



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 19-016  
**Date:** November 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

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**1. CEREMONIAL ACTIVITIES**

**2. APPROVAL OF AGENDA**

(Added Items, if applicable, will be noted with \*)

**3. DECLARATIONS OF INTEREST**

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

4.1 October 17, 2019

**5. COMMUNICATIONS**

**6. DELEGATION REQUESTS**

6.1 Sergio Manchia, Urbancore Developments Inc., respecting Development Charge liability for the proposed self storage facility at 9 Aeropark Boulevard known as Upper James Self Storage and

the subject lands located at 54 Dundas Street, Waterdown, Waterdown Mini Storage Inc abutting the L3 WesCam project (For today's meeting)

\*6.2 Mouna Bile, Hamilton Community Legal Clinic, respecting recommendations towards the re-opening of Hamilton Anti-Racism Resource Centre (For a future meeting)

\*6.3 Sean Ferris, Habitat for Humanity Hamilton, respecting Item 10.1 - Report FCS19084 - Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (For today's meeting)

## **7. CONSENT ITEMS**

### **7.1 Advisory Committee Minutes:**

7.1.a Advisory Committee for Immigrants and Refugees - March 14, 2019

7.1.b Committee Against Racism - January 22, 2019

7.1.c Hamilton Status of Women Advisory Committee - March 28, 2019

7.1.d Hamilton Status of Women Advisory Committee - June 27, 2019

7.1.e Hamilton Aboriginal Advisory Committee - May 2, 2019

7.2 Interview Sub-Committee to the Audit, Finance & Administration Committee Minutes 19-003 - October 21, 2019

7.3 Compassionate Grants for Laneway Houses (FCS19086) (City Wide) (Outstanding Business List Item)

7.4 2019 Freedom of Information Quarterly Report (April 1 to June 30) (CL19005(a)) (City Wide)

\*7.5 Governance Review Sub-Committee - Clerk's Report 19-005 - October 28, 2019

## **8. PUBLIC HEARINGS / DELEGATIONS**

## **9. STAFF PRESENTATIONS**

## **10. DISCUSSION ITEMS**

10.1 Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) (Outstanding Business List Item)

10.2 Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide)

## **11. MOTIONS**

## **12. NOTICES OF MOTION**

\*12.1 Methodology for Infrastructure Master Plans to Support Future Calculation of Variable Development Charges

### **13. GENERAL INFORMATION / OTHER BUSINESS**

#### 13.1 Amendments to the Outstanding Business List:

##### 13.1.a Items to be Removed:

Compassionate Grant – Laneway Houses Prior to June 13, 2019  
Item 7.3 on today's agenda  
OBL Item: 19-M(a)

### **14. PRIVATE AND CONFIDENTIAL**

#### 14.1 Appointments to the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee for the 2018-2022 Term

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 matter pertains to personal matters about an identifiable individual, including City employees.

#### 14.2 Development Charges (DC) Transition Policy (Section 41) of DC By-law 19-142 (FCS19088) (City Wide) (Distributed under separate cover) (Originally on agenda as Item 10.3)

Pursuant to Section 8.1, Sub-section (e) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (e) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City.

### **15. ADJOURNMENT**



## 4.1



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 19-015

9:30 a.m.  
October 17, 2019  
Council Chambers  
Hamilton City Hall

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**Present:** Councillors C. Collins (Chair), M. Wilson, B. Clark, M. Pearson, A. VanderBeek, L. Ferguson and J. Partridge

**Absent:** Councillor B. Johnson – Personal

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

1. **Grant's Sub-Committee - Clerk's Report 19-003 - September 23, 2019 (Item 7.2)**

**(Pearson/Clark)**

That the Grant's Sub-Committee – Clerk's Report 19-003, be received.

**CARRIED**

2. **Fair Wage Policy and Fair Wage Schedule Complaints Annual Report (FCS19082) (City Wide) (Item 7.3)**

**(Clark/Pearson)**

That Report FCS19082, respecting the Fair Wage Policy and Fair Wage Schedule Complaints Annual Report, be received.

**CARRIED**

3. **Tax and Rate Operating Budget Variance Report as at July 31, 2019 - Budget Control Policy Transfers (FCS19055(a)) (City Wide) (Item 9.1)**

**(Partridge/Pearson)**

(a) That, in accordance with the "Budgeted Complement Control Policy", 2019 complement adjustments, including changing complement type and transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix "C" to Report FCS19055(a), be approved; and,

(b) That, in accordance with the "Budgeted Complement Control Policy", 2019 extensions of temporary positions with 24-month terms or greater, with no impact on the levy, as outlined in Appendix "D" to Report FCS19055(a), be approved.

**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 Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
NOT PRESENT - Councillor Brad Clark

**4. Shoreline Protection Consulting Assignments (FCS19076 / PW19087)  
(Wards 1, 2, 5 and 10) (Item 10.1)**

**(Ferguson/Partridge)**

- (a) That in accordance with By-law 17-064 Procurement Policy, Procurement Policy #5.4, and upon Federal approval of funding from the Disaster Mitigation and Adaptation Fund, that staff be directed to proceed with a modified Request for Proposals to consultancy firms specializing in coastal engineering for implementation of the Disaster Mitigation and Adaptation Funding project for Shoreline Protection Measures; and,
- (b) That the General Manager of the Public Works Department or designate be authorized to negotiate and execute all agreements and any ancillary documents required to implement this project in a form satisfactory to the City Solicitor.

**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 Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
NOT PRESENT - Councillor Brad Clark

**5. Hamilton Submission to Attorney General Study of Joint & Several Liability  
(FCS19085) (City Wide) (Item 10.2)**

**(Ferguson/Pearson)**

- (a) That Report FCS19085, respecting the Hamilton Submission to Attorney General Study of Joint & Several Liability be received; and,
- (b) That a letter, similar to the draft version attached as Appendix "A", on behalf of the City of Hamilton from the Mayor be sent to the Office of the Ministry of the Attorney General prior to November 1, 2019.

**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 Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
NOT PRESENT - Councillor Brad Clark

**6. Funding for CANUSA through the Recreation Division Operating Budget from the City Enrichment Fund (Item 11.1)**

**(Pearson/VanderBeek)**

WHEREAS, prior to the 2019 City Enrichment Fund intake, the Executive Committee for CANUSA Hamilton met with Recreation staff as well as the Ward 6 Councillor to express their desire to ensure annual static funding from the City of Hamilton in support of the annual planning and implementation of the CANUSA Games;

WHEREAS, before 2015, CANUSA was not required to make a formal application, but rather, received annual operating funds. The CANUSA organizing committee has requested to return to fixed annual support from the City of Hamilton based on previous funding levels;

WHEREAS, during the 2019 City Enrichment Fund intake, the Grants Sub-Committee had approved funding to CANUSA in the amount of \$38,202;

THEREFORE, BE IT RESOLVED:

- (a) That \$30,284 be transferred from the City Enrichment Fund (Sports & Active Lifestyles Program) to the operating budget of the Recreation Division to form the annual base budget to support the CANUSA games; and,
- (b) That an enhancement of \$10,916, to increase the annual base budget of funding to CANUSA Hamilton (from \$30,284 to \$41,200) to support the annual CANUSA games at the current level, be submitted through the Recreation Divisions 2020 operating budget for consideration.

**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 Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
NOT PRESENT - Councillor Brad Clark

**FOR INFORMATION:**

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

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

**8. PUBLIC HEARINGS / DELEGATIONS (Item 8)**

8.1(a) Staff Supporting Documentation in reference to Item 8.1 - Richard Ferguson, respecting a recent incident regarding water use at his property

**(Wilson/Clark)**

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

**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 Arlene VanderBeek  
NOT PRESENT - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
YES - 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) October 3, 2019 (Item 4.1)**

**(VanderBeek/Partridge)**

That the Minutes of the October 3, 2019 meeting of the Audit, Finance and Administration Committee be approved, as presented.

**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 Arlene VanderBeek  
NOT PRESENT - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
YES - Councillor Brad Clark



**(d) CONSENT ITEMS (Item 7)**

**(i) Advisory Committee Minutes: (Item 7.1)**

**(Pearson/VanderBeek)**

That the following Advisory Committee Minutes, be received:

- (1) Committee Against Racism - Minutes - June 25, 2019  
(Item 7.1(a))
- (2) Committee Against Racism – Minutes - July 23, 2019  
(Item 7.1(b))

**CARRIED**

**(e) PUBLIC HEARINGS / DELEGATIONS (Item 8)**

**(i) Richard Ferguson, respecting a recent incident regarding water use at his property (Approved October 3, 2019) (Item 8.1)**

Richard Ferguson was not present when called upon.

**(ii) Staff Supporting Documentation respecting Richard Ferguson, and a recent incident regarding water use at his property (Added Item 8.1(a))**

**(Pearson/Partridge)**

That the Staff supporting documentation respecting Richard Ferguson, and a recent incident regarding water use at his property, be received.

**CARRIED**

**(f) STAFF PRESENTATIONS (Item 9)**

**(i) Tax and Rate Operating Budget Variance Report as at July 31, 2019 - Budget Control Policy Transfers (FCS19055(a)) (City Wide) (Item 9.1)**

Brian McMullen, Director, Financial Planning Administration and Policy, addressed the Committee respecting Tax and Rate Operating Budget Variance Report as at July 31, 2019 - Budget Control Policy Transfers, with the aid of a presentation.

**(Partridge/Pearson)**

That the presentation respecting Tax and Rate Operating Budget Variance Report as at July 31, 2019 - Budget Control Policy Transfers, be received.

**CARRIED**

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

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

**(g) PRIVATE AND CONFIDENTIAL (Item 14)**

**(i) October 3, 2019 – Closed Minutes (Item 14.1)**

**(Partridge/Wilson)**

- (a) That the Closed Session Minutes of the October 3, 2019 Audit, Finance and Administration meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the October 3, 2019 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 Arlene VanderBeek  
YES - Councillor Lloyd Ferguson  
NOT PRESENT - Councillor Brenda Johnson  
YES - Councillor Maria Pearson  
NOT PRESENT - Councillor Brad Clark

**(h) ADJOURNMENT (Item 15)**

**(Ferguson/VanderBeek)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:07 a.m.

**CARRIED**

Respectfully submitted,

Councillor Collins, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk

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

Submitted on Tuesday, October 22, 2019 - 2:48 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Sergio Manchia

**Name of Organization:** Urbancore Developments Inc.

**Contact Number:**

**Email Address:** sergio@urbancore.info

**Mailing Address:** 105 Main Street East, Suite 501  
Hamilton, ON L8N 1G6

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

Requesting to speak to the Audit, Finance & Administration Committee Meeting on November 7, 2019.

This letter is submitted with respect to the Development Charge liability for the proposed self storage facility at 9 Aeropark Boulevard known as Upper James Self Storage.

