



**City of Hamilton**  
**GENERAL ISSUES COMMITTEE**  
**AGENDA**

**Meeting #:** 20-023  
**Date:** December 9, 2020  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

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

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**1. APPROVAL OF AGENDA**

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

**2. DECLARATIONS OF INTEREST**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

3.1. November 18, 2020

3.2. November 30, 2020

**4. COMMUNICATIONS**

4.1. Communications respecting COVID-19 Matters:

Recommendation: Be received.

4.1.a. Kimberly Coole

4.1.b. Lauren Stephen

4.1.c. Mark-Alan Whittle

- 4.2. Correspondence from Catherine Bridgman, CEO, Ronald McDonald House Charities, South Central Ontario, respecting a Request for the City to Consider Partnering with RMHSCCO through the Invest in Canada Infrastructure Program

Recommendation: Be received and referred to the consideration of Item 9.11.

## **5. DELEGATION REQUESTS**

## **6. CONSENT ITEMS**

- 6.1. Arts Advisory Commission Minutes, September 3, 2020
- 6.2. International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20184) (Ward 2)
- 6.3. Downtown Dundas Business Improvement Area (B(A) Proposed Budget and Schedule of Payments for 2021 (PED20185) (Ward 13)
- 6.4. Downtown Hamilton Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20186) (City Wide)
- 6.5. King West Business Improvement Area (BIA) Proposed Budget Schedule of Payments for 2021 (PED20190) (Ward 2)
- 6.6. Cleanliness and Security in the Downtown Core Sub-Committee Minutes 19-002, October 29, 2019
- 6.7. 2020 S and P Global Ratings Credit Rating Review (FCS20099) (City Wide)

## **7. PUBLIC HEARINGS / DELEGATIONS**

## **8. STAFF PRESENTATIONS**

- 8.1. Report of the Mayor's Task Force on Economic Recovery
  - 8.1.a. Motion: Review of the Final Report of the Mayor's Task Force on Economic Recovery
- 8.2. COVID-19 Verbal Update
- 8.3. Equity, Diversity and Inclusion Framework Update (HUR19019(a)) (City Wide)
- 8.4. Hamilton.ca Website Redevelopment (CM20011) (City Wide)

## **9. DISCUSSION ITEMS**

- 9.1. Encampment Update - Expenses (HSC20038(a)) (City Wide)
- 9.2. COVID-19 Emergency Delegated Authority By-Law Update (CM20004(c)) (City Wide)
- 9.3. 2021 Budget Submission - Advisory Committee for Persons with Disabilities (HUR20010) (City Wide)
- 9.4. Arts Advisory Commission 2021 Base Budget Submissions (PED20219) (City Wide)
- 9.5. Hamilton Tax Increment Grant - 144 Wellington Street North (PED20204) (Ward 3)
- 9.6. Red Hill Valley Parkway Inquiry Update (LS19036(c)) (City Wide)
- 9.7. 2022 Municipal Elections: Alternative Voting Options (FCS20081) (City Wide)
- 9.8. 2021 Tax Supported User Fees (FCS20085) (City Wide)
- 9.9. Event Service Provider for Christmas in Gore Park (PED20215) (Ward 2)
- 9.10. Affordable Housing Site Selection Sub-Committee, Report 20-001, November 24, 2020  
  
**NOTE: Confidential Appendix "A" to the Affordable Housing Site Selection Sub-Committee Report, is listed under Item 13.8 on this agenda.**
- 9.11. Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide)
- 9.12. Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide)
- 9.13. Audit and Accountability Fund Intake 2: Expression of Interest (FCS20106) (City Wide)

## 10. MOTIONS

- 10.1. Major Construction Project Disruptions Impacting the Eligibility for Affected Businesses under the Canada Emergency Rent Subsidy Program

## 11. NOTICES OF MOTION

## 12. GENERAL INFORMATION / OTHER BUSINESS

## 13. PRIVATE AND CONFIDENTIAL

- 13.1. Closed Session Minutes - November 18, 2020

13.2. Authority to Expropriate for the Acquisition of Part of 339 Mountain Brow Road (PED20206) (Ward 15)

Pursuant to Section 8.1, Sub-sections (c) and (e) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (c) and (e) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land by the municipality or local board; and, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

13.3. Acquisition of Part of 344 Mountain Brow Road (PED20207) (Ward 15)

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

13.4. Acquisition of Part of 351 Mountain Brow Road (PED20208) (Ward 15)

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

13.5. Acquisition of 154-156 Cannon Street East (PED20209) (Ward 2)

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

13.6. Downtown Entertainment Precinct Status Update (PED18168(f)) (City Wide)

Pursuant to Section 8.1, Sub-sections (c) and (k) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (c) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land by the municipality or local board; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

13.7. Motion - Proposed Assignment and Amendment to Operating Agreement (Ward 2)

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

- 13.8. Appendix "A" to the Affordable Housing Site Selection Sub-Committee Report 20-001, respecting Report PED20179 - Disposition Strategy to Achieve Affordable Housing in Binbrook

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

**NOTE: The public Report for this Confidential Appendix "A" is listed as Item 9.10 - Affordable Housing Site Selection Sub-Committee, Report 20-001, November 24, 2020 on this agenda.**

#### 14. ADJOURNMENT



## GENERAL ISSUES COMMITTEE MINUTES 20-019

9:30 a.m.

Wednesday, November 18, 2020

Due to COVID-19 and the Closure of City Hall, this meeting was held virtually.

