



City of Hamilton
GENERAL ISSUES COMMITTEE

Meeting #: 20-002(i)
Date: February 13, 2020
Time: 9:30 a.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

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

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2. DECLARATIONS OF INTEREST	
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CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Transportation Operations and Maintenance Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 28, 2020
SUBJECT/REPORT NO:	Sidewalk Snow Removal (PW19022(a)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Bob Paul (905) 546-2424 Ext. 7641
SUBMITTED BY:	Edward Soldo Director, Transportation Operations & Maintenance Public Works Department
SIGNATURE:	

RECOMMENDATIONS

- (a) That staff expand existing communications initiatives regarding winter storm activities to include additional information about By-law No. 03-296 and on-street parking during snow events; and
- (b) That the Sidewalk Clearing Program, Snow Angels Program, Pro-Active Sidewalk Snow Removal Enforcement and Regular Maintenance of Canada Post Community Mailbox Locations, be removed from the General Issues Committee Outstanding Business List.

EXECUTIVE SUMMARY

At the March 22, 2019 Council Meeting, staff were asked to prepare a report that integrated an Equity, Diversity and Inclusion (EDI) framework into the development of a new service standard related to snow removal from sidewalks during the winter. Three scenarios were identified, ranging from \$3.06 to \$5.36 million. It should be noted that any enhancements could not be implemented prior to the 2020/2021 winter season.

Should Council wish to further consider the development of a municipal winter sidewalk maintenance program, as per the EDI framework, staff recommend the engagement of consulting services to prepare a detailed program based on an assessment of the

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existing inventory, routing and staffing needs, with recommendations for service levels and a delivery model. This information would be used to develop a request for proposal which would provide more definitive costing and implementation timing.

To enhance existing sidewalk snow removal compliance, staff recommend expanding the existing winter storm communications activities to focus more heavily on residents' responsibilities regarding removing snow from sidewalks adjacent to their property, and to request they avoid parking on the road during snow events.

Alternatives for Consideration – N/A**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: To enhance this service level to include priority 1 and 2A roadways would result in an additional 783 km of sidewalks cleared at a cost in the range of \$1.48 to \$1.78 million, bringing the total budget to between \$3.06 and \$3.36 million. If the service level enhancement was expanded further to include all 2,445 km of sidewalks on city roadways, it would require an increase in the range of \$3.53 to \$3.78 million, bringing the total budget to between \$5.11 and \$5.36 million.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

At the March 27, 2019 Council meeting, the following directions were approved:

(iv) Sidewalk Clearing Program (Item 6.8)

That staff be directed to prepare a report for consideration during the 2020 budget that would include, but not be limited to, integrating an Equity, Diversity and Inclusion (EDI) framework of removing snow on sidewalks in high pedestrian areas, around parks, day care and childcare facilities, senior housing and eldercare facilities and provide connectivity to transit routes.

(v) Snow Angels Program, Pro-Active Sidewalk Snow Removal Enforcement and Regular Maintenance of Canada Post Community Mailbox Locations (Item 6.8)

That staff be directed to report back to either before or to the General Issues Committee during the 2020 Operating Budget process respecting the following:

(a) The feasibility of ways and means to enhance the Snow Angel program;

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- (b) The feasibility of greater proactive sidewalk snow removal enforcement; and
- (c) Communications with Canada Post for regular maintenance (snow and ice removal) of the Community Mailbox locations.

At the February 28, 2019 General Issues Committee (GIC) meeting, staff provided through Report PW19022, a consolidated summary and financial update regarding previous reports related to winter sidewalk maintenance in the City.

The City maintains Municipal roadways as per Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways - made under the Municipal Act, 2001 (MMS).

The City has a 24/7 winter response team equipped with; over 500 total pieces of winter equipment (in-house and contracted), which includes 161 road plow salt/sanders and 22 sidewalk plows. The response team maintains the City's 6,478 lane-kilometres of roadway, approximately 1,100 cul-de-sacs, and over 2,300 bus stops.

The City currently provides partial snow clearing winter control for sidewalks using City staff in conjunction with contracted services to clear 397 km of the approximate 2,445 km of sidewalks across Hamilton. The response standard for snow clearing is within 24 hours of the end of a winter event.

By-law No. 03-296 requires that every occupant or owner shall, within 24 hours of the cessation of a winter storm event, or within 24 hours of the cessation of a series of consecutive winter storm events, remove and clear all snow and ice from sidewalks abutting the highways in front of, or alongside, or at the rear of any occupied or unoccupied lot or vacant lot.

The City does not offer individual snow removal services for seniors or individuals with disabilities. In 2005, the City approved the development of the Snow Angels Program that is coordinated through the Healthy & Safe Communities Department. This program involves the recruitment of volunteers to clear snow on sidewalks, walkways and driveway entrances left by snow plows for eligible seniors and individuals with disabilities in the Hamilton area.

RELEVANT CONSULTATION

The following City of Hamilton Departments/Divisions have been consulted in the development of this report:

- Healthy & Safe Communities: Children's Services and Neighbourhood Development;

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- Planning & Economic Development: Licensing & By-law Enforcement
- Public Works: Transportation Operations & Maintenance: Business Initiatives;
- Corporate Services: Finance; and
- City Manager's Office: Corporate Communications.

The following external parties have been consulted for this report:

- Canada Post

ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**Alternative Sidewalk Winter Maintenance Service Levels**

The integration of an Equity, Diversity and Inclusion (EDI) framework into decisions related to transportation can be challenging as there are many potential impacts to consider, different ways to measure impacts and multiple ways to categorize users of the system.

Transportation affordability, housing affordability, impacts on low income communities, transit availability and service quality, AODA design, mobility needs, parking and service quality for non-vehicle drivers are all considerations that need to be taken into account when reviewing service delivery levels related to transportation infrastructure.

The integration of the EDI framework into transportation service levels will promote fairness that ensures residents of all identities are treated fairly by removing barriers and creating equal opportunities, promoting diversity through the understanding of different user group experiences and being inclusive by creating an environment in which all people are respected through the identification and removal of barriers.

To integrate an EDI framework for removing snow on sidewalks a review of alternative sidewalk winter service level scenarios was undertaken.

The target areas are located throughout the community. Developing sidewalk clearing routes that encompass every location that meets the criteria was not possible. Staff were able to analyse the known locations of the areas of interest and overlay their locations onto the present Hamilton Street Railway transit routes. It was determined that most of the relevant sidewalks are located on the City's priority 1 and 2A winter control snow clearing roadways. Based upon this analysis it is estimated that an additional 783 km of sidewalk would need to be incorporate into the City of Hamilton's sidewalk snow clearing program.

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Using this approach, three scenarios were developed for analysis:

Scenario 1 – Base Case (existing Service) – Maintaining sidewalks on municipally-owned property, along reverse frontage lots, formerly Ward 12 in its entirety, and sidewalks adjacent to school property, owned by either the Public or Separate School Board, in conjunction with By-law No. 03-296 on a charge-back basis.

Scenario 2 – Priority 1 and 2A Roadways – Maintaining sidewalks in the base case plus the addition of an estimated 783 km of sidewalk.

Scenario 3 – City Wide Roadways – Maintaining all sidewalks in the city.

The estimated costs for scenario 2 and 3 are based on the approach identified in Report PW19022 Winter Sidewalk Maintenance which used the former Ancaster Ward 12 service delivery model and is an average of the past five (5) winter seasons. These costs include standby contractual sidewalk plowing units, in-house manpower and material costs.

Winter Control Program – Sidewalk Snow Clearing

Scenario	Sidewalk (km)	Percentage of Inventory (%)	Activation Trigger	Service Level	Estimated Costs (million)
1	397	16.2	Snow covered	Clear and application of salt	\$1.58* *Budgeted
2	1,180	48.2	5.0 cm accumulation on City sidewalks on priority 1 and 2A roadways plus the existing inventory	Snow packed condition with de-icing material application	\$3.06 - \$3.36
3	2,445	100	5.0cm accumulation on all City sidewalks	Snow packed condition with de-icing material application	\$5.11 - \$5.36

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Not included in the above-mentioned cost estimate are the restoration costs to damaged property as a result of the program. These include costs relate to items within the road allowance such as parked cars, fences, posts, hedges, plantings, in-ground lawn sprinklers, driveway curbs or other obstructions within the right-of-way as a result of the plowing or blowing operations. Sod damage is a significant source of concern in other municipalities and a budget for sod repair following the winter control season would be required. In conversation with municipalities that provide a similar service, the costs of restoration for a typical winter season may run between \$75,000 to \$100,000 per season.

To provide the level of service in Scenario 2 or 3 based on current in-house staffing levels, the City of Hamilton will need to contract the additional service out to the private sector. Additional supervisory staff will be required to oversee the program and those requirements will be identified in a future budget. The enhancements would not be implemented prior to the 2020/2021 winter season as the appropriate sidewalk snow clearing resources are currently not available within the marketplace.

Council should be aware that bare pavement condition can only be achieved through the application of de-icing material. The use of de-icing material will increase the costs associated with manpower, equipment time and materials, which will increase the overall program costs.

As mentioned in Report PW19022, the City of Hamilton has a Salt Management Plan which was approved in 2003. Under the Canadian Environmental Protection Act, 1999, the Government of Canada published a Code of Practice for the Environmental Management of Road Salts on April 3, 2004. The Code is designed to help municipalities and other road authorities better manage their use of road salt in a way that reduces their impacts on the environment while maintaining road safety. The use of road salt, in sufficient concentrations, poses a risk to plants, animals and the aquatic environment.

The use of road salt on sidewalks is not recommended from an environmental perspective and may also damage the concrete sidewalks contributing to the deterioration of other assets, and damage sod adjacent to the sidewalk.

Municipal Service Comparison

Sidewalk plowing is typically triggered for most municipalities at the 5 cm threshold, with target pavement conditions varying from bare pavement to the more typical snow packed condition. A comparison is attached to Report PW19022(a) as Appendix “A”.

Completion time for the sidewalk snow clearing program for most municipalities is 24 hours from the end of the event, to 72 hours after commencement of the sidewalk snow clearing operations (Toronto), to five working days from commencement of the

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residential sidewalk clearing operations (Winnipeg). In most cases, municipalities that do service their entire sidewalk network do so only after the adjacent street or all of the roads within the city or town have been maintained.

Snow Angels

Snow Angels is a volunteer supported initiative where residents are geographically matched with low income seniors or those with disability who require assistance to shovel their own properties within 24 hours of a snowfall. Since resuming oversight of the program in 2015, the Healthy and Safe Communities Department have been able to match between 80% to 95% of the residents on the list with a Snow Angel volunteer.

However, given that matches are made geographically in their neighbourhoods, some residents go without a Snow Angel as recruitment within certain neighbourhoods is not as successful. For the 2018/2019 season, approximately 9 residents went without a match.