On May 30th, 2018 a Building Permit application was submitted and formally accepted (building permit application was received and accepted by the City's Chief Building Official). Since this submission we have received three (3) Building Permit review letters dated July 11, 2018, August 23, 2019, and October 3, 2019. It was not until March 20th, 2019, 10 months after the initial submission that a fire separation issue was identified by City staff (Yuan Sorensen – Building Department). Final Site Plan Approval clearance was obtained on March 14<sup>th</sup>, 2019.

## 6.1

Per section 41 of the City's new DC By-law 19-142, the DC rates payable are the rates in effect on the date of May 30th, 2018 if the building application is formally accepted (building permit application was received and accepted by the City's Chief Building Official on that date). Therefore, we believe that the former City DC By-law 14-153, section 1.(w) re; mini-storage facilities are defined as industrial development. This would have resulted in a DC liability amount of \$407,699.91.

Instead the City has imposed the increased DC liability amount of \$672,842.00 based on the new definition of industrial development which does not specifically mention "mini-storage facility" in the City's new DC By-law 19-142.

Therefore, based on the above mentioned information, we are asking that Council direct City Staff to apply the relevant transition policies contained in section 41 of City DC By-law 19-142.

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

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

## Added Item 6.4

### Form: [Request to Speak to Committee of Council](#)

Submitted on Wednesday, November 6, 2019 - 3:24 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Sergio Manchia

**Name of Organization:** Urbancore Developments Inc.

**Contact Number:**

**Email Address:** [sergio@urbancore.info](mailto:sergio@urbancore.info)

**Mailing Address:**

105 Main Street East, Suite 501

Hamilton, ON L8N 1G6

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

Requesting to speak to the Audit, Finance & Administration Committee Meeting on November 7, 2019, in relation to the DC liability with respect to the subject lands located at 54 Dundas Street, Waterdown, Waterdown Mini Storage Inc abutting the L3WesCam project.

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

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



## 9 Aeropark Boulevard - Upper James Self Storage Inc. – Aeropark Industrial Park

- Building Permit (No. 18-119233-00 I3) submitted on May 30, 2018.
  - Final Site Plan approval (DA16-175) granted on March 14, 2019.
  - Phase 1 = 33,300 sq. ft = \$407,699 (previous DC By-law) or \$672,842 (new DC By-law) = **net increase of \$265,143**
  - Phase 2 = 21,568 sq. ft = \$270,250 (previous DC By-law) or \$435,242 (new DC By-law) = **net increase of \$164,992**
  - **TOTAL increase to Development Charges to the project = \$430,135**
- 

## 54 Dundas Street East - Waterdown Mini Storage Inc. – Abutting L3 WesCam project

- Building Permit (No. 14-135385-00 I3) received on May 24, 2018.
  - Final Site Plan approval (SPA-17-202) granted on November 3, 2017.
  - Phase 1 = 31,968 sq. ft = \$388,000 (DC deferral agreement)
  - Phase 2 = 28,032 sq. ft = \$351,240 (previous DC By-law) or \$565,685 (new DC By-law) = **net increase of \$214,445**
  - Phase 3 (Office) = 60,000 sq. ft = \$1,135,150 (Commercial rate)
  - **TOTAL increase to Development Charges to the project = \$214,445**
- 
- **Original Proposal had 102,000 sq. ft of Self Storage – which would of generated +/- \$1,289,442 of DC's (old rate)**
  - **New Proposal has 60,000 sq. ft of Self Storage and 60,000 sq. ft of Office – which generates \$1,874,390 of DC's**





## Added Item 6.2

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

Submitted on Thursday, October 31, 2019 - 3:56 pm

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Mouna Bile

**Name of Organization:** Hamilton Community Legal Clinic

**Contact Number:**

**Email Address:**

**Mailing Address:**

**Reason(s) for delegation request:** To present a set of recommendations towards the re-opening of Hamilton Anti-Racism Resource Centre.

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

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



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

Submitted on Monday, November 4, 2019 - 11:34 am

==Committee Requested==

**Committee:** Audit, Finance & Administration

==Requestor Information==

**Name of Individual:** Sean Ferris

**Name of Organization:** Habitat for Humanity Hamilton

**Contact Number:** 9055606707 x108

**Email Address:** [sean@habitathamilton.ca](mailto:sean@habitathamilton.ca)

**Mailing Address:**

285 Nash Road North

Unit 1

Hamilton, ON

L8H 7P4

**Reason(s) for delegation request:** Reimbursement of fees to Habitat for Humanity is on the agenda, and I would like to be available for questions should there be any. Thanks

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

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





# Hamilton

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

Thursday, March 14, 2019  
City Hall 71 Main St. W.  
Room 192/193, 6:30pm

**Present:** Eman Ismail-Elmasri, Marie Robbins, Beau Daniels, Dena Honig, Suad Badri, Mir Islam, Yohana Otite, Sam Abraham

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

**Regrets:** n/a

**Absent:** Leo Johnson, Mané Arratia

**Chair:** **Suad Badri**

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

#### **1. Approval of the Agenda**

**(M. Islam/M. Robbins)**

Approve the Agenda of March 24, 2018 as presented

**CARRIED**

#### **2. Declarations of Interest -none**

#### **3. Approval of Minutes (D. Honig/M. Islam)**

Immigrant and Refugee Meeting Minutes of Oct 11, 2018 approved as presented.

**CARRIED**

#### **4. Presentations – Conor Flood**

**HSR Conor Flood, Coordinator, Customer Experience and Innovation Transit (HSR), City of Hamilton**

Revision the HSR project – put together with McMaster Civil Engineering Project

To engage with the entire community reflection of what the community wants

- Report to council in Spring 2020
- Survey takes about 20 minutes
- Data is base on postal code – not asking for demographic information.
- Presently 4500 respondents, looking for a minimum of 5500 respondents as a minimum

- Closing at the end of March 31, 2019
- Working with Operations (Bus Operators- staff) to identify who speak different languages and may be familiar with the community.
- Had consulted with HIPC and realized that the translation piece was a lesson learned
- Community engagement is really going to try to address some of these issues.
- Eman to speak: there is an opportunity to develop relationships with ESL
- How does HSR help Immigrants to get settled as they have specific needs.
- McMaster has identified community engage as a key aspect of informing the project.
- Dr. Moataz Mohamed – Assistant Professpr Department of Civil Engineering

## 5. Business / Discussion Items

- 5.1** Housing Working Group Update  
-no update available

**FYI: Employment – Immigration and Refugee Federal Government –** have funding available for agencies with programs geared to Immigrants and Refugee.

HIPC having the “Annual Event” at the end of March 25 or 26 (during work day 11:00 to 2:00 with lunch provided). This is a net working session for different informal settlement providers.

Information is available on the HIPC site.

- 5.2** Employment Working Group Update  
- Suad asking for help with the development of an Employment Award

- 5.3** Education Working Group Update –defer to next meeting  
- The Chair encourages the sub committee to meet.

- 5.4 Membership Status**  
**(D. Honig/ S. Badri)**

That the resignation of Holly McClean be accepted as requested.

**CARRIED**

## 6. Other Business

- 6.1** The Committee would like to generate ideas for New Comer Day Update:  
Friday June 14, 2019 is the established date.  
Citizen enrolment Cermony a goal but not yet confirmed.

There was a suggestion to utilize a Passport stamping concept to encourage circulation – an idea from the past used by I&R with little success.

Time of the event shortened to 11-3;

Need to focus on social media marketing and specific information sharing.

Entertainment to continue; possible art competition suggested.

Suad is part of a sub committee-trying to think of a way to collect information to evaluate the day: there was a suggestion to put ipads out at key locations to collect information.

School Board participation in the day can be access through Yohana- need to connect as soon as possible.

#### INFORMATION SHARING

DZ Truck License preparation Program- have to be an Ontario Works Recipient

Professional Mentorship – opened to everyone Tuesday March 19, 2019

Conference Board of Canada Immigration Summit (May 2019) info-graph presented to members– interesting statistics presented.

**7. Adjournment** – Having addressed all items on the agenda, the meeting adjournment 8:00 pm.

**Next Meeting: April 11, 2019  
City Hall Rm 192/193**







Hamilton

**- MINUTES -**  
**COMMITTEE AGAINST RACISM**  
**Tuesday, January 22, 2019, 6:30 p.m.**  
**City Hall, 71 Main Street West, Room 192**

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

**Regrets:** Winston Morrison, Nerene Virgin, Princewill Ogban

**Absent:** Ashok Kumar, Steve Petgrave

**Also Present:** Betsy Pocop – staff liaison, Human Rights, Diversity and Inclusion  
 Jodi Koch – Director, Human Rights, Diversity and Inclusion  
 Mikayla Arnold – Student, Human Rights, Diversity and Inclusion  
 Councillor Brad Clark  
 Collette – member of the public

**Chair:** M. Dei-Amoah

**Welcome & Introductions**

Chair welcomed all in attendance and a round of introductions were done.

**1. Changes to the Agenda**

- i) Add 5.4 Workplan Discussion
- ii) Add 6.1 Dismantling Racism Workshop

**J. Webster/T. Qasim**

That the Committee Against Racism accepts the agenda of January 22, 2019, as amended:

**CARRIED**

**2. Declaration of Interest**

- i) None declared

**3. Approval of Minutes**

- i) Change to name – correct name is Reverend Dove
- ii) Item 5.1.1 – to indicate that Terms of Reference to be brought back in final form

**J. Brennan/L. LeBlanc**

That the Committee Against Racism accepts the meeting minutes of November 27, 2018, as amended.

**CARRIED**

**4. Presentations**

**i) We Now Recognize**

- Presented by L. LeBlanc
- Event that is travelling throughout Canada during February. Performance is in recognition of Black History Month. The hope is to bring the event to Hamilton. The event would be held at the Lincoln Alexander Centre on Tuesday, February 19, 2019 at 8:00pm.
- The performance focuses on the power of apologies and is purposely timed to occur during Black History Month
- It is an opportunity for the Committee to be involved in bring the performance to the community
- Request is for sponsorship of the event by the Committee for up to a maximum for \$3000.
- Committee members expressed that they want to ensure the performance/event is in line with conversations taking place in the wider community
- Committee members wished to hear about other BHM initiatives before making a final decision on sponsorship of the event

**J. Brennan/J. Webster**

That the Committee Against Racism accepts the We Now Recognize presentation by L. LeBlanc

**CARRIED**

**J. Brennan/J. Scott**

That the Committee Against Racism approves to sponsor the We Recognize event up to a maximum amount of \$3000.00

**CARRIED**

**5. Business / Discussion Items**

**5.1 Anti-Racism Resource Centre Update**

**5.1.1 HARRC Steering Committee Update**

- HCCI has relocated and as a result, HARRC has relocated, the Centre is now located in the Afro-Canadian Caribbean Association's (ACCA) facilities
- P. Ogban has submitted his second quarterly report which is now with the Oversight Committee for review
- Terms of Reference for the Steering Committee have been updated (copies provided to members in attendance)

- P. Kajiura has resigned from the Steering Committee
- M. Askar is new Chair of the Steering Committee
- HARRC is hosting an event on March 21 at the Hamilton Public Library at 6pm – an anti-racism panel discussion
- Brief Oversight Committee update provided by J. Koch
- Arig al Shaibah (Associate VP, McMaster University) joined for the Oversight Committee meeting to discuss next steps moving forward for the Centre
- Further update to be provided at February meeting

## 5.2 Lincoln Alexander Day

- Receipts for expenses incurred by Stewart Memorial Church provided to B. Pocop for processing
- The Sunday Service in commemoration of Lincoln Alexander was very beautiful
- Stewart Memorial interested in continuing the partnership with the Committee and the Committee feels the same
- Stewart Memorial was appreciative of the contributions made by the Committee
- The event held on Monday, January 21 was well attended and also beautiful
- The Committee would like to continue their partnerships with community groups
- B. Pocop to follow up on the continued existence of the Linc Day Planning Committee that was established in 2015.

