



City of Hamilton
AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
AGENDA

Meeting #: 20-013
Date: December 10, 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. **APPOINTMENT OF COMMITTEE CHAIR AND VICE-CHAIR FOR 2021**
2. **APPROVAL OF AGENDA**
(Added Items, if applicable, will be noted with *)
3. **DECLARATIONS OF INTEREST**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 4.1. November 19, 2020
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**

7. CONSENT ITEMS

- 7.1. Various Volunteer Advisory Committee Minutes:
 - 7.1.a. Hamilton Mundialization Committee - February 19, 2020
 - 7.1.b. Hamilton Mundialization Committee - October 21, 2020
 - 7.1.c. Hamilton Status of Women Committee - January 23, 2020
 - 7.1.d. Hamilton Aboriginal Advisory Committee - March 5, 2020
 - 7.1.e. Committee Against Racism - September 22, 2020
- 7.2. Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide)
(Outstanding Business List)
- 7.3. 2020 Third Quarter Request for Tenders and Proposals Report (FCS20033(b)) (City Wide)
- 7.4. 2020 Third Quarter Non-Compliance with the Procurement Policy Report (FCS20035(b)) (City Wide)
- 7.5. 2020 Third Quarter Emergency and Non-competitive Procurements Report (FCS20034(b)) (City Wide)
- 7.6. \$51,075,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide)
- 7.7. Standards and Approved Products Committee Report (PW20080) (City Wide)

8. PUBLIC HEARINGS / DELEGATIONS

9. PRESENTATIONS

- 9.1. Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee
Annual Presentation

10. DISCUSSION ITEMS

- 10.1. 2021 Budget Submissions Volunteer Advisory Committee (HUR20012) (City Wide)
- 10.2. 2021 Budget Submissions Volunteer Advisory Committee (CM20013) (City Wide)
- 10.3. Parklane Workplace Management System (HUR20013) (City Wide)

- 10.4. HMRP - HWRF Pension Administration Sub-Committee Report 20-001 - November 24, 2020
- 10.5. Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation(CHH) Projects (FCS19068(a)) (City Wide)
- 10.6. 2021 Grant Advances – City Enrichment Fund (GRA20004) (City Wide)
- 10.7. 9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11)
- 10.8. Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item)

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

13.1. Amendments to the Outstanding Business List:

13.1.a. Items to be Removed:

Criteria for Participation in Assessment Appeals (FCS20063) (City Wide)

Added: August 13, 2020 at I AF&A Item 5.4

Completed: December 10, 2020 AF&A - Item 7.2

OBL Item: 20-I

Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee Budget Expenditure Requests

Added: November 19, 2020 at AF&A - Item 9.4

Completed: December 10, 2020 AF&A - Item 10.8

OBL Item: 20-L

14. PRIVATE AND CONFIDENTIAL

14.1. Commercial Relationship Between the City of Hamilton and Century Group Inc. FCS18100(b) / LS18060(b) (City Wide)

Pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 20-012

9:30 a.m.

November 19, 2020

Council Chambers

Hamilton City Hall

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

Absent: Councillors B. Johnson and B. Clark – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers (FCS20069(a)) (City Wide) (Item 8.1)

(Pearson/Partridge)

- (a) That the Tax and Rate Operating Budget Variance Report as at August 31, 2020 attached as Appendices “A” and “B”, respectively, to Report FCS20069(a) be received;
- (b) That, in accordance with the “Budget Control Policy”, the 2020 budget transfer, transferring budget from one department / division to another or from one cost category to another with no impact on the levy, as outlined in Appendix “C” to Report FCS20069(a), be approved;
- (c) That, in accordance with the “Budgeted Complement Control Policy”, the 2020 complement transfer transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix “D” to Report FCS20069(a), be approved; and,
- (d) That, in accordance with the “Budgeted Complement Control Policy”, the 2020 extensions of temporary positions with 24-month terms or greater, with no impact on the levy, as outlined in Appendix “E” to Report FCS20069(a), be approved.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
 YES - Ward 15 Councillor Judi Partridge
 YES - Ward 13 Councillor Arlene VanderBeek
 YES - Ward 12 Councillor Lloyd Ferguson
 NOT PRESENT - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

2. 2021 Temporary Borrowing and Interim Tax Levy By-laws (FCS20094) (City Wide) (Item 9.1)

(Ferguson/Pearson)

- (a) That Appendix "A" attached to Report FCS20094 "By-law to Authorize the Temporary Borrowing of Monies to Meet Current Expenditures Pending Receipt of Current Revenues for 2021", be passed; and,
- (b) That Appendix "B" attached to Report FCS20094 "By-law to Authorize an Interim Tax Levy for 2021", be passed.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

3. Binbrook Conservation Area Capital Funding Plan (FCS20096) (City Wide) (Item 9.2)

(Partridge/Collins)

- (a) That the Niagara Peninsula Conservation Authority's special benefitting capital levy request related to septic system and other capital improvements to the Binbrook Conservation Area of up to \$1.21 M be funded from the Unallocated Capital Levy Reserve (108020) and repaid from the operating budget over 15 years at an interest rate of 1.66% for an annual payment of \$91,790.31 as outlined in Appendix "A" of Report FCS20096;
- (b) That the Niagara Peninsula Conservation Authority's capital levy of \$92,000 be included in the 2021 Tax Operating Budget; and,
- (c) That the Niagara Peninsula Conservation Authority submit financial documentation to the Director of Financial Planning, Administration and Policy for the release of funds for the capital projects of up to \$1.21 M.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

4. Information Technology Data Centre Air Conditioning System Replacement (FCS20091) (City Wide) (Item 9.3)

(Ferguson/Collins)

That Finance staff be directed to mitigate the additional \$250,000 required to replace the Air Conditioning System in the Corporate Data Centre, through Capital Work In Progress (WIP) funding and/or reserves.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

5. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests (Added Item 9.4)

(Partridge/VanderBeek)

That the following budget allocation from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee budget, be approved:

Motion 7.2:

- (a) \$450.00 to reimburse organizers for speaker fees associated with local Transgender Day of Remembrance (TOOR) events happening on November 20, 2020 and November 24, 2020.

Result: Motion CARRIED by a vote of 5 to 1, as follows:

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
NO - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

6. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Advertising for Vacancies (Added Item 9.5)

(VanderBeek/Collins)

That the Office of the City Clerk and Communications staff be directed to advertise for vacancies on the LGBTQ Advisory Committee ("LGBTQAC") based on the presentation delivered to the LGBTQAC by Communications staff at its November 17, 2020 meeting with the following modifications and considerations:

- (a) That the advertising campaign focuses primarily on recruiting youth, queer and trans, Black, Indigenous, people of colour (QTBIPOC), and Two Spirit members of the community;
- (b) That the language used to describe gender identity and expression be inclusive, especially when it comes to demographic selecting or targeting;
- (c) That the advertising campaign be designed and carried out with the principles of accessibility and literacy in mind and that it conform to any standards as outlined in the Accessibility for Ontarians with Disabilities Act (AODA);
- (d) That the advertisements are translated into multiple languages (multilingual) so as to reach more interested Hamiltonians;
- (e) That the budget for Google Ad Words be reduced significantly as the LGBTQAC is unsure that this approach of targeting 1.8 million impressions will serve the advertising campaign;
- (f) That any additional budget funding that remains be focused on social media advertising, especially in groups identified by the LGBTQAC;
- (g) That any suitable advertisements or advertisement copy be sent directly to members of City Council for inclusion in any of their newsletters or electronic newsletters;
- (h) That the previous request to advertise through the Hamilton Street Railway (HSR) be rescinded as the LGBTQAC thinks that this will not be cost effective and will likely not reach the focus audience; and,
- (i) That an artist/graphic designer from Two Spirit or LGBTQIA+ communities be employed to come up with any designs, drawings, or images associated with the advertising campaign.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

**7. City Auditor Reporting of Serious Matters to Council (Case #26158)
(AUD20010) (City Wide) (Item 13.2)**

(Partridge/Collins)

That Report AUD20010, respecting City Auditor Reporting of Serious Matters to Council (Case #26158) be received and remain confidential.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

9. DISCUSSION ITEMS

- 9.4 Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests
- 9.5 Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Advertising for Vacancies

(Collins/Pearson)

That the agenda for the November 19, 2020 Audit, Finance and Administration Committee meeting be approved, as amended.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) November 5, 2020 (Item 3.1)

(VanderBeek/Partridge)

That the Minutes of the November 5, 2020 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(d) STAFF PRESENTATIONS (Item 8)

(i) Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers (FCS20069(a)) (City Wide) (Item 8.1)

Mike Zegarac, General Manager of Finance and Corporate Services addressed the Committee with a staff presentation respecting Report FCS20069(a), the Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers.

(Pearson/Collins)

That the Staff Presentation respecting Report FCS20069(a), the Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers, be received.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson

NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(e) DISCUSSION ITEMS (Item 9)

(i) Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests (Added Item 9.4)

(Partridge/VanderBeek)

That the following recommendations, be referred to staff to prepare a report for the Audit, Finance and Administration Committee with additional information:

Motion 7.3:

- (a) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist spectrum Hamilton in running their online events and weekly online peer support;
- (b) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist Kyle's Place in stocking their food pantry;
- (c) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist the Sex Workers' Action Program Hamilton (SWAP) in supporting their ongoing drive to compile Harm Reduction Outreach Packages; and,
- (d) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist The SPACE Youth Centre in supporting their OQRA and Kaleidoscope programs.

Result: Motion CARRIED by a vote of 5 to 1, as follows:

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
NO - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(f) PRIVATE AND CONFIDENTIAL (Item 13)

(i) November 5, 2020 – Closed Minutes (Item 13.1)

(Pearson/VanderBeek)

- (a) That the Closed Session Minutes of the November 5, 2020 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the November 5, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(g) ADJOURNMENT (Item 14)

(VanderBeek/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:57 a.m.

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

YES - Ward 3 - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
NOT PRESENT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - 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



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, February 19, 2020 – 6:00 p.m.

Hamilton City Hall, Room 192

Present:	Pat Semkow, Bob Semkow, Rein Ende, Rosemary Baptista, Jan Lukas
Regrets:	Freja Gray, Anthony Macaluso, Councillor Vanderbeek
Also, Present:	Paul Di Clemente, Staff Liaison
Guests:	N/A

Welcome & Introductions

P. DiClemente talked about responding to meetings moving forward.

P DiClemente explained that there was an update to the Handbook with regards to absences that instead of possibility of removal for 3 absences without regrets in a row it is now 3 absences in a term with discretion to the Chair to decide on whether to remove. The Hamilton Mundialization Committee members agreed to continue discussions on updated attendance policies at next meeting

1. Ceremonial Activities

Land Acknowledgement (R. Baptista)

2. Approval of the Agenda

Item 8.1 - An update was provided that Sergey Pavlov, who was scheduled to speak about the Hamilton Mundialization Committee website, will no longer be attending today's meeting.

That the agenda of February 19, 2020 be approved as amended.

(R. Ende / B. Semkow)

CARRIED

3. Declaration of Interest

N/A

4. Approval of Minutes

4.1 Minutes of January 15, 2020

Item 6 – Other Business to be amended. Prayer Breakfast was at “Liuna Station” not “La Luna”

That the minutes of January 15, 2020 be approved as amended.

(J. Lukas, P. Semkow)

CARRIED

5. Communications

J. Lukas – recommends that all committees need to be reminded of the protocol for communicating with newspaper/media

6. Delegation Requests

N/A

7. Consent Items

N/A

8. Public Hearings/Delegation

N/A

9. Staff Presentations

N/A

10. Discussion Items

10.1. 2020 Activity Plan

10.1.1. **2020 Event Planning**

10.1.2. **Hiroshima Nagasaki**

R. Ende – planning will not start until March. Will connect with the regular organisers and try and get communities involved.

10.1.3. **World Citizenship Awards**

R. Ende – With regards to the Bronze Medallion that was typically awarded. In the past we had a living sculptor who cast bronze medallions for the committee. We are down to the last of them. We may not have any more. We need to recognize that this may change.

Presentation typically at City Council and Mundialization has its own ceremony

The date on the poster needs to change. It is not May 17, 2018. It will not be May 17 any longer and the date itself needs to change from 2018 to 2020.

On the bottom of the Nomination Form the date of WCA 2018 needs to be amended.

Anthony is now the chair not the interim chair. Also needs amendment.

J. Lukas- Does Anthony want to have his contact info listed? Will he be the point person?

P. Di Clemente to confirm with Anthony

R. Ende- With regards to the news release. We need to update the list of past winners. The contact information at the end should be all corrected as it is out of date. There is no longer a Round Table for Strengthening Hamilton's Community Initiatives. That needs to be taken out.

J. Lukas – need to correct the form and get it out. Need to pick a date. May 20 and May 27 are the Council meetings. Should be put on website and distributed to Libraries, Rec Centres, Arenas etc. Should connect with Nadia Olivieri to see how this information was distributed previously.

P. Di Clemente agreed to make corrections and bring back to committee.

10.2. **Photo Contest Winners Update**

P. Di Clemente – shared that the winners have been notified and invited to attend the City Council meeting on Wednesday February 25, 2020. They

will be presented with a certificate from the Mayor and their Ward Councillors have also been notified. MUN invited to attend the ceremony.

J. Lukas- personally offended at the lack of notice given. Anthony should be the one doing the presentation as this was done in the past. Should send reminder to the media to make sure that they attend. It should be Anthony presenting not the mayor.

R. Ende – Might want to connect with the Spectator and Snap.

11. Motions

N/A

12. Notices of Motion

N/A

13. General Information/Other Business

J. Lukas – Ancaster Food Drive March 7, 2020

R. Baptista – Earth Day – April 22, 2020 First United Church

14. Private and Confidential

N/A

15. Adjournment

(P. Semkow / B. Semkow)

The Mundialization Committee adjourned at 7:45 p.m.

CARRIED

Next Meeting: March 18, 2020, Hamilton City Hall, Room 192



Hamilton

**MINUTES
HAMILTON MUNDIALIZATION COMMITTEE**

October 21, 2020

6:00pm

Virtual WebEx Meeting

Present: Anthony Macaluso, Freja Gray, Robert Semkow, Patricia Semkow, Rosemary Baptista, Janice Lukas, Rein Ende

Absent with Regrets:

Also Present: Jessica Bowen, Supervisor, Diversity and Inclusion
Taline Morris, Admin Assistant, Diversity and Inclusion

Pursuant to Section 5.4(5) of the City of Hamilton's Procedural By-law, at 6:40 pm the Staff Liaison to the Committee advised those in attendance, that although quorum had been achieved, due to technical difficulties, the meeting could not be live streamed within 30 minutes after the time set for the Hamilton Mundialization Committee. Therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Jessica Bowen
Supervisor, Diversity and Inclusion



Hamilton

Minutes

Status of Women Advisory Committee

Thursday, January 23, 2020

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

Present: Deanna Allain, Autumn Getty, Jan Lukas, Stephanie Bertolo,
Yulena Wan, Doreen Ssenabulya

Regrets: Stephanie Frisina, Anna Davey

Absent: Councillor Nann
Daniela Giulietti, Councillor Nann's Office

Guests: Cheryl (YWCA)

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

The Status of Women Advisory Committee Approved the Following:

Women of Distinction Awards

(D. Allain / S. Bertolo)

The Status of Women Committee buy a table in the amount of \$1300.00 for the 2020 Women of Distinction Awards.

CARRIED

Land Acknowledgement

Autumn Getty provided the Land Acknowledgement

Welcome/Introductions

A round of introductions and welcoming of members and guests.

1. Approval of the Agenda

Addition of items:

Item 5.2 – Amend to include election of Recording Secretary

Item 7 - Sisters in Spirit and Ancaster Food Drive

Item 5.3.1 - Working Group

(D. Allain / J. Lukas)

That the Status of Women Committee accepts the agenda of January 23, 2020 as amended.

CARRIED

2. Declaration of Interest

- None

3. Approval of Minutes

(D. Allain / D. Ssenabulya)

That the Status of Women Committee accepts the Minutes of September 26, 2019 and November 5, 2019 as presented.

CARRIED

4. Presentations

- None

5. Business/ Discussion Items

5.1 Business Arising from Previous Minutes

- None

5.2 Election of Chair, Vice-Chair and Recording Secretary

- Nominations for Chair: Yulena Wan (declined) and Autumn Getty (accepted)
- No other nominations put forward
- Nominations for Vice-Chair: D. Allain (accepted), no other nominations presented
- The Status of Women Committee members unanimously declare Chair for 2020 to be A. Getty and Vice Chair D. Allain. They were uncontested and with no objections.
- Communication to be included in next email reminder to Status of Women Advisory Committee members for open secretary position.

5.3 2020 Workplan

5.3.1 Working Group

- Reach out to Chair of LGBTQ committee for an update.

- D. Allain to write letter in preparation for Citizen Committee Report
- D. Allain was connected with V. Nikolskaya and follow up to continue.
- A list from LGBTQ committee of which organizations they have requested information from or have connected.
- Identify a list of barriers that impact why women may not apply or be able to participate.
- Additional Items for consideration on Workplan:
 - Childcare for Volunteer Advisory Committees a pilot project: potential for 2020 and review information for consideration.
 - Free Menstrual products and provide advice to staff
 - International Women's Day, in which A. Getty will obtain information.
- Shelters

5.4 Member Resignation

- The committee members shared words of acknowledgement and kindness in regard to contributing member Marie Robbins and news of her recent passing.
- Members were advised of resignation of member, K. Hood

(S. Bertolo / D. Allain)

That the Status of Women Committee accept resignation of committee member Katie Hood.

CARRIED

5.5 Review of Terms of Reference

DEFERRED

5.6 Equity Toolkit Review

DEFERRED

6. Communication

6.1 Correspondence from Dina Honig, Hamilton Immigration Partnership Council (HIPC), respecting a Request for Study/ Research Ideas for HIPC's Research and Evaluation Committee

Recommendation: Be Received.

(D. Allain / J. Lukas)

The Status of Women Committee receive the correspondence and add the item to February 2020 Agenda for discussion.

CARRIED**7. Announcements and Information Sharing****• Sisters in Spirit**

Announcement and event to be held on February 14, 2020 at the David Braley Centre. Request for monetary support.

(D. Allain / D. Ssenabulya)

That the Status of Women Committee support the Sisters in Spirit event of February 14, 2020 by way of a \$200.00 contribution for the cost of buttons.

CARRIED**• Ancaster Food Drive**

Request for donations and to please share information within your respected communities.

8. Meeting adjourned at 8:02 p.m.**(D. Allain / D. Ssenabulya)**

Next meeting scheduled for Thursday, February 27, 2020



Hamilton

MINUTES

Aboriginal Advisory Committee Thursday, March 5, 2020 – 5:30 P.M. City Hall, 71 Main St. W., Room 264

Present: Scott Cruickshank, Allan Loft, Connie Bellamy (chair), Cat Cayuga, Patty Lawlor (non-voting)

Regrets: Marilyn Wright, Laura Workman

Also Present: Betsy Pocop – Human Rights, Diversity & Inclusion (staff)

1. Ceremonial Activities

- A. Loft did an opening

2. Approval of Agenda

- Addition of Item 6 – Delegation Request
- Addition of Item 10.5 – Volunteer Handbook update
- Addition of Item 13.1 – Goodminds.com update

Motion #1

S. Cruickshank/A. Loft

That the Aboriginal Advisory Committee accepts the March 5, 2020 agenda, as amended.

CARRIED

3. Declaration of Interest

- There were no declarations of interest

4. Approval of Minutes of Previous Minutes

4.1 January 16, 2020

- Include that there were no communications

Motion #2

C. Cayuga/S. Cruickshank

That the Aboriginal Advisory Committee accepts the minutes of January 16, 2020, as amended.

CARRIED

5. Communications

- None

6. Delegation Requests

- Request received from Cameron Kroestch **to attend the committee** regarding an all volunteer advisory committee chairs meeting and the standing committee of council that volunteer advisory committees report to.
- Request was made to defer the delegation to the April 2020 meeting

Motion #3**C. Cayuga/S. Cruickshank**

That the Aboriginal Advisory Committee accepts the request **to delegation request** and that the delegation be deferred to the April 2020 meeting.

CARRIED**7. Consent Items**

- none

8. Public Hearings/Delegations

- none

9. Staff Presentations**9.1 Urban Indigenous Strategy**

- Update deferred to April meeting

10. Discussion Items**10.1 Business Arising from Previous Minutes**

- Updates deferred to April meeting

10.2 Urban Indigenous Strategy

- Item moved to 9.1 under staff presentations

10.3 Equity Toolkit

- P. Lawlor will send feedback she has noted to committee members
- Additional feedback from members to be circulated amongst all members for review
- Feedback will then be compiled

10.4 Election of Chair and Vice-Chair**Motion #4****C. Cayuga/S. Cruickshank**

As the Aboriginal Advisory Committee ran an election in October 2019 for Chair and Vice-Chair of the Committee, the Aboriginal Advisory Committee supports the current Chair, Marilyn Wright, and Vice-Chair, Connie Bellamy, to remain in their appointed positions until December 2020.

CARRIED

10.5 Update on Advisory Committee Handbook

- B. Pocop advised that a change occurred in the volunteer handbook regarding members' attendance – missing more than 3 meetings in a term
- B. Pocop will provide copies of the update at the April 2020 meeting

11. Motions

- none

12. Notices of Motion

- none

13. General Information/Other Business

- P. Lawlor advised the committee that Goodminds.com, a partner in the committee's book display is under new ownership – Achilles Gentle
- The committee will discuss further at future meeting regarding establishing relationship with new owner for future collaboration and partnership

14. Private and Confidential

- None

15. Adjournment

- A. Loft provided a closing

Meeting adjourned at 7:23pm

Next Meeting: Thursday, April 2, 2020



Hamilton

- NOTES -
COMMITTEE AGAINST RACISM
Tuesday, September 22, 2020
6:30 p.m. - 8:30 p.m.
Webex meeting due to COVID-19

Present: Marlene Dei-Amoah, Shamini Jacob

Regrets: Phillip Jeffrey, Taimur Qasim, Annie Law, Leslyn Gombakomba

Absent: Tyrone Childs

Also Present: John Ariyo, Manager - Community Initiatives; Pauline Kajiura (staff liaison)

Chair: M. Dei-Amoah

Due to lack of quorum, the meeting did not take place. The Webex meeting ended at 7:00 p.m.

Next meeting scheduled for Tuesday, October 27, 2020



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide) – Outstanding Business List Item
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Maria Di Santo (905) 546-2424 Ext. 5254 David Janaszek (905) 546-2424 Ext. 4546
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

On August 13, 2020 Audit, Finance & Administration Committee approved the following motion:

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.

INFORMATION

To address the on-going challenges to the assessed value of properties which ultimately results in a negative impact on the Municipality's property tax revenues, staff are taking a more active role to protect the City of Hamilton's (City) assessment base. As legislation permits the challenge of a property's assessment, it is inevitable adjustments will be made to property assessments that reduce the City's municipal property tax revenues. A more active role by the City will not eliminate losses, however would assist in mitigating such losses.

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

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SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide) - Page 2 of 5 – Outstanding Business List Item

Considering the high volume of appeals, it is not possible for staff to be able to participate in all appeals. Although the City cannot actively participate in all appeals, nor does the City's active participation guarantee that the City will not experience Municipal property tax revenue losses, by actively participating in the more significant, higher risk appeals, the City will be in a better position to mitigate significant losses.

The ultimate goal is protecting the assessment base and ensuring any reduction in a property's assessment value or change in the tax classification, where warranted, is reasonable and based on the application of recognized valuation methodology and in accordance with legislation. Although a criteria for participation in an assessment appeal does not restrict staff in participating in any appeal, should the circumstances warrant it, the criteria is meant to ensure resources dedicated to participating in the appeal are focussed primarily on appeals with the largest risk and financial loss to the City.

In a typical month, staff receive anywhere between 10 to 20 Statement of Issues. The Statement of Issues identifies the reduction in assessment being sought by the Appellant and the corresponding rationale for such reduction. The required time dedicated to thoroughly reviewing the Statement of Issues varies, depending on the valuation approach, the type and number of issues, as well as the complexity of the property type.