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**Present:** Mayor F. Eisenberger, Deputy Mayor A. VanderBeek (Chair)  
Councillors M. Wilson, J. Farr, N. Nann, S. Merulla, C. Collins,  
T. Jackson, E. Pauls, J.P. Danko, B. Clark, M. Pearson, B. Johnson,  
L. Ferguson, J. Partridge

**Absent:** Councillor T. Whitehead – Personal

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

**1. Our City Survey 2019 Results and Next Steps (CM20009) (City Wide) (Item 8.2)**

**(Eisenberger/Merulla)**

- (a) That Report CM20009, respecting the Our City Survey 2019, be received;
- (b) That the survey sample size be decreased to 1,500 to ensure survey costs and staff resources are accommodated within the existing budget; with City level results being accurate to +/-2.5% at the 95% confidence level, which is well below the typical target survey sample margin of error of +/- 5% and Ward level results being accurate to +/-9.8% at the 95% confidence level; and,
- (c) That the frequency of conducting the Our City Survey in the future be moved to a triennial (every three years) cycle as opposed to the current biennial (every two years) cycle, to provide sufficient time for results to be actioned and improvements made, with the next survey to be conducted in the second half of 2022.

**Result: Motion CARRIED by a vote of 12 to 1, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann

**Council – November 25, 2020**

Yes	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Absent	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Absent	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
No	-	Ward 15	Councillor Judi Partridge

**2. City Manager's 2019-2020 Review (CM20008) (City Wide) (Item 8.3)**

**(Eisenberger/Pearson)**

That Report CM20008, respecting the City Manager's 2019-2020 Review, be received.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**3. Capital Projects Work-in-Progress Review Sub-Committee Report 20-003, November 2, 2020 (Item 9.1)****(Ferguson/Nann)****(a) Capital Project Closing Report as of June 30, 2020 (FCS20079) (City Wide)**

- (i) That the General Manager of Finance and Corporate Services be authorized to transfer \$1,324,905 to the Unallocated Capital Levy Reserve (108020) and \$5,309 from other sources, as outlined in Appendix "A" to Capital Projects Work-In-Progress Sub-Committee Report 20-003;
- (ii) That the General Manager of Finance and Corporate Services be authorized and directed to close the completed and / or cancelled capital projects listed in Appendix "B" to Capital Projects Work-In-Progress Sub-Committee Report 20-003, in accordance with the Capital Projects Closing and Monitoring Policy;
- (iii) That Appendix "C" to Report FCS20079, Capital Projects Budget Appropriations for the period covering January 1, 2020 through June 30, 2020, be received for information; and,
- (iv) That Appendix "C" to Capital Projects Work-In-Progress Sub-Committee Report 20-003, Capital Projects Budget Appropriations above \$250,000 and Reserve Transfers requiring Council authorization for the period covering January 1, 2020 through June 30, 2020 totalling \$1,324,412, be approved.

**(b) Capital Projects Status Report as of June 30, 2020 (FCS20078) (City Wide) (Item 9.2)**

- (i) That the Capital Projects Status Report - Tax Supported, as of June 30, 2020, attached as Appendix "A" to Report FCS20078, be received;
- (ii) That the Capital Projects Status Report - Rate Supported, as of June 30, 2020, attached as Appendix "B" to Report FCS20078, be received; and,
- (iii) That the Confidential Appendix "C" to Report FCS20078, be received and remain confidential.



**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**4. Sidewalk Snow Removal (PW19022(b)) (City Wide) (Item 9.2)**

**(Pauls/Pearson)**

- (a) That enhancements to the level of service for winter sidewalk maintenance be considered as part of the 2021 Operating Budget deliberations; and,
- (b) That Sidewalk Snow Removal be removed from the General Issues Committee Outstanding Business List.

**Result: Motion CARRIED by a vote of 10 to 3, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
No	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
No	-	Ward 12 Councillor Lloyd Ferguson

Yes - Ward 13 Councillor Arlene VanderBeek, Deputy Mayor  
 Absent - Ward 14 Councillor Terry Whitehead  
 Partridge - Ward 15 Councillor Judi Partridge

**5. Innovation Factory Request for Funding Renewal Option - 2020 (PED20197)  
(City Wide) (Item 9.3)**

**(Eisenberger/Ferguson)**

- (a) That the request by Innovation Factory to exercise their renewal option of the City's 2020 Annual Community Partnership contribution of \$50 K, per previous General Issues Committee (GIC) Report PED19120, be approved;
- (b) That this \$50 K annual contribution for the Innovation Factory be funded from the Economic Development Investment Reserve Account No. 112221; and,
- (c) That City staff, together with Innovation Factory, report back to General Issues Committee (GIC) with an annual review of the Municipal Funding Program prior to the approval of a renewal option for 2021 and subject to satisfactory Key Performance Indicator results of the previous year.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes - Mayor Fred Eisenberger  
 Yes - Ward 1 Councillor Maureen Wilson  
 Yes - Ward 2 Councillor Jason Farr  
 Yes - Ward 3 Councillor Nrinder Nann  
 Yes - Ward 4 Councillor Sam Merulla  
 Yes - Ward 5 Councillor Chad Collins  
 Yes - Ward 6 Councillor Tom Jackson  
 Yes - Ward 7 Councillor Esther Pauls  
 Yes - Ward 8 Councillor J. P. Danko  
 Absent - Ward 9 Councillor Brad Clark  
 Yes - Ward 10 Councillor Maria Pearson  
 Absent - Ward 11 Councillor Brenda Johnson  
 Yes - Ward 12 Councillor Lloyd Ferguson  
 Yes - Ward 13 Councillor Arlene VanderBeek, Deputy Mayor  
 Absent - Ward 14 Councillor Terry Whitehead  
 Yes - Ward 15 Councillor Judi Partridge

