



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE

Meeting #: 19-002
Date: February 7, 2019
Time: 9:30 a.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

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

	Pages
1. CEREMONIAL ACTIVITIES	
2. APPROVAL OF AGENDA	
(Added Items, if applicable, will be noted with *)	
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5.1 Correspondence from Mark Strongman, Tournament Chairman, 2019 Little League Championship being held in Ancaster in Summer of 2019 requesting a grant of \$50,000 to assist in their financial responsibilities. (Referred from Council - January 23, 2019)	13
Recommendation: Be referred to Item 6.2 - Delegation Request from Mark Strongman.	

- 5.2 Correspondence from the Federation of Canadian Municipalities (FCM) respecting the 2019-2020 Membership Invoice - Advocacy Fund Contribution along with Appendix A that provides background information on the Advocacy Fund. 15

(Referred from Council - January 23, 2019)

Recommendation: That the Advocacy Fund (\$45,200) be approved and funded from the 2019 Legislative Budget, requiring an increase of \$30,000 to the 2019 Legislative Budget.

6. DELEGATION REQUESTS

- 6.1 Voislav Bjelajac, respecting a Vacancy Rebate for 2016 (For a future meeting) 19
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- 10.2 Development Charges Stakeholders Sub-Committee Report 19-001 (To be distributed)

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14. PRIVATE AND CONFIDENTIAL

- 14.1 Closed Minutes - January 17, 2019 (Distributed under separate cover)

Pursuant to Section 8.1, Sub-sections (e), (f), (i) and (k) of the City's Procedural By-law 18-270, 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.

- 14.2 Hamilton Anti-Racism Resource Centre Update (HUR18010(a) / LS19008) (City Wide) (Distributed under separate cover)

Pursuant to Section 8.1, Sub-sections (b), (f) and (k) of the City's Procedural By-law 18-270, and Section 239(2), Sub-sections (b), (f) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual(s), including City employees; advice that is subject to solicitor/client privileges, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 19-001

9:30 a.m.

January 17, 2019

Council Chambers

Hamilton City Hall

Present: Councillors C. Collins (Chair), M. Wilson (Vice-Chair), B. Johnson, M. Pearson, L. Ferguson, J. Partridge, and B. Clark

**Absent with
Regrets:** Councillor A. VanderBeek – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. OMERS Plan Changes Approved by Sponsors Corporation (FCS19004) (City Wide) (Item 7.1)

(Johnson/Partridge)

That Report FCS19004, respecting OMERS Plan Changes Approved by Sponsors Corporation, be received.

CARRIED

2. 2019 Interim Levy and Temporary Borrowing By-Laws (FCS19003) (City Wide) (Item 7.2)

(Pearson/Partridge)

(a) That Appendix “A” attached to Report FCS19003 being a “By-law to Authorize the Temporary Borrowing of Monies to Meet Current Expenditures Pending Receipt of Current Revenues for 2019”, be passed;

(b) That Appendix “B” attached to Report FCS19003 being a “By-law to Authorize an Interim Tax Levy for 2019”, be passed.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
 YES - Chair Chad Collins
 YES - Councillor Judi Partridge
 YES - Councillor Lloyd Ferguson
 YES - Councillor Brenda Johnson
 YES - Councillor Maria Pearson
 NOT PRESENT - Councillor Arlene VanderBeek
 NOT PRESENT - Councillor Brad Clark

3. Whistleblower, Fraud & Waste Information Update for Q3 & Q4 2018 (AUD19001) (City Wide) (Item 7.3)

(Wilson/Partridge)

That Report AUD19001, respecting the Whistleblower, Fraud & Waste Information Update for Q3 & Q4 2018, be received.

CARRIED

4. 2018 City of Hamilton External Audit Plan (FCS19005) (City Wide) (Item 10.1)

(Pearson/Johnson)

That Appendix "A" attached to Report FCS19005 respecting the 2018 City of Hamilton External Audit Planning prepared by KPMG, be received.

CARRIED

5. HMRF/HWRF Pension Administration Sub-Committee Report 18-001 (Item 10.2)

(Pearson/Johnson)

(a) Appointment of Chair and Vice-Chair (Item 1)

- (i) That Councillor M. Pearson be appointed as Chair for the 2018 – 2022 term;
- (ii) That Don Skarratt (HMRF Member) be appointed as Co-Vice Chair for the 2018 – 2022 term; and,
- (iii) That Jim Garchinski (HWRF Member) be appointed as Co-Vice Chair for the 2018 – 2022 term.

(b) Hamilton Municipal Retirement Fund (HMRF) December 31, 2017 Valuation (FCS18092) (City Wide) (Item 9.1)

That the December 31, 2017 actuarial valuation for the Hamilton Municipal Retirement Fund (HMRF) attached as Appendix "A" to Report FCS18092, be received.

(c) Master Trust Pension Investment Performance Report as at December 31, 2017 (FCS17088(a)) (City Wide) (Item 10.1)

That Report FCS17088(a) respecting the Master Trust Pension Investment Performance Report as at December 31, 2017, be received.

(d) Master Trust Pension Investment Performance Report as at June 30, 2018 (FCS18091) (City Wide) (Item 10.2)

That Report FCS18091 respecting the Master Trust Pension Investment Performance Report as at June 30, 2018, be received.

(e) 2018 Master Trust Pension Statement of Investment Policies and Procedures (FCS18090) (City Wide) (Item 10.3)

- (i) That the 2017 Master Trust Statement of Investment Policies and Procedures be deleted and replaced with the 2018 Master Trust Statement of Investment Policies and Procedures, attached as Appendix "A" to HMRF-HWRF Pension Administration Sub-Committee Report 18-001; and,
- (ii) That the 2018 Master Trust Statement of Investment Policies and Procedures, attached as Appendix "A" to HMRF-HWRF Pension Administration Sub-Committee Report 18-001, be forwarded to the Hamilton Street Railway Pension Advisory Committee for their information.

(f) HMRF/HWRF/HSR Pension Plan Possible Transfer to OMERS (FCS18093) (City Wide) (Item 10.4)

That staff be directed to investigate a possible transfer of the City of Hamilton's (City) three legacy pension plans to Ontario Municipal Employees Retirement System (OMERS):

- (i) Hamilton Municipal Retirement Fund (HMRF);
- (ii) Hamilton Wentworth Retirement Fund (HWRF); and
- (iii) Hamilton Street Railway Pension Plan (HSR).

(g) Hamilton Municipal Retirement Fund Plan Text Amendment (FCS18084) (City Wide) (Item 10.5)

- (i) That the Treasurer be authorized and directed to file the amendment to Section 4.01 to the Hamilton Municipal Retirement Fund (HMRF), per Appendix 'B' to HMRF-HWRF Pension Administration Sub-Committee Report 18-001 with the applicable government agencies; and,
- (ii) That the City Solicitor be authorized and directed to prepare any necessary amendments to the HMRF or prepare any necessary by-law amendments to facilitate the direction given in sub-section (a).

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Lloyd Ferguson
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Brad Clark

6. Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide) (Item 14.2)

(Ferguson/Clark)

- (d) That recommendations (a), (b) and (c) be released publicly following approval by Council; and,
- (e) That the contents of Report FCS18100 / LS18060, respecting the Commercial Relationship Between the City of Hamilton and Century Group Inc., remain confidential.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Lloyd Ferguson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Brenda Johnson

7. Impact of Bill 148 on Service Contracts (LS18009(c) / FCS18001(c)) (City Wide) (Item 14.2)

(Pearson/Ferguson)

That the contents of Report LS18009(c) / FCS18001(c), respecting the Impact of Bill 148 on Service Contracts, remain confidential.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Lloyd Ferguson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Brenda Johnson

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

1. DELEGATION REQUESTS - WITHDRAWN

- 6.1 Viv Saunders, respecting Ward Specific Funding Initiatives (For today's meeting)

(Johnson/Pearson)

That the agenda for the January 17, 2019 Audit, Finance and Administration Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Brad Clark

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) December 17, 2018 (Item 4.1)

(Wilson/Pearson)

That the Minutes of the December 17, 2018 meeting of the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Brad Clark

(d) DELEGATION REQUESTS (Item 6)

(i) Eric Zvaniga, Century Group Inc., respecting the Commercial Relationship Discussion (Item 14.2 on today's agenda) (For today's meeting) (Item 6.2)

(Johnson/Partridge)

That the delegation request from Eric Zvaniga, Century Group Inc., respecting the Commercial Relationship Discussion, be approved for today's meeting.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Brad Clark

(ii) Vince Dipietro, Angelica Homes, respecting a rental property's water bill (For a future meeting) (Item 6.3)

(Pearson/Johnson)

That the delegation request from Vince Dipietro, Angelica Homes, respecting a rental property's water bill, be approved for a future meeting.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson
NOT PRESENT - Councillor Brad Clark

(e) PUBLIC HEARINGS / DELEGATIONS (Item 8)

(i) Eric Zvaniga, Century Group Inc., respecting the Commercial Relationship Discussion (Item 14.2 on today's agenda) (Added Item 8.1)

Eric Zvaniga, Century Group Inc., addressed the Committee respecting the commercial relationship between the City of Hamilton and Century Group Inc. A copy of the speaking notes has been included in the official record.