Due to the volume of Statement of Issues received per month and existing resources and workload, it may not be possible to thoroughly review every Statement of Issues received, however, staff should, at a minimum, calculate an estimated municipal property tax loss for all Statement of Issues received. As such, the following modified criteria will be used by staff to determine which Statement of Issues warrant more detailed analysis and determination of the level of participation the City will take.

Staff will thoroughly review, respond and determine the appropriate level of participation in an appeal, generally where:

- (a) the estimated annual municipal property tax loss is \$50,000 or greater, or
- (b) the estimated annual municipal property tax loss is less than \$50,000, however:
 - o there is known potential for precedent setting impacts (i.e. have the potential to affect additional similar properties and may have a combined estimated annual municipal property tax loss of \$50,000 or greater), or

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide) - Page 3 of 5 – Outstanding Business List Item

- internal and/or external resources are available, and proceeding is financially prudent (i.e. cost to participate in appeal does not exceed estimated benefit)

Appendix “A” to Report FCS20063, provides a flow chart to be used by Taxation staff in determining when participation in an appeal is warranted in adherence to the criteria.

As per Council direction, the assessment threshold of \$30M has been removed from the criteria. This modification to the criteria would ensure that properties valued less than \$30M would be investigated further, based on the significance of the estimated annual municipal property tax loss. The higher the potential municipal property tax loss, the more resources will be warranted in participating in the appeal. These resources would include one, all or a combination of internal Taxation staff, internal Legal staff and external tax consultants. The set up of the roster of external consultants, originally expected to be completed in 2020, has been delayed due to other priorities as a result of COVID-19. Once the roster has been set up, staff will be in a better position to plan and allocate resources (both internal and external) effectively to focus on these appeals. The intent is that roster will be used to supplement internal staff resources, depending on workloads and the nature and complexity of the appeal.

The above criteria are intended to ensure staff focus mainly on commercial and industrial properties including Neighbourhood and Regional Shopping Centres, Big Box, Large Office Buildings, Steel Mills and Large Manufacturing/Processing.

The \$50,000 threshold has been set as a starting point and will be reviewed on an on-going basis. Participating in appeals requires a significant amount of time and resources, and as such, it is imperative that the cost of participating in an appeal does not exceed the financial benefit.

Level of Participation:

Where it is determined that the City will participate in an appeal, staff will respond to the Appellant’s Statement of Issues, which is the first step in ensuring the opportunity to participate throughout the appeal process. Responding to the Statement of Issues provides staff the opportunity to review the reason(s) an appeal was filed and allows the City an opportunity to provide greater input as the appeal proceeds. Should staff not submit a response, this would preclude the City from active involvement in the appeal process going forward and would prevent staff from partaking in settlement discussions.

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide) - Page 4 of 5 – Outstanding Business List Item

After providing a Response to the Statement of Issues, Staff will manage the appeals using two levels of increasing engagement:

1. Monitoring Proceedings
2. Active Participation

1. Monitoring Proceedings:

Staff may choose to take a less active role and monitor the proceedings of an appeal in situations where taking a more active role would not likely make a significant difference in the anticipated outcome of an appeal. Examples would be where, in the opinion of Staff through analysis, review of property data, market sales and comparable properties, the assessment value would appear to be overstated or may not be defensible and where a change or reduction would result in a more fair, equitable and accurate assessment. Staff would monitor the appeals throughout the process to ensure a reasonable outcome.

2. Active Participation:

Staff would be expected to take a more active role in the proceedings of an appeal where the matter is known to be precedent setting or where the City's position, as it relates to the issues and assessment, differs with that of the Appellant and where it's anticipated that there is the potential for significant tax loss which could be mitigated through active involvement. This level of engagement would require the most Staff time and possibly external resources depending on the issues and complexity throughout the appeal process.

This streamlined approach will allow staff to balance existing responsibilities and cost-effective use of external services. Staff would complete a high-level cost-benefit analysis to determine which level of engagement would be most appropriate for each appeal where it is determined that some level of engagement is warranted.

Other Potential Measures:

In addition to mitigating property tax loss through staff's involvement in assessment appeals, there are other potential measures and actions which can be taken to help ensure the accuracy and consistency in property assessments across the City. Some of these other measures may include:

- proactively monitor building permit activity, with a focus on commercial and industrial properties, and tracking the progress of the permits to ensure MPAC is assessing new construction on a timely basis

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063(a)) (City Wide) - Page 5 of 5 – Outstanding Business List Item

- monitor subdivision activity to ensure that residential growth is being picked up actively and assessment class and value changes are captured where property is being developed
- undertake a thorough and ongoing review of properties with tax exempt status to ensure that the applicable properties are changed to a taxable classification where a change in ownership or change in use should cause removal of the tax exemption, whole or in-part
- undertake a more specific and detailed review of targeted areas throughout the City to ensure there are no potential errors or inconsistencies in property assessments and/or property tax classifications.

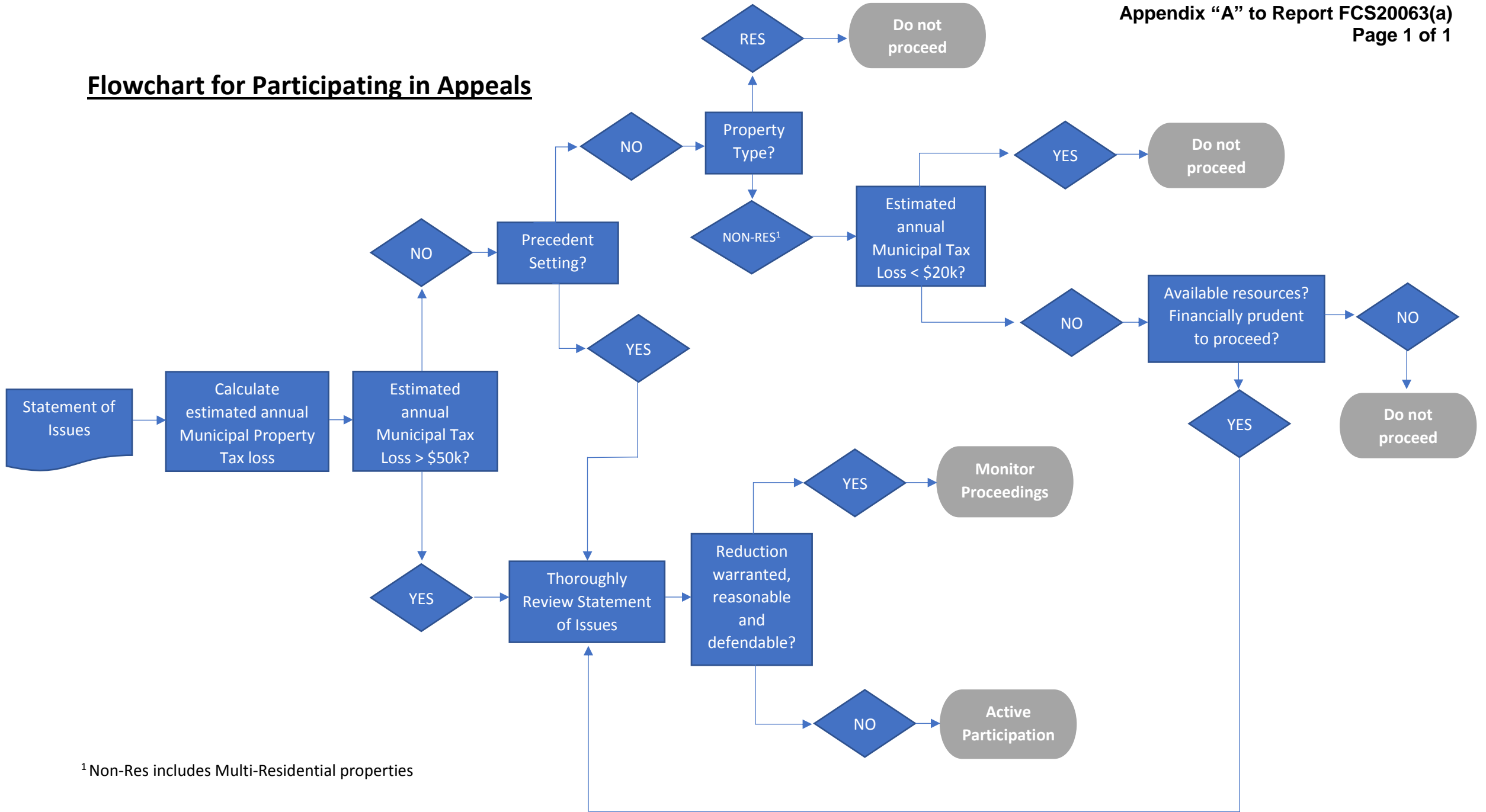
In summary, due to the municipal property tax revenue losses experienced annually, a more proactive approach is required. The criteria for participating in assessment appeals identified in this report is reasonable with the existing resources available and the potential use of external resources once the roster is set up. More active participation in appeals, coupled with the other potential measures that may be taken by staff, will benefit in the protection of the assessment base and reduce municipal property tax losses. Staff will continue to monitor appeals and the impacts of the City's more active participation and report back to Council annually through the Assessment Appeals report.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20063(a) - Flow Chart for Participation in Appeals

MD/DJ/dw

Flowchart for Participating in Appeals



¹ Non-Res includes Multi-Residential properties



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	2020 Third Quarter Request for Tenders and Proposals Report (FCS20033(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

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

INFORMATION

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Cooperative Procurements for the third quarter of 2020.

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

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**SUBJECT: 2020 Third Quarter Request for Tenders and Proposals Report
(FCS20033(b)) (City Wide) - Page 2 of 2**

Appendix "A" to Report FCS20033(b) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a cooperative procurement. Award information is current as of October 1, 2020.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20033(b) – 2020 Third Quarter Request for Tenders and Proposals Report

PV/dw

CITY OF HAMILTON
 Summary of Tenders and Proposals Issued – July 1, 2020 – September 30, 2020

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C3-04-19	Proposal for Consultant Required to Complete a Parking Master Plan for the City of Hamilton	10/9/2019	IBI Group Professional Services (Canada) Inc.	Project Specific	\$198,191.00
C2-06-19	Proposal for Provision of Services of an Integrity Commissioner and Lobbyist Registrar for the City of Hamilton	12/10/2019	Principles Integrity	2 Years + 4 Year Options	\$34,700.00 The 4 year option amount to be negotiated
C13-07-20	Tender for Elevator Modernization, York Blvd. Parkade	02/05/2020	Pinnacle Elevator Services Canada Inc.	Project Specific	\$288,500.00
C11-06-20	Tender for Supply and Delivery of Self Contained Restrooms for HSR Operations	02/11/2020	Chantler's Environmental Services Ltd.	3 Years + 2 Options	\$1,260,735.00
C13-04-20	Tender for Building Automation System (BAS) and Mechanical (HVAC) Upgrades at Wentworth Lodge	03/02/2020	Anacond Contracting Inc.	Project Specific	\$462,400.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C12-04-20	Proposal for Plumbing Services for the City of Hamilton	03/03/2020	309917 Ontario Ltd. o/a Western Plumbing and Heating Binbrook Plumbing & Heating (1997) Ltd. Plumbway Inc.	1 Year + 4 Options	Fixed Price Contract Hourly Rate = \$80.00
C3-03-20	Proposal for Red Hill Valley Parkway and Lincoln Alexander Parkway Feasibility Study	03/20/2020	Morrison Hershfield Ltd.	Project Specific	\$439,500.00
C11-29-20	Tender for Supply and Delivery of Cab Chassis with Service Body and Minimum 37 ft Aerial	04/08/2020	Ridgehill Ford Sales	Project Specific	\$156,108.00
C13-10-20	Proposal for Contractor Required for the Cleaning, Inspection, and Structural Rehabilitation of Existing Sewer Laterals as Required in the City of Hamilton	04/24/2020	Liqui-Force Services (Ontario) Inc.	1 Year + 4 Options	\$2,953,050.00
C13-18-20	Tender for Waterproofing of Existing Basement Foundation Walls at Fire Station 18	05/19/2020	Triple Crown Enterprises Ltd.	Project Specific	\$149,908.00
C13-19-20	Tender for Sport Court and Pathway Replacements	05/27/2020	GMR Landscaping Inc.	Project Specific	\$642,727.36
C11-21-20	Tender for Supply, Installation and Maintenance of Large Caliper Trees in New Subdivisions	06/04/2020	The Gordon Company	3 Years	\$317,460.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C11-25-20	Tender for Supply and Delivery of GM Original Equipment Manufacturer Parts and Vehicle Repair Services	06/05/2020	Budd's Oakville Ltd.	1 Year + 4 Options	\$46,678.85
C15-39-20 (H)	Tender for Beach Blvd. Resurfacing from Eastport Drive North Intersection to Eastport Drive South Intersection	06/09/2020	Rankin Construction Inc.	Project Specific	\$1,358,410.00
C13-24-20	Tender for Culvert Replacement Services at Various Locations in the City of Hamilton	06/10/2020	Anthony's Excavating Central Inc.	Project Specific	\$1,103,583.00
C18-06-20	Tender for Upgrade of Corridor Finishes at two CityHousing Hamilton Apartment Towers	06/10/2020	RCG Group Inc.	Project Specific	\$229,101.00
C11-14-20	Proposal for Rymal Road (Upper James Street to Dartnall Road) Municipal Class Environmental Assessment Phases 1 to 4	06/11/2020	Dillon Consulting Ltd.	Project Specific	\$349,903.00
C11-35-20	Tender for Invasive and Noxious Weed Control at Various Stormwater Management Facilities within the City of Hamilton	06/11/2020	Aerodrome International Maintenance Inc.	1 Year + 3 Options	\$2,649,841.75
C13-26-20	Tender for Prequalified General Contractors Required for the Homestead (HC027) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	06/11/2020	E. S. Fox Ltd.	Project Specific	\$537,777.00
C11-26-20	Tender for Supply and Delivery of Cummins Original Equipment	06/12/2020	Mississauga Bus, Coach & Truck	1 Year + 4 Options	\$158,443.45

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
	Manufacturer Parts and Vehicle Repair Services		Repairs Inc.		
C13-17-20	Tender for Supply and Install of Energy Efficient LED Lighting at the Material Recycling Facility	06/12/2020	Energy Network Services Inc.	Project Specific	\$201,698.10
C13-25-20	Tender for Prequalified General Contractors Required for the English Church (HC019) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	06/17/2020	H2Ontario Inc.	Project Specific	\$400,900.00
C15-38-20 (H)	Tender for Eastmount Neighbourhood Resurfacing	06/22/2020	Coco Paving Inc.	Project Specific	\$927,973.55
C12-01-20	Proposal for Graffiti Removal Services	06/24/2020	Sparkleen Services Inc.	1 Year + 5 Options	\$495,315.00
C11-34-20	Tender for Supply and Delivery of Fuel Tanks and Installation of Existing Generators with Enclosures	06/26/2020	Genrep Ltd.	Project Specific	\$245,500.00
C13-12-20	Tender for Supply and Installation of Playgrounds at Rosedale School and Ridgemount School	06/26/2020	1312772 Ontario Inc. o/a Alpine Green Contracting	Project Specific	\$344,395.30
C15-47-20 (M)	Tender for Roadside Ditching Improvement Program	06/26/2020	CRL Campbell Construction & Drainage Ltd.	Project Specific	\$335,212.00
C13-30-20	Tender for MTC Perimeter Fencing (Phase 2), 2200 Upper James St.	07/03/2020	Caird-Hall Construction Inc.	Project Specific	\$401,325.00
C15-31-20 (P)	Tender for Stone Church Road Trail	07/09/2020	Melrose Paving Co. Ltd.	Project Specific	\$157,347.40

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C13-33-20	Tender for Confederation Beach Park Erosion Repairs	07/13/2020	Anthony's Excavating Central Inc.	Project Specific	\$287,679.00
C18-05-20	Proposal for Plumbing Services Required for CityHousing Hamilton Properties	07/16/2020	A-1 Plumbing & Mechanical Inc. Pitton Plumbing and Heating Inc. Plumbway Inc. Vics Group Inc.	1 Year + 4 Options	\$100,000.00 \$100,000.00 \$100,000.00 \$100,000.00
C11-36-20	Tender for Window Cleaning Services for Various City of Hamilton Facilities	07/21/2020	Toronto Window Cleaners Inc.	1 Year + 4 Options	\$384,808.49
C18-08-20	Tender for Contractor Required to Provide an LED Lighting Retrofit at Two Occupied Multi-Unit Residential Properties	07/21/2020	Energy Network Services Inc.	Project Specific	\$75,076.86
C12-09-20	Proposal for Comprehensive Inspection Reports and Repairs as Needed of Diesel Generator Fuel Systems to Maintain Technical Standards and Safety Authority (TSSA) Compliance	07/29/2020	Cannington Construction Ltd.	1 Year + 4 Options	\$153,075.00
C15-44-20 (BR)	Tender for Roadside Safety Improvements and Miscellaneous Bridge Repairs	07/29/2020	Coco Paving Inc.	Project Specific	\$824,700.00
C13-36-20	Tender for Conversion of Various Traffic Islands to Irrigated Beds	07/30/2020	GMR Landscaping Inc.	Project Specific	\$191,546.11

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C15-21-20 (P)	Tender for Waterford Park Redevelopment	07/30/2020	Stonecast Contracting Ltd.	Project Specific	\$800,935.50
C13-37-20	Tender for Streetlighting Maintenance Services	07/31/2020	Fairway Electrical Services Inc.	1 Year + 4 Options	\$2,899,525.00
C15-50-20 (H)	Tender for Sidewalk Installation Rymal Road - Upper Sherman Ave to Eva Street	08/04/2020	Decew Construction Inc.	Project Specific	\$115,025.00
C13-41-20	Tender for Construction of Joe Sams Park - Proposed Dog Park	08/05/2020	Ciccarelli Contractors Inc.	Project Specific	\$80,016.00
C1-01-20	Proposal for Consulting Services for the Establishment of an Independent Board of Directors for the Hamilton Anti-Racism Centre	08/06/2020	EMpower Strategy Group	Project Specific	\$56,500.00
C18-07-20	Tender for Door Replacements at 772 Upper Paradise Rd.	08/12/2020	Crystal Windows and Doors	Project Specific	\$193,080.00
C15-34-20 (TR)	Tender for Construction of New Traffic Control Infrastructure	08/20/2020	Dufferin Construction Company, A division of CRH Canada Group Inc.	Project Specific	\$814,685.00

Contracts Cancelled

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Reason for Cancellation
C15-02-20 (BRH)	Tender for Mud Street Road Rehabilitation and Bridge 366 Rehabilitation	05/05/2020	All bids received were over budget. A new Request for Tender will be issued in 2021.
C11-24-20	Tender for Supply and Delivery of Ford Original Equipment Manufacturer Parts and Vehicle Repair Services	05/29/2020	No bids were received. A new Request for Tender was issued under C11-38-20.
C11-12-20	Tender for Streetlighting Night Patrol Services	07/16/2020	All bids received were over budget. A new Request for Tender with revised specifications was issued under C11-47-20.
C11-09-20	Proposal for Operations and Maintenance of the Central Composting Facility	07/20/2020	The Request for Proposal was cancelled due to a change in the scope of work. A new Request for Proposal will be issued in Q3 of this year.

Contracts Pending Award

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C18-07-19	Proposal for Jamesville Redevelopment Opportunity	06/06/2019	Closed and Under Review
C2-03-20	Proposal for Development of Enterprise Data Management Strategy	02/26/2020	Closed and Under Review
C3-02-20	Proposal for Fireworks Services for Canada Day Celebration	03/10/2020	Closed and Under Review
C12-07-20	Proposal for Provision of Collision, Body Repair and Associated Services for City of Hamilton Light and Heavy Duty Vehicles As and When Required	06/17/2020	Closed and Under Review
C11-01-20	Proposal for Supply and Delivery of Dual-View Inductively Coupled Plasma - Optical Emission Spectrometer (ICP-OES) for the City of Hamilton Environmental Laboratory (CHEL)	06/22/2020	Closed and Under Review
C11-30-20	Tender for Grass Cutting and Landscaping Services for Water and Wastewater Treatment Facilities	07/09/2020	Closed and Under Review
C15-19-20 (TP)	Tender for Hunter Street - Park Street to Catherine Street - Construction of Bicycle Barrier	07/28/2020	Closed and Under Review
C5-10-20	Proposal for Consultant Required to Complete a Recreation Master Plan for the City of Hamilton	07/29/2020	Closed and Under Review
C13-38-20	Tender for Concrete and Decorative Steel Pole Replacements	08/06/2020	Closed and Under Review
C5-04-20	Tender for Supply and Delivery of Aerial Fire Apparatus	08/18/2020	Closed and Under Review
C15-14-20 (P)	Tender for Meadowlands Community Park Spray Pad	08/19/2020	Closed and Under Review

Contracts Pending Award

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C18-09-20	Tender for Contractor Required for Domestic Piping Replacement at 95 Hess Street South	08/19/2020	Closed and Under Review
C11-37-20	Proposal for Supply and Delivery of Correlating Logger Leak Detection Technology	08/20/2020	Closed and Under Review
C11-20-20	Proposal for Prime Consultant Services: Detailed Design, Public Art Proposal, Tender, Construction Administration and Warranty Inspection of Stadium Precinct Community Park	08/21/2020	Closed and Under Review
C2-02-20	Proposal for Learning Management Software	08/24/2020	Closed and Under Review
C13-21-20	Tender for Mohawk 4 Ice Centre Metal Roof Repair Project	08/26/2020	Closed and Under Review
C13-29-20	Tender for Prequalified General Contractors Required for the Twenty Road (HC018) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades Tender	08/26/2020	Closed and Under Review
C11-32-20	Tender for Transport and Delivery of Wastewater Sludge for City of Hamilton Wastewater Treatment Facilities	08/27/2020	Closed and Under Review
C3-04-20	Proposal for Parking Enforcement Services	08/27/2020	Closed and Under Review
C2-05-20	Proposal for Document and Records Management Software and Services for the City of Hamilton	08/28/2020	Closed and Under Review
C11-41-20	Tender for Electrical Service Panels for Traffic Operations	09/10/2020	Closed and Under Review
C11-47-20	Tender for Streetlighting Night Patrol Services	09/23/2020	Closed and Under Review

Contracts Pending Award

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C11-42-20	Tender for Supply and Delivery of Conventional Cab and Chassis with 6 Cubic Yard Rear Load Packer	09/24/2020	Closed and Under Review
C5-02-20	Tender for Supply and Delivery of Pharmaceuticals for Paramedic Services	09/25/2020	Closed and Under Review
C13-42-20	Tender for 125 Barton Yard - Parking Lot Construction	09/25/2020	Closed and Under Review
C15-27-20 (HSW)	Tender for Upper James Street Sanitary Forcemain	09/25/2020	Closed and Under Review
C11-13-20	Proposal for Garner Road (Wilson St to Highway 403 Ramp) Municipal Class Environmental Assessment Phases 3 and 4	09/28/2020	Closed and Under Review
C11-49-20	Tender for Supply and Delivery of Eaton Products As and When Required	09/29/2020	Closed and Under Review
C13-13-20	Tender for Prequalified General Contractors Required for the Effluent Disinfection and Miscellaneous Upgrades at the Dundas Wastewater Treatment Plant	09/29/2020	Closed and Under Review
C13-39-20	Proposal for Contractor Required for the Design, Supply and Install of Play Structures at Eight City of Hamilton Parks	10/02/2020	Not closed as of October 1, 2020
C11-44-20	Proposal for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Services	10/06/2020	Not closed as of October 1, 2020
C9-03-20	Tender for Supply and Delivery of Emergency Equipment for the Build-up of New Cruisers for the Hamilton Police Service	10/07/2020	Not closed as of October 1, 2020

Contracts Pending Award

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C11-17-20	Proposal for Maintenance, Facility Repairs and Renovations as Required at Various Energy, Fleet and Facilities (EFFM) Managed Facilities in the City of Hamilton	10/07/2020	Not closed as of October 1, 2020
C13-27-20	Tender for Prequalified Contractors for City of Hamilton Farmers Market Ventilation and HVAC Upgrades	10/08/2020	Not closed as of October 1, 2020

Cooperative Procurements

City Contract Reference	Contract Title	Cooperative Group	Effective Date (mm/dd/yyyy)	Vendor	Term	Estimated City Spend
C17-02-20	Hydro Excavation (Sourcewell Contract # 122017)	National Joint Powers Alliance	01/9/2020	Sewer Equipment Company of America	Project Specific	\$1,043,661.74
C17-03-20	Software License Products and Related Services – Non-Microsoft and Non-Adobe (OECM 2018-318)	Ontario Education Collaborative Marketplace	01/10/2020	Softchoice Canada Inc.	3 Years + 3 Options	\$4,301.10



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	2020 Third Quarter Non-Compliance with the Procurement Policy Report (FCS20035(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

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

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the third quarter of 2020.