**6. Virtual Commemoration of 175 Years of Hamilton's History (PED20199)  
(City Wide) (Item 9.4)**

**(Eisenberger/Collins)**

That the City of Hamilton approve the expenditure of \$200 K, to be funded from the Tax Stabilization Reserve (110046) to develop an online commemoration of the 175-year anniversary of the founding of the City through broad community engagement and creation of content and a website which will lay the groundwork for a virtual Museum of Hamilton.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Absent	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**7. Business Improvement Area Advisory Committee Report 20-004, November 10, 2020 (Item 9.5)**

**(Partridge/Nann)**

**(a) Locke Street Business Improvement Area Expenditure Request (Item 10.1)**

- (i) That the expenditure request from the Locke Street Business Improvement Area, in the amount of \$2,547.66 for Hanging Baskets for the summer to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Locke Street Business Improvement Area, in the amount of \$3,726.70 for Christmas Hanging Baskets and Christmas holiday decor for a tree,

ornaments, and banner maintenance to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**(b) Westdale Village Business Improvement Area Expenditure Request (Item 10.2)**

- (i) That the expenditure request from the Westdale Village Business Improvement Area, in the amount of \$11,551.23 for the cost of streetscape tents and tables to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Westdale Village Business Improvement Area, in the amount of \$16,067.66 for the cost of streetscape flowers and watering to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**(c) Downtown Dundas Business Improvement Area Expenditure Request (Item 10.3)**

- (i) That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of \$14,952.49 for the cost of hiring summer staff to clean and maintain public road allowance by picking up garbage, cleaning graffiti and beautification efforts (\$3,997.49), and the purchase and maintenance of hanging baskets through the BIA (\$10,955) to be funded from the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Downtown Dundas Business Improvement Area, in the amount of \$24,568.94 for the cost of promoting the Dundas BIA through marketing efforts for social media, television ads, and prints media campaigns in 2020 (\$5,018.94), Christmas decorations and their maintenance, specifically 50 hanging wreaths (\$10,300) and new garlands and greenery (\$9,250) to be funded from the Shared Parking Revenue Program (Parking Revenue Account 815010-45559), be approved.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**8. Advisory Committee for Persons with Disabilities Report 20-006, November 10, 2020 (Item 9.6)**

**(Merulla/Nann)**

**(a) Correspondence from Alex Wilson respecting Resignation from the Advisory Committee for Persons with Disabilities (Item 4.1)**

- (i) That the correspondence from Alex Wilson, respecting his resignation from the Advisory Committee for Persons with Disabilities, be received; and,
- (ii) That the Selection Committee be reconvened to review the original applications, submitted for the Advisory Committee for Persons with Disabilities during the initial 2018-2022 recruitment process, to fill the vacant position on the Committee.

**(b) International Days of Persons with Disabilities Photo Opportunity Event (Added Item 6.3(a))**

WHEREAS, the Hamilton sign will be lit up in purple for the International Days of Persons with Disabilities on December 3<sup>rd</sup>;

THEREFORE, BE IT RESOLVED:

- (i) That the Advisory Committee for Persons with Disabilities purchase purple face coverings for Committee members for a photo opportunity event in front of the Hamilton sign on December 3<sup>rd</sup>, at a total cost not to exceed \$200, to be funded from the Advisory Committee for Persons with Disabilities 2020 approved budget for conferences and related travel expenses; and,
- (ii) That the Advisory Committee for Persons with Disabilities be permitted to reach out to local media outlets to request coverage of the International Days of Persons with Disability photo opportunity event on December 3<sup>rd</sup>.

**(c) Establishment of an Ad Hoc Strategic Planning Working Group (Item 10.1)**

WHEREAS, a Working Group is needed to discuss planning strategies;

THEREFORE, BE IT RESOLVED:

That a Strategic Planning Working Group of the Advisory Committee for Persons with Disabilities be established on an ad hoc basis for the remainder of the 2018 – 2022 Term of Council and be comprised of the following Members:

- (i) Patty Cameron
- (ii) Aznive Mallett
- (iii) Paula Kilburn
- (iv) James Kemp
- (v) Mark McNeil
- (vi) Tom Manzuk

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson

Yes	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Yes	-	Ward 15	Councillor Judi Partridge

**9. Potential for Major Events in 2022 and 2023 (PED20071(a) (City Wide) (Item 13.1)**

**(Partridge/Johnson)**

That Report PED20071(a), respecting the Potential for Major Events in 2022 and 2023, be referred to the November 25, 2020 Council meeting for consideration.

**Result: Motion CARRIED by a vote of 10 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Absent	-	Ward 2 Councillor Jason Farr
Absent	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Absent	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Absent	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**10. Animal Services Facility – 245 Dartnall Road (PED20074) (City Wide) (Item 13.2)**

**(Jackson/Eisenberger)**

- (a) That the direction provided to staff in Closed Session, respecting Report PED20074, respecting the Animal Services Facility – 245 Dartnall Road, be approved; and,
- (b) That Report PED20074, respecting the Animal Services Facility – 245 Dartnall Road, and its appendices remain confidential.

**Result: Motion CARRIED by a vote of 10 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Absent	-	Ward 2 Councillor Jason Farr
Absent	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Absent	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Absent	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 1)**

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

**4. ADDED COMMUNICATIONS**

4.1. Correspondence respecting Sidewalk Snow Removal

- 4.1.a. Craig Burley
- 4.1.b. Marin Hudson
- 4.1.c. Marnie Bell
- 4.1.d. Lilly Noble
- 4.1.e. Randy Kay
- 4.1.f. Ja'miil Millar
- 4.1.g. Michelle Tom
- 4.1.h. Emily Kulpaka



4.1.i. Ani Chenier

Recommendation: Be received and referred to the consideration of Item 9.2.