(Partridge/Pearson)

That the delegation from Eric Zvaniga, Century Group Inc., respecting the commercial relationship between the City of Hamilton and Century Group Inc., be received.

CARRIED

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

(f) PRIVATE & CONFIDENTIAL (Item 14)

(i) Closed Session Minutes – December 17, 2018 (Item 14.1)

(Partridge/Ferguson)

- (a) That the Closed Session Minutes of the December 17, 2018 Audit, Finance and Administration meeting, be approved as presented; and
- (b) That the Closed Session Minutes of the December 17, 2018 Audit, Finance and Administration meeting, remain confidential.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Lloyd Ferguson
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Brad Clark

(Partridge/Johnson)

That Committee move into Closed Session respecting Items 14.2 & 14.3, pursuant to Section 8.1, Sub-sections (e), (f), (i) and (k) of the City's Procedural By-law 18-270, 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) Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide) (Item 14.2)

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 6.

**(iii) Impact of Bill 148 on Service Contracts (LS18009(c) / FCS18001(c))
(City Wide) (Item 14.3)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 7.

(g) ADJOURNMENT (Item 15)

(Partridge/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:50 a.m.

CARRIED

Respectfully submitted,

Councillor Collins, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



The 2019 Little League Canadian Championship Tournament

Attn: City Clerk,

Please allow me to introduce myself, My name is Mark Strongman and I am the Tournament Chairman of the 2019 Little League Canadian Championship that will be held this summer in Ancaster, Ontario. The 10 day event will be held from August 1st to August 11th, 2019 at the very scenic Ancaster Little league Park.

The tournament will include some of the best 11 and 12 year old teams, representing regions right across Canada as well as the host team from Ancaster Little League. The current regions represented are British Columbia, Alberta, Saskatchewan, Ontario, Quebec, and Atlantic Canada. The teams will compete for the right to represent Canada on the world stage at the annual Little League® World Series played in Williamsport Pennsylvania.

Ancaster hosted this same event in 2010 and due to the overwhelming success of that particular tournament, both from the event itself and the cooperative effort of the City of Hamilton and the community at large, we were asked to host again this year.

Our budget of approximately \$150,000 is primarily to house, feed and transport the young players, volunteer coaches and volunteer umpires to and from Redeemer University College in the "Athlete's Village" for the 10 days of the tournament.

This years tournament will be live streamed and live broadcast on CBC giving our community national and international attention.

One of the premier events of the tournament, other than the games, will be the Tournament Banquet that will be held at the Canadian War Plane Heritage Museum in Mount Hope, Ontario.

Over and above the national and international exposure, is the economic impact of over \$500,000 for our community. Our planning committee is very excited for this great opportunity, but it can only be successful with the support from the entire community.

We would like to request that the City of Hamilton would consider a grant of \$50,000 to assist in our financial responsibilities.

Thank you for your consideration.

Mark Strongman
Tournament Chairman
2019 Little League Canadian Championship





Memories of the 2010 Little League Canadian Championship Tournament





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice 2019-2020 Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Zegarac, Mike

City of Hamilton

71 Main Street West

Hamilton, Ontario L8P 4Y5

Canada

INVOICE / FACTURE: INV-14227-W2N3Y5

DATE: 11/02/2018

ACCOUNT / COMPTE: 47

DUE DATE / DATE LIMIT: 04/01/2019

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	HST / TVH	TOTAL	
Base fee per your population/ Taux de base selon votre population	1	\$370.00	\$370.00	\$48.10	\$418.10	
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	536,917	\$0.1524	\$81,826.15	\$10,637.40	\$92,463.55	
Outstanding Advocacy Fund Contribution (voluntary) / Solde de la contribution au fonds spécial de représentation (volontaire)	1	\$40,000.00	\$40,000.00	\$5,200.00	\$45,200.00	
			TOTAL	\$122,196.15	\$15,885.50	\$138,081.65

PAID AMOUNT / MONTANT PAYÉ: \$0.00

BALANCE DUE / MONTANT DÛ: \$138,081.65

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities

Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)

90 Sparks St, Ottawa, ON K1P 5T7

Transit Number/Numéro de transit: 00006

Account Number/Numéro de compte: 1006063

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231 TQ 0001

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 47

Learn all about FCM's Special Advocacy Fund
<https://fcm.ca/advocacyfund>

Apprenez en plus à propos du Fonds spécial de
représentation de la FCM
<https://fcm.ca/fondsderpresentation>



Dear Members

Your FCM Board of Directors is taking steps to propel local governments to new heights through Federal Election 2019, and the crucial months following. This needs to be our biggest effort ever. That's why, in March, your Board approved a Special Advocacy Fund to help make that happen.

As you know, FCM has a long track-record of delivering gains for municipalities, like the permanent Gas Tax Fund. Starting with Election 2015, we've shaped game-changing investments in local priorities like never before, and we've achieved new levels of influence for local governments. Now more than ever, all federal parties understand that local solutions tackle national challenges.

Our Election 2015 breakthrough has created new opportunities, and new expectations. To seize this moment — and to build on our historic gains — we need the right tools. We can't risk seeing federal parties move on from local priorities. Election 2019 is our vital opportunity to make municipal progress "the new normal," and to keep our priorities front-and-centre for years to come.

As the order of government closest to daily life, Canadians count on us to build more vibrant and livable communities. This is our moment. Together, we can continue to deliver.

JENNY GERBASI
FCM President



Seizing Our Moment, Securing Our Future

FCM's Special Advocacy Fund



FCM delivers for municipalities

Starting with our Election 2015 breakthrough, FCM's hard work and influence has significantly shaped historic gains for local governments, including:

- ▶ The **Investing in Canada infrastructure plan** — a 12-year, \$180 billion federal investment in local infrastructure, from public transit to wastewater system upgrades.
- ▶ Canada's first-ever **national housing strategy**, including key commitments to repair and build affordable housing across the country.
- ▶ A strengthened **seat at the table**, including through unprecedented engagement with federal, provincial and territorial ministers, as well as with opposition leaders and the Prime Minister.
- ▶ A **predictable federal allocation model** for transit expansions that put municipalities in the driver's seat.
- ▶ A \$2 billion **rural and northern infrastructure fund** — the biggest investment of its kind in a generation.
- ▶ Better access to **high-speed broadband** through the federal Connect to Innovate program and the CRTC decision to mandate universal broadband access.
- ▶ New **capacity-building programs** on asset management and climate change — led by FCM — as well as a new \$125 million capital investment in FCM's Green Municipal Fund.

Now we need to take the next step

▶ What is the **Special Advocacy Fund**?

The last federal election was a turning point that propelled municipal priorities onto the national agenda like never before. The next election is a vital opportunity to build on those gains. To ensure we have the right tools to seize this moment, FCM's Board of Directors has approved a 2-year Special Advocacy Fund. This fund is supported by FCM members using a fee structure similar to how membership fees are determined.

▶ What will the fund be used for?

The Special Advocacy Fund will drive FCM's largest and most ambitious campaign ever, reaching out to every federal party. It means an intensive, multi-faceted strategy that integrates polling, detailed platform development, sustained outreach, and an innovative communications and media plan. It means an extended campaign that keeps municipal priorities front-and-centre heading into Election 2019, as well as in the crucial first months of a new government.