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

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**SUBJECT: 2020 Third Quarter Non-compliance with the Procurement Policy
Report (FCS20035(b)) (City Wide) - Page 2 of 2**

During the third quarter of 2020, there were three (3) instances relating to the use of Policy 19, totalling \$107,518.00. The instances are summarized in Appendix "A" to Report FCS20035(b).

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20035(b) – 2020 Third Quarter Non-compliance with the Procurement Policy Report

PV/dw

2020 Third Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
Healthy and Safe Communities			
95213	\$10,700.00	Green Venture	Healthy Environments
95216	\$14,168.00	Environment Hamilton	Healthy Environments
Planning and Economic Development			
95054	\$82,650.00	Ristech Company	Building



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	2020 Third Quarter Emergency and Non-competitive Procurements Report (FCS20034(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

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

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the third quarter of 2020.

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

Committee and Council are advised that procurements made under a Policy 10 due to COVID-19 have not been reported in this quarterly report. All COVID-19 related procurements will be reported separately by staff.

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**SUBJECT: 2020 Third Quarter Emergency and Non-competitive Procurements
Report (FCS20034(b)) (City Wide) - Page 2 of 4**

During the third quarter of 2020, there were 58 purchases totalling \$3,824,026.89, which were processed using an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS20034(b).

The breakdown are as follows:

- 9 purchases totalling \$838,946.48 were issued under Policy 10, as "Emergency" purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchases represent the largest dollar amount in this category:
 - Purchase Order 94988 for \$248,640.00 was issued to Moffatt Equipment to perform emergency works throughout the City of Hamilton (City) as a result of extreme wet weather flows and high lake level conditions. Works include pumping, cleaning inlets and outlets and drainage improvements.
 - Purchase Order 95246 for \$211,300.00 was issued to Schindler Elevator Corporation for emergency repairs of the Stoney Creek City Hall passenger elevator. Works include replacement of hydraulic cylinder and drilling of new casing.
 - Purchase Order 95099 for \$128,336.00 was issued to 714794 Ontario Ltd. o/a LM Enterprise to perform emergency works to daylight storm sewer to support a structural assessment and make any repairs necessary along with provide traffic control. The west curb lane on Ottawa Street between Industrial Street and Burlington Street was experiencing significant settlement. This was located above a large storm sewer that CCTV inspections indicated potential for failure and more inspections were necessary.
 - Purchase Order 95130 for \$122,587.32 was issued to SLR Consulting (Canada) Ltd. to perform emergency services required for the Cootes Paradise environmental impact evaluation as required. The order was issued to the City by the Ministry of Environment, Conservation and Parks. The Ministry had added a new scope of environmental assessments related to unintended discharge of wastewater from the Main/King combined sewer overflow tank.
- 6 purchases totalling \$312,468.61 represent short-term "Extensions" of current contracts which have expired, and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchases represent the largest dollar amounts in this category:

**SUBJECT: 2020 Third Quarter Emergency and Non-competitive Procurements
Report (FCS20034(b)) (City Wide) - Page 3 of 4**

- Purchase Order 81109 was increased by \$145,000.00 to Day Communications Group Inc. for recruitment advertising on external sites such as LinkedIn, Municipal World and Indeed until September 2021. This extension is required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 95165 was increased by \$134,284.92 to CDW Canada Corp. for Microsoft Desktop and Data Centre licenses. This extension is required to provide sufficient time to complete the procurement process and award a new contract.
- 43 purchases totalling \$2,672,611.80 were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amounts in this category:
 - Purchase Order 91194 for \$249,999.00 was issued to Cole Engineering Group Ltd. to provide consulting services for the detailed design and investigative services of the sanitary trunk sewer along Dickenson Road. The recommended phase 3 investigative service works included additional geotechnical bore holes, new nested wells, expanded private well survey to 3km radius, groundwater sanitary discharge testing and hydrogen sulfide gas sampling. This work is being single sourced as a result of the additional work added to the contract not being included in the RFP.
 - Purchase Order 95105 for \$200,000.00 was issued to GM Blueplan Engineering Ltd. to provide consulting engineering services to prepare a Chedoke Creek improvement study, including engagement and facilitation of key stakeholders, technical review, development of recommended solutions and an implementation plan. GM BluePlan has the knowledge of the City’s drainage system from previous work completed which should provide time and cost efficiencies to the City by retaining them for this work.
 - Purchase Order 95109 for \$187,246.32 was issued to Kerr Industries Ltd. to supply, install and upfit the 2020 police vehicles with emergency equipment. Kerr Industries Ltd. is responsible for the factory installation of police emergency equipment for Ford Canada.
 - Purchase Order 95126 for \$180,000.00 was issued to Black Creek Contracting to supply, install and maintain containment booms in watercourses to capture floatable waste that is discharged from the City's combined sewer system. Black Creek Contracting is the only contractor with experience installing and maintaining booms in the City of Hamilton.

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**SUBJECT: 2020 Third Quarter Emergency and Non-competitive Procurements
Report (FCS20034(b)) (City Wide) - Page 4 of 4**

- Purchase Order 95137 for \$161,690.00 was issued to Skyway Lawn Equipment Ltd. (Skyway) to supply and deliver golf carts for Hamilton Civic Golf Courses. In 2015, the City had purchased 127 golf carts from Skyway. Of the 127 golf carts, 45 were bought back by Skyway. As the provision of golf carts is important to the successful operation of the golf courses, negotiations with Skyway was completed to keep the remaining 82 golf carts as rentals for the 2020 golf season.
- Purchase Order 95017 for \$150,000.00 was issued to Hamilton Bike Share Inc. to supply and deliver the operation of Hamilton’s Bike Share program with private donations. Council has approved Hamilton Bike Share Inc. as the operator of Hamilton’s bikeshare program through February 2021 at no cost to the taxpayer. In addition, several private donations are permitted to be received by the City of Hamilton for the operations of the bikeshare program. These funds need to be distributed to Hamilton Bike Share Inc. for the continued operations of the bikeshare program.
- Purchase Order 94827 for \$100,000.00 was issued to Directrik Inc. to supply and deliver OEM parts and services for Seepex Inc. Directrik is the authorized Seepex Inc. supplier for Southwestern Ontario for the municipal markets.
- Purchase Order 94838 for \$100,000.00 was issued to Parsons Precast Inc. to manufacture, supply and deliver 600 concrete pre-cast cycling curbs. Parsons Precast Inc. is the only vendor who has pre-cast forms and can fabricate concrete cycling separation curbs.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS20034(b) – Third Quarter Emergency and Non-Competitive Procurements Report

PV/dw

2020 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
City Manager's Office				
95249	SGLE	\$11,000.00	Uniting Gamers Inc.	Strategic Partnerships and Communications
94907	SGLE	\$30,000.00	Workplace Medical Corp.	Human Resources
95229	SGLE	\$54,400.00	Chargefield Inc.	Strategic Partnerships and Communications
81109	EXTN	\$145,000.00	Day Communications Group Inc.	Human Resources
Corporate Services				
NO PO	EXTN	\$0.00	Sparkleen Services Inc.	Procurement
92203 95000	EXTN	\$8,183.69	CDW Canada Corp.	Information Technology
95094	SGLE	\$24,980.00	Trilinks Communications Inc.	Information Technology
94930	SGLE	\$96,653.75	Security Onion	Information Technology
Healthy and Safe Communities				
95168	SGLE	\$10,000.00	Practical Turf Care	Recreation
95170	SGLE	\$22,344.00	L.P.G. Pharmaceutical Advisors Ltd.	Recreation
92611 95060	SGLE	\$45,035.00	Mohawk Ford Sales (1996) Ltd.	Emergency Services
94964	SGLE	\$50,000.00	Colcamex Resources Inc.	Epidemiology, Wellness, and Communicable Disease Control
95235	SGLE	\$52,590.00	Ekos Research Associates Inc.	Epidemiology, Wellness, and Communicable Disease Control
95137	SGLE	\$161,690.00	Skyway Lawn Equipment Ltd.	Recreation
Library				
94998	EMER	\$43,184.00	Mobile Communication Services	Hamilton Public Library
Planning and Economic Development				
92717	SGLE	\$2,251.00	HUB Parking Technology Canada Ltd.	Transportation Planning and Parking
95210	SGLE	\$10,000.00	Hamilton Chamber of Commerce	Economic Development
94834	EMER	\$40,000.00	QSM Environmentals	Transportation Planning and Parking
95202	SGLE	\$50,000.00	Davey Tree Expert Co of Canada Ltd.	Licensing and Bylaw Services
95052	SGLE	\$52,700.00	ASI Group Ltd.	Tourism and Culture
95017	SGLE	\$150,000.00	Hamilton Bike Share Inc.	Transportation Planning and Parking

2020 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
Police				
93440	SGLE	\$240.00	Chubb Edwards	Police
94874	SGLE	\$14,885.00	Real Time Networks Inc.	Police
95244	SGLE	\$16,560.00	177180 Canada Inc.	Police
95230	SGLE	\$25,752.00	Millbrook Tactical Inc.	Police
94909	SGLE	\$36,925.00	Marathon Institutional Products Ltd.	Police
94932	SGLE	\$38,307.24	Colt Canada Corp.	Police
95021	SGLE	\$45,050.00	CCDI Consulting Inc.	Police
95109	SGLE	\$187,246.32	Kerr Industries Ltd.	Police
Public Works				
87893	SGLE	\$3,000.00	Mccallum Sather Architects Inc.	Energy, Fleet and Facilities Management
95205	EMER	\$6,500.00	Super Sucker Hydro Vac Service Inc.	Energy, Fleet and Facilities Management
94895	EMER	\$10,606.85	Rankin Construction Inc.	Transportation Operations and Maintenance
89836	SGLE	\$10,750.00	Forrec Ltd.	Environmental Services
77459	SGLE	\$11,545.65	Shoreplan Engineering Ltd.	Environmental Services
95124	SGLE	\$15,000.00	Glaser Manufacturing Inc.	Hamilton Water
95040	EXTN	\$25,000.00	The Alpine Group Inc.	Energy, Fleet and Facilities Management
94959	EMER	\$27,792.31	R V Anderson Associates Ltd.	Hamilton Water
92604	SGLE	\$39,000.00	3Tec Inc.	Energy, Fleet and Facilities Management
95174	SGLE	\$40,000.00	Cornell Construction Ltd.	Transportation Operations and Maintenance
95144	SGLE	\$54,900.00	Ecolo Odor Control Systems	Environmental Services
95006	SGLE	\$58,163.84	Greenlane Biogas North America Ltd.	Energy, Fleet and Facilities Management
79254	SGLE	\$58,644.00	R V Anderson Associates Ltd.	Energy, Fleet and Facilities Management
94317	SGLE	\$75,000.00	The Capital Hill Group	Hamilton Water
94980	SGLE	\$90,000.00	Davey Tree Expert Co of Canada Ltd.	Environmental Services
94900	SGLE	\$99,000.00	Budget Environmental Disposal Inc.	Energy, Fleet and Facilities Management
94914	SGLE	\$99,000.00	3M Canada Company	Transportation Operations and Maintenance
94827	SGLE	\$100,000.00	Directrik Inc.	Hamilton Water
94838	SGLE	\$100,000.00	Parsons Precast Inc.	Transportation Operations and Maintenance
95130	EMER	\$122,587.32	SLR Consulting (Canada) Ltd.	Hamilton Water
95099	EMER	\$128,336.00	714794 Ontario Ltd. o/a LM Enterprise	Hamilton Water
95165	EXTN	\$134,284.92	CDW Canada Corp.	Hamilton Water

2020 Third Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
95126	SGLE	\$180,000.00	Black Creek Contracting	Hamilton Water
95105	SGLE	\$200,000.00	GM Blueplan Engineering Ltd.	Hamilton Water
95246	EMER	\$211,300.00	Schindler Elevator Corp.	Energy, Fleet and Facilities Management
94988	EMER	\$248,640.00	Moffatt Equipment	Hamilton Water
91194	SGLE	\$249,999.00	Cole Engineering Group Ltd.	Environmental Services



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	\$51,705,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rosaria Morelli (905) 546-2424 Ext. 1390
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable.

INFORMATION

Pursuant to the following Council resolutions, on November 3, 2020 the City of Hamilton issued, in the public bond market, one to 15-year serial debentures in the principal amount of \$51,705,000 (hereinafter called the “Debentures”). On October 28, 2020, the Debentures were given effect when Council enacted By-law No. 20-232 to authorize the Debentures.

The City issued the Debentures for the purposes of paying part of the cost of previously authorized capital works (hereinafter called the “Capital Works”) described in Schedule “A” to By-law No. 20-232, attached as Appendix “A” to Report FCS20100.

At an average net borrowing cost of 1.627% per annum, interest payments over the 15-year term total \$6,375,227. The capital financing costs of the Debentures (principal and interest) are included in the City’s operating budget with recoveries from development charges, where applicable. Any capital financing surplus will be reported to Council through operating budget variance reports.

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SUBJECT: \$51,705,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide) – Page 2 of 5

Council Resolutions

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

Item 12 of General Issues Committee Report 17-022, respecting Report FCS17099, “2018 Tax Supported Capital Budget”, approved by City Council by enacting By-law No. 17-284 at its meeting held on December 8, 2017.

Highlights

The City’s average net cost of borrowing for the Debentures was at an interest rate of 1.627% per annum, including dealer commission costs, for a 15-year term. Settlement of the Debentures took place on November 3, 2020.

The Debentures mature in equal amounts of principal (\$3,447,000) on November 3 in each of the years 2021 to 2035 and bear interest payable semi-annually on November 3 and May 3, commencing on May 3, 2021, as set out in Schedule B to By-law No. 20-232, attached as Appendix “B” to Report FCS20100. To be paid by the City, the total annual payment of principal and interest associated with the Debentures is \$4,110,548 in 2021 and is \$3,872,015 on average in the years 2021-2035.

The Debentures were officially launched on October 20, 2020 on the strength of notable expressions of interest from investors for a security issued by City of Hamilton. S&P Global Ratings recently maintained the City’s credit rating of AA+/Stable on October 14, 2020.

The Debentures transaction represents the City’s return to the public bond market to raise external funding following its \$110.82 M serial debentures offering in 2018, details of which can be found in Report FCS18095 respecting \$110,820,000 Serial Debentures dated October 1, 2018 and due October 1, 2019 to 2033.

Having already contemplated potentially purchasing a tranche of the Debentures should an opportunity arise, City Investments staff opted to make an investment in the City’s own securities by purchasing the 12-year tranche of the Debentures (the serial debenture with a principal amount of \$3,447,000, maturing November 3, 2032 and bearing interest at the rate of 1.75%) for the City’s Reserve Fund.

SUBJECT: \$51,705,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide) – Page 3 of 5

Such an opportunity arose when, soon after the official launch, it was noted that the 12-year tranche of the Debentures was not placed with an external buyer at its offered price. The relatively attractive investment in the 12-year tranche, at a cost of \$3,446,341.66, with yield to maturity of 1.752% and term to maturity of 12 years, was made in accordance with the investment policy for the Reserve Fund and deployed some monies of the Reserve Fund generally not immediately required for operations and earmarked for future capital projects.

Borrowing Requirements and Authorities

In mid-September 2020, after consultation with the Mayor and the Senior Leadership Team, and under the authorities granted by Council in the Council Resolutions above, the General Manager of Finance and Corporate Services initiated the process to borrow external funds through the issuance of a potential debenture in the amount of \$51,705,000 to finance part of the costs of the Capital Works.

The Capital Works comprise 37 capital projects from City programs in the following categories: culture, recreation and parks (eight projects); housing and public health (two projects); transit (four projects); waste management (four projects); roads, bridges and traffic (six projects); water (eight projects); storm water (four projects); and harbour (one project).

The issuance of the Debentures for the Capital Works was authorized under the Council Resolutions above: A total debenture amount to be issued of \$43,969,000 corresponding to 32 of the Capital Works was authorized under the first Council Resolution; a total debenture amount to be issued of \$7,736,000 corresponding to five of the Capital Works was authorized under the second Council Resolution.

Preparation

In mid-September, staff monitored the indicative interest rates of the permitted structures and sources of financing for the potential debenture. Under the City's debt policy (Report FCS13074) and the *Municipal Act, 2001*, a debenture may be issued variously in the public market, through Infrastructure Ontario's Loan Program and by way of bank loans from prescribed financial institutions. Based on their findings, staff recommended that the City access the public bond market for the potential debenture issue to achieve the lowest net borrowing cost.

Accordingly, the General Manager of Finance and Corporate Services engaged the City's fiscal agents, RBC Dominion Securities Inc. and CIBC World Markets Inc. to act as lead manager and co-lead manager, respectively, on the potential debenture issue.

SUBJECT: \$51,705,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide) – Page 4 of 5

Pricing of the Debentures

With the lead and co-lead managers' advice, the General Manager of Finance and Corporate Services, on behalf of the City, officially launched the potential debenture issue on October 20, 2020. The timing of the launch took advantage of prevailing stable market conditions, good investor demand for municipal debentures and avoiding the week before the U.S. Presidential election.

Relatively soon after the official launch, also on October 20, 2020, the General Manager of Finance and Corporate Services, on behalf of the City, secured the final terms and pricing of the potential debenture issue (i.e. now the Debentures). The transaction represented an average net cost of borrowing of 1.627% to the City and offered an average interest rate of 1.548% to investors.

The Debentures were fully placed among 12 high quality buyers (investors) comprising insurance companies (23%), asset managers (4%) and eight Canadian municipal governments (73%), variously geographically located in Ontario (57%), Saskatchewan and Manitoba (together 30%) and the U.S. (13%). The debentures were delivered to investors on November 3, 2020, following Council's authorization of the issuance with the enactment of debenture By-law No. 20-232 on October 28, 2020.

Indicative Borrowing Rates for Other Permitted Structures and Sources of Financing

The Debentures achieved the lowest net borrowing cost at an average interest rate of 1.627% per annum for a 15-year term relative to other structures and sources of financing permitted under the City's debt policy and *Municipal Act, 2001*. The indicative borrowing rates of interest for these other structures and sources of financing, as of October 20, 2020, are shown in Table 1.

Table 1
Indicative Borrowing Rates
Other Permitted Structures and Sources of Financing
as of October 20, 2020

Source	Structure	Indicative Borrowing Rate
Public Market	Bullet	2.02%
Public Market	Amortizer	1.75%
Infrastructure Ontario	Amortizer	1.76%
Infrastructure Ontario	Serial	1.74%
Bank Loan	Variable Rate	2.12% (swapped)

SUBJECT: \$51,705,000 Serial Debentures Dated November 3, 2020 and Maturing November 3, 2021 to 2035 (FCS20100) (City Wide) – Page 5 of 5

Since early in March of 2020, interest rates on underlying Government of Canada bonds have been at extraordinarily low levels due to the actions by policymakers in order to support the economy from the COVID-19 pandemic. In March of 2020, with three separate rate cuts of 0.50% each, the Bank of Canada aggressively slashed the policy interest rate from 1.75% to 0.25%, its current value.

The Debentures average net cost of borrowing to the City of 1.627% represents the lowest borrowing cost that the City was able to achieve for a serial debentures issue of 15-year term and is less than one-half of the average net cost of borrowing to the City of 3.317% achieved for the serial debentures offering of 15-year term in September of 2018.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” – Schedule “A” to By-Law No. 20-232

Appendix “B” – Schedule “B” to By-Law No. 20-232

RM/dt

<u>Project ID</u>	<u>Project Name</u>	<u>Debentures to be Issued</u> <u>(\$)</u>	<u>Debentures Authorized</u> <u>(\$)</u>	<u>Debentures Issued to</u> <u>Date (\$)</u>	<u>Term of Years</u>	<u>Staff Report</u>	<u>By-Law Number Authorizing</u> <u>Work</u>
<u>Culture, Recreation and Parks</u>							
4401256892	Crown Point East Park Development	604,000	604,000	0	15	FCS13096	13-326
4401356801	Parks & Open Space Development	887,000	887,000	0	15	FCS12096	12-293
7101554509	Mohawk Track - Redesign	633,000	650,000	0	15	FCS16083(a)	17-071
7101554510	Dundas J. L. Grightmire Arena Renovation	4,000,000	4,000,000	0	15	FCS16083(a)	17-071
7101641601	Ancaster Aquatic Centre Refurbishment	417,000	417,000	0	15	FCS16083(a)	17-071
7101654611	Mt. Hope and Binbrook Hall Renovations	600,000	600,000	0	15	FCS16083(a)	17-071
7101754704	Huntington Park Recreation Centre	954,000	954,000	0	15	FCS16083(a)	17-071
7201741702	Dundurn Coach House Roof	208,000	416,000	0	15	FCS16083(a)	17-071
		8,303,000					
<u>Housing and Public Health</u>							
6731641302	Social Housing Capital Repairs	1,500,000	1,500,000	0	15	FCS15088	16-016
6771241201	Long term Accommodations- McMaster	2,206,000	2,206,000	0	15	FCS11111	11-319
		3,706,000					
<u>Transit</u>							
5301784710	Automated Passenger Counters	1,100,000	2,150,000	0	15	FCS16089	16-336
5301785700	New wash racks at Mountain Transit Centre	440,000	440,000	0	15	FCS16089	16-336
5301785704	Sustainable transportation / transit connections	1,512,000	1,512,000	0	15	FCS16089	16-336
5301785708	Passenger information technology	1,200,000	1,200,000	0	15	PW18054 FCS16089	16-336 18-205
		4,252,000					
<u>Waste Management</u>							
5120991101	Glanbrook Landfill-Stage 3 Dev	4,000,000	4,000,000	0	15	FCS16089	16-336
5120991101	Glanbrook Landfill-Stage 3 Dev	250,000	250,000	0	15	FCS15088	16-016
5121691000	Glanbrook Landfill Improvement	100,000	100,000	0	15	FCS15088	16-016
5121551700	Municipal Recycling Facility Equipment Upgrades	235,000	280,000	0	15	FCS15011	15-055
		4,585,000					
<u>Roads, Bridges, Traffic</u>							
4031641762	Facility Yard Improvements	249,000	250,000	0	15	FCS15088	16-016
4661620001	ATMS-Advanced Traffic Mang Sys	1,750,000	1,750,000	0	15	FCS15088	16-016
4031811015	Brock Rd - Hwy 8 (Bullocks Corners)	2,100,000	3,000,000	0	15	FCS17099	17-284
4031711016	Asset Preservation Red Hill Neighb North	210,000	2,100,000	0	15	FCS16089	16-336
4031711016	Asset Preservation - Sherwood Neighbourhood	191,000	1,910,000	0	15	FCS16089	16-336
4031118126	Bridge 163-Centennial Parkway	1,000,000	1,000,000	0	15	FCS11011(a)	11-081
		5,500,000					
<u>Water</u>							
5141371301	Barton - Nash to Centennial	2,243,000	2,460,000	0	15	FCS12076/PW12085	12-293
5141267275	Stoney Creek Water Outstations Upgrades	803,000	1,260,000	0	15	FCS12076/PW12085	12-293
5140667650	Carlisle Communal Well System Upgrades	3,093,000	3,240,000	0	15	FCS05124/PW05143 FCS12076/PW12085	05-380, 12-293
5141267272	Hillcrest Reservoir (HDR02) Phase 2 Upgrades	2,104,000	3,400,000	0	15	FCS12076/PW12085	12-293
5141871301	Mohawk - Upper Ottawa to Upper Kenilworth	1,249,000	1,305,000	0	15	FCS17081	17-284
5141871301	Columbia / Hudson / Leadale / Marcus / Stacey	1,110,000	1,160,000	0	15	FCS17081	17-284
5141571301	Rymal W - Garth to West 5th	1,457,000	1,755,000	0	15	FCS17081	17-284
5141860072	Watermain Structural Lining - Site 1 (Sunning Hill)	1,820,000	1,820,000	0	15	FCS17081	17-284
		13,879,000					
<u>Storm water</u>							
5181272290	Centennial Parkway - Arrowsmith to Goderich	3,100,000	3,100,000	0	15	FCS12076/PW12085	12-293
5181272290	Mountain Park - Upper Sherman	1,500,000	1,500,000	0	15	FCS11100/PW11086	11-319
5181272290	Wilson-Fiddlers Green to Halson	1,200,000	1,200,000	0	15	FCS11100/PW11086	11-319
5181206222	West Harbour Main Basin - New Floating	3,680,000	3,680,000	0	15	FCS12076/PW12085	12-293
		9,480,000					
<u>Harbour</u>							
2110953900	Randle Reef Rehabilitation	2,000,000	2,000,000	0	15	FCS09114	09-264
		2,000,000					
	Grand total	51,705,000	60,056,000				


CITY OF HAMILTON

SCHEDULE "B" TO BY-LAW NO. 20-232

Maturity Year	Interest Rate (%)	Principal (\$) November 3	Interest (\$) May 3	Interest (\$) November 3	Total Annual Payment (\$)
2021	0.500	3,447,000.00	331,773.75	331,773.75	4,110,547.50
2022	0.600	3,447,000.00	323,156.25	323,156.25	4,093,312.50
2023	0.700	3,447,000.00	312,815.25	312,815.25	4,072,630.50
2024	0.800	3,447,000.00	300,750.75	300,750.75	4,048,501.50
2025	0.950	3,447,000.00	286,962.75	286,962.75	4,020,925.50
2026	1.050	3,447,000.00	270,589.50	270,589.50	3,988,179.00
2027	1.200	3,447,000.00	252,492.75	252,492.75	3,951,985.50
2028	1.350	3,447,000.00	231,810.75	231,810.75	3,910,621.50
2029	1.450	3,447,000.00	208,543.50	208,543.50	3,864,087.00
2030	1.550	3,447,000.00	183,552.75	183,552.75	3,814,105.50
2031	1.650	3,447,000.00	156,838.50	156,838.50	3,760,677.00
2032	1.750	3,447,000.00	128,400.75	128,400.75	3,703,801.50
2033	1.800	3,447,000.00	98,239.50	98,239.50	3,643,479.00
2034	1.900	3,447,000.00	67,216.50	67,216.50	3,581,433.00
2035	2.000	3,447,000.00	34,470.00	34,470.00	<u>3,515,940.00</u>
TOTAL		<u>51,705,000.00</u>	<u>3,187,613.25</u>	<u>3,187,613.25</u>	<u>58,080,226.50</u>



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	Standards & Approved Products Committee Report (PW20080) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Claudio Leon (905) 546-2424 Ext. 2971
SUBMITTED BY:	Gord McGuire Director, Engineering Services Public Works Department
SIGNATURE:	
SUBMITTED BY:	Dave Alberton Acting Director, Water and Wastewater Operations Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

In accordance with By-law 20-205, Procurement Policy, Policy #14: Standardization, this Report addresses the requirement of the Standards and Approved Products Committee 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.