4.2. Correspondence from Hermann Daxl respecting Only Airtight Masks Can Work

Recommendation: Be received.

**5. ADDED DELEGATION REQUESTS**

5.1 Dermot Nolan, Hamilton Museum Citizens' Committee respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History (PED20199) (City Hall)

**(Partridge/Pearson)**

That the agenda for the November 18, 2020 General Issues Committee meeting, be approved, as amended.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)****(i) November 4, 2020 (Item 3.1)****(Ferguson/Farr)**

That the Minutes of the November 4, 2020 General Issues Committee meeting be approved, as presented.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(d) ADDED COMMUNICATIONS (Item 4)****(i) Correspondence respecting Sidewalk Snow Removal (Item 4.1)****(Pearson/Nann)**

That the following correspondence, respecting Sidewalk Snow Removal, be received and referred to the consideration of Item 9.2:

- (1) Craig Burley (Item 4.1.a.)
- (2) Marin Hudson (Item 4.1.b.)
- (3) Marnie Bell (Item 4.1.c.)
- (4) Lilly Noble (Item 4.1.d.)
- (5) Randy Kay (Item 4.1.e.)

- (6) Ja'miil Millar (Item 4.1.f.)
- (7) Michelle Tom (Item 4.1.g)
- (8) Emily Kulpaka (Item 4.1.h)
- (9) Ani Chenier (Item 4.1.i.)

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(ii) Correspondence Hermann Daxl, respecting Only Airtight Masks Can Work (Item 4.2)**

**(Pearson/Nann)**

That the correspondence from Hermann Daxl, respecting Only Airtight Masks Can Work, be received.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko

Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Yes	-	Ward 15	Councillor Judi Partridge

**(e) DELEGATION REQUESTS (Item 5)**

**(i) Dermot Nolan, Hamilton Museum Citizens' Committee respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History (PED20199) (City Wide) (Item 5.1)**

**(Pearson/Wilson)**

That the delegation request, submitted by Dermot Nolan, Hamilton Museum Citizens' Committee respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History, be approved to appear before Committee on November 18, 2020.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(f) PUBLIC HEARINGS / DELEGATIONS (Item 7)****(i) Laurence Applebaum, President; Bryan Crawford, Tournament Director; and, Garrett Ball, Chief Financial Officer, of RBC Canadian Open, Golf Canada, respecting the 2019 RBC Canadian Open (Item 7.1)**

Laurence Applebaum, President; Bryan Crawford, Tournament Director; and, Garrett Ball, Chief Financial Officer, of RBC Canadian Open, Golf Canada, addressed Committee and provided a PowerPoint presentation respecting the 2019 RBC Canadian Open.

**(Ferguson/Farr)**

That the presentation provided by Laurence Applebaum, President; Bryan Crawford, Tournament Director; and, Garrett Ball, Chief Financial Officer, of RBC Canadian Open, Golf Canada, respecting the 2019 RBC Canadian Open, be received.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(ii) David Carter, Innovation Factory, respecting the Innovation Factory's Funding Request (Item 7.2)**

David Carter, Innovation Factory, addressed Committee and provided a PowerPoint presentation respecting the Innovation Factory's Funding Request.

**(Eisenberger/Partridge)**

That the presentation provided by David Carter, Innovation Factory, respecting the Innovation Factory's Funding Request, be received.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Absent	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(iii) Bryan Hayes, Orange Order, respecting a New Tax on Filming in Hamilton (Via WebEx) (Item 7.3)**

Bryan Hayes was not present when called upon by Committee.

**(iv) Dermot Nolan, Hamilton Museum Citizens' Committee respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History (PED20199) (City Wide) (Item 7.4)**

Dermot Nolan, Hamilton Museum Citizens' Committee, addressed Committee respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History (PED20199).

**(Eisenberger/Wilson)**

That the presentation provided by Dermot Nolan, Hamilton Museum Citizens' Committee, respecting Item 9.4 – Virtual Commemoration of 175 Years of Hamilton's History (PED20199), be received.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Absent	-	Ward 11 Councillor Brenda Johnson
Absent	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(g) STAFF PRESENTATIONS (Item 8)**

**(i) COVID-19 Verbal Update (Item 8.1)**

Paul Johnson, General Manager of Healthy and Safe Communities, provided Committee with a verbal update respecting COVID-19.

**(Pearson/Farr)**

That the verbal update, respecting COVID-19, be received.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Yes	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Absent	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor

Absent - Ward 14 Councillor Terry Whitehead  
Yes - Ward 15 Councillor Judi Partridge

**(ii) Our City Survey 2019 Results and Next Steps (CM20009) (City Wide)  
(Item 8.2)**

Brigit Minard, Deputy City Auditor and Manager of Performance and Internal Control, addressed Committee and provided a PowerPoint presentation respecting Report CM20009, Our City Survey 2019 Results and Next Steps.

**(Eisenberger/Merulla)**

That the presentation, respecting Report CM20009, Our City Survey 2019 Results and Next Steps, be received.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes - Mayor Fred Eisenberger  
Yes - Ward 1 Councillor Maureen Wilson  
Yes - Ward 2 Councillor Jason Farr  
Yes - Ward 3 Councillor Nrinder Nann  
Yes - Ward 4 Councillor Sam Merulla  
Yes - Ward 5 Councillor Chad Collins  
Yes - Ward 6 Councillor Tom Jackson  
Yes - Ward 7 Councillor Esther Pauls  
Yes - Ward 8 Councillor J. P. Danko  
Absent - Ward 9 Councillor Brad Clark  
Yes - Ward 10 Councillor Maria Pearson  
Absent - Ward 11 Councillor Brenda Johnson  
Yes - Ward 12 Councillor Lloyd Ferguson  
Yes - Ward 13 Councillor Arlene VanderBeek, Deputy Mayor  
Absent - Ward 14 Councillor Terry Whitehead  
Yes - Ward 15 Councillor Judi Partridge

For disposition of this matter, please refer to Item 1.

