hamilton  
Corporate Services Department  
Taxation Division  
Section 358 Tax Appeals of the Municipal Act, 2001

<b>Application</b>	<b>Property Address</b>	<b>Reasons Detailed</b>	<b>Tax Year</b>	<b>Amount</b>
36278	1287 CENTRE RD	Correction to lot size	2016	-46.45
36279	1287 CENTRE RD	Correction to lot size	2017	-44.14
			<b>Total</b>	- 90.59





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

<b>TO:</b>	Chair and Members Audit, Finance and Administration
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Treasurer's Apportionment of Land Taxes (FCS18066(b)) (Wards 2, 11, 12 and 15)
<b>WARD(S) AFFECTED:</b>	Wards 2, 11, 12 and 15
<b>PREPARED BY:</b>	Terri Morrison (905) 546-2424 Ext. 4457
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the 2018 land taxes in the amount of \$3,907 for 255-259 Park Street South, Hamilton (Roll #2518 020 138 50410 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix "A" to Report FCS18066(b);
- (b) That the 2017 land taxes in the amount of \$20,366 for 86 Raymond Road, Ancaster, (Roll #2518 140 280 36748 0000), and 90 Raymond Road, Ancaster (Roll #2518 140 280 38370 0000) be apportioned and split amongst the thirty-five newly created parcels as set out in Appendix "A" to Report FCS18066(b);
- (c) That the 2018 land taxes in the amount of \$72,193 for 85 Coreslab Drive, Flamborough (Roll #2518 302 330 62802 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix "A" to Report FCS18066(b);
- (d) That the 2017 land taxes in the amount of \$15,585 for 122 Dundas Street East, Flamborough (Roll #2518 303 330 41400 0000) be apportioned and split amongst the twenty-two newly created parcels as set out in Appendix "A" to Report FCS18066(b);

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**SUBJECT: Treasurer's Apportionment of Land Taxes (FCS 18066) (Wards 9, 12 and 14) - Page 2 of 3**

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- (e) That the 2017 land taxes in the amount of \$9,601 for 2-48 Bonhill Boulevard, Glanbrook (Roll #2518 901 130 35805 0000) be apportioned and split amongst the twenty-four newly created parcels as set out in Appendix "A" to Report FCS18066(b);

**EXECUTIVE SUMMARY**

Assessment and therefore taxes levied on the properties identified in this report, did not recognize that these properties have been subject to a land severance. The taxes levied for the years 2017 and 2018 need to be apportioned amongst the newly created parcels of land. Section 356 of the *Municipal Act, (2001)* permits such an apportionment.

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

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Taxes owing against the original parcel of land must be transferred to the new parcels in a timely manner, or the City of Hamilton runs the risk of this amount becoming uncollectible.

Staffing: Not Applicable

Legal: The City's Legal Services Division has recommended that apportionments be completed in accordance with the procedure set out in Section 356 of the *Municipal Act, (2001)*.

**HISTORICAL BACKGROUND**

The original blocks of land identified in this report FCS18066(b) were severed into newly created lots.

The assessment returned on the roll for the years 2017 and 2018, reflects the value for the original parcels of land. The Municipal Property Assessment Corporation (MPAC) produced a severance information form for the assessment originally levied on the original parcels of land and identified the split amongst the newly created lots. Since the original assessment remained with the base roll for the 2017 and 2018 taxation years, the taxes were overstated and now need to be adjusted to the newly created roll numbers.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Section 356 of the *Municipal Act, (2001)* permits Council to approve the apportionment of land taxes due to severance of the land. Once the tax roll is adjusted, the taxes shall be deemed to have always been levied in accordance with the adjusted tax rolls.

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**SUBJECT: Treasurer's Apportionment of Land Taxes (FCS 18066) (Wards 9, 12 and 14) - Page 3 of 3**

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**RELEVANT CONSULTATION**

All apportionment recommendations provided to Council are supported by reports provided by MPAC, identifying the split in the assessment values due to land severance.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Section 356 of the *Municipal Act, (2001)* permits Municipalities to apportion the taxes on the land amongst the newly created lots. This process ensures the accurate distribution of taxes to each property owner.

**ALTERNATIVES FOR CONSIDERATION**

Not applicable.

**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.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS18066(b) - Apportionment of taxes and map identifying the location of the properties being apportioned.

TM/dw



**APPORTIONMENT OF TAXES**

That the original land taxes recorded against:

**(a) Roll #2518 020 138 50410 0000** – (255-259 Park Street South, Hamilton) in the amount of \$3,907 be split amongst the three newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2018	255 Park Street South	2518 020 138 50410 0000	104,661	\$ 1,325
2018	257 Park Street South	2518 020 138 50412 0000	98,262	1,245
2018	259 Park Street South	2518 020 138 50414 0000	105,577	1,337
		<b>Total</b>	<b>308,500</b>	<b>\$3,907</b>

Map identifying 255-259 Park Street South, Hamilton:



## Appendix "A" to Report FCS18066(b)

Page 2 of 9

(b) Roll #2518 140 280 36748 0000 and 2518 140 280 38370 0000 – (90 Raymond Road, Ancaster) in the amount of \$20,366 be split amongst the thirty-five newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2017	90 Raymond Road Unit 1	2518 140 280 38573 0000	55,144	\$ 672
2017	90 Raymond Road Unit 2	2518 140 280 38574 0000	46,719	569
2017	90 Raymond Road Unit 3	2518 140 280 38575 0000	46,719	569
2017	90 Raymond Road Unit 4	2518 140 280 38576 0000	46,719	569
2017	90 Raymond Road Unit 5	2518 140 280 38577 0000	46,719	569
2017	90 Raymond Road Unit 6	2518 140 280 38578 0000	53,803	656
2017	90 Raymond Road Unit 7	2518 140 280 38579 0000	55,348	675
2017	90 Raymond Road Unit 8	2518 140 280 38580 0000	45,953	560
2017	90 Raymond Road Unit 9	2518 140 280 38581 0000	45,570	555
2017	90 Raymond Road Unit 10	2518 140 280 38582 0000	45,953	560
2017	90 Raymond Road Unit 11	2518 140 280 38583 0000	48,059	586
2017	90 Raymond Road Unit 12	2518 140 280 38584 0000	48,059	586
2017	90 Raymond Road Unit 13	2518 140 280 38585 0000	45,762	557
2017	90 Raymond Road Unit 14	2518 140 280 38586 0000	45,762	557
2017	90 Raymond Road Unit 15	2518 140 280 38587 0000	51,123	623
2017	90 Raymond Road Unit 16	2518 140 280 38588 0000	49,591	604
2017	90 Raymond Road Unit 17	2518 140 280 38589 0000	45,762	557
2017	90 Raymond Road Unit 18	2518 140 280 38590 0000	45,762	557
2017	90 Raymond Road Unit 19	2518 140 280 38591 0000	45,762	557
2017	90 Raymond Road Unit 20	2518 140 280 38592 0000	45,762	557
2017	90 Raymond Road Unit 21	2518 140 280 38593 0000	45,762	557
2017	90 Raymond Road Unit 22	2518 140 280 38594 0000	45,762	557
2017	90 Raymond Road Unit 23	2518 140 280 38595 0000	48,059	585

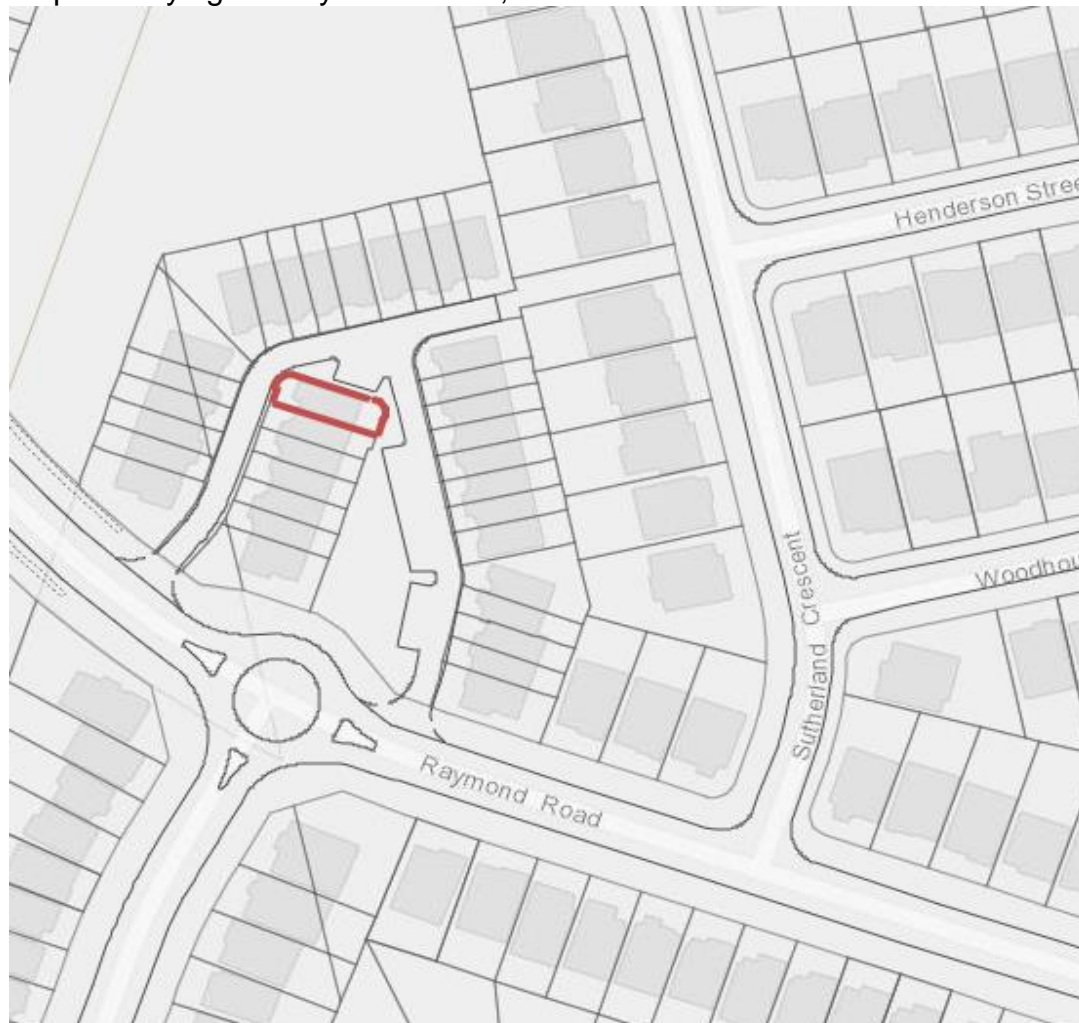


## Appendix "A" to Report FCS18066(b)

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2017	90 Raymond Road Unit 24	2518 140 280 38596 0000	53,420	651
2017	90 Raymond Road Unit 25	2518 140 280 38597 0000	46,144	562
2017	90 Raymond Road Unit 26	2518 140 280 38598 0000	46,336	565
2017	90 Raymond Road Unit 27	2518 140 280 38599 0000	45,953	560
2017	90 Raymond Road Unit 28	2518 140 280 38600 0000	51,697	630
2017	90 Raymond Road Unit 29	2518 140 280 38601 0000	46,910	572
2017	90 Raymond Road Unit 30	2518 140 280 38602 0000	45,379	553
2017	90 Raymond Road Unit 31	2518 140 280 38603 0000	45,379	553
2017	90 Raymond Road Unit 32	2518 140 280 38604 0000	45,379	553
2017	90 Raymond Road Unit 33	2518 140 280 38605 0000	45,379	553
2017	90 Raymond Road Unit 34	2518 140 280 38606 0000	45,379	553
2017	90 Raymond Road Unit 35	2518 140 280 38607 0000	54,761	667
		<b>Total</b>	<b>1,671,750</b>	<b>\$20,366</b>

Map identifying 90 Raymond Road, Ancaster:



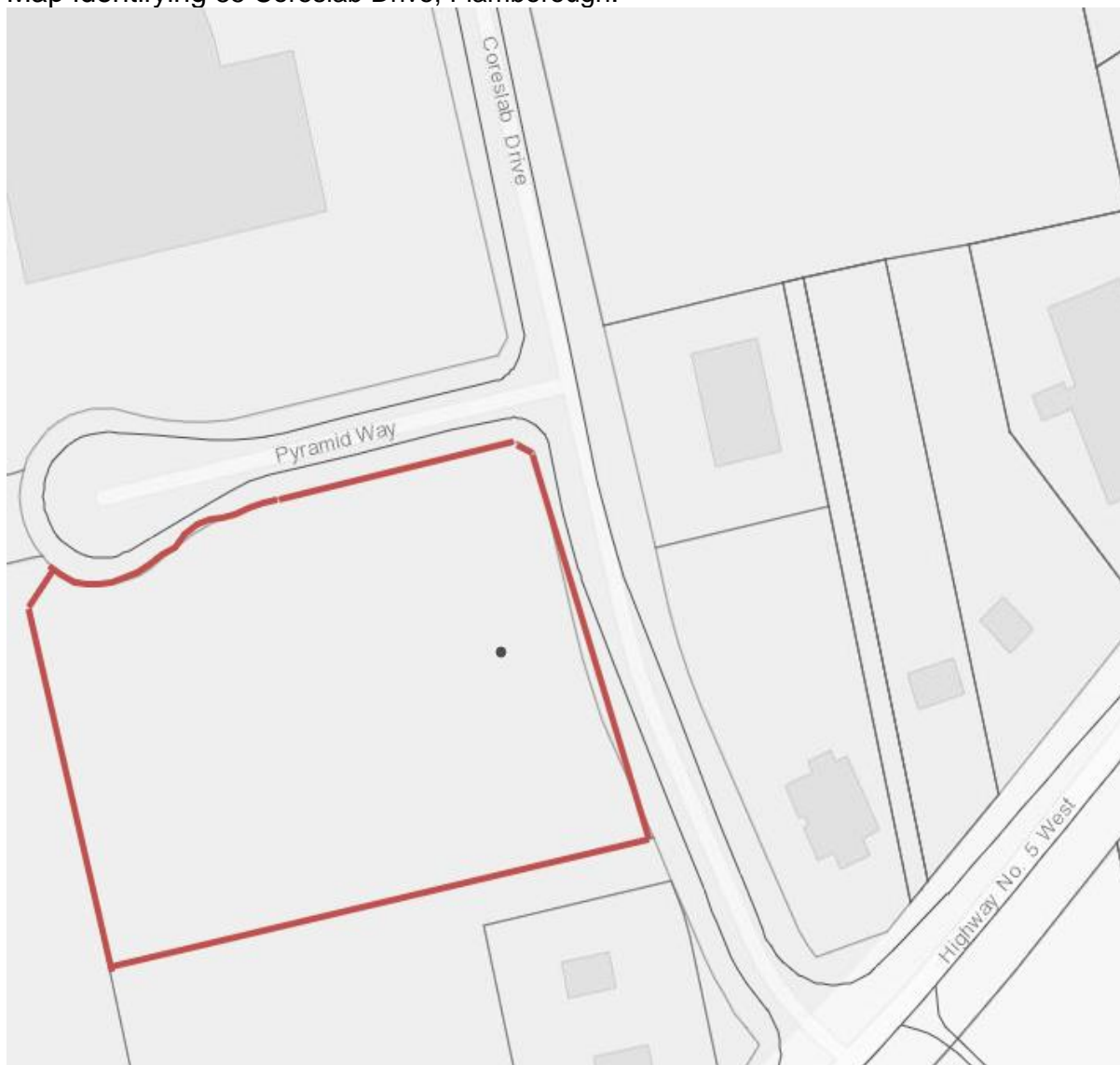
## Appendix "A" to Report FCS18066(b)