INFORMATION

The Standards and Approved Products Committee is a collection of various City Department representatives assembled for the purpose of conducting, on a formal basis, the review and approval of new product applications and the maintenance of the City's Construction and Materials Specifications Manual. The Committee focuses on

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: Standards and Approved Products Committee Report
(PW20080) (City Wide) - Page 2 of 4**

Linear Municipal Infrastructure products related to road, watermain, sewer, street lighting and traffic signals, all within the City's Right-of-Way, as well as park construction related products.

The Committee maintains the Standards and Approved Products Listing and Guidelines on the City's website, where a Product Approval Application and submission guidelines are available for suppliers wishing to submit products for evaluation.

The product application review process ensures that products and materials comply with current industry standards and satisfy the City's needs by providing best value and quality to the City's infrastructure. The review process is transparent and applies good business and technical justification when making decisions.

The City's Approved Products List is published on The Road Authority website. The list is used by Contractors, Developers and City Staff for selecting products to be used on City Projects. When approved products are specified within a tender document issued by the City, it is done so in accordance with any applicable trade agreements that apply to municipal procurement.

Some of the key benefits that the Committee offers is that it provides a single point of contact for suppliers, distributors and manufacturers. The Committee is a unison of diverse departments and provides the City a standardized methodology for assessing products and developing specifications, resulting in uniformity throughout the City. It also sends a clear message to the construction industry that the City of Hamilton is serious about attracting new business while maintaining appropriate high-quality engineering standards through the product evaluation and approval process.

The Committee consist of 15 members (13 voting members and 2 non-voting members). Voting members are representatives from key Sections and Departments that are impacted by product selection and standards implementation. These include Hamilton Water, Engineering Services (Asset Management, Design and Construction), Transportation Operations and Maintenance, and Landscape and Architectural Services from Public Works, and also the Growth Management Division from Planning and Economic Development. Voting members include the Director of Engineering Services and the Director of Water and Wastewater Operations. The non-voting members are the Manager of Procurement and the Committee Chair.

The Committee operates in accordance with its Terms of Reference and functions on consensus. Voting is used where consensus cannot be reached.

Meetings are held on a monthly basis to discuss and review product applications. A quorum must be present to make the meeting proceedings valid or to take any action on any product application. When a product approval vote is held, a decision requires

**SUBJECT: Standards and Approved Products Committee Report
(PW20080) (City Wide) - Page 3 of 4**

a minimum of 7 votes to be considered binding and members voting are required to acknowledge that there is no Conflict of Interest with regards to the product being reviewed.

At the end of the review process, the Committee issues a notification of the decision to the applicants in writing, indicating approval or rejection. Once a product is approved, any future product design or material change must be submitted by the manufacturer or the applicant to the Committee for re-evaluation, and the City reserves the right to remove any product from the Approved Products List at any time as deemed necessary.

The Approved Products List consists of a total of 370 products divided into 5 sections. The sections and the number of products for each are listed below:

- Section 1 – Watermain Products – 181 approved products
- Section 2 – Sewer Products – 71 approved products
- Section 3 – Street Lighting Products – 57 approved products
- Section 4 – Traffic Signals Products – 28 approved products
- Section 5 – Parks Products – 33 approved products

The Committee continues to review and make necessary enhancements to the Approved Products List to maintain accuracy. Various applications for new products have been received and none of the recently approved products have resulted in the requirement for single source purchasing.

A total of 46 products have been approved and 33 products have been grandfathered into the new Parks products list since June 2014.

The Committee also maintains the City's Construction and Material Specifications Manual and makes recommendations for revisions to the Standard Specifications, Design Guidelines, Construction Standards and Standard Drawings as deemed necessary.

Since 2014, revisions 6 to 12 to the Construction and Material Specifications Manual have been issued to address changes to the Ministry of the Environment, Conservation and Parks Watermain Disinfection Procedures and to the Construction Act. In addition, the City's Specification for Hot Mix Asphalt has been updated, Steel Pipe has been approved for watermain installations for special projects, and various Sewer, Road and Watermain Standard drawings have been updated and created.

The Committee is currently developing guidelines to address changes to the Environmental Protection Act, Ontario Regulation 406 On-Site and Excess Soil Management.

**SUBJECT: Standards and Approved Products Committee Report
(PW20080) (City Wide) - Page 4 of 4**

The Construction and Material Specifications Manual is widely used by consultants and Committee members in the development of their projects. The Committee provides a platform for cross-departmental participation in the review and updating of construction specifications and materials standards.

The manual continues to be available in print form for a fee and available for download from the City's website free of charge.

The following is a list of important events that have taken place within the Committee between June 2014 and September 2020:

- June 2015 - Addition of Landscape Architectural Services Section member;
- May 2017 - Addition of LRT Office member to focus on the Hamilton LRT impacts to water infrastructure (discontinued due to the LRT cancellation);
- June 2017- Addition of a Parks Products category in the Approved Products List;
- June 2019 - Addition of Engineering Services Construction Inspection member and Asset Management member;
- June 2019 - Approved Products List gets published in The Road Authority web portal;
- July 2019 - Removal of the requirement that products must be registered with The Road Authority in order to be considered for approval;
- Development of Watermain Design Guidelines (work in progress)

APPENDICES AND SCHEDULES ATTACHED

None

Annual Presentation of the LGBTQ Advisory Committee

Cameron Kroetsch, Chair
December 10, 2020

Year in Review

- 6 meetings held, quorum achieved for all of them; building on an impeccable record of having held 9 meetings and hosted 2 public events from April through December of 2019
- COVID-19 really limited our ability to meet this year and to get through our planned agenda but we still managed to accomplish a number of our goals

Key Milestones - January

- Participated in the City's new annual election cycle for Advisory Committees (the third election of Chair and Vice Chair during this current term of Council)
- Accepted delegations from lawyers working on the Independent Review of the event surrounding Pride 2019 and from a community organization looking to connect with Two Spirit and LGBTQIA+ communities

Key Milestones - January

- Completed an overhaul of the template for our minutes, in cooperation and collaboration with the City Clerk and their office, to increase both legibility and ease of use
- Successfully worked with the Audit, Finance and Administration Committee to increase the number of members on the LGBTQAC from 9 to 15

Key Milestones - January

- Submitted recommendations to various bodies with respect to reconsidering City Council's citizen appointee to the Hamilton Police Services Board; including a delegation to the Board on February 14, 2020
- Planned a number of community wide discussions for 2020 around issues facing members of Two Spirit and LGBTQIA+ communities

Key Milestones - February

- Accepted a delegation from Greg Tedesco, City of Hamilton, Housing Services staff
- Planned a training day for members of the LGBTQAC
- Planned delegations to all 13 of the City of Hamilton's Advisory Committees to invite them to come together for an event and to seek input around topics and themes

Key Milestones - February

- Planned a community survey and engagement event to discuss the LGBTQAC's plans for Pride month
- Planned to submit a Citizen Committee Report to the City Clerk's office with suggestions around where it would be best to advertise for Committee vacancies

Key Milestones - March

- Cancelled the in person LGBTQAC meeting scheduled for March as the City of Hamilton began to make decisions about how to handle the COVID-19 pandemic
- Meetings were cancelled by the City for April and May

Key Milestones - June

- Meetings were cancelled by the City in June and July with permission to schedule virtual meetings granted starting in August (the Committee chose to resume meeting in September)
- The LGBTQAC was not permitted by the City to meet, due to COVID restrictions, in or near Pride month and was thus unable to participate in or support Pride 2020

Key Milestones - September

- Planned the LGBTQAC's first ever formal annual presentation to the Audit, Finance and Administration Committee
- Regrouped around the successful delegations to other Advisory Committees about plans for an event for all 13 of the City of Hamilton's Advisory Committees

Key Milestones - October

- Accepted a delegation from Rebecca Sutherns, Sage Solutions with respect to the City of Hamilton's Hate Prevention and Mitigation Initiative
- Discussed the impacts of the COVID-19 pandemic on members of Two Spirit and LGBTQIA+ communities

Key Milestones - October

- Discussed the Integrity Commissioner report and the formal reprimand of the LGBTQ Advisory Committee Chair by City Council
- The City cancelled scheduled delegations to other Advisory Committees, around the planned all AC event, as a result of a new regulation that now requires the approval of City Council for all delegations

Key Milestones - November

- Made recommendations for the LGBTQAC's 2021 budget
- Recommended a donation to Transgender Day of Remembrance (TDOR) events in the City of Hamilton
- Recommended support to community organizations helping members of Two Spirit and LGBTQIA+ communities who are struggling during the pandemic

Key Milestones - November

- Accepted a delegation from Matthew Grant and Alipa Patel, City of Hamilton, Communications staff
- Completed recommendations regarding advertising for vacancies on the LGBTQAC and submitted them to the Audit, Finance and Administration Committee

Key Milestones - November

- Tentatively scheduled an all Advisory Committee event for the end of January and began discussions about how to disseminate the information for feedback from the other 13 Advisory Committees
- Submitted correspondence to the City of Hamilton with respect to sidewalk snow clearing

Reflection on 2020

- The LGBTQAC was able to do quite a bit of work in January and February before the pandemic hit
- The pause in meetings caused the LGBTQAC to lose momentum but it got back on track with its goals in October and November and looks forward to having a full Committee of 15 members as soon as possible

Looking ahead to 2021

- It is unclear how the pandemic will continue to impact members of Two Spirit and LGBTQIA+ communities but the LGBTQAC will continue to do what it can to help
- There will be some renewed planning for discussions about a Pride event and the LGBTQAC plans to review its formal mandate and structure as well as to provide training to its members



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Human Resources Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	2021 Budget Submissions Volunteer Advisory Committee (HUR20012) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jessica Bowen (905) 546-2424 Ext. 5164
SUBMITTED BY:	Lora Fontana Executive Director Human Resources
SIGNATURE:	

RECOMMENDATIONS

- (a) That the Volunteer Advisory Committee 2021 budget base submissions be approved as follows and referred to the 2021 budget process:
- (i) Advisory Committee on Immigrant & Refugees in the amount of \$3,500, attached as Appendix "A" to Report HUR20012;
 - (ii) Aboriginal Advisory Committee in the amount of \$3,552, attached as Appendix "B" to Report HUR20012;
 - (iv) Hamilton Mundialization Committee in the amount of \$5,890, attached as Appendix "C" to Report HUR20012;
 - (v) Hamilton Status of Women Committee in the amount of \$3,500, attached as Appendix "D" to Report HUR20012.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Human Resources Volunteer Advisory Committee Budgets for 2021 in the amount of \$16,442. are being submitted with the recommendation that they be

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: 2021 Budget Submissions Volunteer Advisory Committee
(HUR20012) (City Wide) - Page 2 of 4**

approved. All four (4) of the base budget requests are the same amounts as the 2020 approved budgets.

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The base budget requested for 2021 for the four (4) advisory committees is the same as the budget requested and approved for 2020.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

At their October and November 2020 meetings, the Human Resources Volunteer Advisory Committees gave consideration to their budget needs for 2021. Their base budget submissions are attached as Appendices “A” to “D” to Report 20012 as approved.

The budget includes both incidental costs to support the Committees, as well as additional costs for specific events, programs and initiatives. The following is a summary of the request and detailed requests are attached as Appendices “A” to “D” to Report HUR20012.

Committee Name	2020 Approved	2021 Base Request	Request from Reserve	Total 2021 Request
Advisory Committee on Immigrant & Refugees (Appendix A to Report HUR20012)	\$3,500	\$3,500	-	\$3,500
Aboriginal Advisory Committee (Appendix B to Report HUR20012)	\$3,552	\$3,552	-	\$3,552
Hamilton Mundialization Committee (Includes Kids for Kaga) (Appendix C to Report HUR20012)	\$5,890	\$5,890	-	\$5,890
Hamilton Status of Women Committee (Appendix D to Report HUR20012)	\$3,500	\$3,500	-	\$3,500

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

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**SUBJECT: 2021 Budget Submissions Volunteer Advisory Committee
(HUR20012) (City Wide) - Page 3 of 4**

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. This provides the Committee with an opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. Some of the committees have not yet determined all of their activities for 2020. Should additional funding for any of the Advisory Committees be required in 2021 and be available in the volunteer advisory committee reserves, requests for reserve funding will be made at the appropriate time.

RELEVANT CONSULTATION

The Volunteer Advisory Committees discussed their 2021 budget needs at their October and November 2020 Committee meetings.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

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

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

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

**SUBJECT: 2021 Budget Submissions Volunteer Advisory Committee
(HUR20012) (City Wide) - Page 4 of 4**

Healthy and Safe Communities

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES ATTACHED

Appendix "A" to Report HUR20012 - Advisory Committee on Immigrant & Refugees

Appendix "B" to Report HUR20012 - Aboriginal Advisory Committee

Appendix "C" to Report HUR20012 - Hamilton Mundialization Committee

Appendix "D" to Report HUR20012 - Hamilton Status of Women Committee

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION

Advisory Committee for Immigrants and Refugees

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Aref Alshaikhahmed	
Leslyn Gombakomba	
Dina Honig	
Al Karsten	
Rami Safi	

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

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

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

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

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

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

Please check off which Council approved Strategic Commitments your Advisory Committee supports

1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X

5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

ALIGNMENT WITH CORPORATE GOALS:**PART C: Budget Request****INCIDENTAL COSTS:**

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

SPECIAL EVENT/PROJECT COSTS:

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

TOTAL COSTS	\$ 3,500.00
--------------------	--------------------

Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances) The request from reserves is to cover expenses that may arise as a result of initiating an Employer Recognition award for hiring practices that facilitate the hiring of Immigrants, Newcomers and Refugees	\$ 2,000.00
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TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$ 3,500.00
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$3,500.00)	\$ 3,500.00

CERTIFICATION:

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

Representative's Name: _____

Signature: _____

November 18, 2020

Date: _____

Telephone #: _____

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

“ABORIGINAL ADVISORY COMMITTEE”

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

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

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

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

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

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

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, signage, postage, etc.)	\$1000.00
SUB TOTAL	\$1000.00

SPECIAL EVENT/PROJECT COSTS:

To include: - National Indigenous Peoples Day - Banner Display - Truth & Reconciliation projects and community workshops - Support and participation in events co-hosted with Urban Indigenous Strategy - Support for community engagement activities	\$2552.00
SUB TOTAL	\$2552.00

TOTAL COSTS	\$3552.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$N/A
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TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$ 3552.00
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$3552.00)	\$ 3552.00

CERTIFICATION:

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

Representative's Name: Marilyn Wright

Signature: Marilyn Wright

Date: Oct 15/20

Telephone # : 905-544-4320 ext 246 .
Cell # 289 237-8684.

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

Mundialization Committee

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

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

MANDATE:

To facilitate and support peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world. To assist Council in implementing its Mundialization resolution.

To complement and affirm the objectives of the "Strengthening Hamilton Community Initiative" of the City.

To support any and all relationships with the City of Hamilton's Twin Cities

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To carry out the mandate of the committee with activities such as:

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

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

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

SPECIAL EVENT/PROJECT COSTS:

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

TOTAL COSTS	\$5890.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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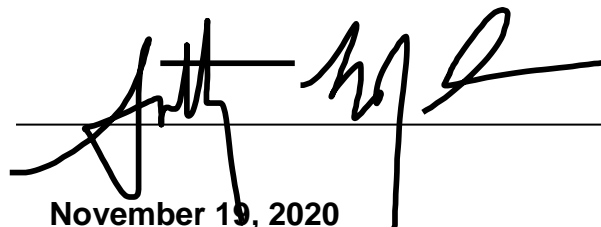
TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$ 5890.00
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$ 5890.00)	\$5890.00

CERTIFICATION:

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

Representative's Name: Anthony Macaluso

Signature:



Date:

November 19, 2020

Telephone # : _____

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

“STATUS OF WOMEN”

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Deanna Allain	
Stephanie Bertolo	
Anna Davey	
Stephanie Frisina	
Autumn Getty	
Jan Lukas	
Doreen Ssenabulya	
Yulena Wan	

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

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

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

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

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

ALIGNMENT WITH CORPORATE GOALS:

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

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

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	1000.00
SUB TOTAL	\$1000.00

SPECIAL EVENT/PROJECT COSTS:

Initiatives to be determined by the Committee	2500.00
SUB TOTAL	\$2500.00

TOTAL COSTS	\$3,500.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$0
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TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$3,500.00
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$3,500)	\$3,500.00

CERTIFICATION:

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

Representative's Name: Autumn Getty

Signature:

DocuSigned by:
Autumn Getty
B82DB96C45AB4F0...

Date: 10/29/2020

Telephone #: 289-780-3304



CITY OF HAMILTON
CITY MANAGER'S OFFICE
 Digital, Innovation & Strategic Partnerships

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	2021 Budget Submissions Volunteer Advisory Committee (CM20013) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Pauline Kajiura (905) 546-2424 Ext. 2567
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer City Manager's Office
SIGNATURE:	

RECOMMENDATIONS

- (a) That the Volunteer Advisory Committee 2021 budget base submissions be approved as follows and referred to the 2021 budget process:
- (i) LGBTQ Advisory Committee in the amount of \$3,960, attached as Appendix "A" to Report CM20013;
 - (ii) Committee Against Racism in the amount of \$8,900, attached as Appendix "B" to Report CM20013;

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Community Initiatives Volunteer Advisory Committee Budgets for 2021 in the amount of \$12,860. are being submitted with the recommendation that they be approved. Both (2) of the base budget requests are the same amounts as the 2020 approved budgets.

Alternatives for Consideration – See Page 3

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

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: 2021 Budget Submissions Volunteer Advisory Committee
(CM20013) (City Wide) - Page 2 of 3**

Financial: The base budget requested for 2021 for two (2) advisory committees is the same as the budget requested and approved for 2020.
 Staffing: Not Applicable
 Legal: Not Applicable

HISTORICAL BACKGROUND

At their November 2020 meetings, the Community Initiatives Volunteer Advisory Committees gave consideration to their budget needs for 2021. Their base budget submissions are attached as Appendices “A” and “B” to Report CM20013 as approved.

The budget includes both incidental costs to support the Committees, as well as additional costs for specific events, programs and initiatives. The following is a summary of the request and detailed requests are attached as Appendices “A” and “B” to Report CM20013.

Committee Name	2020 Approved	2021 Base Request	Request from Reserve	Total 2021 Request
LGBTQ Advisory Committee (Appendix A to Report CM20013)	\$3,960	\$3,960	-	\$3,960
Committee Against Racism (Appendix B to Report CM20013)	\$8,900	\$8,900	-	\$8,900

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. This provides the Committee with an opportunity to plan ahead to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. Both of the committees have not yet determined all of their activities for 2021. Should additional funding for either of the Advisory Committees be required in 2021 and be available in the volunteer advisory committee reserves, requests for reserve funding will be made at the appropriate time.

RELEVANT CONSULTATION

The Volunteer Advisory Committees discussed their 2021 budget needs at their November 2020 Committee meetings.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

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

ALTERNATIVES FOR CONSIDERATION

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

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

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

Healthy and Safe Communities

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES ATTACHED

Appendix "A" to Report CM20013 – LGBTQ Advisory Committee

Appendix "B" to Report CM20013 – Committee Against Racism

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

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

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

James Diemert	Kyle Weitz
Autumn Getty (Recording Secretary)	Maureen Wilson (City Council Appointee)
Freja Gray	
Lisa-Marie Johnston	
Cameron Kroetsch (Chair)	
Jack Maurice	
Violetta Nikolskaya (Vice Chair)	
Terri Wallis	

MANDATE:

The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.

The Committee is empowered by City Council and is responsible to City Council for its services; it reports to City Council on issues and concerns pertaining to the LGBTQ communities through the Audit, Finance & Administration Committee.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To provide opportunities for members of Hamilton’s diverse LGBTQ communities to share stories, impart information, raise concerns and recommend changes as they relate to the way the City develops by-laws, policies, programs and services that impact LGBTQ communities, through the appropriate Standing Committee of Council.

To provide advice and recommendations to City council and staff with respect to the implementation of by-laws, policies, programs and services that impact LGBTQ communities.

To educate and increase the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.

To facilitate access to accurate information about LGBTQ communities, including an up-to-date list of LGBTQ positive spaces, programs, resources and organizations.

To acknowledge and respect the diversity of Hamilton’s LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background and socio-economic status.

To review the progress and measure of success of the Committee and its activities on a regular basis.