**(Ferguson/Pearson)**

That Committee recess for one half hour to 1:35 p.m.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes - Mayor Fred Eisenberger  
Yes - Ward 1 Councillor Maureen Wilson  
Yes - Ward 2 Councillor Jason Farr



Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Absent	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Absent	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Yes	-	Ward 15	Councillor Judi Partridge

**(iii) City Manager's 2019-2020 Review (CM20008) (City Wide) (Item 8.3)**

Janette Smith, City Manager, addressed Committee and provided a PowerPoint presentation respecting Report CM20008, City Manager's 2019-2020 Review.

**(Eisenberger/Pearson)**

That the presentation, respecting Report CM20008, City Manager's 2019-2020 Review, be received.

**Result: Motion CARRIED by a vote of 13 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

For disposition of this matter, please refer to Item 2.

**(h) DISCUSSION ITEMS (Item 9)****(i) Advisory Committee for Persons with Disabilities Report 20-006, November 10, 2020 (Item 9.6)****(Nann/Ferguson)**

That the following recommendations, from the Advisory Committee for Persons with Disabilities Report 20-006, November 10, 2020, be referred to staff for a report back to the General Issues Committee:

**(1) Curb Cuts (Added Item 6.1(a))**

WHEREAS, the City of Hamilton has in the past approved Barrier Free Pedestrian Pathway guidelines for the construction of new or retrofitted sidewalks;

WHEREAS, these guidelines have previously been accepted by City Council as recommended by City staff for application only in Business Improvement Areas (BIAs);

WHEREAS, this restriction as adopted by City Council upon the recommendation of staff and inclusion in a City regulation that restricts the installation of urban braille to the Business Improvement Areas only, causing a restriction for independent access by persons with disabilities in the City of Hamilton;

WHEREAS, the policy that restricts the installation of urban braille to the Business Improvement Areas is contrary to Ontario Human Rights standards, the Accessibility for Ontarians with Disabilities Act and the City of Hamilton's policy statement on Hamilton being the best place in Canada to raise a child; and,

WHEREAS, the application of Barrier Free Pedestrian Pathway guidelines are arguably not being properly followed in all City new or retrofitted sidewalk and related construction projects;

THEREFORE, BE IT RESOLVED:

- (a) That the Advisory Committee for Persons with Disabilities (ACPD) respectfully request that City Council direct the appropriate staff to work directly with the members of the ACPD to review the Barrier Free Design Guidelines and update them to be fully compliant with the AODA regulations respecting public spaces;

- (b) That every effort be undertaken to surpass the minimum requirements outlined in the Design of Public Spaces Standard of the AODA in the review of the Barrier Free Pedestrian Pathway guidelines;
- (c) That the City of Hamilton policy respecting the use of Barrier Free Pedestrian Pathway guidelines and the restriction of the installation of urban braille to the Business Improvement Areas be updated to ensure that accessible pedestrian pathways be common practice across the entirety of the City when new or retrofitted sidewalk construction is undertaken; and,
- (d) City staff be directed to consult with members of the City's Advisory Committee for Persons with Disabilities any time questions by City staff may arise during the construction of any new or retrofitted sidewalks.

**(2) Covered Vaults (Added Item 6.1(b))**

WHEREAS, the City of Hamilton, over the past few years, has been subject to the construction of underground utility vaults by multiple utility companies;

WHEREAS, there are no federal, provincial or municipal regulations regarding the location and closure of such underground vaults;

WHEREAS, the coverings used for these vaults vary according to the utility responsible for each vault individually;

WHEREAS, there is no uniformity of the coverings used for each and every vault;

WHEREAS, these vault covers cause a hazard for persons with disabilities, especially during the winter months where these vault covers become slippery due to snow and ice buildup;

WHEREAS, these vault covers are uneven and not level with sidewalk surfaces causing a tripping hazard for persons with disabilities; and,

WHEREAS, vault covers have sharp corners which pose a hazard for persons who rely upon the assistance of mobility devices;

THEREFORE, BE IT RESOLVED:

- (a) That the Advisory Committee for Persons with Disabilities respectfully request that City Council direct the appropriate City staff to develop standards for vault cover design in consultation with the Advisory Committee for Persons with Disabilities;
- (b) That the standards developed for vault cover design be communicated to all utility companies constructing new vaults in the City of Hamilton;
- (c) That the City of Hamilton require all new vaults to be outfitted with the City's vault cover design;
- (d) That all existing vault covers not in compliance with the new standards be retrofitted within a timely manner; and,
- (e) That the standards developed for vault cover design be shared with other municipalities, and the provincial and federal governments for their consideration and possible adoption.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

For further disposition of this item, refer to Item 8.

