



City of Hamilton
AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
AGENDA

Meeting #: 20-007
Date: September 24, 2020
Time: 9:30 a.m.
Location: Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's Website:
<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

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

1. APPROVAL OF AGENDA

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

2. DECLARATIONS OF INTEREST

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 August 13, 2020 Minutes

4. COMMUNICATIONS

5. DELEGATION REQUESTS

5.1 Ryan Verkerk, respecting wastewater charges on their water bill (for a future meeting)

5.2 Young Kim, respecting his water and wastewater charges (for a future meeting)

6. CONSENT ITEMS

7. PUBLIC HEARINGS / WRITTEN DELEGATIONS / VIRTUAL DELEGATIONS

8. STAFF PRESENTATIONS

9. DISCUSSION ITEMS

9.1 Procurement Sub-Committee Report 20-001 - August 27, 2020

9.2 Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide)

9.3 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide)

9.4 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide)

9.5 Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide)

10. MOTIONS

11. NOTICES OF MOTION

12. GENERAL INFORMATION / OTHER BUSINESS

12.1 Amendments to the Outstanding Business List:

12.1.a Items to be Removed:

2020 City Enrichment Funding Recommendations (GRA20003) (City Wide)
Report Recommendations
Added: May 27 and 28, 2020 at Council - Item 5.4(a)
Completed: September 24, 2020 AF&A - Item 9.3
OBL Item: 20-E

13. PRIVATE AND CONFIDENTIAL

13.1 August 13, 2020 - Closed Minutes

Pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

14. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 20-006

**9:30 a.m.
August 13, 2020
Council Chambers
Hamilton City Hall**

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

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. CONSENT ITEMS:

(Johnson/Partridge)

That Consent Items 5.1 through 5.3 be received, as presented:

(i) 2020 First Quarter Request for Tenders and Proposals Report (FCS20033) (City Wide) (Item 5.1)

That Report FCS20033, respecting the 2020 First Quarter Request for Tenders and Proposals Report, be received.

(ii) 2020 First Quarter Emergency and Non-competitive Procurements Report (FCS20034) (City Wide) (Item 5.2)

That Report FCS20034, respecting the 2020 First Quarter Emergency and Non-competitive Procurements Report, be received.

(iii) First Quarter Non-compliance with the Procurement Policy Report (FCS20035) (City Wide) (Item 5.3)

That Report FCS20035, respecting the First Quarter Non-compliance with the Procurement Policy Report, be received.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

2. 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide) (Item 8.1)

(Ferguson/Johnson)

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$84,663 (as outlined in the attached Appendix "A" to Report GRA20003(b)), be approved;
- (b) That Staff be directed to continue to work with organizations whose Events have been cancelled as listed in Appendix "B" to GRA20003(b) and report back with recommendations pending the submission of additional information;
- (c) That Staff be directed to continue to work with organizations whose Programs and Events status are Unknown, (as outlined in Appendix "C" to Report GRA20003(b)) and report back regarding funding recommendations in a forthcoming report;
- (d) That, Appendix "D" to Report GRA20003(b), being the 2020 City Enrichment Fund Application Summary, be received.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

3. Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) (Item 8.2)

(Pearson/Partridge)

- (a) That Report FCS20067, respecting Options for Relief from Municipal Fees and Charges for the Taxi Industry, be received.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(Collins/Clark)

- (b) That staff be directed to defer payment of taxi licence fees until September 30, 2020.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(Clark/Pearson)

- (c) That staff be directed to consult with other municipalities to review the current situation with regards to high insurance premiums on the taxi and snow plow industries and report back to the Audit, Finance & Administration Committee with their findings.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

4. Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 8.3)

(Ferguson/Clark)

- (a) That the Management Action Plans as detailed in Confidential Appendix "B" of Report AUD20005 be approved;
- (b) That the Executive Director of Human Resources and the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Confidential Appendix "B" to Report AUD20005) implemented; and,
- (c) That Confidential Appendices "A" and "B" to Report AUD20005, Special Audit Respecting Case 2019-013 remain confidential.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

**5. Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide)
(Item 8.4)**

(Pearson/VanderBeek)

- (a) That the Management Action Plans as detailed in Confidential Appendix "A" of Report AUD20004 be approved;
- (b) That the General Manager of Healthy and Safe Communities be directed to instruct the appropriate staff to have the Management Action Plans (as detailed in Confidential Appendix "A" to Report AUD20004) implemented; and,
- (c) That Private and Confidential Appendix "A" to Report AUD20004, Control Weaknesses Respecting Case Number 2019-26707 remain confidential.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

(Clark/Pearson)

That the agenda for the August 13, 2020 Audit, Finance and Administration Committee meeting be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

(b) DECLARATIONS OF INTEREST (Item 2)

Councillor Ferguson declared an interest to Item 8.2, Report FCS20067 respecting Options for Relief from Municipal Fees and Charges for the Taxi Industry as he is an investor in the taxi industry.

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

(i) July 9, 2020 (Item 3.1)

(Pearson/Partridge)

That the Minutes of the July 9, 2020 meeting of the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

(d) CONSENT ITEMS

(i) Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) (Item 5.4)

That Report FCS20063, respecting the Criteria for Participation in Assessment Appeals, be referred back to staff for an additional report to include revised levels of participation respecting an appeal not being dependant on the assessed value of a property.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(e) DISCUSSION ITEMS (Item 8)

(i) Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 8.3)

(Clark/VanderBeek)

That consideration of Report AUD20005, respecting Special Audit Respecting Case Number 2019-013, be DEFERRED until after discussion of Confidential Appendices "A" and "B" to Report AUD20005 has taken place in Closed Session.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(ii) Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide) (Item 8.4)

(Clark/VanderBeek)

That consideration of Report AUD20004, respecting Control Weaknesses Respecting Case 2019-26707, be DEFERRED until after discussion of Confidential Appendix "A" to Report AUD20004 has taken place in Closed Session.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(f) GENERAL INFORMATION / OTHER BUSINESS (Item 11)

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

(Pearson/Johnson)

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

(a) Item to be Removed (Item 11.1(a)):

City Council Correspondence from City of Hamilton's Taxi Brokers asking for some relief with municipal fees related to costs such as; plate renewal fees, lease renewals/registration fees, taxi cab license fees etc.

Added: May 27 and 28, 2020 at Council - Item 4.8

Completed: August 13, 2020 AF&A - Item 8.2

OBL Item: 20-D

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson

YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson

YES - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark

YES - Ward 5 Councillor Chad Collins

(g) PRIVATE AND CONFIDENTIAL (Item 12)

(i) July 9, 2020 – Closed Minutes

(Pearson/VanderBeek)

(a) That the Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, be approved as presented; and,

(b) That the Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson

YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek

NOT PRESENT - Ward 12 Councillor Lloyd Ferguson

YES - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark

YES - Ward 5 Councillor Chad Collins

(Pearson/Johnson)

That Committee move into Closed Session respecting Items 12.2 and 12.3, pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(ii) Appendices "A" and "B" to Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 12.2)

For disposition of this matter, refer to Item 4.

(iii) Appendix "A" to Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide) (Item 12.3)

For disposition of this matter, refer to Item 5.

(h) ADJOURNMENT (Item 13)

(Pearson/Collins)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:56 a.m.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

Request to Speak to Committee of Council

Submitted on Wednesday, September 9, 2020 - 11:09 am

==Committee Requested==

Committee: Audit, Finance & Administration Committee

==Requestor Information==

Name of Individual: Ryan Verkerk

Name of Organization:

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request:

Disputing Water Bill. We were charged ~\$200 for water which was used for the watering of our new sod. We were also charged \$200+ for wastewater which was a service not used because the purpose of the water was for our new sod.

I would like our waste water bill to reflect an accurate amount. A satisfactory amount would be equal to the average over the past 2019 calendar year.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

Form: Request to Speak to Committee of Council

Submitted on Thursday, September 10, 2020 - 12:32pm

==Committee Requested==

Committee: Audit, Finance & Administration Committee

==Requestor Information==

Name of Individual: young kim

Name of Organization: young kim

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request:

I have big garden.

Way usage water and wastewater is same charge.

Lot year to me

Will you be requesting funds from the City? Yes

Will you be submitting a formal presentation? Yes



Hamilton

Procurement Sub-Committee

REPORT 20-001

1:00 pm

Thursday, August 27, 2020

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: Councillors L. Ferguson (Chair), J.P. Danko (Vice-Chair), and N. Nann

Absent with Regrets: Councillor T. Whitehead - Personal

1. Appointment of Chair and Vice-Chair (Item 1.1)

- (a) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.
- (b) That Councillor J.P. Danko be appointed as Vice-Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

2. 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)

- (a) That the City of Hamilton Procurement Policy, attached as Appendix "A" to Procurement Sub-Committee Report 20-001, be approved **as amended**;
- (b) That the item respecting recommendations and options for Councillors to comply with Policy 19 of the Procurement By-law be considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List; and,
- (c) That a By-Law to adopt and maintain a Procurement Policy for the City of Hamilton, in substantially the form set out in Appendix "A" **as amended**, to Procurement Sub-Committee Report 20-001, be enacted.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

The agenda for the August 27, 2020 Procurement Sub-Committee meeting was approved, as presented.

Audit, Finance & Administration Committee – September 24, 2020

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) MINUTES (Item 4)

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the motion to approve the minutes of the November 9, 2017 meeting.

(i) November 9, 2017

The Procurement Sub-Committee Minutes of the November 9, 2017 Meeting were approved.

Councillor Ferguson assumed the Chair.

(d) DISCUSSION ITEM (Item 9)

(i) 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)

Tina Iacoe, Procurement Manager, addressed Committee and provided a verbal overview of the report.

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the following amendment:

(a) That all references to Low Dollar Procurements of \$25,000, **be amended to \$10,000**; and

(b) That Policy # 5.1, Section 4.5.1 of Appendix "A" attached to Report FCS20022, respecting the 2020 Proposed Procurement Policy Review and Proposed Amendments, **be amended**, as follows:

POLICY # 5.1 - Low Dollar Value Procurements (up to but not including ~~\$25,000~~ **\$10,000**)

(1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.

(2) For procurements where there are no applicable City Contracts, the Client Department may directly procure Goods and/or Services with an estimated procurement value up to but not including ~~\$25,000~~ **\$10,000**. Neither a RFQ, RFP nor RFT is required for Low Dollar Value Procurements.

- (3) The General Managers may delegate Approval Authority to their staff for Low Dollar Value Procurements. This procurement function has been de-centralized and therefore, it is the responsibility of the respective General Manager to ensure that the Procurement Policy is adhered to.
 - (4) An authorized online Purchase Requisition is be utilized to initiate a Purchase Order and/or formal Contract process for any procurement over \$10,000.
- (c) ***That the increase to the minor purchasing threshold from \$10,000 to \$25,000 be referred back to staff for further refinement and a report back to the Procurement Sub-Committee.***

For disposition of this matter, refer to Item 2.

Councillor Ferguson assumed the Chair.

(e) ADJOURNMENT (Item 14)

There being no further business the Procurement Sub-committee adjourned at 2:48 p.m.

Respectfully submitted,

Lloyd Ferguson, Chair
Procurement Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

Procurement Policy



Hamilton

City of Hamilton

By-Law No. 20-XXXX

Procurement Section • Financial Services
Corporate Services

TABLE OF CONTENTS

<u>PROCUREMENT MISSION AND VISION</u>	3
<u>PROCUREMENT GOALS & OBJECTIVES</u>	4
<u>RESPONSIBILITIES & PROHIBITIONS OF PROCURING GOODS AND/OR SERVICES</u>	5
<u>DEFINITIONS AND INTERPRETATION</u>	8
<u>PROCUREMENT POLICY</u>	13
<u>POLICY # 1 - Vendor Eligibility</u>	13
<u>POLICY # 2 - Approval Authority</u>	18
<u>POLICY # 3 - Specifications</u>	23
<u>POLICY # 4 - Prequalification of Vendors</u>	25
<u>POLICY # 5 - Determining the Procurement Process</u>	26
<u>POLICY # 5.1 - Low Dollar Value Procurements</u>	27
<u>POLICY # 5.2 - Request for Quotations</u>	28
<u>POLICY # 5.3 - Request for Tenders (\$100,000 and greater)</u>	30
<u>POLICY # 5.4 - Request for Proposals (\$10,000 and greater)</u>	32
<u>POLICY # 6 - Unsolicited Proposals</u>	35
<u>POLICY # 7 - Construction Contracts</u>	36
<u>POLICY # 8 - Vendor Performance Evaluation</u>	37
<u>POLICY # 9 - Consulting and Professional Services</u>	38
<u>POLICY # 10 – Emergency Procurements</u>	39
<u>POLICY # 11 - Non-competitive Procurements</u>	40
<u>POLICY # 12 - Cooperative Procurements</u>	42
<u>POLICY # 13 - Authority to Execute Contracts</u>	43
<u>POLICY # 14 - Standardization</u>	40
<u>POLICY # 15 - Participation of Elected City Officials in the Procurement Process</u>	45
<u>POLICY # 16 - Disposal of Surplus and Obsolete Goods</u>	46
<u>POLICY # 17 - Conflicts of Interest</u>	47
<u>POLICY # 18 - Vendor Complaint Resolution</u>	48
<u>POLICY # 19 – Non-compliance with the Procurement Policy</u>	49
<u>POLICY # 20 – Review of the Procurement Policy</u>	50
<u>POLICY # 21 – Anti-Sweatshop Procurement</u>	51
<u>POLICY # 22 – In-House Bid Submissions</u>	53
<u>SCHEDULE A – Statement of Ethics for Public Procurement</u>	50
<u>SCHEDULE B – Exemptions</u>	55

PROCUREMENT MISSION AND VISION

Mission

To ensure that the procurement function meets the current and future needs of the corporation, provides an economical and efficient service and is considered a value-added partner in the securing of Goods and/or Services for the corporation.

Vision

A team of resourceful skilled professionals, working in partnership with their customers to procure the best Goods and/or Services in the most efficient manner.

PROCUREMENT GOALS & OBJECTIVES

SECTION 1

- (1) Procure the necessary quality and quantity of Goods and/or Services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public agency, in accordance with the Procurement Policy as approved by Council.
- (2) Encourage an open and competitive bidding process for the acquisition and disposal of Goods and/or Services, and the objective and equitable treatment of all vendors.
- (3) Ensure the best value of an acquisition is obtained. This may include, but not be limited to, the determination of the total cost of performing the intended function over the lifetime of the task, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact.
- (4) Procure Goods and/or Services with due regard to the preservation of the natural environment and to encourage the use of "environmentally friendly" products and services, as supported by the City's Strategic Plan.

RESPONSIBILITIES & PROHIBITIONS OF PROCURING GOODS AND/OR SERVICES

SECTION 2

(1) General Responsibilities

- (a) All City of Hamilton elected officials and staff delegated with the authority to procure shall comply with the Procurement Policy for the City of Hamilton. Without limiting the foregoing, such elected officials and staff shall follow the Statement of Ethics for Public Procurement attached as Schedule A to the Procurement Policy, the City's Code of Conduct for Employees Policy and Policy # 17 – Conflicts of Interest.
- (b) Procurement activities shall be subject to all applicable City of Hamilton policies and by-laws, any specific provisions of the *Municipal Act, 2001* and all other relevant Federal and Provincial legislation, as may be in effect from time to time.
- (c) Procurement by the City may be subject to the provisions of Trade Agreements and where an applicable Trade Agreement is in conflict with this Procurement Policy, the Trade Agreement shall take precedence.

(2) Procurement Section Responsibilities

The City's General Manager of Finance and Corporate Services shall operate a Centralized Procurement unit on behalf of the City of Hamilton in accordance with the requirements of the Procurement Policy. In carrying out this responsibility the General Manager of Finance and Corporate Services may appoint certain City staff to act on behalf of the City in entering into Contracts with third parties. The General Manager of Finance and Corporate Services may limit the authority to procure of that City staff, as deemed appropriate. The Procurement Section will therefore have the following specific responsibilities:

- (a) Be responsible for the administration of the Procurement Policy and will continually review the procurement of Goods and/or Services to ensure the City is receiving the best value.
- (b) Ensure that procurement transactions are conducted ethically and professionally in accordance with Schedule A – Statement of Ethics for Public Procurement.
- (c) Advise on the practicability of Specifications to ensure a maximum number of competitive Bids.
- (d) Advise on appropriate Acquisition Method.
- (e) Notify vendors who have expressed an interest in doing business with the City of the availability of the procurement documents.
- (f) Prepare necessary procurement documents and process Purchase Orders.
- (g) Advise and assist in the preparation of Contracts when requested.
- (h) Provide training and documentation on how to use the procurement module to users of the City's financial software application. Make available copies of the Procurement Policy and Procurement Procedures and Guidelines to all relevant City staff.
- (i) Maintain records of Acquisition Methods and procurement transactions as required.
- (j) Advise and assist where a procurement action may not conform to (an) applicable Trade Agreement(s) as early as possible in the procurement process.

(3) General Manager Responsibilities

- (a) Ensure all purchases are performed in accordance with the Procurement Policy and make required reports to the Council or any other interested party explaining why purchases are not in compliance with the Procurement Policy. The Procurement Section will offer advice and assistance in assuring that the Procurement Policy is adhered to upon request.
- (b) Delegate Approval Authority to the appropriate levels and maintain the responsibility for such actions including answering questions raised by such delegation.
- (c) Ensure appropriate action is taken on internal Audit Services recommendations.

(4) Internal Audit Responsibilities

Internal Audit Services shall conduct selected audits to ascertain adherence to the Procurement Policy. The Procurement Section and Council shall receive a copy of the audit results.

(5) Procurement Sub-Committee Responsibilities

The Procurement Sub-Committee shall:

- (a) Review and give input to the biennial report recommending any changes to the Procurement Policy in accordance with Policy #20 – Review of the Procurement Policy.
- (b) Be delegated the authority to impose an interim ban upon a vendor in accordance with Policy #1 – Vendor Eligibility.

(6) Prohibitions

The following activities are prohibited, unless specifically approved by Council:

- (a) Any attempt to evade or circumvent the requirements of the Procurement Policy including, but not limited to, the division of purchases to avoid the requirements of the Procurement Policy by any method, which includes purchases made using procurement cards.
- (b) Purchase by the City of any Goods and/or Services for personal use by or on behalf of any member of Council, employees of the City and their immediate families.
- (c) The acceptance of gifts, benefits, money, discounts, favours or other assistance by any member of Council, employees of the City, and their families contrary to the City of Hamilton Code of Conduct for Members of Council (Appendix H to the City's Procedural By-law No. 10-053, as amended, repealed or replaced from time to time), the City's Code of Conduct for Employees Policy or such other similar policy currently in force. The image and integrity of the employee and the City of Hamilton must be preserved at all times.
- (d) Purchase by the City from any member of Council or employee of the City, their family members or from any other source, that would result in a conflict of interest, unless that interest has been declared pursuant to the *Municipal Conflict*

of Interest Act or pursuant to the City's Code of Conduct for Employees Policy or such other similar policy currently in force.

(7) Exemptions

Those items listed in Schedule B - Exemptions, are exempt from the requirements of the Procurement Policy, save and except for Policy # 2 - Approval Authority.

DEFINITIONS AND INTERPRETATION

SECTION 3

Words and phrases used in the Procurement Policy for the City of Hamilton have the following meanings, unless expressly stated otherwise and all dollar values stated shall be in Canadian funds:

"Acquisition Method" means the process by which Goods or Services are procured.

"Approval Authority" means the authority to approve and award procurements, as well as any assignment or corporate change requests related to such procurements, up to the procurement values for the respective body or person(s) set out in Policy # 2 - Approval Authority.

"Approved Products Listing" means the listing of approved Goods for use with road, watermain, sewer, lighting and traffic signal work as maintained by the City's Standard and Approved Products Committee.

"Authorized Delegate" means the person who has been delegated by Council an Approval Authority and includes any other person further sub-delegated such Approval Authority in accordance with the Procurement Policy. An Authorized Delegate includes a person authorized to act on their behalf temporarily.

"Bid" means an offer or submission from a vendor in response to a Request for Quotations, Request for Tenders, Request for Proposals, Request for Rostered Candidates or Request for Prequalifications issued by the City.

"Centralized Procurement" refers to the activities conducted by the Procurement Section of the City's Corporate Services Department, which facilitates the purchase of all Goods and/or Services in accordance with the requirements of the Procurement Policy.

"Child" means any person under the age of 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or under the age of 14 if minimum age law is set at that age in accordance with exceptions set out for developing countries under International Labour Organization ("ILO") Convention 138.

"City" means the City of Hamilton.

"City Event" means an event organized and hosted by the City.

"City Manager" means the City Manager of the City of Hamilton.

"Client Department" means the City department initiating the acquisition of the Goods and/or Services.

"Consulting and Professional Services" means services rendered by members of a recognized profession or possessing a special skill. Such services are generally acquired to obtain information, advice, training or direct assistance.

"Contract" means a legal agreement between two or more parties, usually written, or a Purchase Order.

"Cooperative Procurement" means coordination of City purchases with purchases of other government bodies, public authorities, conservation authorities, municipalities, academia, schools and hospitals (MASH) sector and not-for-profit organizations.

"Council" means the Council of the City of Hamilton.

"Emergency" means a situation, or the threat of an impending situation, which may affect the environment, life, safety, health and/or welfare of the general public, or the property of the residents of the City, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

"Energy Commodities" means electricity, Green Power, natural gas, methane and all other petroleum based fuel products such as: diesel, bio-diesel, unleaded, fuel oil, propane and any other bulk commodity primarily used by the City for the purpose of heating and cooling of buildings and other structures, electricity generation, cogeneration and the fuelling of City fleets, as determined by the City's Manager of Energy Initiatives.

"General Manager" means the head of a City department or person authorized to act on their behalf temporarily, and includes the Medical Officer of Health and the City Manager.

"Goods" includes supplies, equipment, materials, products, structures and fixtures to be delivered, installed or constructed.

"Green Power" means electricity generated from renewable energy sources, such as certified water power, solar, biogas, biomass and wind. Other terms for Green Power include: Green Power certificates, tradable renewable certificates or "Green Tags". These attributes, embodied in a certificate, may be bought and sold either bundled or unbundled with commodity electricity.

"In-House Bid" means a Bid that is prepared by an internal City department and is submitted in response to a City competitive procurement process and in competition with external vendors.

"Joint Venture" means an association of two or more persons who combine their expertise and resources in a single joint business enterprise to qualify, bid, and perform the Contract. Joint Ventures, sometimes referred to as a consortium, may take the form of a partnership or special purpose vehicle. All persons of a Joint Venture must be eligible persons.

"Litigation" means any dispute between the City and a vendor, where a legal proceeding, including third party and cross claims or other form of adjudication has been commenced, or is reasonably contemplated, either by the vendor, or any officer or director of the vendor either directly or indirectly through a corporation or personally, against the City, its elected representatives, appointed officers, or employees, or by the City in relation to any contract or services or any matter arising from the City's exercise of its powers, duties, or functions.

"Low Dollar Value Procurements" means the process of procuring Goods and/or Services with an estimated annual procurement cost of up to but not including \$10,000.

"Lowest Compliant Bid" means a Bid with the lowest price meeting all requirements of a RFQ, RFP or RFT, subject to any rights or privileges reserved by the City contained in the respective procurement document, or unless otherwise approved by Council.

"Mixed Revenue Contracts" means a combination of various types of Revenue Generating Contracts.

"Manager of Procurement" means the Manager of Procurement for the City of Hamilton or a person authorized to act on behalf of the Manager of Procurement on an interim basis.

"Procurement Policy" means the procurement policies approved by Council, as amended from time to time.

"Procurement Procedures and Guidelines" means the procurement procedures and guidelines approved by the City's Director of Financial Services & Corporate Controller, as amended from time to time.

"Profit Sharing Contracts" means contracts whereby the City receives a portion of revenues, sales or profits earned by a third party under contract with the City.

"Purchase Order" means a written offer to procure Goods and/or Services or a written acceptance of an offer, in a form acceptable to the City Solicitor.

"Purchase Requisition" means an internal online request by a Client Department to the Procurement Section for procurement of Goods and/or Services.

"Request for Information" or "RFI" means a process where information is requested from vendors regarding their interest in, or the feasibility and availability of, specific Goods and/or Services in the marketplace and to determine if there are enough vendors to justify a Request for Proposals or Request for Tenders. An RFI may also gather information on potential suppliers and assist Client Departments with their understanding of the marketplace and potential solutions. An Expression of Interest or "EOI" shall be considered an RFI.

"Request for Prequalification's" or "RFPQ" means a process where information is requested from vendors to determine whether or not the vendor has the capability in all respects to perform the contract requirements. The Request for Prequalifications process is initiated before a RFP or RFT is issued and only prequalified vendors are eligible to submit a Bid on such procurements.

"Request for Proposals" or "RFP" means a formal request for prices and details on Goods and/or Services from vendors, where the Goods and/or Services may not be able to be fully defined or specified or when alternate methods are being sought to perform a certain function or service, at the time of the request.

"Request for Quotations" or "RFQ" means an informal request for prices on Goods and/or Services with an estimated procurement cost between \$10,000 and up to but not including \$100,000, and where comprehensive technical Specifications can be developed. Request for Quotations may be processed by the Client Department.

"Request for Roster Candidates" or "RFRQ" means a procurement document issued by the City requesting pricing and details with respect to vendors, with the intent of creating an approved list of vendors known as rostered candidates, and whereby work assignments under a specific cost limit will be offered by the City to said rostered candidates on an as-needed basis over a three year period.

"Request for Roster Quotations" or "RFRQ" means an informal request for costing from roster candidates for category specific consulting services with an estimated procurement cost between \$150,000 and up to but not including \$250,000.

"Request for Tenders" or "RFT" means a formal request for prices on Goods and/or Services from vendors, where the Goods and/or Services are able to be fully defined or specified at the

time of the request.

"Revenue Generating Contracts" means a legal agreement between the City and a third party that yields a financial return for the City. Revenue Generating Contracts include, but are not limited to:

- (a) Service Revenue Contracts; and
- (b) Profit Sharing Contracts; and
- (c) Mixed Revenue Contracts; and
- (d) advertising Contracts.

"Services" means all professional, consulting, construction or maintenance services, as well as any other services described in a Contract or in a RFQ, RFT or RFP.

"Service Revenue Contracts" means the sale of Goods and/or Services by the City to a third party.

"Specifications" means the detailed description of, and written requirements and standards for, Goods and/or Services contained in a RFQ, RFP or RFT to the extent known or available to the Client Department, and also includes any drawings, designs and models.

"Sponsorship" means a financial contribution or in-kind contribution of goods or services provided to the City in return for recognition, and includes advertising sold in support of a City Event.

"Standardization" is a management decision-making process that examines a specific common need or requirement and then selects a Good and/or Service that best fills that need to become the standard.

"Sweatshop" means a facility where individuals manufacture, assemble or produce consumer goods in working conditions that constitute Sweatshop Conditions.