As a volunteer-based program, success is based on the numbers and geographical location where recruitment can match the needs. The number of volunteers can fluctuate on a daily, monthly and yearly basis based on desire, injuries, other commitments, reliability and the working conditions. Given the environmental working conditions, cold and physical work, throughout the year there is turnover of volunteers affecting the number of residents matched as well as the continued desire to take on this role - compassion fatigue does set in with the volunteers in harsher winters. Snow clearing occurs when over 3 cm of snow has fallen, which historically has resulted in shovelling events varying from 5 to 20 times per winter season.

Every year, calls are received from residents who would like to receive a Snow Angel, and in some cases offer to pay for snow clearing but cannot find willing and affordable help. Not all residents that request a Snow Angel may be qualified under the eligibility review.

Given that the Snow Angels program is volunteer based, enhancing it is entirely tied to how many residents can be recruited.

Pro-Active Sidewalk Snow Removal Enforcement

As referenced in the Information Update to Council on March 26, 2019, “Snow and Ice By-law Enforcement Update – 2019”:

From January 1 to March 15, 2019, Licensing & By-law received 2,786 complaints of By-law infractions for failing to remove snow from sidewalks. Of these complaints 55% were found to be infractions and 1,240 Orders to Comply were issued to property owners. There was a 94% compliance rate once the order was issued with 1,163

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residents clearing their snow. Licensing and By-law Services found 77 non-compliant properties that were sent to contractors for clearing. Sidewalk snow clearing is the top priority of Municipal Law Enforcement when a winter snow or ice event occurs.

It should be noted that Licensing & By-law Services does not proactively enforce sidewalk snow removal, but enforcement is based on a reactive model that responds to public complaints. During snow events, all other service levels are suspended so the team can focus on responding to calls for service in relation to sidewalk snow removal.

Regular Maintenance of Canada Post Community Mailbox Locations

Snow clearing activities will begin at CMB (Community Mailbox) sites once snow accumulation reaches 5 cm and should be completed within 24 hours:

- Snow clearing activities will take place during the hours of 6:00 a.m. to 8:00 p.m.;
- Snowdrift or plough back areas will be cleared within 24 hours of it being reported to Canada Post;
- Canada Post is responsible for clearing the area immediately in front of the CMB and paved access ways across boulevards that lead to the site;
- Canada Post will not clear snow from a grass boulevard to avoid damaging sod within the City's boulevard; and
- Should a resident have a concern about snow or ice at a particular CMB site, they are asked to call 1-866-607-6301 or submit a snow clearance request at <https://www.canadapost.ca/web/en/pages/support/default.page> (under Community Mailbox click on Request Snow Clearance).

It is important that customers contact Canada Post through their customer contact number or via their website as this will launch a service ticket and allows Canada Post to track the response.

Any residents who feel snow or ice may inhibit their ability to safely retrieve their mail should contact Canada Post as described above and retrieve their mail after the site is cleared and conditions have improved.

Winter Storm Communications

Public Works and Corporate Communications already have a robust communications protocol during winter storm events, with regular updates to Council, posts on www.hamilton.ca and at @cityofhamilton on Twitter. During large storm events updates are shared with our local media partners, radio, print, online ads are published to provide residents with information about the City's response to the storm, tips on clearing their snow from their property, and more.

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For the coming season, staff recommend expanding the existing winter storm communications activities even further to focus more heavily on residents' responsibilities regarding removing snow from sidewalks adjacent to their property, and to request they avoid parking on the road during snow events to allow space for plows to safely clear the snow.

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**Economic Prosperity and Growth**

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

Healthy and Safe Communities

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

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW19022 (a) – Municipal Service Level Comparison

APPENDIX "A" to REPORT PW19022(a)

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Municipal Service Level Comparison

Municipality	Features	Service Level	Completion Time	Comments
Mississauga	<p>Priority sidewalks on major routes, bus stops and pedestrian crossings</p> <p>Residents are responsible for clearing non-priority sidewalks which is any road/sidewalk not on a major route, transit route of school</p>	<p>Less than 8 cm - Salt only</p> <p>8 -15 cm plow and salt</p> <p>15 -30 cm plow and salt</p> <p>30 cm or more plowing and salting</p>	<p>24 hours from the end of the event</p> <p>36 hours from the end of the event</p> <p>More than 36 hours after the event</p>	<p>Damaged equipment and damage to City infrastructure i.e. curb and sidewalk as a result of uneven surfaces</p>
St. Catharines	<p>Sidewalks cleared on City owned property only</p> <p>Downtown walkways plowed when road plowing operations are started on secondary routes</p> <p>Property owners are responsible for all sidewalks adjacent to their property</p>	<p>After any accumulation</p>	<p>Within 24 hours of snow falling</p>	<p>Present cost \$2,100/lane km</p>

APPENDIX "A" to REPORT PW19022(a)

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Municipality	Features	Service Level	Completion Time	Comments
Burlington	<p>City plows all sidewalks on Arterial, Collectors and residential roads</p> <p>Only after the adjacent road has been plowed</p>	Plowing starts at a minimum 5 cm accumulation	<p>Within 24 hours from the end of snow falling</p> <p>Larger events 12- 30 cm of snow – 36 hours from the end of the snow</p>	<p>Spring cleanup costs associated with sod replacement</p> <p>Balancing the workforce between road plowing and sidewalk plowing</p>
Oakville	<p>Primary and secondary sidewalks</p> <p>Residential sidewalks</p>	<p>Plowing starts after 5 cm of accumulation and once roads are cleared</p> <p>Plowing starts at 8 cm of accumulation and once roads are cleared</p>	Material application is only placed on primary and secondary sidewalks	
London	City plows all sidewalks on arterials, collectors and residential roads	Plowing starts at 8 cm accumulation and plowed to a snow packed service level	City must clear within 48 hours after a snow event	Present cost \$1350/lane km
Toronto	<p>Clear all sidewalks where it is mechanically possible to do so</p> <p>No service on local streets downtown. All arterials downtown receive mechanical clearing</p>	<p>Plowing starts at 2 cm accumulation on high volume sidewalks i.e. arterials, bus routes</p> <p>8 cm on low volume sidewalks</p>	Toronto has developed a sliding scale based upon accumulation and road classification	Toronto offers a program to seniors and the disabled in the Downtown area where they do not provide the mechanical sidewalk plowing service. Staff will report to Council later this year to formally change the activation of sidewalk snow clearing equipment to 2 cm accumulation for all sidewalks



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Environmental Services Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	November 18, 2019
SUBJECT/REPORT NO:	2020 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW19093) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Diedre Rozema (905) 546-2424 Ext. 5089
SUBMITTED BY:	Craig Murdoch Director, Environmental Services Public Works Department
SIGNATURE:	

RECOMMENDATION

That the Keep Hamilton Clean and Green Committee's 2020 base budget submission attached as Appendix "A" to Report PW19093 in the amount of \$18,250, representing a zero-net levy impact from the previous year budget, be approved.

EXECUTIVE SUMMARY

The Keep Hamilton Clean and Green (KHCG) Committee is a Council-endorsed, citizen volunteer group that has existed since 2001 to address litter, graffiti and beautification issues across the City. This Committee has prepared their annual funding request for proposed activities in 2020 in the amount of \$18,250 and this request for funding is submitted to the Public Works Committee (Appendix "A" to Report PW19093) for review and consideration during the 2020 operating budget process.

The 2020 KHCG Committee workplan was endorsed by the committee members at their September 17, 2019 meeting. The anticipated expenses in the 2020 budget request will support the committee's workplan and overall goals.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

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SUBJECT: 2020 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW19093) (City Wide) - Page 2 of 4

Financial: The KHCG Committee is requesting a 2020 budget of \$18,250 (Dept Id #300361), representing a zero-net levy increase from the prior year budget.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The Clean & Green Hamilton Strategy was endorsed by City Council in November 2012. In October 2013, the Clean City Liaison Committee changed its name to the Keep Hamilton Clean and Green Committee which better reflects its alignment to the Clean & Green Hamilton Strategy.

The KHCG Committee coordinates and promotes litter and graffiti remediation and prevention programs and supports beautification and environmental stewardship initiatives in the community.

In the fall of each year, the City's volunteer committees submit a proposed budget for the following operating year. The 2020 operating budget request attached to Report PW19093 as Appendix "A" was endorsed by the members of the KHCG Committee at their meeting on September 17, 2019.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The recommendation provided in this report aligns to the Vision and Mission of the City of Hamilton's 2016-2025 Strategic Plan and supports the Clean and Green priority area.

The recommendation also supports the ongoing implementation of the Clean & Green Hamilton Strategy.

RELEVANT CONSULTATION

Environment Hamilton, Public Works, Traffic Operations & Maintenance Division and Corporate Services, Financial Services were consulted in the preparation of this report.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The proposed 2020 KHCG Committee base budget supports various activities that align with the five focus areas of the Clean & Green Hamilton Strategy (litter, illegal dumping, graffiti, beautification and environmental stewardship) as well as the Committee's

SUBJECT: 2020 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW19093) (City Wide) - Page 3 of 4

administrative and meeting costs. Below are the details of the 2020 operating budget request by category.

Team Up to Clean Up Program - \$3,100

The KHCG Committee's 2020 workplan continues to support many volunteer groups through the Team up to Clean up Program. The 2020 budget request includes the purchase of supplies and promotional costs to support the Team Up to Clean Up Program.

Keep America Beautiful – \$3,600

The KHCG Committee acts as the Board of Directors of the Keep America Beautiful (KAB) affiliate. As such, the Committee is required to pay an annual affiliate fee and participate in training and development opportunities offered by KAB. The 2020 affiliate fee has been confirmed to be \$462 in U.S. funds (approximately \$611 CDN). The remaining funds will be used for recommended committee participation in training and development.

Graffiti Management Strategy – \$2,000

The Graffiti Management Strategy Team continues to identify new pilot programs that could support a reduction of illegal tagging and graffiti across the City. To continue the success of these initiatives in 2020, the KHCG Committee will allocate funds to support a proactive graffiti prevention or deterrent initiative based on recommendations to be developed by the City's internal Graffiti Working Group.

Clean and Green Neighbourhood Grants – \$5,000

The KHCG Committee continues to support community-led clean and green projects through the Clean & Green Neighbourhood grants program. In 2020, the KHCG Committee will allocate funds towards these grants.

Cigarette Litter Prevention – \$2,500

In 2019, the Cigarette Litter Prevention Program was funded through a grant from the Main Street Revitalization program. The funds were used to purchase promotional items such as pocket ashtrays and develop promotional materials such as labels for containers and a video that was promoted on social media. The funds for this grant will not be available after March 2020. Because of this, funds for this program are being requested in the 2020 KHCG operating budget for use on similar promotional activities.

Environmental Stewardship – \$600

In 2020, the KHCG Committee will look for new opportunities to foster a sense of environmental stewardship in the local community. The Committee has begun preliminary discussions with an external community group that delivers an annual environmental awards program to recognize volunteers in the environmental sector.

SUBJECT: 2020 Volunteer Committee Budget - Keep Hamilton Clean and Green Committee (PW19093) (City Wide) - Page 4 of 4

The Committee anticipates providing financial support to expand the reach and potential impact of the awards program.