## 5.3 Black History Month

- An additional request for financial support was received from the Centre de Santé Communautaire Hamilton/Niagara to the HARRC
- Councillor Clark offered to provide the financial support of \$300 requested by the Centre

### 5.3.1 Reverend John C. Holland Awards

- Members identified as wishing to attend are responsible for sending a delegate if they are unable to attend the event

### J. Brennan/D. Ramos

That the Committee Against Racism purchase a table at the 2019 Reverend John C. Holland Awards held on February 2, 2019.

**CARRIED**

### 5.3.2 Together We Rise Event

- Funds withdrawn to support this event to be obtained from the reserve funds requested as part of the ongoing support for HARRC

### J. Webster/J. Scott

That the Committee Against Racism approves the amount of \$250.00 to support the Together We Rise Event.

**CARRIED**

**5.3.3 Workers Art and Heritage Council Community Panel**

- Funds withdrawn to support this event to be obtained from the reserve funds requested as part of the ongoing support for HARRC

**J. Webster/J. Brennan**

That the Committee Against Racism approves the amount of \$250.00 to support the Workers Art and Heritage Council Community Panel event

**CARRIED**

**5.4 Workplan Discussion**

- Item deferred to the next meeting

**6 Announcements and Information Sharing**

**6.1 Dismantling Racism Workshop**

**(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. Webster/J. Scott**

That the Committee Against Racism meeting adjourn at 8:50pm.

**Next meeting scheduled for Tuesday, February 26, 2019.**



Hamilton

**Status of Women  
Thursday, March 28, 2019 5:30 p.m.  
City Hall, 71 Main St. W, Room 193**

**Present:** Marie Robbins, Yulena Wan, Doreen Ssenabulya, Katie Hood,  
**Regrets:** Jan Lucas, Zenaida Roque Cruz (LOA), Miracle Chukwu (LOA),  
**Absent:** Katherine Kalinowski, Denise Christopherson, Councillor Naan  
**Also Present:** Nadia Olivieri (Staff Liaison)  
**Guests:** n/a  
**Chair:** Doreen Ssenabulya (Vice Chair)

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**WELCOME & INTRODUCTIONS (5:30 pm)**

**1. APPROVAL OF AGENDA  
(M. Robbins/K. Hood)**

That the Status of Women Committee agenda of March 28, 2019 be accepted as presented. **CARRIED**

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

**3. APPROVAL OF MINUTES  
(D. Ssenabulya/Y. Wan)**

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

**4. PRESENTATIONS- n/a**

**5. DISCUSSION ITEMS**

5.1. 2019 Activity plan – development of an Activity Plan

5.1.1.2019 SWC Events – refer to previous meeting minutes for details

5.1.2. Purposed Activity Plan for new committee

**Priorities**

- Invite Representative from Housing Services Department and Women Housing Development Collaborative to speak at a committee meeting
- Request an update on City of Hamilton Housing and Homelessness Strategy (Kristen Maxwell and James O'Brien are the contacts at the City)
- Invite a representative from the YWCA Youth Advisory group to regularly attend monthly SWC meetings

General Topics for ongoing consideration:



Hamilton

- Child care
- Education
- Professional Networking
- Council participation
- Monthly meeting date and time

## **6. OTHER BUSINESS**

- Tuesday May 7 2019 7:30 a.m. Hamilton Community Prayer Breakfast LIUNA STATION 360 JAMES STREET NORTH
- Gandhi Peace Festival related events
  - cultural dance Festival at Westdale High School on Saturday June 8th
  - Peace Vigil Oct 2 at City Hall (Anne Pearson - Culture of Peace and U.N. Committee)
  - all day conference at McMaster Innovation Park on Oct 4 on Hate & Racism \*
  - Gandhi Peace Festival is Saturday Oct 5th at City Hall

## **7. ADJOURNMENT 6:05 pm**

The Status of Women Committee having addressed all agenda items, adjourned at 6:05pm.

**NEXT MEETING: TBA**  
**Hamilton City Hall, Room 193**



Hamilton

**Minutes**

**Status of Women Advisory Committee**

**Thursday, June 27, 2019**

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

**Present:** Doreen Ssenabulya, Marie Robbins, Autumn Getty, Stephanie Frisina, Deanna Allain, Anna Davey, Erin O'Neil, Stephanie Bertolo, Katie Hood

**Regrets:** Jan Lukas, Yulena Wan

**Also Present:** Betsy Pocop (staff liaison), Diversity and Inclusion Office

Councillor Nann

Daniela Giulietti, Councillor Nann's Office

**Welcome/Introductions**

A round of introductions and welcoming of members and guests.

**1. Changes to the Agenda**

Addition of items:

Item 5.7.1 – Councillor Nann's motion

Item 5.9 – Committee Composition

**(A.Davey/M. Robbins)**

That the Committee accepts the agenda of June 27, 2019, as amended.

**CARRIED**

**2. Declaration of Interest**

- None

**3. Approval of Minutes**

**March 28, 2019**

- Spelling correction for an item

**(D. Ssenabulya/K. Hood)**

That the minutes of March 29, 2018 be accepted as amended.

**CARRIED**

**4. Presentations**

- None

**5. Business/ Discussion Items****5.1 Election of Chair and Vice – Chair**

- Stephaniea Frisina elected Chair and Autumn Getty elected Vice-Chair by show of hands

**5.2 Committee Meeting Schedule**

- The Committee will meet again in September
- The committee's meeting space and time will be held for working groups for July and August

**(A. Getty/ D. Allain)**

That the Committee keep the same schedule for meetings with flexibility to change in the future.

**CARRIED**

**5.3 Review of Committee Mandate**

- B. Pocop advised the committee of their mandate

**5.4 Review of Terms of Reference**

- B. Pocop advised the committee they will need to review their terms of reference
- Standing item on the agenda for further discussion and action as recommendations for amendments were made
- S. Frisina proposed a meeting during the summer months to review Terms of Reference and Mandate
- The Committee would like to procure a facilitator for the next meeting to assist with Terms of Refence, Mandate and Workplan
- Councillor Nann suggested the mandate be updated based on a gender equity lens

**5.5 Review of Committee Budget**

- Funds were allocated for the Women of Distinction Award
- B. Pocop to provide updated balance and reserve balance for next meeting

**5.6 Equity Toolkit**

- B. Pocop advised the Committee that a request has been made to review the Toolkit
- B. Pocop to distribute the Toolkit for review prior to the next committee meeting



## 5.7 2019 Workplan

- Item 5.1 of the March 2019 minutes reflect priorities put forth by previous committee
- M. Robbins to send B. Pocop copy of goals for distribution prior to the committee's next meeting
- Childcare and youth representation on the committee were identified as two priorities

### 5.7.1 Councillor Nann's Motion

- Councillor Nann to present motion at July 8<sup>th</sup> GIC meeting regarding the recruitment and selection process for Volunteer Advisory Committees, Boards and Agencies with the purpose of addressing incongruencies in the selection processes
- Members requested clarification for recruitment process
- Members were in agreement to support Councillor Nann's motion and draft a letter supporting the motion

### (S. Bertolo/E. O'Neil)

That the Chair and Vice-Chair of the Status of Women Advisory Committee write a letter stating the Committee recommends to Council the approval of Councillor Nann's motion to include an equity and diversity lens in committee selection and put forward arguments for why it advances gender and equity outcomes in the City of Hamilton, and send out the draft for input by July 2 to committee members and the committee will provide input by end of day July 3<sup>rd</sup>.

**CARRIED**

## 5.8 Message from Committee Member

- E. O'Neil requested the item be removed based on the discussion of the previous item

## 5.9 Committee Composition

- D. Allain presented a resolution for the creation of a working group with respect to insufficient representation of intersecting identities on the committee

### (D. Allain/A. Davey)

WHEREAS, concerns have been raised respecting the insufficient representation of intersecting identities on the Status of Women Committee;

AND WHEREAS, the LGBTQ Advisory Committee has demonstrated extensive leadership in addressing concerns of their own committee's composition;

AND WHEREAS, there are presently 9 vacant citizen seats to be filled on the Status of Women Committee;

AND WHEREAS, members of the Status of Women Committee do not know how many applications were received for seats on this committee; AND WHEREAS, no interviews were conducted with any applicants to the Status of Women Committee;

THEREFORE BE IT RESOLVED:

That the Hamilton Status of Women Committee establish a task group for the purpose of composing a citizen's report respecting the current composition of this committee of the remaining vacant citizen seats.

**CARRIED**

- Names of participants for the working group to be provided to B. Pocop and their meeting schedule for appropriate arrangements to be made
- S. Frisina encouraged members to be mindful of the discussion and assumptions made from a harm reduction perspective

## **6. Announcements and Information Sharing**

Meeting adjourned at 7:46pm.

Next meeting scheduled for Thursday, September 26, 2019 at 5:30pm



## Hamilton

### **MINUTES**

#### **Aboriginal Advisory Committee Thursday, May 2, 2019 – 5:30 P.M. City Hall, 71 Main St. W., Room 264**

**Present:** Marilyn Wright, Allan Loft, Deborah Elmes, Patty Lawlor, Scott Cruickshank, Connie Bellamy  
**Regrets:** Khitanya Petgrave (on leave)  
**Also Present:** Councillor Narinder Nann  
Jessica Bowen – Human Rights, Diversity & Inclusion (staff)

**Chairperson:** Marilyn Wright

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#### **1. Welcome and Introductions**

All were welcomed

#### **2. Changes to the Agenda**

Addition of:

- Item 5.4: Update on Recruitment of New Members

**(D.Elmes/P.Lawlor)**

That the agenda for May 2, 2019 be approved as amended.

**Carried**

#### **3. Declaration of Interest**

There were no declarations of interest.