"Sweatshop Conditions" means working conditions that include any of the following:

- (a) employees are not provided with working conditions that: meet or exceed the International Labour Organization ("ILO") Conventions' standards governing forced labour (ILO Convention 29 – Forced Labour Convention, 1930) and (ILO Convention 105 - Abolition of Forced Labour Convention, 1957), child labour (ILO Convention 138 – Convention concerning Minimum Age for Admission to Employment – the "Minimum Age Convention, 1973" and United Nations Convention On The Rights Of The Child – November 20, 1989, Article 32), payment of wages (ILO Convention 95 - Protection of Wages Convention, 1949), hours of work, occupational health, occupational safety, and non-discrimination (ILO Convention 111 – Discrimination {Employment and Occupation, 1958}); and are in compliance with all applicable federal, state, provincial and local laws of the locality of manufacture; and
- (b) employees are compensated by their employer at an hourly rate below the poverty threshold; and
- (c) employees are subject to forced labour practices, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise; and
- (d) employees are under the age of 18 are exposed to situations, in or outside the

workplace, that are hazardous, unsafe or unhealthy; and

- (e) employees are not provided with a minimum of one day off for every seven-day period; and
- (f) employees are subject to physical, sexual, psychological abuse or harassment, verbal abuse, or any other form of abuse, including corporal punishment; and
- (g) employees are not provided with a safe and hygienic workplace, including access to clean toilet facilities and safe drinking water.

"Time-Sensitive" means a situation for which the timing to complete the procurement is paramount, but the time available to follow normal procedures is insufficient.

"Trade Agreements" means the *Canadian Free Trade Agreement (CFTA)*, *Trade and Cooperation Agreement between Ontario and Quebec (OQTCA)*, *Comprehensive Economic and Trade Agreement (CETA)* between Canada and the European Union and such further and other agreements that apply to municipal procurement.

PROCUREMENT POLICY
POLICY # 1 - Vendor Eligibility

SECTION 4.1

- (1) The City will make reasonable efforts to maintain an electronic vendor database of those vendors who have expressed an interest in doing business with the City and who have completed an online registration process.
- (2) Without limiting or restricting any other right or privilege of the City and regardless of whether or not a Bid otherwise satisfies the requirements of a Request for Prequalifications, RFP or RFT, the City may reject any Bid from a vendor where,
 - (a) in the opinion of the City, the commercial relationship between the City and the vendor has been impaired by the act(s) or omission(s) of such vendor including but not limited to any one or more of the following having occurred within the five year period immediately preceding either the date on which the RFP or RFT is awarded or the date on which the vendor has been shortlisted pursuant to a Request for Prequalifications:
 - (i) the vendor being involved in Litigation with the City;
 - (ii) act(s) or omission(s) resulting in a claim by the City under any security submitted by the vendor on a RFP or RFT, including but not limited to a bid bond, a performance bond, or warranty bond;
 - (iii) the failure of the vendor to pay, in full, any outstanding payments (and, where applicable, interest and costs) owing to the City by such vendor, after the City has made demand for payment of same;
 - (iv) the vendor's refusal to follow reasonable directions of the City or to cure a default under any Contract with the City as and when required by the City;
 - (v) the vendor's refusal to enter into a Contract with the City after the vendor's Bid has been accepted by the City;
 - (vi) the vendor's unsatisfactory performance as determined by the City in its absolute discretion, including the vendor's refusal to perform or to complete performance of a Contract with the City;
 - (vii) the vendor having unlawfully or unreasonably threatened, intimidated, harassed, or otherwise interfered with an attempt by any other prospective vendor to bid for a City Contract or to perform any Contract awarded by the City to that vendor;
 - (viii) the vendor having discussed or communicated, directly or indirectly, with any other vendor or their agent or representative about the preparation of the vendor's Bid including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge of any other vendor making a Bid for the same work except in the instance of a Joint Venture where one is permitted.
 - (ix) the vendor having unlawfully or unreasonably threatened, intimidated, harassed, assaulted or committed battery against, or otherwise interfered with an official, employee, representative, agent or independent consultant or contractor of the City in the performance of his or her duties or in any way attempted to influence such persons;

- (x) the vendor has on one or more occasions, in the performance of a Contract with the City, deliberately, with wilful blindness or negligence, save and except an inadvertent error corrected to the satisfaction of the City within a reasonable time, as determined by the City,
 - 1. over-billed, double-billed and/or retained a known over-payment, or has failed to notify the City of an over-payment or duplicate payment;
 - 2. billed for items not supplied;
 - 3. billed for items of one grade, while supplying items of an inferior grade;
 - 4. made a misrepresentation as to the quality or origin of Goods, their functionality or suitability for a purpose, or their performance characteristics;
 - 5. submitted false or misleading information to the City;
 - 6. acted in conflict with the City's interests;
 - 7. misappropriated any property or right of the City, in any form; or
 - 8. committed any other form of sharp or deceptive practice;
 - (xi) any other act or omission by the vendor that the City deems to impair the commercial relationship between the City and the vendor.
- (b) in the opinion of City there are reasonable grounds to believe that it would not be in the best interests of the City to enter into a Contract with the vendor, including but not limited to:
- (i) the conviction of that vendor or any person with whom that vendor is not at arm's length within the meaning of the *Income Tax Act* (Canada) of an offence under any taxation statute in Canada;
 - (ii) the conviction or finding of liability of that vendor under the *Criminal Code* or other legislation or law, whether in Canada or elsewhere and whether of a civil, quasi-criminal or criminal nature, of moral turpitude including but not limited to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation;
 - (iii) the conviction or finding of liability of that vendor under any environmental legislation, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that vendor for the environmental well-being of the communities in which it carries on business;
 - (iv) the conviction or finding of liability of that vendor relating to product liability or occupational health or safety, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that vendor for the health and safety of its workers or customers;
 - (v) the conviction or finding of liability of that vendor under the financial securities legislation whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that vendor for its stakeholders.
- (3) For the purposes of subsections (2), (4), (5), (6), (7)(d), (8), (9) and (10) of this Policy # 1, a reference to a vendor shall also include: an officer, a director, a majority or

controlling shareholder, or a member of the vendor, if a corporation; a partner of the vendor, if a partnership; any corporation to which the vendor is an affiliate of or successor to, or an officer, a director or a majority or controlling shareholder of such corporation; a Joint Venture; and any person with whom that the vendor is not at arm's length within the meaning of the *Income Tax Act* (Canada).

- (4) In the circumstances described in subsections (2) and (9), the City may, in addition or in the alternative to rejecting a Bid from a vendor, ban a vendor from competing for or being awarded any City Contract for a period of up to ten years.
- (5) Without limiting or restricting any other right or privilege of the City, the City may refuse to enter into a Contract with a vendor where any of the circumstances described in (2)(a), (2)(b) or (9) of this Policy # 1 have occurred within the five year period preceding the date on which the refusal to enter into the Contract is approved by Council. In addition, or in the alternative to refusing to enter into the Contract, the City may ban a vendor from competing for or being awarded any City Contract for a period of up to ten years as approved by Council
- (6) Except with the prior express written consent of the City,
 - (a) a vendor and its representatives shall not act on behalf of the City with respect to any matter, issue or in connection with any property in which the vendor or any employee or subcontractor of the vendor has a direct or indirect pecuniary interest, including any contingent interest;
 - (b) a vendor shall not act in any case where there may be any conflict of interest between it and the City, and each vendor shall notify the City, in writing, immediately of any potential conflict of interest that may arise prior to the award of any contract and fully disclose any details thereof;
 - (c) before submitting any Bid to act on behalf of the City, the vendor shall exercise reasonable due diligence to confirm that there is no conflict of interest within the contemplation of this subsection; and
 - (d) failure on the part of a vendor to declare a conflict of interest to the City and to obtain the City's prior express written consent to waive the conflict of interest shall result in the vendor being ineligible to Bid and shall form a basis for rejection of a Bid submitted to the City.
- (7) Where the Contract is awarded to a vendor who has made an unauthorized amendment to the City's pre-printed forms (e.g. *Form of Proposal* or *Form of Tender*) or other documents submitted as part of the vendor's Bid, then within a reasonable time of the City discovering that unauthorized amendment, the City may,
 - (a) permit the vendor to withdraw an unauthorized amendment to the City's *Form of Proposal* or *Form of Tender*, at no cost to the City; or
 - (b) cancel or terminate the Contract without any compensation whatsoever to the vendor by giving written notice to that effect to the vendor; or
 - (c) recover from such vendor any amounts the City paid to the vendor and all costs, expenses, damages and losses incurred or accrued by the City as a result of the unauthorized amendment; or

- (d) ban such vendor from competing for or being awarded any City Contract for a period of up to ten years where, in the opinion of Council, the change was made by the vendor as part of a deliberate attempt to deceive and such deception has resulted in an impairment of the commercial relationship between the City and such vendor,
- or any combination of the foregoing.
- (8) Where a vendor has the Lowest Compliant Bid to a RFT or RFP or has the successful Bid in accordance with the evaluation methodology set out in a RFP, which Bid has been rejected due to the vendor's failure to initial a legible change such as an erasure, strike out, white out, cross out or overwriting, within one business day of the City's request, the vendor shall also be banned from competing for or being awarded any City Contract for a period of one year. Only the ban, and not the rejection of the Bid, may be challenged by the vendor in accordance with Policy # 18 – Vendor Complaint Resolution.
- (9) No Lobbying and Single Point of Contact
- (a) A vendor and its representatives are prohibited from engaging in any form of public comment, political statement or other lobbying, of any kind whatsoever, that may or could influence the outcome of the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ initiated by the City and therefore shall not:
- (i) make any public comment, respond to questions in a public forum, or carry out any activities to publicly promote or advertise their qualifications, their service or product, or their interest in an RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ;
 - (ii) communicate with the City regarding an RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ except through the Manager of Procurement or designate identified in the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ, who shall be the single point of contact for that procurement document. Having a single point of contact for the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ is intended to allow all other persons involved with the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ on behalf of the City to avoid any perception of a conflict of interest and to conduct the procurement set out in the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ in as fair and objective a manner as possible;
 - (iii) make any attempt to contact, directly or indirectly, any of the following persons, with respect to an RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ,
 1. any member of an evaluation team;
 2. any member of a costing team;
 3. any expert, independent consultant or other advisor assisting the City;
 4. any elected City official;
 5. any staff of the City of Hamilton or its advisors; or
 6. any other persons connected in any way with the procurement document,
- until such time when the RFI/RFPQ/RFQ/RFT/RFP/RFRC/RFRQ is cancelled or awarded.
- (b) A vendor who has been awarded a Contract shall not engage in any contact or activities in an attempt to influence any elected City official or City staff with

respect to the purchase of additional enhancements, requirements, options, or modules. A vendor may communicate with the City and City staff for the purposes of administration of the Contract during the term of the Contract.

The determination of what constitutes an attempt to influence shall be at the sole discretion of the City, acting reasonably, and is not subject to challenge under Policy # 18 - Vendor Complaint Resolution.

- (c) The restrictions outline in subsection (a) and (b) of Policy #1 do not preclude the vendor from pursuing its remedies under Policy # 18 Vendor Complaint Resolution.
- (10) Where the Manager of Procurement has demonstrated and the Procurement Sub-Committee is satisfied that there is sufficient evidence of act(s) or omission(s) described in this Policy #1 on the part of a vendor, the Procurement Sub-Committee may impose an interim ban upon the vendor from competing or being awarded any City Contract, under the following circumstances:
- (a) while an investigation is being conducted by the Manager of Procurement;
 - (b) while there is documented poor performance or non-performance that has not been resolved to the City's satisfaction and which has impaired the commercial relationship between the City and the vendor such that the vendor ought to be precluded from submitting bids on other contracts until the vendor performance issues have been rectified; or
 - (c) when a vendor has been found to be in breach of a City Contract and which breach has impaired the commercial relationship between the City and the vendor such that an interim ban is necessary in order to preclude the vendor from submitting bids on other contracts pending Litigation or a final ban.

The interim ban may be imposed for a period of up to 12 months. The Procurement Sub-Committee's decision shall be final with respect to the interim ban.

- (11) Where an interim ban is imposed under subsection (10), the Manager of Procurement shall, prior to the expiry of the interim ban, report to the appropriate standing committee of Council the status of the investigation and any recommendations for further action.

POLICY # 2 - Approval Authority

SECTION 4.2

- (1) Any person delegated Approval Authority pursuant to this Policy # 2 shall ensure that an approved budget exists for the proposed procurement and that such procurement does not violate any City policies or any applicable law. Any such procurement shall also satisfy any applicable audit requirements of the City.
- (2) The following body and persons shall have the respective Approval Authority as set out below:
 - (i) **Council** must approve the funding for any procurement of a value of \$250,000 or greater.
 - (ii) **City Manager** must approve the funding for any procurement of a value of \$100,000 up to but not including \$250,000. The City Manager may sub-delegate such Approval Authority to his/her staff, who are referred to as an Authorized Delegate in the table below, at the procurement values he/she deems appropriate. Staff who have been further delegated Approval Authority from the City Manager to approve procurements **shall have no authority to** delegate this Approval Authority to any other person. The City Manager may also exercise the Approval Authority of a General Manager.
 - (iii) **General Managers** are authorized to approve the funding for procurements of a value up to but not including \$100,000, save and except for Policy #9 – Consulting and Professional Services and in an Emergency wherein Policy # 10 Emergency Procurements shall apply. **Only** General Managers may sub-delegate such Approval Authority to their staff, who are referred to as an Authorized Delegate in the table below, at the procurement values they deem appropriate. Staff who have been further delegated Approval Authority from their General Manager to approve procurements **shall have no authority to** delegate this Approval Authority to any other person.
- (a) The following chart indicates the approval authorities for various Procurement Policies in accordance with this Policy #2 as well as the persons having the authority to execute contracts in accordance with Policy #13 Authority to Execute Contracts.

PROCUREMENT POLICY		ESTIMATED PROCUREMENT VALUE (\$, Canadian Funds, exclusive of applicable taxes)	APPROVAL AUTHORITY POLICY #2	AUTHORITY TO EXECUTE CONTRACTS POLICY #13 *
Policy # 5.1	Low Dollar Value Procurements	Up to but not including \$10,000	General Manager or Authorized Delegate	Person who exercised the Approval Authority for the procurement.
Policy # 5.2	Request for Quotations	\$10,000 up to but not including \$100,000	General Manager or Authorized Delegate	Person who exercised the Approval Authority for the procurement.
Policy # 5.4	Request for Proposals	\$10,000 up to but not including \$100,000	General Manager or Authorized Delegate unless any of the conditions in subsection (3) of Policy #2 apply, then Council approval is required.	General Manager and City Manager
Policy # 5.3	Request for Tenders	\$100,000 up to but not including \$250,000	City Manager or Authorized Delegate unless any of the conditions in subsection (3) of Policy # 2 apply, then Council approval is required.	General Manager and City Manager
Policy # 5.4	Request for Proposals		For linear construction Contracts issued in conjunction with the Public Works Department, the General Manager of Public Works or Authorized Delegate unless any of the conditions in subsection (3) of Policy # 2 apply, then Council approval is required.	General Manager of Public Works and City Manager

PROCUREMENT POLICY	ESTIMATED PROCUREMENT VALUE (\$, Canadian Funds, exclusive of applicable taxes)	APPROVAL AUTHORITY POLICY #2	AUTHORITY TO EXECUTE CONTRACTS POLICY #13 *
Policy # 5.3 Request for Tenders Policy # 5.4 Request for Proposals	\$250,000 or greater	Council a) where the funds to procure the goods and services have been previously approved through the budget process;	General Manager and City Manager
		b) for all other Contracts; c) where any of the conditions in subsections (3) and (4) of Policy # 2 apply.	City officials named in the Council resolution shall execute such Contracts on behalf of the City. Where City officials have not been named in the Council resolution, the Mayor and Clerk shall execute such Contract
		For linear construction Contracts issued in conjunction with the Public Works Department, the General Manager of Public Works or Authorized Delegate unless any of the conditions in subsection (3) of Policy # 2 apply, then Council approval is required.	General Manager of Public Works and City Manager
Policy # 7 Construction Contracts (applicable to existing contracts with unexpected circumstances)	\$10,000 or greater	General Manager (Policy #7 <i>Construction Contracts Form</i>)	Where the existing contract requires a formal amendment, same persons as existing contract.

PROCUREMENT POLICY		ESTIMATED PROCUREMENT VALUE (\$, Canadian Funds, exclusive of applicable taxes)	APPROVAL AUTHORITY POLICY #2	AUTHORITY TO EXECUTE CONTRACTS POLICY #13 *
Policy # 10	Emergency Procurements	\$10,000 or greater	General Manager	General Manager
Policy # 11	Non-competitive Procurements (single source and short supply)	Up to but not including \$250,000	General Manager	General Manager
		\$250,000 or greater	Council	City officials named in the Council resolution shall execute such Contracts on behalf of the City. Where City officials have not been named in the Council resolution, the Mayor and Clerk shall execute such Contract.
Policy # 11	Non-competitive Procurements (extension)	Any value where the extension does not exceed 18 months from Contract expiry	General Manager	General Manager
		Any value where the extension exceeds 18 months from Contract expiry	Council	City officials named in the Council resolution shall execute such Contracts on behalf of the City. Where City officials have not been named in the Council resolution, the Mayor and Clerk shall execute such Contract.

*(persons authorized to execute the Contract and all necessary associated documents. Includes persons in an acting position)

- (3) The Client Department in conjunction with the Procurement Section shall submit a report to Council and the appropriate standing committee recommending award of an RFT or RFP if **ANY** of the following conditions apply:
 - (a) the value of the Bid being recommended for award and any contingency allowance are in excess of the Council approved budget including any contingency allowance, or
 - (b) for capital projects, when the final competitively procured cost of the proposed procurement exceeds the amount provided in the Council approved capital budget for that project by \$250,000 or greater, or
 - (c) for RFTs, the award is not being made for the Lowest Compliant Bid, or
 - (d) for RFPs, the award is not being made in accordance with evaluation methodology set out in the RFP, or
 - (e) where in the opinion of the City Manager, the Client Department's award recommendation is not in the best interest of the City, or
 - (f) there are Provincial or Federal government requirements for Council approval.
- (4) The Client Department shall submit a report to Council and the appropriate standing committee recommending a single source procurement of \$250,000 or greater in accordance with Policy #11 – Non-competitive Procurements.
- (5) Council may delegate further Approval Authority as it considers necessary from time to time, including but not limited to, any extended time periods during which Council does not meet.
- (6) The City's Director of Financial Services & Corporate Controller shall prepare a quarterly status report to Council on Request for Tenders and Request for Proposals which shall identify those procurements:
 - (a) which have been issued, but not yet closed,
 - (b) which have closed and are under review, and
 - (c) which have been awarded or cancelled,since the previous status report.
- (7) The issuance and approval of award of a Revenue Generating Contract of any value requires the approval of the General Manager of the Client Department. It will be at the discretion of the General Manager of the Client Department whether to also seek Council approval on the issuance and/or approval of award of a Revenue Generating Contract.
- (8) Acceptance of a Sponsorship of any value requires the approval of the General Manager of the Client Department. It will be at the discretion of the General Manager of the Client Department whether to also seek Council approval on the City's acceptance of a Sponsorship.

POLICY # 3 - Specifications

SECTION 4.3

- (1) The following requirements shall be followed in the preparation of the Specifications:
 - (a) Specifications are to be detailed but not brand specific, unless standardized in accordance with Policy # 14 – Standardization to maintain a competitive procurement process.
 - (b) Where the Specification requirements of the Client Department will result in a single source purchase, the Client Department shall follow Policy # 11 – Non-competitive Procurements.
 - (c) Where the Specifications relate to matters that are addressed under the Corporate Energy Policy, they shall be approved by the City's Manager of Energy Initiatives to ensure that they meet the requirements of said policy.
 - (d) Client Departments shall advise the Information Technology Division of proposed procurements that relate to new software purchases and shall comply with the Corporate Computer and Technology Acceptable Use Policy and Security Policies. Specifications shall be approved by Director of Information Technology or Authorized Delegate to ensure that they meet the requirements of said policies.
 - (e) Vendors or potential vendors shall not be requested to expend time, money or effort on design or in developing Specifications or otherwise to help define a requirement beyond the normal level of service expected from vendors. Where such services are required,
 - (i) the Manager of Procurement must be advised;
 - (ii) the contracted vendor will be considered a consultant and will not be allowed to make an offer of the supply of the Goods and/or Services;
 - (iii) where a vendor is retained or is anticipated to be retained to complete pre-Bid services, feasibility studies, preliminary design or development work, the Client Department shall engage the Procurement Section during the preliminary planning stages of the project to determine if follow-on or multi-phase assignments are anticipated and to determine the appropriate competitive procurement process to be used and whether a report to Council is necessary with respect to the project;
 - (iv) a fee shall be paid, the amount of which shall be determined and agreed upon by the vendor before the services commence; and
 - (v) the detailed Specifications shall become the property of the City, and can be used in obtaining Bids.
 - (f) Where it is not possible to prepare precise Specifications to issue a Request for Tenders, a Request for Proposals shall be issued. The Client Department, in cooperation with the Procurement Section, shall prepare evaluation criteria and weightings for the criteria. The RFP shall clearly distinguish those requirements that are deemed mandatory and non-mandatory and shall clearly outline how these items will be evaluated.
 - (g) When preparing the Specifications, the Client Department shall be knowledgeable of the *Ontarians with Disabilities Act, 2005* and the regulations thereunder, as amended, re-enacted or replaced from time to time, and the City's

Barrier Free Design Guidelines 2006 or the most recent version and apply those requirements with respect to procuring Goods and/or Services and in the development of the Specifications.

- (h) When preparing the Specifications, the Client Department shall consider the amount of packaging that would be associated with the procurement of a Good. If the required level of packaging is felt to be too excessive, then the Specifications for those Goods will require the vendor to be responsible for and bear the cost for the removal and disposal of the packaging materials.
- (2) The preparation of the Specifications for Request for Quotations, Request for Proposals or Request for Tenders shall be the responsibility of the Client Department. Specifications shall be approved by the Client Department Authorized Delegate and shall be forwarded directly to the Procurement Section with approval attached.
- (3) The Procurement Section shall have the authority to review and recommend improvements to the Specifications when deemed necessary. The Client Department shall cooperate with the Procurement Section in the finalization of the Specifications. Should the Procurement Section and the Client Department not be able to reach agreement on Specifications within the allotted timeline, the General Managers of the Client Department and of Finance and Corporate Services Department will attempt to resolve the matter.
- (4) The City may issue a RFI through Centralized Procurement. A RFI can be used to determine if there is sufficient vendor interest to justify proceeding with a competitive procurement process and/or to gain additional information on the Good and/or Service from the vendor community. Any resulting competitive procurement process will be issued in accordance with Policy # 5 – Determining the Procurement Process.

POLICY # 4 - Prequalification of Vendors

SECTION 4.4

- (1) The purpose for prequalification of vendors is to ensure that each vendor intending to perform work on a City Contract can demonstrate its capability to provide the necessary expertise and resources to satisfactorily complete the work required.
- (2) Prequalification of vendors shall be issued through Centralized Procurement and will only be considered in the following circumstances:
 - (a) the work will require substantial project management by the City if the vendor is not appropriately experienced and could result in a substantial cost to the City;
 - (b) the Goods and/or Services to be purchased must meet national safety standards;
 - (c) the work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials, or financial requirements;
 - (d) there could be a substantial impact on City operations if the work is not satisfactorily performed the first time;
 - (e) where time requirements necessitate efficient use of time and expertise;
 - (f) any other circumstances deemed appropriate by the Manager of Procurement.
- (3) Prequalification requires vendors to provide such information as requested by the City to determine that the vendor and, where necessary, any applicable sub-contractors have the capability in all respects to perform the contract requirements. This information may include such things as:
 - (a) previous experience on similar work (firm and staff assigned);
 - (b) capacity to fulfill the contract requirements; and
 - (c) the facilities and/or equipment to perform the work.
- (4) Vendor submissions will be evaluated, ranked, and a list of prequalified vendors will be established.

POLICY # 5 - Determining the Procurement Process

SECTION 4.5

- (1) Sales taxes, excise taxes, value added taxes, duties and shipping shall be excluded in determining the procurement limit of Authorized Delegates and the type of procurement process to be followed.
- (2) The dollar values identified in this Procurement Policy represent the **annual** estimated procurement value for a Good and/or Service to be procured. The annual estimated procurement value is the cumulative value of a particular Good and/or Service in one calendar year. For multi-year Contracts, the estimated total procurement value over the term of the Contract, including any renewal periods, shall be used as the basis for determining which procurement process and Approval Authority applies.
- (3) It should be the intent of the Client Department to procure Goods and/or Services of like nature as a combined effort.
- (4) Where Provincial and/or Federal Governments impose unique requirements in order to qualify for funding, the City's procurement documents will be amended to include those provisions.
- (5) Where there is an incumbent vendor on a corporate City Contract which is of a highly sensitive nature due to the risk associated with financial loss, confidentiality or the handling of sensitive information, a report shall be forwarded to the applicable standing committee of Council and Council to seek direction on the type of procurement process to be followed for the acquisition of the Good and/or Service.
- (6) Where the estimated gross revenue for a Revenue Generating Contract is \$10,000 or greater, the Revenue Generating Contract shall follow the RFP or RFT process through Centralized Procurement.

Service Revenue Contracts of any value shall be exempt from the public procurement processes outlined in the Procurement Policy, save and except Policy # 2 – Approval Authority and Policy # 13 – Authority to Execute Contracts. Mixed Revenue Contracts are not exempt.

In the event that a Revenue Generating Contract falls under more than one City Policy, both Policies must be adhered to unless that Contract and/or the other City Policy is specifically exempted from the Procurement Policy.

**POLICY # 5.1 - Low Dollar Value Procurements
(up to but not including \$10,000)**

SECTION 4.5.1

- (1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
- (2) For procurements where there are no applicable City Contracts, the Client Department may directly procure Goods and/or Services with an estimated procurement value up to but not including \$10,000. Neither a RFQ, RFP nor RFT is required for Low Dollar Value Procurements.
- (3) The General Managers may delegate Approval Authority to their staff for Low Dollar Value Procurements. This procurement function has been de-centralized and therefore, it is the responsibility of the respective General Manager to ensure that the Procurement Policy is adhered to.
- (4) An authorized online Purchase Requisition is be utilized to initiate a Purchase Order and/or formal Contract process for any procurement over \$10,000.

**POLICY # 5.2 - Request for Quotations
(\$10,000 – up to but not including \$100,000)**

SECTION 4.5.2

- (1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
- (2) For procurements where there are no applicable City Contracts, a Request for Quotations process is used by the Client Department for Goods and/or Services with an estimated procurement value of between \$10,000 and up to but not including \$100,000 in the following manner:
 - (a) the applicable templated Request for Quotations documents shall be used to issue and secure Bids from vendors unless otherwise previously approved by the Procurement Section;
 - (b) a minimum of three compliant Bids from different vendors shall be obtained by any method of written communication unless otherwise approved by the Procurement Section;
 - (c) in seeking the vendors for Request for Quotations, staff shall also use the electronic vendor database;
 - (d) Bids must be received from a minimum of three separate vendors;
 - (e) a "No Bid" response shall not be considered a valid Bid;
 - (f) all vendors shall receive the same Request for Quotations written information;
 - (g) the Request for Quotations shall be awarded to the Lowest Compliant Bid; and
 - (h) all written Bids shall be retained in the Client Department files in accordance with City By-law No. 11-040 (To Establish Retention Periods for Records of the City of Hamilton), as amended, re-enacted or replaced from time to time.