**(i) MOTIONS (Item 10)**

**(i) Budgetary Plan to Address the Chedoke Creek Matter (Item 10.1)**

**(Merulla/Jackson)**

WHEREAS, a gate malfunction at the Main / King CSO tank resulted in 24 billion liters of combined sewage being discharged to the natural environment;

WHEREAS, the Ministry of Environment, Conservation and Parks issued Orders against the City to complete an ecological risk assessment and an environmental impact assessment; and,

WHEREAS, the City is currently undertaking a number of studies with various stakeholders to identify improvements for the Chedoke Creek watershed;

THEREFORE, IT BE RESOLVED:

That staff be directed to develop the necessary budgetary plan to address the Chedoke Creek matter, once the Ministry investigation has concluded, and report back to the General Issues Committee.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(j) GENERAL INFORMATION / OTHER BUSINESS (Item 12)****(i) Amendments to the Outstanding Business List (Item 12.1)****(Ferguson/Jackson)**

That the following amendments, to the General Issues Committee's Outstanding Business List, be approved:

**(1) Items to be Removed (Item 12.1.a)**

- (aa) Pier 8 Development Opportunity RFP - Summary of the 4 Proposals (No longer required by the requesting Councillor) (Item 12.1.a)
- (bb) Virtual Commemoration of 175 Years of Hamilton's History (Addressed on this agenda as Item 9.2 - Report PED20199) (Item 12.1.b)
- (cc) Sidewalk Snow Removal (Addressed on this agenda as Item 9.4 - Report PW19022 (b)) (Item 12.1.c)

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(k) PRIVATE & CONFIDENTIAL (Item 13)****(Johnson/Ferguson)**

That Committee move into Closed Session respecting Items 13.1 to 13.3, pursuant to Section 8.1, Sub-sections (a), (b), (c), (d), and (k) of the City's

Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (a), (b), (c), (d), and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matters pertain to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; labour relations or employee negotiations; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Yes	-	Ward 2 Councillor Jason Farr
Yes	-	Ward 3 Councillor Nrinder Nann
Yes	-	Ward 4 Councillor Sam Merulla
Yes	-	Ward 5 Councillor Chad Collins
Yes	-	Ward 6 Councillor Tom Jackson
Yes	-	Ward 7 Councillor Esther Pauls
Yes	-	Ward 8 Councillor J. P. Danko
Absent	-	Ward 9 Councillor Brad Clark
Yes	-	Ward 10 Councillor Maria Pearson
Yes	-	Ward 11 Councillor Brenda Johnson, Deputy Mayor
Yes	-	Ward 12 Councillor Lloyd Ferguson
Yes	-	Ward 13 Councillor Arlene VanderBeek
Absent	-	Ward 14 Councillor Terry Whitehead
Yes	-	Ward 15 Councillor Judi Partridge

**(i) City Manager's 2019-2020 Review (Item 13.3)**

There was nothing to report in Open Session respecting the City Manager's 2019-2020 Review.

**(l) ADJOURNMENT (Item 14)**

**(Pearson/Johnson)**

That there being no further business, the General Issues Committee be adjourned at 5:05 p.m.

**Result: Motion CARRIED by a vote of 9 to 1, as follows:**

Yes	-	Mayor Fred Eisenberger
Yes	-	Ward 1 Councillor Maureen Wilson
Absent	-	Ward 2 Councillor Jason Farr

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Absent	-	Ward 3	Councillor Nrinder Nann
No	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Absent	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Absent	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson, Deputy Mayor
Absent	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek
Absent	-	Ward 14	Councillor Terry Whitehead
Yes	-	Ward 15	Councillor Judi Partridge

Respectfully submitted,

---

Deputy Mayor Arlene VanderBeek  
Chair, General Issues Committee

Stephanie Paparella  
Legislative Coordinator,  
Office of the City Clerk





## SPECIAL GENERAL ISSUES COMMITTEE MINUTES 20-022

9:30 a.m.

Monday, November 30, 2020

Due to COVID-19 and the closure of City all, this meeting was held virtually.

**Present:** Mayor F. Eisenberger, Deputy Mayor A. VanderBeek (Chair)  
Councillors M. Wilson, J. Farr, N. Nann, C. Collins, T. Jackson,  
E. Pauls, J.P. Danko, B. Clark, M. Pearson, B. Johnson, L. Ferguson,  
J. Partridge

**Absent:** Councillors T. Whitehead, S. Merulla – Personal

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

**(a) APPROVAL OF AGENDA (Item 1)**

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

**(Johnson/Pearson)**

That the agenda for the November 30, 2020 Special General Issues Committee meeting be approved, as presented.

**Result: Motion CARRIED by a vote of 12 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Jason Farr
Absent	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Absent	-	Ward 15	Councillor Judi Partridge

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

There were no declarations of interest.

**(c) PRIVATE & CONFIDENTIAL (Item 3)**

**(Clark/Pauls)**

That Committee move into Closed Session respecting Item 3.1, pursuant to Section 8.3, Sub-sections (a) and (b) of the City's Procedural By-law 18-270, as amended, and Section 239(3.1) of the *Ontario Municipal Act*, as amended, as a meeting of Council or a Committee may be closed to the public if it is held for the purposes of educating or training members; and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council or the Committee.

**Result: Motion CARRIED by a vote of 12 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Jason Farr
Absent	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Absent	-	Ward 15	Councillor Judi Partridge

**(Pearson/Farr)**

That Committee recess for one half hour until 12:40 p.m.

**Result: Motion CARRIED by a vote of 9 to 0, as follows:**

Absent	-	Mayor Fred Eisenberger	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Jason Farr
Yes	-	Ward 3	Councillor Nrinder Nann

**Special General Issues Committee  
Minutes 20-020**

**November 30, 2020  
Page 3 of 4**

Absent	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Absent	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Absent	-	Ward 11	Councillor Brenda Johnson
Absent	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Absent	-	Ward 15	Councillor Judi Partridge

**(Pauls/Johnson)**

That Committee move back into Closed Session respecting Item 3.1, pursuant to Section 8.3, Sub-sections (a) and (b) of the City's Procedural By-law 18-270, as amended, and Section 239(3.1) of the *Ontario Municipal Act*, as amended, as a meeting of Council or a Committee may be closed to the public if it is held for the purposes of educating or training members; and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council or the Committee.