▶ Is the fund **mandatory**?

The Special Advocacy Fund is voluntary, and not tied to FCM membership. However, it's a vital opportunity for municipalities to take our historic progress to new heights and to continue to deliver for Canadians the same way we always have — together.



“Our choice in the next federal election is simple: either we continue to move forward as local governments, or we fall back. If we get this right, we'll see federal parties competing to support municipal priorities. We'll see a federal government that understands why full partnership with municipalities is the only way forward. Election 2019 is our opportunity to make that happen. We can't leave anything to chance.”

Don Iveson
Mayor, Edmonton, AB



“FCM has proven that it can deliver for communities of all sizes. We saw this in the last election, when our work put local issues on the federal map. We've seen it since then through the unprecedented federal investments that FCM has helped secure. Now we need to take this advocacy to the next level, to build our local priorities into the heart of the next government's mandate.”

Ray Orb
Reeve, Rural Municipality of Cupar No. 218, SK

To learn more about
FCM's Special Advocacy Fund, visit
fcm.ca/advocacyfund

6.1

Form: Request to Speak to Committee of Council

Submitted on Thursday, January 17, 2019 - 3:53 pm

==Committee Requested==

Committee: Audit, Finance & Administration

==Requestor Information==

Name of Individual: Voislav Bjelajac

Name of Organization: 2492407 Ontario Inc.

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: Vacancy Rebate for 2016 was never received from city of Hamilton. I did send it.

Will you be requesting funds from the City? Yes

Will you be submitting a formal presentation? No

6.2

Form: Request to Speak to Committee of Council

Submitted on Sunday, January 27, 2019 - 2:46 pm

==Committee Requested==

Committee: Audit, Finance & Administration

==Requestor Information==

Name of Individual: Mark Strongman

Name of Organization: Mark Strongman

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: To present a request for a grant of \$50,000 for the 2019 Canadian Little League Championships that are being held in Ancaster Aug. 1-10 2019

Will you be requesting funds from the City? Yes

Will you be submitting a formal presentation? Yes



Hamilton

7.1(a)

Minutes
LGBTQ Advisory Committee
Thursday, November 15, 2018, 6:00 p.m.
City Hall, 71 Main St. W., Room 171

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

Regrets: James Diemert

Staff: Nadia Olivieri

Guests: (member of the public)

Recorder: Nadia Olivieri

Chair: M. Picken

Welcome/Introductions (6:15 pm)

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

Motion #1

(A. Getty/K. Dalton)

That the LGBTQ Advisory Committee accepts the agenda of November 15, 2018, as amended.

- i) 5.6 move to be moved to 5.1b
- ii) 5.1c be created as 2019 Budget
- iii) 6.1 be created as Queer Women Event announcement

CARRIED

2. Declaration of Interest

- None declared

3. Review and Approval of Previous Minutes

- No issues identified

Motion #2

(K. Dalton/A. Getty)

That the Committee's minutes of October 18, 2018 be approved, as presented.

CARRIED

4. Presentation- n/a

5. Business/ Discussion Items

5.1 Business Arising from Previous Minutes

- R. Vine requested to address the Learning Moment as an outstanding item arising out of the previous meeting.
- Staff Liaison requested that the members provide their understanding of the Learning Moment.
- Members discussed that the learning moment should not be a controversial item but rather an opportunity to reflect and learn something new as the committee is not wholly representative of the wider LGBTQI2S+ community; any member of the committee may bring anything up as a learning moment as long as the topic is approved by the committee at a previous meeting with quorum and supported by a motion; the moment should be cooperative – some learning moments need to be done by experts – someone more in touch with the issue to come forward and provide the learning moment; it was expressed that the moment has been very ineffective and has been divisive in the past.
- The Staff Liaison reviewed the following with the Committee

Definition of a “Learning Moment”: A Learning Moment occurs **during or after a teaching event**. It is the coming together of ideas in a manner the learner didn’t expect and that provides new and meaningful insight.

The Committee appears to be using the “Learning Moment” as an opportunity to make a presentation that takes into account the “white privileged” position as described by the teaching methodology outlined in Peggy MacIntosh’s work (Beyond the Knapsack Teaching Tolerance).

When referencing “white privilege”, Peggy MacIntosh incorporates that concept into what she labels as “Serial Testimony”.

- Serial Testimony is a teaching methodology that tries to incorporate the students lived experienced as defining the **relevant starting point** for any teaching event. By requesting students to engage in “Serial Testimony” the aim is to eliminate the prevailing (educator’s) “white privileged” perspective **before embarking on teaching any subject matter**.

The concepts are not interchangeable: the Committee members appear to be using the agenda item to both express a “learning moment” and as an opportunity to discuss perspectives that may not be representative of the collective knowledge of the LGBTQ present committee members. This has resulted in some conflict over the use of the Learning moment.

- Action: Committee members need to agree upon how to move forward with this item. If it is a Learning Moment as defined by the Staff Liaison or is it a Learning Space where the expectation is that the “instructor” makes efforts to understand the learning starting point of each of the committee members to maximize what is learned during the “Learning Space”.

5.1 b) Trans Day of Remembrance

- Due to timing, Spectrum along with A. Getty proposed different format for the event. The plan is to organize a dinner for trans-persons and their family and/or close friends. There will be trans-youth entertainment such as music, readings, etc.

- A Getty is working with Spectrum and Madeline Fournier – most of the work has been done. **Dinner will be at the YWCA on Tuesday night November 20, 2018.**
- There is a request to the Committee for \$500.00 to support the food cost for the evening event.

Motion #3:

(V. Nikolskaya /K. Dalton)

That the LGBTQ committee financially support Trans-day of Remembrance with up to \$600.00 in monetary funds. **CARRIED**

5.1 c) 2019 Budget

Reviewed and noted to reflect discussion from last month's minutes
The 2019 budget was signed by the Chair and provided to Staff

Quorum lost at 7:10 pm

5.2 Advisory Name – Community Consult: Defer

5.3 Learning Moment: Defer

5.4 Terms of Reference: Defer

5.5 Basic Income Project

- R. Vine – with respect to Basic Income Project, he would like to review if the committee would be interested at looking at it from the lens from LGBTQ2SIA+ community as basic income is different for each member within this community.
- Those who continued to be present at the meeting agreed to revisit this topic at next month's meeting. R. Vine suggested that member consider content to draft a letter to Council that highlight analysis that is related to the LGBTQ2SIA+ community.

5.6 Transgender Day of Remembrance

- Item moved to 5.1 b

6. Announcements/ Information Sharing

- R. Vine advised Committee of an event in Toronto Tuesday November 20, 2018 – “How do we get Queer spaces for women in Toronto?”

7. Adjournment

The meeting of November 15, 2018 was adjourned at 7:30pm.

Next meeting scheduled for December 20, 2018 at 6:00pm



7.1(b)

**MINUTES: Hamilton Mundialization Advisory Committee
Wednesday, December 19, 2018 – 6:00 p.m.
Hamilton City Hall, Room 192**

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

WELCOME & INTRODUCTIONS

The Chair welcomed everyone to the meeting and provided the Land Acknowledgement.

**1. APPROVAL OF AGENDA
(P. Semkow/ B. Semkow)**

That the Hamilton Mundialization Advisory Committee agenda of December 19, 2018 be approved as revised.

- (i) Add 5.3 Web site discussion

CARRIED

2. DECLARATIONS OF INTEREST –None declared.

3. APPROVAL OF MINUTES

- 3.1. Minutes of November 21, 2018

(R. Ende/P. Semkow)

That the minutes of November 21, 2018 meeting of the Mundialization Committee be approved as presented.

CARRIED

- 4. PRESENTATION** – Christopher Cutler, Advisor to the Mayor, Community Relations, Office of the Mayor
Christopher presented a plaque from the Mayor’s Officer to the Mundialization Committee commemorating the 50 years of Mundialization noting “appreciation for the advice and support provided to Council on the twinning relationships between Hamilton and its twin cities around the world.”
Appreciation was expressed to C. VanderBeek for her attendance and dedication to the Committee.



7.1(b)

Christopher advised the Mayor is very interested in Mundialization and Christopher, will be joining the committee on occasion during the next term of the Committee.