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

The following revisions were noted for minutes of April 4, 2019:

- Item 5.1 revised to state HPL National Indigenous Peoples Galleries Display Collaboration 2020
- Item 5.4 revised to state The Chair and Vice Chair would be members of the selection committee

**(A.Loft/D.Elmes)**

That the minutes of April 4, 2019 be approved as amended.

**Carried**

**5. Discussion Items**

**5.1 Business Arising from Previous Minutes**

- No business arising

**5.2 Urban Indigenous Strategy Update**

- The committee requested to have the City's new land acknowledgement shared with them.
- The AAC proposed to draft a letter in support of 17 Calls to Action outlined by Nicole Jones during the previous meeting (April 2019) when she discussed the content that would be shared with Council on June 20, 2019.

**5.3 Truth and Reconciliation Calls to Action**

- Deferred to the next meeting

**5.4 Update on Recruitment of New Members**

- The Committee was advised that during the review of applicants, the selection committee became aware of a conflict of interest. As a result of the declared conflict, a new selection committee is being put together. This committee will be composed of Cindy Sue McCormick and Yvonne Maracle, former HAAC members and currently with the Social and Planning Research Council of Hamilton. Staff will work with the new

selection committee to arrange for interviews to be conducted with the applicants, if necessary.

- Committee members discussed the role of staff during the recruitment process. Councillor Nann offered to provide support to the Committee during the recruitment process.

### **5.5 Business Arising**

- M. Wright advised that further discussion has been happening with other community organisations, with specific questions being asked about the mandate of the Aboriginal Advisory Committee. There is a lack of knowledge about the role of the Committee.
- M. Wright advised that during a coordinating committee meeting related to the Urban Indigenous Strategy, it was noted the importance of ensuring that the key stakeholders are afforded opportunities to become involved in the AAC (formally or informally). Many stakeholders are interested in collaboration. Members noted that the call for applications went to several community organisations, and the opportunity to join the committee formally was extended. Community members are also able to join any meetings as they are open to the public.
- There is an event scheduled for June 21, 2019 at City Hall for National Indigenous Peoples Day Celebration.

### **(D.Elmes/C.Bellamy)**

That the Aboriginal Advisory Committee provide financial support up to \$150.00 to cover the cost of cake for the National Indigenous Peoples Day Celebration on June 21, 2019.

**Carried**

- The committee engaged in a discussion about the book display and opportunities with the HPL and Goodminds.com. S. Cruickshank advised that he had reached out to the education centre but did not receive a response. The committee inquired if they could have two cabinets for the display and if the City could produce some signage to identify partners in the project.
- P. Lawlor will be gathering more information for the 2020 project.

### **6. Closing**

A. Loft did a closing

### **7. Adjournment**

Aboriginal Advisory  
Committee Meeting

4

May 2, 2019

Meeting adjourned at 8:00pm

**Next Meeting**

- Next meeting scheduled for June 6, 2019



Hamilton

**INTERVIEW SUB-COMMITTEE TO THE AUDIT, FINANCE AND  
ADMINISTRATION COMMITTEE**

**MINUTES 19-003**

**9:00 a.m.**

**Monday, October 21, 2019**

**Room 171**

**Hamilton City Hall**

**71 Main Street West**

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**Present:** Councillors M. Wilson (Chair), B. Clark (Vice-Chair) and C. Collins

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**FOR INFORMATION:**

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

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

**(Collins/Clark)**

That the agenda for the October 21, 2019 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

**CARRIED**

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

There were no declarations of interest.

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

**(i) September 19, 2019 (Item 3.1)**

**(Collins/Clark)**

That the Minutes of the September 19, 2019 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

**CARRIED**

**(d) PRIVATE & CONFIDENTIAL (Item 4)**

**(i) September 19, 2019 – Closed Minutes (Item 14.1)**

**(Collins/Clark)**

- (a) That the Closed Session Minutes of the September 19, 2019 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented; and,
- (b) That the Closed Session Minutes of the September 19, 2019 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee, remain confidential.

**CARRIED**

**(Collins/Clark)**

That the Interview Sub-Committee to the Audit, Finance and Administration Committee move into Closed Session for Item 4.2, 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 matter pertains to personal matters about an identifiable individual, including City employees.

**CARRIED**

**(ii) Interviews for the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee (Item 4.2)**

Staff were provided with direction in Closed Session.

**(e) ADJOURNMENT (Item 5)**

**(Clark/Collins)**

There being no further business, the Interview Sub-Committee to the Audit, Finance and Administration Committee adjourned at 10:58 a.m.

**CARRIED**

Respectfully submitted,

Councillor M. Wilson, Chair  
Interview Sub-Committee to the  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	November 7, 2019
<b>SUBJECT/REPORT NO:</b>	Compassionate Grants for Laneway Houses (FCS19086) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lindsay Gillies (905) 546-2424 Ext. 2790
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Council, at its meeting of September 11, 2019, added the following direction to the September 5, 2019 Audit, Finance & Administration Committee Report:

- (a) That the General Manager of Finance & Corporate Services be directed and authorized to issue a compassionate grant contingent on the grantee providing proof satisfactory to the General Manager of Finance & Corporate Services that the recipient is not a manufacturing business or other industrial or commercial enterprise and that the General Manager of Finance & Corporate Services is satisfied that providing the grant does not result in a violation of Section 106 of the *Municipal Act, 2001*, to any laneway houses within Wards 1-4 that proceeded through the planning and permit processes between July 6, 2014 and June 12, 2019 equal to:
- (i) the full rezoning fee paid to be funded from Reserve “110086 Development Fees Stabilization”;
  - (ii) the parkland cash in lieu paid, less the amount that would be payable under By-law 18-126, to be funded from Reserve “108050 Parkland Acquisition Reserve”;

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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: Compassionate Grants for Laneway Houses (FCS19086) (City Wide) -  
Page 2 of 3**

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(iii) the full City development charge paid to be funded from:

Portion of City development charge related to tax services: Reserve  
“108020 Unallocated Capital Levy”;

Portion of City development charge related to water services: Reserve  
“108015 Water”;

Portion of City development charge related to wastewater services:  
Reserve “108005 Sanitary Sewer Capital”; and

Portion of City development charge related to storm services: Reserve  
“108010 Storm Sewer Capital”.

(b) That staff be directed to report back through the City’s Audit, Finance & Administration Committee with an Information Report containing the details of any and all compassionate grants provided to laneway houses.

The purpose of Information Report FCS19086 is to report back through the City’s Audit, Finance and Administration Committee with details of any and all compassionate grants provided to laneway houses.

## INFORMATION

Staff has issued a compassionate grant related to the Council direction referenced above to one property owner. There were three subject properties reviewed for eligibility and only one met the compassionate grant requirements.

Details of the subject properties are contained in Table 1.

**Table 1: Properties Reviewed for Laneway House Compassionate Grant Eligibility**

<b>Compassionate Grant Requirements:</b>	<b>Laneway house within Wards 1-4</b>	<b>Proceeded through the planning and permit processes between July 6, 2014 and June 12, 2019</b>	<b>Conclusion</b>
<b>Subject Property 1 390 1/2 Aberdeen</b>	Yes, Ward 1	Yes, Building Permit issued Oct 19, 2017	Eligible
<b>Subject Property 2 228 Seneca Avenue</b>	No, does not abut a laneway and is located in Ward 11	No, Building Permit issued July 11, 2019	Not Eligible
<b>Subject Property 3 157 Gibson Avenue</b>	Ward 3	No, Building Permit not yet issued	Not Eligible

**SUBJECT: Compassionate Grants for Laneway Houses (FCS19086) (City Wide) -  
Page 3 of 3**

Table 2 details the compassionate grant issued to 390 ½ Aberdeen Avenue. The requirement that the compassionate grant be “contingent on the grantee providing proof satisfactory to the General Manager of Finance & Corporate Services that the recipient is not a manufacturing business or other industrial or commercial enterprise and that the General Manager of Finance & Corporate Services is satisfied that providing the grant does not result in a violation of Section 106 of the *Municipal Act, 2001*” was satisfied through affidavits provided by the property owners prior to processing the grant payment.

**Table 2: Laneway House Compassionate Grant related to 390 ½ Aberdeen**

Subject Property 1 390 1/2 Aberdeen		AMOUNT
(i) Rezoning Fee		\$ 10,950
(ii) Parkland Dedication Fee		
Parkland Dedication Fee paid	\$ 11,250	
Less: Amount that would have been payable with By-law 18-126 rules:	\$ 750	
	\$ 10,500	\$ 10,500
(iii) City Development Charges		\$ 37,169
<i>Tax Portion</i>	\$ 16,887	
<i>Water Portion</i>	\$ 4,465	
<i>Wastewater Portion</i>	\$ 8,964	
<i>Storm Portion</i>	\$ 6,853	
<b>TOTAL COMPASSIONATE GRANT</b>		<b>\$ 58,619</b>

**APPENDICES AND SCHEDULES ATTACHED**

N/A

LG/dt





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	November 7, 2019
<b>SUBJECT/REPORT NO:</b>	2019 Freedom of Information Quarterly Report (April 1 to June 30) (CL19005a) (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>	Andrea Holland 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 CL19005a, are details of the Freedom of Information requests received during the second quarter of 2019 from April 1 to June 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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**Access Requests Received Under the Municipal Freedom of Information and Protection of Privacy Act  
for April 1, 2019 to June 30, 2019**

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	
19-008	G	M	employment	City Manager's Office	Jan 4/19			in progress														
19-009	G	M	emails	Corporate Services	Jan 4/19	Feb. 15/19	38	abandoned	233	0	0	0	0	0	15	0	0	0	0	0	0	0
19-016	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-017	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-018	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-019	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-020	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-024	G	IP	infrastructure	Public Works	Jan 25/19	May 13/19	30	disclosed in part	509	0	0	0	0	0	13	0	0	0	0	0	0	144
19-025	G	M	report	Corporate Services	Jan 25/19	Feb 25/19	30	no records disclosed (under appeal)	221	0	0	0	0	0	3	0	0	0	0	0	0	0
19-026	G	B	property	Planning & Economic Development	Jan 28/19			in progress														
19-027	G	IP	animal	Healthy and Safe Communities; Planning & Economic Development	Jan 28/19			in progress														
19-029	G	AG	administrative	Planning & Economic Development	Jan 31/19			in progress														
19-030	G	IP	property	Planning & Economic Development	Jan 31/19	Apr 12/19	67	disclosed in part	497	0	0	0	0	0	6	0	0	0	0	20	0	0
19-031	G	B	communications/infrastructure	Planning & Economic Development	Jan 31/19			in progress														
19-032	G	IP	communications	Corporate Services	Feb 1/19	May 17/19	90	abandoned	594	55	0	0	0	0	3	0	0	0	0	0	0	0
19-034	G	IP	reports	Healthy and Safe Communities	Jan 28/19	Apr 24/19	60	records available directly through City department	179	0	0	0	8	0	3	0	0	0	0	0	0	0
19-035	G	B	infrastructure	Planning & Economic Development	Feb 5/19			in progress														
19-036	G	B	procurement	Public Works	Feb 5/19			in progress														