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(c) Roll #2518 302 330 62802 0000 – (85 Coreslab Drive, Flamborough) in the amount of \$72,193 be split amongst the three newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2018	85 Coreslab Drive	2518 302 330 62802 0000	817,248	\$ 26,499
2018	0 Pyramid Way	2518 302 330 62804 0000	721,569	23,396
2018	0 Coreslab Drive	2518 302 330 62805 0000	687,683	22,298
		<b>Total</b>	<b>2,226,500</b>	<b>\$72,193</b>

Map identifying 85 Coreslab Drive, Flamborough:



## Appendix "A" to Report FCS18066(b)

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**(d) Roll #2518 303 330 41400 0000–** (122 Dundas Street East, Flamborough) in the amount of \$15,585 be split amongst the twenty-two newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	PAYMENT AMOUNT
2017	122 Dundas Street E., Unit 1	2518 303 330 41403 0000	59,628	\$ 722
2017	122 Dundas Street E., Unit 2	2518 303 330 41404 0000	57,114	692
2017	122 Dundas Street E., Unit 3	2518 303 330 41405 0000	57,883	702
2017	122 Dundas Street E., Unit 4	2518 303 330 41406 0000	57,883	702
2017	122 Dundas Street E., Unit 5	2518 303 330 41407 0000	59,614	722
2017	122 Dundas Street E., Unit 6	2518 303 330 41408 0000	59,614	722
2017	122 Dundas Street E., Unit 7	2518 303 330 41409 0000	57,883	702
2017	122 Dundas Street E., Unit 8	2518 303 330 41410 0000	57,883	702
2017	122 Dundas Street E., Unit 9	2518 303 330 41411 0000	57,883	702
2017	122 Dundas Street E., Unit 10	2518 303 330 41412 0000	59,614	722
2017	122 Dundas Street E., Unit 11	2518 303 330 41413 0000	59,614	722
2017	122 Dundas Street E., Unit 12	2518 303 330 41414 0000	57,883	702
2017	122 Dundas Street E., Unit 13	2518 303 330 41415 0000	57,883	702
2017	122 Dundas Street E., Unit 14	2518 303 330 41416 0000	57,883	702
2017	122 Dundas Street E., Unit 15	2518 303 330 41417 0000	57,883	702
2017	122 Dundas Street E., Unit 16	2518 303 330 41418 0000	59,614	722
2017	122 Dundas Street E., Unit 17	2518 303 330 41419 0000	58,845	713
2017	122 Dundas Street E., Unit 18	2518 303 330 41420 0000	57,883	702
2017	122 Dundas Street E., Unit 19	2518 303 330 41421 0000	57,883	702
2017	122 Dundas Street E., Unit 20	2518 303 330 41422 0000	57,883	702
2017	122 Dundas Street E., Unit 21	2518 303 330 41423 0000	57,883	702
2017	122 Dundas Street E., Unit 22	2518 303 330 41424 0000	59,614	722
		<b>Total</b>	<b>1,285,750</b>	<b>\$15,585</b>

Map identifying 122 Dundas Street East, Flamborough:



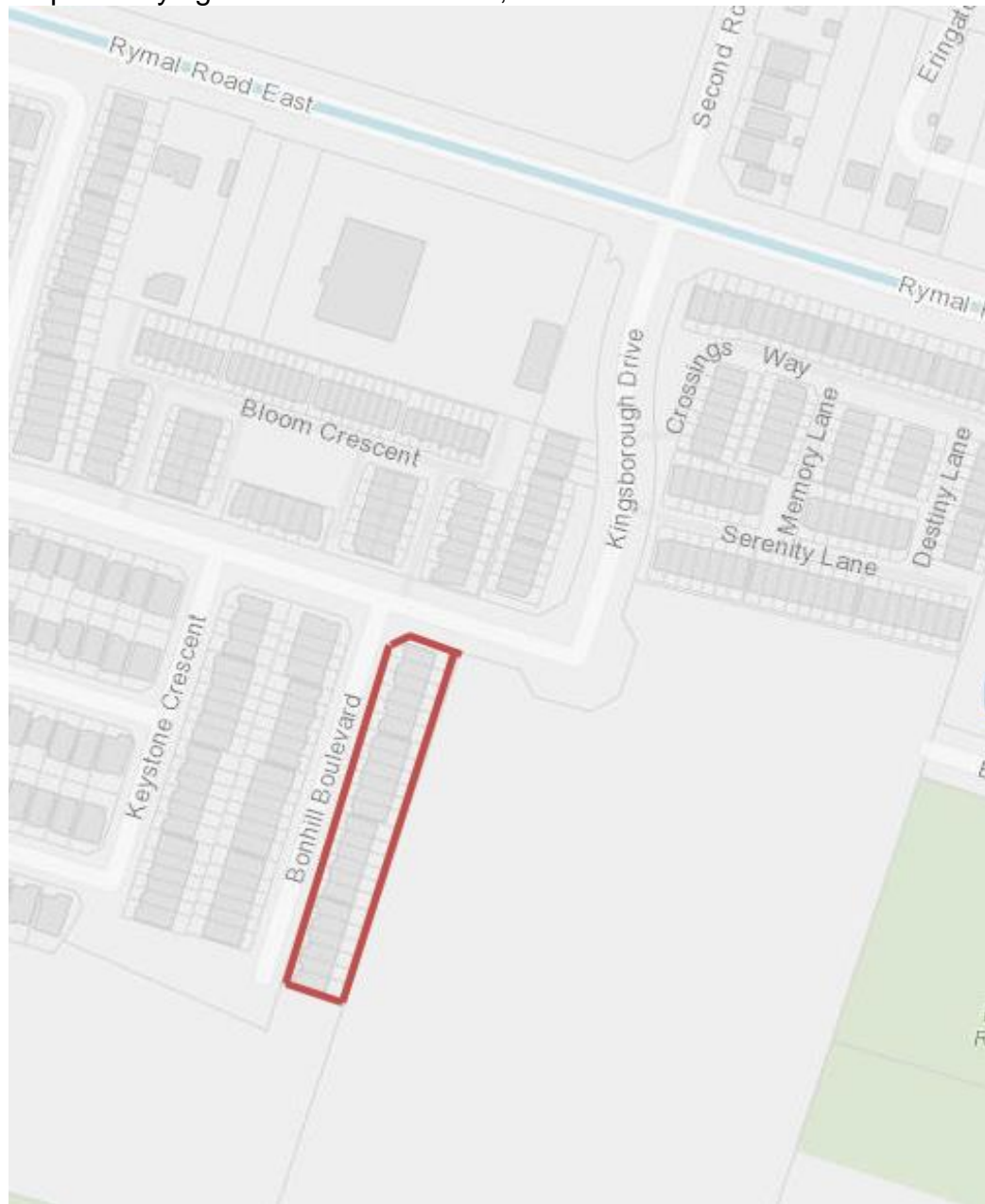
## Appendix "A" to Report FCS18066(b)

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(e) Roll #2518 901 130 035805 0000 – (2-48 Bonhill Boulevard, Glanbrook) in the amount of \$9,601 be split amongst the twenty-four newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2017	2 Bonhill Boulevard	2518 901 130 35805 0000	36,850	\$ 453
2017	4 Bonhill Boulevard	2518 901 130 35971 0000	32,175	396
2017	6 Bonhill Boulevard	2518 901 130 35972 0000	32,175	396
2017	8 Bonhill Boulevard	2518 901 130 35973 0000	32,175	396
2017	10 Bonhill Boulevard	2518 901 130 35974 0000	32,175	396
2017	12 Bonhill Boulevard	2518 901 130 35975 0000	34,100	419
2017	14 Bonhill Boulevard	2518 901 130 35976 0000	33,550	412
2017	16 Bonhill Boulevard	2518 901 130 35977 0000	31,625	389
2017	18 Bonhill Boulevard	2518 901 130 35978 0000	31,625	389
2017	20 Bonhill Boulevard	2518 901 130 35979 0000	31,625	389
2017	22 Bonhill Boulevard	2518 901 130 35980 0000	31,350	385
2017	24 Bonhill Boulevard	2518 901 130 35981 0000	33,275	409
2017	26 Bonhill Boulevard	2518 901 130 35982 0000	33,275	409
2017	28 Bonhill Boulevard	2518 901 130 35982 0000	31,350	385
2017	30 Bonhill Boulevard	2518 901 130 35984 0000	31,350	385
2017	32 Bonhill Boulevard	2518 901 130 35985 0000	31,350	385
2017	34 Bonhill Boulevard	2518 901 130 35986 0000	31,350	385
2017	36 Bonhill Boulevard	2518 901 130 35987 0000	33,275	409
2017	38 Bonhill Boulevard	2518 901 130 35988 0000	33,825	415
2017	40 Bonhill Boulevard	2518 901 130 35989 0000	32,175	396
2017	42 Bonhill Boulevard	2518 901 130 35990 0000	32,175	396
2017	44 Bonhill Boulevard	2518 901 130 35991 0000	32,175	396
2017	46 Bonhill Boulevard	2518 901 130 35992 0000	32,175	396
2017	48 Bonhill Boulevard	2518 901 130 35993 0000	33,825	415
		<b>Total</b>	<b>781,000</b>	<b>9,601</b>

Map identifying 2-48 Bonhill Boulevard, Glanbrook:









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

<b>TO:</b>	Mayor and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Procedures for Ward-Specific Funding Initiatives (FCS18014(a)) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Samantha Blackley (905) 546-2424 Ext. 2132 Joe Spiler (905) 546-2424 Ext. 4519
<b>SUBMITTED BY:</b>	Cindy Mercanti Director, Customer Service and POA Acting Director, Financial Planning and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the Area Rating Special Capital Re-Investment Reserve Fund Checklist, as outlined in Appendix "A" to Report FCS18014(a), be received;
- (b) That the Area Rating Special Capital Re-Investment Discretionary Fund Checklist, as outlined in Appendix "B" to Report FCS18014(a), be received;
- (c) That the Ward-Specific Funding Initiatives Procedure, as outlined in Appendix "D" to Report FCS18014(a), be received; and,
- (d) That during an election year, the Ward-Specific Funding Initiatives spending be completed by August 31 of that year.

### EXECUTIVE SUMMARY

On April 9, 2018, staff was directed to report back to the Audit, Finance and Administration Committee (AF&AC) meeting with enhanced guidelines and tracking / reporting procedures on Area Rating Special Capital Re-investment (Area Rating) Reserve Funding, Area Rating Special Capital Re-investment Discretionary (Area Rating Discretionary) Fund, Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. In addition, it was also recommended that staff provides information on the history of social infrastructure as a criterion of Area Rating Reserve and Discretionary funding.

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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.*

Report FCS18014(a) recommends amendments to the process of utilizing the Area Rating Reserve and Area Rating Discretionary funding from the former Wards 1 to 8. The former Wards 1 to 8 received \$1.678 M as a special capital infrastructure levy in the 2018 Tax Supported Operating Budget. From this funding, \$100 K was allocated as Area Rating Discretionary Funds for Wards 1 to 8. The existing practice for utilizing these Discretionary Funds provides Councillors in the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) with discretion and autonomy in the decision-making process.

Staff is recommending that Councillors utilize the guidelines set out in Appendices “A” and “B” of Report FCS18014(a) to determine if the project is eligible for Area Rating Reserve or Area Rating Discretionary Funds. These guidelines support transparency as well as provide context for the approval process.

In December 2017, the Ontario Municipal Board (OMB) approved the new boundaries for the City of Hamilton in which the alignment of Wards 1 to 8 and the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) no longer exist. Each Ward boundary has changed impacting the allocation of the Ward-Specific Funding Initiatives.

Staff is recommending that any Area Rating Reserve and Area Rating Discretionary Fund balances as of November 30, 2018 be spent in the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) to ensure the funding is allocated to the areas from which it was raised.

Further discussion will be needed regarding future spending and allocation of Ward-Specific Funding Initiatives based on the new Ward boundaries. A report regarding the allocation of funding due to the Ward boundary changes will be coming forward in 2019. Given the pending re-alignment, Councillors are required to defer project requests until the 2020 Budget process.

Appendix “A” to Report FCS18014(a) provides a checklist of the requirements for funding from the Area Rating Special Capital Re-Investment Reserve.

Appendix “B” of Report FCS18014(a) provides a checklist of the requirements for funding from the Area Rating Special Capital Re-Investment Discretionary Fund.

Appendix “C” of Report FCS18014(a) provides an outline of the Capital Detail Sheet required when submit projects for funding.

Appendix “D” of Report FCS18014(a) provides an outline of the procedure for Ward-Specific Funding Initiatives.

Appendix “E” of Report FCS18014(a) provides an outline of the Area Rating Special Capital Re-Investment Policy.

Report FCS18014(a) also provides Council with a social infrastructure framework.

***Alternatives for Consideration – N/A***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: There are no financial implications of the recommendations to Report FCS18014(a). Corporate Services staff will be required to summarize the information on Ward-Specific Initiatives and report annually to AF&AC.

Staffing: N/A

Legal: N/A

**HISTORICAL BACKGROUND**

**Area Rating Special Capital Re-Investment**

Council, at its meeting on April 14, 2011, approved amendments to the previous Area Rating methodology, constituting an “Urban / Rural” model of Area Rating, through Report FCS11042, as follows:

- (a) That the following proposed amendments to the current method of Area Rating, constituting an “Urban / Rural” model be approved:
  - (i) Elimination of Culture from Area Rating;
  - (ii) Area Rating of Recreation based on urban / rural model;
  - (iii) Continuation of Area Rating of Parkland purchases by former area municipality;
  - (iv) Area Rating of Fire services based on an urban / rural model to align to the Fire primary response area;
  - (v) Continuation of Area Rating Sidewalk Snow Clearing within the transit area of Ward 12;
  - (vi) Area Rating of Sidewalks and Street Lighting based on an urban / rural model to align to the service area;
  
- (b) That the proposed urban / rural method of Area Rating, as identified in Recommendation (a), be phased-in over four years;

- (c) That changes to the Area Rating of Transit be deferred until completion of an approved implementation plan for Transit service improvements in response to the recently complete IBI Study;
- (d) That the tax shift variance be phased-in and re-invested into former City of Hamilton to address its infrastructure needs.

With the Area Rating model approved, staff prepared Report FCS12024 on the Policy for Area Rating Fund administration and procedures which was approved by Council on February 22, 2012. Area Rating Special Capital Re-Investment Policy (Report FCS12024) states:

- 1) Approved Area Rating Special Capital Re-Investment (Area Rating) Funds will be allocated to affected Wards by Council for the purpose of investment in infrastructure projects and / or one-time funding of a principally capital nature to address the infrastructure deficit / shortfall.
- 2) Councillors, within the affected Wards, are provided adequate flexibility to identify infrastructure priorities within their Wards for consideration and approval of Council to ensure efficient and effective delivery of programs / services.
- 3) Funding through Area Rating should not replace the Tax Supported Capital Budget, although consideration can be made to accelerate projects which may otherwise be deemed unaffordable.
- 4) Projects must be approved by Council and all potential operating and financial impacts should be identified.
- 5) Funding can be banked for the purpose of providing funding in whole or in part towards a financially significant one-time infrastructure investment.

### **Cellular Tower & Ward-Specific Non-Property Tax Revenues**

From 2011 to 2016, Cell Tower revenues were deposited to City revenue and transferred to reserves that were established for Ward-Specific purposes. Council, at its meeting on June 22, 2016, approved AF&AC Report 16-010 containing recommendations, as amended to Ward-Specific Non-Property Tax Revenues (Report FCS16042) including that Ward-Specific, non-property tax revenues (net of any operating costs) be deposited in associated Ward-Specific capital projects. Requests to spend funds from these Ward-Specific capital projects would be submitted, whenever possible, and approved annually through the City of Hamilton Capital Budget Process. When deemed appropriate, other requests to spend funds from these Ward-Specific capital projects would be submitted to Council through in-year reports or motions. This change in accounting would facilitate tracking these Ward-Specific revenues separately.