Motion:

(J. Lukas /R. Ende)

That the Committee thank Christopher Cutler and the Mayor’s office for their ongoing support to the Committee and their recognition of the 50 years of Mundialization, beginning with the twinning of Kaga, Japan- Dundas, Ontario.

UNANIMOUS

5. DISCUSSION ITEMS

5.1. Mundialization Display Cabinet

5.1.1.Franca Hicks

The Cabinet has been updated by Franca. The display has collection items from the various twin cities.

Motion:

(J. Lukas/R. Ende)

That the Mundialization committee express our thanks to Franca Hicks for the awesome job in updating the Mundialization display cabinet and the Committee looks forward to working with her in future.

5.2. 2018 Activity Plan

5.2.1.Photo Contest

The theme for the photo contest should include a celebration of 50 years of Mundialization and include pictures from each twinned city.

Given the support of the Mayor and Christopher, maybe a letter can be crafted to our twin cities from the Mayor’s office; it may provide more sway and possibly encourage another Mayor to respond.

The Photo Contest theme should include the concept of “50 years of Mundialization”.

Members suggested a “dual photo” contest: a picture from 50 years ago and one from present day. One possibility is that Hamilton participants can look at the way Hamilton waterfront has transformed from 50 years ago.

Another possibility is to capture relationships that developed because of City twinning (more relevant to Kaga/Dundas twinning).



7.1(b)

Hamilton is celebrating 50 years of friendship with other cities. We have been in the twinning business for 50 years.

The purpose of the first trip to Kaga Japan was to educate the kids about war and the politics behind it.

Kids of Kaga – 50 years will occur in 2020 as that aligns with the date of the 1st trip to Kaga. The original organizer's daughters (Leslie and Shelia) are trying to connect with all participants. They have found a medal that was presented to Julie Ashcroft (their mother).

Julie Ashcroft was integral to the 50 years that followed. There may be some part that the Mundialization Committee can contribute to the event to be held in 2020.

5.2.2. Other 2019 Events

5.2.2.1. 50 years of Gandhi in Canada – plan to be 2 years of celebration and lots of people from India coming to Canada. Events to start in May 2019. September 28, 2019 is Gandhi Day.

5.2.2.2. Add to agenda at next meeting should include a discussion of Mundialization accomplishment and highlights of key issues that the present Committee would like the next Committee to endorse/support in their term.

5.3. Web Site

Discovered that there is a request for donation in the Mundialization booklet which is a pdf file embedded as a link on the web site.

R. Ende to connect with Sergey to remove the pdf file.

R. Ende to review if the web domain can be purchased and then Staff can ask City of Hamilton IT if they can manage it.

Motion:

(B. Semkow/P. Semkow)

R. Ende to contact Sergey to make immediate necessary changes to the web site in the new term explore options for long term maintenance of the web site.

6. OTHER BUSINESS

6.1. Information sharing-



Hamilton



Page 30 of 60

7.1(b)

R. Vine, the Chair, acknowledged and thanked the contributions of each member to the Mundialization Committee and noted that individual Committee members have a common goal of “service to the City” which binds them to each other. R. Vine said that we are lucky to live in a great community.

7. ADJOURNMENT

(B. Semkow/P. Semkow)

That the Hamilton Mundialization Committee meeting be adjourned.

7:00 pm.

Wishing all the best of the holiday season.

CARRIED

NEXT MEETING

Wednesday, January 16, 2019

6:00 p.m. – Room 192, City Hall

2019 Dates: February 20, March 20, April 17, May 15, June 19, (July 21, August 21*) September 18, October 16, November 20, and December 18.

*Summer dates if meetings are required



Hamilton

MINUTES

Aboriginal Advisory Committee Thursday, September 6, 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

Absent: Sheryl Green, Connie Bellamy

Also Present: Betsy Pocop – Human Rights, Diversity & Inclusion (staff)
Cameron Kroetsch – Ward 2 Candidate
Nicole Smith – Ward 2 Candidate

Chairperson: Marilyn Wright

Opening

- P. Lawlor did an opening

Welcome and Introductions

- All were welcomed and introduced

1. Changes to the Agenda

- Addition of Item 5.5 – Use of Indigenous Medicine Policy Presentation
- Addition of 6.1 – Lamination Project

D. Elmes/ P. Lawlor

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

CARRIED

2. Declaration of Interest

- There were no declarations of interest

3. Approval of Previous Minutes

- The Committee discussed the LRT project presentation
- Consideration for offer of the LRT project tour – the Committee would be interested in accepting this offer at a later date and extend the invitation to the Chief of New Credit
- P. Lawlor provided update that regarding item 5.5 she did not meet with N. Jones and sought clarification on the request from the item

Aboriginal Advisory Cmt. Mtg.

2

September 6, 2018

- Item – Cabinet Display – B. Pocop to check for an inventory list of what belongs to the Committee and M. Wright to communicate with Y. Maracle regarding her belongings in the Committee’s display cabinet
- Discussions about the display cabinet can continue outside of the Committee meetings

S. Cruickshank/A. Loft

That the Aboriginal Advisory Committee accepts the minutes of June 7, 2018, as presented.

CARRIED

4. Presentations

- M. Wright opened the floor to the Ward 2 candidates to introduce themselves
- The Committee and the candidates discussed the structure of the volunteer advisory committees and meetings
- The Committee will work towards setting their priorities right away when the incoming committee is formed at the next council term

5. Discussion Items

5.1 Urban Indigenous Strategy Update

- Item deferred

5.2 Truth and Reconciliation Calls to Action

- Item deferred

5.3 2019 Budget

- B. Pocop advised the Committee of upcoming budget request
- Committee considered 2019 budget items
- Committee would like to have the community more involved and have HEDAC more involved in the upcoming term
- Committee to work on a plan for the incoming committee
- K. Petgrave and P. Lawlor will work together on a report from the Committee’s recent work and longer standing members to contribute information for the Committee’s work prior to P. Lawlor and K. Petgrave joining

5.4 Water Walk

- Plan for spring 2019
- This would be a great initiative for the Committee, City of Hamilton and to raise awareness of the environment
- Extend an invitation to Six Nations community members

Aboriginal Advisory Cmt. Mtg.

3

September 6, 2018

- M. Wright to send the Committee the email she received about the water walk
- The Committee agrees to extend an invitation to community clinic staff to speak about the water walk at a future Committee meeting

5.5 Use of Indigenous Medicines Policy

- Urban Indigenous Strategy – S. Elmayan and N. Jones would like to share with the Committee the training for the Use of Indigenous Medicines Policy at the October 2018 meeting
- The Committee has agreed to view and provide feedback at the October 4, 2018 meeting

6. Other Business

6.1 UNDRIP Lamination Project

- B. Pocop provided update

D. Elmes/K. Petgrave

That the Aboriginal Advisory Committee support the lamination of the UN Declaration on the Rights of Indigenous Peoples for display with a cost of up to \$120.00

CARRIED

Next Meeting

- Next meeting scheduled for October 4, 2018

Closing

- A. Loft did a closing

7. Adjournment

The meeting was adjourned at 7:45 p.m.

7.1(d)

Hamilton

MINUTES**Aboriginal Advisory Committee**

Monday, November 5, 2018 at 5:30 P.M.

City Hall, 71 Main St. W., Room 171

Present:	Marilyn Wright, Allan Loft, Deborah Elmes, Patty Lawlor, Khitanya Petgrave, Connie Bellamy.
Also Present:	Jessica Bowen - Human Rights, Diversity & Inclusion (staff)
Chairperson:	Marilyn Wright

The purpose of the meeting was to discuss two agenda items:

- 1. Purchasing a table at the 2018 Hamilton Gallery of Distinction Awards; and
(D.Elms | C.Bellamy)**

Motion: To purchase a table at the 2018 Hamilton Gallery of Distinction Awards at a cost of \$925.00.

The committee inquired if staff could contact all committee members to advise that a table will be purchased and confirm if they are available to attend.

- 2. Aboriginal Advisory Committee 2019 Budget Submission**

(C.Bellamy | P.Lawlor)

The committee moved to maintain their current total budget of \$3552.00. \$1000.00 will be allotted to Incidental Costs and \$2552.00 will be budgeted for Special Event/Project Costs. For 2019, special events will include National Aboriginal Day; Housing First Projects and Events; Truth and Reconciliation projects and community workshops; and support for community engagement activities.