**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	
19-037	G	B	infrastructure	Public Works	Feb 5/19			in progress														
19-040	G	IP	infrastructure	Public Works	Feb 11/19			in progress														
19-041	G	M	financial	Corporate Services	Feb 12/19			in progress														
19-043	G	B	infrastructure	Public Works	Feb 20/19			in progress														
19-045	G	M	economic	City Manager's Office	Feb 20/19			in progress														
19-046	G	B	infrastructure	Public Works	Feb 21/19	Jun 21/19	81	abandoned	252	0	0	0	0	0	3	0	0	0	0	0	0	60
19-048	G	B	video	Public Works	Feb 21/19			in progress														
19-050	G	B	animal	Planning & Economic Development	Feb 25/19			in progress														
19-051	G	IP	property	Planning & Economic Development	Feb 25/19	Apr 10/19	30	disclosed in part	582	0	0	0	0	0	6	0	0	0	15	62	0	
19-052	G	IP	property	Planning & Economic Development, Healthy and Safe Communities	Feb 26/19			in progress														
19-054	G	B	property	Planning & Economic Development	Feb 26/19	May 31/19	86	disclosed in part	304	0	0	0	0	0	26	0	0	0	30	0	0	
19-055	G	M	infrastructure	Public Works, Corporate Services, Office of the Mayor	Feb 27/19			in progress														
19-056	G	IP	minutes	Corporate Services	Feb 27/19			in progress														
19-057	G	B	report	Public Works	Feb 28/19	Apr 1/19	30	no responsive records	126	0	0	0	0	0	3	0	0	0	0	0	0	0
19-058	G	B	property	Planning & Economic Development	Feb 28/19	Apr 1/19	30	disclosed in part	386	0	0	0	0	0	6	0	0	0	49	0	0	
19-059	G	IP	property	Health and Safe Communities, Planning and Economic Development	Mar 1/19	Apr 1/19	30	disclosed in part	234	0	0	0	0	0	6	0	0	0	5	0	0	
19-060	G	B	infrastructure	Public Works	Mar 5/19	Apr 3/19	29	disclosed in part	158	0	0	0	0	0	6	0	0	0	0	0	0	70
19-061	G	M	infrastructure	Public Works	Mar 6/19	Apr 5/19	30	disclosed in part	448	0	0	0	0	0	6	0	0	0	0	0	0	184
19-063	G	B	infrastructure	Public Works	Mar 8/19			in progress														

**Legend:**

IP - Individual/Public

IA - Individual by Agent

B - Business

M - Media

AR - Academic/Researcher

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
19-064	G	IP	property	Planning and Economic Development, Healthy and Safe Communities	Mar 8/19	Apr 8/19	30	disclosed in part	248	0	0	0	0	0	6	0	0	0	20	60	0
19-065	G	IP	property	Planning and Economic Development	Mar 11/19	Apr 15/19	35	disclosed in part	451	0	0	0	0	0	6	0	0	0	112	0	0
19-066	G	B	infrastructure	Public Works	Mar 12/19			in progress													
19-068	G	B	infrastructure	Public Works	Mar 13/19	Apr 12/19	30	abandoned	126	0	0	0	0	0	3	0	0	0	0	0	35
19-069	G	B	property	Planning and Economic Development	Mar 14/19			in progress													
19-070	G	IP	property	Public Works	Mar 14/19			in progress													
19-071	G	M	environmental	Public Works	Mar 18/19			in progress													
19-072	G	IP	property	Planning & Economic Development	Mar 21/19			in progress													
19-073	G	IP	infrastructure	Corporate Services	Mar 21/19			in progress													
19-074	G	B	environmental	Public Works, Planning & Economic Development	Mar 22/19	Apr 4/19	18	available directly through City department	139	0	0	0	0	0	3	0	0	0	21	0	0
19-075	G	IP	property	Planning & Economic Development	Mar 25/19			in progress													
19-076	G	B	animal	Planning & Economic Development	Mar 25/19			in progress													
19-077	G	IP	property	Planning & Economic Development	Mar 25/19			in progress													
19-078	G	B	infrastructure	Public Works	Mar 28/19			in progress													
19-079	G	M	property	Healthy & Safe Communities	Mar 28/19	Apr 29/19	30	disclosed in part	123	0	0	0	75	0	6	0	0	0	0	0	0
19-080	G	IP	property	Planning & Economic Development	Mar 29/19	Apr 29/19	30	all disclosed	117	0	0	0	0	0	3	0	0	0	23	0	0
19-081	G	B	property	Planning & Economic Development	Mar 29/19			in progress													
19-082	G	B	property	Planning & Economic Development	Mar 29/19	Apr 29/19	30	records available directly through City department	82	0	0	0	0	0	3	0	0	0	3	0	0
19-083	G	B	agreement	Corporate Services	Mar 29/19			in progress													
19-084	G	B	property	Planning & Economic Development	April 1/19	April 4/19	3	no responsive records	67	0	0	0	0	0	3	0	0	0	32	0	0

**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
19-085	G	IP	report	Planning & Economic Development, Corporate Services	April 2/19	May 7/19	30	no records disclosed	139	0	0	0	0	0	13	0	0	0	0	0	0
19-086	G	IP	property	Planning & Economic Development	April 2/19	May 2/19	30	abandoned	140	0	0	0	0	0	3	0	0	0	16	0	0
19-087	G	IP	infrastructure	Public Works	April 2/19	June 4/19	55	disclosed in part	263	0	0	0	0	0	6	0	0	0	0	0	140
19-088	G	IP	property	Planning & Economic Development	April 3/19	May 7/19	29	records available directly through City department	133	0	0	0	0	0	3	0	0	0	10	0	0
19-089	G	IP	applications	Healthy and Safe Communities	April 5/19	May 7/19	27	no records disclosed	197	0	0	0	50	0	3	0	0	0	0	0	0
19-090	G	IP	property	Planning & Economic Development	April 11/19	May 3/19	20	no responsive records	94	0	0	0	0	0	3	0	0	0	0	0	0
19-091	G	B	property	Planning & Economic Development	April 11/19			in progress													
19-092	G	B	property	Planning & Economic Development	April 11/19			in progress													
19-093	G	IP	property	Planning & Economic Development	April 11/19	May 6/19	23	disclosed in part	411	0	0	0	0	0	6	0	0	0	9	0	0
19-094	G	IP	property	Health and Safe Communities, Planning and Economic Development	April 15/19	May 7/19	21	disclosed in part	113	0	0	0	6	0	3	0	0	0	0	0	0
19-095	G	M	infrastructure	Corporate Services	April 15/19	May 15/19	30	disclosed in entirety	201	0	0	0	0	0	6	0	0	0	0	0	0
19-096	G	B	infrastructure	Public Works	April 15/19			in progress													
19-097	G	B	environmental	Public Works	April 15/19	May 13/19	28	available directly through City department	30	0	0	0	0	0	3	0	0	0	0	0	0
19-098	G	B	property	Planning & Economic Development	April 16/19	May 23/19	30	abandoned	254	0	0	0	0	0	3	0	0	0	5	0	0
19-099	G	B	property	Planning & Economic Development	April 16/19			in progress													
19-100	G	IP	infrastructure	Public Works	April 17/19	May 17/19	30	all disclosed	164	0	0	0	0	0	6	0	0	0	0	0	60
19-101	G	B	property	Planning & Economic Development	April 17/19			in progress													
19-102	G	B	lands	Public Works	April 17/19	May 13/19	26	no responsive records	149	0	0	0	0	0	3	0	0	0	0	0	0
19-103	G	IP	property	Planning & Economic Development	April 18/19			in progress													
19-104	G	IP	property	Planning & Economic Development	April 18/19			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
19-105	G	B	property	Public Works	April 18/19	May 13/19	25	no records disclosed	38	0	0	0	0	0	3	0	0	0	0	0	0
19-106	G	B	video	Public Works	April 23/19			in progress													
19-107	G	B	property	Planning & Economic Development	April 24/19			in progress													
19-108	G	IP	property	Planning & Economic Development	April 25/19	May 24/19	29	no responsive records	142	0	0	0	0	0	3	0	0	0	5	0	0
19-109	G	IP	property	Healthy & Safe Communities	April 29/19	May 28/19	29	all disclosed	125	0	0	0	0	0	3	0	0	0	0	25	0
19-110	G	IP	animal	Planning & Economic Development	April 29/19			in progress													
19-111	G	IP	property	Planning & Economic Development	April 29/19	May 29/19	30	disclosed in part	262	0	0	0	0	0	6	0	0	0	105	0	0
19-112	G	IP	property	Planning & Economic Development, Healthy and Safe Communities	April 30/19	June 20/19	45	no responsive records	143	0	0	0	14	0	3	0	0	0	0	0	0
19-113	G	IP	property	Healthy and Safe Communities	May 1/19	May 29/19	28	all disclosed	138	0	0	0	0	0	3	0	0	0	0	31	0
19-114	G	B	infrastructure	Public Works	April 29/19	May 29/19	30	disclosed in part	152	0	0	0	0	0	6	0	0	0	0	0	120
19-115	G	B	infrastructure	Public Works	April 29/19	May 29/19	30	disclosed in part	179	0	0	0	0	0	6	0	0	0	0	0	120
19-116	G	B	property	Planning & Economic Development	May 6/19	June 5/19	30	available directly through City department	168	0	0	0	0	0	3	0	0	0	5	0	0
19-117	G	B	property	Planning & Economic Development	May 7/19			in progress													
19-118	G	IP	property	Healthy and Safe Communities	May 9/19	June 24/19	35	abandoned	184	0	0	0	0	20	3	0	0	0	0	0	0
19-119	G	IP	property	Planning & Economic Development	May 14/19	June 4/19	21	disclosed in part	448	0	0	0	0	0	6	0	0	0	19	0	0
19-120	G	IP	property	Planning & Economic Development; and Healthy and Safe Communities	May 17/19	June 17/19	30	disclosed in part	491	0	0	0	24	0	0	0	0	0	8	0	0
19-121	G	B	infrastructure	Public Works	May 17/19	June 6/19	20	all disclosed	237	0	0	0	0	0	3	0	0	0	0	0	45
19-122	G	B	property	Planning & Economic Development	May 21/19			in progress													
19-123	G	B	infrastructure	Planning & Economic Development	May 21/19	June 20/19	30	no responsive records	105	0	0	0	0	0	3	0	0	0	30	0	0
19-124	G	B	communications	Councillor Office	May 22/19	June 20/19	29	abandoned	352	0	0	15	0	0	19	0	0	234	0	0	0