Administration and Meeting Costs – \$1,450

The KHCG Committee has eleven committee members. The Committee meets approximately eight times per year. At each meeting refreshments are provided to all those that attend and committee members are additionally provided with parking or transit passes to mitigate the costs associated with attending meetings.

ALTERNATIVES FOR CONSIDERATION

Council could reduce the KHCG Committee's annual base budget in 2020. The Committee's annual base budget is \$18,250 and a reduction from this amount would reduce the Committee's capacity to invest in grassroots neighbourhood development initiatives, environmental stewardship initiatives and behaviour modification.

Furthermore, a reduction in the Committee's base budget would reduce the ability of the KHCG Committee to implement the Clean & Green Hamilton Strategy and Clean & Green strategic priorities.

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.

Healthy and Safe Communities

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

Clean and Green

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

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW19093 – 2020 Advisory Committees Budget Submission for the Keep Hamilton Clean & Green Advisory Committee

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

KEEP HAMILTON CLEAN & GREEN ADVISORY COMMITTEE

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Lennox Toppin (Chair)	Felicia Van Dyk (Vice Chair)
Brenda Duke	Danielle Hudson
Heather Donison	Kerry Jarvi (BIAAC Representative)
Leisha Dawson	Marisa DiCenso (HWCDSD Representative)
Rick Lipsitt	Sue Dunlop (HWDSB Representative)
Clr. N. Nann (Council Representative)	

MANDATE:

Reporting through the Public Works Committee, the Keep Hamilton Clean & Green (KHCG) committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The KHCG's primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The committee will provide input and guidance to City staff, Council and other stakeholders on community involvement, private sector involvement and identification of resources to sustain Clean & Green Hamilton programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

Litter

- Support the development and marketing of a coordinated cigarette litter prevention program.
- Lead the promotion and collaboration with community partners for the implementation of Team Up to Clean Up.
- Administer Keep America Beautiful's Community Appearance Index survey in 2020.
- Support and promote City and community litter remediation and prevention initiatives.

Illegal Dumping

- Support the development of educational and communication tools to prevent illegal dumping.

Graffiti

- Support stakeholder engagement strategies and victim assistance initiatives with prevention and remediation tools.

Beautification

- Recognize volunteer contributions to beautification initiatives and projects that support the Clean & Green Hamilton Strategy.
- Support neighbourhood beautification and greening initiatives as needed.

Environmental Stewardship

- Support and promote the engagement of citizen volunteers in programs and initiatives that encourage ecological integrity and minimize human impact on natural habitats and ecosystems on public and private properties.

ALIGNMENT WITH CORPORATE GOALS:

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

**Appendix "A" to Report PW19093
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PART C: Budget Request

INCIDENTAL COSTS:

Meeting Expenses	\$1,450
Keep America Beautiful Affiliate Fee / Training and Development	\$3,600
SUB TOTAL	\$5,050

SPECIAL EVENT/PROJECT COSTS:

Cigarette Litter Prevention	\$2,500
Team Up to Clean Up	\$3,100
Graffiti	\$2,000
Volunteer recognition	\$600
Clean & Green Neighbourhood Grants	\$5,000
SUB TOTAL	\$13,200

TOTAL COSTS	\$18,250
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$0
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$18,250
PREVIOUS YEAR (2019) APPROVED BUDGET (Includes base budget of \$18,250 and reserve funding of \$15,615)	\$33,865

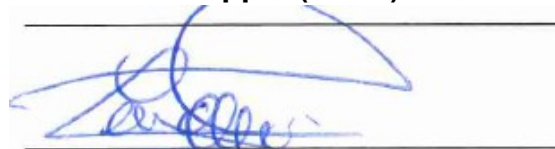
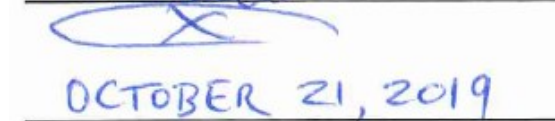
**Appendix "A" to Report PW19093
Page 5 of 5**

CERTIFICATION:

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

Representative's Name: **Lennox Toppin (Chair)**

Signature:

Date:

Telephone # : Staff Liaison Diedre Rozema ext. 5089



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Transportation Planning and Parking Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	December 2, 2019
SUBJECT/REPORT NO:	Hamilton Cycling Committee Budget 2020 (PED19194) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rachel Johnson (905) 546-2424 Ext. 1473
SUBMITTED BY:	Brian Hollingworth Director, Transportation Planning and Parking Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION(S)

- (a) That the Hamilton Cycling Committee 2020 base budget submission, in the amount of \$10,000, as described in Appendix "A" attached to Report PED19194 be approved.
- (b) That, in addition to the base funding, a one-time budget allocation for 2020 of \$3,000 to support community events and initiatives that meet the mandate of the committee, funded by the Hamilton Cycling Committee reserve, be approved.

EXECUTIVE SUMMARY

The Hamilton Cycling Committee (HCyC) has developed a request for funding for planned activities in 2020. With the endorsement of the HCyC members, this request for funding is submitted to the Public Works Committee as Appendix "A" attached to this Report. This Report presents this proposed budget to the Public Works Committee for consideration as part of the 2020 budget process.

The HCyC is proposing a 2020 budget of \$13,000. Their proposed budget would be financed with \$10,000 from the levy through the Public Works Standing Committee and \$3,000 from the HCyC reserve. As of October 2019, the HCyC has a reserve of \$13,051.68. Therefore, there is no request to increase from the levy in 2020.

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: Hamilton Cycling Committee Budget 2020 (PED19194) (City Wide) -
Page 2 of 4**

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Annually, citizen advisory committees are funded by the levy to fund activities that supports the committee’s mandate. Typically, the annual budget for advisory committees is \$10,000. For 2020, the HCyC has requested a budget of \$13,000. The proposed budget will finance community educational activities, plus the production of safety and promotional materials. The \$3,000 from the reserve will be used to support community events and initiatives that meet the mandate of the committee. As of October 2019, the HCyC has a reserve of \$13,051.68.

The following table highlights the proposed 2020 budget.

Item	Proposed 2020 Budget
Social Media Campaign	\$500
Publicity Campaign	\$3,000
Special Projects	\$2,000
Group Rides	\$1,000
Tourism Promotions - supporting Ontario By Bike	\$500
Supporting Community Events to Raise Awareness for Cycling	\$2,000
Special Cycling Events	\$2,000
Conferences	\$1,000
Meeting Expenses	\$1,000
TOTAL	\$13,000
Funds from Levy	\$10,000
Funds from Reserve	\$3,000

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The HCyC advises the City of Hamilton on all matters related to cycling - monitoring the implementation of the Hamilton Cycling Master Plan, planning for bicycling facilities (e.g. bike parking), educating citizens on matters of traffic safety, and promoting cycling both for recreation and commuting. Cycling helps to maintain personal health; thus, it helps to foster a healthier community. In 2019, approximately 40,000 bike maps were distributed, approximately 12 kms of new cycling infrastructure was installed, and 5 kms

**SUBJECT: Hamilton Cycling Committee Budget 2020 (PED19194) (City Wide) -
Page 3 of 4**

of the Cannon Street cycle track were upgraded. The HCyC provides valuable input into these cycling projects.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

In preparation of this Report, the HCyC, the City of Hamilton Corporate Services Financial Planning, Administration, and Policy Staff, and the City of Hamilton Office of the City Clerk were consulted. The report has been prepared in consistency with the legislative requirements to request funding for advisory committees.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Feedback received by members of the HCyC ensures cycling projects are well vetted by the community, thereby, improving the quality of cycling facilities for both recreation and commuting purposes.

In April 2019, new HCyC members were appointed. The Committee hosted a number of successful special events, including a documentary screening of Afghan Cycles, which attracted over 50 individuals, and a community bike ride: Jane's Ride: A Trail of Two Cities, with 30 attendees.

The Committee promotes cycling safety through their very successful distribution of Share the Road car magnets and stickers, and the distribution of bicycle lights at special events, to stress the importance of improved visibility of cyclists.

Committee members, in conjunction with community groups, promote cycling in Hamilton during events like Bike Day, Supercrawl, and other City festivals. The HCyC also proposes to grow the profile of cycling in Hamilton by promoting and hosting more cycling events across the City.

Members also serve as volunteer staff for the HCyC booth at the Toronto International Bike Show promoting Hamilton as a cycling destination. They receive and share feedback from people that cycle on Hamilton facilities, including Hamilton residents attending the show. The Committee works with Tourism Hamilton to promote the City's recreational assets by distributing the City map "Bike Routes, Trails & Parks", pamphlets printed by the Hamilton Conservation Authority, and financially contributes to the Ontario cycling organization Ontario By Bike, to provide Hamilton specific information online.

**SUBJECT: Hamilton Cycling Committee Budget 2020 (PED19194) (City Wide) -
Page 4 of 4**

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

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

Economic Prosperity and Growth

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

Healthy and Safe Communities

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

Clean and Green

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

Built Environment and Infrastructure

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

Culture and Diversity

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” - 2020 Volunteer Committee Budget Submission HCyC

RJ:cr

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Hamilton Cycling Committee (HCyC)

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Jeff Axisa	Kevin Vander Muelen
Kate Berry	Joachim Brouwer
Roman Caruk	Sharon Gibbons
Yaejin Kim	Kevin Love
Ann McKay	Linda Meerveld
Jessica Merolli	Cora Muis
William Oates	Chris Ritsma
Christine Yachouh	

MANDATE:

The purpose of the Hamilton Cycling Committee (HCyC) is to advise the City Government on all matters related to cycling, to monitor implementation of the Hamilton Cycling Master Plan, to encourage and participate in planning for bicycling facilities, to encourage citizens to cycle instead of drive, to educate the public on the benefits and necessities of cycling, and to integrate the work of neighbouring municipal bicycle committees.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

- The Committee's goals are:
- Review progress in implementing the City of Hamilton Cycling Master Plan and to take action to influence progress if necessary;
 - Ensure community input on specific details associated with implementing the Master Plan;
 - Ensure that cycling needs are emphasized in all transportation related decisions;
 - Encourage legislation and policy changes that are supportive of cycling;
 - Promote cycling for transportation and recreation through relevant events;
 - Educate the public on the benefits, necessities and safety aspects of cycling;
 - Assist in establishing secure, adequate bicycle parking facilities;
 - Represent the cycling community at City of Hamilton sponsored functions/events;
 - Encourage the formation of, and liaise with other municipal cycling committees; and
 - Foster a mutual respect between cyclists and other road users.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Meeting expenses	\$1000
SUB TOTAL	\$1,000.00

SPECIAL EVENT/PROJECT COSTS:

Social Media Campaign	\$500
Publicity Campaign	\$3,000
Special Projects	\$2,000
Group Rides	\$1,000
Tourism Promotions- supporting Ontario By Bike	\$500
Supporting Community Events to Raise Awareness for Cycling	\$2,000
Special Cycling Events	\$2,000
Conferences	\$1,000
SUB TOTAL	\$12, 000.00

TOTAL COSTS	\$ 13,000.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$3,000.00
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$10,000.00
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PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$10,000.00)	\$10,000.00
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CERTIFICATION:

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

Representative's Name: **Sharon Gibbons**

Signature:



Signature

Date:

October 2, 2019

Telephone # :



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Human Resources Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 5, 2019
SUBJECT/REPORT NO:	2020 Budget Submissions Volunteer Advisory Committee (HUR19026) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jessica Bowen (905) 546-2424 Ext. 5164
SUBMITTED BY:	Lora Fontana Executive Director Human Resources
SIGNATURE:	

RECOMMENDATIONS

- (a) That the Volunteer Advisory Committee 2020 budget base submissions be approved, as follows:
- (i) Advisory Committee on Immigrant & Refugees in the amount of \$3,500.00, attached as Appendix "A" to Report HUR19026;
 - (ii) Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee in the amount of \$3,914.00, attached as Appendix "B" to Report HUR19026;
 - (iii) Aboriginal Advisory Committee in the amount of \$3,552.00, attached as Appendix "C" to Report HUR19026;
 - (iv) Hamilton Mundialization Committee in the amount of \$5,890.00, attached as Appendix "D" to Report HUR19026;
 - (v) Hamilton Status of Women Committee in the amount of \$3,500.00, attached as Appendix "E" to Report HUR19026;
 - (vi) Committee Against Racism in the amount of \$8,900.00, attached as Appendix "F" to Report HUR19026.