**Result: Motion CARRIED by a vote of 11 to 0, as follows:**

Absent	-	Mayor Fred Eisenberger	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Jason Farr
Absent	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson
Yes	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Absent	-	Ward 15	Councillor Judi Partridge

**(i) Legislative Training (Item 3.1)**

There was nothing to report in Open Session respecting this matter.

**(d) ADJOURNMENT (Item 10)**

**(Pearson/Collins)**

There being no further business, the special General Issues Committee be adjourned at 2:52 p.m.

**Result: Motion CARRIED by a vote of 12 to 0, as follows:**

Yes	-	Mayor Fred Eisenberger	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Jason Farr
Yes	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 4	Councillor Sam Merulla
Yes	-	Ward 5	Councillor Chad Collins
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Maria Pearson
Yes	-	Ward 11	Councillor Brenda Johnson
Absent	-	Ward 12	Councillor Lloyd Ferguson
Yes	-	Ward 13	Councillor Arlene VanderBeek, Deputy Mayor
Absent	-	Ward 14	Councillor Terry Whitehead
Absent	-	Ward 15	Councillor Judi Partridge

Respectfully submitted,

---

Deputy Mayor Arlene VanderBeek  
Chair, General Issues Committee

Stephanie Paparella  
Legislative Coordinator,  
Office of the City Clerk

**From:** kim coole <  
**Sent:** November 18, 2020 9:10 AM  
**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
**Subject:** Masks,

Hi,

My name is Kimberly, I am writing to you about a double standard and my rights as an "essential worker". I am in retail and had an issue with a young customer yesterday, she was not wearing a mask. I politely asked her where her mask was and she said she was "Exempt", so I suggested a shield some sort of protection for her and for myself. She then became irate with me, ok I get it you have issues.

However so do I I have severe anxiety, ptsd..And I am also an agoraphobic, I have learned to over come some issues so that I can make myself feel safe and comfortable to go to work.

Now that we are back in the RED ZONE and I see someone not wearing a mask or some sort of protection over their face it causes me to become anxious. I am asking for help not just for me but for others that need to be out working and or learning to cope with their mental health. Please put some sort of law in that request that." Do to High levels of Covid if you suffer from breathing issues you must wear a sheild for a little protection or you must have someone do your shopping for you." It is my right as well to feel protected during these hard times.

I am asking this to go to Council and considered.

Thank you,  
Kimberly Coole.

----- Forwarded message -----

From: **Lauren Stephen** <

Date: Tue, 24 Nov 2020 at 15:59

Subject: Nov. 23 Bylaw Tickets

To: Farr, Jason <[Jason.Farr@hamilton.ca](mailto:Jason.Farr@hamilton.ca)>, Municipal Law Enforcement <[mle@hamilton.ca](mailto:mle@hamilton.ca)>

Hello Jason Farr,

I understand that Bylaw Enforcement Officers were in front of City Hall yesterday before noon, ticketing people for infractions of the city's mask bylaw.

I spoke with Gerri at Bylaw Enforcement yesterday at 3:42pm, and she informed me that no public complaint came in.

In that case, may I have some clarification about what prompted Municipal Law Enforcement to give out tickets in front of city hall at that particular time? My perception is that the gathering there is going above and beyond in terms of covid safety. Certainly compared to other recent protests we've seen, and compared to what I am seeing in some local businesses. I am curious what prompted what seems to be an exceptional action on the part of MLE.

As a frontline retail employee, I feel Hamilton's fairly toothless mask policy is not doing enough to protect workers like me. And yet suddenly when it is a matter of dealing with activists who are political opponents of MLE, the tickets start flying.

The MLE supervisor on location yesterday, the person in charge of the ticketing, whom I spoke with shortly after noon, was not wearing a mask, but rather a neck gaiter which barely covered his nose. This is not quite as safe as a mask, although I believe it satisfies the letter of the bylaw. It left a poor impression.

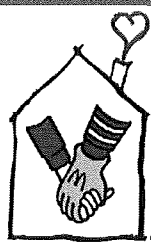
Regards,

Lauren Stephen

**From:** Mark Alan Whittle <  
**Sent:** November 14, 2020 11:25 AM  
**To:** Office of the Mayor <[mayor@hamilton.ca](mailto:mayor@hamilton.ca)>  
**Subject:** Lock-Down

Why are we being punished for being put in the red zone? Businesses can't take much more, they will go out of business. And raising my property taxes four percent is never going to happen, it should be zero, cut the fat, there is tons of it. And our bike-share should be tendered out to the highest bidder. The company running it now must have signed a contract, as the original one is long gone. If they were handed the same contract as Uber signed, there was a revenue sharing provision. What happened to that. The Everyone Rides Initiative is a completely separate company, they are only running the bike-share because Uber defaulted. If they want to bid on the bike-share micro-mobility program, no problem, if we tender it out. What they do has nothing to do with bike-rentals, as that's what our bike-share is supposed to do. The brains of the bike are old, redundant 2G technology, the upgrade will be expensive as the manufacturer of the electronics is bankrupt. Matter of fact, social bicycles, which became Jump bike is now completely bankrupt and gone. What galls me is nobody has ever seen their books, and they have lost money from day one. Their claim of new member are misleading, as the only new riders signed up are the ERI members, as you don't need a credit card, they give out free memberships, with mandatory training. Paying customers have to have a credit card to use the bikes. There are not enough users who pay to break even. Honestly, they see little use, and winter is almost here, all the bike will be stored outside, as they have no storage space and need city hall to supply it. No thanks.