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19-125	G	IP	security	Public Works	May 22/19	June 20/19	29	no records disclosed	228	0	0	9	0	0	3	0	0	0	0	0	33
19-126	G	IP	property	Planning & Economic Development	May 24/19			in progress													
19-127	G	B	property	Healthy and Safe Communities	May 27/19			in progress													
19-128	G	IP	property	Planning & Economic Development	May 28/19	June 27/19	30	disclosed in part	303	0	0	0	0	0	3	0	0	0	64	0	0
19-129	G	IP	property	Planning & Economic Development	May 28/19			in progress													
19-130	G	B	property	Planning & Economic Development	May 30/19			in progress													
19-131	G	IP	property	Planning & Economic Development	May 30/19			in progress													
19-132	G	B	property	Planning & Economic Development	May 31/19	June 28/19	28	disclosed in part	248	0	0	0	0	0	6	0	0	0	40	0	0
19-133	G	IP	financial	Corporate Services	June 3/19			in progress													
19-134	G	IP	property	Planning & Economic Development	June 3/19			in progress													
19-135	G	B	property	Planning & Economic Development	June 5/19			in progress													
19-136	G	B	property	Planning & Economic Development	June 13/19	June 25/19	12	abandoned	59	0	0	0	0	0	0	0	0	0	0	0	0
19-137	G	B	property	Planning & Economic Development	June 18/19			in progress													
19-138	G	IP	property	Planning & Economic Development	June 17/19			in progress													
19-139	G	M	communications	City Manager's Office, Planning & Economic Development	June 19/19			in progress													
19-140	G	IP	personnel	City Manager's Office, Corporate Services	June 20/19			in progress													
19-141	G	B	property	Planning & Economic Development	June 24/19			in progress													
19-142	G	B	property	Planning & Economic Development	June 27/19			in progress													
19-143	G	B	property	Healthy and Safe Community Services	June 28/19			in progress													
18-004	G	IP	water	Public Health Services	Jan 19/18	Apr 16/19	90+	disclosed in part (under appeal)	2580	0	0	0	900	0	6	0	0	0	0	0	0
18-019	G	B	property	Safe & Healthy Communities	Feb 9/18			in progress													

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18-030	G	IP	infrastructure	Planning & Economic Development, Emergency & Community Services	Feb 20/18	Apr. 23/18	30	partial disclosure (under appeal)	1631	0	0	0	8	0	6	0	0	0	80	0	6
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													
18-056	G	IP	property	Planning & Economic Development	Mar 28/18	Jan 29/19	60+	disclosed in part (appeal concluded May 24/19)	916	0	0	0	0	0	3	0	0	0	195	0	0
18-075	G	B	property	Planning & Economic Development	April 20/18																
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													
18-089	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													
18-092	G	IP	property	Healthy and Safe Communities - Fire	June 4/18			in progress													
18-111	G	IA	animal	Planning & Economic Development	June 28/18			in progress													
18-115	G	IP	property	Healthy and Safe Communities	July 12/18			in progress													
18-118	G	IP	property	Planning & Economic Development	July 13/18			in progress													
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													
18-132	G	B	contracts	Corporate Services	Aug 3/18			in progress													
18-133	G	IA	property	Safe and Healthy Communities	Aug 3/18			in progress													

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18-135	G	IP	property	Planning & Economic Development	Aug 3/18	Jan 18/19	60+	disclosed in part (under appeal)	916	0	0	0	0	0	13	0	0	0	125	0	0
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													
18-151	G	B	property	Planning & Economic Development	Aug 27/18			in progress													
18-152	G	IA	infrastructure	Public Works	Aug 29/18	Jun 14/19	90+	disclosed in part	215	0	0	0	0	0	3	0	0	0	0	0	50
18-154	G	B	property	Planning & Economic Development	Aug 29/18			in progress													
18-158	G	B	property	Planning & Economic Development	Sept 4/18	Feb 8/19	90 +	disclosed in part (under appeal)	640	0	0	0	0	0	6	0	0	0	270	0	0
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	May 6/19	90+	disclosed in part	348	0	0	0	0	0	3	0	0	0	22	0	0
18-165	G	IP	property	Planning & Economic Development	Oct 1/18			in progress													
18-168	G	IP	property	Planning & Economic Development	Oct 11/18			in progress													
18-172	G	IP	property	Planning & Economic Development	Oct 15/18			in progress													
18-174	G	IP	property	Planning & Economic Development	Oct 16/18			in progress													
18-175	G	IP	property	Planning & Economic Development	Oct 16/18			in progress													
18-178	G	M	services	Safe and Healthy Communities	Oct 17/18			in progress													
18-179	G	M	services	Safe and Healthy Communities	Oct 17/18			in progress													

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18-186	G	B	infrastructure	Public Works	Oct 26/18			in progress														
18-189	G	M	infrastructure	Public Works	Nov 5/18	Feb 19/19	80	disclosed in part (under appeal)	1192	0	0	0	0	0	6	0	0	0	0	0	0	21
18-191	G	IA	property	Planning and Economic Development	Nov 7/18			in progress														
18-193	G	AG	infrastructure	Public Works	Nov 8/18			in progress														
18-195	G	IP	property	Planning & Economic Development	Nov 8/18			in progress														
18-199	G	B	property	Planning & Economic Development	Nov 15/18			in progress														
18-200	G	IA	infrastructure	Public Works	Nov 16/18			in progress														
18-208	G	IP	property	Safe and Healthy Communities	Dec 5/18			in progress														
18-213	G	B	property	Planning and Economic Development	Dec 11/18			in progress														
18-217	G	IA	property	Planning and Economic Development; Safe and Healthy Communities	Dec 14/18	Jan 25/19	30	disclosed in part	189	0	0	0	0	25	6	0	0	0	15	0	0	
18-222	G	IP	tenders	Corporate Services/Public Works	Dec 19/18			in progress														
18-223	G	IP	animal	Planning and Economic Development	Dec 19/18			in progress														
18-224	G	IP	animal	Safe and Health Communities	Dec 19/18			in progress														
17-005	G	IP	animal	Planning & Economic Development	Jan 11/17			in progress														
17-008	G	IA	roads	Public Works	Jan 20/17			in progress														
17-021	G	B	parks	Public Works	Feb 8/17			in progress														
17-064	G	IP	property, alley	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress														
17-066	G	IP	infrastructure	Public Works, Public Health Services, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress														

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17-067	G	IP	infrastructure	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			in progress													
17-068	G	IP	infrastructure	Public Works	April 12/17			in progress													
17-069	G	IP	procurement	Pulic Works	April 12/17			in progress													
17-070	G	IP	procurement	Public Works	April 12/17			in progress													
17-075	G	IP	correspondence	City Manager's Officer	April 26/17	May 26/17	30	no records disclosed (appeal concluded - March 20/19)	2148	0	0	420	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 (appeal concluded - March 20/19)	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													
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													
17-104	G	IA	animal	Planning & Economic Development	June 15/17			in progress													
17-105	G	B	property	Planning & Economic Development	June 16/17			in progress													
17-114	G	IP	traffic	Public Works	July 25/17			in progress													
17-115	G	IP	infrastructure	Public Works	July 25/17			in progress													
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)	945	0	0	0	0	0	17	0	0	21	9	0	0
17-124	G	IP	property	Planning & Economic Development	Aug 10/17	Nov. 2/17	84	partial disclosure (appeal concluded - May 31/19)	1660	0	0	0	0	0	0	0	0	0	16	0	0

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17-126	G	IP	financial	Community & Emergency Services	Aug 14/17			in progress														
17-127	G	IP	contract	Public Works	Aug 14/17			in progress														
17-133	G	IP	property	Community & Emergency Services, Planning & Economic Development	Aug 28/17			in progress														
17-134	G	IA	property	Planning & Economic Development	Aug 28/17			in progress														
17-136	G	IP	animal	Planning & Economic Development	Aug 31/17			in progress														
17-138	G	B	financial	Public Works	Aug 28/17			in progress														
17-142	G	B	property	Planning & Economic Development, Public Works, Corporate Services	Sept 12/17			in progress														
17-146	G	IP	property	Public Health Services, Planning & Economic Development	Sept 13/17			in progress														
17-152	G	B	property	Public Works	Sept 18/17			in progress														
17-153	G	B	property	Public Health Services	Sept 19/17			in progress														
17-161	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 (appeal concluded - May 24/19)	2236	0	0	0	0	0	0	0	0	0	0	15	0	0
17-177	G	IA	traffic	Public Works	Oct 27/17	Apr 12/19	90+	disclosed in part	252	0	0	0	0	0	6	0	0	0	0	0	0	120
17-181	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														

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17-182	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress														
17-193	G	IP	licensing	Planning & Economic Development	Nov 15/17	Dec 18/17	30	no records disclosed (under appeal)	45	0	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)	45	0	0	0	0	0	0	0	0	0	30	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														
16-063	G	IP	property	Planning & Economic Development	Mar 14/16			in progress														
16-090	G	B	enforcement	Public Health Services	May 5/16			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														
16-196	G	B	procurement	Corporate Services	Nov 1/16			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

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

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

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

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**City of Hamilton  
GOVERNANCE REVIEW  
SUB-COMMITTEE  
Clerk's Report 19-005  
1:00 p.m.  
Monday, October 28, 2019  
Room 192  
Hamilton City Hall  
71 Main Street West**

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Pursuant to Section 3.6(4) of the City of Hamilton's Procedural By-law 18-270 at 1:30 p.m. the Chair advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Governance Review Sub-Committee, therefore, the Clerk noted the names of those in attendance and the meeting stood adjourned.

Present:

Councillor B. Clark  
Councillor M. Pearson  
Councillor M. Wilson

Respectfully submitted,

Angela McRae  
Legislative Coordinator  
Office of the City Clerk







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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	November 7, 2019
<b>SUBJECT/REPORT NO:</b>	Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Samantha Blackley (905) 546-2424 Ext. 2132 Lindsay Gillies (905) 546-2424 Ext. 2790
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION(S)**

- (a) That Habitat for Humanity Hamilton's request for reimbursement of the City Development Charges, totalling \$130,695.25 for 12 Wickham Avenue, 2-10 Dennis Avenue and 278 Wilson Street be approved and funded from Reserve "110041 Social Housing Stabilization";
- (b) That Habitat for Humanity Hamilton's request for reimbursement of the Waterdown Special Area Development Charge of \$3,441 for 2-10 Dennis Avenue be approved and funded from Reserve "110041 Social Housing Stabilization";
- (c) That Habitat for Humanity Hamilton's request for reimbursement of the Cash in Lieu of Parkland Dedication assessed for the 12 Wickham Avenue and 278 Wilson Street, totalling \$13,500, be denied;
- (d) That Habitat for Humanity Hamilton's request for reimbursement of \$537 in Building Division fees (Building, Water and Sewer permit fees) be denied;
- (e) That Habitat for Humanity Hamilton's request for a reimbursement of the OPA 28 fee of \$4,341 for 2-10 Dennis Avenue be denied;

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

**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 2 of 7**

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- (f) That the subject matter respecting “Request for Development Charge and Parkland Dedication Reimbursement to Habitat for Humanity Hamilton” be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

**EXECUTIVE SUMMARY**

Audit, Finance and Administration Committee, at its meeting on August 15, 2019, received as Item 8.1, a presentation from Sean Ferris, Executive Director, Habitat for Humanity Hamilton, requesting reimbursement of the City Development Charges (DCs), Waterdown Special Area DC, Parkland Dedication fees, Building Permit fees and the OPA 28 fee for three Habitat for Humanity Hamilton development projects. Staff was directed to report back to the Audit, Finance and Administration Committee with recommendations and options for reductions in the fees charged to Habitat for Humanity Hamilton.