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

ALIGNMENT WITH CORPORATE GOALS:

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
*Actual expenses for 2020 were \$412.06 up to August 31; but we are basing this budget request upon the potential for there to be more in person meetings in 2021 than there were in 2020 but that, for the most part, meetings will be virtual	
SUB TOTAL	\$750.00

SPECIAL EVENT/PROJECT COSTS:

<ul style="list-style-type: none"> • Partnership in the development and sharing of community resources and information • Social marketing regarding positive spaces, including materials, focus groups, awareness, etc. • Partner with community groups for awareness campaigns at significant events in Two Spirit and LGBTQIA+ communities • Subsidizing membership participation in workshops/conferences relevant to committee objectives • Partner with organizations providing support to members of Two Spirit and LGBTQIA+ communities during the COVID-19 pandemic • Additional Special Event/Project Cost of \$2,000.00 (to come from the Committee's reserve) for Committee training around anti-racism, anti-oppression, and other topics related to the Committee's mandate 	
SUB TOTAL	\$5,210.00

TOTAL COSTS	\$5,960.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$2,000.00
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TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$3,960.00
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$3960.00)	\$3,960.00

CERTIFICATION:

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

Representative's Name: **Cameron Kroetsch**

Signature:

November 17, 2020

Date:

CITY OF HAMILTON

2021

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

COMMITTEE AGAINST RACISM

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Marlene Dei-Amoah, Chair	
Tyrone Childs	
Leslyn Gombakomba	
Shamini Jacob	
Phillip Jeffrey	
Annie Law	
Taimur Qasim	
Councillor Maureen Wilson	

MANDATE:

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

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

1. Make recommendations and give advice to the City of Hamilton’s staff and Council on issues relating to racism, equity, diversity and inclusion as well as issues relating to anti-racism.
2. Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed or any other grounds based on the Ontario Human Rights Code (OHRC), to participate in programs and services for the improvement of community relations and the fulfilment of Human Rights.
3. Work actively with institutions and all other relevant organizations, including educational institutions, Police Services, Emergency Services, public, private, voluntary sector and all levels of government to advise, consult, advocate and to promote proactive measures pertaining to racism and its impacts.
4. Consult with individuals and/or groups with respect to complaints regarding racism and to make referrals within the community for complainants.
5. Initiate and facilitate discussions between individuals and/or groups to address issues and concerns of racism and/or while promoting respect and understanding in the community.

ALIGNMENT WITH CORPORATE GOALS:

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

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
SUB TOTAL	\$ 900

SPECIAL EVENT/PROJECT COSTS:

Initiatives by the Committee, including the following: 1) Days of recognition such as, Lincoln Alexander Day, Black History Month, Emancipation Day, and other days related to the mandate of anti-racism 2) Supporting City of Hamilton initiatives related to anti-racism 3) Support of anti-racism related community events	
SUB TOTAL	\$ 8,000

TOTAL COSTS	\$ 8,900
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ 7,000
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TOTAL 2021 BUDGET REQUEST (net of reserve funding)	\$ 8,900
PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$)	\$ 8,900

CERTIFICATION:

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

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

Signature:

Date:

December 1, 2020

Telephone # :



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Human Resources Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	Parklane Workplace Management System (HUR20013) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gord Muise (905) 546-2424 Ext. 2655 Heather McNicol (905) 546-2424 Ext. 2635
SUBMITTED BY:	Lora Fontana Executive Director Human Resources
SIGNATURE:	

RECOMMENDATION

- (a) That the request to move from single source-procurement to standardization for a five (5) year term (January 1, 2021 to December 31, 2025), pursuant to Procurement Policy #14 – Standardization, for access to, and use of the Parklane Workplace Management System, be approved: and,
- (b) That the Executive Director, Human Resources be authorized to negotiate, enter into and execute the extension of the current agreement and any ancillary documents required to give effect thereto with Parklane Computer Systems, in a form satisfactory to the City Solicitor

EXECUTIVE SUMMARY

Parklane Workplace Management System (“Parklane”) is used to manage both occupational and non-occupational disability caseloads and to provide a means to maintain, track and monitor confidential medical records. The City procured licensing access to Parklane in 2010. Currently with 20 licenses and 27 top tier users, City employees (including Police and Library) rely daily on Parklane for the claim management of every aspects of occupational and non-occupational health. In addition, WSIB claims are entered online through the Supervisor Incident Report by leaders across the organization as a familiar and efficient process that ensures the timely reporting of workplace accidents and injuries.

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: Parklane Workplace Management System (HUR20013) (City Wide) -
Page 2 of 6**

Since 2010, Human Resources has utilized the Procurement Policy #11 Non-Competitive Procurements provisions to acquire and maintain this invaluable software. Currently, Human Resources is seeking Council approval for Procurement Policy #14, Standardization, because it would otherwise be before Council as a request to extend the existing Policy #11 as a result of the contract term agreement ending on December 31, 2020, and the looming exhaustion of the currently allowable aggregate sum of the \$250,000. The business case to move from a single source procurement practice to a Standardization request, is compelling for the following reasons:

- The system is widely in use and holds a decade of historical data for the City's 8,000+ employees in relation to the confidential illness and injury specifics of those respective employees.
- Parklane has proven to be a critically successful product in the City's continuing evolution toward more effectively managing disability and absenteeism.
- The product has proven to be reliable and cost effective in relation to staff time and energy in terms of user-friendly platforms and integration with existing technology, including PeopleSoft, the City's Human Resources Management System.
- A product of choice for many other municipalities, hospitals and other public sector and private sector employers which assists the City in recruiting key positions within the City's Return to Work Services team whose daily use of Parklane is a valuable job skill.
- The City shares access to Parklane services with Police and Library staff responsible for disability management.
- Parklane provides similar functional benefits for disability practitioners as many of the Standard software approvals sought and approved by IT in its regular Standardization Report.

The current 2020 annual budgeted cost of Parklane is \$56,820 which covers a vast array of functional features that are outlined in the "Historical Background" section of this report.

Alternatives for Consideration – See Page 6

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Budgeted. No budget pressures. Annual cost ~ \$56, 820

Staffing: None.

Legal: None.

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**SUBJECT: Parklane Workplace Management System (HUR20013) (City Wide) -
Page 3 of 6**

HISTORICAL BACKGROUND

In 2009, Human Resources sought competitive quotes for the provision of occupational and non-occupational disability technology to manage disability caseloads and provide a means to maintain, track and monitor confidential medical records. At the time, Parklane provided the City with the most appropriate functionality, compatibility to City IT systems (PeopleSoft) and cost efficiency. Parklane is one of the leading providers of Occupational Health and Safety software and is a recognized name in disability management markets (hospital, government, education, municipalities, utilities, manufacturing aerospace, etc.).

The vast array of functional features that are provided under the Parklane Computer Systems agreement are as follows:

Incident Reporting (Occupational Claim Management)

- Record incidents, lost time, health care, hazards/near misses
- Manage all compensation claims
- Track incident direct and indirect costs
- Report on including types, causes, corrections, root cause, etc.
- Customize attribute table for additional incident tagging
- Submit reports to the compensation board electronically
- Hundreds of built-in statistical reports
- Export data for hands on analyzing and dashboard reports
- Attach photos and documents right to the incident
- Review dates feature to keep your tasks and follow-ups organized
- Auto-filled report of accident forms for Canada and U.S.
- Online Incident Reporting will also eliminate paper and reduce data entry

Work Accommodation (RTW, Modified Work)

- Track who's off and available for modified work
- Build custom multi-phase RTW programs
- Detail employee restrictions and modified duties
- Define temporary or permanent modified duties
- Link electronic documents to each case
- Built-in statistical reports and export features
- Pull reports on program results to identify programs that work
- Track accommodated work hours

Disability Management (Non-Occupational Claim Management)

- Manage short and long term non-occupational claims
- Record days off, claim reasons, and costs

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**SUBJECT: Parklane Workplace Management System (HUR20013) (City Wide) -
Page 4 of 6**

- Many customizable tables
- Categorize by permanent or temporary claims
- Customizable form letters
- Easily track your progress review dates and comments
- Built-in statistical reports and export features
- Monitor short- and long-term disability

Chart (Medical Charting)

- Record details of staff visits
- Identify trends in staff visits/calls
- Display summary of a employee history
- Variety of reports summarizing staff
- Electronically attach medical documents to chart
- Increased security ensures information is kept confidential
- Built in alerts warn of allergies and other need-to-know information
- Visits are summarized in each chart

Recall (Compliance)

- Record & track training, immunizations, testing
- Email notifications for due/overdue
- Built in/exportable compliance reports
- Personalized form letters for mass mailing/emailing
- Easily maintain your due diligence records

Original approval was received, and the City entered into agreement with Parklane for a three (3) year agreement January 1, 2010 to December 31, 2012. Further approval was received in 2012 in accordance with Procurement Policy #11 Non-Competitive Procurement, renewing the contract to 2016 and again extended for three (3) years in 2016. In 2019 another Policy #11 request was approved to extend to December 31, 2020 as the single source financial threshold (\$250,000) had not yet been exhausted.

Upon extending in 2019, it was discussed with Information Technology (IT) to add Parklane to the IT Standardization list to accompany the variety of software and other technology licences that are approved by Council. IT leadership agreed to submit Parklane on its Standardization report originally anticipated to be brought before Council in November of 2020. If approved, there would be no need for Human Resources to seek approval of an extension (Policy 11) prior to December 21, 2020. Due to COVID-19 and other considerations, the IT Standardization Report will not be brought to Council until after the expiry of the existing Parklane contract and approved funding. As a result, Human Resources is now bringing forward its own standalone Standardization request.

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

**SUBJECT: Parklane Workplace Management System (HUR20013) (City Wide) -
Page 5 of 6**

Since 2013, Human Resources has utilized the Policy #11 provisions to acquire and maintain the invaluable Parklane software. The business case to move from a single source procurement practice that has been historically used to a Standardization request process, is compelling for the following reasons:

- The system is widely in use and holds a decade of historical data for the City's 8000+ employees in relation to the confidential illness and injury specifics of those respective employees.
- Parklane has proven to be a critically successful product in the City's continuing evolution toward more effectively managing disability and absenteeism.
- The product has proven to be reliable and cost effective in relation to staff time and energy in terms of user-friendly platforms and integration with existing technology, PeopleSoft, the City's Human Resources Management System.
- A product of choice for many other municipalities, hospitals and other public sector and private sector employers which assists the City in recruiting key positions within the City's Return to Work Services team whose daily use of Parklane is critical.
- The City shares access to Parklane services with Police and Library staff responsible for disability management.
- Parklane provides similar functional benefits for disability practitioners as many of the Standard software approvals sought and approved by IT in its regular Standardization Report.

The existing technology has served the City well for over a decade and in review of the historical advantages and intimate familiarity with the software by City staff, there is no demonstrated advantage, financial or otherwise, to move away from the Parklane platform at this time. In fact, to do so would place the City in a detrimental position. It is also noteworthy that the City manages the contract on behalf of the Police and Library boards as well. Any shift in direction would also place those groups in peril and reasonable notice would be necessary to allow them the opportunity to seek their own contract agreements for continued service.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

By-law 20-205 Procurement Policy, Policy 4.14 Standardization.

RELEVANT CONSULTATION

Financial Services (Procurement)
Corporate Services (Information Technology)

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Not Applicable

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

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**SUBJECT: Parklane Workplace Management System (HUR20013) (City Wide) -
Page 6 of 6**

ALTERNATIVES FOR CONSIDERATION

In the alternative, Council could approve a one (1) year extension to the existing contract in the form of a Policy 11 approval beyond the current threshold of \$250,000 for an addition year's commitment (to December 31, 2021) of approximately \$56,820, at which time Human Resources would ask that IT proceed with adding Parklane to its Standardization list. This option is not recommended as it would be a redundant exercise since both options would achieve the same result.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Or People and Performance

A Healthy, Respectful and Supportive Workplace

APPENDICES AND SCHEDULES ATTACHED

None



Hamilton

**HMRF/HWRF PENSION ADMINISTRATION SUB-COMMITTEE
REPORT 20-001**

9:30 a.m.

Tuesday, December 10, 2019

Virtual Meeting

Hamilton City Hall

71 Main Street West

Present: Councillors M. Pearson (Chair) and L. Ferguson
HMRF Members: D. Skarratt (Co-Vice Chair) and D. Alford
HWRF Members: J. Garchinski (Co-Vice Chair) and R. Slack

Regrets: HWRF Member: H. Hicks

**THE HMRF/HWRF PENSION ADMINISTRATION SUB-COMMITTEE PRESENTS
REPORT 20-001 AND RESPECTFULLY RECOMMENDS:**

1. **2020 Master Trust Pension Statement of Investment Policies and Procedures (FCS20074) (City Wide) (Item 8.1)**
 - (a) That Appendix "A" to HMRF/HWRF Pension Administration Sub-Committee Report 20-001 respecting the 2020 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures be approved and replace the previous 2019 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures contained in Report FCS19073 and approved by Council on January 22, 2020; and,
 - (b) That Appendix "A" to HMRF/HWRF Pension Administration Sub-Committee Report 20-001 respecting the 2020 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures be forwarded to the Hamilton Street Railway Pension Advisory Committee for their information.
 - (c) That an Asset Liability Modelling Study be performed on the HMRF/HWRF/HSR Pension Plans up to a limit of \$90,000, to be funded from the respective Pension Plans based on their prorated share of total assets.

2. Hamilton Wentworth Retirement Fund (HWRF) Valuation at December 31, 2019 (FCS20064) (City Wide) (Item 8.2)

That the December 31, 2019 actuarial valuation for the Hamilton Wentworth Retirement Fund (HWRF) per Appendix "A" to Report FCS20064 be received for information.

3. Hamilton Municipal Retirement Fund (HMRP) Valuation at December 31, 2019 (FCS20065) (City Wide) (Item 8.3)

That the December 31, 2019 actuarial valuation for the Hamilton Municipal Retirement Fund (HMRP) per Appendix "A" to Report FCS20065 be received for information.

4. Master Trust Pension Investment Performance Report as at December 31, 2019 (FCS19075(a)) (City Wide) (Item 9.1)

That Report FCS19075(a), respecting the Master Trust Pension Investment Performance Report as at December 31, 2019, be received.

5. Master Trust Pension Investment Performance Report as at June 30, 2020 (FCS20075) (City Wide) (Item 9.2)

That Report FCS20075, respecting the Master Trust Pension Investment Performance Report as at June 30, 2020, be received.

FOR INFORMATION:**(a) APPROVAL OF AGENDA (Item 1)**

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

The agenda for the November 24, 2020 meeting of the HMRP/HWRF Pension Administration Sub-committee was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**(i) December 10, 2019 (Item 3.1)**

The December 10, 2019 Minutes of the HMRP / HWRF Pension Administration Sub-Committee meeting were approved, as presented.

(d) PRESENTATIONS (Item 8)**(i) 2020 Master Trust Pension Statement of Investment Policies and Procedures (FCS20074) (City Wide) (Item 8.1)**

Nathan LaPierre, Aon, addressed the Committee with a presentation on Asset Liability Modelling.

The presentation from Nathan LaPierre, Aon, respecting Asset Liability Modelling, was received.

For disposition of this matter, refer to Item 1.

(ii) Hamilton Wentworth Retirement Fund (HWRF) Valuation at December 31, 2019 (FCS20064) (City Wide) (Item 8.2)

Mark Pearson, Aon, addressed the Committee with a presentation on the Hamilton Wentworth Retirement Fund (HWRF) Valuation at December 31, 2019.

The presentation from Mark Pearson, Aon, respecting the Hamilton Wentworth Retirement Fund (HWRF) Valuation at December 31, 2019, was received.

For disposition of this matter, refer to Item 2.

(iii) Hamilton Municipal Retirement Fund (HMRF) Valuation at December 31, 2019 (FCS20065) (City Wide) (Item 8.3)

Bill Liu, Willis Towers Watson, addressed the Committee with a presentation on the Hamilton Municipal Retirement Fund (HMRF) Valuation at December 31, 2019.

(a) The presentation from Bill Liu, Willis Towers Watson, respecting the Hamilton Municipal Retirement Fund (HMRF) Valuation at December 31, 2019, was received.

(b) Staff were directed to review the feasibility and benefit of a mortality assumption review for the HSR/HWRF/HSR Pension plans.

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

(e) ADJOURNMENT (Item 14)

There being no further business, the HMRP/HWRF Pension Administration Sub-Committee adjourned at 11:25 a.m.

Respectfully submitted,

Councillor M. Pearson, Chair
HMRP/HWRF Pension Administration
Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

Statement of Investment Policies and Procedures

City of Hamilton Defined Benefit Pension Plans Master Trust

November 2020

APPROVED on this day of November, 2020

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Section 1—Overview

1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the "Policy" or "Master Trust SIPP") provides the framework for the investment of the assets of the City of Hamilton Defined Benefit Pension Plans Master Trust (the "Master Trust").

This Policy is based on the "prudent person portfolio approach" to ensure the prudent investment and administration of the assets of the Master Trust are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

1.02 Background of the Master Trust

The inception date of the Master Trust is November 1, 1999, when three defined benefit pension plans, the "Plans", (the Hamilton Municipal Retirement Fund (Registration number 0275123), the Hamilton Street Railway Pension Plan (1994) (Registration number 0253344), and the Hamilton Wentworth Retirement Fund (Registration number 1073352)) invested in units of the Master Trust. The portfolio of assets in the Master Trust is referred to as "the Fund". These Plans hold units of the Master Trust and share, on a pro-rata basis, in all income, expenses and capital gains and losses of the Master Trust.

For reference purposes, the details of the Statement of Investment Policies and Procedures for each of the above mentioned Plans participating in the Master Trust have been attached to Appendix A of this Policy.

1.03 Objective of the Plan

The objective of the Plans is to provide members of the Plans with retirement benefits prescribed under the terms thereof.

1.04 Investment and Risk Philosophy

The primary investment objective is to provide an economic return on assets sufficient to fund Plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plans and the City of Hamilton (the "City").

In recognition of the risk and return objectives of the Plans and the City, an initial asset allocation policy was developed by the Investment Consultant in consultation with both the Chief Investments Officer and the Treasurer of the City (the "Treasurer") based on the Plans' current (at that time) funded status and the characteristics of the Plans and City. It is recognized, however, that the Plans' return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plans' funded statuses improve.

1.05 Administration

The General Manager of Finance and Corporate Services for the City ("General Manager of Finance and Corporate Services") is the designated contact person at the City for administrative purposes.

Section 2—Asset Mix and Diversification Policy

2.01 Master Trust Return Expectations

Each of the investment managers appointed to invest the assets of the Master Trust (the "Investment Managers") is directed to achieve a satisfactory long-term real rate of return through a diversified portfolio, consistent with acceptable risks, performance objectives and prudent management.

In order to achieve their long-term investment goals, the Plans must invest in assets that have uncertain returns, such as Canadian equities, foreign equities and bonds. However, the City attempts to reduce the overall level of risk by diversifying the asset classes and further diversifying within each individual asset class. Based on historical data and reasonable expectations for future returns, the City believes that a diversified portfolio of Canadian equities, nominal bonds, real return bonds and foreign equities will likely outperform over the long term.

The overall goal of this Policy is to maximize the return of the Fund while bearing a reasonable level of risk relative to the liabilities in order to ensure the solvency of the Fund over time. The assets of the Plans are sufficiently liquid to make payments which may become due from the Plans. The weights applied to each of the asset classes are based on the targets in the initial asset allocation outlined in Section 2.03 and adjusted based on the target allocation in the Dynamic Investment Policy Schedule in Section 2.03.

2.02 Expected Volatility

The volatility of the Master Trust is directly related to its asset mix, specifically, the balance between Canadian bonds, Canadian equities and foreign equities. Since the Investment Managers do not have the authority to make any type of leveraged investment on behalf of the Master Trust, the volatility of the Master Trust should be similar to the volatility of the Benchmark Portfolio set out in Section 4.02 (Performance Measurement).

2.03 Asset Mix

(a) In order to achieve the long-term objective within the risk/return considerations described in Section 1.04, the following asset mix policy (Benchmark Portfolio) and ranges were selected for the initial asset allocation:

Assets	Minimum %	Initial Target Weight %	Maximum %	Asset Category
Canadian Equity	25	30	35	Return-Seeking
Global Equity	25	30	35	Return-Seeking
Total Equities	50	60	70	Return-Seeking
Fixed Income	30	40	50	Liability-Hedging

For purpose of the total asset mix described above, the Investment Managers' asset class pooled funds are deemed to be 100% invested, even though these funds may contain a portion held in cash and cash equivalent instruments.

The Plan's target asset allocation¹ for each investment category listed in subsection 76(12) of the Regulation 909 to the Pension Benefits Act (Ontario) is as follows:

PfAD Table

Investment Category under subsection 76(12) of Regulation 909	Target Asset Allocation¹	Accessed through mutual or pooled or segregated funds
1. Insured Contracts	0.0%	-
2. Mutual or pooled funds or segregated funds	N/A	-
3. Demand deposits and cash on hand	0.0%	-
4. Short-term notes and treasury bills	0.0%	-
5. Term Deposits and guaranteed investment certificates	0.0%	-
6. Mortgage Loans	0.0%	-
7. Real Estate	0.0%	-
8. Real Estate Debentures	0.0%	-
9. Resource properties	0.0%	-
10. Venture Capital	0.0%	-
11. Corporations referred to in subsection 11(2) of Schedule III to the federal investment regs	0.0%	-
12. Employer issued securities	0.0%	-
13. Canadian stocks other than investments referred to in 1 to 12 above	28.0%	Yes
14. Non-Canadian stocks other than investments referred to in 1 to 12 above	28.0%	Yes
15. Canadian bonds and debentures other than investments referred to in 1 to 12 above	44.0%	Yes
16. Non-Canadian bonds and debentures other than investments referred to in 1 to 12 above	0.0%	-
17. Investments other than investments referred to in 1 to 16 above	0.0%	-

For inclusion within a fixed income investment category in the above table, the minimum ratings for target asset allocations of fixed income assets are outlined below. This framework is used to inform whether the target asset allocation to an investment category qualifies as fixed income for purposes of calculating the Provision for Adverse Deviations (PfAD) as defined under Regulation 909.

Credit Rating Agency	Rating – Bond Market Securities	Rating – Money Market Securities
DBRS	BBB	R-2 (middle)
Fitch Ratings	BBB-	F-3
Moody's Investors Services	Baa3	P-3
Standard & Poor's	BBB-	A-3

- (b) **Return-Seeking Assets:** These assets generally will consist of all non-fixed income investments, such as equities and alternatives, with a main focus on price appreciation with generally higher expected long-term returns.
- (c) **Liability-Hedging Assets:** These assets generally will be fixed-income investments, such as bonds, with similar duration characteristics as the pension liabilities (i.e., these assets generally behave like pension liabilities). Since these assets focus mainly on current income, their expected long-term returns will generally be lower than return-seeking assets.
- (d) **Sub-Allocations and Rebalancing Ranges:** The sub-allocations and rebalancing ranges within the return-seeking portfolio will be reviewed from time to time as the total

¹ The target asset allocation indicated in the PfAD table is based on the glidepath positioning as of June 30, 2020.

return-seeking allocation changes due to the Dynamic Investment Policy Schedule below. The rebalancing ranges for the total return-seeking assets and liability-hedging assets (fixed income) are also determined by the Dynamic Investment Policy Schedule below.

- (e) In recognition of the risk and return objectives of the Plans and the City, an initial asset allocation policy was developed by the Investment Consultant in consultation with both the Chief Investments Officer and the Treasurer based on the Plans' current (at that time) funded status and the characteristics of the Plans and City. It is recognized, however, that the Plans' return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plans' funded statuses improve.

Based on an assessment of the Plans' long-term goals and desired risk levels, the HMRF/HWRF Pension Administration Sub-Committee (following advice from the Investment Consultant) recommended to City Council a "Dynamic Investment Policy" which was subsequently approved by City Council. The Dynamic Investment Policy was developed by the Investment Consultant in consultation with the Chief Investments Officer and the Treasurer, and is based on the 2010 Dynamic Investment Policy Study which was conducted by the Investment Consultant.

The Dynamic Investment Policy dynamically adjusts the allocation to return-seeking assets and liability-hedging assets as the Plans' funded statuses improve. Funded status may change due to any combination of investment returns, contributions, benefit payments, fund expenses, and changes to liabilities (including discount rate changes).

This Policy is based on the results of the 2010 Dynamic Investment Policy Study and the Dynamic Investment Policy Schedule is as follows:

Funded Ratio ^{1,2}	Return -Seeking Allocation		
	Minimum	Target	Maximum
<65%	50%	60%	70%
65%	50%	60%	70%
66%	50%	60%	70%
67%	50%	60%	70%
68%	50%	60%	70%
69%	50%	60%	70%
70%	50%	60%	70%
71%	49%	59%	69%
72%	47%	57%	67%
73%	46%	56%	66%
74%	44%	54%	64%
75%	43%	53%	63%
76%	41%	51%	61%
77%	40%	50%	60%
78%	38%	48%	58%
79%	37%	47%	57%
80%	35%	45%	55%
81%	34%	44%	54%
82%	32%	42%	52%
83%	31%	41%	51%

Funded Ratio ^{1 2}	Return -Seeking Allocation		
	Minimum	Target	Maximum
84%	29%	39%	49%
85%	28%	38%	48%
86%	26%	36%	46%
87%	25%	35%	45%
88%	23%	33%	43%
89%	22%	32%	42%
90%	20%	30%	40%
91%	19%	29%	39%
92%	17%	27%	37%
93%	16%	26%	36%
94%	14%	24%	34%
95%	13%	23%	33%
96%	11%	21%	31%
97%	10%	20%	30%
98%	8%	18%	28%
99%	7%	17%	27%
100%	5%	15%	25%
>100%	5%	15%	25%

¹ Funded ratio defined on a Wind-up basis.