The Manager of Procurement may waive the requirement for three Bids, but will only do so where the Client Department has demonstrated to the satisfaction of the Manager of Procurement that a minimum of three Bids cannot be obtained.

- (3) Any multi-year Request for Quotations, including any contract with option(s) to extend, issued by the Client Department must be reviewed and approved by the Procurement Section prior to the RFQ being issued. As well, all Bids received in response to a multi-year Request for Quotations and any award recommendation shall also be reviewed by the Procurement Section to ensure compliance with the RFQ this Policy #5.2.
- (4) Staff is encouraged to seek more than the minimum three written Bids to ensure a more competitive process and to utilize any Request for Quotations template provided by the Procurement Section.
- (5) In the event that two or more identical Bids are received and are the Lowest Compliant Bids, best and final offers will be solicited from each of these vendors in order to break the tie. If this effort is unsuccessful, then a draw will be held to determine the successful vendor.
- (6) The Procurement Section shall assist when requested by the Client Department, or when deemed necessary, with the Request for Quotations process.

- (7) An authorized online Purchase Requisition shall be utilized to initiate a Purchase Order and/or formal Contract process.
- (8) When a Client Department would like to issue an RFP in lieu of a Request for Quotations, the RFP shall be issued by the Procurement Section in the same manner as for Requests for Proposals in Policy # 5.4 of the Procurement Policy.

POLICY # 5.3 - Request for Tenders (\$100,000 and greater)

SECTION 4.5.3

- (1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
- (2) For procurements where there are no applicable City Contracts,
 - (a) the Request for Tenders process is to be used for Goods and/or Services with an estimated procurement value of \$100,000 or greater and where comprehensive technical Specifications can be developed;
 - (b) the Request for Tenders process shall be carried out by Centralized Procurement;
 - (c) all Requests for Tenders shall be issued and awarded in accordance with the tendering procedures as determined by the City's Director of Financial Services;
 - (d) the Request for Tenders shall be awarded based on the Lowest Compliant Bid. In the event that two or more identical Bids are received and are the Lowest Compliant Bids, best and final offers will be solicited from each of these vendors in order to break the tie. If this effort is unsuccessful, then a draw will be held to determine the successful vendor.
- (3) When no compliant Bids are received in response to a Request for Tenders, and
 - (a) where time permits, in the opinion of the General Manager of the Client Department, the Request for Tenders shall be re-issued with the appropriate revisions; or
 - (b) where only one Bid has been received, the Manager of Procurement in conjunction with the Client Department may proceed to negotiate the changes required to achieve an acceptable Bid, provided that such changes will not alter the general nature of the procurement described in the Request for Tenders; or
 - (c) where time does not permit the re-issuance of the Request for Tenders in the opinion of the General Manager of the Client Department, and the Request for Tenders is not otherwise being revised, all vendors who submitted a Bid or secured the original Request for Tenders shall be given the opportunity to submit a new Bid. The Procurement Section will communicate to each vendor who previously submitted a Bid, any deficiencies that resulted in its Bid being deemed non-compliant. This process may utilize a post-closing addendum; or
 - (d) where time does not permit the re-issuance of the Request for Tenders, and the Request for Tenders is being revised, all vendors who submitted a Bid or secured the Request for Tenders, shall be given the opportunity to submit a new Bid. The Procurement Section will communicate to each vendor who previously submitted a Bid, any deficiencies that resulted in its Bid being deemed non-compliant. This process may utilize a post-closing addendum. The General Manager of the Client Department shall approve this process prior to implementation.
- (4) Where one or more Bids have been received and are in excess of budgeted funds, the General Manager of the Client Department in consultation with the Manager of Procurement may enter into negotiations with the vendor submitting the Lowest Compliant Bid, where it is agreed that the changes required to achieve an acceptable Bid will not

change the general nature of the requirement described in the RFT.

- (5) The Goods and/or Services shall be procured through a Purchase Order, Contract process and/or any other process as approved by the Director of Financial Services & Corporate Controller. Where a formal Contract is necessary, such Contract shall be in a form satisfactory to the City Solicitor.
- (6) Where a Time-Sensitive situation occurs, the Manager of Procurement may authorize the Client Department to utilize the Policy # 5.2 - Request for Quotations in lieu of the Request for Tenders process.

POLICY # 5.4 - Request for Proposals (\$10,000 and greater)

SECTION 4.5.4

- (1) The Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
- (2) For procurements where there are no applicable City Contracts,
 - (a) the Request for Proposals process is to be used for Goods and/or Services with an estimated procurement value of \$10,000 or greater and where comprehensive technical Specifications cannot be fully defined or specified, or when alternate methods are being sought to perform a certain function or service, at the time of the request;
 - (b) the Request for Proposals process must be implemented through Centralized Procurement;
 - (c) the Request for Proposals shall be issued and awarded in accordance with the RFP procedures as determined by the City's Director of Financial Services & Corporate Controller;
 - (d) the Request for Proposals shall clearly set out the evaluation criteria and weightings upon which an award of the Request for Proposals may be made. Subject to minor variations as may be approved by the Manager of Procurement, the evaluation methodologies that may be employed, are:
 - (i) **FIXED PRICE.** The City establishes a fixed dollar value for the award, and the Bids consist of only a technical Bid for that fixed dollar value. The City evaluates the technical Bids received against the evaluation criteria and weightings set out in the RFP. The award shall be made to the highest scoring vendor; or
 - (ii) **PRICE PER POINT.** The evaluation of the RFP will utilize a multi-step evaluation process. The City evaluates the technical Bids received against the evaluation criteria and weightings set out in the RFP. For those technical Bids that successfully meet the benchmark score stipulated in RFP, the City will open the price Bid received. The City will then calculate the price per point for each Bid meeting the technical benchmark score and the award will be made to the vendor with the lowest price per point; or
 - (iii) **COMBINATION OF TECHNICAL AND PRICE SCORES.** The RFP will utilize a multi-step evaluation process. The City evaluates the technical Bids received against the evaluation criteria and weightings set out in the RFP. For those technical Bids that successfully meet the benchmark score stipulated in RFP, the City will open the price Bid received and score the price based on a predetermined calculation set out in the RFP. The price weighting must be a minimum of 25 percent of the technical weighting. Only the General Manager of the Client Department may approve a price weighting of less than 25 percent of the technical weighting. A total evaluation score will be determined by adding the technical score and the price score. The award shall be made to the highest scoring vendor; or

- (iv) **LOWEST PRICED BID MEETING TECHNICAL BENCHMARK SCORE.**
The RFP will utilize a multi-step evaluation process. The City evaluates the technical Bids received against the evaluation criteria and weightings set out in the RFP. For those technical Bids that successfully meet the benchmark score stipulated in the RFP, the City will open the price Bid received. The award shall be made to the vendor who has successfully met the technical benchmark score and has the lowest priced Bid.

Where the RFP requires multiple vendors or a roster of vendors, the award shall be made consistent with the evaluation methodology stated above. The number of vendors to be awarded and the manner in which they shall be selected shall be clearly set out in the RFP.

Where an evaluation methodology other than the above is proposed, specific Council approval shall be obtained.

- (3) The Procurement Section will facilitate the RFP evaluation process. An evaluation committee will be formed with a minimum of three evaluators and be comprised of at least one representative from the Client Department. The evaluators shall review all compliant Bids against the established criteria, reach consensus on the final rating results, and ensure that the final rating results with supporting documents are kept in the procurement file. The Procurement Section representative shall not participate in the scoring of the Bid;
- (4) All Bids that meet the required terms, conditions and Specifications outlined in the Request for Proposals document shall be evaluated based on the evaluation criteria and weightings, subject to any rights or privileges reserved by the City;
- (5) Any award shall be made in accordance with the evaluation criteria and weightings contained in the Request for Proposals document, subject to any rights or privileges reserved by the City or as otherwise approved by Council.
- (6) When no compliant Bids are received in response to a Request for Proposals, and
- (a) where time permits in the opinion of the General Manager of the Client Department, the Request for Proposals shall be re-issued with the appropriate revisions; or
 - (b) where time does not permit the re-issuance of the Request for Proposals in the opinion of the General Manager of the Client Department, the Request for Proposals is not otherwise being revised, and the non-compliance is associated with the pricing portion of the multi-two step evaluation process, all vendors who have successfully passed the technical proposal requirements of the Request for Proposals shall be given the opportunity to submit a new price Bid only. The Procurement Section will communicate to each of these vendors, any Bid deficiencies that resulted in its Bid being deemed non-compliant. This process may utilize a post-closing addendum.
- (7) Where only one Bid has been received in response to a Request for Proposals and
- (a) is non-compliant; or
 - (b) has successfully passed the technical proposal requirements and the Bid is non-compliant,

the Manager of Procurement in conjunction with the Client Department may proceed to negotiate the changes required to achieve an acceptable Bid, provided that such changes will not alter the general nature of the requirement described in the Request for Proposals.

- (8) Where the Bid being recommended for award is in excess of budgeted funds, the General Manager of the Client Department in consultation with the Manager of Procurement may enter into negotiations with the vendor submitting that Bid, provided that it is agreed by both the City and the vendor that the changes required to achieve an acceptable Bid will not alter the general nature of the requirement described in the RFP.
- (9) Except where another process is approved by the Director of Financial Services & Corporate Controller, the Goods and/or Services shall be procured through a Purchase Order and/or Contract process. Where a formal Contract is necessary, such Contract shall be in a form satisfactory to the City Solicitor.

POLICY # 6 - Unsolicited Proposals

SECTION 4.6

- (1) If it is determined that there is a legitimate need for the Goods and/or Services offered by way of an unsolicited proposal, then an Acquisition Method shall be conducted in accordance with the Procurement Policy.

POLICY # 7 - Construction Contracts

SECTION 4.7

- (1) Where the procurement of Goods and/or Services involves construction, such construction Contracts must also meet the requirements of the Procurement Policy. However, construction Contracts of \$100,000 or greater also require both a Purchase Order and a written legal agreement, in a form satisfactory to the City Solicitor.
- (2) Construction Contracts are subject to the City's Fair Wage Policy and Fair Wage Schedule. The Fair Wage Policy and Fair Wage Schedule can be accessed on the City of Hamilton website.
- (3) For an approved construction Contract in which an unexpected circumstance arises during construction resulting in additional construction work, the General Manager of the Client Department may authorize the payment for such work and approve any required purchase acquisition documents, including a completed *Construction Contracts Form*.
- (4) Where additional consultancy work is required to oversee or administer the additional construction work referred to in subsection (3), and the consultancy services were not issued as a Policy #9 Consulting and Professional Services roster assignment, Policy #10 Emergency - Procurements or Policy #11-Non-competitive Procurement, the General Manager of the Client Department may authorize the payment for such consultancy work and approve any required purchase acquisition documents, including a completed *Construction Contracts Form*.
- (5) The *Construction Contracts Form* shall detail what additional construction or consultancy work was required to address the unexpected circumstances. Such additional work shall not expand the scope of the work but shall have been determined to be necessary in order to deliver the original approved work.

POLICY # 8 - Vendor Performance Evaluation

SECTION 4.8

- (1) On an annual basis and at the completion of every Contract for Goods and/or Services of \$100,000 or greater, the Client Department shall complete a *Vendor Performance Evaluation Form*. The General Manager of the Client Department shall ensure this performance evaluation is completed for these Contracts. Such evaluation shall be completed and a copy will be forwarded to the Procurement Section.
- (2) In the event of a vendor's unsatisfactory performance as determined by the City in its absolute discretion, including the vendor's refusal to perform or to complete performance of a Contract with the City at any time during the term of any City Contract, the General Manager or an Authorized Delegate of the Client Department shall complete and forward a copy of the Vendor Performance – Incident Reporting Form as soon as reasonably possible after the occurrence.
- (3) Documented unsatisfactory performance on any City Contract will be used to determine the eligibility of a vendor to continue to provide Goods and/or Services to the City on a current Contract and to determine their ability to participate on future City Contracts. Any vendor may be excluded from a bidding process due to unsatisfactory performance, where in the opinion of the Procurement Sub-Committee or Council, the commercial relationship between the City and such vendor has been impaired.
- (4) The City's Public Works Department shall be responsible for the vendor performance evaluation process with respect to linear construction Contracts issued by that department under Policy # 7 – Construction Contracts in a format which includes feedback from area residents and elected officials.
- (5) In the event of a vendor's breach of a City Contract, the Manager of Procurement in consultation with the Client Department shall have the discretion to either:
 - (a) re-issue the RFQ, RFT or RFP; or
 - (b) negotiate and enter into a new Contract for the remainder of the Contract with the second lowest bidder of the original RFT or RFQ, or the next qualified Proposal of the original RFP,whichever is in the best interests of the City.

POLICY # 9 - Consulting and Professional Services

SECTION 4.9

- (1) Unless otherwise provided, Consulting and Professional Services shall be acquired in accordance with the Procurement Policy.
- (2) A Consulting and Professional Services roster will be established every three years through a formal Request for Rostered Candidates process.
- (3) All Consulting and Professional Services roster contracts shall be awarded either by work assignments under the RFRC or by using a RFRQ process:
 - (a) Work assignments under the RFRC:
 - (i) shall be presented to vendors on an approved list (rostered candidates) and distributed on a rotational basis as well as a "best fit" basis;
 - (ii) shall have an estimated procurement cost of less than \$150,000; and
 - (iii) the General Manager of the Client Department shall award such works assignments by direct appointment through the applicable roster captain. The applicable roster captain shall ensure that there is a reasonably equitable distribution of the works, based on the total dollar value of the work. This method allows the City to employ a number of different consultants while matching the particular talents of a consultant to the project needs.
 - (b) The RFRQ:
 - (i) shall be issued to no less than three roster candidates under a specific roster category;
 - (ii) shall have an estimated procurement cost between \$150,000 and up to but not including \$250,000; and
 - (iii) is to be awarded to the lowest compliant Bid received.

The RFRQ process shall be administered by the Procurement Section and any Bids submitted shall be sent directly to the designated procurement specialist.
- (4) The General Manager of the Client Departments and the Manager of Procurement shall approve the appointment of rostered candidates and any acceptable subsequent change in any rostered candidate for their respective roster categories in accordance with the Request for Rostered Candidate document.
- (5) The General Managers of the Client Departments shall be responsible to prepare a joint annual information report to Council on all assignments awarded including consultants used and a breakdown of the total cost utilized by each roster category.

POLICY # 10 – Emergency Procurements

SECTION 4.10

- (1) Where in the opinion of the General Manager of the Client Department, an Emergency exists, Goods and/or Services shall be acquired by the most expedient and economical means. The Procurement Section will provide cooperative assistance when requested to expedite any procurement documents necessary to deal with the Emergency. The General Manager of the Client Department shall provide the reasons for his or her opinion that an Emergency exists and shall approve any purchase acquisition document issued under such conditions. For amounts exceeding \$250,000, the General Manager shall issue an information update to the City Manager and to Council,
- (2) Where the Emergency Operations Centre ("EOC") has been activated or Emergency situation has been declared, the City's EOC Plan shall supersede this Procurement Policy. Where feasible, all Goods and/or Services acquired during an EOC activation or a declared Emergency are to be processed on a Purchase Order and managed and documented through the use of a transaction log report. For amounts exceeding \$250,000, the City Manager shall submit an information update to Council.
- (3) Any information updates to Council shall endeavor to provide details as to what vendor(s) were engaged and the costs incurred as a result of procuring Goods and/or Services to resolve the Emergency.
- (4) Subsequent to the resolution of the Emergency, all transactions require a Purchase Requisition to be entered to complete the procurement process. The Client Department shall complete the *Emergency Procurement Form* and forward it to the Manager of Procurement for informational purposes.

POLICY # 11 - Non-competitive Procurements

SECTION 4.11

- (1) Subject to Policy # 2 - Approval Authority, the General Manager of the Client Department will approve the *Non-competitive Procurement Form*, justifying the need to use this Policy # 11 prior to City staff entering into any discussions with any vendor regarding the purchase of the Goods and/or Services. This process may be adopted when any of the following conditions apply:
 - (a) when Goods and/or Services are judged to be in short supply due to market conditions (short supply);
 - (b) when a single source (for the purpose of this policy this shall include sole source transactions) for the supply of a particular Good and/or Service is being recommended because it is more cost effective or beneficial for the City (single source);
 - (c) where a City Contract has expired or will very shortly expire and unforeseeable circumstances have caused a delay in issuing a new RFP or RFT so that a Contract extension is required (Contract extension).

- (2) Council must approve any requests for negotiations for:
 - (a) a single source as set out in subsection (1)(b) of this Policy #11, where the cumulative value of the Policy 11 exceeds a multi-year value of the proposed procurement is \$250,000 or greater. For greater clarity, the total cumulative value of a Policy 11 shall not exceed \$250,000 in any given year or multiple consecutive years; or
 - (b) an extension as set out in subsection (1)(c) of this Policy #11, where the extension exceeds 18 months from the expiry of the Contract with a vendor.

- (3) All approved forms shall be forwarded to the Manager of Procurement. The Manager of Procurement will be responsible for reporting the use to Council on a quarterly basis.

TOTAL CUMULATIVE VALUE (\$, Canadian, Not including tax)	APPROVAL TO INITIATE POLICY # 11 PROCESS	APPROVAL TO ENTER INTO CONTRACT
Up to but not including \$250,000 for a single source or short supply type purchase	General Manager	Policy # 2 – Approval Authority
\$250,000 or greater for single source or short supply type purchases	Council	Council as per Policy # 2 – Approval Authority

TOTAL CUMULATIVE VALUE (\$, Canadian, Not including tax)	APPROVAL TO INITIATE POLICY # 11 PROCESS	APPROVAL TO ENTER INTO CONTRACT
Any value where the extension of a Contract does not exceed 18 months from Contract expiry	General Manager	Policy #2 – Approval Authority
Any value where the extension of a Contract exceeds 18 months from Contract expiry	Council	Council as per Policy # 2 – Approval Authority

- (4) The Goods and/or Services shall be procured through a Purchase Order, a formal Contract or any other process as approved by the Director of Financial Services & Corporate Controller.
- (5) Where consultancy services are being procured and are in excess of \$100,000, a formal Contract shall be required.
- (6) All formal Contracts shall be in a form satisfactory to the City Solicitor.

POLICY # 12 - Cooperative Procurements

SECTION 4.12

- (1) The City may participate with other government bodies, public authorities, conservation authorities, municipalities, academia, schools, hospitals (MASH sector) and not-for-profit organizations in cooperative procurement ventures for Goods and/or Services when it is in the best interests of the City to do so. Such cooperative procurements shall require the prior written approval of the Manager of Procurement.
- (2) At the discretion of the City's Manager of Procurement, the procurement procedures and policies of the entity initiating the procurement process will be followed.
- (3) The City will issue its own purchase order or contract for their respective Goods and/or Services to the successful vendor or where applicable to the lead participating agency for all cooperative procurements.
- (4) In the absence of an applicable City Contract and with the approval of the Manager of Procurement, the Client Department may purchase Goods and/or Services using established contracts issued by other government bodies, public authorities, conservation authorities, municipalities, academia, schools, hospitals (MASH sector) and not-for-profit organizations. For these contracts, the selection of the vendor must have been made through a competitive procurement process and the resulting contract must permit the City to purchase from that vendor under the same terms and conditions.
- (5) Where the Province of Ontario requires the City to meet a provincial standard for any Goods and/or Services, and has established a prequalified vendor of record list for such Goods and/or Services, the City may invite only those prequalified vendors to participate in the RFQ, RFT or RFP.

POLICY # 13 - Authority to Execute Contracts

SECTION 4.13

- (1) The General Manager of the Client Department and the City Manager shall execute Contracts and all necessary associated documents on behalf of the City for all RFT and RFP awards approved in accordance with Policy # 2 – Approval Authority. The applicable General Manager shall be the General Manager of Finance & Corporate Services in the case of a corporate-wide Contract.
- (2) Where a Contract is required for a procurement which was not initiated by an RFT or RFP but was otherwise authorized and approved in accordance with Policy # 2 – Approval Authority, the person having the applicable Approval Authority for the procurement shall also have the authority to execute the Contract and all necessary associated documents on behalf of the City.
- (3) For all other Contracts that received Council approval, the City officials named in the Council resolution shall execute such Contracts on behalf of the City. Where City officials have not been named in the Council resolution, the Mayor and Clerk shall execute such Contract.
- (4) The person(s) who have executed a Contract on behalf of the City in accordance this Policy # 13 shall also have the authority to execute any documents for an amendment, an assignment or corporate change request related to such Contract.
- (5) All Contracts shall be in a form satisfactory to the City Solicitor and shall contain content which is acceptable to the Client Department.
- (6) All Authorized Delegates will complete the *Notification of Signing Authority Form*, which shall not be effective until approved and executed by the General Manager or City Manager, as the case may be, and forwarded to the City's Finance & Administration and Special Projects Division for reference.

POLICY # 14 - Standardization

SECTION 4.14

- (1) The Manager of Procurement shall have the authority to negotiate with the original equipment manufacturers and licensed distributors of approved standardized products.
- (2) The Standards and Approved Products Committee shall be responsible to prepare an annual information report to Council outlining the rationale for any Standardization of Goods added to the City's Approved Products Listing, the number of Goods standardized and any standardized Good resulting in a single source purchase.
- (3) Where a standardized Good can be procured from more than one vendor that Good shall not be considered a single source purchase.
- (4) Where a standardized Good or Service is approved by Council or the Manager of Procurement and the expiry of the standardization is not stated in the approval report or motion, the expiry of the standardization shall be no more than 3 years from the date of the approval.
- (5) Standardization Approval Summary Table

Standardization Type	Total Cumulative Value (\$)	Duration of the Standard	Approval Required	Expiry
Standardization does not result in a single source purchase.	Less than \$100,000	No more than 5 years	Manager of Procurement or The Standards and Approved Products Committee*	At the conclusion of the contract term.
Standardization does not result in a single source purchase.	Less than \$100,000	Greater than 5 years	Council or The Standards and Approved Products Committee*	As approved by Council or The Standards and Approved Products Committee.
Standardization does not result in a single source purchase.	\$100,000 or greater	Any	Council or The Standards and Approved Products Committee*	As approved by Council or The Standards and Approved Products Committee.
Standardization results in a single source purchase.	\$10,000 or greater	Any	Council or The Standards and Approved Products Committee*	As approved by Council or The Standards and Approved Products Committee.

*Approvals made by The Standards and Approved Products Committee shall only be within the committee's mandate as approved by Council.

POLICY # 15 - Participation of Elected City Officials in the Procurement Process

SECTION 4.15

- (1) Elected City officials may participate in the procurement process in the narrowly defined circumstances described in this Policy #15 for those specific procurement projects identified by Council.
- (2) Elected City officials may participate as members of a steering committee for significant procurement projects identified by Council.

When Council identifies a significant procurement project for which elected City officials are to participate as members of a steering committee, Council will also address the following issues:

- (a) the extent of the elected City officials' involvement in the procurement process to ensure that they are able to provide input prior to the issuance of the procurement documents and to oversee the procurement process, but not function in a decision-making capacity;
 - (b) the selection of elected City officials who are able to comply with Policy # 17 - Conflicts of Interest and who do not otherwise have a perceived or actual conflict of interest that would impair their ability to be impartial; and
 - (c) the number of elected City officials to participate.
- (3) Elected City officials may not participate in the procurement process where they are required to be in an evaluation capacity. Their involvement in the approval capacity of the procurement process is limited to items that must be approved by Council pursuant to Policy # 2 - Approval Authority.

POLICY # 16 - Disposal of Surplus and Obsolete Goods

SECTION 4.16

- (1) A Director of the Client Department shall:
 - (a) declare a good as surplus or obsolete to the needs of the City before the good may be disposed of in accordance with this Policy # 16; and
 - (b) recommend the appropriate disposal methods, which are cost effective and in the best interest of the City, for the declared surplus or obsolete good.
- (2) The Manager of Procurement, in conjunction with the City's Director of Financial Services & Corporate Controller, shall have the authority to sell, exchange, or otherwise dispose of goods declared as surplus or obsolete to the needs of the City by any of the following disposal methods:
 - (a) by sale, lease, license or other disposition to other City departments; or
 - (b) by sale, lease, license or other disposition to public or private sector entities; or
 - (c) by external advertisement, Revenue Generating Contract, formal request, auction or public sale (where it is deemed appropriate, a reserve price may be established); or
 - (d) by donation to a non-profit agency; or
 - (e) by recycling; or
 - (f) in the event that all efforts to dispose of the goods by sale are unsuccessful, by scrapping or destroying if recycling is unavailable.
- (3) No disposition of such good(s) shall be made to employees of the City, members of Council, or their family members unless such good(s) are sold through external advertisement, formal request, auction or public sale and no conflict of interest exists. Prior to any such disposition, the employee shall declare their interest in writing to their General Manager, who will confirm whether any conflict of interest exists. In the case of an elected official, the elected official shall declare their interest in writing to the City Manager. Family members include those defined by the City's Code of Conduct for Employees Policy, Code of Conduct for Members of Council or such other similar policy currently in force.
- (4) The Manager of Procurement shall submit an annual report to the General Manager of Finance and Corporate Services summarizing the disposal of all surplus and obsolete goods pursuant to this Policy # 16.
- (5) The value of any declared surplus or obsolete good cannot be used to offset the value of procurement when determining the procurement process. For example, any trade-in value or salvage value recoverable from a project cannot be used to offset, reduce or change the value of the procurement for purposes of determining the appropriate procurement process to be followed under the Procurement Policy.
- (6) The disposal of artifacts is exempt from the requirements of the Procurement Policy.

POLICY # 17 - Conflicts of Interest

SECTION 4.17

- (1) Employees of the City shall not have a pecuniary interest, either directly or indirectly, in any City Contract or with any person acting for the City in any Contract for the supply of Goods and/or Services for which the City pays or is liable, directly or indirectly to pay unless such interest has been declared pursuant to the Code of Conduct for Employees Policy, as amended or replaced from time to time, and the employee otherwise complies with such policy.
- (2) In addition to complying with the Code of Conduct for Employees Policy as set out under subsection 4.17(1), employees of the City are required to declare any pecuniary interest, either direct or indirect, in writing to their General Manager with a copy to the Manager of Procurement indicating the specific nature of the conflict.
- (3) Members of Council are required to declare any pecuniary interest direct or indirect, and its general nature, which may result in a conflict of interest pursuant to the *Municipal Conflict of Interest Act* and the member of Council shall otherwise comply with that Act.
- (4) Any Contract may be voided at the discretion of the City where a member of Council or any employee of the City has a direct or indirect pecuniary interest.
- (5) All City employees and others participating in the development of the Specifications and/or evaluation for any Request for Tenders, Request for Prequalifications and Request for Proposals will be required to complete and sign a *Conflict of Interest Form*.

POLICY # 18 - Vendor Complaint Resolution

SECTION 4.18

- (1) The City of Hamilton encourages the most open, competitive procurement processes and the objective and equitable treatment of all vendors.
- (2) Vendors may feel aggrieved and may seek to dispute the recommendation of an award of a Contract. To maintain the integrity of the process, vendors who believe they have been treated unfairly may take the following steps, prior to the award of the Contract:
 - (a) Request a meeting with the Manager of Procurement within ten business days after the earlier of the following dates set out below has occurred:
 - (i) the date the vendor is notified that its Bid is non-compliant; and
 - (ii) the date the vendor is notified of the results of the evaluation of its Bid.