Habitat for Humanity Hamilton has requested reimbursement of charges paid for 12 Wickham Avenue, 2-10 Dennis Avenue and 278 Wilson Street as detailed in Appendix “A” to Report FCS19084. The requested reimbursement of \$152,464.25 was collected by the City throughout the development process. Habitat for Humanity Hamilton identifies that the reimbursement will help increase their ability to strengthen their program, provide self-reliance and build more affordable housing units in the community.

Staff has reviewed the requested reimbursements and recommends that the City DCs and the Waterdown Special Area DC, totalling \$134,136.25, be reimbursed.

**Alternatives for Consideration – See Page 6**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Staff is recommending reimbursements of City DCs and the Waterdown Special Area DC. The *Development Charges Act, 1997*, as amended, does not permit a municipally to charge one type of development less at the expense of other developers. Therefore, any exemptions or reimbursements need to be funded from an alternative source so that the DC Reserves are in the same status as if the exemption or reimbursement had not occurred.

As detailed in Appendix “A” to Report FCS19084, the recommended reimbursements total \$134,136.25. Staff recommends that the reimbursement of both the City DCs and the Waterdown Special Area DC be funded from Reserve “110041 Social Housing Stabilization” as this Reserve’s purpose is to “provide development charge exemptions for affordable housing”.

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**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 3 of 7**

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Staffing: N/A

Legal: A common concern when considering reimbursements of DCs is the bonusing provisions under the *Municipal Act, 2001*. Habitat for Humanity Hamilton is a registered charitable non-profit organization and therefore, the bonusing provisions are not a concern.

## **HISTORICAL BACKGROUND**

Habitat for Humanity Hamilton was founded in 1991 and is a registered charity and non-profit organization that builds affordable housing and promotes home ownership to the community. On August 15, 2019, the Audit, Finance and Administration Committee received a presentation from Sean Ferris, Executive Director, Habitat for Humanity Hamilton requesting a reimbursement in the fees charged to three of their developments, totalling \$152,464.25. Appendix "A" to Report FCS19084 outlines the projects, permits, timing and charges requested for reimbursement by Habitat for Humanity Hamilton.

Historically, Habitat for Humanity Hamilton has been granted both DC and Parkland Dedication reimbursements by Council through the approval of reports such as PED13009 and PED15027.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

None – Precedent for waiving / reimbursing DCs on non-profit developments already exists: YFC / Youth Unlimited (FCS15037), Royal Botanical Gardens (FCS14055), Habitat for Humanity Hamilton (PED15027, PED13009), Ronald McDonald House (FCS11078) and Mission Services (FCS12008).

## **RELEVANT CONSULTATION**

Building Division, Planning and Economic Development Department

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

Housing Services Division, Healthy and Safe Communities Department

Legal Services, Corporate Services Department

Habitat for Humanity Hamilton

**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 4 of 7**

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**ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

Habitat for Humanity Hamilton has requested reimbursement of various charges. The analysis has been categorized by the relevant By-law authorizing each charge. Appendix "A" to Report FCS19084 summarizes all requested reimbursements.

Habitat for Humanity Hamilton is a Canadian registered charity and non-profit organization which is funded through corporate sponsorships, grants and surpluses from the ReStore. Volunteers and the Ontario Young Apprenticeship Program are utilized in the development of Habitat for Humanity Hamilton's housing projects to help not only give citizens the opportunity to learn a new skill, but also reduce the labour costs associated with construction.

Habitat for Humanity Hamilton does not require the purchaser to have a down payment for the house but does require that a minimum of 500 volunteer hours (referred to by Habitat for Humanity Hamilton as sweat equity) be earned prior to moving into the house. The mortgage held by Habitat for Humanity Hamilton is based on market value and the payments are structured based on the owner's income and subject to change with income fluctuations. In the event of sale, Habitat for Humanity Hamilton has the first right to purchase the property for a future family in need. If Habitat for Humanity Hamilton were to pass on their option to purchase, then their share of the sale is used for future Hamilton projects.

In August 2018, through Report HSC18040, staff recommended assistance to an affordable homeownership project via a down payment assistance program rather than a direct reduction in DCs. There are several reasons why the recommendation for Habitat for Humanity Hamilton is different, including: (1) Habitat for Humanity Hamilton is a registered charity that is not owned or related to a for-profit organization; (2) Habitat for Humanity Hamilton targets lower income households than the projects referred to in Report HSC18040; (3) Habitat for Humanity Hamilton uses volunteer labour where possible to both teach skills as well as keep the costs of construction low rather than hiring contractors for the construction of a project; (4) Habitat for Humanity Hamilton does not require the purchaser to have accumulated a down payment; and (5) mortgage payments to Habitat for Humanity Hamilton are geared to the household income and change as income changes.

**1. Development Charge By-law 14-153 – City DCs and Waterdown Special Area DC**

Habitat for Humanity Hamilton has requested the reimbursement of \$130,645.25 for the DCs paid for their three projects (12 Wickham Avenue, 2-10 Dennis Avenue and 278 Wilson Street). In the past, the City of Hamilton has granted DC exemptions to non-profit charitable organizations as illustrated in the policy implications section of Report FCS19084.

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**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 5 of 7**

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Habitat for Humanity Hamilton does not qualify for an affordable housing exemption through Section 21(f) of By-law 14-153 since the units are not receiving funding from the provincial or federal government. The actual City DC paid by Habitat for Humanity Hamilton is \$50 higher than the requested amount at \$130,695.25 as illustrated in Appendix "A". Supported by past practice, staff recommends that the charges paid under By-law 14-153 be reimbursed.

**2. Parkland Dedication By-law 18-126**

Habitat for Humanity Hamilton has requested the reimbursement of \$13,500 collected for cash in lieu of Parkland Dedication at 12 Wickham Ave. and 278 Wilson Street. Historically, Habitat for Humanity Hamilton has received reimbursements of Parkland Dedication fees made under previous Parkland Dedication By-laws. By-law 18-126 was adopted by Council on May 23, 2018 and therefore, the fees being requested for reimbursement were to be paid based on the requirements of By-law 18-126.

Section 12 of By-law 18-126 lists the requirements necessary for Council to establish an exception to the By-law. The requirements for establishing an exception for the payment of Parkland Dedication cash in lieu do not include authorizing a one-time or property specific exceptions. Staff does not recommend a reimbursement of the amounts paid for Parkland Dedication cash in lieu.

**3. Hamilton Building By-law 15-058**

Hamilton Building By-law 15-058 lists cases where refunds will be provided and the formula for determining the amount. This request is not a case laid out in the By-law. Building permit fees have not been refunded in any previous requests by Habitat for Humanity Hamilton. The City's Chief Building Official has confirmed that the additional building permit fees and water and sewer fees cannot be reimbursed.

**4. OPA 28 Charge**

The OPA 28 charge is a fee for residential development located on specified lands in the former Town of Flamborough. It refers to a fee negotiated with Amendment No. 28 to the Official Plan for the Town of Flamborough. Around the time of amalgamation, the former Town of Flamborough entered into an agreement to expand the urban boundary of Waterdown with the land owners at that time. The agreement was signed by all parties in 1997 and solidified through a Provincial Order, approved in Cabinet, in July 2002 and is registered on all applicable lands. The OPA 28 fee has not been exempted historically. Staff is not recommending reimbursement of this charge.

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**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 6 of 7**

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**ALTERNATIVES FOR CONSIDERATION**

**Alternative 1: Authorize and direct staff to enter into DC Deferral Agreement**

Instead of providing a reimbursement of the City DCs and Waterdown Special Area DC, staff could be directed to permit Habitat for Humanity Hamilton to defer the charges through a DC Deferral Agreement.

**Financial:** Habitat for Humanity Hamilton could enter into up to three separate DC Deferral Agreements to defer the City DCs and Waterdown Special Area DCs for a period of up to five years from permit issuance.

A \$750 application fee will be required for each deferral. Interest would be assessed based on the City's position on title.

Once each agreement is registered as a collateral mortgage on title, the amount previously paid would be returned to Habitat for Humanity Hamilton and due at a later date with interest per the terms of the DC Deferral Agreement.

No other fees are eligible to be deferred.

**Staffing:** N/A

**Legal:** Legal Services would be required to facilitate the agreements and registration of each agreement on title of the property.

**Pros:** Increases the current cash flow of Habitat for Humanity Hamilton.

**Cons:** The City's DC Deferral Program is at capacity. This would further delay the expected date that the program can be offered to other developers.

**Alternative 2: Provide a grant for the Cash in Lieu of Parkland Dedication payment**

**Financial:** The cost of granting the parkland reimbursement of \$13,500 would result in Reserve "104090 5% Parkland Dedication Reserve" having fewer funds to be able to acquire needed parkland across the City.

**Staffing:** N/A

**Legal:** N/A

**SUBJECT: Habitat for Humanity Hamilton's Request for Reimbursement of Fees for Habitat Developments (FCS19084) (City Wide) – Page 7 of 7**

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Pros: The City continues to show support towards Habitat for Humanity Hamilton.

Cons: A reimbursement would not meet the criteria for the granting of an exception as set out in Parkland Dedication By-law 18-126.