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: 2020 Budget Submissions Volunteer Advisory Committee
(HUR19026) (City Wide) - Page 2 of 5**

- (b) That, in addition to the base funding, a one-time budget allocation for 2020 of \$2,000 to support external community partners working to promote the safety and well-being of woman identified and non-binary Hamiltonians, to be funded by the Status of Women Committee's reserve, attached as Appendix "E" to Report HUR19026, be approved and referred to the 2020 budget process for consideration.
- (c) That, in addition to the base funding, a one-time budget allocation for 2020 of \$7,000.00, for ongoing support to the Hamilton Anti-Racism Resource Centre, to be funded by the Committee Against Racism's reserve, attached as Appendix "F" to Report HUR19026 be approved and referred to the 2020 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Human Resources Volunteer Advisory Committee Budgets for 2020 in the amount of \$38,256.00 which is comprised of \$29,256.00 as the 2020 base budget and \$9,000.00 which is requested from individual Advisory Committee reserves are being submitted with the recommendation that they be approved. All six (6) of the base budget requests are the same amounts as the 2019 approved budgets. Two (2) Committees have requested to draw funds from their Advisory Committee Reserve to support ongoing initiatives in 2020. The total request from individual advisory committee reserves is \$9,000.00.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The base budget requested for 2020 for the six (6) advisory committees is the same as the budget requested and approved for 2019.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

At their October and November 2019 meetings, the Human Resources Volunteer Advisory Committees gave consideration to their budget needs for 2020. Their base budget submissions are attached as Appendices "A" to "F" to Report HUR19026 as approved.

**SUBJECT: 2020 Budget Submissions Volunteer Advisory Committee
(HUR19026) (City Wide) - Page 3 of 5**

The budget includes both incidental costs to support the Committees, as well as additional costs for specific events, programs and initiatives. The following is a summary of the request and detailed requests are attached as Appendices “A” to “F” to Report HUR19026.

Committee Name	2019 Approved	2020 Base Request	Request from Reserve	Total 2020 Request
Advisory Committee on Immigrant & Refugees (Appendix A to Report HUR19026)	\$3,500.00	\$3,500.00	-	\$3,500.00
Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee (Appendix B to Report HUR19026)	\$3,914.00	\$3,914.00	-	\$3,914.00
Aboriginal Advisory Committee (Appendix C to Report HUR19026)	\$3,552.00	\$3,552.00	-	\$3,552.00
Hamilton Mundialization Committee (Includes Kids for Kaga) (Appendix D to Report HUR19026)	\$5,890.00	\$5,890.00	-	\$5,890.00
Hamilton Status of Women Committee (Appendix E to Report HUR19026)	\$3,500.00	\$3,500.00	\$2,000.00	\$5,500.00
Committee Against Racism (includes Lincoln Alexander Day Celebrations) (Appendix F to Report HUR19026)	\$15,900.00	\$8,900.00	\$7,000.00	\$15,900.00

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. This provides the Committee with an opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. Some of the committees have not yet determined all of their activities for 2020. Should additional funding for any of the Advisory Committees be required in 2020 and be available in the volunteer advisory committee reserves, requests for reserve funding will be made at the appropriate time.

RELEVANT CONSULTATION

The Volunteer Advisory Committees discussed their 2020 budget needs at their October and November 2019 Committee meetings.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Volunteer Advisory Committees to enable them to continue to fulfil their terms of reference.

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**Community Engagement & Participation**

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

Economic Prosperity and Growth

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

**SUBJECT: 2020 Budget Submissions Volunteer Advisory Committee
(HUR19026) (City Wide) - Page 5 of 5**

Healthy and Safe Communities

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

Clean and Green

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

Built Environment and Infrastructure

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES ATTACHED

- Appendix "A" to Report HUR19026 - Advisory Committee on Immigrant & Refugees
- Appendix "B" to Report HUR19026 - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee
- Appendix "C" to Report HUR19026 - Aboriginal Advisory Committee
- Appendix "D" to Report HUR19026 - Hamilton Mundialization Committee
- Appendix "E" to Report HUR19026 - Hamilton Status of Women Committee
- Appendix "F" to Report HUR19026 - Committee Against Racism Committee

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Advisory Committee for Immigrants and Refugees

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Aref Alshaikhahmed	
Waleed Aslam	
Anjum Chauhan	
Leslyn Gombakomba	
Dina Honig	
Al Karsten	
Marie Robbins	
Rami Safi	

MANDATE:

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

PART B: Strategic Planning**STRATEGIC OBJECTIVES:**

To ensure co-ordination and information sharing about immigrant and refugee issues throughout the City government.

To complement and collaborate with the work of the City of Hamilton's Committee Against Racism, wherever possible.

To liaise with community agencies and committees to encourage a more co-ordinated and responsive community services network of services dealing with multicultural issues.

To ensure the right of access for immigrants and refugees to City of Hamilton programs, services and facilities.

To provide a forum where immigrants, refugees, service providers and the broader community can express concerns, share information and recommend improvements to service levels for immigrants and refugees, through the appropriate Standing Committee of Council.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request**INCIDENTAL COSTS:**

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

SPECIAL EVENT/PROJECT COSTS:

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

TOTAL COSTS	\$ 3,500.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 3,500.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$3,500.00)	\$ 3,500.00

CERTIFICATION:

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

Representative's Name: _____

Signature: _____

Date: _____

Telephone #: _____

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

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

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

James Diemert	Violetta Nikolskaya
Autumn Getty	Mitch Ray-Borsc
Freja Gray	Kristeen Sprague
Cameron Kroetsch	Kyle Weitz

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

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

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

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

SPECIAL EVENT/PROJECT COSTS:

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

TOTAL COSTS	\$3,914.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$3,914.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$3914.00)	\$3,914.00

CERTIFICATION:

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

Representative's Name: Cameron Kroetsch

Signature:



Date:

November 14/19

Telephone # :

(905) 516-2195

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

ABORIGINAL ADVISORY COMMITTEE

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Connie Bellamy	
Cat Cayuga	
Scott Cruickshank	
Deborah Elmes	
Allan Loft	
Patty Lawlor (non-voting)	
Laura Workman	
Marilyn Wright	

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

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

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

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

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, signage, postage, etc.)	
SUB TOTAL	\$1,000.00

SPECIAL EVENT/PROJECT COSTS:

<ul style="list-style-type: none"> - National Indigenous Peoples Month - Reaching Home Projects and Events - Committee led events for engagement and education activities - Support for community led engagement activities 	
SUB TOTAL	\$2552.00

TOTAL COSTS	\$ 3552.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$0
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 3552.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$3552.00)	\$3552.00

CERTIFICATION:

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

Representative's Name: Marilyn Wright

Signature: Marilyn Wright

Date: November 14, 2019

Telephone # : 905-544-4320
X 246

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Hamilton Mundialization Committee

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Rosemary Baptista	
Rein Ende	
Freja Gray	
Jan Lukas	
Anthony Macaluso	
Patricia Semkow	
Robert Semkow	

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

- To carry out the mandate of the committee with activities such as:
- Ongoing Kaga/Hamilton events commemorating the 50 year plus relationship between Kaga and Hamilton (Dundas)
- Anniversary twinning events or other twinning events as identified (e.g. Racalmuto Regional events)
- World Citizenship award
- Photo Contest
- Hiroshima- Nagasaki Vigil
- Ongoing review of Mundialization relationships and processes thereof.
- The benefit of participation is the enhancement of relationships between the citizens of our twin communities both locally and internationally and the citizens of the City of Hamilton.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

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

SPECIAL EVENT/PROJECT COSTS:

Hiroshima – Nagasaki Vigil, World Citizenship Award and/or photo contest, other twinning events (e.g. Racalmuto events)	\$2,390.00
Kids for Kaga support for exchange program	\$2,000.00
SUB TOTAL	\$ 4,390.00

TOTAL COSTS	\$ 5,890.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances) The request from reserves is to cover expenses that may arise as a result of twin city visits or unanticipated events	\$
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 5,890.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$5,890.00)	\$ 5,890.00

CERTIFICATION:

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

Representative's Name: ANTHONY MACALUSO

Signature: 

Date: Nov 4/19

Telephone #: 905 679 8984

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

STATUS OF WOMEN ADVISORY COMMITTEE

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Deanna Allain	Doreen Ssenabulya
Stephanie Bertolo	Yulena Wan
Anna Davey	
Stephanie Frisina	
Autumn Getty	
Katie Hood	
Jan Lukas	
Marie Robbins (LOA)	

MANDATE:

The Status of Women Committee is a Council mandated advisory committee of the City of Hamilton. To act as an advisory committee of Council on matters pertaining to women and to provide input with respect to matters of municipal concern.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To define, investigate, study and make recommendations on issues of concern affecting women of the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff and City of Hamilton committees.

To inform citizens of the City of Hamilton on issues affecting women.

To actively encourage women to participate in all aspects of society and support them in their life choices.