² Funded ratio will change based on any combination of investment returns, contributions, benefits payments, expenses and changes in liabilities.

Sub-Allocations: The sub-allocations within the liability hedging and return seeking categories will be drawn down approximately based on the table below. However, allocations to illiquid assets may be adjusted at a slower rate. Sub-allocations should be within 5% of their targets. The sub-allocations will be adjusted proportionately when the return-seeking allocation is between the levels listed in the table below.

	Return Seeking		Liability Hedging	
	Canadian Equity	Global Equity	Long-Term Bonds	Real Return Bonds
15% return seeking	8%	7%	11%	74%
20% return seeking	10%	10%	12%	68%
25% return seeking	13%	12%	14%	61%
30% return seeking	15%	15%	15%	55%
35% return seeking	18%	17%	17%	48%
40% return seeking	20%	20%	18%	42%
45% return seeking	23%	22%	20%	35%
50% return seeking	25%	25%	21%	29%
55% return seeking	28%	27%	23%	22%
60% return seeking	30%	30%	25%	15%

Duration Strategy: Based on the Dynamic Investment Policy Study completed in 2010, the portfolio interest rate dollar duration will increase as the funded status improves and the allocation to liability hedging assets increases. Interest rate derivatives may be used on either a strategic or opportunistic basis to mitigate risk by increasing the hedge ratio up to 100%. This will be at the discretion of the Administrator and based on the duration of the Plan's liabilities.

Rebalancing and Monitoring: A systematic rebalancing procedure will be utilized to ensure that the asset allocation of the Fund stays within the ranges defined above. As the return-seeking asset allocation changes, the sub-category allocations will be kept approximately proportional to the Initial allocation specified above. However, the allocations to illiquid investments may be adjusted more slowly. The funded ratio and asset allocation of the Fund will be reviewed regularly or when significant cash flows occur, and will be monitored and reported on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. The Fund will be rebalanced as necessary, making use of benefit payments and contributions to the extent possible and considering the transaction costs involved in the rebalancing.

2.04 Management Structure

The Master Trust may employ a mix of active and passive management styles. Active management provides the opportunity to outperform specific investment benchmarks and it can provide lower absolute volatility of returns. Passive, or index, management minimizes the risk of underperformance relative to a benchmark index and is generally less expensive than active management. This approach also diversifies the manager risk, making the Master Trust less reliant on the skills of a single Investment Manager.

Because holding large amounts of foreign assets can expose the Master Trust to fluctuations in the level of the Canadian dollar, a portion of the foreign assets may be hedged back into Canadian dollars.

2.05 Environmental, Social and Governance (ESG) Issues

The Administrator's primary responsibility is to make decisions in the best interest of the Plan beneficiaries. This responsibility requires that there be an appropriate balance between the need to seek long-term investment returns to help build better pensions for all members of the Plans and the needs for those returns to be delivered in as stable a manner as possible (given the behaviour of the investment markets).

The Administrator neither favours nor avoids managers and investments based on ESG integration. In keeping with the foregoing, and having regard to the size of the Plans and the pension fund, the Administrator does not take ESG factors into account when making investment decisions. As previously noted, the Administrator has delegated the search for investment managers to its Investment Consultant. On the direction of the Administrator, the Investment Consultant is directed to search and select the best investment managers for investing the assets of the Plans considering factors such as business, staff, historical performance and investment process, since the Administrator believes that these factors will contribute to higher investment returns in the long run and manage risk. Investment Managers are not prohibited from considering ESG factors if they believe that it will have a positive impact on the Plans' investment returns.

Section 3—Permitted and Prohibited Investments

3.01 General Guidelines

The investments of the Master Trust must comply with the requirements and restrictions set out in the *Income Tax Act* (Canada) and the *Pension Benefits Act* (Ontario), and their respective Regulations.

3.02 Permitted Investments

In general, and subject to the restrictions in this Section 3, the Investment Managers may invest in any of the following asset classes and in any of the investment instruments listed below:

- (a) **Canadian and Foreign Equities**
 - (i) Common and convertible preferred stock the shares of which are (a) listed on a prescribed stock exchange in Canada; or (b) listed on a prescribed stock exchange outside Canada;
 - (ii) Debentures convertible into common or convertible preferred stock, provided such instruments are traded on a recognized public exchange or through established investment dealers;
 - (iii) Rights, warrants and special warrants for common or convertible preferred stock the shares of which are (a) listed on a prescribed stock exchange in Canada; or (b) listed on a prescribed stock exchange outside Canada;
 - (iv) Private placement equities, where the security will be eligible for trading on a recognized public exchange within a reasonable and defined time frame;
 - (v) Instalment receipts, American Depository Receipts, Global Depository Receipts and similar exchange traded instruments;
 - (vi) Units of real estate investment trusts (REITs);
 - (vii) Exchange traded index-participation units (e.g., iUnits; SPDRs);
 - (viii) Income trusts registered as reporting issuers under the Securities Act, domiciled in a Canadian jurisdiction that provides limited liability protection to unit holders; and
 - (ix) Units of limited partnerships which are listed on the TSX exchange.

(b) **Canadian and Foreign Fixed Income**

- (i) Bonds, debentures, notes, non-convertible preferred stock and other evidence of indebtedness of Canadian or developed market foreign issuers whether denominated and payable in Canadian dollars or a foreign currency, provided such instruments are traded on a recognized public exchange or through established investment dealers, subject to Section 3.04 below;
- (ii) Real return bonds, subject to Section 3.04 below;
- (iii) Mortgages secured against Canadian real estate subject to Section 3.05 below;
- (iv) Mortgage-backed securities, guaranteed under the *National Housing Act*;
- (v) Term deposits and guaranteed investment certificates;
- (vi) Private placements of bonds subject to Section 3.03 below; and,
- (vii) Investment in bond and debenture issues of the City and affiliated bodies is neither encouraged nor discouraged. The decision by the Investment Manager(s) to invest in such issues is entirely their responsibility and they should be governed by the same degree of due diligence and prudence that they would apply when assessing any other investment in respect of a registered pension plan.

(c) **Cash and Short Term Investments**

- (i) Cash on hand and demand deposits;
- (ii) Canadian and U.S. Treasury bills and bonds (with remaining maturities not exceeding 365 days) issued by the federal (Canada & U.S., as applicable) and provincial governments and their agencies;
- (iii) Sovereign short-term debt instruments of developed countries, with maturities not exceeding 365 days;
- (iv) Obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances;
- (v) Commercial paper and term deposits; and
- (vi) Other money market instruments (maturity not exceeding 365 days).

(d) **Derivatives**

Assets are not invested in derivative instruments and the trust will not invest in derivatives directly (including options and futures). In the event that a pooled fund invests in derivatives, prior to investing in such pooled fund, appropriate risk management processes and procedures will be in place in order to help mitigate any risks associated with derivatives. Specifically, all derivative investments will

be made in accordance with applicable legislation and regulatory policies relating to the investment of pension plan assets in derivatives. The following uses of non-leveraged derivative instruments are permitted:

- (i) Covered put and/or call options with respect to publicly traded securities that are held in the portfolio;
 - (ii) The Investment Manager of an index portfolio may utilize fully backed, i.e. non-leveraged, derivative strategies designed to replicate the performance of specific market indices, i.e.- exchange-traded equity index futures contracts;
 - (iii) Investment Managers may use currency futures contracts and forward contracts to hedge foreign currency exposure; and
 - (iv) Interest rate derivatives can be used to hedge the interest rate risk in the liabilities.
- (e) **Other Investments**
- (i) Investments in open-ended or closed-ended pooled funds provided that the assets of such funds are permissible investments under this Policy, and
 - (ii) Deposit accounts of the Custodian can be used to invest surplus cash holdings.
- (f) **Index Mandates**
- (i) For managers of index mandates, permitted investment vehicles may include all instruments that may form part of the respective index.

3.03 Minimum Quality Requirements

- (a) **Quality Standards**
- Within the investment restrictions for individual portfolios, all portfolios should hold a prudently diversified exposure to the intended market.
- (i) The minimum quality standard for individual bonds and debentures is 'BBB-' or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
 - (ii) The minimum quality standard for individual short term investments is 'R-1' low or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
 - (iii) The minimum quality standard for individual preferred shares is 'P-1' or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
 - (iv) All investments shall be reasonably liquid (i.e. in normal circumstances they should be capable of liquidation within 1 month).

- (b) **Split Ratings**
In cases where the Recognized Bond Rating Agencies do not agree on the credit rating, the bond will be classified according to the following methodology:
- (i) If two agencies rate a security, use the lower of the two ratings;
 - (ii) If three agencies rate a security, use the most common; and if four agencies rate a security, use the lowest most common; and
 - (iii) If three agencies rate a security and all three agencies disagree, use the middle rating; if four agencies rate a security and all four agencies disagree, use the lowest middle rating.
- (c) **Downgrades in Credit Quality**
Each Investment Manager will take the following steps in the event of a downgrade in the credit rating of a portfolio asset by a Recognized Rating Agency to below the purchase standards set out in Section 3.03 (a) Quality Standards:
- (i) The Chief Investments Officer will be notified of the downgrade by telephone at the earliest possible opportunity;
 - (ii) Within ten business days of the downgrade, the Investment Manager will advise the Chief Investments Officer in writing of the course of action taken or to be taken by the Investment Manager, and its rationale; and
 - (iii) Immediately upon downgrade, the Investment Manager will place the asset on a Watch List subject to monthly review by the Investment Manager with the Chief Investments Officer until such time as the security matures, is sold or until it is upgraded to a level consistent with the purchase quality standards as expressed in the above guidelines.
- (d) **Rating Agencies**
For the purposes of this Policy, the following rating agencies shall be considered to be 'Recognized Bond Rating Agencies':
- (i) Dominion Bond Rating Service Limited;
 - (ii) Standard and Poor's;
 - (iii) Moody's Investors Services Inc.; and
 - (iv) Fitch Ratings
- (e) **Private Placement Bonds**
Private placement bonds are permitted subject to **all** of the following conditions:
- (i) The issues acquired must be 'A' or equivalent rated;
 - (ii) The total investment in such issues must **not** exceed 10% of the market value of the Investment Manager(s) bond portfolio;

- (iii) The Investment Manager's portfolio may **not** hold more than 5% of the market value of any one private placement;
- (iv) The Investment Manager(s) must be satisfied that there is sufficient liquidity to ensure sale at a reasonable price; and
- (v) The minimum issue size for any single security must be at least \$150 million.

3.04 Maximum Quantity Restrictions

(a) Total Fund Level

No one equity holding shall represent more than 10% of the total market value of the Master Trust's assets.

(b) Individual Investment Manager Level

The Investment Manager(s) shall adhere to the following restrictions:

(i) *Equities*

- (A) No one equity holding shall represent more than 10% of the market value of any one Investment Manager's equity portfolio.
- (B) No one equity holding shall represent more than 10% of the voting shares of a corporation.
- (C) No one equity holding shall represent more than 10% of the available public float of such equity security.
- (D) Income Trusts shall not comprise more than 15% of any Investment Manager's Canadian equity portfolio.

(ii) *Bonds and Short Term*

- (A) Except for federal and provincial bonds (including government guaranteed bonds), no more than 10% of an Investment Manager's bond portfolio may be invested in the bonds of a single issuer and its related companies.
- (B) Except for federal and provincial bonds, no one bond holding shall represent more than 10% of the market value of the total outstanding for that bond issue.
- (C) No more than 8% of the market value of an Investment Manager's bond portfolio shall be invested in bonds rated BBB (this includes all of BBB's: BBB+, BBB, and BBB-) or equivalent.
- (D) This Policy will permit the continued holding of instruments whose ratings are downgraded below BBB- after purchase, provided that such instruments are disposed of in an orderly fashion.

- (E) No more than 10% of the market value of an Investment Manager's bond portfolio shall be invested in bonds denominated in a currency other than Canadian dollars.
- (F) Except for the dedicated real return bond mandate, no more than 10% of the market value of the bond portfolio may be held in real return bonds.

(iii) Other

The use of derivative securities shall be supported at all times by the explicit allocation of sufficient assets to back the intended derivative strategy. For greater certainty, Investment Managers are not permitted to leverage the assets of the Master Trust. The use of derivative securities is only permitted for the uses described in this Policy. Purchase or sale of any of these instruments for speculative purposes is prohibited.

Notwithstanding the limits described in this Section, the single security limits do not apply to an Investment Manager's index mandate.

3.05 Prior Permission Required

The following investments are permitted **provided that** prior permission for such investments has been obtained from the Administrator:

- (a) Investments in private placement equities (except for the foreign equity investment managers investing in pooled funds where the pooled fund policy permits private placement equities).
- (b) Direct investments in mortgages.
- (c) Direct investments in any one parcel of real property that has a book value less than or equal to 5% of the book value of the Master Trust's assets. The aggregate book value of all investments in real property and Canadian resource properties shall not exceed 25% of the book value of the Master Trust's assets. (Previously, the overall 25% limit in respect of real and resource properties was a requirement under the *Pension Benefits Act* (Ontario).)
- (d) Direct investments in venture capital financing or private equity partnerships; and
- (e) Derivatives other than those described in 3.02(d).

3.06 Prohibited Investments

The Investment Managers shall not:

- (a) Invest in companies for the purpose of managing them;
- (b) Invest in securities that would result in the imposition of a tax on the Fund under the *Income Tax Act* (Canada) unless they provide a prior written acknowledgement that such investments will result in a tax and receive prior written permission for such investments from the Administrator or;
- (c) Make any investments not specifically permitted by this Policy.

3.07 Securities Lending

The investments of the Master Trust may be loaned, for the purpose of generating revenue for the Fund, subject to the provisions of the *Pension Benefits Act* (Ontario) and the *Income Tax Act* (Canada), and applicable regulations.

For securities held in segregated accounts, such loans must be secured by cash and/or readily marketable government bonds, treasury bills and/or letters of credit, discount notes and bankers' acceptances of chartered banks. For loaned securities, the security held or collateral must have an aggregate market value which shall never be less than the percentage of the aggregate market value of the loaned securities which is the highest of: (i) the minimum percentage required by any applicable legislation, regulatory authority or prevailing market practice; or (ii) 105%. The aggregate market value of the loaned securities and of the collateral shall be monitored and calculated by the Custodian daily.

The terms and conditions of any securities lending program will be set out in a contract with the custodian. The custodian shall, at all times, ensure that the Chief Investments Officer has a current list of those institutions that are approved to borrow the Fund's investments.

Lending of the portion of the Master Trust's assets held in a pooled fund is governed by the terms of the conditions set out in the pooled fund Statement of Investment Policies and Procedures or similar document.

3.08 Borrowing

The Master Trust shall not borrow money, except to cover short-term contingency and the borrowing is for a period that does not exceed ninety days, subject to the *Pension Benefits Act* (Ontario), the *Income Tax Act* (Canada) and the written permission of the General Manager of Finance and Corporate Services.

3.09 Conflicts between the Policy and Pooled Fund Investment Policies

While the guidelines in this Policy are intended to guide the management of the Master Trust, it is recognized that, due to the use of pooled funds, there may be instances where there is a conflict between the Policy and the investment policy of a pooled fund. In that case, the Investment Manager is expected to notify Chief Investments Officer upon the initial review of the Policy and whenever a change in the pooled fund policy creates a conflict. However, it is understood that any ambiguity will be interpreted in favour of the pooled fund policy, provided such interpretation complies with all applicable laws.

Section 4—Monitoring and Control

4.01 Delegation of Responsibilities

The General Manager of Finance and Corporate Services is the designated contact person for administrative matters. However, City Council has delegated certain administrative duties and responsibilities to internal and external agents, including to the HMRF/HWRF Pension Administration Sub-committee, the Chief Investments Officer and the General Manager of Finance and Corporate Services. Overall responsibility for the Master Trust ultimately rests with City Council, and the City (acting through Council) is the pension plan administrator of the Plans (for each Plan, the "Administrator").

(a) Chief Investments Officer

The Chief Investments Officer has been delegated the following responsibilities:

- (i) monitoring the Master Trust asset mix and rebalancing as required, including executing asset mix changes required per the Dynamic Policy Schedules outlined in section 2.03;
- (ii) day-to-day liaison including contract management with external Investment Managers, the Investment Consultant, and the Custodian/Trustee;
- (iii) monitoring and budgeting for cash flow within the pension fund;
- (iv) researching, recommending and implementing improvements to asset management of the Master Trust;
- (v) directing and implementing strategy for self-managed portfolios, if any; and
- (vi) preparing and presenting to City Council and the HMRF/HWRF Pension Administration Sub-Committee a report on the Plan's investment performance and asset mix, and such other information as City Council may require and/or other such information as the Chief Investments Officer considers appropriate to include in the report, on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time.

(b) Investment Managers

The Investment Managers have been delegated the following responsibilities:

- (i) invest the assets of the Master Trust in accordance with this Policy;
- (ii) meet with the Chief Investments Officer as required and provide written reports regarding the Investment Manager's past performance, their future strategies and other issues as requested;

- (iii) notify the Chief Investments Officer, in writing of any significant changes in the Investment Manager's philosophies and policies, personnel or organization and procedures;
- (iv) will provide periodically, but no less than on an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time, lists of assets and such other information as may be requested by the Chief Investments Officer; and,
- (v) file, on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time compliance reports (see Section 4.03).

(c) Custodian/Trustee

The custodian/trustee will:

- (i) Fulfil the regular duties of a Custodian/Trustee as required by law;
- (ii) maintain safe custody over the assets of the Master Trust Plans;
- (iii) execute the instructions of the Chief Investments Officer and the Investment Managers; and
- (iv) record income and provide financial statements to the Chief Investments Officer on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time, or as otherwise required.

(d) Investment Consultant

The investment consultant has been delegated the following responsibilities:

- (i) assist the Chief Investments Officer in developing a prudent long-term asset mix, and specific investment objectives and policies;
- (ii) monitor, analyse and report on the Master Trust's investment performance and to support the Chief Investments Officer on any investment related matters;
- (iii) monitor and report the funded status of the Plans to the Chief Investments Officer on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time;
- (iv) assist with the selection of Investment Managers, custodians and other suppliers; and
- (v) meet with the Chief Investments Officer as required.

(e) Actuary

The actuary has been delegated the following responsibilities:

- (i) perform actuarial valuations of the Plan as required; and
- (ii) advise the Chief Investments Officer and the Investment Consultant on any matters relating to Plan design, membership and contributions, and actuarial valuations.

4.02 Performance Measurement

For the purpose of evaluating the performance of the Master Trust and the Investment Managers, all rates of returns are measured over moving four-year periods. Return objectives are net of fees and include realized and unrealized capital gains or losses plus income from all sources. Returns will be measured quarterly and will be calculated as time-weighted rates of return.

(a) Active and Index Canadian Equity Managers

Investment results of the active and index Canadian Equity Managers are to be tested regularly against a Benchmark Portfolio comprising:

Benchmark	%
S&P/TSX Composite Index	100

(b) Active and Index Global Equity Managers

Investment results of the active and index Global Equity Managers are to be tested regularly against a long-term Benchmark Portfolio comprising:

Benchmark	%
MSCI World Index (C\$)	100

(c) Active and Index Canadian Bond Managers – Long Bonds

Investment results of the active and index Canadian Bond Managers for Long Bonds are to be tested regularly against a Benchmark Portfolio comprising:

Benchmark	%
FTSE Canada Long Bond Index	100

(d) Active and Index Canadian Bond Managers – Real Return Bonds

Investment results of the active and index Canadian Bond Managers for Real Return Bonds are to be tested regularly against a Benchmark Portfolio comprising:

Benchmark	%
FTSE Canada Real Return Bond Index	100

4.03 Compliance Reporting by Investment Manager

The Investment Managers are required to complete and deliver a compliance report to the Chief Investments Officer and the Investment Consultant on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. The compliance report will indicate whether or not the Investment Manager was in compliance with this Policy during the period covered in the report.

In the event that an Investment Manager is not in compliance with this Policy, the Investment Manager is required to advise the Chief Investments Officer immediately, detail the nature of the non-compliance and recommend an appropriate course of action to remedy the situation.

The Master Trust invests in pooled funds with separate investment policies. In that case, the Investment Manager must confirm compliance to the pooled fund policy. In addition, should a conflict arise between a pooled fund policy and this Policy, the Investment Manager is required to advise the Chief Investments Officer immediately and detail the nature of the conflict.

4.04 Standard of Professional Conduct

The Investment Managers are expected to comply, at all times and in all respects, with a written code of ethics that is no less stringent in all material respects than the Code of Ethics and Standards of Professional Conduct as promulgated by the CFA Institute.

The Investment Managers will manage the assets with the care, diligence and skill that an investment manager of ordinary prudence would use in dealing with pension plan assets. The Investment Managers will also use all relevant knowledge and skill that they possess or ought to possess as prudent investment managers.

Section 5—Administration

5.01 Conflicts of Interest

(a) Responsibilities

This standard applies to the City's staff, as well as to all agents employed by the City, in the execution of their responsibilities under the *Pension Benefits Act* (Ontario) (the "Affected Persons").

An "agent" is defined to mean a company, organization, association or individual, as well as its employees who are retained by the Administrator to provide specific services with respect to the investment, administration and management of the assets of the Master Trust.

(b) Disclosure

In the execution of their duties, the Affected Persons shall disclose any material conflict of interest relating to them, or any material ownership of securities, which could impair their ability to render unbiased advice, or to make unbiased decisions, affecting the administration of the Master Trust assets.

Further, it is expected that no Affected Person shall make any personal financial gain (direct or indirect) because of his or her fiduciary position. However, normal and reasonable fees and expenses incurred in the discharge of their responsibilities are permitted in accordance with City policies as approved by Council.

No Affected Person shall accept a gift or gratuity or other personal favour, other than one of nominal value, from a person with whom the employee deals in the course of performance of his or her duties and responsibilities for the Master Trust.

It is incumbent on any Affected Person who believes that he or she may have a conflict of interest, or who is aware of any conflict of interest, to disclose full details of the situation to the attention of the General Manager of Finance and Corporate Services and/or the Treasurer immediately. The General Manager of Finance and Corporate Services and/or the Treasurer, in turn, will decide what action is appropriate under the circumstances.

No Affected Person who has or is required to make a disclosure as contemplated in this Policy shall participate in any discussion, decision or vote relating to any proposed investment or transaction in respect of which he or she has made or is required to make disclosure, unless otherwise determined permissible by decision of the General Manager of Finance and Corporate Services and/or the Treasurer.

5.02 Related Party Transactions

The Chief Investments Officer shall not, on behalf of the Plans or the Master Trust, directly or indirectly,

- (i) lend the moneys of the Plans to a related party or use those moneys to hold an investment in the securities of a related party; or
- (ii) enter into a transaction with a related party.

The Chief Investments Officer may enter into a transaction with a related party:

- (i) for the operation or administration of the Plans if it is under terms and conditions that are not less favourable to the Plans than market terms and conditions and such transaction does not involve the making of loans to, or investments in, the related party or
- (ii) the value of the transaction is nominal or the transaction is immaterial. In assessing whether the value of the transaction is nominal or immaterial, two or more transactions with the same related party shall be considered as a single transaction.

For the purposes of Section 5.02, only the market value of the combined assets of the Fund shall be used as the criteria to determine whether a transaction is nominal or immaterial. Transactions less than 0.5% of the combined market value of the assets of the Fund are considered nominal.