During the January 22, 2018 Audit, Finance and Administration Committee (AF&AC) meeting, staff was requested to report back on the funding of sponsorships, committee events and office expenses through the Area Rating Special Capital Re-Investment Discretionary (Area Rating Discretionary) Fund and Area Rating Reserves for Wards 1 to 8.

On April 9, 2018 Report FCS18014 was submitted to AF&AC outlining the spending of the Area Rating Reserve and Area Rating Discretionary Fund, as well as the spending of the Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. Upon review, the Committee requested that staff provides clear criteria for evaluating the eligibility of funding requests from the Area Rating Reserve, Area Rating Discretionary Fund, Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. In addition, it was also recommended that staff provides information on the history of social infrastructure as a criterion of the Area Rating Special Capital Re-Investment Funds.

The proposed recommendations in Report FCS18014(a) include checklists outlining the guidelines for funding from the Area Rating Reserve and Area Rating Discretionary Funds. This additional reporting will enhance consistency and awareness of eligible project costs.

Staff also recommends that a Capital Detail Sheet be provided outlining the project duration, expected costs and impact on the Operating Budget to better determine the long-term expenses associated with each project.

To help better align with the Elected Officials Ward Operating Budgets, staff recommends that the Ward-Specific Funding Initiatives cannot be spent after August 31 of an election year.

In December 2017, the Ontario Municipal Board (OMB) approved the new boundaries for the City of Hamilton in which the alignment of Wards 1 to 8 and the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) no longer exist. Each Ward boundary has changed impacting the allocation of the Ward-Specific Funding Initiatives.

Staff is recommending that any Area Rating Reserve and Area Rating Discretionary Fund balances as of November 30, 2018 be spent in the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) to ensure the funding is allocated to the areas from which it was raised.

Further discussion will be needed regarding future spending and allocation of Ward-Specific Funding Initiatives based on the new Ward boundaries. A report regarding the allocation of funding due to the Ward boundary changes will be coming forward in 2019.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The guidelines for the Area Rating Reserve and Area Rating Discretionary Fund support the Area Rating Special Capital Re-Investment Policy.

## **RELEVANT CONSULTATION**

- Staff in Financial Services Division of the Corporate Services Department provided information on Cellular Tower customer billings and collections
- Staff in the Public Works Department provided information on Minor Maintenance Council Priority Projects
- Staff in Procurement section of the Corporate Services Department provided information on the Procurement Policy (for Appendices A, B and D)

## **ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**

On April 9, 2018, Report FCS18014 was submitted to AF&AC outlining the spending of the Area Rating Special Capital Re-Investment (Area Rating) Reserve and Area Rating Special Capital Re-Investment Discretionary (Area Rating Discretionary) Fund, as well as the spending of the Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. Upon review, the Committee asked staff to provide clear criteria for evaluating the eligibility of funding requests from the Area Rating Reserve, Area Rating Discretionary Fund, Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. In addition, it was also recommended that staff provides information on the history of social infrastructure as a criterion of Area Rating Special Capital Re-Investment Funds.

The proposed recommendations in Report FCS18014(a) include a checklist outlining the guidelines of when funding can be utilized through the Area Rating Special Capital Re-Investment Funds. This additional reporting will enhance consistency and awareness of eligible projects.

To help better align with the Elected Officials Ward Operating Budgets, staff recommends that the Ward-Specific Funding Initiatives cannot be spent after August 31 of an election year.

### **Area Rating Special Capital Re-Investment (Area Rating) Reserve**

The guidelines for the Area Rating Special Capital Re-Investment Reserve are mentioned in Report FCS12024 as listed below:

- Funding should be targeted at infrastructure and / or one-time funding of a principally capital nature to address the infrastructure deficit / shortfall within affected Wards;

- One-time funding may include funding that is committed in an effort to leverage similar funding from outside agencies or senior levels of government;
- Funding expended through the Special Capital Re-Investment should not replace the regular Tax Supported Capital Budget, although consideration can be made to accelerate projects which may otherwise be deemed unaffordable within the 10-year forecast;
- Projects must be approved by Council and all potential operating and financial impacts should be identified;
- Beyond 2012, projects should be brought forward in conjunction with the annual Capital Budget Process.

Funding may be banked for the purpose of providing funding towards a future financially significant infrastructure / one-time investment.

Appendix “A” to Report FCS18014(a) provides a checklist for Councillors to help determine whether projects are eligible for funding from the Area Rating Special Capital Re-Investment Reserve.

### **Area Rating Special Capital Re-Investment Discretionary (Area Rating Discretionary) Fund**

In February 2012, Report FCS12024 recommended that a capital project be created for and funded by each of the eight Area Rating Special Capital Re-Investment Reserves in the amount of \$100 K. Funds are to be utilized for infrastructure and / or one-time funding requirements with no associated Operating Budget impacts.

Some examples of eligible projects listed within the detail of Report FCS12024 include historical plaques, small beautification projects and one-time maintenance initiatives. The Policy also notes that one-time funding may include funding that is committed in an effort to leverage similar funding from outside agencies or senior levels of government;

Appendix “B” to Report FCS18014(a) provides a checklist for Councillors to help determine whether projects are eligible for funding from the Area Rating Special Capital Re-Investment Discretionary Fund.

### **Cellular Tower & Ward-Specific Non-Property Tax Revenues**

From 2011 to 2016, Cellular Tower and Ward-Specific Non-Property Tax Revenues were deposited to City revenue and transferred to reserves that were established for Ward-Specific purposes. Council, at its meeting on June 22, 2016, approved AF&AC Report 16-010 containing recommendations, as amended, to Ward-Specific Non-Property Tax Revenues (Report FCS16042) including that Ward-Specific Non-Property Tax Revenues (net of any operating costs) be deposited in associated Ward-Specific Capital projects.

The guidelines for funding requests, indicated in Report FCS16042, are as follows.

- Requests to spend funds from these Ward-Specific Capital projects would be submitted, whenever possible, and approved annually through the City of Hamilton Capital Budget process.
- When deemed appropriate, other requests to spend funds from these Ward-Specific Capital projects would be submitted to Council through in-year reports or motions. This change in accounting would facilitate tracking these Ward-Specific revenues separately.

### **Minor Maintenance Council Priority Projects**

In 2012, the annual Minor Maintenance Council Priority Project was initiated which included one project for all City Wards. Separate projects were created for each Ward in 2014 to enhance transparency. In the City's 2016 Tax Capital Budget, it was determined that these separate projects should exist for a period of three years, to decrease duplication of projects. Unspent funds from the previous years were merged to form one Minor Maintenance Council Priority Project per Ward, which received funding of \$633 K in 2016. The annual Tax Supported Capital Budget process has provided \$200 K for each Ward for a total of \$3 M per year for 2017 and 2018. Staff in the Public Works Department works with each Ward Councillor to program the Capital infrastructure improvements.

The current guidelines for this funding specify that the funds are to be invested in road right-of-way infrastructure and are subject to the Ward Councillor's discretion.

### **Social Infrastructure**

Staff has reviewed the Council approved funding requests from the Area Rating Reserve since 2012 and has found that social infrastructure projects have been commonly funded from these reserves. Some examples of these projects include school nutrition programs, public art projects, community housing repairs and school playgrounds.

To help Council better define the criteria of a social infrastructure program, the following definition has been provided. Social infrastructure is infrastructure that helps maintain and facilitate individuals, families, groups and helps communities meet their social needs, maximize their potential for development and enhance community well-being. This term typically refers to facilitating projects for community housing, schools and hospitals.

In December 2017, the Ontario Municipal Board (OMB) approved the new boundaries for the City of Hamilton in which the alignment of Wards 1 to 8 and the former Wards 1 to 8 of the City of Hamilton (pre-amalgamation) no longer exist. Each Ward boundary has changed impacting the allocation of the Ward-Specific Funding Initiatives.



Staff recommends that any unspent funds as of November 30, 2018 of the Area Rating Special Capital Re-Investment be spent in the former Wards 1 to 8 to ensure the funding is allocated to the area which the funds were raised.

Further discussion is required, regarding future spending and allocation of Ward-Specific Funding Initiatives based on the new Ward boundaries. A report regarding the allocation of funding due to the Ward boundary changes will be coming forward in 2019.

### **ALTERNATIVES FOR CONSIDERATION**

N/A

### **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.*

#### **Built Environment and Infrastructure**

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

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

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

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” – Area Rating Special Capital Re-Investment Reserve Fund Checklist

Appendix “B” – Area Rating Special Capital Re-Investment Discretionary Fund Checklist

Appendix “C” – 2019-2036 Capital Budget Project Detail Sheet

Appendix “D” – Ward-Specific Funding Initiatives Procedure

Appendix “E” – Area Rating Special Capital Re-Investment Policy

SB/dt





Hamilton

## Area Rating Special Capital Re-Investment Reserve Fund Checklist

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### Mandate

The mandate of the Area Rating Special Capital Re-Investment Reserve Fund is to help offset the infrastructure deficit in the Hamilton former Wards. As such, these funds should not be used to provide grants to an individual, group or external outside agency except if it is for social infrastructure as defined below.

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### Submission of Checklist

Finance will keep a record of the checklist if the motion is approved by Council when funding the project.

---

### Scenario 1: Infrastructure Funding

Must select **ONE** of the following:

- The funding requested is to build, replace or improve infrastructure in the Ward.  
Includes: Roads, Water Supply, Sewer Supply, Facilities and are essential to sustain, or enhance societal living conditions
- The funding requested is a contribution towards a larger City project in the Ward in order to leverage similar funding from an outside agency or senior levels of government.  
Includes: government programs where matching funds are available

Must agree to **ALL** statements below:

- This infrastructure funding is **not** a grant to an individual, group or external outside agency.
  - The project is on City property, located in the Ward which is funding the project.
  - This project is compliant with the City's Procurement Policy.
  - The department responsible for the infrastructure has been consulted regarding the Operating Budget impacts of the project.
  - Capital Budgets staff has been consulted regarding the financial costs of the project.
  - A Capital Budget Project Detail Sheet is attached indicating all project costs and associated Operating Budget impacts.
-



Hamilton

## Area Rating Special Capital Re-Investment Reserve Fund Checklist

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### Scenario 2: Social Infrastructure Funding

Select all that apply:

- The funding requested is to an outside agency, to improve social infrastructure assets in the Ward.  
Includes: School playgrounds, public art project and infrastructure for non-profit organization
- A disclosure has been included in the Capital Budget Project Detail Sheet and associated motion indicating other City funding the agency has been approved for.  
Includes: City Enrichment Fund, Hamilton Future Fund, Neighbourhood Engagement Grant Matching Program

Must agree to **ALL** statements below:

- This project is compliant with the City's Procurement Policy.
- The department / agency responsible for the infrastructure has been consulted regarding the Operating Budget impacts of the project.  
Note: There **cannot** be Operating Budget impacts for the City if it is not a City asset
- Capital Budgets staff has been consulted regarding the financial costs of the project.
- A Capital Budget Project Detail Sheet is attached indicating all project costs and associated Operating Budget impacts.  
Note: There **cannot** be Operating Budget impacts for the City if it is not a City asset

Committee Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Councillor Name: \_\_\_\_\_

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



Hamilton

## Area Rating Special Capital Re-Investment Discretionary Fund Checklist

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### Mandate

The mandate of the Area Rating Special Capital Re-Investment Discretionary Fund is to allow Councillors of the Wards of the former City of Hamilton (pre-amalgamation), autonomy over a subset of Area Rating funds to invest in beautification initiatives and small one-time infrastructure projects.

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### Area Rating Special Capital Re-Investment Discretionary Fund cannot be used for:

- **Administration Expenses:** Staffing, printing, advertising and mailing. These expenses should go through the Ward’s Operating Budget.
  - **Community Events:** Movie nights and festivals.
  - **Operating Costs:** Expenditures representing a municipality’s day-to-day cost including salaries, wages, benefits, heat, hydro and maintenance of buildings and infrastructure.
  - **Sponsorships:** The contribution of funds, goods or services-in-kind to an external business or organization by a City program, event or activity in return for acknowledgement, recognition or other promotional consideration.
- 

### Submission of Checklist

Finance will keep a record of the checklist if the motion is approved by Council when funding the project.

---

### Scenario 1: Discretionary Infrastructure Funding

Purpose: The funding is to build, replace or improve discretionary infrastructure in the Ward.  
Includes: Infrastructure, historical plaques and small beautification projects

Must agree to **ALL** statements below:

- This discretionary infrastructure funding is **not** a grant to an individual, group or external outside agency.
- The project is on City Property, located in the Ward which is funding the project.
- This project is compliant with the City’s Procurement Policy.
- The department responsible for the infrastructure has been consulted and confirmed there are **no** Operating Budget impacts associated with the project.
- Capital Budgets staff has been consulted regarding the financial costs of the project.
- A Capital Budget Project Detail Sheet is attached indicating all project costs.

If all criteria above are met, the project can be funded from the Area Rating Discretionary fund.

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Hamilton

## Area Rating Special Capital Re-Investment Discretionary Fund Checklist

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### **Scenario 2: Discretionary Social Infrastructure Funding**

Select all that apply:

- The funding requested is to an outside agency, to improve assets in the Ward.  
Includes: School playgrounds, public art project and infrastructure for non-profit organization
- If funding is over \$350, a motion seeking Council approval is being submitted.
- A disclosure has been included in the Capital Budget Project Detail Sheet and associated motion indicating other City funding the agency has been approved for.  
Includes: City Enrichment Fund, Hamilton Future Fund, Neighbourhood Engagement Grant Matching Program

Must agree to **ALL** statements below:

- This project is compliant with the City's Procurement Policy.
  - The department / agency responsible for the infrastructure has been consulted to ensure there are **no** Operating Budget impacts resulting from the project.
  - Capital Budgets staff has been consulted regarding the financial costs of the project.
  - Capital Budget Project Detail Sheet is attached indicating all project costs.
- 

### **Scenario 3: Grants**

Must agree to **ALL** statements below:

- The funding is a grant to an outside agency within the Ward.  
Grants are non-repayable funds or products disbursed or gifted by one party
  - If funding is over \$350, a motion seeking Council approval is being submitted.
  - A disclosure has been included in the associated motion indicating other City funding the agency has been approved for.  
Includes: City Enrichment Fund, Hamilton Future Fund, Neighbourhood Engagement Grant Matching Program
  - This grant is compliant with the City's Procurement Policy
  - Capital Budgets staff has been consulted regarding the financial costs of the grant.
- 

Committee Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Councillor Name: \_\_\_\_\_

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

**CITY OF HAMILTON  
 2019-2036 CAPITAL BUDGET PROJECT DETAIL SHEET**

Division/Department: \_\_\_\_\_ Project ID: \_\_\_\_\_ Category: \_\_\_\_\_

Project Name: \_\_\_\_\_ Ward (s): \_\_\_\_\_

Objectives: \_\_\_\_\_

Status:  
 Capital Budget Initiation:  
 Start Date:  
 Completion Date:  
 Tangible Capital Asset:

Expense (000's)	Total	Pre 2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029-36
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Revenue	Total	Pre 2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029-36
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

City's Share	0	0	0	0	0	0	0	0	0	0	0	0	0
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**Operating Budget Impact:**

	2019	2019 onward
Costs (Savings)		
Staffing Impacts (F.T.E.)		

Project Rating Attributes	Weighted Rank	
	Weight	Rating
(Project Justification):		(1-10)

- Contractual/Legislated Obligations
- Health and Safety
- Operating Budget/Financial Impact
- Strategic Direction (Dominant Project Theme)







## Ward-Specific Funding Initiatives Procedure

DEPARTMENT: <b>Corporate Services</b>	PROCEDURE NO: 2018-12-01
CONTACT: <b>General Manager, Finance and Corporate Services</b>	CREATION DATE: November 20 2018
TITLE: <b>Ward-Specific Funding Initiatives Procedure</b>	
PURPOSE:	To provide procedures for Ward-Specific Funding Initiatives
APPLICATION:	City-Wide

### A. Responsibilities

**Councillors** – are responsible for reviewing the policy and procedures to utilize their Ward-Specific Funding through the Capital Budget Process, in year reports or motions. Councillors must ensure that Ward-Specific Funding Initiatives are approved prior to August 31 of an election year, after which expenses cannot be approved until the new council is in office.