To advise citizens of the City of Hamilton of decisions made by City Council which may impact on women including matters of social concern and those referred to City Council by this Committee.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
SUB TOTAL	\$1,000.00

SPECIAL EVENT/PROJECT COSTS:

Initiatives to be determined by the Committee	
SUB TOTAL	\$2,500.00

TOTAL COSTS	\$3,500.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances) To support external community partners working to promote the safety and well-being of woman identified and non-binary Hamiltonians.	\$2,000.00
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$3,500.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$ 3,500.00)	\$3,500.00

CERTIFICATION:

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

Representative's Name: Stephanie Frisina

Signature: 

Date: Nov 8 2019

Telephone # : 289 684 7156

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

COMMITTEE AGAINST RACISM

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Marlene Dei-Amoah	Annie Law
Sylvia Gill	
Tyrone Childs	
Leslyn Gombakomba	
Louic LeBlanc	
Shamini Jacob	
Phillip Jeffrey	
Taimur Qasim	

MANDATE:

The Committee Against Racism is a volunteer advisory Committee of the City of Hamilton, appointed by Council. Members comprise of residents of the City of Hamilton, representing diverse background and cultures. The mandate of the Committee Against Racism is to advise, advocate and consult on relevant issues in the community of Hamilton relating to racism and its consequences, including anti-racism strategies.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To work actively with institutions and all other relevant organizations, including education, police services, emergency services, public, private, voluntary sector and all levels of government to advise, consult, advocate and to promote proactive measures pertaining to racism and its consequences.

To initiate and facilitate discussions between individuals and/or groups to address issues and concerns of racism and/or while promoting respect and understanding in the community.

To make recommendations to the City of Hamilton on issues relating to Equity in Employment as well as issues relating to anti-racism.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
SUB TOTAL	\$900.00

SPECIAL EVENT/PROJECT COSTS:

Initiatives by the Committee, including the following:	
1) Lincoln Alexander Day	5000.00
2) Black History Month	1500.00
3) Support of anti-racism related community events	1500.00
SUB TOTAL	\$8000.00

TOTAL COSTS	\$8900.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$7000.00
For the purposes of:	
- Ongoing support to the Hamilton Anti-Racism Resource Centre = 7000.00	

TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$8,900.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$8,900.00)	\$8,900.00

CERTIFICATION:

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

Representative's Name: **Marlene Dei-Amoah**

Signature:

Marlene Dei-Amoah

Date:

November 19/19

Telephone #:



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Tourism and Culture Division

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	December 5, 2019
SUBJECT/REPORT NO:	City of Hamilton Veterans Committee 2020 Budget Submission (PED19229) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Brydie Huffman (905) 546-2424 Ext. 4122
SUBMITTED BY:	Carrie Brooks-Joiner Director, Tourism and Culture Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

- (a) That the Hamilton Veterans Committee 2020 base budget be approved with an increase from \$30,000 to \$43,000, attached as Appendix 'A' to Report PED19229.
- (b) That a one-time budget allocation for 2020 of \$12,000, funded by the Hamilton Veterans Committee reserve, be approved.

EXECUTIVE SUMMARY

For 2020, the Hamilton Veterans Committee (HVC) is requesting \$55,000 to coordinate various Veterans' commemorative services and events throughout the year. These events include but are not limited to nine Remembrance Day memorials across the City, the annual Garrison Parade, Decoration Day ceremonies and Youth Education initiatives.

The base budget of \$30,000 is no longer sufficient to meet the expectations of the public that these events be inclusive and that they are accessible for all Hamiltonians while abiding by public safety concerns regarding this type of event.

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: City of Hamilton Veterans Committee 2020 Budget Submission
(PED19229) (City Wide) - Page 2 of 4**

Expenses to provide the high calibre of Remembrance Day Services have increased for both relatively simple components such as municipal wreaths, program printing, musicians, tents, and chairs and for complex components such as technical equipment rentals, enhanced sound systems, programming elements such as warbird "fly past" services and media streaming. These elements have become expected by citizens as part of Veterans services in Hamilton. In addition, some expenses are tied to vital health and safety requirements; security, road closures, traffic warning signs and fencing.

In May 2017, Council approved a revised mandate of the Hamilton Veterans Committee (HVC17-001) including maximizing youth engagement through projects and events. The HVC acted on this in 2018 and 2019 with Remembrance Day programming including youth-led community projects and Veteran speaking engagements. Decoration Day incorporated greatly expanded involvement from local cadet organizations supported by the HVC budget.

Working with the HVC, staff closely monitor the Advisory Committee budget to determine if future increases will be necessary as each year the HVC is asked to support an increasing number of Remembrance and Commemoration events throughout the City of Hamilton. (i.e.: busing for youths attending services of Remembrance, public art commemoration projects, video screens and ASL signers to make services accessible and the use of armoured vehicles for public safety). To meet these expectations in 2020, the HVC is asking to use their remaining reserve funds of \$12,000 and requesting an additional \$13,000 to be added to their base budget for 2020 and beyond.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The Hamilton Veterans Committee is requesting their annual base budget of \$30,000 to be increased to \$55,000 using \$12,000 from the HVC Reserve for 2020 and \$13,000 from the tax levy for 2020 and beyond.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The City of Hamilton Veterans Committee was first appointed by the Council of The Corporation of the City of Hamilton in February 1972. At that time the responsibility of the Committee was to:

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: City of Hamilton Veterans Committee 2020 Budget Submission
(PED19229) (City Wide) - Page 3 of 4**

- i) Act as liaison for the Veterans of the City of Hamilton and the Hamilton Parks Board (re: Cenotaph); and the Hamilton Cemetery Board (re: Field of Honour, Woodland Cemetery);
- ii) Co-ordinate all parades in the City involving Veterans; and,
- iii) Deal with all other matters directly relating to or of concern to Veterans.

Since 2001, military remembrance and commemoration activities have included organizing the City of Hamilton Remembrance ceremonies in addition to assisting with the coordination of annual ceremonies in Ancaster, Dundas, Glanbrook, Stoney Creek and Waterdown. Other annual events include the Dieppe Memorial Ceremony and Decoration Day. The Committee and their staff liaison have most recently worked to include and promote the inclusion of youth in their events.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

- Hamilton Veterans Committee: The HVC Annual Advisory Committee Budget Submission is attached as Appendix “A” to Report PED19229.
- Financial Coordinator, Financial Planning, Administration and Policy Division, Corporate Services Department: Provided reserve balance for Hamilton Veterans Committee.
- Acting Manager, Finance and Administration, Financial Planning, Administration and Policy Division, Corporate Services Department

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The rationale for the increase to the HVC’s annual base budget is based on:

- Increased attendance numbers at Remembrance Day services resulting in additional costs e.g. enhanced security, traffic management services,
- Addition of large video screens to make the services accessible to the public and active military members on parade as downtown construction projects have reduced the space permitted for events in Gore Park, and,
- In 2020 the Committee will return to hosting two services of Remembrance on November 10th and 11th to include active members of the Reserve forces who

**SUBJECT: City of Hamilton Veterans Committee 2020 Budget Submission
(PED19229) (City Wide) - Page 4 of 4**

cannot attend if November 11th falls on a weekday. This will continue until 2028 when Remembrance Day will take place on a weekend again.

The citizens of Hamilton hold ever higher standards for the quality and inclusivity of veterans' memorial services to properly honour the sacrifices made past and present.

Without adequate funding provided by Council, these expectations cannot be met for these events that hold national historical significance.

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**Community Engagement and Participation**

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

Healthy and Safe Communities

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

Culture and Diversity

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED19229 – Hamilton Veterans Committee 2020 Budget Submission

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CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

"HAMILTON VETERANS COMMITTEE"

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Ed Sculthorpe (Chair)	Steve Waldron
Don Jackson, (Vice-Chair)	Keven Ellis
Mike Rehill	Dave Steckham
Dave Baldry	Tibor Bocz
Bob Fyfe	Councillor Lloyd Ferguson
Councillor Brenda Johnson	

MANDATE:

"Provide the Advisory Committee's mandate"

Reporting to council, the Hamilton Veterans Committee oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council, the Committee provides input on projects and issues that are of concern to Hamilton Veterans.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

"Indicate the Advisory Committee's goals and objectives, how they will be achieved and who will benefit"

Goals and objectives:

Act as a liaison for the veterans of the City of Hamilton on all matters that fall within Council's jurisdiction.

Coordinate Decoration Day and Remembrance Day Parades and Memorial Services

Maximize the engagement of youth in the act of Remembrance through projects and events

How will they be achieved:

Coordinate the remembrances for significant anniversaries such as Decoration Day, Remembrance Day, VE Day and including but not limited to parades and memorial services.

Administer all other matters directly relating to or of concern to Hamilton Veterans that fall within Council's jurisdiction.

Oversee the criteria for burial of Veteran's in the Field of Honour (Woodland Cemetery)

Veteran's Committee advises on the use and care of the cenotaph – Gore Park including but not limited to the placement of wreaths

Present opportunities for the engagement of youths in acts of Remembrance in the City of Hamilton through events and community projects

Who will benefit:

All citizens of the City of Hamilton as well as local veterans. Upward of 1,000 people attend the Remembrance Day services and parades coordinated by the Veterans Committee.

All residents of Hamilton will have the opportunity to show respect for Veterans' service to our county.

The Youth of Hamilton will be given the opportunity to be engaged with Acts of Remembrance outside of the classroom setting

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request**INCIDENTAL COSTS:**

Meeting Costs:	
<ul style="list-style-type: none"> - postage, printing, parking - 7 general meetings, 4 event planning meetings and 1 meeting with all Veteran Organizations within the City of Hamilton - Name tags and arms bands 	\$800
SUB TOTAL	\$800

SPECIAL EVENT/PROJECT COSTS:

Ceremonies/Services:	
<ul style="list-style-type: none"> - Hamilton (Gore Park Cenotaph), 2 ceremony and parade - Remembrance Day Ceremonies (Ancaster, Glanbrook, Dundas, Stoney Creek, Waterdown - Dieppe Veteran's Memorial Service - Decoration Day - Communications and Marketing 	 \$40,100 \$4,200 \$2,500 \$6,000 \$1,400
SUB TOTAL	\$ 55,000

TOTAL COSTS	\$55,000
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ 12,000
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 43,000
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$)	\$ 30,000

CERTIFICATION:

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

Representative's Name: **Ed Sculthorpe, Chair**

Signature:



Date:



CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Housing Services Division

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	December 5, 2019
SUBJECT/REPORT NO:	2020 Budget Submission - Housing and Homelessness Advisory Committee (HSC19069) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	James O'Brien (905) 546-2424 Ext. 3728
SUBMITTED BY:	Edward John Director, Housing Services Division Healthy and Safe Communities Department
SIGNATURE:	

RECOMMENDATION(S)

That the Housing and Homelessness Advisory Committee 2020 base budget submission attached as Appendix "A" to Report HSC19069 in the amount of \$1,000 be approved.

EXECUTIVE SUMMARY

The Housing and Homelessness Advisory Committee has prepared, and on September 29, 2019 approved, their 2020 budget submission in the amount of \$1,000. This submission is consistent with the Committee's 2019 approved budget.

Alternatives for Consideration –Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The \$1,000 budget request is the same as the approved budget for the Housing and Homelessness Advisory Committee in 2019.