The vendor's request shall be in writing and shall provide a detailed statement of the grounds of the complaint, including copies of relevant documents, and identify the form of relief requested; and
 - (b) If no resolution satisfactory to both parties has been achieved, the vendor will have three business days from the date of the meeting with the Manager of Procurement to make a formal written request to meet with the General Managers of the Client Department and of Finance and Corporate Services regarding the vendor's complaint. The General Managers will make the final decision regarding the vendor's complaint, which decision may be made orally or in writing. If the General Managers' decision means that the City can proceed with the award of the Contract, then the award may occur at any time after such decision is made.
- (3) The scheduling of any meeting with the Manager of Procurement or applicable General Managers shall take place within three business days of the Manager of Procurement's receipt of the vendor's written request to meet so as not to delay the award of a contract. The Manager of Procurement shall provide the vendor with proposed dates and times for the meeting. The vendor shall be required to respond with their availability and attend a meeting at one of the proposed day and times otherwise have their complaint denied.
- (4) The request for any meeting with the applicable General Managers may be denied. For instance, where the applicable General Managers have determined that it would be inappropriate or where there is no merit to the complaint.
- (5) Where a vendor has been banned from competing for or being awarded any City Contract for a period of one year in accordance with subsection 4.1(7) of Policy # 1 - Policy for Vendor Eligibility;
 - (a) the vendor may challenge the one year ban only to the appropriate standing committee of Council where there are extenuating circumstances respecting why the initialing was not done within one business day of the City's request; and
 - (b) the appropriate standing committee will provide to Council a recommendation with respect to the vendor's complaint.

POLICY # 19 – Non-compliance with the Procurement Policy

SECTION 4.19

- (1) Subject to Policy # 2 - Approval Authority, the General Manager of the Client Department in consultation with the Manager of Procurement will authorize the use of a *Non-Compliance with the Procurement Policy Form* which outlines the circumstances behind the non-compliance issue. This process is to be used when there is a violation of the Procurement Policy consisting of one or more of the following:
 - (a) the contracting of a vendor to provide Goods and/or Services, not in accordance with the requirements of the Procurement Policy;
 - (b) the receipt of an invoice by the City from a vendor, for Goods and/or Services previously acquired outside the procurement process required under the Procurement Policy;
 - (c) where it can be proven that the actions or non-actions of an employee, or employee group results in the requirement to initiate a procurement process pursuant to Policy # 10 – Emergency Procurements or Policy # 11 – Non-competitive Procurements;
 - (d) splitting of purchases contrary to the Procurement Policy requirements;
 - (e) any and aall other violations of the Procurement Policy.
- (2) Notwithstanding subsection (1) of this Policy # 19, an employee who fails to act in accordance with the provisions of the Procurement Policy, will be subject to appropriate disciplinary action up to and including termination of employment.

The General Manager of the Client Department will review such violations (through the *Non-Compliance with the Procurement Policy Form*) and shall consult with the Director of Employee & Labour Relations for consideration of any disciplinary action to be taken as appropriate.

- (3) The Director of Financial Services & Corporate Controller will be responsible for reporting the use of all *Procurement Policy Non-Compliance Forms* to Council on a quarterly basis.

POLICY # 20 – Review of the Procurement Policy

SECTION 4.20

- (1) The Manager of Procurement shall submit to the Procurement Sub-Committee and to the appropriate standing committee of Council a biennial report recommending any changes to the Procurement Policy to meet the needs and requirements of the City to operate in an efficient and cost effective manner and in accordance with all applicable laws.
- (2) All changes to the Procurement Policy require the approval of Council.
- (3) Changes to Procurement Procedures and Guidelines require the approval of the City's Director of Financial Services & Corporate Controller.
- (4) On a periodic basis the City's Internal Auditor will review the Procurement Policy to assess its effectiveness.

POLICY # 21 – Anti-Sweatshop Procurement

SECTION 4.21

- (1) The City of Hamilton does not encourage the use of consumer goods or products manufactured, assembled or produced in factories where persons and, in particular, children are used as slave or forced labour or in other exploitive manners which restricts the person's freedom or impedes the child's development. The City will consider the supply of consumer goods or products manufactured under such exploitive manners as a negative practice of the vendor.
- (2) The City will not knowingly accept consumer goods or products manufactured, assembled or produced in a Sweatshop or under Sweatshop Conditions.
- (3) The determination of compliance with this Policy # 21 shall be in the absolute discretion of the Manager of Procurement. The Manager of Procurement may, but is not obligated to, request further information and documentation from the vendor to confirm compliance; and may base his or her determination on information provided by Canadian or international certification or compliance agencies or groups, workers or labour unions or organizations, manufacturers, consumer groups, international organizations, ILO or United Nations sources and other parties.
- (4) If any consumer goods or products supplied under a RFQ/RFP/RFT are determined by the Manager of Procurement to be manufactured, assembled or produced in contravention to this Policy # 21 and/or the certificate required hereunder, the City reserves the right, at its absolute discretion, to:
 - (a) return all the goods to the vendor and require the vendor to replace, within 30 days from the date of notification by the City, the non-compliant goods or products with goods or products, of at least equal value, complying with this Policy # 21 and all other requirements and specifications of the RFQ/RFP/RFT, all at no cost to the City; or
 - (b) require the vendor, within 30 days from the date of notification by the City, to provide the City with conclusive evidence that the consumer goods or products have not been manufactured, assembled or produced in contravention of this Policy # 21, failing which the City may terminate the Contract without any compensation and without notice to the vendor.
- (5) If the City terminates a Contract with a vendor as a result of a breach of this Policy # 21, the City shall cease to be liable to the vendor or to any other person for any unpaid amounts that would otherwise have been payable under the terms of the Contract and shall not be under any obligation to return to the vendor any product supplied by the vendor under the Contract.
- (6) Child Labour Produced Goods Unacceptable

The City fully subscribes to the United Nations Convention on the Rights of the Child and, in particular, Article 32 of the Convention that requires that a Child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the Child's health or physical, mental, spiritual, moral or social development. The City reserves the right to terminate any Contract unconditionally and without liability or compensation whatsoever to the City in the event

that consumer goods received from a vendor are discovered to have been manufactured, produced or assembled in a Sweatshop or in non-compliance with the national labour laws and regulations with respect to child employment and/or non-compliance with the United Nations Convention on the Rights of the Child.

- (7) A vendor shall certify the following on *the Form of Quotation/Form of Proposal/Form of Tender* to be included in an RFQ/RFP/RFT, as the case may be:

"We hereby represent and certify the foregoing:

- (a) all goods or products supplied under this RFQ/RFT/RFP have not been manufactured, assembled or produced, either wholly or in part, in a Sweatshop, as defined in the City of Hamilton's Procurement Policy or by child labour;
- (b) that any goods or products found to be supplied in contravention of the City's Anti-Sweatshop Policy will be returned to us, at our cost and at no cost whatsoever to the City, and that the City has the option to have the goods or products replaced by us with product of at least equal value, meeting specifications of the RFQ/RFT/RFP, or the City may terminate the Contract without any compensation whatsoever to us.

We hereby acknowledge that the City has been induced to consider this RFQ/RFT/RFP on the basis of this representation and certification.

We further acknowledge that the City shall have the right to reject our Quotation, Bid, or Proposal, terminate any Contract made, and collect any of its losses or damages arising out of our breach of the City of Hamilton's Procurement Policy."

POLICY # 22 – In-House Bid Submissions

SECTION 4.22

- (1) In-House Bid submissions may be considered when contemplating a transfer of services from internal services to external services or vice versa.
- (2) The General Manager of the Client Department submitting an In-House Bid shall obtain Council approval prior to submitting such a Bid. The Client Department's report to Council seeking such approval shall include as a minimum:
 - (a) the members of the In-House Bid submission team;
 - (b) which costs will be included in the Bid and how costs will be determined; and
 - (c) the rationale for submitting an In-House Bid.
- (3) The RFP or RFT documents to be utilized, as applicable, shall clearly indicate:
 - (a) an In-House Bid is being considered for the RFPQ/RFP/RFT; and
 - (b) any advantages that the In-House Bid will have over other bidders by virtue of it being an In-House Bid.
- (4) The integrity of the evaluation process will be maintained when evaluating an In-House Bid as follows:
 - (a) no member of the In-House Bid submission team nor any employee whose employment is affected by the In-House Bid shall have any communications with a member of the evaluation team or an elected official concerning the subject RFPQ/RFP/RFT, as the case may be, except in accordance with the communication and any interview provisions contained in the applicable RFPQ/RFP/RFT;
 - (b) no member of the evaluation team or an elected official shall have any communications with a member of the In-House Bid submission team nor any employee whose employment is affected by the In-House Bid, except in accordance with the communication and any interview provisions contained in the applicable RFPQ/RFP/RFT;
 - (c) no member of the In-House Bid submission team nor any employee whose employment is affected by the In-House Bid shall participate in the development of the subject RFPQ/RFP/RFT nor shall such persons have any communications with any person participating in the development of the subject RFPQ/RFP/RFT;
 - (d) the same rules shall govern the submission of the In-House Bid as will apply to any other bidder, unless expressly provided otherwise in the RFPQ/RFP/RFT document; and
 - (e) the evaluation of Bids shall be objective and the process shall avoid any unfair bias towards either the In-House or external Bids.

SCHEDULE A – Statement of Ethics for Public Procurement

The following ethical principles should govern the conduct of every City employee delegated with the authority to procure.

- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals on honour and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Responsibility to the City:

- Follow the lawful instructions or laws of the employer.
- Understand the authority granted by the employer.
- Avoid activities which would compromise or give the perception of compromising the best interest of the employer.
- Reduce the potential for any chances of preferential treatment by actively promoting the concept of competition.
- Obtain the maximum benefit for funds spent as agents for the City.

Relationship with vendors:

- Maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions.
- Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Preclude from showing favouritism or be influenced by vendors through the acceptance of gifts, gratuities, loans or favours.
- Adhere to and protect the vendor's business and legal rights to confidentiality for trade secrets, and other proprietary information.

Relationship with the City:

- Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of the employer.
- Refrain from engaging in activities where a City employee has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the employer.
- Avoid acquiring interest or incurring obligations that could conflict with the interests of the City.

SCHEDULE B – Exemptions

Items listed below are exempt from the requirements of the Procurement Policy, save and except for Policy # 2 - Approval Authority and Policy #13 – Authority to Execute Contracts. Where feasible, an authorized online Purchase Requisition shall be utilized to initiate a Purchase Order and/or formal Contract process.

(1) Employer's General Expenses

- (a) Insurance premiums.
- (b) Debt payments.
- (c) Purchase of investments. This exemption does not include any ancillary services.
- (d) Grants, loans and levies.
- (e) Licenses (for example, vehicle, elevators, radios).
- (f) Real property payments including land, buildings, leasehold interests, easements, encroachments and licenses, or the like.
- (g) Insurance claims, legal settlements and grievance settlements. This exemption does not apply to the procurement for Goods to be replaced.
- (h) Adjusting services for the investigation of liability and property claims.
- (i) Binding orders, judgments or decisions of an arbitrator, tribunal or court. Given that these payments are mandatory, approval from the General Manager of the Client Department which is funding the payment is required instead of the approvals set out in Policy # 2 –Approval Authority.
- (j) Refundable travel expenses.
- (k) Temporary staffing agencies and recruitment services
- (l) Assessments and tools where positions and/or individuals are assessed for recruitment and selection purposes, including tools and assessments which would assist in the accommodation of individuals.
- (m) Payments required by Council approved compassionate programs.
- (n) Other City and employee related expenses, such as:
 - (i) memberships in professional organizations (professional dues);
 - (ii) staff attendance at seminars, workshops, courses, educational training, trade shows or conferences;
 - (iii) any training materials that are "off-the-shelf" and not specifically developed or modified for the City or a City program;
 - (iv) testing or examination fees.

This shall not include:

- (i) any training materials developed or modified specifically for the City or a City program;
- (ii) the hiring of instructors or facilitators to conduct such specific training.

(2) Professional Services

- (a) Medical Professional Services. Includes physician and dentist recruitment.
- (b) Experts retained for the purposes of, or in contemplation of, Litigation. Includes collection review services for legal documentation.
- (c) Confidential Items (for example Forensic Audits).
- (d) Outside Legal Counsel where retained by the City Solicitor or the Director of Employee & Labour Relations. An annual report shall be issued to Council by the City Solicitor and by the Director of Employee & Labour Relations detailing outside legal counsel pursuant to (2)(d).
- (e) Mediators and Arbitrators.

(3) Special Services

- (a) Providers of community support services including:
 - (i) Counselling, individual assessments, training;
 - (ii) Residential care facilities for vulnerable persons and emergency shelters (i.e. Community Living, Wellesley);
 - (iii) Children with special needs resourcing, licensed child care service providers and the system support of the Ontario Child Care Management System, Early On service providers, planned parenthood, prenatal care and education;
 - (iv) Ontario Works recipients;
 - (v) Long Term Care Facilities nursing;
 - (vi) Homemakers and funeral services, including funerals, burials, cremations.
- (b) Vouchers provided by Healthy and Safe Community Services and Public Health Services as part of City-approved programs and projects.
- (c) Financial reviews conducted on a contingency basis for the purposes of recovering amounts paid and/or owed, such as tax recovery services.
- (d) Public/guest speakers, individuals or ensembles that offer creative content for presentation to others.

(4) Utility Billing

- (a) Electricity.
- (b) Postal services, postage.
- (c) Water and Wastewater.
- (d) Natural gas.
- (e) Communications, for example: voice and data network communications.
- (f) The addition, removal, relocation, identification or engineering related work to utility infrastructure that exists on road allowances, right of ways and other City properties. This includes sub-surface and above-surface infrastructure.
- (g) Railway companies related to removal, relocation, construction supervision (flagging) and maintenance. Includes vendors mandated by the railway company to perform any of these services.
- (h) The purchase, sale, delivery and storage of Energy Commodities and the

consideration of price hedging for Energy Commodities shall be in accordance with the City's Corporate Energy Policy as amended, repealed or replaced from time to time.

- (5) Government agencies, regulatory bodies, licensing agencies, other public authorities and non-for-profit organizations to the Ontario government and municipalities to which the City is required to remit to or pay a fee. Includes archeological monitoring performed by Indigenous peoples.

(6) Other

- (a) Antiques and artifacts (shops, sales, repairs, but not including restoration).
- (b) Acquisition of art.
- (c) The purchase of publications (including newspapers, periodicals, magazines or books), CDs, DVDs and all copyrighted material.
- (d) Maintenance fees for software and computer hardware for information systems previously acquired. This exemption does not apply to new modules nor to new or additional licenses.
- (e) Goods for the purpose of retail sales (re-sale) by the City (not including items that bear the City of Hamilton logo or insignia). This exemption does not include food and beverage items.
- (f) The purchase of media advertising and includes participation in trade shows. Does not include the development of marketing materials for advertising such as photography, videography or web-based media.
- (g) Commodity purchases using a commodity price hedging agreement in accordance with the City's Commodity Price Hedging Policy.
- (h) Venues (including food and beverage where off site catering is not permitted) for banquets, meetings, events, receptions and training.
- (i) Hosting, sponsorship and/or rights fees for conventions or sports events incurred by Tourism Hamilton Inc.
- (j) Admission to tourism attractions and destinations for recreational day camps for children and youth.
- (k) All real property transactions except:
 - (vii) Where the primary purpose of the undertaking relates to a Revenue Generating lease; Revenue generating leases; or
 - (viii) Where a procurement process is to be engaged (i.e. RFP, RFI, etc.) including when Council approval has been obtained, the Procurement Section shall be consulted prior to that process being issued.
- (l) Alcoholic beverage purchases by the golf courses.

(7) Sponsorships

Sponsorships solicited by the City shall be in accordance with the City's Policy for Commercial Advertising and Sponsorship as amended, repealed or replaced from time to time.

Authority: Item __, Audit, Finance &
Administration Committee
TBD
CM: TBD
Ward: City Wide
Bill No. _____

CITY OF HAMILTON

BY-LAW NO. 20-XXX

A By-law to Adopt and Maintain a Procurement Policy for the City of Hamilton

WHEREAS paragraph 270(1)3 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality shall adopt and maintain a policy with respect to its procurement of goods and services;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. Schedule “A”, which is attached to and forms part of this By-law, is the City of Hamilton procurement policy adopted and maintained in accordance with paragraph 270(1)3 of the *Municipal Act, 2001*.
2. The short title of this by-law shall be the “Procurement Policy By-law”.
3. By-law No. 17-064 is repealed.
4. This by-law comes into force on the day it is passed.

PASSED and ENACTED this XX day of XXXXXX, 2020.

Fred Eisenberger
Mayor

Andrea Holland
City Clerk



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

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 24, 2020
SUBJECT/REPORT NO:	Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	John Savoia (905) 546-2424 Ext. 7298
SUBMITTED BY:	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

RECOMMENDATION

That the Water and Wastewater / Storm Back-billing Policy, attached as Appendix “A” to Report FCS20070, be approved for implementation effective upon Council approval.

EXECUTIVE SUMMARY

The City’s water and wastewater by-laws provide the municipality the authority and responsibility to bill and collect from consumers for all water and wastewater / storm services utilized. The by-laws do not specifically limit the City’s ability to back-bill as their premise is to bill for services used. With the by-laws providing the guiding principles, staff has developed practices and procedures that are designed to result in consistent application when dealing with billing exceptions that result from equipment malfunctions, administrative errors and property-owner oversights.

A “back-bill” is that portion of a bill which represents charges not previously billed for service that was actually delivered to the Customer during a period before the current billing cycle where the original billings are discovered to be too low (underbilled). The discovery may be made by either the Customer or the Utility (i.e., the City). The cause of the billing error may include any of the following reasons or combination thereof:

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: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 2 of 7

- (a) stopped meter;
- (b) metering equipment failure;
- (c) missing meter now found;
- (d) switched meters;
- (e) double metering;
- (f) incorrect meter connections;
- (g) incorrect use of any prescribed apparatus respecting the registration of a meter;
- (h) incorrect meter multiplier;
- (i) the omission / application of an incorrect rate;
- (j) incorrect reading of meters or data processing; and
- (k) tampering, fraud, theft or any other criminal act.

In May 2020, Council directed staff to undertake an extensive audit to verify that properties serviced with City water services are metered and are being billed the associated user fees. (Refer to Report FCS20023 New Development Water Customer Attachment Billing Policy.) Until continued COVID-19 pandemic related restrictions on entering residents' basements for water meter inspection and / or maintenance work are removed, the commencement of the directed audit will remain on hold. Nevertheless, once the audit unfolds, it is expected that there will be several back-bill adjustments required which will prompt staff to review the City's back-bill practices as there currently is no formal policy in this regard.

The back-bill policy review was undertaken to ensure the current practices reflect current legislation and generally acceptable industry billing and collection standards. The review reaffirmed that the City's current practices regarding water and wastewater / storm back-bill adjustments maintain the principle that consumers are to pay for the water and / or wastewater / storm services they utilize, while ensuring that back-bill adjustments are conducted in a fair and reasonable manner. The review did identify the need for further clarification regarding the issuance of back-bills under various circumstances, as well as, the application of interest charges and limitations on overbilling situations that result in credit adjustments.

The Water and Wastewater / Storm Back-billing Policy, attached as Appendix "A" to Report FCS20070, strikes a balance between the City's responsibility to bill for services rendered and to meet acceptable levels of customer service. Highlights of the Policy are summarized in the Analysis and Rationale for Recommendations Section.

Alternatives for Consideration – N/A

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The recommended Water and Wastewater / Storm Back-billing Policy maintains the principle that consumers are to pay for the water and / or wastewater / storm services they utilize, while ensuring that back-bill adjustments are conducted in a fair and reasonable manner.

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SUBJECT: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 3 of 7

Staffing: This Policy has no impact on current staffing levels.

Legal: Generally speaking, pursuant to the *Limitations Act, 2002*, the City is able to collect two years' worth of arrears, with the two-year period being reckoned backwards from the date on which an action for recovery is commenced. That time period can potentially be longer, depending on the facts of the situation, in circumstances where the loss was not discoverable by the City. There are no legal limits to the amount that can be recovered.

HISTORICAL BACKGROUND

The City's water and wastewater by-laws provide the municipality the authority and responsibility to bill and collect from consumers for all water and wastewater / storm services utilized. The by-laws do not specifically limit the City's ability to back-bill as their premise is to bill for services used. With the by-laws providing the guiding principles, staff has developed practices and procedures that strive to result in consistent application when dealing with billing exceptions that result from equipment malfunctions, administrative errors and property-owner oversights.

A "back-bill" is that portion of a bill which represents charges not previously billed for service that was delivered to the Customer during a period before the current billing cycle where the original billings are discovered to be too low (underbilled). The discovery may be made by either the Customer or the Utility (i.e., the City). The cause of the billing error may include any of the following reasons or combination thereof:

- (a) stopped meter;
- (b) metering equipment failure;
- (c) missing meter now found;
- (d) switched meters;
- (e) double metering;
- (f) incorrect meter connections;
- (g) incorrect use of any prescribed apparatus respecting the registration of a meter;
- (h) incorrect meter multiplier;
- (i) the omission / application of an incorrect rate;
- (j) incorrect reading of meters or data processing; and
- (k) tampering, fraud, theft or any other criminal act.

In early 2008, City staff commenced an extensive audit to verify that properties serviced with City sanitary sewer services were being billed the associated wastewater user fee. That audit focused on assessing if sewer services were being provided to over 2,500 properties situated across the City which were not being charged the sewer user fee albeit a City sewer main was located nearby.

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SUBJECT: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 4 of 7

From April 2008 to June 2012, over 1,100 properties were identified as connected to the City's sewer system with approximately 80% of identified properties being single residential. One-time back-bill adjustments for related retroactive sewer user fees amounted to revenue recovery of approximately \$1 M with estimated annual rate revenues of \$500 K (refer to Report FCS12075).

In May 2020, Council directed staff to undertake an extensive audit to verify that properties serviced with City water services are metered and are being billed the associated user fees (refer to Report FCS20023). Until continued COVID-19 pandemic related restrictions on entering residents' basements for water meter inspection and / or maintenance work are removed, the commencement of the directed audit will remain on hold.

Based on the 2008 audit, it is expected that once the water service connection audit unfolds, it is expected that there will be several back-bill adjustments required. This expectation has prompted staff to review the City's back-bill practices as there currently is no formal policy in this regard.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The *Limitations Act, 2002* restricts "a claim to remedy an injury, loss or damage that occurred as a result of an act or omission "to two years." That time period can potentially be longer, depending on the facts of the situation.

RELEVANT CONSULTATION

Corporate Services Department – Legal and Risk Management Services Division has been consulted in the preparation of Report FCS20070.

Alectra Utilities Corporation has been consulted and advised of implementation requirements that arise from the adoption of the recommendation of Report FCS20070.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The back-bill adjustment review found that similar practices / policies are common with Canadian utilities and those of state Public Service Commissions (PSC) that regulate water, gas, electric and telecommunication utilities in the United States.

When comparing the City's practices to other comparable municipalities, the Ontario Energy Board (OEB), it was determined the majority back-bill to a maximum of two years which has long been Hamilton's practice. There are a few that have more lenient back-bill limitation terms of one year (Toronto, Peel and Halton).

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SUBJECT: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 5 of 7

In some cases, the policies differentiate whether customer action resulted in an under-billing. The review showed that, in most cases of under-billing, utilities will offer the customer reasonable terms of repayment though not always without interest charges. Hamilton's back-bill practices most closely mirror that of the OEB's Retail Settlement Code (RSC) which applies to all electricity distributors licensed by the OEB including Hamilton's water and wastewater / storm billing agent, Alectra Utilities (Alectra).

Hamilton Back-billing Policy

A "back-bill" is that portion of a bill which represents charges not previously billed for service that was delivered to the Customer during a period before the current billing cycle where the original billings are discovered to be too low (under-billed). The discovery may be made by either the Customer or the Utility (i.e. the City). The cause of the billing error may include any of the following reasons or combination thereof:

- (a) stopped meter;
- (b) metering equipment failure;
- (c) missing meter now found;
- (d) switched meters;
- (e) double metering;
- (f) incorrect meter connections;
- (g) incorrect use of any prescribed apparatus respecting the registration of a meter;
- (h) incorrect meter multiplier;
- (i) the omission / application of an incorrect rate;
- (j) incorrect reading of meters or data processing; and
- (k) tampering, fraud, theft or any other criminal act.

Notification

The City, directly or through its billing agent, Alectra Utilities Corporation (AUC), notifies the customer by postal mail, email, phone or by a personal visit of the reason for the back-bill.

Limitations on Rendering a Back-Bill

The City, on most occasions, limits bills for services rendered to no more than two years before the City became aware of the circumstance, error or condition that caused the under-billing. Where a customer has been over-billed, the maximum period of over-billing for which the customer is entitled to be repaid is two years.

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SUBJECT: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 6 of 7

With respect to the use of a two-year limitation period, staff took into consideration information that the City's Legal and Risk Management Services Division provided related to the *Limitations Act, 2002*, which came into effect on January 1, 2004. Generally speaking, pursuant to that Act, the City can collect arrears for the two-year period preceding the commencement of an action to recover the debt. That time period can potentially be longer, depending on the facts of the situation. For residential customers, the back-bill will also be limited where there has been a change in property ownership within the two-year limitation period.

Consequently, at the discretion of the General Manager of Finance and Corporate Services, (or designated delegate), the two-year limitation period may not apply in situations where the loss was not discoverable by the City, including but not limited to, the following circumstances:

- (a) fraud and / or theft of service situations;
- (b) that, despite notification from the City of a problem causing potential under-billing, the customer refuses access to the property to allow for maintenance to metering equipment; and
- (c) the customer was aware of the cause of the under-billing and knowingly failed to notify the City of the problem.

Back-bill Payment Terms

The City offers customers an optional payment arrangement to pay a back-bill. If requested by the customer, the repayment term will be equivalent, in length, to the back-billing period with other terms and conditions as set out in the City's Water and Wastewater / Storm Billing Payment Arrangement Policy (refer to Report FCS17029).

Interest for under-billed accounts will not be applied to the back-billed amount. Similarly, for over-billed accounts, interest will not be paid on the refunded amount.

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.

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SUBJECT: Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) – Page 7 of 7

Economic Prosperity and Growth

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

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 FCS20070 – Water and Wastewater / Storm Back-billing Policy

JS/dt

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Hamilton

POLICY TITLE: Water and Wastewater / Storm Back-billing Policy

POLICY NO: PP-0015

LAST REVISION DATE: N/A

EFFECTIVE DATE: September 30, 2020

MANAGER REVIEWED: Kirk Weaver

TO BE REVIEWED: 10/1/2025

MAINTENANCE RESPONSIBILITY: Senior Policy Advisor, Financial Planning, Administration and Policy Division

I GENERAL

The purpose of the Water and Wastewater / Storm Back-billing Policy (Policy) is to provide utility customers with a transparent and consistent procedure for the processing of water and wastewater / storm back-bills.