**Staff** – are responsible for ensuring that the policy and procedures have been complied with and to maintain records of submitted checklists and Capital project detail sheets.

### B. Procedure Statement

The City of Hamilton has prepared this procedure to ensure Councillors are compliant with the City’s policies. There are four types of Ward-Specific Funding Initiatives addressed in this procedure:

- Area Rating Special Capital Re-Investment Reserve Fund
- Area Rating Special Capital Re-Investment Discretionary Fund
- Cellular Tower and Ward-Specific Non-Property Tax Revenues
- Minor Maintenance Council Priority Projects

### C. Objective

The objective of this procedure is to increase clarity on the requirements to utilize funds from the four Ward-Specific Funding Initiatives mentioned above.

### Definitions

**Area Rating Project:** A project funded from an Area Rating Special Capital Re-Investment Reserve.

**Area Rating Special Capital Re-Investment Discretionary Fund:** This fund was created to help Councillors meet immediate needs for one-time infrastructure in their Ward. Each of the Hamilton former Wards (Wards 1 to 8) Councillors were allocated \$100 K annually from their Area Rating Special Capital Re-Investment Reserve.

## Ward-Specific Funding Initiatives Procedure

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**Area Rating Special Capital Re-Investment Reserve:** Eight Ward-Specific Capital Reserves (Wards 1 to 8) were created due to the increasing infrastructure needs in the City of Hamilton former Wards. In 2011, Council approved a tax shift variance be phased-in and re-invested into former City of Hamilton to address its infrastructure needs. Currently, City of Hamilton former Wards receive annually receive \$1.678 M which is deposited to Reserves 108051 to 108058.

**Capital Budget Process:** The process to plan for the acquisition, construction and financing of assets or improvements to existing infrastructure.

**Capital Budget Project Detail Sheet:** The detail sheet outlines the annual revenues and expenses associated with a project including any Operating Budget impacts.

**Cellular Tower Revenue:** Revenues received from Cellular Tower licences / leases which are credited to the Ward’s Capital Non-Property Tax Revenue project for the Ward in which the tower resides.

**Grant:** Providing non-repayable funds or products to agencies or individuals to assist with the services they provide in the community. There is no direct receipt of products or services in return.

**Hamilton Former Wards:** The City of Hamilton prior to amalgamation, Wards 1 through 8 before the Ward boundary changes effective December 1, 2018.

**Infrastructure:** The basic structures needed for the operation of a service and facility. The term typically refers to the technical structures that support a society, such as roads, water supply, sewer supply and are deemed essential to enable, sustain or enhance societal living conditions.

**Discretionary Infrastructure:** Small, one-time infrastructure projects funded through the Councillor’s annual \$100 K discretionary special capital re-investment funding. Projects can include historical plaques, small road improvements and small beautification projects.

**Minor Maintenance Council Priority Projects:** The proposed funding allocation identified by Council to be used to maintain and resolve the needs of the City of Hamilton’s road right-of-way infrastructure, including pavement and concrete maintenance and / or minor road rehabilitation falling outside the current prioritization methods.

**Operating Budget Impacts:** The expenditures associated with the day-to-day operation resulting from a project including salaries, wages, benefits, heat, hydro and maintenance of buildings. These costs should be outlined in the Project Detail sheet submission, as they typically start upon completion.

## Ward-Specific Funding Initiatives Procedure

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**Social Infrastructure:** Organizations and services that help individuals, families, groups and communities meet their social needs, maximize their potential for development and community well-being. Typically refers facilitating projects for community housing, schools, and hospitals.

**Wards:** Specific boundaries within City of Hamilton that can be comprised of multiple communities.

### Reporting

An annual report is submitted to Council per Report FCS18014 outlining the balances and activities in the Ward-Specific Funding Initiatives including Area Rating Special Capital Re-investment Reserves, Area Rating Special Capital Re-investment Discretionary Fund, Ward-Specific Non-Property Tax Revenues, Cellular Tower Revenues and Minor Maintenance Council Priority Capital Projects.

Status updates will also be required as part of the budget status reporting in June, September and December. The status update will summarize year-to-date spending and known future commitments.

### Area Rating Special Capital Re-Investment Reserve (Wards 1-8)

The Area Rating Special Capital Re-investment (Area Rating) Reserve Policy (Report FCS12024) was approved by Council on February 22, 2012. This Policy addresses the process and principles of the re-investment of the tax shift variance to the Hamilton former Wards for the infrastructure deficit. The funding has been phased with the Hamilton former Wards receiving approximately \$420 K in 2011, \$640 K in 2012, and \$1.259 M in 2013. The phasing was completed in 2014, with each of these Wards receiving \$1.678 M annually from then onward.

The parameters for Area Rating Special Capital Re-investment spending are outlined in Report FCS12024 and include:

- Funding should be targeted at infrastructure to address the infrastructure deficit / shortfall within affected Wards;
- One-time funding may include funding that is committed in an effort to leverage similar funding from outside agencies or senior levels of government;
- Funding expended through the Area Rating Reserve should not replace the regular Tax Supported Capital Budget, although consideration can be made to accelerate projects which may otherwise be deemed unaffordable within the 10-year forecast;
- Projects must be approved by Council and all potential operating and financial impacts should be identified;
- Projects should be brought forward in conjunction with the annual Capital Budget Process;
- Funding may be banked for the purpose of providing funding to a financially significant Ward infrastructure / one-time investment

### Procedure

To utilize the Ward’s Area Rating Reserve funding, the following must be followed:

1. When funding a project from Area Rating Reserve, requests must comply with the funding requirements outlined in the recommended checklist in Appendix A to this procedure.

## Ward-Specific Funding Initiatives Procedure

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2. All funding must be spent within the Ward the funds are collected.
3. The Councillor is to confirm with the department responsible for the initiative if there are any Operating Budget impacts associated with the project.
  - a. These impacts should than be identified on the Capital Budget Project Detail Sheet submitted to Finance (Capital Budgets Section)

The Councillor must confirm with Capital Budgets staff that funds are available prior to recommending it be funded from Area Rating Reserve.

1. An Area Rating Reserve project can be approved through either the Capital Budget Process, an in-year Council report or a motion through Council.
  - a. All funding from the Area Rating Reserves **require** Council approval.
2. Area Rating Reserve funding should **not** be a grant to an individual, group or outside agency, with the exception of social infrastructure projects.
3. The project is complaint with the Procurement Policy.

### **Area Rating Special Capital Re-Investment Discretionary Fund (Wards 1-8)**

In February 2012, Report FCS12024 recommended that a Capital project be created for and funded by each of the eight Area Rating Special Capital Re-Investment (Area Rating) Reserves, in the amount of \$100 K annually, to be used to fund infrastructure priorities. The Discretionary funding is to provide some financial capacity to the Hamilton former Ward Councillors in funding immediate infrastructure needs and / or one-time funding requirements, with no associated Operating Budget impacts. Examples of such investments may include: infrastructure projects, historical plaques and small beautification projects.

A Discretionary project is created and funded each year. After three years, if the funding is not spent the Discretionary project is closed and any remaining funding is returned to the Area Rating Reserve per the Capital Closing Policy (Report FCS09083(a)). At that point, the funds will no longer be considered Discretionary and will follow the Area Rating Reserve Policy when being used in the future.

### **Procedure**

To utilize the Ward’s Area Rating Special Capital Re-Investment Discretionary (Area Rating Discretionary) Fund, the following must be followed:

1. When utilizing Discretionary funds, requests must meet the requirements outlined in the recommended checklist in Appendix B to this procedure.
2. All Discretionary spending must be spent within the Ward in which the funds are collected.
3. The Councillor is to confirm with the department responsible for the initiative if there are any Operating Budget impacts associated with the project. If there is an Operating Budget impact, the project is **not eligible** for Discretionary funding.
4. The Councillor must confirm with Capital Budgets that funds are available prior to recommending it be funded from Area Rating Discretionary funds.

## **Ward-Specific Funding Initiatives Procedure**

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5. Area Rating Discretionary funding requires Council approval if:
  - a. The project does not meet the guidelines set out in the recommended checklist in Appendix B to this procedure.
  - b. The funding is in the form of a grant above \$350.
6. The project is compliant with the Procurement Policy.

### **Cellular Tower and Ward-Specific Non-Property Tax Revenues (All Wards)**

From 2011 to 2016, Cellular Tower and Ward-Specific Non-Property Tax Revenues were deposited and transferred to reserves that were established for Ward-Specific purposes. Council, at its meeting on June 22, 2016, approved AF&AC Report 16-010 containing recommendations, as amended, to Ward-Specific Non-Property Tax Revenues (Report FCS16042) including that Ward-Specific non-property tax revenues (net of any operating costs) be deposited in associated Ward-Specific Capital projects. This change in accounting facilitates tracking these Ward-Specific revenues separately.

### **Procedure**

To utilize the Cellular Tower and Ward-Specific Non-Property Tax Revenues, the following must be followed:

1. The Councillor must confirm with Capital Budgets staff that funds are available prior to recommending it be funded from Cellular Tower and Ward-Specific Non-Property Tax Revenues.
2. The funding must be spent within the Ward the tower is located.
3. Projects funded from Cellular Tower and Ward-Specific Non-Property Tax Revenues **cannot** have any Operating Budget impacts.
4. Projects funded from Cellular Tower and Ward-Specific Non-Property Tax Revenues can be approved through either the Capital Budget Process, an in-year Council report or a motion through Council.
5. All funding from the Cellular Tower and Ward-Specific Non-Property Tax Revenues **requires** Council approval to be used.
6. The project is compliant with the Procurement Policy

### **Minor Maintenance Council Priority Projects (All Wards)**

In 2012, the annual Minor Maintenance Council Priority Projects were initiated. Separate projects were created for each Ward in 2014 to increase transparency. In the City’s 2016 Tax Capital Budget, it was determined that these separate projects should exist for a period of three years, to decrease duplication of projects. Unspent funds from the previous years were merged to form one Minor Maintenance Council Priority Project per Ward, which received funding of \$633 K in 2016. The annual budget process has provided \$200 K to each Ward for a total of \$3 M of funding for 2017 and 2018. Staff in Public Works assist each Ward Councillor in planning the capital infrastructure improvements.

The current procedure for this funding is to be spent on road right-of-way infrastructure and are subject to the Ward Councillor’s discretion and must align with the below procedure. After three years, the Minor Maintenance Council Priority Project is closed and any remaining funds are returned to the Ward’s more recent minor maintenance project.

## Ward-Specific Funding Initiatives Procedure

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### **Procedure**

To utilize the Minor Maintenance Council Priority Project funding, the following must be followed:

1. The Councillor must confirm with Senior Project Manager - Infrastructure Programming that the request meets the objectives of the project and that funds are available prior to recommending the project request be funded from the Minor Maintenance Council Priority Project Funding.
2. Any Operating Budget impacts must be identified and discussed with the department prior to submission to ensure ongoing funding is available.
3. Once funding has been confirmed, staff in Public Works co-ordinate with the departments required to complete the work.

<b>Area Rating Special Capital Re-Investment Policy</b>	 <b>Hamilton</b>	<b>Page 1 of 2</b>
Page 1 of 2		Approval: 2012-02-22

<b><i>Area Rating Special Capital Re-Investment Policy</i></b>	
<b>POLICY STATEMENT</b>	The City of Hamilton annual capital deficit is projected at \$195 M (2011). The Area Rating Special Capital Re-Investment will aid in addressing the required infrastructure investments within the former City of Hamilton which has some of the oldest infrastructure.
<b>PURPOSE</b>	The purpose of this Policy is to ensure that the Area Rating Special Capital Re-Investment is managed in a transparent and effective manner.
<b>SCOPE</b>	This Policy applies to the tax shifts that result as a direct result of the phased-in approach to amending the area rating methodology to an "Urban / Rural" model.
<b>DEFINITIONS</b>  <b>"Area Rating Special Capital Re-Investment"</b>  <b>"Council Approval"</b>  <b>"Infrastructure"</b>  <b>"Affected Wards"</b>  <b>"Phase-in"</b>	<p>The following terms referenced in this Policy are defined as:</p> <p>The tax capacity that will be directed in the former City of Hamilton to infrastructure investments as a result of the shift in area rating methodology.</p> <p>Can be gained through motion, staff report or the budget approval process.</p> <p>Is basic physical and organizational structures needed for the operation of a service and facility. The term typically refers to the technical structures that support a society, such as roads, water supply, sewer supply, facilities and so forth and are deemed essential to enable, sustain or enhance societal living conditions.</p> <p>Former City of Hamilton Wards 1 through 8.</p> <p>The period of 2011-2014, represents the period the tax shift variance will be implemented.</p>

<b>Area Rating Special Capital Re-Investment Policy</b>	 Hamilton	<b>Page 2 of 2</b>
Page 2 of 2		Approval: 2012-02-22

<b>PRINCIPLES</b>	<p>The following principles apply to this Policy:</p> <ol style="list-style-type: none"> <li>1) Approved Special Capital Re-Investment will be allocated to affected Wards by Council for the purpose of investment in infrastructure projects and/or one-time funding of a principally capital nature to address the infrastructure deficit / shortfall.</li> <li>2) Ward Councillors, within the affected wards, are provided adequate flexibility to identify infrastructure priorities within their wards for consideration and approval of Council to ensure efficient and effective delivery of programs / services.</li> <li>3) Funding through the Special Capital Re-Investment should not replace the Tax Supported Capital Budget, although consideration can be made to accelerate projects which may otherwise be deemed unaffordable.</li> <li>4) Projects must be approved by Council and all potential operating and financial impacts should be identified.</li> <li>5) Funding can be banked for the purpose of providing funding in whole, or in part, towards a financially significant infrastructure/one-time investment.</li> </ol>
<b>TERMS AND CONDITIONS</b>	<p><b>Approval Process</b></p> <p>The following outlines various change scenarios and the applicable approval process required:</p> <ol style="list-style-type: none"> <li>1) The Special Capital Re-Investment will be allocated equally across the eight affected Wards (1-8).</li> <li>2) Projects funded in full or part through the Special Capital Re-Investment must be approved by Council and follow the City of Hamilton's Procurement Policy.</li> <li>3) Projects being considered for funding through the Special Capital Re-Investment must include a completed Capital Detail Sheet (see Appendix B of FCS12024) prior to deliberation by Council; and</li> <li>4) Beyond 2012, projects should be brought forward in conjunction with the annual capital budget process.</li> </ol> <p>This Policy was drafted by Financial Planning and Policy, Corporate Services; Council approval pending.</p>





# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	\$110,820,000 Serial Debentures Dated October 1, 2018 and Due October 1, 2019 to 2033 (FCS18095) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Rosaria Morelli (905) 546-2424 Ext. 1390
<b>SUBMITTED BY:</b>	Brian McMullen Acting General Manager Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Not Applicable

## Information:

Pursuant to the following Council resolutions on October 1, 2018, the City of Hamilton issued, in the public market, one to 15-year serial debentures in the principal amount of \$110,820,000 (the “Debentures”). On September 26, 2018, the Debentures were given effect when Council enacted By-Law No. 18-286 to authorize the Debentures.

The City issued the Debentures for the purposes of paying part of the cost of previously authorized capital works (the “Capital Works”) described in Schedule “A” to By-Law No. 18-286, attached as Appendix “A” to Report FCS18095.

At an average net borrowing cost of 3.317% per annum, interest payments over the 15-year term total \$28,477,046. The capital financing costs of the Debentures (principal and interest) are included in the City’s operating budget with recoveries from development charges, where applicable. Any capital financing surplus will be reported to Council through operating budget variance reports.