Staffing: N/A

Legal: N/A

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: 2020 Budget Submission - Housing and Homelessness Advisory Committee (HSC19069) (City Wide) - Page 2 of 3

HISTORICAL BACKGROUND

The Housing and Homelessness Advisory Committee was established in November 2015, as approved by the Emergency and Community Service Committee through Report CES15053, with a mandate to:

- Communicate and work to address the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes, and;

Support the City of Hamilton's 10-year Housing and Homelessness Action Plan by providing information, advice, and recommendations to the Emergency & Community Services Committee regarding the Action Plan's successful and meaningful implementation.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None

RELEVANT CONSULTATION

Not applicable

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The 2020 Housing and Homelessness Advisory Committee budget allocation of \$1,000 is the same as the 2019 budget request. These funds are for basic operation of the Committee, enabling it to fulfil its mandate and undertake activities in its workplan. Expenses include meeting costs such as meeting rooms, refreshments, photocopying, parking, printing, and transportation and parking support for committee members and speakers.

ALTERNATIVES FOR CONSIDERATION

None

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.

**SUBJECT: 2020 Budget Submission - Housing and Homelessness Advisory
Committee (HSC19069) (City Wide) - Page 3 of 3**

Healthy and Safe Communities

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HSC19069: Housing and Homelessness Advisory Committee
2020 Budget Submission

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Housing and Homelessness Advisory Committee (HHAC)

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Eileen Campbell	Violetta Nikolskava
Morgan Stanek	Lance Dingman
Mary-Ellen Crechiola	Leisha Dawson
Julia Verbitsky	Shaun Jamieson
Rhonda Mayer	Alexandra Djagba Oli
Michael Power	Tony Manganiello
Thomas Mobley	Michael Slusarenko
Sandy Leyland	

MANDATE:

Communicate and work to address the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes; and,

Support the City of Hamilton’s 10-year Housing and Homelessness Action Plan by providing information, advice and recommendations to the Emergency & Community Services Committee regarding the Action Plan’s successful and meaningful implementation.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

The following objectives have been established for the HHAC to facilitate its efforts in achieving the mandate.

1. Assist with the coordination and implementation of Council approved recommendations, including the City of Hamilton’s 10-year Housing and Homelessness Action Plan.
2. Ensure that recommendations regarding issues relating to people who are experiencing homelessness or who may be at risk of becoming homeless are brought forward to Council in a timely manner.
3. Devise and recommend to Council innovative and preventative measures to assist in addressing homelessness within the community;
4. Identify emerging trends, potential gaps and best practices in emergency housing needs.
5. Provide Council and staff with information, advice, and recommendations about residential

landlord and tenant issues and policies that would improve the overall well-being of tenants in Hamilton and support landlords in the provision of safe, quality, and affordable rental units.

6. Identify housing-related supports available in the community and facilitate relationship-building between community partners, citizens and government to ensure that people have the individualized supports needed to help them obtain and retain housing.

7. Regularly update Council about homelessness and affordable housing issues through the discussion and analysis that takes place at HHAC.

8. Respond to requests and direction from staff and Council.

9. Collaborate and cooperate with other City of Hamilton committees and community groups doing work around issues that impact homelessness and affordable housing to stay apprised of relevant initiatives and contribute information and advice as needed.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Meeting costs – meeting room, refreshments, photocopying, printing, parking, transportation	\$1,000
SUB TOTAL	\$1,000

SPECIAL EVENT/PROJECT COSTS:

N/A	
SUB TOTAL	\$0

TOTAL COSTS	\$1,000
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$1,000
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$)	\$1,000

CERTIFICATION:

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

Representative's Name: _____

Signature: _____

Date: _____

Telephone # : _____



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Human Resources Division

Commented [WU1]:
 Department Name is in Bold and Upper Case i.e.
FINANCE AND CORPORATE SERVICES
DEPARTMENT

Commented [WU2]:
 Division Name is in Bold and Initial Caps or Title Case
 i.e. **Information Technology Division**

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	December 5, 2019
SUBJECT/REPORT NO:	2020 Budget Submission - Seniors Advisory Committee (HUR19027) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jessica Bowen (905) 546-2424 Ext. 5164
SUBMITTED BY:	Lora Fontana Executive Director Human Resources
SIGNATURE:	

RECOMMENDATION

That the Seniors Advisory Committee 2020 base budget submission in the amount of \$2,500.00, attached as Appendix "A" to Report HUR19027 be approved.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Seniors Advisory Committee budget for 2020, in the amount of \$2500.00, is being submitted for approval.

Alternatives for Consideration – See Page 2

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The base budget request for 2020 for the Seniors Advisory Committee is the same as the budget requested and approved for 2019.

Staffing: N/A

Legal: N/A

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: 2020 Budget Submission - Seniors Advisory Committee
(HUR19027) (City Wide) - Page 2 of 3**

HISTORICAL BACKGROUND

At their November 1, 2019 meeting, the Seniors Advisory Committee gave consideration to their budget needs for 2020. Their budget submission is attached as Appendix "A" to Report HUR19027. The budget includes incidental costs to support the Committee as well as additional costs for specific events, programs and initiatives.

The Seniors Advisory Committee is requesting the same budget they had in 2019 in the amount of \$2,500.00.

In accordance with the volunteer committee budget process, the budget is recommended for approval

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Seniors Advisory Committee is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. The possibility gives the Committee the opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. The Seniors Advisory Committee has not yet determined all of their activities for 2020. Should additional funding be required in 2020 and be available in the Seniors Advisory Committee reserves, requests for reserve funding will be made at the appropriate time.

RELEVANT CONSULTATION

The Seniors Advisory Committee discussed their 2020 budget needs at their November 1, 2019 committee meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Seniors Advisory Committee to enable them to continue to fulfil their terms of reference.

ALTERNATIVES FOR CONSIDERATION

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

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

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

**SUBJECT: 2020 Budget Submission - Seniors Advisory Committee
(HUR19027) (City Wide) - Page 3 of 3**

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

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

Economic Prosperity and Growth

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

Healthy and Safe Communities

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

Clean and Green

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

Built Environment and Infrastructure

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HUR19027 – Seniors Advisory Committee

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

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

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

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Seniors Advisory Committee

PART A: General Information**Advisory Committee Members:**

Aref Alshaikhahmed	Maureen McKeating
Sheryl Boblin	Vince Mercuri
David Broom	Noor Nizam
Ann Elliott	Dahlia Petgrave
Carolann Fernandes	Penelope Petrie
Kamal Jain	Sarah Shallwani
John Kennard	Barry Spinner
Jeanne Mayo	Douglas Stone
Jim McColl	Marian Toth
	Marjorie Wahlman

MANDATE:

The Seniors Advisory Committee is a Council mandated advisory committee of the City of Hamilton. To be a credible communication vehicle that will reflect and translate the ongoing needs that affects the quality of life for all older persons. It will provide a forum for consumers and deliverers of services and facilities to identify issues, explore possible remedies, and work to implement them.

PART B: Strategic Planning

Strategic Objectives:

- To assist Council in decision making as it pertains to Senior's issues in Hamilton.
- To respond and advocate concerns affecting policies, services and facilities for seniors delivered by and funded by all levels of government.
- To promote and disseminate all decisions relating to access, the provision of services programs and facilities for seniors in the City of Hamilton.
- To liaise with other organized groups when there are matters of mutual concerns.
- To promote and advocate, wherever appropriate, the concept of healthy aging by encouraging improved and responsive programs and services in a timely fashion.

Alignment With Corporate Goals:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc).	\$1500.00
SUB TOTAL	\$1500.00

SPECIAL EVENT/PROJECT COSTS:

Support for Seniors related events (International Day of the Older Person, Seniors Month Kick-off Event, Senior of the Year Award, etcetera).	\$1000.00
SUB TOTAL	\$ 1000.00

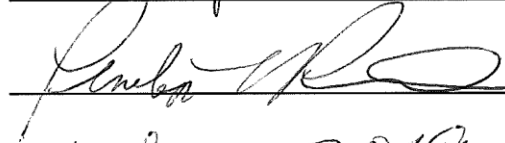
TOTAL COSTS	\$ 2500.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ N/A
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TOTAL 2019 BUDGET REQUEST (net of reserve funding)	\$2500.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$ 2500.00)	\$2500.00

CERTIFICATION:

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

Representative's Name:Penelope L. Petrie**Signature:****Date:**1 Nov 2019.**Telephone #:**905-383-3558



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Tourism and Culture Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	December 4, 2019
SUBJECT/REPORT NO:	Arts Advisory Commission 2020 Budget Submission (PED19231) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Ken Coit (905) 546-2424 Ext. 6281
SUBMITTED BY:	Carrie Brooks-Joiner Director, Tourism and Culture Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

That the Arts Advisory Commission 2020 base budget submission attached as Appendix "A" to Report PED19231, in the amount of \$9,000, be approved.

EXECUTIVE SUMMARY

The 2020 budget request will enable the Arts Advisory Commission (AAC) to fulfil its mandate and is consistent with the previous years' budget requests.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: For 2020, the AAC has requested a base budget of \$9,000. The 2019 base budget was \$9,000.

Staffing: N/A

Legal: N/A

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: Arts Advisory Commission 2020 Budget Submission (PED19231) (City Wide) - Page 2 of 3

HISTORICAL BACKGROUND

The Arts Advisory Commission has the following mandate:

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

The primary focus of the Arts Advisory Commission over the last three years has been community outreach in response to the priorities developed through consultation with the arts community at the Big Picture 2017 Art Forum event.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

In preparation of Report PED19231, Tourism and Culture Division staff consulted with the Arts Advisory Commission, which approved the 2020 budget submission, attached as Appendix "A" to Report PED19231, at its September 24, 2019 meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

In 2020 the Arts Advisory Commission (AAC) will be undertaking a number of outreach initiatives, related to communication, education and training, space for artists and diversity as identified during consultation with the arts community at the Big Picture 2017 Arts Forum. The arts community indicated that concerns around these issues should be further explored in order for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

In addition, the AAC will continue to fulfil its on-going responsibilities with regards to the City of Hamilton Arts Awards, the Public Art Program and to deal with relevant issues as they arise.

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Arts Advisory Commission 2020 Budget Submission (PED19231) (City Wide) - Page 3 of 3

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.