Meeting Adjourned at 6:30pm.



Hamilton

- MINUTES -

COMMITTEE AGAINST RACISM

Tuesday, November 27, 2018, 6:30 p.m.

City Hall, 71 Main Street West, Room 192

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

Absent: Ashok Kumar, Nerene Virgin, Steve Petgrave

Also Present: Nadia Olivieri– staff liaison, Human Rights, Diversity and Inclusion

Chair: M. Dei-Amoah

Welcome & Introductions (6:48 pm)

1. Changes to the Agenda

(T. Childs/L. LeBlanc)

That the Committee Against Racism accepts the agenda of November 27, 2018, as amended:

- i) **Add 6.1 Hamilton School Board Discussion**

CARRIED

2. Declaration of Interest

- i) None declared

3. Approval of Minutes

(J. Brennan/L. LeBlanc)

That the Committee Against Racism accepts the meeting minutes of October 23, 2018, as presented.

CARRIED

4. Presentations

- i) None

5. Business / Discussion Items**5.1 Anti-Racism Resource Centre Update****5.1.1 HARRC Steering Committee Update**

- P. Ogban sent regrets for this meeting
- Steering Committee met most recently after a 3 months lapse
- 1st quarter HARRC report reviewed at meeting
- Terms of Reference were reviewed and a final draft is pending
 - Copy of the present draft is available to Committee for review
 - Chair requested that the Terms of Reference be brought back when in its final form
- P. Ogban working on antiracism events for 2019
 - P. Ogban is very appreciative that CAR is providing up to \$1700.00 from the 2018 budget to use on promotional items (fridge magnets, etc.)
 - Member J. Scott creating several resources lists with contacts that P. Ogban can connect with request additional funds (local steel unions, other unions, Canadian Labour Congress, radio etc.)
 - HARRC website is live and P. Ogban asking for feedback on the site. Any feedback from CAR members to go to the HARRC Steering Committee, they can collate and provide to P. Ogban
 - Next Steering Committee meeting is December 12, 2018

ii) Future Committee Planning

- The Committee reviewed the work plan with the suggestions – see edits recommended on the electronic copy of the work plan
- The Chair to work with the Staff Liaison on a new 2019 draft plan for January 22, 2019 meeting
- To assist the Committee with final confirmation of the work plan. Staff to secure latest Indigenous Initiative Report for Committee, any COH Equity Policies and the 2018 – 2022 Councillor Volunteer Advisory Committee appointments

iii) Lincoln Alexander Day

- D. Ramos – met with Rev. Dove and Aileen Duncan (Stewart Memorial Church) – they are extremely interested in CAR's support and participation. They are excited to work with the Committee. L. LeBlanc offered to assist with the sub-committee.
- The Chair also met with L. Alexander's granddaughter and Louise Ambrose to discuss ideas.
- Lincoln Alexander's birthday is January 21st; likely the church will celebrate on Sunday January 20, 2019.

- The Service celebrating US Thanksgiving had musical performances – the Committee may want to consider supporting similar type entertainment for the Lincoln Alexander celebration.
- The Committee has allotted \$5000.00 to this event from their 2019 budget

6. Announcements and Information Sharing

i) Hamilton Wentworth School Board

- The Board has put together an equity committee
- Previously there was an advisory committee that reported directly to the Board of Governors
- The Committee members agreed that they should have some exchange/ conversation with members of this committee and Yohana Otite who has recently secured a position with the Hamilton School Board
- The meeting will be to exchange ideas and see if there are any goals the two groups share in common (e.g. promotion of Lincoln Alexander Day)

(J. Scott/ J. Webster)

That J. Brennan and T. Childs return to Committee with information about Hamilton Wentworth School Board Equity committee.

CARRIED

7. Adjournment

(J. Scott/ J. Webster)

That the Committee Against Racism meeting adjourn at 9:10pm.

Next meeting scheduled for Tuesday, January 22, 2019.



Hamilton

**Status of Women
Thursday, November 22, 2018 5:30 p.m.
City Hall, 71 Main St. W, Room 193**

Present: Denise Christopherson, Janice Lukas, Katie Hood, Marie Robbins, Yulena Wan, Doreen Ssenabulya

Regrets: Zenaida Roque Cruz (LOA), Miracle Chukwu (LOA), Katherine Kalinowski

Absent: N/A

Also Present: Nadia Olivieri (Staff Liaison)

Guests: N/A

Chair: Denise Christopherson (Chair)

WELCOME & INTRODUCTIONS (5:30 pm)

**1. APPROVAL OF AGENDA
(Y. Wan /D. Ssenabulya)**

That the Status of Women Committee agenda of November 23, 2018 be accepted as presented. **CARRIED**

2. DECLARATIONS OF INTEREST

None declared.

**3. APPROVAL OF MINUTES
(J. Lukas /K. Hood)**

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

4. PRESENTATIONS- n/a

5. DISCUSSION ITEMS

5.1. 2018 Activity

For January 2019 meeting members should be prepared to discuss past committee accomplishment and present matters and/or collateral to pass along to the new SWC (e.g. child minding for all volunteer committee members)

Staff to bring 2018 Work plan for reference

8.1.a

Page 1 of 5

98 East 31st Street Hamilton Water Billing Dispute Delegation to Audit, Finance & Administration Committee

Summary

On July 1, 2018, the water account for 98 East 31st Street, Hamilton reverted to the owner/landlord's name from a previous tenant held water account in accordance with the Council approved change to City water and wastewater/storm billing policy regarding tenant accounts. All residential accounts established on or after June 1, 2018, must be opened and billed in the name of the registered owner(s) of the property, and not the name of any tenant(s). In May 2018, all landlords with residential tenants were advised of the billing policy change via a notification letter (see pages 4-5), as well as, newspaper advertisements.

Table 1 on page two provides the rental property's water and wastewater/storm billings under the owner. The crux of the landlord's water billing issue lies with the high consumption bills reflecting meter readings taken in September and October 2018 for a significant amount of water consumption following actual water meter readings.

The City's water billing agent Alectra Utilities Corporation (AUC) left a voice mail message for the landlord regarding the initial high water bill on September 18, 2018, advising to check for potential plumbing leakage and to verify the meter reading AUC had read on September 14, 2018 of 2,552m³. The landlord did not return call and once AUC had reread the meter issued the September bill for a total water and wastewater/storm amount of \$1,100.67. Following an October 13th meter reading of 2,739m³, AUC issued the October water bill for a total amount of \$584.95.

Landlord contacted AUC on November 22, 2018 regarding the high water bills and in turn, AUC advised the meter reading have been verified as accurate. In accordance, with the City's Arrears Policy, several arrears notices were issued by AUC in November 2018 regarding the September water bill that remained unpaid resulting in a tax roll transfer of arrears on November 30th in the amount of \$1,100.67. An administrative fee is applied by Taxation for each tax roll transfer of water and wastewater/storm arrears (2018 fee \$32.95, 2019 fee \$34.25).

On December 28th the landlord contacted AUC advising that the tenants may have left water running outdoors continuously questioning City policy of charging wastewater/storm based on metered water consumption. AUC advised that City policy is to charge wastewater/storm based on metered usage with no exceptions and customers wishing to dispute City policy may appeal directly to Committee by contacting Clerks. AUC further advised that unpaid arrears would lead to further transfers of arrears to the property tax roll.

8.1.a

Page 2 of 5

Several arrears notices have been issued by AUC in December regarding unpaid October and November water bills. On January 4, 2019, \$584.95 of arrears has been transferred to the property tax roll.

Wastewater Rate Structure

Generally sanitary utilities base their charge for wastewater services upon the volume of water consumed recognizing that there is a strong correlation between the volume of water consumed and the volume of wastewater discharged and that it is not practical to install effluent metering. Another common wastewater billing practice is for utilities to assess their wastewater charge on 100% of water consumption.

In 2013, Council reaffirmed Hamilton's long-standing practice of charging wastewater/storm fees based on 100% of metered water consumption (refer to Report FCS11025(e)).