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**SUBJECT: \$110,820,000 Serial Debentures Dated October 1, 2018 and Due on October 1, 2019 to 2033 (FCS18095) (City Wide) – Page 2 of 5**

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### Council Resolutions

Item 7 of Audit, Finance and Administration Committee Report 18-004, respecting Report FCS18011 – Authority to Negotiate and Place a Debenture Issue(s), approved by City Council by enacting By-Law No. 18-099 at its meeting held on April 11, 2018.

Item 15 of General Issues Committee Report 18-007, respecting PW18021 / FCS18024 – 50 Main Street East Finance Update, approved by City Council by enacting By-Law No. 18-080 at its meeting held on March 28, 2018.

Item 7.2, A Motion, approved by City Council by enacting By-Law No. 18-273 at its meeting held on September 12, 2018.

### Highlights

The City's average net borrowing cost for the Debentures is at an interest rate of 3.317% per annum, including dealer commission costs, for a 15-year term. Settlement of the Debentures took place on October 1, 2018.

The Debentures mature in equal amounts of principal (\$7,388,000) on October 1 in each of the years 2019 to 2033 and bear interest payable semi-annually commencing on April 1, 2019, as set out in Schedule "B" to By-Law No. 18-286, attached as Appendix "B" to Report FCS18095. To be paid by the City, the total annual payment of principal and interest associated with the Debentures is \$10,756,928 in 2019 and is \$9,286,470 on average in the years 2019 to 2033.

This issue of serial debentures marks the City's first return to the public market for its long-term borrowing since 2008. It also marks the City's first debenture issue since June 16, 2017 when the City's credit rating was raised from AA to AA+ by S&P Global Ratings. A testament to the positive interest from investors in this City of Hamilton issue of serial debentures, the Debentures represent the largest municipal issue of serial debentures in the Canadian public market, surpassing Region of Waterloo's \$105 M serial debenture, issued in 2016.

### History of Borrowing Requirement and Authorities

By mid-year in 2018, after consultation with the Mayor and Senior Leadership Team, the Acting General Manager of Finance and Corporate Services deemed it necessary to carry out the City's requirement for long-term borrowing for 2018 in the amount of:

**SUBJECT: \$110,820,000 Serial Debentures Dated October 1, 2018 and Due on October 1, 2019 to 2033 (FCS18095) (City Wide) – Page 3 of 5**

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- \$81,480,452.96 to finance part of the costs of the substantially completed Capital Works excluding 50 Main Street East or the court rooms and offices of the Provincial Offences Administration Building (“POA Building”); and
- \$29,339,547.04 to finance part of the costs of POA Building, also substantially completed.

This borrowing would be undertaken by way of the City issuing a potential debenture in the principal amount of \$110,820,000 in accordance with the authorities found as parts of the aforementioned Council Resolutions in this Report FCS18095. These specific authorities are rephrased in this Report FCS18095 as follows:

Subject to the restriction for a debenture issue(s) in an amount not to exceed \$543,881,942 for capital works attached in Appendix “A” to Report FCS18011; and not to exceed \$35,388,000 related to POA Building included in Report PW18021 / FCS18024,

- Council empowers the General Manager of Finance and Corporate Services to negotiate the terms and placement of a debenture issue(s), as well as to engage the services of all required professionals such as legal counsel, fiscal agents and Infrastructure Ontario Loan Program to implement the debenture issue(s);
- Council empowers the General Manager of Finance and Corporate Services, the Mayor and City Clerk to enter into and sign City-Solicitor approved agreements and/or documents necessary to implement the debenture issue(s); and
- Council approves that a by-law be passed to authorize the debenture issue(s), negotiated and placed.

Significantly, the Capital Works excluding POA Building were included in the capital works attached in Appendix “A” to Report FCS18011.

#### Preparation

Prior to and during the month of August 2018, staff closely monitored the indicative interest rates of the permitted structures and sources of financing for the potential debenture. Under the City’s debt policy (Report FCS13074) and the *Municipal Act, 2001*, debentures may be issued in the public market, through Infrastructure Ontario’s Loan Program and by way of bank loans from prescribed financial institutions. Based on their findings, staff recommended that the City access the public market for the potential debenture to achieve the lowest net borrowing cost.

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**SUBJECT: \$110,820,000 Serial Debentures Dated October 1, 2018 and Due on October 1, 2019 to 2033 (FCS18095) (City Wide) – Page 4 of 5**

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Subsequently, the Acting General Manager of Finance and Corporate Services engaged the City's Fiscal Agent, CIBC World Markets Inc. and RBC Dominion Securities Inc. The City's Fiscal Agent provided advice, including advice on timing, on the issuance of the potential debenture and acted as lead to the investment brokers who purchased the City of Hamilton debentures and offered them to investors.

#### Pricing of the Debentures

With the advice of the City's Fiscal Agent, the potential debenture issue was timed for mid-September to precede any actions by the Bank of Canada at its meeting on October 24, 2018 and to follow the period in early September when some heavy, competing provincial and municipal issuance was expected. This timing was in advance of Council's final meeting on September 26, 2018 and accommodated the necessary time to prepare the debenture by-law that would be enacted by Council at its meeting.

On September 17, 2018, the Acting General Manager of Finance and Corporate Services on behalf of the City executed the Fiscal Agent's Purchase Letter securing the final terms and pricing of the potential debenture issue (i.e. now the "Debentures"). The Debentures were subsequently sold by the Fiscal Agent to investors (or buyers). There were 10 high quality buyers, comprised of insurance companies (40%), asset managers (44%) and government sinking funds (16%) and located in Quebec (63%), Manitoba (21%), U.S. (11%) and Ontario (5%).

#### Indicative Borrowing Rates for Other Permitted Structures and Sources of Financing

The Debentures achieved the lowest net borrowing cost at an average interest rate of 3.317% per annum for a 15-year term relative to other structures and sources of financing permitted under the City's debt policy and *Municipal Act, 2001*. The indicative borrowing rates of interest for these other structures and sources of financing, as at September 17, 2018, are shown in Table 1, below:

**Table 1**  
**Indicative Borrowing Rates**  
**Other Permitted Structures and Sources of Financing**  
**as at September 17, 2018**

<b>Source</b>	<b>Structure</b>	<b>Indicative Borrowing Rate</b>
Public market	Bullet	3.45%
Public market	Amortizer	3.57%
Infrastructure Ontario	Amortizer	3.40%
Infrastructure Ontario	Serial	3.38%
Bank Loan	Variable Rate	3.33% (swapped)

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On October 24, 2018, the Bank of Canada increased the overnight rate from 1.50% to 1.75%, the third interest rate increase this year (2018) and fifth interest rate increase since the Bank of Canada began raising rates in 2017 and is expected to raise interest rates by 0.25% three more times in 2019.

**Appendices and Schedules Attached**

Appendix “A” – Schedule “A” to By-Law No. 18-286

Appendix “B” – Schedule “B” to By-Law No. 18-286

RM/dt



<u>Project Name</u>	<u>Debentures to be Issued (\$)</u>	<u>Debentures Authorized (\$)</u>	<u>Debentures Issued to Date (\$)</u>	<u>Term of Years</u>	<u>Staff Report</u>	<u>By-Law Number Authorizing Work</u>	
<b>Other</b>							
8201203610	Commercial Prop Improve Grant	280,000.00	280,000.00	0	15	FCS11111	11-319
4241006001	Waterfront Trust Projects	1,861,058.24	2,000,000.00	0	15	FCS09114	09-265
4241306301	Waterfront Trust Projects	629,035.52	1,000,000.00	0	15	FCS12096	12-293
4030720250	Dofasco Ingot Truck Route road rehab	1,080,000.00	1,080,000.00	0	15	FCS08112	08-308
		<b>3,850,093.76</b>					
<b>Corporate Facilities</b>							
3541441401	POA Administration Offices	29,399,547.04	35,388,000.00	0	15	FCS18024	18-080
3500941906	IS Construct a Disaster Recovery Facility	880,000.00	880,000.00	0	15	FCS09114	09-265
		<b>30,279,547.04</b>					
<b>Fire and Paramedic</b>							
7641341305	Paramedic Operations Centre Renovations -Station 30	69,150.00	70,000.00	0	15	FCS12096	12-293
		<b>69,150.00</b>					
<b>Culture and Rec</b>							
7101141700	Green Acres Outdoor Pool Refurbishment	2,392,331.00	2,392,331.00	0	15	FCS11111	11-319
7101458401	Birge Outdoor Pool Redevelop	1,725,000.00	1,725,000.00	0	15	FCS13096	13-326
		<b>4,117,331.00</b>					
<b>Storm</b>							
5181270240	Burlington - Birch to MTO limits	399,000.00	399,000.00	0	15	FCS11100	11-319
5180972292	SERG - Kenilworth Avenue Underpass Flooding Storm Relief	2,086,824.00	2,110,000.00	0	15	FCS12076	12-293
5181172295	SERG - LEEDS Implementation	6,791,437.00	8,050,000.00	0	15	FCS11009	11-041
5180955950	SERG-LEED Study-Design	802,724.88	1,300,000.00	0	15	FCS09102	09-265
5181260215	SERG - Battlefield Creek Tributary Erosion Control	44,691.69	100,000.00	0	15	FCS14031	14-123
5181360311	SERG - Fessenden - Daisy - Magnolia to Sir Allan MacNab Pond	2,227,779.60	2,290,000.00	0	15	FCS12076	12-293
5180662640	QEW Beach Blvd Flood Protect	2,248,352.61	2,400,000.00	0	15	PW06118(a)	11-282
5181370000	Annual Co-Or Road Work 2013	902,578.00	990,000.00	0	15	FCS12076	12-293
5181472290	Storm Sewer Upgrades 2014 (Centennial - King to Arrowsmith & Queen	72,315.00	100,000.00	0	15	FCS13082	13-326
5181055075	Watershed Coord & Stewardship	365,784.70	440,000.00	0	15	FCS12076	12-293
		<b>15,941,487.48</b>					
<b>Rate DC's</b>							
5181417152	Roadside Drainage Improvements- 2014	950,000.00	950,000.00	0	15	FCS13082	13-326
5181317152	Roadside Drainage Improvements- 2013	950,000.00	950,000.00	0	15	FCS12076	12-293
5141195152	Carlisle Elevated Storage & Additional Well	398,122.62	1,000,000.00	0	15	FCS12076	12-293
5160896855	Royal to Main-King San Upgrade	1,655,609.02	1,730,000.00	0	15	FCS11100	11-319
		<b>3,953,731.64</b>					
<b>Wastewater</b>							
5160168111	Ewen (McMaster) CSO Tank	6,641,896.00	7,510,000.00	868,104.00	15	FCS07098/ FCS05124	05-380 07-361
5160966911	ISF-660-Biogas Digester	348,000.00	12,048,000.00	11,700,000.00	15	FCS13082	13-326
5161761241	Eastn Interc Rehab-SSR Frtland	4,619,118.54	4,620,000.00	0	15	FCS16079	16-311
5161760522	Annual Sewer Lateral Manag-WWC	3,000,000.00	3,000,000.00	0	15	FCS16079	16-311
5161668851	Pier 25 Dredging Windermere	163,887.56	3,074,000.00	0	15	FCS15073	15-300
		<b>14,772,902.10</b>					
<b>Water</b>							
5141060071	Annual Rehabilitation	69,352.00	100,000.00	0	15	FCS14031	14-123
5141366713	Annual Water Maintenance	1,130,000.00	1,200,000.00	0	15	FCS12076	12-293
5141563545	New Valve Chamber - HD05A	11,716.00	120,000.00	0	15	FCS15002	15-032
5141195151	HD007 Highland PS	410,032.85	750,000.00	0	15	FCS12076	12-293
5141167751	Outstations - Asset Management	3,983,595.00	5,000,000.00	0	15	FCS11009	11-041
5140967751	Water Outstns-Asset Management	4,772,905.71	5,200,000.00	0	15	FCS08108	08-308
5140666501	WTP-Annual Low Lift Station	501,604.00	626,240.00	0	15	FCS06114	06-349
5141367752	WW Outstation Inspection - AM	95,000.00	95,000.00	0	15	FCS14031	14-123
		<b>10,974,205.56</b>					
<b>Waste</b>							
5120792000	Closed Landfill Maint&Cap Impr	1,298,921.47	4,712,065.00	3,309,744.23	15	FCS07081	07-259
5121551002	Collect trucks liftgate instal	40,251.75	40,251.75	0	15	FCS15011	15-055
5121549004	WC Office-Training Rm	17,083.00	20,000.00	0	15	FCS15011	15-055
5121590200	Diversion Container Replcmnt	241,525.00	500,000.00	0	15	FCS15011	15-055
5121594000	Transf Stn CRC Main Improv	390,000.00	390,000.00	0	15	FCS15011	15-055
5121490200	Diversion Container Replace	696,000.00	696,000.00	0	15	FCS13096	13-326
5121655137	Waste Management R&D	136,700.00	190,000.00	0	15	FCS15088	16-016
5121593000	Resource Recovery Centre	71,100.00	100,000.00	0	15	FCS15011	15-055
5121494002	Transfer Stn Door Replace	374,293.76	500,000.00	0	15	FCS15011/ FCS15088	15-055 16-016
5121493000	Resource Recovery Centre Imp	42,500.00	55,000.00	0	15	FCS13096	13-326
5121694000	Transfer Stns Improvements	130,600.00	140,000.00	0	15	FCS15088	16-016
5121794700	Weighscale Software Upgrade	128,692.05	130,000.00	0	15	FCS16089	17-065
		<b>3,567,667.03</b>					

	<u>Project Name</u>	<u>Debentures to be</u>	<u>Debentures</u>	<u>Debentures Issued</u>	<u>Term of</u>	<u>Staff Report</u>	<u>By-Law Number</u>
		<u>Issued (\$)</u>	<u>Authorized (\$)</u>	<u>to Date (\$)</u>	<u>Years</u>	<u>Authorizing Work</u>	
<b>Roads</b>							
4031380388	Rymal - Dartnall to Fletcher	12,038,330.73	16,400,000.00	0	15	FCS13096/ Council Motion 10.1 Sept	13-326 14-303
4031118127	Bridge 315 - Claremont	37,353.87	65,000.00	0	15	FCS16089	17-065
4031520110	Traffic Signal Improvement	139,714.82	950,000.00	0	15	FCS15011	15-055
4031320250	Kenilworth - Merchison to Burl	1,165,000.00	1,165,000.00	0	15	FCS12096	12-293
4031318324	Bridge 087 Mountain Park	191,340.00	191,340.00	0	15	FCS12096	12-293
4031220110	Traffic Signal Improvement	34,000.00	34,000.00	0	15	FCS14031	14-123
4031320110	Traffic Signal Improvement	51,000.00	51,000.00	0	15	FCS14031	14-123
4031011015	Annual Resurfacing 2010	2,670,687.00	8,270,000.00	0	15	FCS09114	09-265
4031120122	Sherman Access Lane Control	50,000.00	50,000.00	0	15	FCS11011(a)	11-081
4031118001	Annual Bridge & Culvert 2011	1,630,000.00	1,950,000.00	0	15	FCS11011(a)	11-081
4041311350	Downtown Alleyways	99,357.96	100,000.00	0	15	FCS14031	14-123
4031319102	Council Priority Road Reconstruction	257,310.73	420,000.00	0	15	FCS12096	12-293
4041510016	Annual Street lighting	544,897.78	1,140,000.00	0	15	FCS15011	15-055
4041610016	Street lighting enhancement	904,756.06	1,900,000.00	0	15	FCS15088	16-016
4031019001	Up Well-Stone Church to Rymal	1,413,000.00	1,430,000.00	0	15	PW10029(a)	10-107
4041514015	RR 56 Urban - Traffic Signals	436,382.44	740,000.00	0	15	FCS15011	15-055
		<b>21,663,131.39</b>					
<b>Parks</b>							
4400956653	Battlefield Park Redevelop	1,477,021.00	1,480,000.00	0	15	FCS09114	09-265
4401256912	Kerns Road-Waterdown S Link	12,000.00	12,000.00	0	15	FCS12096	12-293
4401056020	Village Green Park	141,732.00	147,000.00	0	15	FCS11111/ FCS13096	11-319 13-326
		<b>1,630,753.00</b>					
<b>Total</b>		<b>110,820,000.00</b>	<b>154,936,227.75</b>				