Clean and Green

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

Built Environment and Infrastructure

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

Culture and Diversity

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PED19231 – 2020 Arts Advisory Commission Budget Submission

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CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

ARTS ADVISORY COMMISSION

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Annette Paiement-Chair	Steve Parton – Vice-Chair
Elizabeth Jayne Cardno	Janna Malseed
Monika Ciolek	Eileen Reilly
Lisa La Rocca	Ranil Sonnadara
Monolina Bhattacharyya-Ray	Councillor Jason Farr
Councillor John-Paul Danko	

MANDATE:

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

PART B: Strategic Planning**STRATEGIC OBJECTIVES:**

In 2020 the Arts Advisory Commission (AAC) will be undertaking a number of initiatives, identified in the Big Picture 2017 arts community consultation report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

The AAC continues its work monitoring and assisting with the implementation of the Public Art Program and the City of Hamilton Arts Awards Program.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request**INCIDENTAL COSTS:**

Refreshments for Committee Meetings (6 regular AAC meetings and Sub Committee meetings)	\$1,000
Off-site Meetings	\$ 200
Refreshments for Training Sessions and Sub-Committees	\$ 500
Binders, office supplies, printing, etc.	\$ 500
Printing costs for reports, etc.	\$ 100
SUB TOTAL	\$2300

SPECIAL EVENT/PROJECT COSTS:

Arts community support and outreach events	\$6700
SUB TOTAL	\$9000

TOTAL COSTS	\$9000
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$0
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$9,000
PREVIOUS YEAR (2019) APPROVED BUDGET (2020 Request \$9,000)	\$9,000

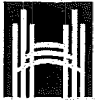
CERTIFICATION:

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

Representative's Name: Annette Paiement-Chair

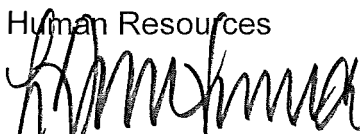
Signature:

Date:



Hamilton

CITY OF HAMILTON
City Manager's Office
Human Resources Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	December 4, 2019
SUBJECT/REPORT NO:	2020 Budget Submission – Advisory Committee for Persons with Disabilities (HUR19025) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jessica Bowen (905) 546-2424 Ext. 5164
SUBMITTED BY:	Lora Fontana Executive Director Human Resources
SIGNATURE:	

RECOMMENDATION

That the Advisory Committee for Persons with Disabilities (ACPD) 2020 base budget submission attached as Appendix A to Report HUR19025 in the amount of \$6100.00 be approved.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for Persons with Disabilities budget for 2020, in the amount of \$6100.00, is being submitted for approval.

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The base budget request for 2020 for the Advisory Committee for Persons with Disabilities is the same as the budget requested and approved for 2019.

Staffing: N/A

Legal: N/A

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.

OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.

SUBJECT: 2020 Budget Submission Advisory Committee for Persons with Disabilities (HUR19025) (City Wide)
- Page 2 of 3

HISTORICAL BACKGROUND

At their November 12, 2019 meeting, the Advisory Committee for Persons with Disabilities gave consideration to their budget needs for 2020. Their budget submission is attached as Appendix A to Report HUR19025. The budget includes incidental costs to support the Committee as well as additional costs for specific events, programs and initiatives. The Advisory Committee for Persons with Disabilities is requesting the same budget they had in 2019 in the amount of \$ 6100.00.

In accordance with the volunteer committee budget process, the budget is recommended for approval

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Advisory Committee for Persons with Disabilities is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. The possibility gives the Advisory Committee for Persons with Disabilities the chance to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. The Advisory Committee for Persons with Disabilities has not yet determined all of their activities for 2020. Should additional funding be required in 2020 and be available in the Advisory Committee for Persons with Disabilities reserves, requests for reserve funding will be made at the appropriate time.

RELEVANT CONSULTATION

The Advisory Committee for Persons with Disabilities discussed their 2020 budget needs at their November 12, 2019 committee meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of Advisory Committee for Persons with Disabilities to enable them to continue to fulfil their terms of reference.

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.

OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.

**SUBJECT: 2020 Budget Submission Advisory Committee for Persons with
Disabilities (HUR19025) (City Wide) - Page 3 of 3**

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

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

Economic Prosperity and Growth

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

Healthy and Safe Communities

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report HUR19025 – Advisory Committee for Persons with Disabilities

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.

OUR Priorities: Community Engagement & Participation; Economic Prosperity and Growth; Healthy and Safe Communities; Clean and Green; Built Environment and Infrastructure; Culture and Diversity and Our People and Performance.

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

Advisory Committee For Persons With Disabilities (ACPD)

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Shahan Aaron	Aznive Mallett
Patty Cameron	Tom Manzuk
Elizabeth (Jayne) Cardno	Corbin McBride
Michelle Dent	Mark McNeil
Lance Dingman	Tim Murphy
Anthony Frisina	Kim Nolan
Sophie Geffros	Tim Nolan
James Kemp	Alex Wilson
Paula Kilburn	

MANDATE:

The Advisory Committee for Persons with Disabilities recommends to the City of Hamilton policies, procedures and guidelines that address the needs and concerns of persons with disabilities.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

Terms of Reference

1. To advise Council annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to the Ontarians with Disabilities Act, the Accessibility for Ontarians with Disabilities Act, and related regulations.
2. To provide advice and recommendations to City Council and staff with respect to the implementation of Provincial standards, and policies, procedures and guidelines that address the needs and concerns of persons with disabilities.
3. To ensure that the right of access for persons with disabilities to programs and services provided by the City is sustained, maintained, and/or improved in accordance with Provincial legislation, regulations and City standards.
4. To review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.
5. To provide a forum where persons with disabilities and service representatives can express their concerns, share information and recommend improvements to the existing level of City services for persons with disabilities.
6. To educate and increase awareness of the City on issues which affect people with disabilities.
7. To support the work of the committee through sub-committees and working groups, as required, and specifically related to the Provincial standards, including Customer Service, Transportation, Employment, Built Environment, and Information and Communications.
8. To maintain knowledge of the work of the committee through attendance at meetings and review of agendas and supporting materials.
9. To regularly review the progress and measure the success of the committee and its activities.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$300.00
Administrative Assistance (note-taking) for special meetings such as Roundtable.	
Refreshments:	
<ul style="list-style-type: none"> • Advisory Committee for People with Disabilities \$1500.00 • Built Environment Working Group \$750.00 • Transportation Working Group \$850.00 • Housing Working Group \$600.00 • Outreach Working Group \$600.00 • Wheelchair and Scooter Safety Committee • Disability Justice and Climate Crisis Working Group • Community Safety Working Group 	\$4300.00
SUB TOTAL	\$4,600.00

SPECIAL EVENT/PROJECT COSTS:

Conferences and related travel expenses	\$1500.00
SUB TOTAL	\$1500.00

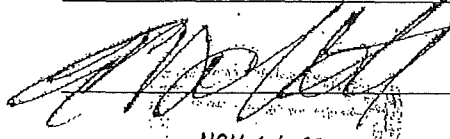
TOTAL COSTS	\$ 6100.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ N/A
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 6100.00
PREVIOUS YEAR (2019) APPROVED BUDGET (2019 Request \$ 6100.00)	\$ 6100.00

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

Representative's Name: Aznive Mallett

Signature: 

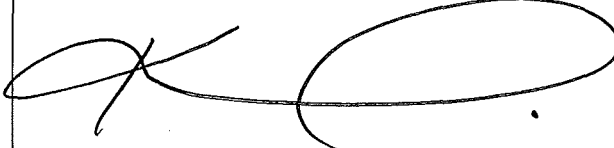
Date: NOV 14 2019

Telephone #: 905-973-2616



Hamilton

CITY OF HAMILTON
HEALTHY & SAFE COMMUNITIES
Public Health Services

TO:	Mayor and Members Board of Health
COMMITTEE DATE:	January 13, 2020
SUBJECT/REPORT NO:	Food Advisory Committee 2020 Budget Request (BOH20001) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Sandy Skrzypczyk (905) 546-2424 Ext. 3523
SUBMITTED BY:	Kevin McDonald Director, Healthy Environments Division Public Health Services
SIGNATURE:	

RECOMMENDATION

- (a) That the Food Advisory Committee 2020 base budget submission attached as Appendix "A" to Report BOH20001 in the amount of \$1,500, be approved.
- (b) That, in addition to the base funding, a one-time budget allocation for 2020 of \$1,000, funded by the Food Advisory Committee Reserve, be approved.

EXECUTIVE SUMMARY

The Food Advisory Committee requests that a total budget of \$2,500 be referred to the 2020 budget process for consideration. This budget request consists of the Food Advisory Committee's annual base budget of \$1,500 to cover basic committee expenses, plus an additional \$1,000 from the Food Advisory Committee Reserve to conduct relevant community engagement/events and research.

Alternatives for Consideration – See Page 3

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: Food Advisory Committee 2020 Budget Request (BOH20001) (City Wide) - Page 2 of 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

The Food Advisory Committee was created as a result of the City's 2014 advisory committee review process and the City's 2016 endorsement of the Hamilton Food Strategy. This committee consolidated attention toward food issues that were previously addressed on two separate advisory committees. The Food Advisory Committee can accommodate 13 to 18 members who are appointed by Council. Membership includes a range of food system expertise in farming and food businesses, food literacy, food access and waste, policy, non-profit/community-based food programs, and a non-voting Staff Liaison from Public Health, Healthy Environments Division.

Since 2016, the Food Advisory Committee has advised the Board of Health on Hamilton's Food Strategy actions and focused on community food security with a broader health-promoting food system lens. Since May 2019, when this term's membership started, they have informed and participated in two Food Strategy events and intend to continue to advise and support the implementation of Food Strategy actions in 2020.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

No policy implications or legislated requirements.

RELEVANT CONSULTATION

Corporate Finance Services were consulted regarding the process and template to use for submitting Advisory Committee budget requests, along with ensuring adequate funds were available in the Food Advisory Committee's Reserves.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The Food Advisory Committee has put forward a base budget request of \$1,500 to cover basic expenses. To continue to effectively implement their mandate, including conducting relevant community engagement/event(s) and research, an additional \$1,000 from their Reserves is required.

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: Food Advisory Committee 2020 Budget Request (BOH20001) (City Wide) - Page 3 of 4

The Food Advisory Committee budget request is attached as Appendix "A" to Report BOH20001.

The Food Advisory Committee's full mandate is outlined in their Terms of Reference, attached as Appendix "B" to Report BOH20001.

ALTERNATIVES FOR CONSIDERATION

Council could choose not to refer the Food Advisory Committee budget request to the budget process for Advisory Committees.

Financial: The Food Advisory Committee would not have a budget to operate.

Staffing: N/A

Legal: N/A

Policy: Community engagement was undertaken in 2016 to develop this Committee's mandate; discontinuing funds for the Committee could be seen as not adhering to the City's commitment to community engagement.

Pros: Not funding the Committee may leave additional funds in the Food Advisory Committee Reserve to be used another year or allocated elsewhere.