This practice does cause some dispute from those consumers with increased seasonal water use arguing that not all of their water consumption is discharged into the sanitary system. Despite this criticism, most utilities base wastewater charges on 100% water consumption due to a number of reasons:

- Declining water consumption trend has been observed in Hamilton, across Ontario and Canada with the decline reflected in non-essential water usage (lawn watering, car washing, etc) so that in effect the vast majority of consumers do not have much seasonal usage if any
- Most sanitary utilities determine their wastewater rates by basing it on their total wastewater costs, so any method of discounting summer wastewater charges would require an overall rate increase to balance the loss of revenue so in effect the majority of users would simply subsidize the minority of customers who still have significant seasonal water usage
- Having a 100% metered water volume-based wastewater charge can magnify conservation promotion, simply because customers will realize that they will save on both water and wastewater bills if they use less

TABLE 1

Read Date	Total Bill (\$)	Consumption (m3)	Read Estimated	Read From (m3)	Read To (m3)	Avg Daily (m3)	Billing Days
8/10/18	35.80	5	No	2195	2200	0.125	40
9/14/18	1,100.67	352	No	2200	2552	10.057	35
10/13/18	584.95	187	No	2552	2739	6.448	29
11/12/18	116.40	31	No	2739	2770	1.033	30
12/12/18	62.51	15	No	2770	2785	0.5	30

8.1.a

Page 3 of 5

Alectra Utilities Customer Contact Timeline

9/18/18 – left voice mail message regarding high water bill, advising to check for potential plumbing leakage and to verify the meter reading AUC obtained on September 14, 2018 of 2,552m³

10/10/18 – following meter reread, AUC issues September water bill for a total water and wastewater/storm amount of \$1,100.67

11/2/18 – AUC issues arrears notice regarding unpaid water bill. Additional notices are issued on 11/9 and 11/19

11/22/18 - landlord contacted AUC regarding the high water bills and in turn, AUC advised the meter reading have been verified as accurate.

11/30/18 – tax roll transfer of arrears in the amount of \$1,100.67 plus administrative fee of \$32.95 is applied by Taxation

12/7/18 – AUC issues arrears notice regarding unpaid water bills. Additional notices are issued on 12/10 and 12/22

12/28/18 – landlord contacted AUC asking to speak with a customer service supervisor that the tenants may have left water running continuously. AUC advised that City policy is to charge wastewater/storm based on metered usage with no exceptions and customers wishing to dispute City policy may appeal directly to Committee by contacting Clerks. AUC further advised that unpaid arrears would lead to further transfers of arrears to the property tax roll.

8.1.a

Page 4 of 5

Hamilton

Name & address

Attention: Owner of [insert service address]

Re: Changes to Water and Wastewater/Storm Services Billing Policy

Service Address:

Alectra Utilities (formerly Horizon Utilities) is sending you this letter on behalf of the City of Hamilton to outline recent changes to the water and wastewater/storm billing policy and to provide information relating to your water and wastewater/storm services.

Billing Policy Change for Residential Tenant Water and Wastewater/Storm Accounts

Hamilton City Council has approved a change to the water and wastewater/storm billing policy whereby all residential accounts established on or after **June 1, 2018**, must be opened and billed in the name of the registered owner(s) of the property, and not the name of any tenant(s) as was previously permitted. Tenant held residential accounts established prior to June 1, 2018, can continue to be billed to the tenant(s) until the end of their tenancy. Thereafter, pursuant to the revised billing policy, the account will revert to the property owner and all future billings will be sent to the owner's mailing address as listed on the property tax assessment role. To update this mailing address information, please contact the City of Hamilton's Taxation office in writing either by mail at 71 Main Street West, Hamilton Ontario, PO Box 2040 Stn LCD1, L8N 0A3, or by email to taxsupport@hamilton.ca

Alectra Utilities, as the City's water billing agent, will continue to accept payments from tenants/other non-owners (such as a property manager), however, it remains the property owner's responsibility to ensure bills are paid on time.

Responsibility for Water and Wastewater/Storm Fees and Charges

Property owners need to be aware that although billing and payment notifications for grandfathered accounts (opened by residential tenants prior to June 1, 2018), may be sent to a person other than the property owner, the *Municipal Act, 2001* allows unpaid water and wastewater/storm fees and charges to be added to the tax roll of the property to which the public utility was supplied, regardless of who received the service. Alectra Utilities endeavours to provide a notification to property owners of tenant arrears in a direct and timely manner. Arrears notifications will be sent to property owners and account holders (if different from the property owner) when the bill remains unpaid for 30 calendar days following its due date. If the account remains unpaid for 60 calendar days following its due date, the water and wastewater/storm arrears, including any applicable interest, late fees and administration charges, will be added to the tax roll for the property.

8.1.a

Page 5 of 5

If you have any questions regarding your account or water, wastewater/storm fees and charges, please contact Alectra Utilities' Customer Service department at 905-522-9200.

Water and Sewer Line Responsibilities

Many homeowners are not aware that they, not the City, are responsible for the private portion of the water and sewer lines that run between their homes and the property line. The City has partnered with Service Line Warranties of Canada (SLWC) to provide affordable, optional protection plans available to homeowners and also to landlords for their rental properties. Participation is optional and voluntary for homeowners in City of Hamilton.

The Service Line Warranty program provides water and sewer service line warranties to cover repair costs to the private portion of the service lines. These warranty plans include:

- **Water line warranty** - Covers repair costs to restore flow to frozen, leaking or broken outside water lines
- **Sewer line warranty** - Covers repair costs to restore flow to frozen, leaking or clogged outside sewer lines
- **In-home plumbing & drainage warranty** - Covers the cost of repairs to clogged, frozen, leaking or broken water and sewer lines inside the house, including drain lines connected to the main sewer stack. This does not cover faucets or fixtures, venting issues or gas lines.

To learn more, visit www.slwofc.ca or call SLWC toll-free at 1-855-326-4730, available: Mon-Fri 9am-5pm.

Alectra Utilities Corporation
Customer Service Department



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Planning and Policy Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	February 7, 2019
SUBJECT/REPORT NO:	Supply of Raw Water to 690 Strathearne Avenue North (FCS18049(b)) (Ward 4)
WARD(S) AFFECTED:	Ward 4
PREPARED BY:	John Savoia (905) 546-2424 Ext. 7298
SUBMITTED BY:	Cindy Mercanti Director, Customer Service and POA Acting Director, Financial Planning and Policy
SIGNATURE:	

RECOMMENDATIONS

- (a) That the amount of \$18,500 be imposed on the owner of 690 Strathearne Avenue North, currently ArcelorMittal Long Products Canada (AMLPC), for the continued use of City of Hamilton ("City") owned lands through to December 31, 2019, for the purpose of a private raw water pipeline owned by AMLPC to convey raw water supplied by the City to 690 Strathearne Avenue North;
- (b) That staff advises the owner of 690 Strathearne Avenue North, currently AMLPC, that the continued supply of raw water by the City to 690 Strathearne Avenue North through to December 31, 2019, is contingent upon the owner continuing to pay, in addition to other flow-through costs and expenses described in Report FCS18049(b), water rates for the supply of raw water to the property, as approved by Council.
- (c) That staff advises the owner of 690 Strathearne Avenue North, currently AMLPC, that the continued supply of raw water by the City to 690 Strathearne Avenue North beyond December 31, 2019 is contingent upon the following conditions being met:
 - (i) that by December 2, 2019, the owner enter into a Raw Water Supply Agreement with the City of Hamilton on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;

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: Supply of Raw Water to 690 Strathearne Avenue North (FCS18049(b))
(Ward 4) - Page 2 of 7**

- (ii) that by December 2, 2019, the owner enters into an Easement Agreement with the City of Hamilton to support the existing pipeline that crosses City lands on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;
- (iii) that by December 2, 2019, the owner installs a backflow prevention device that meets City requirements to protect against any backflow conditions at its sole expense;
- (d) That the City Solicitor be authorized and directed to prepare all necessary by-laws to implement subsection (a);
- (e) That the General Manager of Finance and Corporate Services be directed to report back to the Audit, Finance and Administration Committee by February 2020 regarding the implementation of Recommendation (b) of Report FCS18049(b).

EXECUTIVE SUMMARY

In August 2018, Council directed the General Manager of Finance and Corporate Services to report back to the Audit, Finance and Administration Committee in January 2019 regarding the implementation of a continued raw water supply to 690 Strathearne Avenue North. The purpose of this Report is to provide such an update.