The following investments are exempt from the related party rules:

- (i) investments in an investment fund or a segregated fund (as those terms are used in the *Pension Benefits Standards Regulations*) in which investors other than the administrator and its affiliates may invest and that complies with Section 9 and Section 11 of Schedule III to the *Pension Benefits Standards Regulations*;
- (ii) investments in an unallocated general fund of a person authorized to carry on a life insurance business in Canada;
- (iii) investments in securities issued or fully guaranteed by the Government of Canada, the government of a province, or an agency of either one of them;

- (iv) investments in a fund composed of mortgage-backed securities that are fully guaranteed by the Government of Canada, the government of a province, or an agency of either one of them;
- (v) investments in a fund that replicates the composition of a widely recognized index of a broad class of securities traded at a marketplace (as that term is used in the *Pension Benefits Standards Regulations*); or
- (vi) investments that involve the purchase of a contract or agreement in respect of which the return is based on the performance of a widely recognized index of a broad class of securities traded at a marketplace (as that term is used in the *Pension Benefits Standards Regulations*).

A "related party" is defined to mean the Administrator of the Plans, including any officer, director or employee of the Administrator. It also includes, the Investment Managers and their employees, a union representing employees of the employer, a member of the Master Trust, a spouse or child of the persons named previously, or a corporation that is directly or indirectly controlled by the persons named previously, and any other person constituting a "related party" under the *Pension Benefits Act (Ontario)*. Related party does not include government or a government agency, or a bank, trust company or other financial institution that holds the assets of the Master Trust.

5.03 Selecting Investment Managers

In the event that a new Investment Manager must be selected or additional Investment Manager(s) added to the existing Investment Manager(s), the Chief Investments Officer will undertake an Investment Manager search with or without the assistance of a third-party investment consultant depending on the expertise required. The criteria used for selecting an Investment Manager will be consistent with the investment and risk philosophy set out in Section 1.04 (Investment and Risk Philosophy).

5.04 Directed Brokerage Commissions

Investment Managers may use directed brokerage to pay for research and other investment related services provided they comply with, and provide the disclosure required by, the Soft Dollar Standards promulgated by the CFA Institute.

5.05 Monitoring of Asset Mix

In order to ensure that the Master Trust operates within the minimum and maximum guidelines stated in this Policy as outlined in Section 2, the Chief Investments Officer shall monitor the asset mix on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. Rebalancing between the investment mandates can take place over a reasonably short period of time after an imbalance has been identified. Rebalancing may be effected by redirecting the net cash flows to and from the Master Trust, or by transferring cash or securities between portfolios and/or Investment Managers.

5.06 Monitoring of Investment Managers

An important element in the success of this Policy is the link between the Investment Managers and the Chief Investments Officer. It is expected that the Investment Managers will communicate with the Chief Investments Officer whenever necessary. Periodic, written investment reports from the Investment Managers are sent to and reviewed by the Chief Investments Officer and form part of the monitoring process.

Meetings including telephone conference call meetings between the Investment Managers and the Chief Investments Officer will be scheduled as required. At each meeting or telephone conference call meeting, it is expected that the Investment Managers will prepare a general economic and capital markets overview, which will be distributed prior to or during the meeting. They should also include the following in their presentations:

- review of the previous period's strategy and investment results,
- discussion of how the condition of the capital markets affects the investment strategy of their respective portfolios,
- economic and market expectations,
- anticipated changes in the asset mix within the limits provided in this Policy, and,
- discussion of compliance and any exceptions.
- discussion of any votes that were cast against the wishes of company management by the Investment Managers in exercising voting rights (Section 5.08).

5.07 Dismissal of an Investment Manager

Reasons for considering the termination of the services of an Investment Manager include, but are not limited to, the following factors:

- (a) performance results which are below the stated performance benchmarks;
- (b) changes in the overall structure of the Master Trusts' assets such that the Investment Manager's services are no longer required;
- (c) change in personnel, firm structure or investment philosophy which might adversely affect the potential return and/or risk level of the portfolio; and/or
- (d) failure to adhere to this Policy.

5.08 Voting Rights

The Administrator has delegated voting rights acquired through the investments held by the Master Trust to the custodian of the securities to be exercised in accordance with the Investment Manager's instructions. Investment Managers are expected to exercise all voting rights related to investments held by the Master Trust in the interests of the members of the underlying pension plans. The Investment Managers shall report when they vote against the wishes of the company management to the Chief Investments Officer, providing information as to the reasons behind this vote.

5.09 Valuation of Investments Not Regularly Traded

The following principles will apply for the valuation of investments that are not traded regularly:

- (a) **Equities**
Average of bid-and-ask prices from two major investment dealers, at least once every calendar quarter.
- (b) **Bonds**
Same as for equities.
- (c) **Mortgages**
Unless in arrears, the outstanding principal plus/minus the premium/discount resulting from the differential between face rate and the currently available rate for a mortgage of similar quality and term, determined at least once every month.
- (d) **Real Estate**
A certified written appraisal from a qualified independent appraiser at least once every two years.

5.10 Policy Review

This Policy may be reviewed and revised at any time, but at least once every calendar year it must be formally reviewed. Should the Investment Manager(s) wish to review this Policy at any time, it is his/her responsibility to contact the Chief Investments Officer with specific recommendations.

The appropriateness of the Dynamic Investment Policy asset allocation parameters should be reviewed on an ongoing basis. A new Dynamic Investment Policy Study (Dynamic Asset-Liability Modeling Study) may be undertaken if any of the following events occur:

- (a) The plan gets significantly closer to the end-state of the flight path, including if the flight path funded ratio measurement changes significantly (to over 84%) from the starting point of the 2010 study, which was 69%.
- (b) There are significant changes to the regulations that affect the key metrics used in making decisions in the 2010 Dynamic Investment Policy Study or should affect the asset allocation in the future;
- (c) Capital market conditions change significantly such that the assumptions embedded in the 2010 Dynamic Investment Policy Study are no longer reasonable; or
- (d) The plan sponsor's risk posture changes significantly.

Appendix A - Statement of Investment Policies & Procedures Hamilton Municipal Retirement Fund

Overview

1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the "Hamilton Municipal Retirement Fund SIPP") provides the framework for the investment of the assets of the Hamilton Municipal Retirement Fund, registration number 0275123 (the "Plan");

The objective of the Hamilton Municipal Retirement Fund SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton Municipal Retirement Fund SIPP is based on the "prudent person portfolio approach" to ensure the prudent investment and administration of the assets of the Plan (the "Fund") are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

1.02 Background of the Plan

The Hamilton Municipal Retirement Fund is a contributory defined benefit plan. The plan has been closed to new entrants since 1965. Municipal employees hired after June 30, 1965 participate in the OMERS Pension Plan. Therefore, this is a closed fund and will terminate upon the death of the last retiree or successor. Effective July 1, 2001, the last active member retired from the Plan.

1.03 Plan Profile

a) Contributions

There are no active members in the Plan.

b) Benefits

2% of average annual earnings in best consecutive 5 years before retirement for each year of credited service up to 35 years reduced by 0.675% of the 5-year average earnings up to the final year's YMPE for each year of contributory service after January 1, 1966. CPP Offset suspended from date of retirement to age 65. Effective Jan 1, 2006 annual increases will not be less than the increase provided to retirees under the OMERS plan. .

c) Liabilities

As of the most recent actuarial valuation of the Plan as at December 31, 2019 there were no active members, 3 deferred members and 177 retirees and beneficiaries.

As of December 31, 2019, the going-concern liability of the plan was \$68,912,831, including a Provision for Adverse Deviation (PfAD) of \$3,700,990, compared to the actuarial value of assets of \$71,445,290. On a solvency basis, the liability was \$57,859,942, while the assets (at market) were \$71,295,290 (net of a provision for

plan windup expenses of \$150,000). On a windup basis, the liability was \$72,819,924.

1.04 Objective of the Plan

The objective of the Plans is to provide members of the Plans with retirement benefits prescribed under the terms thereof.

1.05 Investment and Risk Philosophy

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

1.06 Administration

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

1.07 Pooling of Assets

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton-Wentworth Retirement Fund and the Hamilton Street Railway Pension Plan (1994).

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the parameters set out in Section 3.02 (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

1.08 Master Trust SIPP

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton Municipal Retirement Fund.

Appendix B - Statement of Investment Policies & Procedures Hamilton Street Railway Pension Plan (1994)

Overview

1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the "Hamilton Street Railway Pension Plan SIPP") provides the framework for the investment of the assets of the Hamilton Street Railway Pension Plan (1994), registration number 0253344 (the "Plan");

The objective of the Hamilton Street Railway Pension Plan SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton Street Railway Pension Plan SIPP is based on the "prudent person portfolio approach" to ensure the prudent investment and administration of the assets of the Plan (the "Fund") are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

1.02 Background of the Plan

The current Plan dates from January 1, 1994 when two former plans – Canada Coach Lines and Hamilton Street Railway plans were merged. Effective January 1, 2009 this contributory defined benefit plan was closed to new members and active members stopped contributing and accruing service under the plan.

1.03 Plan Profile

a) Contributions

Under the terms of the Plan text, members' contributions prior to 1999 were 7.5% of earnings less contributions made to Canada Pension Plan. For the calendar years 1999 through 2008, members (depending on the year) either enjoyed a contribution holiday or were limited to contribution rates of 1% of earnings. Effective January 2009, as members became City employees, no member contributions have been required or permitted to be made to the Plan.

b) Benefits

Members receive a pension equal to 1.5% of average pensionable earnings up to the average Year's Maximum Pensionable Earnings (YMPE) as established under the Canada Pension Plan, plus 2% of the excess, multiplied by years of credited service accrued up to December 31, 2008. The "average pensionable earnings" are defined as the average of best five years' earnings during the member's credited service and OMERS credited service, if any. The "average YMPE" is defined as the average of the YMPE for the last thirty-six complete months of plan membership.

In the event that pensions accrued under the prior plan exceed the pension accrued under the current plan for service prior to July 1, 1980, then the pension is increased accordingly. Pensions are subject to annual indexing equal to the indexing provided

to retirees under the OMERS plan (100% of inflation to a maximum of 6% per annum).

c) Liabilities

As of the most recent actuarial valuation of the Plan as at January 1, 2020, there were 315 active members, 29 deferred members and 610 retirees and beneficiaries. The average age of the active members was approximately 54.3 years with average pensionable earnings of \$70,474.

As of January 1, 2020, the going-concern liability of the plan was \$228,695,400, including a Provision for Adverse Deviation (PfAD) of \$17,103,300, compared to the actuarial value of assets of \$211,167,500. On a solvency basis, the liability was \$216,314,100 while the assets (at market) were \$210,967,500 (net of a provision for plan windup expenses of \$200,000). On a windup basis the liability was \$315,487,000.

The going-concern deficit is being eliminated through a series of special payments. No special payments are required for the solvency deficit since the solvency ratio exceeds .85.

1.04 Objective of the Plan

The objective of the Plan is to provide members of the Plan with retirement benefits prescribed under the terms thereof.

1.05 Investment and Risk Philosophy

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

1.06 Administration

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

1.07 Pooling of Assets

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton-Wentworth Retirement Fund and the Hamilton Municipal Retirement Fund.

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the

parameters set out in Section 3.02 (a), (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

1.08 Master Trust SIPP

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton Street Railway Pension Plan (1994).

Appendix C - Statement of Investment Policies & Procedures The Hamilton-Wentworth Retirement Fund

Overview

1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the "Hamilton-Wentworth Retirement Fund SIPP") provides the framework for the investment of the assets of the Hamilton-Wentworth Retirement Fund, registration number 1073352 (the "Plan");

The objective of the Hamilton-Wentworth Retirement Fund SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton-Wentworth Retirement Fund SIPP is based on the "prudent person portfolio approach" to ensure the prudent investment and administration of the assets of the Plan (the "Fund") are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

1.02 Background of the Plan

The Plan is a contributory, defined benefit Plan. Effective January 1, 1985 all active Region Other Participants, excluding Police Civilians, were transferred to OMERS. The liability to transfer such members to OMERS was met by monthly payments of \$115,187 until December 31, 2000 and monthly payments of \$361 thereafter, concluding September 30, 2003. Effective January 1, 2002, the last active member retired from the plan.

1.03 Plan Profile

a) Contributions

Under the terms of the Plan text:

For normal retirement age 60 class:

- 1) Senior Police Officers: contributions should be 7% of earnings up to the YMPE plus 8.5% of contributory earnings in excess of YMPE.
- 2) Other Police Officers: contributions should be 6.5% of earnings up to YMPE plus 8% of contributory earnings in excess of YMPE.

For a normal retirement age of 65 contributions should be 5.75% of earnings.

b) Benefits

2% of average annual earnings in best 5 years before retirement for each year of credited service up to 35 years reduced by 0.675% of the 5-year average earnings up to the final year's YMPE for each year of contributory service after January 1, 1966. CPP Offset suspended from date of retirement to age 65. Effective Jan 1, 2006 annual increases will not be less than the increase provided to retirees under the

OMERS plan, which is currently equal to 100% of the increase in the Consumer Price Index to a maximum of 6.0% per annum.

c) Liabilities

As of the most recent actuarial valuation of the Plan as at December 31, 2019, there were no active members, no deferred members and 140 retirees and beneficiaries.

As of December 31, 2019, the going-concern liability of the plan was \$52,830,000, including a Provision for Adverse Deviation (PfAD) of \$4,304,000, compared to the actuarial value of assets of \$54,821,009. On a solvency basis, the liabilities were \$50,907,000 while the assets were \$54,751,000 (net of a provision for plan windup expenses of \$70,000). On a windup basis the liability was \$64,241,000.

1.04 Objective of the Plan

The objective of the Plan is to provide members of the Plan with retirement benefits prescribed under the terms thereof.

1.05 Investment and Risk Philosophy

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

1.06 Administration

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

1.07 Pooling of Assets

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton Street Railway Pension Plan (1994) and the Hamilton Municipal Retirement Fund.

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the parameters set out in Section 3.02 (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

1.08 Master Trust SIPP

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton-Wentworth Retirement Fund Pension Plan.

Appendix D – Compliance Reports

**The City of Hamilton Master Trust
Index Bond Manager**

**Compliance Report for the Quarter Ended _____
(date)**

		GUIDELINES	POLICY COMPLIED WITH YES/NO *
ASSET MIX (at Market Value)		%	
FIXED INCOME	BONDS	100%	
CASH	SHORT-TERM & CASH	0%	
CONSTRAINTS			
GENERAL	Investment Policy Section 3.01 – General Guidelines		
BONDS	Investment Policy Section 3.02 (b) – Bonds		
CASH	Investment Policy Section 3.02 (c) – Cash		
DERIVATIVES	Investment Policy Section 3.02 (c) – Derivatives		
OTHER	Investment Policy Section 3.02 (e) – Other Investments		
INDEX	Investment Policy Section 3.02 (f) – Index Mandates		
QUALITY REQUIREMENTS	Investment Policy Section 3.03 – Minimum Quality Requirements		
QUANTITY RESTRICTIONS	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
PRIOR PERMISSION	Investment Policy Section 3.05 – Prior Permission Required		
PROHIBITED INVESTMENTS	Investment Policy Section 3.06 – Prohibited Investments		
SECURITIES LENDING	Investment Policy Section 3.07 – Securities Lending		
RESPONSIBILITIES	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
STANDARDS OF PROFESSIONAL CONDUCT	Investment Policy Section 4.04 - Standards of Professional Conduct		
CONFLICTS OF INTEREST	Investment Policy Section 5.01 - Conflicts of Interest		
VOTING RIGHTS	Investment Policy Section 5.08 - Voting Rights		

* If policy not complied with, comment on specifics

COMPLETED BY: _____ **SIGNED BY:** _____

**The City of Hamilton Master Trust
Index Equity Manager**

**Compliance Report for the Quarter Ended _____
(date)**

		GUIDELINES	POLICY COMPLIED WITH YES/NO *
ASSET MIX (at Market Value)		%	
EQUITIES			
	U.S.		
	EAFE		
	TOTAL FOREIGN		
CASH	SHORT-TERM & CASH		
CONSTRAINTS			
GENERAL	Investment Policy Section 3.01 – General Guidelines		
EQUITIES	Investment Policy Section 3.02 (a) – Canadian and Foreign Equities		
CASH	Investment Policy Section 3.02 (c) – Cash and Short Term Investments		
DERIVATIVES	Investment Policy Section 3.02 (d) – Derivatives		
OTHER INVESTMENTS	Investment Policy Section 3.02 (e) – Other Investments		
INDEX	Investment Policy Section 3.02 (f) – Index Mandates		
QUALITY REQUIREMENTS	Investment Policy Section 3.03 – Minimum Quality Requirements		
QUANTITY RESTRICTIONS	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
PRIOR PERMISSION	Investment Policy Section 3.05 – Prior Permission Required		
PROHIBITED INVESTMENTS	Investment Policy Section 3.06 – Prohibited Investments		
SECURITIES LENDING	Investment Policy Section 3.07 – Securities Lending		
BORROWING	Investment Policy Section 3.08 – Borrowing		
RESPONSIBILITIES	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
STANDARDS OF PROFESSIONAL CONDUCT	Investment Policy Section 4.04 - Standards of Professional Conduct		
CONFLICTS OF INTEREST	Investment Policy Section 5.01 - Conflicts of Interest		
VOTING RIGHTS	Investment Policy Section 5.08 - Voting Rights		

* If policy not complied with, comment on specifics

COMPLETED BY: _____ **SIGNED BY:** _____

**The City of Hamilton Master Trust
Active Bond Manager**

**Compliance Report for the Quarter Ended _____
(date)**

		GUIDELINES	POLICY COMPLIED WITH YES/NO *
ASSET MIX (at Market Value)		%	
FIXED INCOME	BONDS	100%	
CASH	SHORT-TERM & CASH	0%	
CONSTRAINTS			
GENERAL	Investment Policy Section 3.01 – General Guidelines		
BONDS	Investment Policy Section 3.02 (b) – Bonds		
CASH	Investment Policy Section 3.02 (c) – Cash		
DERIVATIVES	Investment Policy Section 3.02 (c) – Derivatives		
OTHER	Investment Policy Section 3.02 (e) – Other Investments		
INDEX	Investment Policy Section 3.02 (f) – Index Mandates		
QUALITY REQUIREMENTS	Investment Policy Section 3.03 – Minimum Quality Requirements		
QUANTITY RESTRICTIONS	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
PRIOR PERMISSION	Investment Policy Section 3.05 – Prior Permission Required		
PROHIBITED INVESTMENTS	Investment Policy Section 3.06 – Prohibited Investments		
SECURITIES LENDING	Investment Policy Section 3.07 – Securities Lending		
RESPONSIBILITIES	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
STANDARDS OF PROFESSIONAL CONDUCT	Investment Policy Section 4.04 - Standards of Professional Conduct		
CONFLICTS OF INTEREST	Investment Policy Section 5.01 - Conflicts of Interest		
VOTING RIGHTS	Investment Policy Section 5.08 - Voting Rights		

* If policy not complied with, comment on specifics

COMPLETED BY: _____ **SIGNED BY:** _____

**The City of Hamilton Master Trust
Active Equity Manager**

**Compliance Report for the Quarter Ended _____
(date)**

		GUIDELINES	POLICY COMPLIED WITH YES/NO *
ASSET MIX (at Market Value)		%	
EQUITIES	CANADIAN		
	U.S.		
	EAFE		
	TOTAL FOREIGN		
CASH	SHORT-TERM & CASH		
CONSTRAINTS			
GENERAL	Investment Policy Section 3.01 – General Guidelines		
EQUITIES	Investment Policy Section 3.02 (a) – Canadian and Foreign Equities		
CASH	Investment Policy Section 3.02 (c) – Cash and Short Term Investments		
DERIVATIVES	Investment Policy Section 3.02 (d) – Derivatives		
OTHER INVESTMENTS	Investment Policy Section 3.02 (e) – Other Investments		
INDEX	Investment Policy Section 3.02 (f) – Index Mandates		
QUALITY REQUIREMENTS	Investment Policy Section 3.03 – Minimum Quality Requirements		
QUANTITY RESTRICTIONS	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
PRIOR PERMISSION	Investment Policy Section 3.05 – Prior Permission Required		
PROHIBITED INVESTMENTS	Investment Policy Section 3.06 – Prohibited Investments		
SECURITIES LENDING	Investment Policy Section 3.07 – Securities Lending		
BORROWING	Investment Policy Section 3.08 – Borrowing		
RESPONSIBILITIES	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
STANDARDS OF PROFESSIONAL CONDUCT	Investment Policy Section 4.04 - Standards of Professional Conduct		
CONFLICTS OF INTEREST	Investment Policy Section 5.01 - Conflicts of Interest		
VOTING RIGHTS	Investment Policy Section 5.08 - Voting Rights		

* If policy not complied with, comment on specifics

COMPLETED BY: _____ **SIGNED BY:** _____



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

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Kirk Weaver (905) 546-2424 Ext. 2878 Brian McMullen (905) 546-2424 Ext. 4549
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

- (a) That the General Manager, Finance and Corporate Services, be authorized to enter into and execute any necessary agreements, including any agreements with Infrastructure Ontario's Loan Program, to secure the capital funding required for CityHousing Hamilton Corporation project at 55 Queenston Road with content acceptable to the General Manager, Finance and Corporate Services and in a form satisfactory to the City Solicitor;
- (b) That the General Manager, Finance and Corporate Services, be authorized and directed to negotiate and confirm the terms, placement and issuance of all debenture issue(s) and / or private placement debenture issue(s), in either a public or private market and / or bank loan agreements and debenture issue(s) and / or variable interest rate bank loan agreements and debenture issue(s), in an amount not to exceed \$4,200,000 Canadian currency in support of CityHousing Hamilton for project at 55 Queenston Road;

**SUBJECT: Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide) –
Page 2 of 6**

- (c) That the General Manager, Finance and Corporate Services, be authorized and directed to enter into and execute any necessary agreements, to engage the services of all required persons, agencies and companies to secure the terms and issuance of the debenture issue(s) described in recommendation (b) to Report FCS19068(a) including, but not limited to, external legal counsel, fiscal agents and financial professionals, with content acceptable to the General Manager, Finance and Corporate Services and in a form satisfactory to the City Solicitor;
- (d) That the General Manager, Finance and Corporate Services, Mayor and City Clerk are individually authorized and directed to enter into and / or execute, on behalf of the City of Hamilton, all agreements and necessary ancillary documents to implement Recommendation (b) to Report FCS19068(a) and in order to secure the terms and issuance of the debenture issue(s) described in Recommendation (b) to Report FCS19068(a) with content acceptable to the General Manager, Finance and Corporate Services and in a form satisfactory to the City Solicitor;
- (e) That the General Manager, Finance and Corporate Services be authorized and directed to administer all agreements and necessary ancillary documents described in Recommendations (a), (c) and (d) to Report FCS19068(a);
- (f) That staff be directed to prepare, for Council's consideration, all necessary By-law(s) to authorize and implement CityHousing Hamilton Corporation projects as attached in Appendix "A" to Report FCS19068(a) including By-laws for the purpose of authorizing the debenture issue(s) in accordance with Recommendations (b), (c), (d), (e), and (f) to Report FCS19068(a) and any by-laws necessary to negotiate, place and secure the required capital funding in accordance with Recommendation (a) to Report FCS19068(a).

EXECUTIVE SUMMARY

The Board of Directors of CityHousing Hamilton Corporation (CHH) have passed resolutions at their September 29, 2020 Board meeting for additional debt financing of \$8,144,000 for CHH projects. This report seeks authority for \$4,200,000 of that request related to the project at 55 Queenston Road.

There are five projects in development that are related to the additional financing request:

55 Queenston Road (Queenston)
 104-106 Bay Street North (Bay-Cannon)
 253 King William Street (Wellington-King William)
 701 Upper Sherman Avenue (Macassa)
 150 Violet Drive (Riverdale)

**SUBJECT: Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide) –
Page 3 of 6**

CHH undertook a review and analysis of the costs for each project given that the original project costing was undertaken in 2017. Since that time, significant construction cost escalation has occurred in the market resulting in identified increases in costs. CHH Report 17021(c) outlines several measures the Board is planning to take to address these cost pressures. One of these measures involves seeking additional debt financing beyond what had been previously approved for some of these projects.

The purpose of Report FCS19068(a) is to:

Request the authority to negotiate, secure and guarantee debenture issues, where required, for CHH debt of \$4,200,000; and

Provide Council with an updated Annual Debt Repayment Limit as required by Ontario Regulation 403/02 of the *Municipal Act*.