Cons: Not funding the Committee may result in lower or inequitable engagement and potential loss of volunteer members if base funds to cover the committee's parking reimbursement, refreshments, training/education and meeting supplies are not available. Not increasing the Committee's budget from the Food Advisory Committee Reserve restricts their ability to fulfil their mandate in any meaningful manner to support and advise the Hamilton Food Strategy implementation. In addition, the Advisory Committee Review recommendations of reforming and amalgamating food related committees would not be followed if budget was not assigned to the Food Advisory Committee.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

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

Economic Prosperity and Growth

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

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SUBJECT: Food Advisory Committee 2020 Budget Request (BOH20001) (City Wide) - Page 4 of 4

Healthy and Safe Communities

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report BOH20001: Completed Advisory Committee Budget Template

Appendix "B" to Report BOH20001: Terms of Reference Food Advisory Committee

OUR Vision: To be the best place to raise a child and age successfully.
OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.
OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

CITY OF HAMILTON

2020

ADVISORY COMMITTEES

BUDGET SUBMISSION

FOOD ADVISORY COMMITTEE

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Elly Bowen (Co-Chair)	Jennifer Silversmith
Maria Biasutti,	Barbara Stares
Krista D'aoust	Frank Stinellis
Vicky Hachey	Kyle Swain
Laurie Nielsen	Andrew Sweetnam
Jordan Geertsma	Brian Tammi (Secretary)
Drew Johnston	Vivien Underdown (Chair)
Biniam Mehretab	
Mary Ellen Scanlon	

MANDATE:

As a volunteer advisory committee to the Board of Health, the Food Advisory Committee will support and advise on the implementation of Hamilton's Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

- Identify and inform, where appropriate, innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies
- Identify and advise on emerging issues affecting Hamilton's food system
- Facilitate connections and share information and resources between members, the Board of Health, City staff, and as appropriate, further disseminate these lessons and resources among community organizations, businesses, citizens, and other groups that have an impact on community food security
- Support research, monitoring, and evaluation efforts, and identify gaps and opportunities that may inform community food security policies and program modifications
- Facilitate the cross-promotion of community food security within existing programs, events, policies, services, and other actions

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request**INCIDENTAL COSTS:**

Parking	600
Materials, supplies & printing	400
SUB TOTAL	\$1000.00

SPECIAL EVENT/PROJECT COSTS:

Training/Education	500
Event(s)	1000
SUB TOTAL	\$1,500.00

TOTAL COSTS	\$ 2,500.00
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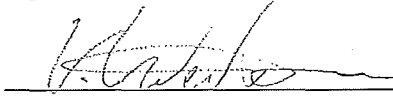
Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ 1,000.00
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TOTAL 2020 BUDGET REQUEST (net of reserve funding)	\$ 2,500.00
PREVIOUS YEAR (2019) APPROVED BUDGET)	\$ 2,500.00

CERTIFICATION:

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

Representative's Name: Vivien Underdown, Chair

Signature: 

Date: November 12, 2019

Telephone # : 289-683-2843

Food Advisory Committee Terms of Reference

Committee Mandate

As a volunteer advisory committee to the Board of Health, the Food Advisory Committee will support and advise on the implementation of Hamilton's Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence.

More generally, the Food Advisory Committee will:

- Identify and inform, where appropriate, innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies;
- Identify and advise on emerging issues affecting Hamilton's food system;
- Facilitate connections and share information and resources between members, the Board of Health, City staff, and as appropriate, further disseminate these lessons and resources among community organizations, businesses, citizens, and other groups that have an impact on community food security;
- Support research, monitoring, and evaluation efforts, and identify gaps and opportunities that may inform community food security policies and program modifications; and
- Facilitate the cross-promotion of community food security within existing programs, events, policies, services, and other actions.

Membership

The Food Advisory Committee will be comprised of 13 to 18 voting members, striving for a balance of representation from all the components within the food system as follows:

- Food Production: 2-3 members (e.g., representation from rural and urban agriculture, including large and small scale farmers, gardeners, soil specialists, horticulturalists);
- Processing & Distribution: 2-3 members (representation from large and small scale food production and distribution, including food entrepreneurs, managers/operators of incubators, food banks, food hubs, food box delivery programs, warehousing, storage, etc.);
- Buying & Selling: 2-3 members (e.g., representation from large and small scale food retail, including grocers, restauranteurs, Farmers Markets managers, social enterprise food entrepreneurs, specialty food stores owners, street vendors, etc.);
- Consumption: 2-3 members (e.g., representation from community and neighbourhood based food programs and cultural groups, including food literacy educators, consumers, chefs, food enthusiasts, etc.);
- Food Waste Management: 2-3 members (representation from food waste management, including researchers/consultants, managers, operators of

- environmental groups, gleaning programs, experts/experienced individuals in composting/resource management, etc.);
- 3 members at large (citizens at large, local food advocates, etc.); and
 - 2 City Councilors (non-voting, one representing urban and one representing rural wards).

Committee members will be selected through the City of Hamilton's standardized application process for Advisory Committees. New members will be formally appointed by the Board of Health at the beginning of each term of Council, or as needed. Individuals who do not live in Hamilton but work in the City of Hamilton in a food-related business or organization would be eligible for membership on the Food Advisory Committee based on their ability to provide valuable expertise to advise on food policies and programs in the City.

Food Advisory Committee members are appointed based on their individual qualifications in the following areas:

- Their professional or community work reflects the values and principles within the Hamilton Food Strategy, Hamilton Food Charter, Food Advisory Committee, and Public Health Services;
- They bring skills and experience (including lived experience) in at least one aspect of community food security that allows them to contribute to progressive and innovative policy and program development within the Committee;
- They have skills, knowledge, experience, or a genuine interest in at least one area of Hamilton's food system;
- They represent at least one element of the rich diversity of the Hamilton population's food security skills, talents, and needs;
- They can help the Food Advisory Committee facilitate dialogue and partnerships with at least one distinct population grouping in Hamilton's urban, suburban, and rural communities;
- They respect the complexity and sensitivity of the Food Advisory Committee's work with diverse partners, and appreciate the need for personal and group skills, problem-solving, and "getting to yes;" and
- They are able to attend monthly meetings of the Food Advisory Committee on a regular basis and can participate in occasional working group meetings.

Roles & Responsibilities

Members of the Food Advisory Committee shall endorse the Vision, Mission, Goals, and Values of the City of Hamilton Food Charter and make themselves familiar with the committee's Terms of Reference and mandate. General expectations of members include the following:

- Submit an annual progress report of the Committee's activities by November of each calendar year to the Board of Health and consider various options to keep Council up to date on the committee's activities;
- Demonstrate a respect for governance and protocol;

- Active participation and a commitment to attend meetings on a regular basis;
- Be accountable to other members and to citizens;
- Work as a team and follow through with commitments;
- Communicate appropriately and be clear about which interest are represented when speaking;
- Communicate all information occurring at the Food Advisory Committee to contacts within their sector, as appropriate; and
- Bring issues/concerns and represent their sector's interests at the Committee.

Chair/ Co-Chair

Members will, at the beginning of each term, elect from its membership two Co-Chairs, one of which shall be a Citizen member and one a Councillor Liaison member.

In addition to the general roles and responsibilities, Co-Chairs are expected to:

- Build the meeting agendas following the City of Hamilton template;
- Invite guests, in consultation with members and Staff Liaison;
- Preside at meetings;
- Facilitate dialogue among members between meetings;
- Liaise with City Staff Liaison and keep them informed of all Committee issues and actions; and
- Act as spokespeople on behalf of the Food Advisory Committee, as per Standard Operating Procedure #08-001.

Secretary

Members will, at the beginning of each term, elect from its membership a Secretary, which shall be a Citizen member.

In addition to the general roles and responsibilities, the Secretary is expected to:

- Provide relevant information, ideas, and opinions as a participant in the meeting;
- Record without note or comment all resolutions, decisions, and other proceedings at the meeting (as per the Municipal Act, 2001);
- Keep an accurate set of minutes of each meeting;
- Keep an up-to-date membership/contact list;
- Distribute minutes to members and notifying them of upcoming meetings;
- Keep a list of all advisory committees and members;
- Help the Chair with preparing the agenda, advise on meeting procedure, and reference materials and information retrieved from the records; and
- Make meeting and physical set-up arrangements (Note: room bookings with City Facilities will be coordinated through the Advisory Committee's Staff Liaison).

City Staff Liaisons

City of Hamilton staff will be assigned to this committee as non-voting members to

provide technical and content expertise and support, including:

- Public Health Services: 1 - 2 with expertise in nutrition, food systems, policy, and health protection;
- Emergency and Community Services: 1 - 2 with expertise in social policy and community programs;
- Planning and Economic Development: 1 – 2 with expertise in land use planning, licensing, and economic development related to agriculture and food; and
- Public Works Department: 1 – 2 with expertise in urban agriculture and food waste management.

Staff Liaison Role

The role of the Staff Liaison is to function as system experts. The City of Hamilton Public Health Services will appoint personnel with knowledge of nutrition policy, community food systems, and food security to provide support and coordination to the Food Advisory Committee.

The duties of the staff liaison include

- Coordinate, develop, and deliver the Orientation Session for the Advisory Committee;
- Liaise with Food Advisory Committee members, providing technical advice from Public Health Services for the preparation of reports, correspondence, etc.;
- Assist with the preparation of reports to the Board of Health, including an annual progress report of the Committee's activities by November of each calendar year;
- Assist with agenda preparation, review minutes, and ensure approved minutes are submitted to the Board of Health; and
- Provide background information, advice, and context for implementation of priorities.

City of Hamilton may assign staff to work on specific projects for a specific period of time.

Councillor Liaisons

Two (2) members of City Council will be appointed as representatives to the Food Advisory Committee with a requirement for each Councillor to attend a minimum of (but not limited to) one (1) meeting per year. Council members who are appointed as liaisons would not count toward the committee's quorum and do not have voting privileges.

Staff Clerk/ Other Staff Support(s)

The duties of the staff clerk include providing procedural process advise to the Staff Liaison and Co-Chairs as needed.

Term of Membership

Food Advisory Committee members are appointed for four (4) year terms with the possibility of renewal. Effort will be made to stagger appointments to ensure continuity.

- Members who miss three (3) consecutive meetings without Committee approval shall be considered as resigning from the committee;
- Any member who is absent for more than fifty percent (50%) of the meetings during their term shall not be eligible for reappointment; and
- Upon appointment to the Food Advisory Committee, members are required to sign an Acknowledgement (Declaration) Form and return it to the Office of the City Clerk prior to attending the first meeting of this committee.

Meeting Frequency

Meetings will occur monthly, with the exception of the months of July, August, and December (minimum of five and maximum of nine times per year). At the call of the Co-Chairs, additional meetings can occur on an 'as-needed' basis.

Should the Food Advisory Committee not meet a minimum of three times during a Council term, the Committee will be automatically disbanded at the end of the Council Term.

Decision Making

Food Advisory Committee members value and will make every effort to reach consensus in decision making, including a full discussion of the issue, review of all relevant information, discussion of possible solutions or actions, and the formulation of a statement of general agreement/consensus, or develop a motion and vote on it. The Committee requires consensus to make formal decisions and must follow the procedural processes outlined in the Advisory Committee Procedural Handbook, May 2015.

City of Hamilton staff are non-voting members.

Quorum

Quorum consists of half the voting members plus one. In order to ensure a broad range of perspectives are included in discussions and decision making, this minimum threshold must include a representative from each of the food system components, plus a minimum of one member at large.

Code of Conduct/Conflicts of Interest

All members shall adhere to all City of Hamilton policies, including those respecting code of conduct and conflict of interest. At a minimum, it is expected that members are to

- Maintain an atmosphere of respectful discussion and professionalism;
- Respect the confidentiality of all matters before the Food Advisory Committee;
- Actively contribute their expertise, resources, and individual experiences to further

the mandate of the Committee; and

- Declare a conflict of interest when it arises so it may be recorded in the minutes.

Reports to

- Board of Health

Review of Terms of Reference

- To be reviewed on an annual basis, at a minimum.

Approved on:

- May 2016