In August 2018, Council also approved the continued supply of raw water (chlorinated non-potable water) to 690 Strathearne Avenue, currently owned by ArcelorMittal Long Products Canada (AMLPC) contingent upon the following conditions being met:

- a) that effective September 1, 2018, in addition to other flow-through costs and expenses described in Report FCS18049(a), the owner pay water rates set out in recommendation (a) in Report FCS18049(a) for the supply of raw water to the property;
- b) that by December 23, 2018, the owner enter into a Raw Water Supply Agreement with the City of Hamilton on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;
- c) that by December 23, 2018, the owner enters into an Easement Agreement with the City of Hamilton to support the existing pipeline that crosses City lands on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;
- d) that the owner installs a backflow prevention device that meets City requirements to protect against any backflow conditions at its sole expense.

Condition a) was implemented as of September 1, 2018, as approved. Subsequently, with Council's approval of the 2019 Rate Budget (refer to FCS18087), the charges for raw water increased as of January 1, 2019 as follows:

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**SUBJECT: Supply of Raw Water to 690 Strathearne Avenue North (FCS18049(b))
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- (i) metered raw water at the rate of \$0.1163 per cubic metre;
- (ii) daily raw water fixed charges at the following rate:

Meter Size	Daily Rate
200 mm	\$28.80

Conditions b) thru d) have not been completed by AMLPC by the December 2018 timeline that had been set.

On December 19, 2018, AMLPC advised the City that it is considering the possibility of reducing or eliminating its raw water consumption with the potential implementation of a cooling tower. As such, AMLPC has requested a timeline extension for it to review and enter into a raw water supply and easement agreements as per the aforementioned conditions. AMLPC has been in active discussions with Hamilton Water staff regarding backflow protection requirements in relation to the current raw water supply. Therefore, the recommendations contained in this Report essentially provide a one-year extension to December 31, 2019, subject to certain conditions being met. This Report also recommends the conditions under which the raw water supply would be continued beyond December 31, 2019.

Recommendation (b) of this Report FCS18049(b) provides AMLPC ample time for it to complete its business case review of its proposed cooling tower project and should their need for the raw water supply continue beyond December 31, 2019, AMLPC has until December 2, 2019 to enter into a raw water supply and easement agreements and address any backflow prevention requirements to the City's satisfaction.

Recommendation (a) of this Report FCS18049(b) relates to a fee payable to the City by AMLPC in the amount of \$18,500 for the continued use of City owned lands through to December 31, 2019, for the purpose of a private raw water pipeline owned by AMLPC to convey raw water supplied by the City to 690 Strathearne Avenue North.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The 2019 Rate Supported Budget includes \$150 K in revenues related to the supply of raw water to AMLPC.

Staffing: No impact to current staffing levels.

Legal: Sections 9, 10 and Part XII of the *Municipal Act, 2001*, as amended and the Regulations thereto enable a municipality to impose fees or charges on persons for the supply of water and the use of a sewage system as well as for the use of its property.

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By entering into a new raw water supply agreement with AMLPC, the City will commit to continuing to provide raw chlorinated water to AMLPC, subject to the various terms and conditions contained within a new agreement.

Public notice has been given in accordance with the City's Public Notice Policy By-law with respect to the fees identified in the recommendations to this Report.

HISTORICAL BACKGROUND

In 1965, the City had entered into an agreement with the former Stelco to supply chlorinated raw water from the Raw Water Pumping Station, located at the City's WTP. In addition, the same two parties entered into an Easement Agreement which allowed Stelco to construct, maintain and operate a watermain for the conveyance of the chlorinated raw water from the Raw Water Pumping Station to Stelco's property located at 690 Strathearne Avenue North over City lands.

Both the Raw Water Agreement and the Easement expired on April 26, 1985. However, the original two parties and their successors, namely the City and AMLPC, have substantively to date continued to act in accordance with the terms and conditions as are contained in the original Raw Water Agreement and Easement, except for certain payments required by those agreements which are not being paid to the City.

Key elements of the Raw Water Supply Agreement and Easement Agreement included:

- The City constructed a water intake from Lake Ontario to its WTP located at Woodward Avenue in Hamilton.
- Stelco, at its expense, constructed a pumping station at the WTP site for the purpose of pumping chlorinated raw water to Stelco's operations. The ownership of the Raw Water Pumping Station was transferred to City upon completion of the pumping station's construction with Stelco to pay for any future replacement / expansion of the station or for any building and equipment maintenance and repairs that are required from time to time.
- Stelco was permitted to construct and maintain, at its own expense, a watermain to convey the raw water from the Raw Water Pumping Station to Stelco's operations. This watermain is the subject of the Easement where it crossed over City lands that included an annual easement charge of \$511.50.
- Stelco agreed to pay to the City for all chlorinated raw water delivered to Stelco at a rate of \$0.01 per 1,000 gallons (\$0.0022/m³), provided that, in any event, Stelco paid annually the total of the Fixed Annual Charges of \$20,850 (as defined in the Agreement), the direct labour and material costs and the cost of electricity incurred in chlorinating and delivering such water.

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Since the fourth quarter of 2004 when Stelco's #2 Rod Mill was closed and demolished, raw water demand has declined considerably. The Rod Mill property was sold to the Hamilton Port Authority and the property's connection to the raw water main was severed. AMLPC's 2005 purchase of Stelco's former Stelwire operation located at 690 Strathearne Avenue North resulted in this Mill being the sole customer of the chlorinated raw water supply from the City through the Raw Water Pumping Station. This acquisition also led to AMLPC becoming the owner of the watermain connecting the Raw Water Pumping Station to AMLPC's operations. Over the past decade, the City has raised significant concerns regarding the Raw Water Pumping Station's reliability and the associated capital maintenance requirements this facility will require to maintain its operation.

In August 2018, Council approved the continued supply of raw water (chlorinated non-potable water) to 690 Strathearne Avenue, currently owned by ArcelorMittal Long Products Canada (AMLPC) contingent upon the following conditions being met:

- a) that effective September 1, 2018, in addition to other flow-through costs and expenses described in Report FCS18049(a), the owner pay water rates set out in recommendation (a) in Report FCS18049(a) for the supply of raw water to the property;
- b) that by December 23, 2018, the owner enter into a Raw Water Supply Agreement with the City of Hamilton on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;
- c) that by December 23, 2018, the owner enters into an Easement Agreement with the City of Hamilton to support the existing pipeline that crosses City lands on such terms as are set out in recommendation (c) in Report FCS18049 / LS18014;
- d) that the owner installs a backflow prevention device that meets City requirements to protect against any backflow conditions at its sole expense;

Condition a) was implemented as of September 1, 2018, as approved. Subsequently, with Council's approval of the 2019 Rate Budget (refer to FCS18087), the charges for raw water increased as of January 1, 2019 as follows:

- (iii) metered raw water at the rate of \$0.1163 per cubic metre;
- (iv) daily raw water fixed charges at the following rate:

Meter Size	Daily Rate
200 mm	\$28.80

Report FCS18049(b) seeks Council's approval to extend to December 2, 2019 the timeframe by which AMLPC must address conditions b) to d) outlined above in order for the City to continue the supply of raw water to AMLPC.

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POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Sections 9, 10 and Part XII of the *Municipal Act, 2001*, as amended and the Regulations thereto enable a municipality to impose fees or charges on persons for the supply of water and the use of a sewage system, as well as for the use of its property.

The Raw Water Pumping Station was constructed at Stelco's sole expense, with the ownership transferred to the City upon completion of the construction. The building and equipment maintenance and repairs at the Raw Water Pumping Station have been paid by Stelco and its successor AMLPC, in accordance with the terms of the now expired agreement and will continue to be paid by AMLPC under any future proposed agreement. AMLPC also pays the cost of the chlorinated raw water delivered to 690 Strathearne Avenue as well as the direct labour and material costs and the cost of electricity incurred in chlorinating and delivering such water ("flow-through costs and expenses").

Recommendation (a) of Report FCS18049(b) relates to the imposition of a fee for the continued use of City owned lands through to December 31, 2019, for the purpose of the private raw water pipeline owned by AMLPC to convey raw water supplied by the City to 690 Strathearne Avenue North.