The City of Hamilton issues or secures debt instruments (debentures or loans) when the need exists and market conditions are right to attain funds to finance Capital Projects in accordance with the City's Debt Management Policy and Lease Financing Policy (Report FCS13074). Before authorizing any capital project or class of work or any increase in expenditure for a previously authorized capital project or class of work that would require a long-term debt or financial obligation, the municipal Treasurer shall calculate an updated repayment limit.

Using the 2020 Annual Repayment Limit (ARL), sent by the Ministry, the City Treasurer has calculated an updated ARL of \$201.2 M, shown on Appendix "A" to Report FCS19068(a). According to this calculation, the updated ARL of \$201.2 M represents a maximum amount which the City could commit to payments related to debt and financial obligations before the statutory limit is breached. The annual debt service requirement for the additional debt requested for these CHH projects of \$4,200,000 results in projected total debt servicing costs well below the updated ARL of \$201.2 M.

Appendix "B" to Report FCS19068(a) provides a summary of the request from CityHousing Hamilton. Additional information and recommendations related to Service Manager Consents for two of these projects (Queenston and Bay-Cannon) are contained in Report HSC20055 scheduled to be considered by Emergency and Community Services Committee on December 10, 2020.

Alternatives for Consideration – Not Applicable

SUBJECT: Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide) – Page 4 of 6

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The City's Capital Financing Plan takes into account borrowing to finance municipal capital projects with the associated debt charges included in the Tax Supported Operating Budget and the Rate Supported Water, Wastewater, Stormwater Operating Budget.

The City's total consolidated municipal and housing corporation (CityHousing Hamilton Corporation (CHH)) outstanding debt, as at December 31, 2019, was \$432,709,000 which is below the statutory limits of \$2,088,609,171.

Negotiating, securing and guaranteeing debenture issues, where required, for CHH debt of \$4,200,000 does not impact the City's Tax Supported or Rate Supported Operating Budgets as the debt and related debt servicing costs will be reported by CHH. Financial details on CHH's updated development strategy were approved at the CHH Board meeting of September 29, 2020 (confidential report CHH Report #17021(c)).

Staffing: N/A

Legal: Outside legal counsel is required in order to execute the issuance of debentures.

HISTORICAL BACKGROUND

Council approval is required to authorize the issuance of debentures in accordance with the City's Debt Management Policy and Lease Financing Policy (Report FCS13074).

On March 27, 2018, the Board of Directors of CHH passed resolutions through confidential Report #17021(b) requesting CHH debt of \$24,539,000 for a Development Strategy to renovate, rebuild and build new social and affordable housing.

On April 11, 2018, Council approved CHH debt of \$24,539,000 through Report FCS18011 respecting Authority to Negotiate and Place a Debenture(s) in Audit, Finance and Administration Committee Report 18-004 which included debt for the following locations relevant to Report FCS18011:

\$8,533,000	Bay / Cannon
\$1,656,000	Wellington-King William
\$4,600,000	Macassa

**SUBJECT: Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide) –
Page 5 of 6**

On September 29, 2020, the Board of Directors of CHH passed resolutions through Confidential Report #17021(c), requesting additional debt financing of up to \$8,144,000 related to the three CHH project sites.

Two of the projects, Queenston and Riverdale, did not previously require debt financing. Housing Services staff through Report HSC20055, scheduled for Emergency and Community Service Committee on December 10, 2020, are seeking to provide Service Manager consent for the Bay / Cannon and Queenston projects. In order to maintain alignment with these consents, staff is recommending that Council authorize the additional debt required for the Queenston project in the amount of \$4,200,000. Further debt authority, if required, would be sought at the time of Service Manager consent on the remaining projects.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Report FCS19068(a) meets the requirements of the City of Hamilton's Debt Policy, whereby Council authority is required to issue debt.

RELEVANT CONSULTATION

Legal and Risk Management Services Division, Corporate Services Department

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The recommendations in Report FCS19068(a) will allow the General Manager, Finance and Corporate Services, to negotiate the terms and issuance of a debenture(s) up to \$4,200,000 over several years to finance a CityHousing Hamilton Corporation (CHH) project at 55 Queenston Road.

The Provincial Government of Ontario establishes an Annual Repayment Limit representing the maximum amount which a municipality can commit to payments for debt obligations. Before authorizing any capital project or class of work or any increase in expenditure for a previously authorized capital project or class of work that would require a long-term debt or financial obligation, the municipal Treasurer shall calculate an updated limit.

Using the 2020 Annual Repayment Limit (ARL), sent by the Ministry, the City Treasurer has calculated an updated ARL of \$201.2 M, shown on Appendix "A" to Report FCS190068(a). According to this calculation, the updated ARL of \$201.2 M represents a maximum amount which the City could commit to payments related to debt and financial obligations before the statutory limit is breached. The annual debt service requirement for the additional debt requested for these CHH projects of \$4,200,000 results in projected total debt servicing costs well below the updated ARL of \$201.2 M.

**SUBJECT: Authority to Negotiate and Place a Debenture Issue(s) for CityHousing Hamilton Corporation (CHH) Projects (FCS19068(a)) (City Wide) –
Page 6 of 6**

The City of Hamilton's updated ARL is attached as Appendix "A" to Report FCS19068(a).

Through the revised CHH Development Strategy approved by the CHH Board on September 29, 2020, the updated cost estimates related to the projects to be undertaken may result in an opportunity to apply additional Development Charges funds to these projects. Staff will review this strategy and advise CHH staff of any available Development Charges funds.

ALTERNATIVES FOR CONSIDERATION

N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Economic Prosperity and Growth

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

Clean and Green

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

Built Environment and Infrastructure

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

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 FCS19068(a) – City of Hamilton Treasurer's Updated 2020 Annual Repayment Limit

Appendix "B" to Report FCS19068(a) – Letter from CityHousing Hamilton Requesting Additional Debt Financing

KW/dt

**City of Hamilton Treasurer's Updated 2020
Annual Repayment Limit**

Annual Repayment Limit - effective January 1, 2020, as calculated by the Ministry of Municipal Affairs and Housing, based on 2019 Financial Information Return	\$275,795,317
Annual debt service charges on City Municipal debt approved to date 2020 and prior years but not yet issued (\$465.0 M @ 5% for 15-year term)	-\$44,795,926
Annual debt service charges on City Municipal debt in respect of ICIP Transit debt approved but not yet issued (\$83.6 M @ 5% for 15-year term)	-\$8,055,294
Annual debt service charges on City Municipal debt in respect of West Harbour debt approved but not yet issued (\$2.9 M @ 5% for 15-year term)	-\$282,283
Annual debt service charges on City Municipal debt in respect of Housing 10-year Strategy debt approved but not yet issued (\$10.0 M @ 1.75% for 20-year term)	-\$596,912
Annual debt service charges on CityHousing Hamilton debt approved but not yet issued and guaranteed by City of Hamilton (\$59.3 M @ 5% for 30-year term)	-\$3,856,250
Annual debt service charges on Municipal and Development Charges debt approved but not yet issued - 2020 Tax and Rate Supported Budget (\$107.7 M @ 5% for 15-year term)	-\$10,373,174
Annual debt service charges on Municipal and Tax Supported Development Charges debt approved but not yet issued - Police Station 40 (\$8 M @ 5% for 15-year term)	-\$770,738
Annual debt service charges in 2020 resulting from 2018 debenture issue of \$110.82 M	-\$10,587,004
Annual debt service charges on debentures discharged in 2018 and 2019	\$4,707,558
Adjustment for annual debt service charges on outstanding CityHousing Hamilton mortgages and City of Hamilton Tangible Capital Leases	\$36,094
Updated 2020 Annual Repayment Limit - a calculation by the Treasurer representing an estimate of the maximum amount available to commit to annual debt service charges	\$202,221,385
Debenture amount at 5% interest rate for 15-year term (amortizer) corresponding to the annual debt service charges of \$201,221,385	\$2,088,609,171

Note: Anomalies due to rounding



October 13, 2020

RE: Development Design Strategy #17021(c)

Dear Committee,

On September 29th, 2020 CityHousing Hamilton (CHH)'s Board of Directors approved Report #17021(c), to proceed with the updated budgets for Phase 1 of Bay-Cannon and Queenston due to the increasing costs of construction. Through implementing the recommended financial strategy of increasing the amortization period to 40 years, taking on the additional serviceable debt of \$8.14M, and through pursuing the maximum forgivable loan contribution from CMHC's Co-Investment Fund.

As part of this strategy, CHH has requested the City of Hamilton's approval of the development plan, amortization period as well as the necessary guarantee and preparation of the related agreements for the debt financing to the upset limit of \$8.14M as outlined in Report #17021(c).

The recommended 40-year amortization period will help increase CHH's current cash flows and ability to meet the growing demand for affordable housing while aligning with CMHC affordable housing amortization period. By increasing our amortization period to 40 years, CHH could increase the amount of debt that could be serviced.

Many other affordable housing providers have implemented a similar strategy, with a survey conducted of 12 affordable housing providers revealing an average amortization period of 42 years as part of the Development Reset Study.

With this financial strategy, CHH can continue momentum on housing development while determining the most feasible strategy to deliver quality affordable housing to the community. Allowing CHH to continue development in a financially sustainable way while increasing the amount of housing provided through net new affordable market units, without employing options that either would reduce any affordability or add additional tax levy to the City of Hamilton.

Sincerely,


A handwritten signature in blue ink, appearing to read "Rochelle Desouza".

Rochelle Desouza
Chief Financial Officer
CityHousing Hamilton

Attn: Report #17021(c): Development Design Strategy Reset



CITY OF HAMILTON
CITY MANAGERS OFFICE
Digital Innovation & Strategic Partnerships

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	Dec 10, 2020
SUBJECT/REPORT NO:	2021 Grant Advances – City Enrichment Fund (GRA20004) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Monique Garwood (905) 546-2424 Ext. 3991
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer City Manager's Office
SIGNATURE:	

RECOMMENDATION

- (a) That effective Jan 1, 2021, an advance of funds be provided to the organizations specified in the attached Appendix “A” to Report GRA20004, and;
- (b) That any outstanding arrears due to the City of Hamilton by the organizations (as shown in the attached Appendix “A” to Report GRA20004) be first applied against the approved grant funding, including advances until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

EXECUTIVE SUMMARY

In 2015, Council approved the launch of the new City Enrichment Fund. Organizations that were previously funded through Boards & Agencies were transitioned over to the new program. In order to avoid undue hardship to their operations, it was felt that the advances should continue and have continued annually since.

For the organizations listed in the report (attached as Appendix “A” to Report GRA20004), the City follows a policy which ensures that grant payments are not made until outstanding arrears owing to the City of Hamilton are paid off.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

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: 2021 Grant Advances – City Enrichment Fund (GRA20004) (City Wide)
- Page 2 of 2

Financial: Based on Council approval of the 2021 funding levels, the remaining payments to these organizations would be adjusted to ensure that total payment amounts do not exceed the 2020 Council approved funding level, which is expected by June 2021.

Staffing: None

Legal: None

HISTORICAL BACKGROUND

The City has been supporting various Boards and Agencies with operational funding in the past. Since these organizations depend on the City to fund their operational expenditures, past practice has been to provide regular on-going payments pending the approval of the City Budget for each year. The proposed payment schedule closely follows that of 2020.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

RELEVANT CONSULTATION

Corporate Services Finance and City Manager's Office staff were consulted and jointly prepared this report.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

To be consistent with prior years, staff is seeking Council Approval to continue funding as of January 2021, for those organizations that receive funding (attached as Appendix "A" to Report GRA20004) on a monthly basis, pending approval of the 2020 budget. The funding is based on the previous year's budget and is adjusted if necessary, when the current year's budget receives Council Approval.

ALTERNATIVES FOR CONSIDERATION – Not Applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Economic Prosperity and Growth

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

Culture and Diversity

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to GRA20004 – 2021 Advance, City Enrichment Fund

City Enrichment Fund
 Requiring Advance Payments in 2021

Agency	Advance Payment Schedule for 2021	#of Payments (advance)	2020 Approved Annual Budget	2021 Advance Payment Amount (Monthly)	2021 Advance Payment Amount (5 Payments)
Art Gallery of Hamilton	1st of each month	5	\$1,000,000.00	\$83,333.33	\$416,666.67
Theatre Aquarius	1st of each month	5	\$265,302.00	\$22,108.50	\$110,542.50
Hamilton Philhamonic Orchestra	1st of each month	5	\$175,099.00	\$14,591.58	\$72,957.92
Brott Music Festival	1st of each month	5	\$182,800.00	\$15,233.33	\$76,166.67
Total			\$1,623,201.00	\$135,266.75	\$676,333.75



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

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11)
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(S)

That the General Manager, Finance and Corporate Services, be authorized to enter into a deferred payment arrangement with a four-month repayment period commencing in January 2021, pertaining to water and wastewater / storm charges for a total amount of \$230,229.52 regarding Alectra Utilities (Alectra) account numbers 5092581300 and 6092581300 with the service address of 9252 Twenty Road West, Mount Hope.

EXECUTIVE SUMMARY

In March 2017, Council approved the Water and Wastewater / Storm Billing Payment Arrangement Policy (Policy) which requires that all water and / or wastewater / storm deferred payment arrangements exceeding \$100 K be referred to the Audit, Finance and Administration Committee for approval (for details refer to Report FCS17029).

As such, Report FCS20107 is provided for the recommended authorization of a deferred payment arrangement with a four-month repayment period for Alectra account numbers 5092581300 and 6092581300 regarding 9252 Twenty Road West, Mount Hope (Twenty Place). Twenty Place, located on Twenty Road just west of Upper James Street in Mount Hope, is an 81-acre community comprised of bungalows, townhomes and mid-rise condo units.

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

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SUBJECT: 9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11) – Page 2 of 5

A few events have led to significant catch-up billings reflecting unbilled consumption for the two Twenty Place accounts:

- For each of the two high flow measuring elements a multiplier factor of 10 is required to be applied to the meter reading in order to accurately record the water consumption. Without applying the required multiplier factor, actual water consumption would be significantly underbilled. Due to a manual error that occurred at Alectra, an incorrect multiplier factor was applied to the high flow side of one of Twenty Place's water meters from March 2019 to November 2020.
- The two water meters' measuring elements were replaced in July 2020 by Hamilton Water's meter contractor, Neptune Technologies. However, the new meter information was not sent to Alectra until November 2020 resulting in estimated billings and billing delays since July 2020.
- A change in the property management company which receives and pays the water bills for Twenty Place resulted in some preauthorized payments being returned as unpaid.

The resulting catch-up billings, reflecting the unbilled portion, total \$230,229, a significant amount that would represent an undue financial hardship for WCC275 if billed in its entirety immediately.

The Policy allows for customers to request to enter into an optional payment arrangement to address water and / or wastewater / storm billings. In this case, Twenty Place has requested to pay the catch-up billings over a four-month period commencing in January 2021. As Twenty Place was not at fault for the unbilled consumption and quite understanding of the situation, in general, staff supports the relatively short-term payment arrangement.

Alternatives for Consideration – N/A

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Water and wastewater / storm revenue recovery related to a significant underbilled consumption will be realized in a reasonable timeframe.

Staffing: N/A

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SUBJECT: 9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11) – Page 3 of 5

Legal: The City's ability to recover water and wastewater revenue is not impaired by entering into a deferred payment arrangement with the customer. In the event a deferred payment instalment becomes delinquent, the outstanding balance would be immediately transferred to the property tax roll. In such circumstances, the fees and charges added to the tax roll will have priority lien status as described under Section 1 of the *Municipal Act, 2001*.

HISTORICAL BACKGROUND

Report FCS20107 is being brought forward in accordance with the City's Water and Wastewater / Storm Billing Payment Arrangement Policy (Policy) approved by Council in March 2017. The Policy requires that all water and / or wastewater deferred payment arrangements exceeding \$100 K be referred to the Audit, Finance and Administration Committee for approval.

Twenty Place, located on Twenty Road just west of Upper James Street in Mount Hope, is an 81-acre community comprised of bungalows, townhomes and mid-rise condo units.

Twenty Place is serviced with two water service lines that are metered at the property line with two 250mm compound water meters so effectively, the 657 residential units within the community are bulk metered. The 250mm water meters are the largest size meters in service and are not common as there are only approximately 30 250mm water meters within the entire Hamilton water distribution system.

A compound meter is designed to accurately measure high and low flow rates and as such, have two measuring elements (one for low flows and one for high flows) so that two "odometer" readings are obtained for each billing cycle and commonly referred to as the "high" and "low" sides of the compound meter. Each compound meter represents an Alectra water account that is billed to a property management company engaged by the condominium corporation (WCC275).

A few events have led to significant catch-up billings reflecting unbilled consumption for the two Twenty Place accounts:

- For each of the two high flow measuring elements a multiplier factor of 10 is required to be applied to the meter reading in order to accurately record the water consumption. Without applying the required multiplier factor, actual water consumption would be significantly underbilled. Due to a manual error that occurred at Alectra, an incorrect multiplier factor was applied to the high flow side of one of Twenty Place's water meters from March 2019 to November 2020.

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SUBJECT: 9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11) – Page 4 of 5

- The two water meters' measuring elements were replaced in July 2020 by Hamilton Water's meter contractor, Neptune Technologies. However, the new meter information was not sent to Alectra until November 2020 resulting in estimated billings and billing delays since July 2020.
- A change in the property management company which receives and pays the water bills for Twenty Place resulted in some preauthorized payments being returned as unpaid.

The resulting catch-up billings, reflecting the unbilled portion, total \$230,229, a significant amount that would represent an undue financial hardship for WCC275 if billed in its entirety immediately.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

As the amount proposed for a deferred payment arrangement exceeds \$100 K, the City's Water and Wastewater / Storm Billing Payment Arrangement Policy is applicable.

RELEVANT CONSULTATION

Alectra Utilities has provided detailed water billing information related to the water accounts of Twenty Place and will have the customer formally enter into a payment arrangement upon approval of the Recommendation of Report FCS20107.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

There have been several significant catch-up or back billed water and / or wastewater / storm billings in the past particularly with large-use customers where deferred payment arrangements have been requested by customers. However, there have only been three circumstances since 2008 where staff has required Council approval for an arrangement exceeding \$100 K. Deferred interest-free payment arrangements are a reasonable measure to ensure the City recovers water and wastewater revenue without creating undue hardship for customers.

The Policy allows for customers to request to enter into an optional payment arrangement to address water and / or wastewater / storm billings. In this case, Twenty Place has requested to pay the catch-up billings over a four-month period commencing in January 2021. As Twenty Place was not at fault for the unbilled consumption and quite understanding of the situation in general, staff supports the relatively short-term payment arrangement.

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SUBJECT: 9252 Twenty Road West, Mount Hope – Water and Wastewater / Storm Charges Deferred Payment Arrangement (FCS20107) (Ward 11) – Page 5 of 5

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.

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

N/A

JS/dt

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

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



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 10, 2020
SUBJECT/REPORT NO:	Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Pauline Kajiura (905) 546-2424 Ext. 2567
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer City Manager's Office
SIGNATURE:	

COUNCIL DIRECTION

At the Audit, Finance and Administration meeting of November 19, 2020, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee presented a Citizen Committee Report -- Budget Expenditure Requests (Added Item 9.4).

The Audit, Finance and Administration directed staff to prepare a report with additional information on Motion 7.3 as follows:

- (a) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist spectrum Hamilton in running their online events and weekly online peer support;
- (b) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist Kyle's Place in stocking their food pantry;
- (c) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist the Sex Workers' Action Program Hamilton (SWAP) in supporting their ongoing drive to compile Harm Reduction Outreach Packages; and,
- (d) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist The SPACE Youth Centre in supporting their OQRA and Kaleidoscope programs.

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INFORMATION

Staff reviewed the City of Hamilton's Volunteer Committee Financial Funding Structure, previous expenses of the LGBTQ Advisory Committee, and the applicable division the operational work of the committee is embedded within the City structure (City Manager's Office).

Staff concluded that the LGBTQ Advisory Committee expenses as proposed fall within the financial guideline and are consistent with the committee's 2020 approved workplan. Staff's conclusion is based on the following:

1. The Volunteer Committee (VC) Funding Structure Guideline recognizes special event or project initiative costs that are part of the Business Planning/Budget Submissions by the VC. The actual expenditures should not exceed the budgeted allocation for the committee.

Further, the Policy specifically states that "*...it's up to each Department to ensure the applicable Department is ultimately responsible for the expenditures incurred by the VC. As such, any financial policies or guidelines should reflect those of the Department. For example, if a particular group desires to accept donations to assist with their mandate, existing departmental policies and procedures must be adhered to. If a policy does not exist then one should be developed (with assistance from applicable areas such as Legal)*". The proposed expenses are consistent with community-driven strategic partnerships targeting capacity building and improving outcomes for equity-seeking community groups.

2. The LGBTQ Advisory Committee's terms of reference state, "*The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.*"
3. The proposed expenses also largely fall within the 2020 approved workplan of the committee, which are:
 - Partnership in the development and sharing of community resources and information;
 - Social marketing regarding positive spaces, including materials, focus groups, awareness, etcetera;

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- Partner with community groups for awareness campaigns at significant events in the LGBTQ community;
 - Subsidizing membership participation in workshops/conferences relevant to committee objectives.
4. Staff reviewed previous expenses of the LGBTQ Advisory Committee for operational consistency. Findings showed that the committee had provided similar partnership support directly to other community organizations in the past – such as a \$500 support to Pride Hamilton in 2019 for costs associated with supplying filtered water at the Pride event in Gage Park. Staff also worked with Finance Division to review expenditure requests from other Committees of Council and concluded that similar such supports have been provided by other Committees of Council this year and in years past that align to the respective mandates of those committees and are aligned to the Volunteer Committees (VCs) Funding Structure Guidelines
5. The programs named in the proposed budget expenditures are those provided to members of the Two-Spirit and LGBTQIA+ communities in Hamilton during the pandemic and have been, verbally, affirmed to use the funds before the end of December 2020. Staff further requested and obtained additional information on these program and events programs, with details below:
- The \$500 partnership support for spectrum Hamilton is to assist with running their online events and weekly online peer support program. Specifically, the event details include:
 - A weekly check-in program to stay connected with youth who attended spectrum’s in-person programming before COVID-19, and to make new connections with 2SLGBTQIA+ youth throughout COVID-19. These include messaging participants once a week, to “check-in” on how they are doing and to provide peer and emotional support, help problem solve any issues, and help connect with other resources in the community.
 - Online programming during COVID-19 also includes two online peer support sessions for 2SLGBTQIA+ youth in Hamilton each week. These have open hours, when spectrum staff are available online to support youth and connect them with resources.
 - The \$500 partnership support for Kyle's Place is to assist with stocking their food pantry. Specifically, the program details include:

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- Responding to the increased need for the food pantry during COVID-19. In keeping with their mandate, this fosters community, support, advocacy and access to resources, particularly for community members who are marginalized due to race, class, age, mental health and abilities. Kyle's Place provides a peer/mutual aid model in a trans and non-binary prioritized space.
- The \$500 partnership support for Sex Workers' Action Program Hamilton (SWAP) is to assist with their ongoing drive to compile Harm Reduction Outreach Packages. Specifically, the program details include
 - Emergency food, housing, transportation, hygiene items and other related needs arising from COVID19
 - The main focus of SWAP Hamilton is to provide outreach support to street-involved workers, those entering or leaving the industry, and including victims of trafficking.
 - Efforts are focussed towards harm reduction and to provide compassionate care. This includes but is not limited to providing supplies for safer sex, Naloxone/Narcan kits for those who may use opioids, direction towards local mental health, housing, childcare, clothing, and food resources, curated occupational health and safety protocols, and personal advocacy.
- Lastly, \$500 partnership support for The SPACE Youth Centre is to assist with their OQRA and Kaleidoscope programs. Specifically, the program details include:
 - OQRA offers a social and informal support group for QTBIPOC. It is a chance to connect with other racialized 2S-LGBTQIA+ folks in a private and empowering community setting where confidentiality is valued.
 - Kaleidoscope is a 2S-LGBTQIA+ youth circle; an intentional space prioritizing community care and centering the voices of youth with multiple marginalized identities through fun activities, healing & learning

APPENDICES AND SCHEDULES ATTACHED

N/A

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