**CITY OF HAMILTON**

**SCHEDULE "B" TO BY-LAW NO. 18-286**

Maturity Year	Interest Rate (%)	Principal (\$) October 1	Interest (\$) April 1	Interest (\$) October 1	Total Annual Payment (\$)
2019	2.30	7,388,000.00	1,684,464.00	1,684,464.00	10,756,928.00
2020	2.50	7,388,000.00	1,599,502.00	1,599,502.00	10,587,004.00
2021	2.65	7,388,000.00	1,507,152.00	1,507,152.00	10,402,304.00
2022	2.80	7,388,000.00	1,409,261.00	1,409,261.00	10,206,522.00
2023	2.90	7,388,000.00	1,305,829.00	1,305,829.00	9,999,658.00
2024	3.00	7,388,000.00	1,198,703.00	1,198,703.00	9,785,406.00
2025	3.05	7,388,000.00	1,087,883.00	1,087,883.00	9,563,766.00
2026	3.15	7,388,000.00	975,216.00	975,216.00	9,338,432.00
2027	3.20	7,388,000.00	858,855.00	858,855.00	9,105,710.00
2028	3.25	7,388,000.00	740,647.00	740,647.00	8,869,294.00
2029	3.30	7,388,000.00	620,592.00	620,592.00	8,629,184.00
2030	3.35	7,388,000.00	498,690.00	498,690.00	8,385,380.00
2031	3.35	7,388,000.00	374,941.00	374,941.00	8,137,882.00
2032	3.40	7,388,000.00	251,192.00	251,192.00	7,890,384.00
2033	3.40	<u>7,388,000.00</u>	<u>125,596.00</u>	<u>125,596.00</u>	<u>7,639,192.00</u>
<b>TOTAL</b>		<u>110,820,000.00</u>	<u>14,238,523.00</u>	<u>14,238,523.00</u>	<u>139,297,046.00</u>





Hamilton

# CITIZEN COMMITTEE REPORT

<b>TO:</b>	Chair and Members Audit, Finance & Administration Committee
<b>FROM:</b>	Denise Christopherson, Chair Status of Women Committee _____
<b>DATE:</b>	September 27, 2018
<b>RE:</b>	<b>Status of Women Committee – Transfer from Reserve (Report SWC18001)</b>

## **RECOMMENDATION:**

That \$1,000 be transferred from the Status of Women Advisory Committee's Volunteer Reserve account to fund the support the dissemination of information related to Women's issues as identified through the Elect More Women Education Workshops that ran from October 2017 to April 2018.

## **BACKGROUND:**

The Status of Women Advisory Committee has completed their work plan for the remainder of 2018 and it includes a project that requires additional funds from the reserve account. The project that requires funding is the "Fem" the Vote Campaign.

The current Status of Women Advisory Committee's reserve balance is \$7157.95. The \$1,000 requested will be used to complete the 2018 work plan and include printing, dissemination of materials for the activity noted above.

The Status of Women Advisory Committee's Terms of Reference include the following goals:

- a) Define, investigate, study and make recommendations on issues of concern affecting women of the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff and City of Hamilton Committees.
- b) Inform citizens of the City of Hamilton on issues affecting women.**

**SUBJECT: Status of Women Committee – Transfer from Reserve (Report SWC13001) – Page 2 of 2**

- c) Actively encourage women to participate in all aspects of society and support them in their life choices.
- d) Advise citizens of the City of Hamilton of decisions made by City Council which may impact on women including matters of social concern and those referred to City Council by this Committee.

The committee has determined that the project on the work plan is in keeping with the committee's goals as well as being a timely subject, with the pending Municipal election.



## CITY OF HAMILTON

*City Manager's Office*

*Human Resources*

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Budget Submission Volunteer Advisory Committee (HUR18021) (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 Volunteer Advisory Committee 2019 budget base submission be approved as follows and forwarded to the 2019 budget process (Audit, Finance and Administration Committee):

- (a) Advisory Committee on Immigrant & Refugees in the amount of \$3500.00;
- (b) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee in the amount of \$4964.00. The LGBTQ committee's 2019 budget request totals \$3964.00 and an additional \$1000.00 is requested from the Committee's 2018 reserve;
- (c) Aboriginal Advisory Committee in the amount of \$3552.00;
- (d) Hamilton Mundialization Committee (HMC) in the amount of \$6390.00. The HMC's 2019 budget request totals \$5890.00 and \$500.00 is requested from the Committee's 2018 reserve fund in order to cover expenses that may arise from twin city visits or related to Mundialization events that arise throughout the year that are unplanned;
- (e) Hamilton Status of Women Committee in the amount of \$5500.00; The SWC 's 2019 budget request totals \$3500.00 and \$2000.00 is requested from the Committee's 2018 reserve fund in order to support the 2019 Women's March and 2019 Women of Distinction Awards;

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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 Volunteer Advisory Committees  
(HUR18021) (City Wide)**

**Page 2 of 5**

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- (f) Committee Against Racism (includes Lincoln Alexander Day Celebration) in the amount of \$15900.00. The Committee Against Racism's 2019 budget request totals \$8900.00 and \$7000.00 is requested from the Committee's 2018 reserve fund in order to provide ongoing support to the Hamilton Anti-Racism Resource Centre and to support anti-racism related community events.

## **EXECUTIVE SUMMARY**

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Human Resources Volunteer Advisory Committee Budgets for 2019 in the amount of \$34,806.00 which is comprised of \$29306.00 as the 2019 base budget and \$10,500.00 which is requested from individual Advisory Committee reserves are being submitted with the recommendation that they be approved. Five (5) of the base budget requests are the same amounts as the 2018 approved budgets and one (1) of the base budget requests has increased by 1% to accommodate additional events for 2019. Four (4) Committees have requested to draw funds from their Advisory Committee Reserve to support ongoing initiatives in 2019. The total request from individual advisory committee reserves is \$10,500.00.

***Alternatives for Consideration – See Page 2***

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

**Financial:** The base budget requested for 2019 for five (5) of the advisory committees is the same as the budget requested and approved for 2018. One (1) committee has requested an increase of 1% to accommodate for additional events that have planned in 2019.

**Staffing:** N/A

**Legal:** N/A

## **HISTORICAL BACKGROUND**

At their October and November 2018 meetings, the Human Resources Volunteer Advisory Committees gave consideration to their budget needs for 2019. Their base budget submissions are attached as Appendices A through to F to Report HUR18021 as approved.

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**SUBJECT: 2019 Budget Submission Volunteer Advisory Committees  
(HUR18021) (City Wide)**

**Page 3 of 5**

The budget includes both incidental costs to support the Committees, as well as additional costs for specific events, programs and initiatives. The following is a summary of the request and detailed requests are attached as Appendices A to F to Report HUR18021.

Committee Name	2018 Approved	2018 Base	2019 Base Increase	2019 Base Request	Request from Reserve	Total 2019 Request
Advisory Committee on Immigrant & Refugees (Appendix A)	\$3500.00	\$3500.00	-	\$3500.00	-	\$3500.00
Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee (Appendix B)	\$3942.00	\$3942.00	\$22.00	\$3964.00	\$1000.00	\$4964.00
Aboriginal Advisory Committee (Appendix C)	\$3552.00	\$3552.00	-	\$3552.00		\$3552.00
Hamilton Mundialization Committee (Includes Kids for Kaga) (Appendix D)	\$5890.00	\$5890.00	-	\$5890.00	\$500.00	\$6390.00
Hamilton Status of Women Committee (Appendix E)	\$3500.00	\$3500.00	-	\$3500.00	\$2000.00	\$5500.00
Committee Against Racism (includes Lincoln Alexander Day Celebrations) (Appendix F)	\$8900.00	\$8900.00	-	\$8900.00	\$7000.00	\$15900.00

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**SUBJECT: 2019 Budget Submission Volunteer Advisory Committees  
(HUR18021) (City Wide)****Page 4 of 5**

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

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTST**

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. This provides the Committee with an opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. Some of the committees have not yet determined all of their activities for 2019. Should additional funding for any of the Advisory Committees be required in 2019 and be available in the volunteer advisory committee reserves, requests for reserve funding will be made at the appropriate time.

**RELEVANT CONSULTATION**

The Volunteer Advisory Committees discussed their 2019 budget needs at their October and November 2018 Committee meetings.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The recommendation will provide funding for the operations of the Volunteer Advisory Committees to enable them to continue to fulfil their terms of reference. One (1) of the Volunteer Advisory Committees (LGBTQ) is requesting a modest increase in their base budget of \$22.00.

**ALTERNATIVES FOR CONSIDERATION**

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

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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 HUR18021 - Immigrant & Refugees Advisory Committee

Appendix B to Report HUR18021 - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee

Appendix C to Report HUR18021 - Aboriginal Advisory Committee

Appendix D to Report HUR18021 - Hamilton Mundialization Committee

Appendix E to Report HUR18021 - Hamilton Status of Women Committee

Appendix F to Report HUR18021 - Committee Against Racism

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# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Advisory Committee for Immigrants and Refugees**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

Sam Abraham		
Suad Badri		
Beau Daniels		
Dena Honig		
Maria-Ines (Mané) Arratia	Zenaida Roque Cruz (LOA)	
Eman Ismail-Elmasri		
Leo Johnson		
Holly McKean		
Mir Nazmul Islam		
Yohana Otite		
Marie Robbins		

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

- To ensure co-ordination and information sharing about immigrant and refugee issues throughout the City government.
- To complement and collaborate with the work of the City of Hamilton’s Committee Against Racism, wherever possible.
- To liaise with community agencies and committees to encourage a more co-ordinated and responsive community services network of services dealing with multicultural issues.
- To ensure the right of access for immigrants and refugees to City of Hamilton programs, services and facilities.
- To provide a forum where immigrants, refugees, service providers and the broader community can express concerns, share information and recommend improvements to service levels for immigrants and refugees, through the appropriate Standing Committee of Council.

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

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

<b>TOTAL COSTS</b>	<b>\$ 3,500.00</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances) The request from reserves is to cover expenses that may arise as a result of initiating an Employer Recognition award for hiring practices that facilitate the hiring of Immigrants, Newcomers and Refugees)</b>	<b>\$ 2,000.00</b>
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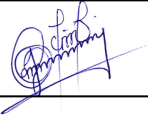
<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 3,500.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$3,500.00)</b>	<b>\$ 3,500.00</b>

**CERTIFICATION:**

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

**Representative's Name:**     **Leo Johnson**

**Signature:**



**Date:**

**October 11, 2018**

**Telephone # :**

**905 541 2509**

# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ)  
ADVISORY COMMITTEE**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

<b>Marlon Picken</b>	
<b>Violetta Nikolskaya</b>	
<b>Kate Dalton</b>	
<b>Ronald Vine</b>	
<b>David Da Silva</b>	
<b>James Diemert</b>	
<b>Autumn Getty</b>	

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

- To provide opportunities for members of Hamilton’s diverse LGBTQ communities to share stories, impart information, raise concerns and recommend changes as they relate to the way the City develops by-laws, policies, programs and services that impact LGBTQ communities, through the appropriate Standing Committee of Council.
- To provide advice and recommendations to City council and staff with respect to the implementation of by-laws, policies, programs and services that impact LGBTQ communities.
- To educate and increase the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.
- To facilitate access to accurate information about LGBTQ communities, including an up-to-date list of LGBTQ positive spaces, programs, resources and organizations.
- To acknowledge and respect the diversity of Hamilton’s LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background and socio-economic status.
- To review the progress and measure of success of the Committee and its activities on a regular basis.



**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

<ul style="list-style-type: none"> <li>Partnership in the development and sharing of community resources and information</li> <li>Social marketing regarding positive spaces, including materials, focus groups, awareness, etc</li> <li>Partner with community groups for awareness campaigns at significant events in the LGBTQ community</li> <li>Subsidizing membership participation in workshops/conferences relevant to committee objectives</li> </ul>	
<b>SUB TOTAL</b>	<b>\$2,414.00</b>

<b>TOTAL COSTS</b>	<b>\$3,964.00</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances)</b>	<b>\$1,000.00</b>
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TOTAL 2019 BUDGET REQUEST (net of reserve funding)	\$ 3,964.00
PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$3942.00)	\$3,942.00

**CERTIFICATION:**

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

**Representative's Name:** Marlon Picken

**Signature:**



**Date:**

NOV 15/18

**Telephone # :**

905.902.7707

# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ABORIGINAL ADVISORY COMMITTEE**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

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

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

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

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

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

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
<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 meeting expenses (photocopying, refreshments, advertising, signage, postage, etc.)	\$1000.00
<b>SUB TOTAL</b>	<b>\$1000.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

To include: - National Aboriginal Day - Housing First Projects and events - Truth & Reconciliation projects and community workshops - Support for community engagement activities	\$2552.00
<b>SUB TOTAL</b>	<b>\$2552.00</b>

<b>TOTAL COSTS</b>	<b>\$3552.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$N/A</b>
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<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 3552.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$3552.00)</b>	<b>\$ 3552.00</b>

**CERTIFICATION:**

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

**Representative's Name:** **Marilyn Wright** \_\_\_\_\_

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

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

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

# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Hamilton Mundialization Committee**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

Ron Vine	
Rein Ende	
Patricia Semkow	
Robert Semkow	
Nick van Velzen	

**MANDATE:**

- To facilitate and support peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world.
- To assist Council in implementing its Mundialization resolution.
- To complement and affirm the objectives of the "Strengthening Hamilton Community Initiative" of the City.
- To support any and all relationships with the City of Hamilton's Twin Cities

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

- To carry out the mandate of the committee with activities such as
  - Ongoing Kaga/Hamilton events commemorating the 50 year plus relationship between Kaga and Hamilton (Dundas)
  - Anniversary twinning events or other twinning events as identified (e.g. Racalmuto Regional events)
  - World Citizenship award
  - Photo Contest
  - Hiroshima- Nagasaki Vigil
- Ongoing review of Mundialization relationships and processes thereof.
- The benefit of participation is the enhancement of relationships between the citizens of our twin communities both locally and internationally and the citizens of the City of Hamilton.