II BACKGROUND

The City of Hamilton's water and wastewater by-laws provide the municipality the authority and responsibility to bill and collect from consumers for all water and wastewater / storm services utilized. The by-laws do not specifically limit the City's ability to back-bill as their premise is to bill for services used. With the by-laws providing the guiding principles, staff has developed practices and procedures that are designed to result in consistent application when dealing with billing exceptions that result from equipment malfunctions, administrative errors and property-owner oversights.

III POLICY

Back-bills Defined

Back-billing is that portion of a bill which represents charges not previously billed for service that was delivered to the customer during a period before the current billing cycle where the original billings are discovered to be too low (under-billed). The discovery may be made by either the Customer or the Utility (i.e., the City). Back-bills are not issued for a customer's failure to pay a previously issued utility bill.

Back-bills generally result from unusual circumstances that may include any of the following reasons or combination thereof:

- (a) stopped meter;
- (b) metering equipment failure;
- (c) missing meter now found;
- (d) switched meters;
- (e) double metering;

- (f) incorrect meter connections;
- (g) incorrect use of any prescribed apparatus respecting the registration of a meter;
- (h) incorrect meter multiplier;
- (i) the omission / application of an incorrect rate;
- (j) incorrect reading of meters or data processing; and
- (k) tampering, fraud, theft or any other criminal act.

Notification

The City, directly or through its billing agent, Alectra Utilities Corporation (AUC), notifies the customer by postal mail, email, phone or by a personal visit of the reason for the back-bill.

Back-billing Limits and Calculations

Over / Under-billing Resulting from Utility Errors

- Any utility account found to be under-billed or over-billed shall be corrected immediately.
- Accounts found to have been under-billed will be back-billed for the correct amount for the period of the under-billing but not to exceed 24 months.
- Accounts found to have been over-billed will be credited for all amounts that were over billed within the past 24 months.
- For residential accounts, the back-bill may also be limited if there has been a change in property ownership to reflect when the current owner assumed responsibility of the account if less than 24 months.

Over / Under Billing Resulting from Errors by Others

- If the General Manager of Finance and Corporate Services (or designated delegate) determines that the failure to bill for services used was not the result of a utility error and instead resulted from an illegitimate connection to the public utility system, the account will be back-billed for all unbilled utility services that have been provided.
- The back-bill will be attributed to an illegitimate connection any time the customer did not obtain the necessary permits for the connection or it is determined by the City that the meter was bypassed.
- The customer's payment of a back-bill does not preclude the levying of other appropriate fees and penalties or the prosecution for theft of utility services.

Catch-up Billings

- Occurs where previous bills have been based on estimated water use and once an actual water meter reading is obtained, the actual water use for previous billing periods was higher than what was estimated. All consumption registered through the meter will be billed when an actual reading is received.

Estimated Back-bills

- Where the City is required to estimate the customer's usage in order to produce a back-bill, in most cases, the estimated back-bill will be based on the subject property's normalized average daily consumption. However, the City may also consider any available information to determine a reasonable estimate.

Payment of Back-Billing

- The City offers customers an optional payment arrangement to pay a back-bill. If requested by the customer, the repayment term will be equivalent, in length, to the back-billing period with other terms and conditions as set out in the City's Water and Wastewater / Storm Billing Payment Arrangement Policy.
- Interest for under-billed accounts will not be applied to the back-billed amount. Similarly, for over-billed accounts, interest will not be paid on the refunded amount.

Non-Payment of Back-billing

- As per the City's Water and Wastewater / Storm Arrears Policy, in the event the customer does not pay the back-bill upon receipt or accept an optional deferred payment plan, unpaid water accounts are transferred to the property tax roll 60 days post invoice due date.

Case-by-Case Consideration of Errors

- Each account which is determined to be in error will be reviewed on a case-by-case basis to consider the cause of the error, the cost of research and correction, the knowledge and / or intent of the customer, the payment history and longevity of the customer, the customer's ability to pay, the applicable Limitations Period, the discoverability of the loss by the City and any other circumstances that deserve consideration.



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Strategic Partnerships and Communications Division

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	September 24, 2020
SUBJECT/REPORT NO:	2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mimi John (905) 546-2424 Ext. 4524
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer, Digital, Innovation & Strategic Partnership
SIGNATURE:	

RECOMMENDATION

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$154,943 (as outlined in the attached Appendix "A" to Report GRA20003(c)), be approved;
- (b) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$11,908 (as outlined in the attached Appendix "B" to Report GRA20003(c)), be approved pending the submission of additional information;
- (c) That, Appendix "C" to Report GRA20003(c), being the 2020 City Enrichment Fund Application Summary, be received.
- (d) That any funds not required in 2020 by organizations, as a result of programs or events being cancelled, reduced, or redesigned, be transferred to the City Enrichment Fund Reserve # 112230

EXECUTIVE SUMMARY

This is the final report in the phased approach in reporting back to Council to close out the 2020 City Enrichment Fund. Appendix A to Report GRA20003(c) contains the fourth phase of recommendations that have been submitted by City Enrichment Fund (CEF) Staff working with our applicants on a case-by-case basis to understand their status and report back to Council. Throughout this unpredictable year, CEF Staff closely followed CEF guidelines and the grant's mandate to ensure consistency, accountability and

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide) - Page 2 of 4

transparency in our processes. Our community groups were top-of-mind every step of the way.

2020 City Enrichment Fund – Phased Approach:

Phase 1 - Amount Approved: \$ 2,541,713

Phase 2 - Amount Approved: \$ 2,640,836

Phase 3 - Amount Approved: \$ 84,663

Phase 4 - Pending Approval: \$ 166,851

Total Remaining Funds: \$ 654,277

Total CEF Budget: \$ 6,088,340

Programming Status:

The 2020 City Enrichment Fund consisted of 336 applications. With the phased approach this year a summary of programming status due to COVID reflects:

STATUS OF PROGRAMMING	APPLICATIONS
No Change	112
Modified	153
Cancelled	66
Withdrawn	5
TOTAL	336

In-line with everything else this year, circumstances and funding sources have consistently changed. From the first report in May 2020 to September 2020, many of our applicants either received additional funding from other sources, continue to access other areas of funding that are still arising and becoming available from other levels of government or still in the process of pivoting their programming based on Hamilton reopens.

With the availability of additional COVID-19 supports, distribution of any remaining funds at this time would require a new set of guidelines and processes to follow-up with the status of organizations at this stage again. These fundamental resources are currently not available as many staff have been redeployed. As the city and community continues to adapt to a new normal, the remaining funds going to the reserve means

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide) - Page 3 of 4

that there would be availability of one-time allocation to CEF applicants should it arise in the future.

Alternatives for Consideration:**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The 2020 approved budget for the City Enrichment Fund is \$6,088,340. All recommendations are within the approved 2020 budget. Payments of grants will be made based on the approved City Enrichment Fund payment plan (per Council approved guidelines).

Staffing: There are no additional staff required to execute this phased approach, but there are additional work load and scheduling implications associated with the recommendations in Report GRA20003(c).

Legal: There are no legal implications associated with the recommendations in Report GRA20003(c).

HISTORICAL BACKGROUND**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

All policies with respect to the City Enrichment Fund have been adhered.

ANALYSIS AND RATIONAL FOR RECOMMENDATION

This is the 4th and final report to close out the 2020 City Enrichment Fund. The launch of the new 2021 City Enrichment Fund cycle is September 1st, 2020.

Changes in funding this year due to modifications or cancellations due to COVID will not affect future funding.

ALTERNATIVES FOR CONSIDERATION

(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)

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

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide) - Page 4 of 4

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report GRA20003(c): 2020 Recommended Funding

Appendix “B” to Report GRA20003(c): 2020 Hold – Pending Additional Information

Appendix “C” to Report GRA20003(c): 2020 CEF Summary Sheets

**2020 CITY ENRICHMENT FUND
Phase 4 - Recommended Grants**

ARTS

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Program Budget	2020 Recommended Funding	Program Status
ART - Arts Festivals								
ART B-4	Strange Day at the Bay 2020	Shush Inc.	\$ 4,937	80	\$ 10,000	\$ 35,600	\$ 5,036	Modified
ART B-5	Festival of Friends	Festival of Friends (Hamilton-Wentworth)	\$ 90,000	78	\$ 100,000	\$ 84,431	\$ 25,329	Cancelled
			\$ 94,937		\$ 110,000	\$ 120,031	\$ 30,365	
ART - Capacity Building								
ART C-3	Arts Capacity Building	Hamilton Youth Poets		75	\$ 10,000	\$ 30,000	\$ 5,000	No Change
		ARTS TOTAL	\$ 94,937		\$ 120,000	\$ 150,031	\$ 35,365	

COMMUNITIES, CULTURE & HERITAGE

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Program Budget	2020 Recommended Funding	Program Status
CCH - Events and Established Activities								
CCH A-3	Winona Peach Festival - Communities, Culture & Heritage Program	Winona Peach Festival	\$ 86,700	87	\$ 97,000	\$ 56,710	\$ 17,013	Cancelled
CCH A-5	Dundas International Buskerfest	Downtown Dundas Business Improvement Area	\$ 28,886	85	\$ 29,950	\$ 3,516	\$ 1,055	Cancelled
CCH A-10	Chorus Hamilton 2019-2020 Season	Chorus Hamilton	\$ 5,000	79	\$ 5,000	\$ 39,365	\$ -	Cancelled
CCH A-11	A Village Christmas	Ancaster Heritage Days	\$ 1,995	78	\$ 2,115	\$ 7,050	\$ -	Cancelled
CCH A-20	Locke Street Festival	Locke Street BIA		76	\$ 12,000	\$ 2,781	\$ 834	Cancelled
CCH A-22	Winterfest/EasterEggHunt/Pumpkinfest/MovieNight	Gourley Park Community Association	\$ 2,765	75	\$ 3,520	\$ 11,736	\$ -	Cancelled
CCH A-26	Communities, Culture & Heritage Program	Hamilton Folk Arts Heritage Council	\$ 58,905	74	\$ 84,881	\$ 41,848	\$ 12,554	Cancelled
CCH A-27	Communities, Culture and Heritage	Durand Neighbourhood Association Inc.	\$ 1,378	73	\$ 1,414	\$ 4,714	\$ -	Cancelled
CCH A-29	Movie Night in the Village & Victorian Night in the Village	International Village BIA	\$ 2,180	73	\$ 4,500	\$ 16,500	\$ -	Cancelled
CCH A-30	7th Annual Something Else! Festival (June 18-21, 2020)	Zula Music & Arts Collective Hamilton	\$ 10,200	72	\$ 28,000	\$ 44,600	\$ 10,200	Modified
CCH A-34	Dundas Cactus Parade	Dundas Cactus Parade Inc.	\$ 10,649	70	\$ 10,649	\$ 1,670	\$ 501	Cancelled
CCH A-36	Sinfonia Ancaster	Sinfonia Ancaster (part of Ancaster Society for the Performing Arts)	\$ 8,231	70	\$ 11,796	\$ 12,871	\$ 3,861	Cancelled
CCH A-43	Binbrook Santa Claus Parade	Binbrook Parade Committee		65	\$ 3,000	\$ 19,000	\$ -	Cancelled
CCH A-45	Promoting Culture and Diversity by Cameroonians in Hamilton	CAMEROONIAN ASSOCIATION IN HAMILTON	\$ 3,000	60	\$ 5,000	\$ 12,000	\$ -	Cancelled
CCH A-47	Flamborough Santa Claus Parade	Flamborough Santa Claus Parade	\$ 15,000	60	\$ 15,000	\$ 58,400	\$ -	Cancelled
			\$ 234,889		\$ 313,825	\$ 332,761	\$ 46,019	
CCH - New Projects								
CCH B-2	Barton First Fridays	Barton Village Business Improvement Area		93	\$ 13,500	\$ 45,470	\$ -	Cancelled

CCH B-4	Kadimah - Winter Camp at the J	Hamilton Jewish Community Centre		80	\$ 2,340	\$ 7,800	\$ -	Cancelled
CCH B-7	Something Else! Composite Arts Series: Watch it Burn!	Zula Music & Arts Collective Hamilton		66	\$ 28,000	\$ 41,800	\$ 8,621	Modified
					\$ 43,840	\$ 95,070	\$ 8,621	
		COMMUNITIES,CULTURE & HERITAGE	\$ 234,889		\$ 357,665	\$ 427,831	\$ 54,640	

COMMUNITY SERVICES

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Program Budget	2020 Recommended Funding	Program Status
CS - Everyone Can Age in Place								
CS E-19	Everyone Can Age in Place	Famee Furlane of Hamilton	\$ 5,719	68	\$ 5,044	\$ 150,000	\$ -	Cancelled
CS - Everyone Has Someone to Talk To								
CS G-2	Supports for Wellness	Multiple Sclerosis Society of Canada	\$ 12,000	94	\$ 12,000	\$ 40,583	\$ -	Cancelled
CS - Emerging Needs and Program Innovation								
CS H-11	Youth Afterschool Meal Program	Mission Services of Hamilton Inc.	\$ 27,587	88	\$ 33,222	\$ 225,853	\$ -	Cancelled
CS H-14	Youth Build Program	Habitat for Humanity Hamilton (Hamilton Habitat for Humanity)		83	\$ 30,000	\$ 108,542	\$ -	Cancelled
CS H-29	City of Hamilton - Community Services	B'nai Brith National Organization of Canada		68	\$ 20,920	\$ 69,750	\$ -	Cancelled
CS H-35	Everyone Can Age in Place	L'Arche Hamilton		60	\$ 13,025	\$ 43,418	\$ -	Cancelled
			\$ 45,306		\$ 114,211	\$ 638,146	\$ -	
		COMMUNITY SERVICES TOTAL	\$ 45,306		\$ 114,211	\$ 638,146	\$ -	

SPORT & ACTIVE LIFESTYLES

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Program Budget	2020 Recommended Funding	Program Status
SAL - Long-Term Athlete Development Planning & Implementation								
SAL A-1	FDSC Follows LTPD for Grassroots Soccer	Flamborough Dundas Soccer Club	\$ 3,902	84	\$ 7,500	\$ 35,500	\$ 3,980	Modified
SAL A-2	Grassroots Development Program	Ancaster Soccer Club	\$ 7,500	83	\$ 7,500	\$ 205,552	\$ -	Cancelled
SAL A-3	HSC LTAD Education and Information Sessions Year 2	Hamilton Skating Club	\$ 7,500	83	\$ 7,500	\$ 25,000	\$ 7,500	Modified
SAL A-4	H&DSA - Grass Roots Soccer Program - Continuance of Program Initiatives	The Hamilton and District Soccer Association	\$ 7,500	80	\$ 7,500	\$ 50,000	\$ 7,500	Modified
SAL A-5	Learn to Skate/U8	Hamilton Ringette Association		78	\$ 7,500	\$ 25,000	\$ 3,750	Modified
SAL A-6	Improving Player and Coaches Skill Development	Croatian Sports and Community Centre of Hamilton (Hamilton Croatia)	\$ 3,500	76	\$ 7,500	\$ 25,000	\$ -	Cancelled
SAL A-7	LTAD Mission – Academy Player Development Program	The Saltfleet Stoney Creek Soccer Club	\$ 3,825	73	\$ 7,500	\$ 150,000	\$ 3,825	Modified
			\$ 33,727		\$ 52,500	\$ 516,052	\$ 26,555	
SAL - Sport Awareness								
SAL B-1	T.E.A.D. Communications Person	The Equestrian Association for the Disabled (T.E.A.D.)		89	\$ 7,500	\$ 25,700	\$ -	Cancelled
SAL B-2	Sport Awareness - Rugby	Hamilton Hornets Rugby Football Club	\$ 5,722	80	\$ 7,500	\$ 26,834	\$ -	Cancelled
SAL B-4	Continued Enhancement of the Match Official Mentorship Program	The Hamilton and District Soccer Association		80	\$ 7,500	\$ 34,000	\$ 5,836	Modified

SAL B-5	GrassRoots - Leading the Training For The Youth	The Saltfleet Stoney Creek Soccer Club	\$ 5,355	78	\$ 7,500	\$ 300,000	\$ 5,355	Modified
SAL B-6	FDSC New Club Awareness	Flamborough Dundas Soccer Club	\$ 7,491	75	\$ 7,500	\$ 30,200	\$ 7,491	Modified
			\$ 18,568		\$ 37,500	\$ 416,734	\$ 18,682	
SAL - Capacity Building								
SAL C-2	HRDownloads	The Equestrian Association for the Disabled (T.E.A.D.)		83	\$ 7,500	\$ 25,235	\$ -	Cancelled
SAL C-4	FDSC Builds Capacity	Flamborough Dundas Soccer Club	\$ 7,500	78	\$ 7,500	\$ 30,000	\$ -	Cancelled
			\$ 7,500		\$ 15,000	\$ 55,235	\$ -	
SAL - Sport Development/Inclusion								
SAL D-4	Rally Cap Program	Binbrook Minor Baseball Association	\$ 5,414	85	\$ 5,000	\$ 20,500	\$ -	Cancelled
SAL D-8	Equine-Assisted Social and Relational Skills Building	The Equestrian Association for the Disabled (T.E.A.D.)		79	\$ 7,500	\$ 16,650	\$ -	Cancelled
SAL D-10	Multicultural Championships	Afghan Sports Federation of Canada	\$ 3,600	75	\$ 7,500	\$ 25,000	\$ -	Cancelled
SAL D-9	Krav Maga at the J	Hamilton Jewish Community Centre		76	\$ 2,100	\$ 7,002	\$ -	Cancelled
SAL D-11	Physical Activation Program	The Jump In Foundation		74	\$ 7,500	\$ 30,000	\$ -	Cancelled
SAL D-13	Active For Life	Hamilton Black Tigers		60	\$ 3,000	\$ 7,002	\$ -	Cancelled
			\$ 9,014		\$ 32,600	\$ 106,154	\$ -	
SAL - Accessibility								
SAL E-2	FDSC Special Soccer Program	Flamborough Dundas Soccer Club	\$ 6,900	89	\$ 7,500	\$ 24,600	\$ -	Cancelled
SAL E-3	RHYC Able Sail	Royal Hamilton Yacht Club	\$ 6,120	89	\$ 7,500	\$ 31,096	\$ -	Cancelled
SAL E-4	Ancaster All Abilities	Ancaster Soccer Club	\$ 195	75	\$ 1,400	\$ 5,110	\$ -	Cancelled
SAL E-5	SSC - Special Team for Special Needs/All Abilities	The Saltfleet Stoney Creek Soccer Club		73	\$ 5,000	\$ 42,000	\$ -	Cancelled
			\$ 13,215		\$ 21,400	\$ 102,806	\$ -	
SAL - Active for Life								
SAL F-2	Rookie Riders	The Equestrian Association for the Disabled (T.E.A.D.)		93	\$ 7,350	\$ 24,501	\$ -	Cancelled
SAL F-3	Rugby for newcomers and at-risk youth	Hamilton Hornets Rugby Football Club		91	\$ 7,500	\$ 44,975	\$ -	Cancelled
SAL F-5	FDSC Soccer for Life	Flamborough Dundas Soccer Club		89	\$ 7,500	\$ 24,000	\$ 5,625	Modified
SAL F-7	HBA 2019-20 Season	Hamilton Basketball Association	\$ 4,266	84	\$ 7,500	\$ 101,200	\$ 4,351	Modified
SAL F-8	Sports and Active Lifestyles Program	Hamilton Bay Sailing Club	\$ 7,500	78	\$ 7,500	\$ 24,805	\$ 7,442	Modified
SAL F-9	Go to Play	Hamilton Chinese Sports Association	\$ 2,283	74	\$ 5,469	\$ 18,230	\$ 2,283	Modified
			\$ 14,049		\$ 42,819	\$ 237,711	\$ 19,701	
		SPORT & ACTIVE LIFESTYLES TOTAL	\$ 96,073		\$ 201,819	\$ 1,434,692	\$ 64,938	
GRAND TOTAL			\$ 471,205		\$ 793,695	\$ 2,650,700	\$ 154,943	

REF: ART B-4

Sinfo2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
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Shush Inc.

Funding Program: Arts**Funding Stream: Arts Festivals****Program/Event/Project Name: Strange Day at the Bay 2020****2019 FUNDED:** \$4,937**2020 REQUEST:** \$10,000**2020 RECOMMENDED:** \$5,036**2020 FINAL RATING:** 80**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

Strange Day at the Bay is a free music and art festival that takes place at Bayfront Park in Hamilton in August. The festival features culturally rich programming, from Hamilton and the region, focusing on creative artists whose work often fits within the fringe of the mainstream. The festival presents a family-friendly environment, with an emphasis placed on creating an event that is welcoming and accessible to all peoples.

STAFF COMMENTS:

Emerging Festival Category: Strange Day at the Bay is a free and accessible music and art festival that will take place at Bayfront Park. The festival is family friendly, unique, and presents emerging and mid-career artists and musicians.

Total **OPERATING** budget: \$35,600



REF: ART B-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Festival of Friends (Hamilton-Wentworth)
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Funding Program: Arts**Funding Stream: Arts Festivals****Program/Event/Project Name: Festival of Friends****2019 FUNDED:** \$90,000**2020 REQUEST:** \$100,000**2020 RECOMMENDED:** \$25,329**2020 FINAL RATING:** 78**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Starting in 1976, the Festival of Friends is now a three day celebration of music, crafts, food, busking and more. Located in Gage park, the festival presents musicians at various career levels on multiple stages. They program a variety of performances and displays celebrating the festival's rich history. This festival is celebrating its 44th year.

STAFF COMMENTS:

Established Festival Category: The score is in support of the 2020 Festival of Friends. The festival has demonstrated community support, impact, and organizational growth.

Total **OPERATING** budget: \$84,431



REF: ART C-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Youth Poets

Funding Program: Arts**Funding Stream: Capacity Building****Program/Event/Project Name: Arts Capacity Building****2019 FUNDED:** \$**2020 REQUEST:** \$10,000**2020 RECOMMENDED:** \$5,000**2020 FINAL RATING:** 75**PROGRAM STATUS:** No Change**PROGRAM or EVENT DESCRIPTION:**

Hamilton Youth Poets (HYP) capacity project is to develop streamlined organizational policies, procedures and human resources practices. Established in 2012, HYP is preparing to deepen their capacity to deliver strong programming by ensuring the everyday organizational logistics are met and meeting current best practices. HYP will be working with a certified business and arts consultant to help them realize this next stage.

STAFF COMMENTS:

The score is in support of a one-time capacity building project, that seeks to enhance operations by streamlining the organizations onboarding process and human resources policies. The applicant demonstrates the capacity to deliver the project presented.

Total **OPERATING** budget: \$30,000



REF: CCH A-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Winona Peach Festival

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Winona Peach Festival - Communities, Culture & Heritage Program****2019 FUNDED:** \$86,700**2020 REQUEST:** \$97,000**2020 RECOMMENDED:** \$17,013**2020 FINAL RATING:** 87**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Winona Peach Festival offers a free family oriented event since 1967. The motto of the Peach Festival is "People Working Together for a Better Community". Programming includes an arts and craft area, commercial vendor area, free entertainment, amusement rides, car show, prizes and the involvement of many community groups.

STAFF COMMENTS:

Large Request Category: The score is in support of Winona Peach Festival's good management, strong community and cultural programming, positive volunteer opportunities and community partners. The organization continues to draw strong community support and offers positive experiences for its visitors.

Total **OPERATING** budget: \$56,710

REF: CCH A-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Downtown Dundas Business Improvement Area
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Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Dundas International Buskerfest

2019 FUNDED: \$28,886

2020 REQUEST: \$29,950

2020 RECOMMENDED: \$1,055

2020 FINAL RATING: 85

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Dundas International Buskerfest is a free three day street festival. Visitors to the festival will find downtown Dundas transformed into an outdoor theater where skilled street performers, musicians and acts from the Hamilton area and around the world provide family friendly and interactive shows. Guests will also be able to browse arts and crafts vendors, King St merchant sales and nosh on international foods.

STAFF COMMENTS:

Large Request Category: The score is in support of Buskerfest's continued growth and progress. The organization continues to develop its programming and offers meaningful children / youth programming and produces a unique festival with strong community impact. The organization has submitted two applications under the Events & Established Activities stream.

Total **OPERATING** budget: \$3,516



REF: CCH A-10

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Chorus Hamilton

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Chorus Hamilton 2019-2020 Season****2019 FUNDED:** \$5,000**2020 REQUEST:** \$5,000**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 79**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Chorus Hamilton performs a regular season of three concerts that includes large and small-scale works, opera choruses, Broadway repertoire, and more. The choir performs with piano accompaniment and hires soloists and / or orchestral players to enhance performances. Additionally, the choir promotes choral singing by performing throughout the community.

STAFF COMMENTS:

Small Request Category: The score is in support of Chorus Hamilton's 2020 concert series. The organization has demonstrated a commitment to the community, is well managed, and provides positive opportunities to engage in music learning and presentation. The applicant is encouraged to meet with staff to review their 2019 grant submission before submitting in 2020. The applicant also submitted an application under the Capacity Building stream.

Total **OPERATING** budget: \$39,365

REF: CCH A-11

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ancaster Heritage Days

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: A Village Christmas****2019 FUNDED:** \$1,995**2020 REQUEST:** \$2,115**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 78**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

A Village Christmas is a free annual winter event that takes place in the town of Ancaster. The event provides a place to form and celebrate community through entertainment, attractions, food, and gathering space. A Village Christmas promotes local businesses and celebrates the vibrancy of Ancaster and Hamilton. It is an event open to everyone.

STAFF COMMENTS:

Small Request Category: The score is in support of Ancaster Heritage Days. The event celebrates traditional community activities, christmas tree lighting and carols, and offers activities for all ages. The organization has submitted two applications under the Events & Established Activities stream.

Total **OPERATING** budget: \$7,050

REF: CCH A-20

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Locke Street BIA

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Locke Street Festival****2019 FUNDED:** \$**2020 REQUEST:** \$12,000**2020 RECOMMENDED:** \$ 834**2020 FINAL RATING:** 76**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Locke Street Festival is a free neighbourhood event, taking place the 2nd Saturday of September for the past 18 years. The event showcases Hamilton's local talent by providing a venue for local musicians, artists and artisans to promote themselves and reach a wider market. The festival takes place on Locke Street South. Local vendors and artisans are invited to rent vendor booths that line the 1km stretch of Locke St S and store front merchants open their doors to the yearly festival goers.

STAFF COMMENTS:

Large Request Category: This is a new applicant. Locke Street BIA did not did not submit an application in 2019. The score is in support of the Locke Street Festival which celebrates the community through a traditional street festival event.

Total **OPERATING** budget: \$2,781



REF: CCH A-22

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Gourley Park Community Association

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Winterfest/EasterEggHunt/Pumpkinfest/MovieNight

2019 FUNDED: \$2,765

2020 REQUEST: \$3,520

2020 RECOMMENDED: \$

2020 FINAL RATING: 75

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

To enhance and promote the Gourley Park Community through organized events such as Pumpkin fest, Winterfest and the Easter Egg Hunt, a biannual movie night in the park. They promote community and recreational activities within the geographic area of Gourley with the objective of encouraging resident participation in all age groups in a non-denominational, non-partisan and non-political manner.

STAFF COMMENTS:

Small Request Category: The score is in support of Gourley Park Community Association Winterfest, Easter Egg Hunt, Pumpkinfest events. The three events present activities that bring together community to celebrate together.