Any bonusing concerns that may arise in connection to Section 106 of the *Municipal Act, 2001*, are expected to be addressed through the implementation of the recommendations contained in this Report. Should that not be the case, staff will report back to Committee for further instructions.

Public notice has been given in accordance with the City's Public Notice Policy By-law with respect to the fees identified in the recommendations to this Report.

RELEVANT CONSULTATION

Corporate Services – Legal and Risk Management Services Division has been consulted in the preparation of this Report.

Public Works Department – Hamilton Water Division has been consulted and supports this Report's recommendations.

ANALYSIS AND RATIONALE FOR RECOMMENDATIONS

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

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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.

Clean and Green

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

APPENDICES AND SCHEDULES ATTACHED

N/A

JS/dt

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As of December 17, 2018

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AUDIT, FINANCE & ADMINISTRATION COMMITTEE OUTSTANDING BUSINESS

Item	Issue	Date Action Initiated	Lead Dept./ Division	Status	Due Date
A.	10 Year Review of Medical Centre Optical – Bids, Proposals or Quotation	Feb. 17/11 AF&A Report 11-002 Item 13(b)	Corporate Services, Financial Services	Staff was directed to review the operations of 1389797 Ontario Inc. o/a Medical Centre Optical or any of its related corporate or individual entities, in the 10 th year of the bid, proposal and quotation ban, and report back to the AF&A Committee.	Early 2020
B.	Limit Agricultural Use Development	Council: May 25, 2016	Corporate Services	That staff be directed to revise the City's Development Charge (DC) By-law regarding Agricultural DC Exemptions at the next opportunity (currently forecast to be 4 th quarter 2016) and report to the AF&A Committee	April 9, 2018 January 2019 Jan.28, 2019 DC Stakeholders Sub-cmte
C.	Outstanding Uncompleted Audit Recommendations	AF&A April 25 2016 (16-006)	City Manager's Office Audit Services	Director of Audit Services was directed to investigate and report to AF&A on audit recommendations made to City management that have remained outstanding as to completion, at least every 6 months for those outstanding for 5 years or longer, and continue to follow-up and report back annually for all other recommendations.	Bi-annually
D.	Status of City Projects or subcontractor's work performed by Ciccarelli Contractors Inc.	Council July 8, 2016	Corporate Services (GM of Finance)	Report to AF&A (if required)	July 8, 2021
E.	Everyone Rides Initiative Pilot Project	Council Sept 14, 2016 (PW16086)	Corporate Services (GM of Finance) – NO NEED TO UPDATE	GM of Finance to review audited financial statements from Operators of Hamilton Bike Share Inc. and the statements then be referred to AF&A	Report due to PW Committee Feb 5, 2018 Statements then to be referred to AF&A
F.	Review of Implementation of Renovation and/or Repairs to Parking Lot	Council Nov. 23, 2016 (Motion 7.9)	Director of Audit Services	November 23, 2016 Report to AF&A; Direction to immediately undertake a review of implementation of the renovation and/or repairs to parking lot project at 395 Mohawk Road E;	TBD

	Project at 395 Mohawk Road East			<p>August 16, 2017</p> <p>That Report AUD17021, respecting the Audit Report 2016-08 – Review of the CityHousing Hamilton Parking Lot Project at 395 Mohawk Road East, be forwarded to the CityHousing Hamilton Board of Directors for their consideration and response to the Audit, Finance & Administration Committee.</p>	
G.	Review of Procurement Policies as it relates to Hiring Local Trades	<p>Jan 18, 2017 GIC</p> <p>Jan 25, 2017 Council</p>	Finances & Corp Services	<p>That staff be directed to meet with representatives of the Hamilton-Brantford Building and Construction Trades Council and other stakeholders, to discuss:</p> <p>(a) the City's current procurement policy;</p> <p>(b) to review the procurement policies of other municipalities that now include provisions regarding hiring local trades; and,</p> <p>(c) to re-examine Report FCS09109(c) - Evaluation of the City of Hamilton Purchasing Program Update, which was approved by Council on December 11, 2011 (as Item 6 of the Audit, Finance & Administration Committee Report 11-014), to determine if the Program requires updating and report back to the Audit, Finance & Administration Committee.</p>	<p>Q2 2018</p> <p>Q4 2019</p>
H.	Student Accommodation Factor Benefits	<p>AF&A September 11, 2017</p> <p>AF&A Oct 5, 2017</p>	Finance & Corp Services	<p>That Staff report back to the Audit, Finance and Administration Committee at its next meeting respecting what the total amount available is with respect to student accommodation factor benefits, how this money is divided between each ward, as well as the cap for students and whether or not this needs to be adjusted.</p> <p>Oct 5, 2017: Report FCS17089, respecting Student Accommodation Benefit Factor – Ward Budgets, was referred back to staff to develop a calculation for student adjustments in Wards affected by post-secondary institutions, considering some full-time attendees live in particular Wards and some are transient, and that staff report back to the next Audit, Finance and Administration meeting.</p>	<p>TBD</p> <p>September 2018</p> <p>(Submitting "H" and "N" [below], as one Report)</p> <p>Governance Review Sub-Committee – February 14/19</p> <p>AF&AC – February 21/19 (Report to merge with Item "N")</p>

					below)
I.	2017 Q1 Emergency and Non- Competitive Procurements Report (FCS17011)	Council July 14, 2017	Finance & Corp Services	That staff report back to the Audit, Finance and Administration Committee with recommendations and options in order for Councillors to comply with Policy 19 of the Procurement By-law (17-064).	Q1-2018 Q4 – 2019
J.	Commercial Relationship Between the City of Hamilton and M.J. Dixon Construction Ltd	April 9, 2018 AF&A – Item 9(c)	Finance and Corp Services	That staff be directed to review the operations of M.J. Dixon Construction Limited, in the 5 th year of the bid, proposal and quotation ban, and report back to the Audit, Finance & Administration Committee.	April 2023
K.	Ward- Specific Funding Initiatives - Area Rating Special Capital Re- investment Reserves, Discretionary Spending, Cell Tower and Minor Maintenance Projects funded by the Special Levy (applied to Wards 1- 8)(Formerly J) 2018 Capital Budget (Formerly K)	April 9, 2018 AF&A – Item (g)(i)(j)&(k) AF&A November 6, 2017 Jan 22, 2018 AF&A – Item (g)(i)	Finance and Corp Services	That staff report back to the Audit, Finance & Administration Committee to provide clear criteria for each of the following: (i) Area Rating (ii) Discretionary Funding (iii) Cell Tower and Minor Maintenance That staff report back to the Audit, Finance & Administration Committee on the history behind using social infrastructure and as a criteria for Area Rating and Discretionary Funding approval. Staff directed to report back on options on how to regularly report regarding projects funded by the Special Levy applied to Wards 1 – 8. That staff be directed to report back to the Audit Finance and Administration Committee with a report to: - Clarify the items referenced in Item 5.3 (being the correspondence from Viv Saunders); - Provide details on sponsorship and infrastructure capital projects spending; and - Provide recommendations to	October 2018 December 2018 Completed: December 17 th , 2018 – AF&A

				align the policies related to: Area Rating Funding, Minor Rehabilitation Funding, and the Cell Phone Tower Funding.	
L.	Affordable housing in the Development Charges Policy Review	May 17, 2018 AF&A Item 2	Finance and Corp Services	That staff be directed to include affordable housing in the Development Charges Policy review.	January 2019 Jan.28, 2019 DC Stakeholders Sub-Committee
M.	2018 United Way Funding Review	September 26, 2018 AF&A Item 8.3 & 9.2	Finance and Corp Services This should be Audit	(a) Report CM18020, respecting the 2018 United Way Funding Review was DEFERRED to a future Audit, Finance and Administration Committee meeting; and (b) Report CM18020, respecting the 2018 United Way Funding Review, was left on the Outstanding Business List for the 2018 - 2022 term of Council. Staff was 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.	
N	Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a))	December 17, 2018 AF&A Item 10.5	Finance and Corp Services	(d) That staff be directed to investigate the Geographic Factor as it relates to the new ward boundaries and report back to the Governance Review Sub-Committee. (e) That staff be directed to review the Wards represented in the Inner-City Fund and report back to the Governance Review Sub-Committee.	(Submitting "H" [above] and "N", as one Report) Governance Review Sub-Committee – February 14/19 AF&AC – February 21/19