**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

Hiroshima – Nagasaki Vigil, World Citizenship Award and/or photo contest, other twinning events (e.g. Racalmuto events)	\$ 2,390.00
Kids for Kaga support for exchange program	\$2,000.00
<b>SUB TOTAL</b>	<b>\$ 4,390.00</b>

<b>TOTAL COSTS</b>	<b>\$ 5,890.00</b>
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<b>Funding from Advisory Committee Reserve ( only available to Advisory Committees with reserve balances) The request from reserves is to cover expenses that may arise as a result of twin city visits or unanticipated events</b>	<b>\$ 500.00</b>
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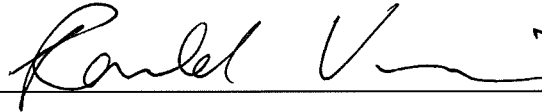
<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 5, 890.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$3,500.00)</b>	<b>\$ 5, 890.00</b>

**CERTIFICATION:**

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

**Representative's Name:** Ron Vine

**Signature:**



**Date:**

October 11, 2018

**Telephone # :**

905-543-0367

# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**STATUS OF WOMEN COMMITTEE**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

Denise Christopherson	
Miracle Chukwu	
Katie Hood	
Katherine Kalinowski	
Jan Lukas	
Marie Robbins	
Zenaida Roque Cruz (LOA)	
Doreen Ssenabulya	
Yulena Wan	

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

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

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

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

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

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

Initiatives to be determined by the new 2019 Committee	\$ 2,500.00
<b>SUB TOTAL</b>	<b>\$ 2,500.00</b>

<b>TOTAL COSTS</b>	<b>\$ 3,500.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances) To support 2019 Women’s March and 2019 Women of Distinction Awards.</b>	<b>\$ 2,000.00</b>
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<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 3,500.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$ 3,500)</b>	<b>\$ 3,500.00</b>

**CERTIFICATION:**

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

**Representative's Name:** **Denise Christopherson**

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**Signature:**

*Denise Christopherson*

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**Date:**

December 3, 2018

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**Telephone #:**

905-522-9922 ext. 101

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# **CITY OF HAMILTON**

**2019**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**COMMITTEE AGAINST RACISM**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

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

**MANDATE:**

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

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

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

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

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



**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

Initiatives by the Committee, including the following: 1) Lincoln Alexander Day 2) Black History Month	5000.00 3000.00
<b>SUB TOTAL</b>	<b>\$8000.00</b>

<b>TOTAL COSTS</b>	<b>\$8900.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b> For the purposes of: - Ongoing support to the Hamilton Anti-Racism Resource Centre = 5000.00 - Support of anti-racism related community events = 2000.00	<b>\$7000.00</b>
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<b>TOTAL 2019 BUDGET REQUEST (net of reserve funding)</b>	<b>\$8,900.00</b>
<b>PREVIOUS YEAR (2018) APPROVED BUDGET (2018 Request \$8,900.00)</b>	<b>\$8,900.00</b>

**CERTIFICATION:**

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

**Representative's Name:** **Marlene Dei-Amoah**

**Signature:**

*Marlene Dei-Amoah*

**Date:**

*November 13, 2018*

**Telephone # :**

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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Amanda Thind (905) 546-2424 Ext. 4522
<b>SUBMITTED BY:</b>	Brian McMullen Acting General Manager Finance and Corporate Services
<b>SIGNATURE:</b>	

## RECOMMENDATIONS

- (a) That the Councillor Ward Office Operating Budgets based on the methodology of staffing, population, number of dwellings and Ward area-specific challenges including post-secondary education student accommodation factor, geographic area factor and inner-city fund as per Appendix "A" to Report FCS18083(a), be approved;
- (b) That the Councillor Ward Office Operating Budgets of \$3,936,730 be included in the City's 2019 Preliminary Tax Operating Budget and be subject to future budget guidelines;
- (c) That the Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget, as amended, as per Appendix "B" to FCS18083(a), be approved.

## EXECUTIVE SUMMARY

As a result of the Ward Boundary review and adoption of new Ward Boundaries for the City of Hamilton following decisions of the Ontario Municipal Board (OMB) in December 2017, the 2019 Councillor Ward Office Budgets need to be reviewed to align with the new Ward boundaries.

Table 1 in the Analysis and Rationale for Recommendation section of this Report shows a comparison of the old Ward population and the new Ward population using 2016 Census data.

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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: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 2 of 8**

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In the past, the Councillor Ward Office Budgets have been based on criteria including population, number of dwellings and Ward area-specific challenges including post-secondary education student accommodation factor, geographic area factor and inner city fund. The development of the 2019 Budget includes the removal of the budget for two additional administrative assistant support positions that were previously approved for Wards 7 and 8 and a 2% inflationary increase in the 2018 budget applied to most cost categories. The resulting 2019 Recommended Budget of \$3,936,730 represents a decrease from the 2018 Approved Budget of \$100,060. Tables 2 and 3 in the Analysis and Rationale for Recommendation section provide more details. Table 2 shows a comparison of the 2019 Recommended Budget compared to the 2018 Approved Budget. Table 3 shows the 2019 Recommended Budget by Ward compared to the 2018 Approved Budget and 2018 Restated Budget.

The Policy and Guidelines for eligible expenses for Elected Officials were developed in 2004 through Report FCS04039 with updates in 2011 (Report FCS11108), 2012 (AF&AC Report 12-002), 2014 (AF&AC Report 14-008), 2016 (AF&AC Report 16-013) and 2017 (AF&AC Report 17-003).

Changes to the Policy and Guidelines for eligible expenses for Elected Officials Staff are being recommended to clarify ongoing issues after years of using the existing policy and to clarify issues prior to the Municipal Election term ending and the related election campaign.

The recommended changes to the policy include the following items:

1. Sponsorships in a Municipal Election year – No sponsorships will be allowed after August 31 to the day after a municipal election in an election year.
2. Ward Furniture, Fixtures and Equipment (FFE) Inventory – All ward FFE inventory must be maintained and tracked by the Administrative Assistant of each Ward and all FFE inventory must remain in the Ward.
3. Contracts – Contracts can only be signed by the Councillors / Mayor once sworn in, including offers of employment.
4. Other minor revisions – Other updates within the Policy including tuition expenses.

***Alternatives for Consideration – See Page 7***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The 2019 recommended Councillor Ward Office Budgets of \$3,936,730 represents a decrease from the 2018 Budget of \$100,060 primarily due to the reduction in costs associated with administrative support to Wards 7 and 8. Based on the Ward realignments, the population for Wards 7 and 8 would not require additional administrative support positions. Tables 2 and 3 provide details of the 2019 Budget.

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**SUBJECT: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 3 of 8**

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Staffing: The two additional administrative assistant support positions that were required for Wards 7 and 8 under the previous Ward budget allocation are no longer required due to the Ward realignments.

Legal: Not Applicable.

**HISTORICAL BACKGROUND**

The Councillor Ward Office Budgets are calculated using several categories including population, number of households and ward-specific challenges. These categories and factors have been developed over many years and have been approved by Council, primarily through the Governance Review Sub-committee and Audit, Finance and Administration Committee (AF&AC).

Ward Budgets Report FCS04039, approved by Council in 2004, established some of the initial budget methodology and the policy for eligible expenses for elected officials.

Council approved changes to the Policy in:

- December 2011 – Report FCS11108 clarified Councillor sponsorships and donations
- 2012 – AF&AC Report 12-002 which provided updates on the administration coverage, seasonal information mailings, Inner-City Fund, geographic factor and population factor.
- 2014 – AF&AC Report 14-008 which provided updates on the Inner-City Fund and the Student Accommodation Factor.
- 2016 – AF&AC Report 16-015 which provided information on the Ward Budgets.
- 2017 – AF&AC Report 17-003 which provided information on the Ward budgets and updates on the administration coverage.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The recommendations in this Report are reflected in the Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget, as amended, attached as Appendix “B” to Report FCS18083(a) (“Policy and Guidelines”).

**RELEVANT CONSULTATION**

Staff in the Office of the City Clerk were consulted on the amendments to the Policy and Guidelines.

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**SUBJECT: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 4 of 8**

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## ANALYSIS AND RATIONALE FOR RECOMMENDATION

Based on the Ward boundary review which has resulted in a more even spread of the population across the new Wards, the 2019 Councillor Ward Office Budgets need to be revised.

In addition, the policy and guidelines for eligible expenses for elected officials requires updating to clarify some ongoing issues and election issues.

Table 1 shows a comparison of the old Ward population and the new Ward population using 2016 Census data.

**Table 1 – City of Hamilton Ward Boundaries Comparison**

	Population for Old Ward Boundaries	Population for New Ward Boundaries	New Ward vs Old Ward Change	New Ward vs Old Ward Change	Old Ward % of Total	New Ward % of Total	Difference from Average
Ward 1	29,765	Ward 1 29,850	85	0.3%	5.5%	5.6%	-5,945
Ward 2	37,155	Ward 2 33,600	-3,555	-9.6%	6.9%	6.3%	-2,195
Ward 3	37,735	Ward 3 41,205	3,470	9.2%	7.0%	7.7%	5,410
Ward 4	35,000	Ward 4 38,595	3,595	10.3%	6.5%	7.2%	2,800
Ward 5	37,160	Ward 5 41,855	4,695	12.6%	6.9%	7.8%	6,060
Ward 6	40,290	Ward 6 38,650	-1,640	-4.1%	7.5%	7.2%	2,855
Ward 7	60,770	Ward 7 47,460	-13,310	-21.9%	11.3%	8.8%	11,665
Ward 8	52,220	Ward 8 34,485	-17,735	-34.0%	9.7%	6.4%	-1,310
Ward 9	30,015	Ward 9 28,760	-1,255	-4.2%	5.6%	5.4%	-7,035
Ward 10	24,140	Ward 10 37,215	13,075	54.2%	4.5%	6.9%	1,420
Ward 11	45,180	Ward 11 25,415	-19,765	-43.7%	8.4%	4.7%	-10,380
Ward 12	38,745	Ward 12 42,560	3,815	9.8%	7.2%	7.9%	6,765
Ward 13	24,285	Ward 13 35,365	11,080	45.6%	4.5%	6.6%	-430
Ward 14	15,995	Ward 14 34,230	18,235	114.0%	3.0%	6.4%	-1,565
Ward 15	<u>28,475</u>	Ward 15 <u>27,675</u>	<u>-800</u>	-2.8%	5.3%	5.2%	-8,120
Total	536,930	Total 536,920	-10				

The 2018 Ward Budgets for the existing 15 Wards was \$4,036,790. Table 2 shows a comparison of the 2019 Proposed Budget compared to the 2018 Approved Budget. The 2019 Proposed Budget represents a decrease of \$100,060 or -2.5% from the 2018 Approved Budget.

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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: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 5 of 8**

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**Table 2 – Councillor Ward Office Budget Comparison**

Cost Categories	2018 Approved Budget	2019 Proposed Budget
Councillor Salaries and Benefits (per Ward: 2018 - \$129,950; 2019 - \$123,580)	\$1,814,550	\$1,853,700
Councillor Administrative Assistant Salaries and Benefits (per Ward: 2018 - \$88,503; 2019 - \$90,410)	1,327,545	1,356,150
Additional Administrative Support (2018 - \$88,500 for Wards 7 and 8; 2019 – None)	177,000	--
Administration Coverage (per Ward: 2018 - \$3,390; 2019 - \$3,470)	50,850	52,050
Information Mailings	90,000	91,770
Population Factor	346,447	346,430
Student Accommodation Factor	6,879	8,640
Geographic Factor	2,500	2,560
Inner-City Fund	49,704	50,680
Other Discretionary Expenses (per Ward: 2018 - \$11,421; 2019 - \$11,650)	<u>171,315</u>	<u>174,750</u>
<b>Total Budget</b>	<b>\$4,036,790</b>	<b>\$3,936,730</b>

Details on the cost categories is provided in Appendix “A” to Report FCS18083(a), Methodology for Developing Elected Officials Office Budget - Ward Councillor Office Budget.

Due to the Ward boundary review, the 2019 Ward Budgets need to be reviewed to align with the new Ward boundaries.

Table 3 shows the 2019 Proposed Budget by Ward compared to the 2018 Approved Budget and 2018 Restated Budget.

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**SUBJECT: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 6 of 8**

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**Table 3 – Councillor Ward Office Budget by Ward – Comparison of 2019 Proposed Budget to 2018 Approved Budget and 2019 Restated Budget**

Ward	2018 Approved Budget	2018 Restated Budget (Note 1)	2019 Proposed Budget Revised Revised for Population and Costs (Note 2)	% Change from 2018 Approved (Note 3)	% Change from 2018 Restated (Note 3)
1	\$ 251,220	\$ 251,220	\$ 255,440	1.7%	1.7%
2	269,970	269,970	271,160	0.4%	0.4%
3	268,700	268,700	276,620	2.9%	2.9%
4	265,650	265,650	274,220	3.2%	3.2%
5	267,290	267,290	277,210	3.7%	3.7%
6	257,400	257,400	260,660	1.3%	1.3%
7	363,800	275,300	268,980	-26.1%	-2.3%
8	359,030	270,530	258,810	-27.9%	-4.3%
9	247,490	247,490	250,910	1.4%	1.4%
10	242,900	242,900	261,300	7.6%	7.6%
11	262,150	262,150	249,250	-4.8%	-4.8%
12	256,260	256,260	266,930	3.8%	3.8%
13	242,840	242,840	258,860	6.2%	6.2%
14	236,210	236,210	256,140	9.0%	9.0%
15	<u>245,880</u>	<u>245,880</u>	<u>250,240</u>	<u>1.8%</u>	<u>1.8%</u>
	\$4,036,790	\$3,859,790	\$3,936,730	-2.5%	2.0%

Notes to Table 3:

- 1: 2018 Restated Budget includes the removal of additional Administrative Assistants in two Wards.
- 2: 2019 Budget has been calculated using previous methodology, inflationary increases and removal of additional Administrative Assistants in two Wards.
- 3: 2018 Restated Budget does not reflect new Ward populations resulting in variations when compared to 2019 Budget which reflects new Ward populations.

The 2019 Proposed Budget represents a decrease of \$100,060 or -2.5% from the 2018 Approved Budget.

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*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: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 7 of 8**

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In addition to the changes to the Councillor Ward Budget, changes to the Policy and Guidelines for eligible expenses for Elected Officials are being recommended. Over the past few years, a number of issues have arisen that require clarification including issues regarding expenses around the municipal election period. Existing Councillors running for office in the Municipal Election can incur certain expenses until August 31. If they are re-elected, expenditures should return to status quo and certain expenses should be able to be incurred on the day following the municipal election. Existing Councillors not running in the Municipal Election can incur certain expenses until August 31. Expenditures should return to status quo and certain expenses should be allowed on the day following the municipal election until the end of the term of November 30.

The recommended changes to the Policy and Guidelines include the following items:

1. Sponsorships in a Municipal Election year – No sponsorships will be allowed after August 31 to the day after a municipal election in an election year.
2. Ward Furniture, Fixtures and Equipment (FFE) Inventory – All Ward FFE inventory must be maintained and tracked by the Administrative Assistant of each Ward and all FFE inventory must remain in the Ward.
3. Contracts – Contracts can only be signed by the Councillors / Mayor once sworn in, including offers of employment.
4. Other minor revisions – Other updates within the Policy including tuition expenses.

**ALTERNATIVES FOR CONSIDERATION**

The following is an alternative for developing the Councillor Ward Office Budgets.

**Equal Distribution of the Councillor Ward Office Budgets**

The Councillor Ward Office Budgets could be calculated using revised Ward populations, revised dwellings, same methodology as 2018 with a 2% inflationary increase, removal of the additional administrative support from Wards 7 and 8 and then spread equally across all Wards.

The 2019 Proposed Budget would be \$3,936,750 or \$262,450 per Ward for all 15 Wards. This alternative results in an overall reduction in the City's Ward Office Budgets of approximately \$100,000 from the 2018 Approved Budget. It also results in shifts in budgets compared to the 2018 budget ranging from an increase in budget of 11% in Ward 14 to a decrease of 28% in Ward 7. The large decreases in Wards 7 and 8 are primarily due to the removal of the administrative support positions.