Total **OPERATING** budget: \$11,736

REF: CCH A-26

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Folk Arts Heritage Council
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Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Communities, Culture & Heritage Program****2019 FUNDED:** \$58,905**2020 REQUEST:** \$84,881**2020 RECOMMENDED:** \$12,554**2020 FINAL RATING:** 74**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

For 50 years, It's Your Festival, has celebrated culture, diversity, the arts, and Canada's birthday in Hamilton's historic Gage Park. One of the oldest and biggest Canada Day festivals it boasts musical and dance performances from local groups to world-renowned artists. The festival showcases foods and handicrafts from Hamilton's diverse communities and provides activities for all ages, including a family fun zone, citizenship ceremony, youth talent contest, and midway.

STAFF COMMENTS:

WITHHOLD Large Request Category: The score is in support of 'It's Your Festival's' continued development. The organization demonstrates good operational planning and a commitment to enriching cultural programming through unique food programming. 2020 funds to be withheld pending applicant meeting outstanding requirements.

Total **OPERATING** budget: \$41,848

REF: CCH A-27

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Durand Neighbourhood Association Inc.
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Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Communities, Culture and Heritage****2019 FUNDED:** \$1,378**2020 REQUEST:** \$1,414**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 73**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Durand Neighbourhood Association will undertake three community activities in 2020, including an Easter Egg Hunt on April 10, Movie Night in Durand Park on September 19, and Pumpkin Patch in the Park on October 25. These activities showcase the beauty of the Durand neighbourhood and provide family-friendly, accessible and free events for all to enjoy.

STAFF COMMENTS:

Small Request Category: The score is in support of Durand Neighborhood Associations' Movie Night, Pumpkin Patch in the Park, and Easter Egg events. The events celebrate community are well supported and attended.

Total **OPERATING** budget: \$4,714



REF: CCH A-29

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM International Village BIA

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Movie Night in the Village & Victorian Night in the Village

2019 FUNDED: \$2,180

2020 REQUEST: \$4,500

2020 RECOMMENDED: \$

2020 FINAL RATING: 73

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Victorian Night in the Village will be running for its 9th consecutive year in 2020. The movie night at Ferguson Station will be in its 5th year running in 2020. Both events encourage residents and businesses to embrace the area and support the local economy. They are both open to all ages and free to the community. They encourage inclusion and accessibility. The hub of both events is at Ferguson Station.

STAFF COMMENTS:

Small Request Category: The score is in support of the International Village BIA's Victorian Night in the Village and Movie Night at Ferguson Station events. Both events are unique and present community programming and neighborhood celebration.

Total **OPERATING** budget: \$16,500



REF: CCH A-30

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Zula Music & Arts Collective Hamilton
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Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: 7th Annual Something Else! Festival (June 18-21, 2020)****2019 FUNDED:** \$10,200**2020 REQUEST:** \$28,000**2020 RECOMMENDED:** \$10,200**2020 FINAL RATING:** 72**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

Zula Music & Arts Collective Hamilton presents creative music to audiences in Hamilton. The Something Else! Festival & Arts brings together celebrated international, national, and local musicians in June for three days of intimate musical performances, film, and video. The festival presents creative music and newer traditions in jazz through a variety of commercial and not-for profit venues downtown.

STAFF COMMENTS:

Large Request Category: The score is in support of a unique festival that presents national and international musicians within a multi-disciplinary performance space. The festival demonstrates strong cultural impact and meaningful volunteer and audience opportunities.

Total **OPERATING** budget: \$44,600

REF: CCH A-34

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Dundas Cactus Parade Inc.

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Dundas Cactus Parade****2019 FUNDED:** \$10,649**2020 REQUEST:** \$10,649**2020 RECOMMENDED:** \$ 501**2020 FINAL RATING:** 70**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Dundas Cactus Parade takes place annually during the evening of the third Thursday in August. Each year we seek out new groups, organizations, businesses, and bands which enrich the experience for the crowd and provide an excellent opportunity to learn, enjoy and promote events and services in and around the Hamilton region.

STAFF COMMENTS:

Large Request Category: The score is in support of the Dundas Cactus Parade. The parade celebrates the community, is well managed, and presents a unique theme annually.

Total **OPERATING** budget: \$1,670



REF: CCH A-36

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Sinfonia Ancaster (part of Ancaster Society for the Performing Arts)
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Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Sinfonia Ancaster

2019 FUNDED: \$8,231

2020 REQUEST: \$11,796

2020 RECOMMENDED: \$3,861

2020 FINAL RATING: 70

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Sinfonia Ancaster is a community orchestra providing an opportunity for amateur & student players to experience the professionalism of a formal orchestra environment while being coached by professional musicians. Sinfonia features local soloists and collaborates with community groups to present a variety of performances that enrich the arts environment and help develop a leading cultural community in Hamilton. Sinfonia benefits the community at large making music accessible to a wide audience.

STAFF COMMENTS:

Large Request Category: The score is in support of Sinfonia Ancaster's 2020 concert series. The organization has demonstrated strong community support and impact, and a meaningful way for amateur musicians to learn and perform orchestral music.

Total **OPERATING** budget: \$12,871 (Expense receipts submitted)



REF: CCH A-43

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Binbrook Parade Committee

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Binbrook Santa Claus Parade

2019 FUNDED: \$

2020 REQUEST: \$3,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 65

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Binbrook Santa Claus Parade will run annually on the first Sunday of December in conjunction with the Binbrook Community Tree lighting ceremony.

STAFF COMMENTS:

This is a new program and new applicant. The score is in support of the Binbrook Santa Claus Parade. The new community initiative brings together community to celebrate the winter holiday season.

Total **OPERATING** budget: \$19,000

REF: CCH A-45

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM CAMEROONIAN ASSOCIATION IN HAMILTON

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

**Program/Event/Project Name: Promoting Culture and Diversity by Cameroonians
in Hamilton**

2019 FUNDED: \$3,000

2020 REQUEST: \$5,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Cameroonian Association in Hamilton plans and organizes a cultural event with Music, Arts, culinary delights, drama and cultural dances as a way to celebrate and enrich the multicultural landscape in Hamilton.

STAFF COMMENTS:

Small Request Category: The score is in support of a unique event that celebrates Cameroonian culture. The organization demonstrates good partnerships, volunteer opportunities and meaningful engagement. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: \$12,000

REF: CCH A-47

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Santa Claus Parade

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Flamborough Santa Claus Parade

2019 FUNDED: \$15,000

2020 REQUEST: \$15,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Light the Way for Santa night time parade is an annual event that is held throughout the streets of Waterdown. Held on the last Saturday of November, with the goal of opening the Christmas Season in high spirit. The parade is held in the evening with unique holiday lights on every entry float. Participants are encouraged to decorate their entry to align with the theme of the parade, which changes annually.

STAFF COMMENTS:

Large Request Category: The Flamborough Santa Claus Parade presents good programming and is well supported by community. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: \$58,400



REF: CCH A-48

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Santa Claus Parade Committee
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Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: The Hamilton Santa Claus Parade

2019 FUNDED: \$46,231

2020 REQUEST: \$55,000

2020 RECOMMENDED: \$11,908

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Hamilton Santa Clause Parade's mandate is to bring the joy and spirit of Christmas to the citizens of Hamilton. The parade includes more than 70 bands and assorted entries and has many community partners.

STAFF COMMENTS:

Large Request Category: The organization presents the annual downtown Santa Claus Parade along James St. North. The parade is well attended. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021. The applicant received a 2018 Council approved budget enhancement resulting in funding above 30 percent of the program budget.

Total **OPERATING** budget: \$39,694

REF: CCH B-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Barton Village Business Improvement Area

Funding Program: Communities, Culture & Heritage

Funding Stream: New Projects

Program/Event/Project Name: Barton First Fridays

2019 FUNDED: \$

2020 REQUEST: \$13,500

2020 RECOMMENDED: \$

2020 FINAL RATING: 93

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Barton First Fridays is a monthly event series celebrating all that Barton Street has to offer and encouraging community members — Barton Village residents as well as all Hamiltonians — to engage with the neighbourhood's public and private spaces, business owners, and residents. Area businesses stay open late and host special events, activities, and promotions, and the Barton Village BIA organizes additional free, accessible, community-friendly programming.

STAFF COMMENTS:

This is a new program. The score is in support of a Barton Village BIA initiative. The goal of Barton First Friday's is to engage residents and visitors to celebrate the community through a new theme each month, similar to the success of the James St. art crawls and Concession St. Sidewalk Sounds. Barton Village BIA has also successfully submitted an application under the Events & Established Activities stream.

Total **OPERATING** budget: \$45,470

REF: CCH B-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Jewish Community Centre

Funding Program: Communities, Culture & Heritage**Funding Stream: New Projects****Program/Event/Project Name: Kadimah - Winter Camp at the J****2019 FUNDED:** \$**2020 REQUEST:** \$2,340**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 80**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Hamilton Jewish Community Centre's (JCC) mission is to provide social, educational, recreational and cultural services within the framework of Jewish tradition. The Hamilton JCC, brings together a vibrant Jewish community through inspiration, innovation and a shared idea of unity with the hopes to overcome stereotypes, prejudices and ignorances. In 2020 the Hamilton JCC is providing a unique intercultural camp program.

STAFF COMMENTS:

This is a new program and new applicant. The score is in support of a new intercultural camp program. The Hamilton Jewish Community Centre demonstrates community support and the capacity to deliver this program. The applicant is encouraged to meet with staff before submitting an application in 2021.

Total **OPERATING** budget: \$7,800



REF: CCH B-7

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Zula Music & Arts Collective Hamilton
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Funding Program: Communities, Culture & Heritage**Funding Stream: New Projects****Program/Event/Project Name: Something Else! Composite Arts Series: Watch it Burn!**

2019 FUNDED:	\$
2020 REQUEST:	\$28,000
2020 RECOMMENDED:	\$8,621
2020 FINAL RATING:	66
PROGRAM STATUS:	Modified

PROGRAM or EVENT DESCRIPTION:

The first iteration of Something Else! Composite Arts Series: Watch it Burn! will run once a month throughout 2020, focusing on multi- and inter-arts programming, a thoughtful mix of live music performance, poetry, film, dance, performance art, painting, literature and more.

STAFF COMMENTS:

This is a new program. The Composite Arts Series, Watch is Burn! is a new multi-disciplinary series presented by Zula. The monthly series brings together local, national, and international artists to perform creative music, dance, and film for local and regional audiences. Zula, has also successfully submitted an application under the Events & Established Activities stream. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: \$41,800



REF: CS E-19

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Everyone Can Age in Place

Funding Program: Community Services**Funding Stream: Everyone Can Age in Place****Program/Event/Project Name: Famee Furlane of Hamilton****2019 FUNDED:** \$5,719**2020 REQUEST:** \$5,044**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 68**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The program aims to operate specific functions / events for seniors from the Northeastern part of Italy (club members) and those from the Binbrook and surrounding community (non-cub-members), through our existing facility and campus. We offer a location where seniors across Hamilton can meet, socialize, exercise and enjoy cultural and community activities.

STAFF COMMENTS:

Applicant's score demonstrates satisfactory program delivery, organizational capacity, outcomes and financial management. There are limited opportunities for seniors to access programming in the Binbrook area and this program fills an important gap for seniors assisting them to age in place. The program also received \$603 in additional reserve funding in 2019.

Total **OPERATING** budget: \$150,000

REF: CS G-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Supports for Wellness

Funding Program: Community Services**Funding Stream: Everyone Has Someone to Talk to****Program/Event/Project Name: Multiple Sclerosis Society of Canada****2019 FUNDED:** \$12,000**2020 REQUEST:** \$12,000**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 94**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Multiple Sclerosis Society Hamilton-Halton Chapter's Supports for Wellness program provides a full range of information, referral and support programs for people living with multiple sclerosis and their families including adapted yoga, support groups, friendly visiting program, educational sessions and workshops. We strive to connect and empower the our community to create positive change.

STAFF COMMENTS:

Applicant's score demonstrates excellence in program delivery, organizational capacity, outcomes and financial management. Funding will be used to support staffing for the various programs: 37% of Programs and Services Coordinator, 5% of Administrative Assistant, 5% Community Outreach and Fundraising Coordinator and 4% of Regional Director. Also supported through this funding are administrative, marketing and direct program expenses for the programs delivered.

Total **OPERATING** budget: \$40,583

REF: CS H-11

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Youth Afterschool Meal Program

Funding Program: Community Services**Funding Stream: Emerging Needs and Program Innovation****Program/Event/Project Name: Mission Services of Hamilton Inc.****2019 FUNDED:** \$27,587**2020 REQUEST:** \$33,222**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 88**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Mission Services' Afterschool Meal Program is a one-of-a-kind space in our neighbourhood: a healthy meal program for young people and their parents that applies a youth-led approach to food security. The program was piloted in September 2016 and provided a drop-in hot meal program for 85 youth each weekday as well as bagged lunches and events that improve access to healthy food. We ask the City of Hamilton to continue contributing 10% of the program costs to help ensure its sustainability.

STAFF COMMENTS:

Applicant's score demonstrates excellent program delivery, organizational capacity, outcomes and financial management. Funding will be used to increase staff complement by .30 to oversee volunteers, procure food supplies, serve clients and also contribute toward food costs for preparing meals.

Total **OPERATING** budget: \$225,853



REF: CS H-14

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Youth Build Program

Funding Program: Community Services**Funding Stream: Emerging Needs and Program Innovation****Program/Event/Project Name: Habitat for Humanity Hamilton (Hamilton Habitat for Humanity)**

2019 FUNDED:	\$
2020 REQUEST:	\$30,000
2020 RECOMMENDED:	\$
2020 FINAL RATING:	83
PROGRAM STATUS:	Cancelled

PROGRAM or EVENT DESCRIPTION:

For over 8 years, Habitat Hamilton has been implementing a Youth Build Program, providing experiential learning opportunities to secondary school students interested in gaining skilled trades experience. In 2020, we plan to expand this program, introducing Youth Build Days for marginalized and at-risk youth. Our Youth Build Days will provide exposure to the trades, community engagement and soft-skills development, in a drop-in one-day-only format, that's more accessible to all youth.

STAFF COMMENTS:

Applicant's program demonstrates excellence in program delivery, organizational capacity, outcomes and financial management. The applicant's request represents 27% of their total program budget. Funding would be primarily for staffing (80%) and program supplies (20%). Applicant has been encouraged to connect with the Xperience Annex.

Total **OPERATING** budget: \$108,542

REF: CS H-29

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

City of Hamilton - Community Services Grant - Emerging Needs

Funding Program: Community Services**Funding Stream: Emerging Needs and Program Innovation****Program/Event/Project Name: B'nai Brith National Organization of Canada**

2019 FUNDED: \$

2020 REQUEST: \$20,920

2020 RECOMMENDED: \$

2020 FINAL RATING: 68

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Diverse Minds Creative Writing Competition asks Hamilton and surrounding area students at public, private and charter high schools to develop and illustrate children's books aimed at grades SK - 5, that tell a story of tolerance, diversity and/or human rights. This encourages these teenagers to share new insights regarding these important Canadian values to students in SK-Grade 5. The winning entry will be printed and distributed free of charge to local and provincial schools and libraries.

STAFF COMMENTS:

Applicant's score demonstrates good program delivery, organizational capacity, outcomes and financial management. Funding from the City Enrichment Fund would be used to fund the publishing and distribution of the winning book in Hamilton. As of January 31, 2020, the applicant has not secured other funding for this program.

Total **OPERATING** budget: \$69,750



REF: CS H-35

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Everyone Can Age in Place

Funding Program: Community Services**Funding Stream: Emerging Needs and Program Innovation****Program/Event/Project Name: L'Arche Hamilton****2019 FUNDED:** \$**2020 REQUEST:** \$13,025**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 60**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

To provide resources for those seniors with developmental disabilities residing with L'Arche Hamilton, many for more than 20 years now, who increasingly require additional specialized support based on their advancing age.

STAFF COMMENTS:

Applicant's score demonstrates satisfactory program delivery, organizational capacity, outcomes and financial management. This program would provide seniors with developmental disabilities more targeted programming in a supported environment . The applicant was succesful in their application with New Horizons.

Total **OPERATING** budget: \$43,418

REF: SAL A-1

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Dundas Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Long-Term Athlete Development Planning & Implementation****Program/Event/Project Name: FDSC Follows LTPD for Grassroots Soccer****2019 FUNDED:** \$3,902**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$3,980**2020 FINAL RATING:** 84**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

This grant will assist with the costs of delivering Ontario Soccer-sanctioned LTPD programs to players in our youngest age divisions; a U8 Festival Teams Program; a skills development program for our U8-U10 age divisions; and specialized goalkeeper training for our recreational, development and competitive divisions.

STAFF COMMENTS:

The score is in support of the program to implement a Long Term Athlete Development program aimed at the grassroots level (4-12 years) including specific goal keeping sessions. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$35,500

REF: SAL A-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ancaster Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Long-Term Athlete Development Planning & Implementation****Program/Event/Project Name: Grassroots Development Program****2019 FUNDED:** \$7,500**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 83**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Grassroots Development Program strives to follow the Long-Term Player Development model as implemented by Ontario Soccer. The program encourages all youth to participate in soccer as it mandates equal playing time and equal opportunity for all youth aged 12 and under. It is built to produce players that will love Soccer for Life and gives them full opportunity to join OPDL (Ontario Player Development Program), which is designed to provide a pathway for youth to play professional soccer if they choose.

STAFF COMMENTS:

The score is in support of this program to develop youth soccer through the Long Term Athlete Development model and Sport for Life Principles. The program met the eligibility requirements and a community need for youth soccer within the community in the category.

Total **OPERATING** budget: \$205,552

REF: SAL A-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Skating Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Long-Term Athlete Development Planning & Implementation****Program/Event/Project Name: HSC LTAD Education and Information Sessions
Year 2****2019 FUNDED:** \$7,500**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$7,500**2020 FINAL RATING:** 83**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

A strategic plan created by HSC to support skaters in the early stages of Skate Canada's LTAD Model. The goal of the plan is to keep children interested in figure skating beyond CanSkate as well as to inform parents about programs that are available to their children who are interested in skating recreationally, competitively or a combination of both streams

STAFF COMMENTS:

The score is in support of the program and the work being put in to sustain their memberships beyond the Can Skate program. The program met the eligibility requirements and a need for age group skating development in their community in the category.

Total **OPERATING** budget: \$25,000

REF: SAL A-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
The Hamilton and District Soccer Association

Funding Program: Sport & Active Lifestyles

Funding Stream: Long-Term Athlete Development Planning & Implementation

**Program/Event/Project Name: H&DSA - Grass Roots Soccer Program -
 Continuance of Program Initiatives**

2019 FUNDED: \$7,500

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$7,500

2020 FINAL RATING: 80

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

Hamilton Grass Roots program is a legacy program from the Pan Am games to offer 500 children in the precinct area of the Tim Horton's field (Ward 3) to a free/ no cost to the participant opportunity to play the sport of soccer in the City of Hamilton's grandest facility. The Grass Roots introduces the ability to have these children enjoy the physical literacy of the game of soccer on the Tim Horton's field.

STAFF COMMENTS:

The score is in support of this project as it fits the programming needs in a targeted neighbourhood and is a legacy from the 2015 Pan Am Games & the Tim Hortons Field for the community. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$50,000



REF: SAL A-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Ringette Association

Funding Program: Sport & Active Lifestyles**Funding Stream: Long-Term Athlete Development Planning & Implementation****Program/Event/Project Name: Learn to Skate/U8****2019 FUNDED:** \$**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$3,750**2020 FINAL RATING:** 78**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

Our learn to skate program is the foundation of our long term athletic development. We accept children as young as 3 into the program and some as old as 14. Through the experience of our coaches and the hired professional skating instructors, players are taught the basics of skating and fundamental movements along with the introduction of Ringette rules. The Association provides an equipment lending program to these families to help relieve the cost of starting out in our sport.

STAFF COMMENTS:

The score is in support of of this program to build on our communities Long Term Athlete Development by offering an affordable/low cost option for Ringette. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$25,000

REF: SAL A-6

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Croatian Sports and Community Centre of Hamilton (Hamilton Croatia)

Funding Program: Sport & Active Lifestyles

Funding Stream: Long-Term Athlete Development Planning & Implementation

Program/Event/Project Name: Improving Player and Coaches Skill Development

2019 FUNDED: \$3,500

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$

2020 FINAL RATING: 76

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Hamilton Croatia provides a unique opportunity, which is available to all Hamiltonians regardless of ethnic or cultural background to support the development of players and coaches by sourcing professional soccer instructors to conduct workshops both on and off the field. The professional soccer instructors provide expert-level coaching to player and coach participants.

STAFF COMMENTS:

The score is in support of the program to create age-appropriate athlete development. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$25,000

REF: SAL A-7

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Saltfleet Stoney Creek Soccer Club

Funding Program: Sport & Active Lifestyles

Funding Stream: Long-Term Athlete Development Planning & Implementation

Program/Event/Project Name: LTAD Mission – Academy Player Development Program

2019 FUNDED: \$3,825

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$3,825

2020 FINAL RATING: 73

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

The Sports & Active Lifestyle Saltfleet Stoney Creek – Academy program is a technical development program that is founded and rooted in soccer and meets the LTAD standards of Ontario Soccer. This means that, although unopposed technical exercises can help with overall physical literacy, it is the application of technique to create time and space that makes successful soccer players. This program is now continuing to the next stage of providing the full talented pathway for a youth player to achieve success.

STAFF COMMENTS:

The score is in support of the Talented Pathway Program to develop young players and offer the opportunity to learn about physical literacy and master their skills. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$150,000



REF: SAL B-1

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
The Equestrian Association for the Disabled (T.E.A.D.)

Funding Program: Sport & Active Lifestyles

Funding Stream: Sport Awareness

Program/Event/Project Name: T.E.A.D. Communications Person

2019 FUNDED: \$

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$

2020 FINAL RATING: 89

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Equestrian Association for the Disabled (T.E.A.D.) is a not-for-profit organization committed to enhancing the lives of children, youth, and adults with disabilities through equestrian therapy. T.E.A.D. is run by a dedicated and skilled staff, volunteers and Board of Directors who are passionate about providing the highest quality of therapy and recreation to individuals with disabilities.

STAFF COMMENTS:

The score is in support of promoting the programs that T.E.A.D. offers and updating all marketing resources and program material to increase program awareness. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$25,700

REF: SAL B-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Hornets Rugby Football Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Awareness****Program/Event/Project Name: Sport Awareness - Rugby****2019 FUNDED:** \$5,722**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 80**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Match Official Mentorship program is being continued with the same renewed focus as it was intended to be developed and implemented in 2016. The Match Official population was decreasing and the retention rate was very low. This ongoing program is required to assist new referees with experienced mentors to assist in their first year of refereeing. This includes training sessions above the mandated Ontario Soccer Match Official course, but more so, the constant support and assistance needed.

STAFF COMMENTS:

The score is in support of the planned mentor program for first year referee's with the intention of increasing the retention rate and in turn quality of overall soccer experience for players and officials. This program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$26,834



REF: SAL B-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Hamilton and District Soccer Association

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Awareness****Program/Event/Project Name: Continued Enhancement of the Match Official Mentorship Program**

2019 FUNDED:	\$
2020 REQUEST:	\$7,500
2020 RECOMMENDED:	\$5,836
2020 FINAL RATING:	80
PROGRAM STATUS:	Modified

PROGRAM or EVENT DESCRIPTION:

This project will provide SportHamilton the opportunity to enhance our ability to grow our profile in the sport community, develop and promote our programs and services for all stakeholders through effective and continuous communication in a variety of ways.

This will provide understanding and awareness of what SportHamilton does, who we are and how sports groups can take advantage of this to enhance delivery of quality programs and to increase participation of all members.

STAFF COMMENTS:

The score is in support of the opportunity to increase SportHamilton's presence in the Hamilton community through increased communication and marketing opportunities. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$34,000

REF: SAL B-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Saltfleet Stoney Creek Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Awareness****Program/Event/Project Name: GrassRoots - Leading the Training For The Youth****2019 FUNDED:** \$5,355**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$5,355**2020 FINAL RATING:** 78**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

The Sports & Active Lifestyle Saltfleet Stoney Creek Soccer Club Grass Roots program is open to players age 3 to 12. This program is lead with trained staff that is fully versed in the LTPD model set by Ontario Soccer. The continuing efforts of enhancing the Grass Roots - Mentoring with Lead Trainers on the soccer pitch for both indoor and outdoor recreational programs is where there is a Divisional Trainer who oversees the Grass Roots program on the field (both indoor and outdoor for practices)

STAFF COMMENTS:

The score is in support of this project as it aligns with supporting age-appropriate development. With a heavy focus on coach training and certification. The program met the eligibility requirements and a community need in the category. With intention to build community pride by investing in the quality of their programs.

Total **OPERATING** budget: \$300,000

REF: SAL B-6

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Dundas Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Awareness****Program/Event/Project Name: FDSC New Club Awareness****2019 FUNDED:** \$7,491**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$7,491**2020 FINAL RATING:** 75**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

This grant will help our Club increase community awareness of our programs and help remove barriers to participation by communicating information about our varied programs and the new GPS collaboration, broadly and in multiple formats. Through amalgamation we have increased our membership and have begun the task of expanding and developing our programs to provide the best possible soccer experience to our community.

STAFF COMMENTS:

The score is in support of this project to increase program growth and awareness. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$30,200



REF: SAL C-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
The Equestrian Association for the Disabled (T.E.A.D.)

Funding Program: Sport & Active Lifestyles

Funding Stream: Capacity Building

Program/Event/Project Name: HRDownloads

2019 FUNDED: \$

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$

2020 FINAL RATING: 83

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Equestrian Association for the Disabled (T.E.A.D.) is a not-for-profit organization committed to enhancing the lives of children, youth, and adults with disabilities through equestrian therapy. T.E.A.D. is run by dedicated and skilled staff, volunteers and Board of Directors who are passionate about providing the highest quality of therapy and recreation to individuals with disabilities.

STAFF COMMENTS:

The score is in support of the program to help to continue building on staff skills and qualifications for working within their mandated programs. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$25,235

REF: SAL C-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Dundas Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Capacity Building****Program/Event/Project Name: FDSC Builds Capacity****2019 FUNDED:** \$7,500**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$-**2020 FINAL RATING:** 78**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Funds will cover the costs of OS-mandated Coaching certifications for Development and Competitive team coaches, TimBits Leaders Training, Program Leader Training for U8 Development Divisions. It will assist with training costs for coaching clinics for our House League Coaches and our new collaboration with GPS. This will enable us to recruit and retain community volunteers. We also plan to develop and expand our award-winning Referee Mentorship Program.

STAFF COMMENTS:

The score is in support of the development and training of more local coaches and officials to increase their current certification levels, with the intention of enabling FDSC to retain more community volunteers.

Cancelled due to COVID.

Total **OPERATING** budget: \$30,000

REF: SAL D-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Binbrook Minor Baseball Association

Funding Program: Sport & Active Lifestyles

Funding Stream: Sport Development / Inclusion

Program/Event/Project Name: Rally Cap Program

2019 FUNDED: \$5,414

2020 REQUEST: \$5,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 85

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Rally Cap Program is an initiative to enhance players' and coaches' first experience with the game. The program helps teams teach players the five FUNdamentals of baseball in a fun and safe environment. Players have the opportunity to perform different tasks in order to earn a coloured Baseball Canada Rally Cap. Cap colours correspond with various levels of achievement. The program is designed for young baseball players.