**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.

**Healthy and Safe Communities**

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

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS19084 – Summary of Habitat for Humanity Hamilton's Reimbursement Request

SB/LG/dt





**Summary of Habitat for Humanity Hamilton's Reimbursement Request**

PROJECT	BEACH 12 Wickham	WATERDOWN 2, 6, 10 Dennis	STEEL CITY 278 Wilson
PERMITS	18-147212	18-137353 18-137362 18-137365	18-104621
PERMIT ISSUANCE DATE	2-Apr-19	17-Jan-19	16-Apr-18

CHARGES	BEACH 12 Wickham	WATERDOWN 2, 6, 10 Dennis	STEEL CITY 278 Wilson	TOTAL	RECOMMENDED FOR REIMBURSEMENT
Additional Building Permit Fee		\$ 78.00	\$ -	\$ 78.00	\$ -
Water and Sewer Permit Fee		\$ 459.00	\$ -	\$ 459.00	\$ -
City Development Charge	\$ 38,318.00	\$ 83,035.00	\$ 9,292.25	\$ 130,645.25	\$ 130,695.25
Cash in Lieu of Parkland Dedication	\$ 7,500.00	\$ -	\$ 6,000.00	\$ 13,500.00	\$ -
Special Area Charge	\$ -	\$ 3,441.00	\$ -	\$ 3,441.00	\$ 3,441.00
OPA 28	\$ -	\$ 4,341.00	\$ -	\$ 4,341.00	\$ -
<b>TOTAL</b>	<b>\$ 45,818.00</b>	<b>\$ 91,354.00</b>	<b>\$ 15,292.25</b>	<b>\$ 152,464.25</b>	<b>\$ 134,136.25</b>

[1]

[1] The amount listed by Habitat for Humanity Hamilton was \$50 short of the total City DC actually paid





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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	November 7, 2019
<b>SUBJECT/REPORT NO:</b>	Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Wendy Mason (905) 546-2424 Ext. 5718 Lynn Geci (905) 546-2424 Ext. 6287
<b>SUBMITTED BY:</b>	Cindy Mercanti Director, Customer Service, POA and Financial Integration Corporate Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION(S)**

- (a) That staff be authorized and directed to enter into an amending agreement between the City of Hamilton and The Regional Municipality of Niagara regarding the software license agreement and software support agreement for the Court Administration Management System (CAMS);
- (b) That the Mayor and City Clerk be authorized and directed to execute the amending agreement between the City of Hamilton and the Regional Municipality of Niagara in a form satisfactory to the City Solicitor;
- (c) That Council approve the single source procurement, pursuant to Procurement Policy #11 – Non-competitive Procurements, for the service agreement to provide third-party support to the Court Administration Management System (CAMS) until a suitable replacement can be found and that the General Manager, Corporate Services Department be authorized to negotiate, enter into and execute a Contract and any ancillary documents required to give effect thereto with White Acre Information Technology Services, in a form satisfactory to the City Solicitor.

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**SUBJECT: Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide) – Page 2 of 6**

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**EXECUTIVE SUMMARY**

In the agreements titled Software License Agreement dated August 21, 2007, Software Support Agreement dated August 26, 2008 and Amending Agreement dated January 3, 2012, the Regional Municipality of Niagara, in consideration of a fee paid by the City of Hamilton, agreed to provide the City access to certain software and software support services for the Court Administration Management System (“CAMS”) Software. CAMS mirrors the ticket information in the Provincial Integrated Court Offences Network (ICON) system, as well as, provides the ability to automatically move these tickets through prosecution and collection functions.

Prosecution functions include storing evidence on charges, creating routine correspondence to enforcement agencies and defendants, creating routine court documents and storing case related prosecutor notes. Collection functions include sending offender notices, assignment to external collection agencies, creating Small Claims and Superior Court documents and tax rolling.

The Regional Municipality of Niagara has provided written notice to the City that it will be discontinuing support for the CAMS Software on December 31, 2019, at the same time providing a revocable, personal, non-transferable, non-exclusive and perpetual license for the use of the software. This will allow the City to continue to use the software which contains important collection and prosecution information necessary to efficiently collect outstanding fines. There are numerous other municipalities currently using CAMS who are facing a similar situation.

To support the ongoing use of the software, a third-party single source vendor, White Acre Information Technology Services, will be contracted until a suitable replacement can be found. White Acre Information Technology Services is owned and operated by the creator and developer of the CAMS software. At this time, there are no other available support options for CAMS.

To gain access to the source codes and commence a transition to a modified or replacement software, an amending agreement is required. There is no cost for amending the agreement. The risk in not amending the agreement is that the City will not be given access to the source code, meaning the City will not be able to use the CAMS software, therefore, losing access to information stored in the software.

**Alternatives for Consideration – See Page 5**

**SUBJECT: Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide) – Page 3 of 6**

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** Enter into a single source service support agreement with White Acre Information Technology Services until a replacement system can be found (\$10,000 / year), expected to take a minimum of three years.

**Staffing:** None.

**Legal:** If approved by Council, staff will execute the amending agreement with the Regional Municipality of Niagara to continue to use the software via a revocable, personal, non-transferable, non-exclusive and perpetual license.

If approved by Council, Legal Services staff will be requested to aid in the review and execution of the White Acre Information Technology Services contract and service level agreement for the CAMS system until a suitable replacement can be found.

**HISTORICAL BACKGROUND**

The Regional Municipality of Niagara (“Niagara Region”) developed software known as CAMS to augment the Provincial Integrated Court Offences Network (ICON) for managing Provincial Offences Court administration activities. The Niagara Region granted a license to the City of Hamilton to use the CAMS Software and to provide software support services through the following titled Agreements: Software License Agreement dated August 21, 2007, Software Support Agreement dated August 26, 2008 and Amending Agreement dated January 3, 2012.

The City of Hamilton uses the CAMS software to support collection activities and prosecution. It allows collectors to use an automated process to collect and store client related information. Loss of this information would have a significant impact on the ability to collect outstanding fines. Some information contained in the CAMS software (e.g. collection stage and status) is not housed in any other software.

On August 14, 2019, the Niagara Region, in accordance with the agreements, provided written notification to the City that software support would be discontinued as of December 31, 2019. The City has the option to return the software, destroy the software or continue to use the software via a revocable, personal, non-transferable, non-exclusive and perpetual license. The City would accept the use of the software “as-is” and release the Niagara Region from any service support obligation.

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**SUBJECT: Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide) – Page 4 of 6**

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Concurrently, a process to replace the ICON software (which will also replace the CAMS software) was initiated by the Ministry of the Attorney General in late 2018. This initiative will affect all municipalities as all POA information is stored in the ICON system. This is a Ministry of the Attorney General initiative that does not include municipal participation at this time. ICON is used by 52 municipalities across Ontario, housing both Provincial Offences and criminal information. It is also over 35 years old. Analyzing how to separate, store and process in a new system will be complicated.

The Municipal Court Managers Association has established a committee representing POA courts of varying sizes. This committee is looking for collection software to replace CAMS. They are currently reviewing options for existing software and / or customized software. The estimated time for release of a request for proposal (RFP) is by end of 2020.

The risk involved in not entering into the amending agreement with Niagara Region is that the City will not have access to the software and the information contained therein.

The City has identified a single source vendor, White Acre Information Technology Services, that will support the CAMS software until a replacement can be found.

White Acre Information Technology Services is operated by the developer of the software for Niagara Region and will provide support until a suitable replacement is chosen. Currently, there is no alternative software available that will perform the functions that CAMS provide.

The risk in not entering into a contract with White Acre Information Technology Services is that there will be no updates to court documents as required by legislated changes resulting in documents that cannot be filed with the court. We anticipate between one to five software updates per year. The costs of these updates are included in the contracted price of \$10,000.00 per year. Both risks result in the inability to collect on defaulted fines which will impact revenue.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The recommendations follow existing corporate and Provincial policies, procedures and standard practices.

The single sourcing of this vendor is in compliance with By-law 17-064 Procurement Policy, Procurement Policy #11 – Non-competitive Procurements.

**SUBJECT: Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide) – Page 5 of 6**

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## **RELEVANT CONSULTATION**

Internal stakeholders consulted include staff in the Corporate Services Department (divisions of Legal and Risk Management Services, Financial Services and Taxation (Procurement), Office of the City Clerk and Information Technology).

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

The CAMS software is an integral system and houses unique information that supports court administration activities, specifically the collection of defaulted fines. The Niagara Region is discontinuing all support for the CAMS system effective December 31, 2019 and providing the City with a revocable, personal, non-transferable, non-exclusive and perpetual license. The source code for the software will be released to City of Hamilton allowing the City to seek support from another party.

The risk involved in not entering into the amending agreement with Niagara Region is that the City will not have access to the software and the information contained therein. Inability to collect fine revenue will breach the Memorandum of Understanding with the Ministry of the Attorney General.

White Acre Information Technology Services is operated by the developer of the software for the Region of Niagara and will provide support until a suitable replacement is chosen. Currently, there is no alternative software available that will perform the CAMS functions.

The risk in not entering into a contract with White Acre Information Technology Services is that there will be no updates to court documents resulting in documents that cannot be filed with the court. Other risks include an inability to make improvements to the software, address deficiencies in functionality, and to diagnose and recover from software failure should it occur. The risks result in the inability to collect on defaulted fines which will impact revenue.

## **ALTERNATIVES FOR CONSIDERATION**

As per the amending agreement, the City can return the software, destroy the software or continue to use the software via a revocable, personal, non-transferable, non-exclusive and perpetual license. With the perpetual license, the City will have access to the code and therefore, enable third-party support and eventual replacement.

**SUBJECT: Provincial Offences Administration Amending Agreement to the Software License Agreement and Software Support Agreement for CAMS (FCS19083) (City Wide) – Page 6 of 6**

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The City of Hamilton Information Technology (IT) division is not positioned to provide service support for the CAMS software. To enable IT would require at least one year of working with White Acre Information Technology Services to transfer knowledge to City staff as well as approval to add to IT staff complement.

There is no existing alternative to the CAMS software.

**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**

None.

WM/LG/dt



# CITY OF HAMILTON NOTICE OF MOTION

Audit, Finance & Administration Committee: November 7, 2019

**MOVED BY COUNCILLOR WILSON.....**

**Methodology for Infrastructure Master Plans to Support Future Calculation of Variable Development Charges**

WHEREAS at the June 12, 2019 meeting, City Council repealed Development Charges (DC) By-law 14-153 and enacted a new 2019 DC By-law effective June 13, 2019;

WHEREAS the DC By-law is a result of compiling the City’s infrastructure Master Plans;

WHEREAS the *Development Charges Act, 1997* requires a process to be followed which results in a calculated DC;

WHEREAS the adoption of variable DC rates must be predicated on either a defined and defensible methodology calculation or by policy (such as providing a partial exemption to the calculated DC rate);

WHEREAS the City’s 2019 DC By-law reflects the results of such a review for water and wastewater services, and as a result includes a variable approach in calculating the 2019 DC By-law rate for stormwater services;

WHEREAS all other services are calculated on a city-wide basis;

WHEREAS the *More Homes, More Choice Act, 2019* (Bill 108) will remove the discounted (soft) services from the Development Charges Act once proclaimed into force and provides a defined list of services that will remain in the *Development Charges Act, 1997*; and,

WHEREAS the City’s current GRIDS 2 process will ultimately identify growth allocations by traffic zone throughout the city to 2041;

**THEREFORE BE IT RESOLVED:**

That staff be directed to report back to the Audit, Finance & Administration Committee on methodology options including an assessment of the financial impacts for future updates to the Transportation Master Plan (including transit services); 10-year Fire Service Delivery Plan; and Waste Services Master Plan; that will provide the basis for a variable rate calculation as part of the next Development Charges (DC) By-law update should Council wish to take a variable rate approach.