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**SUBJECT: Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) – Page 8 of 8**

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

**Community Engagement and Participation**

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

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” – Methodology for Developing Elected Officials Budget – Councillor Ward Office Budget

Appendix “B” – Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget

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**Appendix “A” to Report FCS18083(a)**  
**Page 1 of 2**

**Methodology for Developing Elected Officials Office Budget**  
**Councillor Ward Office Budget**

OBJECTIVE	This document provides the methodology for developing the Office Budgets for Elected Officials, specifically for Ward Councillors.
EFFECTIVE DATE	This document is effective on December 1, 2018.
BUDGET ITEM	DESCRIPTION
General Comment	Expenses incurred by elected officials, while acting as members of Council, are paid by the City. Appropriate municipal accounting practices apply. The Office Budget covers the calendar year from January 1 to December 31.
Councillor Salary Costs	Salaries for Councillors have been approved by Council and are subject to annual increases in accordance with the City's policies.
Councillor Benefit Costs	Benefits for Councillors have been approved by Council and are subject to annual increases in accordance with the City's policies.
Councillor Administrative Assistants Salary Costs	Salaries for Administrative Assistants have been approved by Council and are subject to annual increases in accordance with the City's policies.
Councillor Administrative Assistants Benefit Costs	Benefit costs for Administrative Assistants have been approved by Council and are subject to annual increases in accordance with the City's policies.
Administrative Coverage Expenses	Expenses for administrative support to allow for coverage of two weeks of vacation. Additional expenses for administrative coverage for vacations and absences are to be met from the Budget for Discretionary Expenses.
Information Mailings	Expenses for information mailings based on estimated costs for two seasonal information mailings annually allocated based on each ward's share of households. Budget for 2018 of \$90,000 is expected to increase annually by guideline unless specified otherwise by Council.
Population Factor	Expenses allocated based on each Ward's share of the City's population. Rate of \$0.50 for the first 15,000 of population and \$0.75 for the remainder of the Ward population.
Student Accommodation Factor (Post-Secondary Students)	Expenses for constituency work related to students of post-secondary institutions (McMaster University, Mohawk College and Redeemer University College) who are not generally counted in the Census data. These students primarily live in new Wards 1, 8, 10 and 12. Rate of \$0.50 per student which is calculated as a percentage of non-student Ward population with 12% in Ward 1, 12% in Ward 8, 5% in Ward 10 and 7% in Ward 12.

**Appendix “A” to Report FCS18083(a)**  
**Page 2 of 2**

**Methodology for Developing Elected Officials Office Budget**  
**Councillor Ward Office Budget**

BUDGET ITEM (Cont'd)	DESCRIPTION
Geographic Factor	Expenses for the increased commuting costs due to the geographic size of Wards which is shared equally. This is related to old Wards 11 and 14 and with the new Ward boundaries is applicable to Wards 11, 12 and 13. Budget for 2018 of \$2,500 is expected to increase annually by guideline unless specified otherwise by Council.
Inner-City Fund	Expenses for the increased costs of inner-city issues including social services, language barriers, addiction, density of second level lodging homes and residential care facilities for Wards 2, 3, 4 and 5. Budget is shared equally. Budget for 2018 of \$49,704 is expected to increase annually by guideline unless specified otherwise by Council.
Other Discretionary Expenses	Expenses for other discretionary goods and services not included in items above are provided in Appendix “B” to Report FCS18083(a). Budget for 2018 of \$11,421 per Ward is expected to increase annually by guideline unless specified otherwise by Council.

**Notes:**

1. Prior to the adoption of the new Ward boundaries on December 1, 2018, additional administrative support was approved for Wards 7 and 8 based on their greater than average populations.
2. In an Election year, Councillors generally take office on December 1. Consequently, the annual budget is allocated equally by month resulting in any new Elected Officials having a Ward Office Budget equal to one-twelfth of the annual budget to be used from December 1 to 31.

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

**SECTION 1 - POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS**

POLICY STATEMENT	Expenses incurred by elected officials, while acting as members of Council, are paid by the City.
APPROVAL	Once Council has approved the annual budget, specific approval of individual expenditures is not required. Elected officials are responsible for monitoring their own budgets through the operating budget variance reporting process.
PURPOSE	This Policy establishes types of expenses, which will be paid by the City from the Council approved budgets. Specific restrictions identify those expenses which will not be paid by the City.
SCOPE	<p>This Policy applies to all expenses incurred annually, unless otherwise noted in this Policy, by the elected officials while conducting official City business and performing their duties as elected officials.</p> <p>Valid municipal expenditures will be paid by the City and should be charged to the correct account, regardless of whether there is a budget for that account. Elected officials are accountable for their expenditures, in aggregate, not by individual account line. This Policy is intended to provide flexibility to elected officials in managing their own budgets and programming.</p> <p>Supporting documentation required for payment for services or goods provided is:</p> <ol style="list-style-type: none"> <li>1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or</li> <li>2. If there is no invoice, a short description of the good or service and purpose of the purchase is required.</li> </ol> <p>Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>
CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING	<p>As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials.</p> <p>A statement of the expenses and revenues is available to the Councillors on a monthly basis and is reported to Council with the Corporate Operating Budget Variance Reports. Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.</p>

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)	<p>Current budget expense accounts are intended to cover all expenses incurred by elected officials, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office; communication with constituents; business entertainment and staff recognition; promotion; local travel; and attendance at functions on City business.</p> <p>Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.</p>
Election Campaign Expenses	<p>Expenses incurred to produce or distribute election campaign literature or materials will not be paid for by the City. In addition, newsletters may not be distributed after August 31 of an election year.</p>
Sponsorship	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the City.</p> <p>Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees. Sponsorships / donations are limited to \$350 per named organization per year.</p> <p>During an election year, sponsorships and donations will not be allowed after August 31 until the day after the election.</p>
CAPITAL RELATED EXPENSES	<p>Expenses for minor capital equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City Hall.</p> <p>Each elected official is provided with a computer (either desktop, laptop, tablet and / or smartpone) and access to a printer. The Councillors' administrative assistants and staff in the Office of the Mayor are each provided with a computer and access to a printer in accordance with City standards. Any additional computer equipment may be ordered through the Information Technology Division, Corporate Services Department.</p> <p>When the elected official is no longer in office, capital equipment must be returned to the City per Procurement Policy.</p>
REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)	<p>Detailed procedures for accessing the City's PeopleSoft financial system and for submitting incidental expense claims are available from the Financial Services Division, Corporate Services Department.</p>

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

Reimbursement	Requests for reimbursement of out-of-pocket expenses should be submitted by using the Statement of Mileage and Other Expenses Form. Out-of-pocket expenses include items such as business meals and parking. Purchase of tickets to community events should be requested through a Cheque Requisition – payable to the event organization and not through reimbursement requests.
Supporting Documentation	Original receipts and supporting documentation are to be provided with the request for reimbursement indicating: <ol style="list-style-type: none"> <li>1. the type of expense;</li> <li>2. date and purpose of event or meeting attended (if applicable); and</li> <li>3. identification of all individuals whose expenses are being reimbursed. The appropriate account number within the applicable current budget must be provided with the request.</li> </ol>
Petty Cash	The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for administering the petty cash for their respective offices in accordance with the corporate procedures for petty cash. Original receipts and supporting documentation must be provided with the request for reimbursement as outlined above.
Cheque Requisition	Goods or services that are not ordered through the City's PeopleSoft financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above.

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

**SECTION 2 - GUIDELINES**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Councillor Ward Budget Process and Guidelines	N/A	N/A	<p>The methodology for developing the Councillor Ward Office Budgets is included in a separate document, "Methodology for Developing Elected Officials Office Budget and Ward Councillor Office Budget."</p> <p>Councillors may submit requests for access to the Legislative Contingency Fund to Council for approval during the course of the year.</p> <p>Councillors will be required to reimburse the City for any expenditures exceeding their approved Ward budget.</p>
Office Equipment and Operating Supplies (Note 1)	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, picture / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.)</p> <p>Common office equipment (shredder, fax machine, photocopier in accordance with corporate standards)</p>	<p>Expenses for shared office consumables (stationery, office supplies, etc.).</p> <p>Shared office equipment (shredder, one fax machine, photocopier).</p> <p>Computer hardware (in accordance with corporate standards) for the receptionist.</p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, picture / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.)</p> <p>Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.</p>
Staffing (Note 2)	Compensation costs for all staff in the Office of the Mayor.	Compensation costs for one shared receptionist and associated vacation coverage.	<p>Compensation costs for all staff in the Councillor's office.</p> <p>Costs of vacation coverage for staff of the Councillor's office.</p>



**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Parking: <ul style="list-style-type: none"> <li>• Parking for elected officials is provided free of charge.</li> <li>• Parking for staff must be obtained or purchased in accordance with the corporate policy for parking.</li> </ul>	Parking expenses for qualifying staff of the Office of the Mayor.		Parking expenses for any qualifying staff of the Councillor's office.
Training / Strategic Planning	Training costs for staff in the Office of the Mayor. Courses that meet the criteria of the City's Tuition reimbursement policy require council approval.	Costs for Council orientation, strategic planning and professional development.  Training costs for one shared receptionist.	Training costs for all staff of the Councillor's office. Courses that meet the criteria of the City's Tuition Reimbursement Policy require council approval.

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Communication with Constituents:  Expenses incurred in the communication of City and / or ward issues or items of interest to constituents	Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.  Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.	Costs of one telephone line for the receptionist.  Costs of one shared fax line for all Councillors will be paid when the use is for City business	Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.  Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business
Constituency Office	N/A	N/A	All costs associated with a constituency office outside of City Hall, 71 Main Street West.
Donations	Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.	N/A	Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Promotion	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</p> <p>Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</p>		<p>Costs for City souvenir items (mementoes) are available for distribution at the discretion of the individual Councillor.</p> <p>Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.</p>
Business Entertainment / Staff Recognition	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above, and in accordance with the City's Policy for Business travel, seminars and conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>	N/A	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above, and in accordance with the City's Policy for Business travel, seminars and conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Local Travel Allowance	<p>Mileage and parking for the Mayor for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the Mayor's home and City Hall will not be paid by the City.</p>	N/A	<p>Mileage and parking for Councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the elected official's home and City Hall will not be paid by the City.</p>
Attendance at Functions / Conferences	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be provided as outlined above.</p> <p>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</p> <p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>	N/A	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be as outlined above.</p> <p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Attendance at Functions / Conferences (Cont'd)	Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences	Where the elected official is representing the City as a member of a board (excluding local boards such as Police Board), expenses incurred to attend functions and / or conferences related to this membership, as follows: <ul style="list-style-type: none"> <li>• FCM (2 members of Council)</li> <li>• AMO (2 members of Council)</li> <li>• Other (International Children's Games).</li> </ul>	All other expenses incurred to attend functions and / or conferences.  Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.
Memberships	N/A	The cost of memberships for Council as a whole (i.e., Federation of Canadian Municipalities, Association of Municipalities of Ontario, etc.).	N/A

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD BUDGET</b>
Meeting Expenses	Expenses for meetings involving staff in the Office of the Mayor.	<p>Expenses for meetings of Council as a whole. The Office of the City Clerk will be responsible for arranging for any refreshments and set up requirements for these meetings and administering this budget allocation.</p> <p>Expenses for meetings of committees established by Council. The Office of the City Clerk will be responsible for arranging for any refreshments and set up requirements for these meetings and administering this budget allocation.</p> <p>Expenses for use of City Hall by community groups. Staff in the Facilities Section of the Public Works Department will be responsible for arranging for any refreshments and set up requirements for these functions and administering this budget allocation.</p>	Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.

**Policy and Guidelines For Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD BUDGET
Hosting of Conferences with Municipal Subject Content	N/A	Expenses representing contributions to events hosted by organizations with a municipal affiliation as approved by Council.	N/A
Internal Charge-backs or Cost allocations	Expenses related to services provided in-house, such as printing and photocopying, and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the budget for the Office of the Mayor provided with the requisition, if required, and no additional reporting is required.	Costs of liability insurance for general public liability, errors and omissions liability, comprehensive crime, and conflict of interest for elected officials	Expenses related to services provided in-house, such as printing, photocopying, office space outside of City Hall (71 Main Street West) and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the individual Councillor's ward budget provided with the requisition, if required, and no additional reporting is required.

Note 1: Office related furniture, fixtures, and equipment (FFE) including electronics purchased or reimbursed from the City Budget must remain the property of the City. An inventory of office related FFE must be maintained and tracked by the Administrative Assistant. At the end of every Council term, the completed list must be submitted to the Office of the City Clerk.

Note 2: Contracts including offers of employment can only be signed by the Mayor and Elected Officials once they are sworn in.







**CITY OF HAMILTON**  
**CITY MANAGER OFFICE**  
*Strategic Partnerships & Revenue Generation*

<b>TO:</b>	Chair and Members Audit, Finance & Administration Committee
<b>COMMITTEE DATE:</b>	December 17, 2018
<b>SUBJECT/REPORT NO:</b>	2019 Advance - City Enrichment Fund (GRA18005) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Monique Garwood ext. 3991
<b>SUBMITTED BY:</b>	John Hertel Director, Strategic Partnerships & Communications City Manager's Office
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That effective Jan 1, 2019, an advance of funds be provided to the organizations specified in the attached Appendix "A" to Report GRA18005, and;
- (b) That any outstanding arrears due to the City of Hamilton by the organizations (as shown in the attached Appendix "A" to Report GRA18005) be first applied against the approved grant funding, including advances until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

### EXECUTIVE SUMMARY

In 2015, Council approved the launch of the new City Enrichment Fund. Organizations that were previously funded through Boards & Agencies were transitioned over to the new program. Some of these Boards & Agencies organizations and the 91<sup>st</sup> Highlanders Athletic Association were historically provided advances. In order to avoid undue hardship to their operations, it was felt that the advances should continue.

For the organizations listed in the report (attached as Appendix "A" to Report GRA18005), the City follows a policy which ensures that grant payments are not made until outstanding arrears owing to the City of Hamilton are paid off.

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

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)**

Financial: Based on Council approval of the 2019 funding levels, the remaining payments to these organizations would be adjusted to ensure that total payment amounts do not exceed the 2019 Council approved funding level, which is expected by June 2019.

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**SUBJECT: 2019 Advance - City Enrichment Fund (GRA18005) (City Wide) - Page  
2 of 2**

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Staffing: None

Legal: None

**HISTORICAL BACKGROUND (Chronology of events)****POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The City has been supporting various Boards and Agencies and the 91<sup>st</sup> Highlanders Athletic Association with operational funding in the past. Since these organizations depend on the City to fund their operational expenditures, past practice has been to provide regular on-going payments pending the approval of the City Budget for each year. The proposed payment schedule closely follows that of 2018.

**RELEVANT CONSULTATION****ANALYSIS AND RATIONALE FOR RECOMMENDATION****(Include Performance Measurement/Benchmarking Data if applicable)**

To be consistent with prior years, staff is seeking Council Approval to continue funding as of January 2019, for those organizations that receive funding (attached as Appendix "A" to Report GRA18005) on a monthly basis, pending approval of the 2019 budget. The funding is based on the previous year's budget and is adjusted if necessary, when the current year's budget receives Council Approval.

**ALTERNATIVES FOR CONSIDERATION****(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)****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.*

**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 GRA18005– 2019 Advance, City Enrichment Fund

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

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

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

### City Enrichment Fund Requiring Advance Payments in 2019

Agency	Advance Payment Schedule for 2019	#of Payments (advance)	2018 Approved Annual Budget *	2019 Advance Payment Amount (Monthly)	2019 Advance Payment Amount (5 Payments)
Art Gallery of Hamilton	1st of each month	5	\$ 1,000,000	\$ 83,333.33	\$ 416,666.67
Theatre Aquarius	1st of each month	5	\$ 255,000	\$ 21,250.00	\$ 106,250.00
Festival of Friends (Hamilton-Wentworth)	1st of each month	5	\$ 90,000	\$ 7,500.00	\$ 37,500.00
Hamilton Philhamonic Orchestra	1st of each month	5	\$ 168,300	\$ 14,025.00	\$ 70,125.00
Brott Music Festival *	1st of each month	5	\$ 142,800	\$ 11,900.00	\$ 59,500.00
91st Highlanders Athletic Assoc	1st of each month	5	\$ 25,388	\$ 2,115.67	\$ 10,578.33
<b>Total</b>			<b>\$ 1,681,488</b>	<b>\$ 140,124.00</b>	<b>\$ 700,620.00</b>

\* Does not include one-time enhancements from Reserves



# CITY OF HAMILTON M O T I O N

**Audit, Finance & Administration Committee: December 17, 2018**

**MOVED BY COUNCILLOR .....**

**SECONDED BY COUNCILLOR .....**

## **Interview Sub-committee Appointees to the Audit, Finance & Administration Committee**

That the following five Councillors be appointed to the Interview Sub-Committee to the Audit, Finance & Administration Committee for the 2018-2022 term of Council:

- (i) Councillor M. Wilson
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_ (alternate member)
- (v) \_\_\_\_\_ (alternate member)