STAFF COMMENTS:

The score is in support of the project to specifically implement a nationally designed physical literacy program that is inclusive and designed for young children new to the sport. The program met the eligibility requirements and a community need in the category.

Cancelled due to COVID.

Total **OPERATING** budget: \$20,500



REF: SAL D-8

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
The Equestrian Association for the Disabled (T.E.A.D.)

Funding Program: Sport & Active Lifestyles

Funding Stream: Sport Development / Inclusion

Program/Event/Project Name: Equine-Assisted Social and Relational Skills Building

2019 FUNDED:	\$
2020 REQUEST:	\$7,500
2020 RECOMMENDED:	\$
2020 FINAL RATING:	79
PROGRAM STATUS:	Cancelled

PROGRAM or EVENT DESCRIPTION:

Equine-Assisted Social and Relational Skills Building is an unmounted, evidence-based program designed for teens who are having difficulties making friends. It combines PEERS®, a social skills development program, with experiential learning with horses. Teens learn and practice important social skills and participate in a novel form of physical activity as they interact with and care for horses.

STAFF COMMENTS:

The score is in support of the development of the T.E.A.D. program curriculum with the assistance of a clinical psychologist. The program met the eligibility requirements and a community need in the category.

Cancelled due to COVID.

Total **OPERATING** budget: \$16,650

REF: SAL D-9

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Jewish Community Centre

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Development / Inclusion****Program/Event/Project Name: Krav Maga at the J****2019 FUNDED:** \$**2020 REQUEST:** \$2,100**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 76**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Utilizing real world situations as key teaching points, individuals will learn to recognize warning signs and potential for danger through:

- * a better sense of awareness
- * understanding body language
- * the use of de-escalation techniques
- * the use of lawful, reasonable force in self defense.

The core physical techniques taught will be Krav Maga, a highly efficient and effective self-defense system designed to be used by anyone regardless of size, age, gender or physical ability.

STAFF COMMENTS:

The score is in support of the Krav Maga program to promote confidence and self awareness through self-defence technique instruction. The program met the eligibility requirements and a community need in the category.

Cancelled due to COVID.

Total **OPERATING** budget: \$7,002

REF: SAL D-10

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Afghan Sports Federation of Canada

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Development / Inclusion****Program/Event/Project Name: Multicultural Championships****2019 FUNDED:** \$3,600**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 75**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

This project will be aimed at increasing access and participation from Hamilton's diverse communities facing multiple barriers, particularly the newcomer youth. The Multicultural Championships project will aim at reaching out to over 400 youth from culturally diverse backgrounds opportunities to become physically active by participating in series of friendly basketball and soccer tournaments while building leadership, networking, and volunteering opportunities.

STAFF COMMENTS:

The score is in support of the program to build leadership, networking, and volunteering opportunities to newcomer youth from culturally diverse backgrounds facing multiple barriers. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$25,000

REF: SAL D-11

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Jump In Foundation

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Development / Inclusion****Program/Event/Project Name: Physical Activation Program****2019 FUNDED:** \$**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 74**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Jump In Foundation's Activation Program seeks to alleviate the impeding participation barriers to physical activity for Ontarian children/ youth, families and adults, living in poverty and/or with mental health issues. Working with an Activation Guide, each Jump In client will be introduced to unique physical activity programs that are specifically tailored to address his or her needs and/or mental health treatment, as well as the personal interests of each youth.

STAFF COMMENTS:

The score is in support of the physical activation program to help in reducing financial and social barriers to participation in community sport programs. The program met the eligibility requirements and a community need in the category.

Cancelled due to COVID.

Total **OPERATING** budget: \$30,000



REF: SAL D-13

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM HAMILTON BLACK TIGERS

Funding Program: Sport & Active Lifestyles**Funding Stream: Sport Development / Inclusion****Program/Event/Project Name: Active For Life**

2019 FUNDED: \$

2020 REQUEST: \$3,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Our organization is free soccer program that teaches youth and families to come together and learn the sport of soccer. The focus of

our soccer program is aimed to develop personal skills ,and leadership among all our participants .We teach our participants about life and healthy life styles. Our goal is to not only teach soccer but to have youth engaged while mentoring them at the same time. Our program is aimed for youth 12-21. We also create volunteer opportunities for youth and families

STAFF COMMENTS:

The score is in support of this project as it aims to empower children and youth from diverse cultural backgrounds to work together, build relationships, and encourage participation in physically active programs in the Hamilton area. The program met the eligibility requirements and a community need barrier free sport programming in the community in the category.

Total **OPERATING** budget: \$7,002

REF: SAL E-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Dundas Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Accessibility****Program/Event/Project Name: FDSC Special Soccer Program****2019 FUNDED:** \$6,900**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 89**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

This grant will help the Flamborough Dundas Soccer Club to further develop our program to encourage fun and fitness, and

promote skill development, independence and self-confidence in players with a disability.

STAFF COMMENTS:

The score is in support of the FDSC's want to increase the number of services available for persons with a disability in their community. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$24,600

REF: SAL E-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Royal Hamilton Yacht Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Accessibility****Program/Event/Project Name: RHYC Able Sail****2019 FUNDED:** \$6,120**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 89**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Able Sail is a sailing program for individuals with a physical, developmental disability, age 7 and up. Facility is wheelchair accessible. There are lifts for transferring the participants if required. Specially designed boats for persons with disabilities are provided. The program includes a range of participation from having a relaxing sail to the excitement of racing. The training is based on the standards of Sail Canada. The instruction can be informal or formal with certification.

STAFF COMMENTS:

The score is in support of providing an ongoing sailing program for those living with a disability. The program met the eligibility requirements and a community need in the category. This project is unique in the community and meets a priority for the Recreation Division.

Total **OPERATING** budget: \$31,096



REF: SAL E-4

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ancaster Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Accessibility****Program/Event/Project Name: Ancaster All Abilities****2019 FUNDED:** \$195**2020 REQUEST:** \$1,400**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 75**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Ancaster Soccer aims to widen our community's reach of soccer participation to all youth by offering an inclusive program on Saturday mornings at Redeemer University called the Ancaster All Abilities program. We are happy to welcome back Coach Joe BarSports & Active Lifestyleona to Ancaster, who will continue to lead us in the development of the program. This program is designed for boys and girls of all ages with all physical and cognitive disabilities with the main goal of putting a smile on everyone's face.

STAFF COMMENTS:

The score is in support of this project to be more inclusive and broaden their community reach. The program met the eligibility requirements and a community need in the category.

Program classified as New.

Total **OPERATING** budget: \$5,110



REF: SAL E-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Saltfleet Stoney Creek Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Accessibility****Program/Event/Project Name: SSC - Special Team for Special Needs/All Abilities****2019 FUNDED:** \$**2020 REQUEST:** \$5,000**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 73**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Special Needs/All Abilities program was founded by Coach Frank Ragona to allow youth and young adults with cognitive and physical disabilities with the opportunity to participate in the game of soccer. This specialized program that is offered year-round allows participants to learn the basic skills of the game – both individually and as a group. The program supports the needs of the participants without a competitive environment - but one of patience, and most of all – FUN!

STAFF COMMENTS:

The score is in support of a specialized program to gain basic soccer skills for those living with cognitive and physical disabilities in a non-competitive environment. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$42,000



REF: SAL F-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Equestrian Association for the Disabled (T.E.A.D.)

Funding Program: Sport & Active Lifestyles**Funding Stream: Active for Life****Program/Event/Project Name: Rookie Riders****2019 FUNDED:** \$**2020 REQUEST:** \$7,350**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 93**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Rookie Riders is an unmounted program for children 6-12 years of age that teaches physical literacy skills necessary for riding, such as balance, coordination, and flexibility. Children also learn about horsemanship, including safety and caring for horses. T.E.A.D. wants to pilot this program for children with disabilities who could benefit from therapeutic riding, but lack the skills and knowledge to do so.

STAFF COMMENTS:

The score is in support of a beginner riders program for children living with disabilities. It is an unmounted program and aims to build the skills, knowledge and confidence of it's participants so they can work towards benefiting from the therapeutic riding program. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$24,501



REF: SAL F-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Hornets Rugby Football Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Active for Life****Program/Event/Project Name: Rugby for newcomers and at-risk youth****2019 FUNDED:** \$**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$**2020 FINAL RATING:** 91**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

To both sustain and increase membership in the Hamilton Hornets Rugby Football Club by providing affordable programs and clinics targeting newcomers and youth within the Hamilton community. Our programs while supporting healthy active lifestyles, also promote skills development from physical literacy through to high performance athletic competency.

STAFF COMMENTS:

The score is in support of providing a low cost physical activity option for newcomers and at-risk youth. The program met the eligibility requirements and a community need in the category. Children can start at 5 years old through youth to men and women of any age. For children the emphasis is on fun while building physical literacy.

Total **OPERATING** budget: \$44,975

REF: SAL F-5

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Flamborough Dundas Soccer Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Active for Life****Program/Event/Project Name: FDSC Soccer for Life**

2019 FUNDED: \$

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$5,625

2020 FINAL RATING: 89

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Providing a Physical Literacy pathway for our youngest members to follow is the focus of this grant. For the first time, we will offer a program for Under 3's, parent-involved and focusing on balance and coordination through fun and games. Our older grassroots players will have qualified leaders to advance their soccer skills and love of the game, but also help players learn to make healthy active choices that are both beneficial to and respectful of their whole self, others and the environment.

STAFF COMMENTS:

The score is in support of the FDSC's want to provide a pathway to physical literacy to the children and youth within their club. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$24,000



REF: SAL F-7

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Basketball Association
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Funding Program: Sport & Active Lifestyles**Funding Stream: Active for Life****Program/Event/Project Name: HBA 2019-20 Season****2019 FUNDED:** \$4,266**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$4,351**2020 FINAL RATING:** 84**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

The HBA is a volunteer run house league basketball program for girls and boys ages 5 to 18. We are a developmental basketball program and as such we do not permit Rep players to participate. This allows the league to provide an atmosphere where any youth regardless of their skill level is welcome and spurs fair play throughout the season.

Our coaches use training materials from the Steve Nash Youth Basketball program from Basketball Canada. This helps the youth to gain essential skills.

STAFF COMMENTS:

The score is in support of this program for girls and boys ages 5 to 18. The focus is on development and fair play the program fosters a positive atmosphere where any youth regardless of their skill level is welcome. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$101,200

REF: SAL F-8

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Hamilton Bay Sailing Club

Funding Program: Sport & Active Lifestyles**Funding Stream: Active for Life****Program/Event/Project Name: Sports and Active Lifestyles Program****2019 FUNDED:** \$7,500**2020 REQUEST:** \$7,500**2020 RECOMMENDED:** \$7,442**2020 FINAL RATING:** 78**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

Through this stream we can continue to provide low cost sailing mentorship and instructional guidance to persons living in the Hamilton area who are interested in sailing on Hamilton Bay. This allows us to continue to operate as a not for profit co-operative with volunteering as its organizational base. This allows us to provide a range of sailing experiences within Hamilton Harbour that is both safe and environmentally friendly. This stream allows us to provide both dingy and mid-sized cruising.

STAFF COMMENTS:

The score is in support of the plan to increase the quality of programming for the members by providing low cost sailing opportunities. The program met the eligibility requirements and a community need in the category. Members are from all economic classes and skill levels regardless of financial or physical ability.

Total **OPERATING** budget: \$24,805

REF: SAL F-9

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Hamilton Chinese Sports Association

Funding Program: Sport & Active Lifestyles

Funding Stream: Active for Life

Program/Event/Project Name: Go to Play

2019 FUNDED: \$2,283

2020 REQUEST: \$5,469

2020 RECOMMENDED: \$2,283

2020 FINAL RATING: 74

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

Being physical active is an essential part of a healthy and happy life. It helps us not just physically, but also mentally, academically, professionally, and socially. HCSA's Active for Life Program promotes an active and healthy lifestyle through a series of regular soccer, swimming, and badminton events for the Chinese community in Hamilton. This program also creates a fun and enjoyable platform for all ages to interact while learning movement skills, developing teamwork and leadership skills,

STAFF COMMENTS:

The score is in support of the plan to encourage participation, build community connections and increase physical activity in the community by subsidizing a number of program registrations. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: \$18,230



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
City Clerk's Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 24, 2020
SUBJECT/REPORT NO:	2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Lisa Barroso, Manager, Records & Freedom of Information 905-546-2424 Ext. 2743
SUBMITTED BY:	Andrea Holland City Clerk Corporate Services
SIGNATURE:	

RECOMMENDATION

- (a) That Report FCS20076 entitled 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31), be received;
- (b) That the Clerk be directed to actively disseminate all future Freedom of Information reporting according to the City's Routine Disclosure and Active Dissemination Policy through the City's Website.

EXECUTIVE SUMMARY

With a goal to providing useful and meaningful information to help form conclusions and support decision making, and to allow FOI staff to focus their efforts and time on meeting the statutory requirements under the Municipal Freedom of Information & Protection of Privacy Act, it is recommended that the quarterly FOI reports be phased out in favour of proactively disclosing the Annual Statistical Report required to be filed with the Information & Privacy Commissioner of Ontario.

Alternatives for Consideration – 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: 2019 Freedom of Information Quarterly Report - Quarter 4
(October 1 to December 31) (City Wide)

- Page 2 of 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial - n/a

Staffing – n/a

Legal – n/a

HISTORICAL BACKGROUND (Chronology of events)

Since 2004, under Council direction, staff have presented quarterly reports on Freedom of Information activity. The intent of these reports was to keep the Committee and Council informed of the numbers of requests received and processed under the *Municipal Freedom of Information and Protection Act (MFIPPA)*. The provision of the quarterly reports to Committee in 2004 was in keeping with the goals of Vision 2020, to ensure that the public activities and decisions at all levels of government were coordinated, efficient, effective and accessible to all citizens.

Over time, the reporting requirements were expanded to include the type of request, length of time to process each request, the status or disposition of the request, the department/division responsible for the records outlined in the request, the originator of the request by category (i.e. individual, media etc.) and the total amount of time spent by departments processing requests. Considerable time and effort is required to compile the listing of the individual requests on a quarterly basis.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Section 26 of the *Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)* requires that institutions file an Annual Statistical Report with the Information & Privacy Commissioner on Ontario. This requirement has been in place since 1995 to support the primary purpose of the legislation which is to facilitate democracy by ensuring that citizens have the information required to participate meaningfully in the democratic process and to hold their governments accountable.

In addition to the annual statistical reporting requirements under MFIPPA, the City is accountable as an active municipality in the Municipal Benchmarking Network Canada (MBNCanada), where the coordination of all requests received under MFIPPA is measured. Partner municipalities identify and collect consistent and comparable data on the administration of FOI, report the findings annually and analyze those results. This MBNCanada network is used to discuss results and share practices and strategies

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Subject: 2019 Freedom of Information Quarterly Report - Quarter 4
(October 1 to December 31) (City Wide)

- Page 3 of 4

resulting in collaboration on creative solutions to improve performance. The City has used the data to support Council decisions, set policy, inform reviews, evaluate programs, support budget recommendations, identify trends, and develop data dashboards.

RELEVANT CONSULTATION

n/a

ANALYSIS AND RATIONALE FOR RECOMMENDATION

(Include Performance Measurement/Benchmarking Data if applicable)

The quarterly FOI report provides a listing of individual requests, their status and disposition. Staff have added some data elements to attempt to provide relevant information to Members and invoke meaningful discussion and questions. Notably, any questions by Committee about an individual FOI request listed in the report cannot be discussed publicly, it must be considered in camera in accordance with legislation.

Reporting trends are usually more focused on data and statistical analysis, with a goal to providing useful information to help form conclusions and support decision making by privacy staff. The Annual Statistical report, required to be filed with the Information and Privacy Commissioner of Ontario (IPC), provides meaningful statistical information that can be analysed over time to evaluate and improve performance. Through the City's new Routine Disclosure and Active Dissemination Policy, adopted by Council in December 2019, this Annual Statistical Report is now available on the City's web site: <https://www.hamilton.ca/government-information/accountability/routine-disclosure-and-active-dissemination>.

ALTERNATIVES FOR CONSIDERATION

n/a

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.

Our People and Performance

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

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

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Subject: 2019 Freedom of Information Quarterly Report - Quarter 4
(October 1 to December 31) (City Wide)

- Page 4 of 4

APPENDICES AND SCHEDULES ATTACHED

Appendix A – 2019 FOI Q4 Report

Appendix B – 2019 IPC Annual Report

**Access Requests Received Under the Municipal Freedom of Information and Protection of Privacy Act
for October 1, 2019 to December 31, 2019**

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-008	G	M	employment	City Manager's Office	Jan 4/19			in progress														
19-016	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-017	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-018	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-019	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-020	G	B	property	Planning & Economic Development	Jan 17/19			in progress														
19-025	G	M	report	Corporate Services	Jan 25/19	Feb 25/19	30	no records disclosed (under appeal)	221	0	0	0	0	0	3	0	0	0	0	0	0	0
19-026	G	B	property	Planning & Economic Development	Jan 28/19			in progress														
19-027	G	IP	animal	Healthy and Safe Communities; Planning & Economic Development	Jan 28/19			in progress														
19-029	G	AG	administrative	Planning & Economic Development	Jan 31/19			in progress														
19-031	G	B	communications/infrastructure	Planning & Economic Development	Jan 31/19			in progress														
19-035	G	B	infrastructure	Planning & Economic Development	Feb 5/19			in progress														
19-036	G	B	procurement	Public Works	Feb 5/19			in progress														
19-037	G	B	infrastructure	Public Works	Feb 5/19			in progress														
19-040	G	IP	infrastructure	Public Works	Feb 11/19			in progress														
19-041	G	M	financial	Corporate Services	Feb 12/19			in progress														
19-043	G	B	infrastructure	Public Works	Feb 20/19			in progress														

Legend:

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-045	G	M	economic	City Manager's Office	Feb 20/19			in progress														
19-048	G	B	video	Public Works	Feb 21/19			in progress														
19-050	G	B	animal	Planning & Economic Development	Feb 25/19			in progress														
19-052	G	IP	property	Planning & Economic Development, Healthy and Safe Communities	Feb 26/19			in progress														
19-055	G	M	infrastructure	Public Works, Corporate Services, Office of the Mayor	Feb 27/19			in progress														
19-056	G	IP	minutes	Corporate Services	Feb 27/19			in progress														
19-063	G	B	infrastructure	Public Works	Mar 8/19			in progress														
19-069	G	B	property	Planning and Economic Development	Mar 14/19			in progress														
19-070	G	IP	property	Public Works	Mar 14/19			in progress														
19-071	G	M	environmental	Public Works	Mar 18/19			in progress														
19-072	G	IP	property	Planning & Economic Development	Mar 21/19			in progress														
19-073	G	IP	infrastructure	Corporate Services	Mar 21/19			in progress														
19-075	G	IP	property	Planning & Economic Development	Mar 25/19			in progress														
19-076	G	B	animal	Planning & Economic Development	Mar 25/19			in progress														
19-077	G	IP	property	Planning & Economic Development	Mar 25/19			in progress														
19-078	G	B	infrastructure	Public Works	Mar 28/19			in progress														
19-081	G	B	property	Planning & Economic Development	Mar 29/19			in progress														
19-083	G	B	agreement	Corporate Services	Mar 29/19			in progress														
19-091	G	B	property	Planning & Economic Development	April 11/19			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-092	G	B	property	Planning & Economic Development	April 11/19			in progress														
19-096	G	B	infrastructure	Public Works	April 15/19			in progress														
19-099	G	B	property	Planning & Economic Development	April 16/19			in progress														
19-103	G	IP	property	Planning & Economic Development	April 18/19			in progress														
19-104	G	IP	property	Planning & Economic Development	April 18/19			in progress														
19-106	G	B	video	Public Works	April 23/19	Oct. 1/19	30	partial disclosure	510	0	0	0	0	0	6	0	0	0	0	0	0	36
19-107	G	B	property	Planning & Economic Development	April 24/19			in progress														
19-110	G	IP	animal	Planning & Economic Development	April 29/19			in progress														
19-117	G	B	property	Planning & Economic Development	May 7/19			in progress														
19-122	G	B	property	Planning & Economic Development	May 21/19			in progress														
19-126	G	IP	property	Planning & Economic Development	May 24/19			in progress														
19-129	G	IP	property	Planning & Economic Development	May 28/19			in progress														
19-139	G	M	communications	City Manager's Office, Planning & Economic Development	June 19/19			in progress														
19-141	G	B	property	Planning & Economic Development	June 24/19			in progress														
19-142	G	B	property	Planning & Economic Development	June 27/19			in progress														
19-143	G	B	property	Healthy and Safe Community Services	June 28/19			in progress														
19-145	G	B	infrastructure	Public Works	July 5/19			in progress														
19-147	G	IP	property	Planning & Economic Development	July 8/19	Aug. 7/19	30	abandoned	138	0	0	0	0	0	3	0	0	0	141	0	0	0

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File #	Requester Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works
19-149	G	B	property	Planning & Economic Development	July 9/19			in progress													
19-150	G	IP	financial	Corporate Services	July 9/19	Nov. 18/19	60	all disclosed	948	0	0	0	0	0	329	0	0	0	0	0	0
19-152	G	IP	video	Public Works	July 11/19			in progress													
19-155	G	B	property	Planning & Economic Development	July 12/19			in progress													
19-157	G	M	transit	Public Works	July 18/19			in progress													
19-159	G	M	correspondence	Office of the Mayor	July 19/19			in progress													
19-160	G	IP	transit	Public Works	July 23/19			in progress													
19-161	G	B	infrastructure	Public Works	July 29/19			in progress													
19-162	G	B	infrastructure	Public Works	July 29/19			in progress													
19-163	G	B	property	Planning and Economic Development; Corporate Services	July 30/19			in progress													
19-164	G	M	infrastructure	Public Works	July 31/19			in progress													
19-165	G	IP	video	Public Works	Aug 1/19	Oct. 8/19	67/30	abandoned	300	0	0	0	0	0	3	0	0	0	0	0	20
19-166	G	IP	property	Planning & Economic Development	Aug 2/19			in progress													
19-167	G	B	purchasing	Public Works	Aug 2/19			in progress													
19-169	G	IP	policy/procedure	Office of the Mayor, Corporate Services, Hamilton Police Services	Aug 9/19			in progress													
19-170	G	B	animal	Planning & Economic Development; Healthy and Safe Communities	Aug 9/19			in progress													
19-172	G	B	property	Planning & Economic Development	Aug 12/19			in progress													

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Health & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-174	G	IP	property	Planning & Economic Development	Aug 12/19			in progress														
19-176	G	IP	property	Planning & Economic Development	Aug 16/19	Nov. 19/19	64	partial disclosure	461	0	0	0	0	0	3	0	0	0	23	0	0	
19-177	G	IP	property	Planning & Economic Development	Aug 16/19	Nov. 19/19	64	partial disclosure	536	0	0	0	0	0	7	0	0	0	41	0	0	
19-178	G	IP	property	Planning & Economic Development	Aug 19/19			in progress														
19-179	G	B	animal	Planning & Economic Development	Aug 21/19	Nov. 8/19	46	partial disclosure	183	0	0	0	0	0	6	0	0	0	30	0	0	
19-180	G	IP	transcript	Public Works	Aug 26/19			in progress														
19-181	G	IP	transcript	Public Works	Aug 26/19			in progress														
19-182	G	B	property	Planning & Economic Development	Aug 26/19	Nov. 27/19	57	partial disclosure	486	0	0	0	0	0	6	0	0	0	30	0	0	
19-183	G	IP	video	Public Works	Aug 23/19	Oct. 9/19	44	partial disclosure	397	0	0	0	0	0	9	0	0	0	0	0	24	
19-184	G	IP	property	Planning & Economic Development	Aug 30/19	Oct. 4/19	30	partial disclosure	484	0	0	0	0	0	6	0	0	0	50	0	0	
19-186	G	B	infrastructure	Public Works	Sept 10/19	Nov. 13/19	44	partial disclosure	191	0	0	0	0	0	6	0	0	0	0	0	15	
19-187	G	IP	procedures, petition	Planning & Economic Development, Corporate Services	Sept 11/19	Dec. 10/19	60	all disclosed	595	0	0	0	0	0	206	0	0	0	200	0	0	
19-188	G	B	animal	Healthy and Safe Communities	Sept 18/19			in progress														
19-190	G	B	property	Planning & Economic Development	Sept 18/19	Oct. 25/19	30	available directly through City Department	116	0	0	0	0	0	3	0	0	0	0	0	0	
19-191	G	IP	procurement	Public Works, Corporate Services	Sept 18/19			in progress														
19-192	G	M	financial	Councillor Office	Sept 19/19			in progress														
19-193	G	IP	animal	Planning & Economic Development	Sept 19/19			in progress														
19-194	G	B	property	Planning & Economic Development	Sept 20/19			in progress														
19-195	G	IP	video	Public Works	Sept 25/19			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works
19-196	G	B	property	Planning & Economic Development	Sep 25/19	Nov. 1/19	30	all disclosed	193	0	0	0	0	0	3	0	0	0	15	0	0
19-197	G	B	property	Planning & Economic Development	Sept 25/19			in progress													
19-198	G	B	property	Planning & Economic Development	Sept 25/19			in progress													
19-199	G	IP	property	Planning & Economic Development	Sept 26/19	Nov. 4/19	30	all disclosed	178	0	0	0	0	0	3	0	0	0	0	0	0
19-200	G	IP	property	Planning & Economic Development	Sept 27/19	Sept. 30/19	3	abandoned	67	0	0	0	0	0	3	0	0	0	0	0	0
19-201	G	IP	applications	Healthy and Safe Communities	Oct 1/19	Oct 31/19	30	no responsive records	257	0	0	0	44	0	3	0	0	0	0	0	0
19-202	G	B	property	Public Works	Oct 3/19			in progress													
19-203	G	IP	property	Planning and Economic Development	Oct 4/19	Oct 15/19	11	records publicly available (COA)	111	0	0	0	0	0	3	0	0	0	0	0	0
19-204	G	IP	property	Planning and Economic Development	Oct 10/19	Oct 23/19	12	disclosed in part	222	0	0	0	0	0	3	0	0	0	60	0	0
19-205	G	B	property	Healthy and Safe Communities	Oct 10/19	Dec 4/19	55	disclosed in part	214	0	0	0	136	0	6	0	0	0	0	0	0
19-206	G	IP	property	Planning and Economic Development	Oct 15/19			in progress													
19-207	G	B	property	Corporate Services	Oct 11/19	Nov 11/19	30	available directly through City Department	50	0	0	0	0	0	15	0	0	0	0	0	0
19-208	G	IP		Corporate Services	Oct 14/19			in progress													
19-209	G	IP	property	Planning and Economic Development	Oct 16/19			in progress													
19-210	G	IP	property	Planning and Economic Development	Oct 17/19			in progress													
19-211	G	IA	property	Planning and Economic Development, Corporate Services	Oct 21/19			in progress													
19-212	G	B	study	Planning and Economic Development	Oct 21/19	Dec 6/19	40	records available through other sources	217	0	0	0	0	0	3	0	0	0	0	0	40
19-213	G	IA	property	Planning and Economic Development	Oct 21/19			in progress													
19-214	G	AG	property	Planning and Economic Development	Oct 22/19			in progress													

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19-215	G	IA	enforcement	Corporate Services	Oct 22/19			in progress														
19-216	G	IP	animal control	Planning and Economic Development	Oct 23/19	Nov 6/19	14	disclosed in part	143	0	0	0	0	0	3	0	0	0	5	0	0	
19-217	G	IP	property	Planning and Economic Development	Oct 23/19			in progress														
19-218	G	IP	enforcement	Planning and Economic Development	Oct 23/19	Nov 7/19	15	all disclosed	126	0	0	0	0	0	3	0	0	0	25	0	0	
19-219	G	IP	property	Planning and Economic Development, Healthy & Safe Communities	Oct 23/19			in progress														
19-220	G	IP	enforcement	Public Works	Oct 29/19	Dec 6/19	32	no responsive records	126	0	0	0	0	0	3	0	0	0	0	0	0	
19-221	G	IP	property	Planning and Economic Development	Oct 31/19			in progress														
19-222	G	IP	property	Public Works	Nov 1/19			in progress														
19-223	G	IP	property	Planning and Economic Development	Nov 1/19	Dec 13/19	30	disclosed in part	615	0	0	0	0	0	6	0	0	0	200	0	0	
19-224	G	IP	property	Planning and Economic Development	Nov 4/19			in progress														
19-225	G	B	tender	Corporate Services	Nov 4/19	Nov 5/19	1	abandoned	77	0	0	0	0	0	12	0	0	0	0	0	0	
19-226	G	IP	property	Planning and Economic Development	Nov 6/19	Nov 20/19	14	all disclosed	178	0	0	0	0	0	6	0	0	0	0	0	0	
19-227	G	B	property	Planning and Economic Development	Nov 5/19			in progress														
19-228	G	IP	property	Healthy and Safe Communities	Nov 7/19			in progress														
19-229	G	IP	property	Planning and Economic Development	Nov 11/19			in progress														
19-230	G	M	HR	City Manager's Office	Nov 14/19			in progress														
19-231	G	IP	video	Public Works	Nov 19/19			in progress														
19-232	G	M	enforcement	Mayor's Office	Nov 22/19			in progress														
19-233	G	IP	animal	Planning & Economic Development	Nov 22/19			in progress														

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File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-234	G	IP	property	Planning & Economic Development	Nov 22/19			in progress														
19-235	G	IP	property	Planning & Economic Development	Nov 26/19			in progress														
19-236	G	IP	property	Planning & Economic Development	Nov 26/19			in progress														
19-237	G	IP	property	Planning & Economic Development	Nov 26/19			in progress														
19-238	G	IP	property	Healthy and Safe Communities	Nov 26/19			in progress														
19-239	G	IP	property	Planning & Economic Development	Nov 28/19			in progress														
19-240	G	B	license	Planning & Economic Development	Nov 6/19			in progress														
19-241	G	IA	property	Planning & Economic Development	Dec 2/19			in progress														
19-242	G	B	property	Planning & Economic Development	Nov 28/19			in progress														
19-243	G	IA	property	Planning & Economic Development	Dec 2/19			in progress														
19-244	G	IP	election	Corporate Services	Dec 5/19			in progress														
19-245	G	IA	Animal	Planning & Economic Development	Dec 9/19			in progress														
19-246	G	B	property	Public Works	Dec 9/19			in progress														
19-247	G	B	property	Public Works; Planning & Economic Development	Dec 9/19			in progress														
19-248	G	IP	correspondence	City Manager's Office	Dec 10/19			in progress														
19-249	G	B	property	Planning & Economic Development	Dec 10/19			in progress														
19-250	G	B	infrastructure	Public Works	Dec 10/19			in progress														
19-251	G	B	properties	Planning & Economic Development	Dec 11/19			in progress														
19-252	G	IP	property	Planning & Economic Development,	Dec 13/19			in progress														

Legend:

- IP - Individual/Public
- B - Business
- AR - Academic/Researcher
- IA - Individual by Agent
- M - Media
- AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
19-253	G	M	infrastructure	Public Works	Dec 13/19			in progress														
19-254	G	M	environmental	Public Works	Dec 13/19			in progress														
19-255	G	M	transit	Public Works	Dec 13/19			in progress														
19-256	G	IP	property	Planning & Economic Development	Dec 16/19			in progress														
19-257	G	IA	transit	Public Works	Dec 17/19			in progress														
19-258	G	IP	confidential report	Corporate Services	Dec 19/19			in progress														
19-259	G	IA	infrastructure	Public Works	Dec 23/19			in progress														
19-260	G	IP	property	Planning & Economic Development	Dec 23/19			in progress														
19-261	G	B	financial	Corporate Services	Dec 23/19			in progress														
19-262	G	IP	financial	Corporate Services	Dec 23/19			in progress														
18-004	G	IP	water	Public Health Services	Jan 19/18	Apr 16/19	90+	disclosed in part (under appeal)	2580	0	0	0	900	0	6	0	0	0	0	0	0	0
18-019	G	B	property	Safe & Healthy Communities	Feb 9/18			in progress														
18-050	G	IP	maintenance	Public Works	Mar 16/18			in progress														
18-052	G	IP	animal	Planning & Economic Development	Mar 23/18			in progress														
18-053	G	IP	property	Planning & Economic Development	Mar 26/18			in progress														
18-075	G	B	property	Planning & Economic Development	April 20/18			in progress														
18-076	G	IP	property	Public Works, Councillor Office	April 25/18	Oct. 3/10	75	partial disclosure	843	0	0	0	0	0	3	0	0	60	0	0	180	
18-082	G	B	infrastructure	Planning & Economic Development	May 15/18			in progress														
18-089	G	IP	animal	Planning & Economic Development	June 4/18			in progress														

Legend:

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works	
18-090	G	IP	property	Healthy and Safe Communities - Fire	June 4/18			in progress														
18-092	G	IP	property	Healthy and Safe Communities - Fire	June 4/18			in progress														
18-115	G	IP	property	Healthy and Safe Communities	July 12/18			in progress														
18-118	G	IP	property	Planning & Economic Development	July 13/18			in progress														
18-123	G	B	property	Planning & Economic Development, Corporate Services	July 18/18			in progress														
18-124	G	IA	property	Public Works	July 23/18			in progress														
18-132	G	B	contracts	Corporate Services	Aug 3/18			in progress														
18-133	G	IA	property	Safe and Healthy Communities	Aug 3/18			in progress														
18-135	G	IP	property	Planning & Economic Development	Aug 3/18	Jan 18/19	60+	disclosed in part (appeal completed Oct. 29/19)	1306	0	0	0	0	0	13	0	0	0	145	0	0	
18-139	G	IA	law enforcement	Planning & Economic Development	Aug 13/18			in progress														
18-140	G	IP	property	Planning & Economic Development	Aug 13/18			in progress														
18-142	G	IP	property	Planning & Economic Development	Aug 21/18			in progress														
18-143	G	IP	property	Corporate Services	Aug 24/18			in progress														
18-151	G	B	property	Planning & Economic Development	Aug 27/18			in progress														
18-154	G	B	property	Planning & Economic Development	Aug 29/18			in progress														
18-158	G	B	property	Planning & Economic Development	Sept 4/18	Feb 8/19	90 +	disclosed in part (under appeal)	730	0	0	0	0	0	6	0	0	0	270	0	0	
18-159	G	IP	property	Planning & Economic Development	Sept 10/18			in progress														
18-160	G	IP	infrastructure	Public Works, Corporate Services	Sept 17/18			in progress														

Legend:

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works
18-165	G	IP	property	Planning & Economic Development	Oct 1/18			in progress													
18-172	G	IP	property	Planning & Economic Development	Oct 15/18			in progress													
18-174	G	IP	property	Planning & Economic Development	Oct 16/18			in progress													
18-175	G	IP	property	Planning & Economic Development	Oct 16/18			in progress													
18-178	G	M	services	Safe and Healthy Communities	Oct 17/18			in progress													
18-179	G	M	services	Safe and Healthy Communities	Oct 17/18			in progress													
18-186	G	B	infrastructure	Public Works	Oct 26/18			in progress													
18-189	G	M	infrastructure	Public Works	Nov 5/18	Feb 19/19	80	disclosed in part (under appeal)	1567	0	0	0	0	0	6	0	0	0	0	0	21
18-193	G	AG	infrastructure	Public Works	Nov 8/18			in progress													
18-195	G	IP	property	Planning & Economic Development	Nov 8/18			in progress													
18-200	G	IA	infrastructure	Public Works	Nov 16/18			in progress													
18-208	G	IP	property	Safe and Healthy Communities	Dec 5/18			in progress													
18-213	G	B	property	Planning and Economic Development	Dec 11/18			in progress													
18-222	G	IP	tenders	Corporate Services/Public Works	Dec 19/18			in progress													
18-223	G	IP	animal	Planning and Economic Development	Dec 19/18			in progress													
18-224	G	IP	animal	Safe and Health Communities	Dec 19/18			in progress													
17-005	G	IP	animal	Planning & Economic Development	Jan 11/17			in progress													
17-008	G	IA	roads	Public Works	Jan 20/17			in progress													
17-021	G	B	parks	Public Works	Feb 8/17			in progress													

Legend:

IP - Individual/Public

B - Business

AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Requester Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayor's Office	Councillors	Planning and Economic Development	Public Health	Public Works
17-064	G	IP	property, alley	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			abandoned	865	80	0	0	0	0	3	0	0	200	30	0	1320
17-066	G	IP	infrastructure	Public Works, Public Health Services, City Manager Office, Office of Councillor Vanderbeek	April 12/17			abandoned	28	140	0	0	0	0	3	0	0	30	35	176	180
17-067	G	IP	infrastructure	Planning & Economic Development, Public Works, City Manager Office, Office of Councillor Vanderbeek	April 12/17			abandoned	0	0	0	0	0	0	0	0	0	30	0	0	240
17-068	G	IP	infrastructure	Public Works	April 12/17			abandoned	530	0	0	0	0	0	0	0	0	0	2	0	0
17-069	G	IP	procurement	Pulic Works	April 12/17			abandoned	190	0	0	0	0	0	0	0	0	0	0	0	1496
17-070	G	IP	procurement	Public Works	April 12/17			abandoned	0	0	0	0	0	0	0	0	0	0	0	0	595
17-083	G	IP	correspondence	Planning & Economic Development	May 8/17			in progress													
17-087	G	AG	financial	Corporate Services	May 12/17			in progress													
17-088	G	AG	financial	Corporate Services	May 12/17			in progress													
17-089	G	AG	financial	Corporate Services	May 12/17			in progress													
17-092	G	B	infrastructure	Planning & Economic Development	May 15/17			in progress													
17-104	G	IA	animal	Planning & Economic Development	June 15/17			in progress													
17-105	G	B	property	Planning & Economic Development	June 16/17			in progress													
17-114	G	IP	traffic	Public Works	July 25/17			in progress													
17-115	G	IP	infrastructure	Public Works	July 25/17			in progress													
17-121	G	M	Financial	Corporate Services	Aug 4/17			in progress													

Legend:

IP - Individual/Public

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AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Request Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works
17-122	G	IP	enforcement	Office Councillor Whitehead, Public Works	Aug 4/17	Oct. 3/17	56	partial disclosure (under appeal)	945	0	0	0	0	0	17	0	0	21	9	0	0
17-126	G	IP	financial	Community & Emergency Services	Aug 14/17			abandoned	14	0	0	0	0	450	0	0	0	0	0	0	0
17-127	G	IP	contract	Public Works	Aug 14/17			abandoned	327	0	0	0	0	0	3	0	0	0	0	0	52
17-133	G	IP	property	Community & Emergency Services, Planning & Economic Development	Aug 28/17			in progress													
17-134	G	IA	property	Planning & Economic Development	Aug 28/17			in progress													
17-136	G	IP	animal	Planning & Economic Development	Aug 31/17			in progress													
17-138	G	B	financial	Public Works	Aug 28/17			in progress													
17-142	G	B	property	Planning & Economic Development, Public Works, Corporate Services	Sept 12/17			in progress													
17-146	G	IP	property	Public Health Services, Planning & Economic Development	Sept 13/17			abandoned	140	0	0	0	0	0	3	0	0	0	8	150	0
17-152	G	B	property	Public Works	Sept 18/17			in progress													
17-153	G	B	property	Public Health Services	Sept 19/17			abandoned	203	0	0	0	0	0	3	0	0	0	0	77	0
17-161	G	IA	property	Community and Emergency Services, Planning & Economic Development	Sept 27/17			in progress													
17-162	G	B	property	Planning & Economic Development	Sept 28/17			in progress													
17-163	G	IP	financial	Corporate Services, Public Works	Sept 28/17			abandoned	106	0	0	0	0	0	3	0	0	0	0	230	0
17-170	G	IA	infrastructure	Public Works	Oct 5/17			in progress													
17-182	G	IP	property	Community & Emergency Services, Planning & Economic Development	Nov 6/17			in progress													

Legend:

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AR - Academic/Researcher

IA - Individual by Agent

M - Media

AG - Association/Group

File #	Requester Type	Requester Type	General Description	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Human Resources	Legal Services	Healthy & Safe Communities	Emergency Services	Corporate Services	Procurement	Mayors Office	Councillors	Planning and Economic Development	Public Health	Public Works
17-212	G	B	data	Public Works	Dec 1/17			in progress													
17-216	G	IP	property	Public Health Services, Planning & Economic Development	Dec 11/17			abandoned	215	0	0	0	0	0	3	0	0	0	0	90	0
17-218	G	IP	video	Public Works	Dec 19/17			in progress													
17-220	G	IP	inspection	Public Health Services	Dec 22/17			in progress													
16-015	G	IA	property	Planning & Economic Development	Jan 18/16			abandoned	37	0	0	0	0	0	3	0	0	0	90	0	0
16-063	G	IP	property	Planning & Economic Development	Mar 14/16			abandoned	142	0	0	0	0	0	3	0	0	0	122	0	0
16-090	G	B	enforcement	Public Health Services	May 5/16			in progress													
16-124	G	B	property	Planning & Economic Development, Community & Emergency Services, Public Works, Office of the City Clerk (Records)	July 8/16			abandoned	2199	180	0	0	0	0	3	0	0	0	0	0	420
16-196	G	B	procurement	Corporate Services	Nov 1/16			abandoned	40	0	0	0	0	0	0	0	0	0	52	0	0
16-207	G	B	property	Community and Emergency Services	Nov 24/16			abandoned	36	0	0	0	0	0	3	0	0	0	0	0	60
15-104	G	B	environment	Public Works	Jun 29/15			in progress	565	0	0	0	0	0	3	0	0	0	0	0	0
15-176	G	B	property	Planning & Economic Development	Oct 19/15			in progress	369	0	0	0	0	0	3	0	0	0	1168	0	0

Legend:

IP - Individual/Public

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AG - Association/Group



The Year-End Statistical Report
for the
Information and Privacy Commissioner of Ontario

**Statistical Report of
City of Hamilton
for the Reporting Year 2019**

for

Municipal Freedom of Information and Protection of Privacy Act

Section 1: Identification

1.1 Organization Name

City of Hamilton

Head of Institution Name & Title

Council, City of Hamilton

Head of Institution E-mail Address

clerk@hamilton.ca

Management Contact Name & Title

Lisa Barroso, Manager of Records & FOI

Management Contact E-mail Address

lbarroso@hamilton.ca

Primary Contact Name & Title

Lisa Barroso, Manager of Records & FOI

Primary Contact Email Address

lbarroso@hamilton.ca

Primary Contact Phone Number

9055462424 ext. 2743

Primary Contact Fax Number

9055462095

Primary Contact Mailing Address 1

71 Main Street West, 1st Floor

Primary Contact Mailing Address 2

Primary Contact Mailing Address 3

Primary Contact City

Hamilton

Primary Contact Postal Code

L8P 4Y5

1.2 Your institution is:

Municipal Corporation

Section 2: Inconsistent Use of Personal Information

2.1

Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.

0

Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1** New Requests received during the reporting year
- 3.2** Total number of requests completed during the reporting year

	Personal Information	General Records
	0	261
	0	185

Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1** Individual/Public
- 4.2** Individual by Agent
- 4.3** Business
- 4.4** Academic/Researcher
- 4.5** Association/Group
- 4.6** Media
- 4.7** Government (all levels)
- 4.8** Other
- 4.9** Total requests (Add Boxes 4.1 to 4.8 = 4.9)

	Personal Information	General Records
	0	102
	0	6
	0	64
	0	0
	0	0
	0	13
	0	0
	0	0
	0	185

BOX 4.9 must equal BOX 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1** 30 days or less
- 5.2** 31 - 60 days
- 5.3** 61 - 90 days
- 5.4** 91 days or longer
- 5.5** Total requests (Add Boxes 5.1 to 5.4 = 5.5)

	Personal Information	General Records
	0	138
	0	19
	0	12
	0	16
	0	185

BOX 5.5 must equal BOX 3.2

Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

NO notices issued;

BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;

ONLY a Notice of Extension (s.27(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	127
6.2 Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	35
6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3)	0	162

B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	0
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	1
6.6 Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	1

C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	7
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	8
6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	15

D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.10 Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	4
6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	3
6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	7

E. Total Completed Requests (sections A to D)

	Personal Information	General Records
6.13 Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	0	185

BOX 6.13 must equal BOX 3.2

Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	0	32
7.2 Information disclosed in part	0	75
7.3 No information disclosed	0	26
7.4 No responsive records exists	0	13
7.5 Request withdrawn, abandoned or non-jurisdictional	0	39
7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6)	0	185

BOX 7.6 must be greater than or equal to BOX 3.2

Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	5
8.2 Section 7 — Advice or Recommendations	0	7
8.3 Section 8 — Law Enforcement ¹	0	34
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 8.1 — Civil Remedies Act, 2001	0	0
8.6 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
8.7 Section 9 — Relations with Governments	0	0
8.8 Section 10 — Third Party Information	0	1
8.9 Section 11 — Economic/Other Interests	0	0
8.10 Section 12 — Solicitor-Client Privilege	0	7
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) ²	0	67
8.13 Section 14(5) — Refusal to Confirm or Deny	0	0
8.14 Section 15 — Information soon to be published	0	10

Section 8: Exemptions & Exclusions Applied

- 8.17** Section 52(2) — Act Does Not Apply³
- 8.18** Section 52(3) — Labour Relations & Employment Related Records
- 8.19** Section 53 — Other Acts
- 8.20** PHIPA Section 8(1) Applies
- 8.21** Total Exemptions & Exclusions
Add Boxes 8.1 to 8.20 = 8.21
- ¹ not including Section 8(3)
² not including Section 14(5)
³ not including Section 52(3)

0	0
0	3
0	0
0	0
0	134

Section 9: Fees

Did your institution collect fees related to request for access to records?

- 9.1** Number of REQUESTS where fees other than application fees were collected
- 9.2.1** Total dollar amount of application fees collected
- 9.2.2** Total dollar amount of additional fees collected
- 9.2.3** Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)
- 9.3** Total dollar amount of fees waived

	Personal Information	General Records	Total
	0	75	75
	\$0.00	\$925.00	\$925.00
	\$0.00	\$6060.05	\$6060.05
	\$0.00	\$6985.05	\$6985.05
	\$0.00	\$395.02	\$395.02

Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

- 10.1** Search time
- 10.2** Reproduction
- 10.3** Preparation
- 10.4** Shipping
- 10.5** Computer costs
- 10.6** Invoice costs (and other as permitted by regulation)
- 10.7** Total (Add Boxes 10.1 to 10.6 = 10.7)

	Personal Information	General Records	Total
	0	0	0
	0	94	94
	0	79	79
	0	1	1
	0	31	31
	0	0	0
	0	205	205

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

- 11.1** Number of correction requests received

Personal Information

0

11.4 Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

0

BOX 11.4 must
equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

**Personal
Information****11.5** Correction(s) made in whole

0

11.6 Correction(s) made in part

0

11.7 Correction refused

0

11.8 Correction requests withdrawn by requester

0

11.9 Total requests (Add Boxes 11.5 to 11.8 = 11.9)

0

BOX 11.9 must
equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

**Personal
Information****11.10** Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

**Personal
Information****11.11** Number of notifications sent:

0

Note:

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

Thank You for your cooperation!

Declaration:

I, Lisa Barroso, Manager of Records & FOI, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.

Signature

Date



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 24, 2020
SUBJECT/REPORT NO:	Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide)
WARD(S) AFFECTED:	City Wide
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SUBMITTED BY:	Janette Smith City Manager City Manager's Office
SIGNATURE:	

COUNCIL DIRECTION

In December 2019, Council directed staff to launch a procurement process and retain consulting services for the establishment of an independent Board of Directors for the Hamilton Anti-Racism Resource Centre (HARRC). Council also directed that a Community Advisory Panel be established by the consultant, and that the project process should apply the lens of equity, diversity and inclusion (HUR18010(c)) (City Wide).

INFORMATION

The Hamilton Anti-Racism Resource Centre (HARRC) was launched in April 2018 as a pilot project involving the City of Hamilton, McMaster University and the Hamilton Centre for Civic Inclusion (HCCI). HARRC was established to provide residents experiencing racism with a dedicated space for support and assistance. The City's Committee Against Racism (CAR) and other community supporters played a key role in advocating for the establishment of the centre.

HARRC operated for only nine months before its operations were stopped in February 2019. The pause was aimed at ensuring the centre's core mandate, activities and other success factors were further refined by community input and best practices. Various public engagement activities took place in 2019, which informed staff recommendations report (HUR18010(c)) (City Wide).

A number of community members expressed concerns about the City's approach to establishing recommendations for HARRC. These concerns were noted by Council, which informed the direction to staff to ensure HARRC's reestablishment process continues to apply inclusive community engagement approaches.

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SUBJECT: Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide) - Page 2 of 4

1. Community Engagement

Equity, Diversity and Inclusion (EDI) is one of the Term of Council priorities. Some of the City's current EDI priority projects include the Hamilton Anti-Racism Resource Centre, EDI Framework, Hate Prevention & Mitigation initiative and the Urban Indigenous Strategy. These equity-based projects are central to achieving the City's vision and continue to rely on community engagement.

Within available staff resources to administer these above projects, staff initially planned a HARRC community conversation session for March 2020. However, the event was cancelled due to COVID-19 public gathering restrictions. Staff then explored other community engagement methods for HARRC that would require no in-person meeting but still be considered as reasonably intentional and credible in obtaining public input during the pandemic.

In June 2020, staff launched an online survey to gather input from the community and equity-seeking populations in place of in-person public engagement. The survey was aimed at obtaining input on what the key qualifications and experiences of the HARRC Consultant and the Community Advisory Panel should be. Extra efforts were made to intentionally reach out to equity-seeking community groups and solicit their participation. The survey ran between June 16 and 30, 2020.

Feedback from Community Survey

About 70 residents and stakeholders participated in the community survey and provided key input to shape key requirements of the HARRC Consultant and the Community Advisory Panel. Many respondents identified themselves as Black, Indigenous and People of Colour, which was important to the survey right from the outset.

The following is the summary of key experiences and criteria provided by respondents:

HARRC Consultant: Community-Suggested Experiences and Qualifications:

- Thorough understanding of protracted community equity and social justice issues such as racism, discrimination, anti-Black racism, anti-Indigenous racism, anti-Semitism, Islamophobia, homophobia and transphobia.
- Lived experience with racism and discrimination
- Experience with setting up or leading non-profit community-based organizations, ideally within social or human services setting
- Proven ability to build positive and respected relationships within the Black, Indigenous and People of Colour (BIPOC) communities, including direct experiences working with racialized and marginalized communities
- Strong familiarity with Hamilton, such as current or previous experience as a resident, community worker or working for a community-based organization as a leader or playing other prominent roles.

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SUBJECT: Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide) - Page 3 of 4

- Strong knowledge of government regulations and legislations with direct or indirect impacts on racialized, ethno-cultural and faith-based community organizations
- Strong report writing skills, including policy development and research endeavours relating to community equity and inclusion, or other relevant knowledge.
- Other related educational backgrounds and qualifications relating to the procurement requirements and its success criteria.

HARRC Community Advisory Panel: Community-Suggested Experiences and Qualifications:

- Primarily comprised of Black, Indigenous, racialized and marginalized people who represent the diverse needs and experiences of Hamiltonians
- Intersectionality of race and gender identity is important, such as experiences from the members of the 2SLGBTQI+ communities
- Participation of some of the previous community members who fought for the centre is key to ensure historical continuity
- Gender consideration is key, especially ensuring Black women are part of the table
- Wide professional experiences from some of the key sectors in Hamilton such as education, public service, business, social services, etc
- Non-partisan, with previous experience in areas relating to professional or community-based committees, panels and working groups.
- Other relevant experiences that could inform the success of the centre based on previous or current experiences

2. Procurement Process and the Successful Consultant

Staff used the feedback from survey participants to develop the key procurement requirements between July and August 2020. In addition to the feedback from residents, staff also layered the required qualifications with some other specific City requirements. These included previous experiences establishing board of directors, recruiting members, developing terms of references, direct lived-experiences, public engagement facilitation, community leadership, professional training and significant professional practices within the field of equity, diversity and inclusion.

The procurement phase has been completed and the successful consultant is Hamilton-based *EMpower Strategy Group*. The Group's lead consultant is Ms. Evelyn Myrie and has held various leadership positions in Hamilton, such as the executive director of the Hamilton Centre for Civic Inclusion and the founder of the Rev. John C. Holland Awards.

EMpower Strategy Group is partnering with two other sub-consultants. Their principals are Leena Sharma Seth and Audrey Wubbenhorst. Empower Strategy Group and/or its

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SUBJECT: Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide) - Page 4 of 4

sub-consultants had established Board of Directors for similar organizations envisioned for the new HARRC's structure, such as the Peel Newcomer Strategy Group, Halton Poverty Roundtable and the John Holland Institute for Leadership. The consultant's website is www.empowerstrategygroup.com.

3. Project Consultant – Key Project Activities and Timelines

As per Council directions and key project requirements, the work activities to be completed by the HARRC consultant and project timelines include:

- **September 2020:** EMpower Strategy Group starts project development.
- **September-October 2020:** EMpower Strategy Group completes three key work components, which include background documents review, establishing a Community Advisory Panel and developing a Terms of Reference for the HARRC's Board of Directors.
- **November-December 2020:** EMpower Strategy Group initiates a recruitment process for the HARRC Board of Directors and presents a list of potential candidates to Council.

The HARRC project website is www.hamilton.ca/anti-racism

4. HARRC Termination & Release Agreement

Another key Council direction is that the existing HARRC funding agreement involving McMaster University, Hamilton Centre for Civic Inclusion and the City of Hamilton be dissolved. Specific to this direction, City lawyers and program staff have been working with the institutions to implement Council direction.

In April 2020, McMaster University returned a sum of \$53,846 back to the City of Hamilton. The amount was the outstanding fund previously retained by the university relating to HARRC.

Lastly, a draft Termination & Release Agreement has also been developed and currently undergoing a review within respective institutions. As part of the agreement termination, a HARRC inventory exercise was completed, which detailed program collaterals that need to be retrieved by the City. Some of these include HARRC program banners, print materials, website and social media accounts. The final agreement is expected to be executed by December 2020.

APPENDICES AND SCHEDULES ATTACHED

N/A

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