Mark-Alan Whittle



Ronald McDonald  
House Charities®  
South Central Ontario

905-521-9983  
1510 Main Street West  
Hamilton, Ontario | L8S 1E3

Charitable Registration # 13277 9836 RR0001

December 7, 2020

Mayor Fred Eisenberger and Members of Council  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8P 4Y5

Dear Mayor Eisenberger and Members of Council,

Since 1993, Ronald McDonald House Charities South Central Ontario (RMHCSCO) has been providing comfort and respite to the people of Hamilton and surrounding areas through our House and Family Room programs. In 2019, we had the privilege of providing accommodations to more than 700 families at the House and host more than 150,000 visits at our two Ronald McDonald Family Rooms located at McMaster Children's Hospital. The services provided by RMHCSCO are a critical part of the children's health network in the region supporting family centred care.

Since opening our doors, the City of Hamilton has been a leading partner of RMHCSCO. It was only through the provision of City of Hamilton property that we were able to build the original house in the early 90's and add our extension in 2012 only steps away from McMaster Children's Hospital. Because of the continued support of the City, we can provide peace of mind to our families just minutes away from their child's bedside.

RMHCSCO is committed to providing the safest and most comfortable environment to our families. At the same time, we are committed to keeping the asset of the House (and by extension the property) in the highest, most up-to-date condition as possible. We continually make upgrades and improvements to the House each year to ensure it is always in the best possible condition. We make every effort to address all priorities but are always faced with the issue of the high cost of these projects. RMHCSCO does not receive operational funding from any level of Government and relies upon the generosity of both our Founding and Forever Partner, McDonalds Canada (which provide approximately 30% of our annual donations), and the generosity of our community (which provides the remaining 70%). To help offset the expenses associated with costly upgrades and improvements to our infrastructure, RMHCSCO seeks every available opportunity to find funding grants to allow us to do the necessary work.



RMHCSCO is asking the City of Hamilton to consider partnering with us through the *Invest in Canada Infrastructure Program: COVID-19 Resilience Infrastructure Stream – Local Government Intake Program*, by allowing RMHCSCO to add several critical infrastructure projects to the City's submission of your grant application. The projects that we ask the City to consider have been identified below:

<b>RMHCSCO Infrastructure Project Priorities</b>	
<b>Project Description</b>	<b>Estimated Cost</b>
<b>HVAC Upgrade:</b> Our current HVAC system, installed on the roof of the building, has deteriorated rapidly due to the cold climate. As a result, an upgrade of the system is required to ensure no disruption of heating/cooling to families. As part of the complete upgrade, a venting and filtration audit will be completed to ensure that families are receiving the best quality air.	\$375,000.00
<b>Back-Up Generator:</b> The installation of a back-up generator would ensure continued service to families (accommodations and meal service) during an extended disruption of power saving both stress to families and costs to the House.	\$75,000.00
<b>Window Replacement:</b> The windows on the original side of the building are almost thirty years old and are showing significant wear. As part of the Reserve Study, funds were designated to purchase and install new windows in 2020, however, it was necessary to re-direct these funds due to our emergency COVID-19 response.	\$325,000.00
<b>Carpet Replacement:</b> To ensure the safest environment for the immune-compromised children staying at RMHCSCO, funds had been designated for replacement of all carpets in 2020. These funds were re-directed due to our emergency COVID-19 response.	\$115,000.00
<b>Total cost of projects</b>	<b>\$890,000.00</b>

The projects identified above are the highest priority items from our master list of renovations and upgrades required at the House. As you can imagine, maintaining a 41-suite House with large common areas, a fully equipped culinary kitchen, recreation, and leisure spaces both inside and outside of the House can be a challenge. With the limited resources we can dedicate to this work each year, we are continually looking for funding opportunities to help ensure that we can continue to deliver our mission to the people of South-Central Ontario. The support of the City of Hamilton by adding all, or some of these projects to your application to the *COVID-19 Resilience Infrastructure Stream through the Invest in Canada Infrastructure Program*, will have a lasting impact on the health and wellbeing of our families, volunteers, and staff both today and for years to come.

On behalf of the team at RMHCSCO, our Board of Directors, more than 350 volunteers and especially those within our community that we have the privilege to serve, I would like to thank the members of City Council in advance for your consideration of this request and your support of our important work. Together we can help to ensure that our House and Family Rooms continue to be there for our families when they need us the most.

---

Sincerely,

A handwritten signature in black ink, appearing to read "C. Bridgman". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Catherine Bridgman  
Chief Executive Officer



December 7, 2020

Mayor Fred Eisenberger and Members of Council  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8P 4Y5

Dear Mayor Eisenberger and Members of Council,

On behalf of McMaster Children's Hospital, I am pleased to provide this letter of support for the RMHSCO application for the *Invest In Canada Infrastructure Program: COVID-19 Resilience Infrastructure Stream – Local Government Intake Program*.

McMaster Children's Hospital has been providing care to expectant mothers, infants, children & youth and their families from across south-central Ontario (a population of nearly 2.5 million) since 1988. Here, patients ranging in age from infancy to 17 receive care through a family-centred approach that accounts for the child's emotional, mental and physical well-being. The hospital is home to the fastest-growing kids-only emergency department in Ontario, one of Canada's most advanced neonatal intensive care units, and a range of programs and clinics with unique expertise in a number of areas including children's cancer, digestive diseases, and mental health.

Our partnership with RMHC-SCO is of the utmost importance, given the nature of the services we provide and the needs of our families. In particular, the House itself includes that families have a proximate place to go for a warm bed, a nourishing meal, and family-centred support. In that respect, we are fully supportive of efforts to ensure the on-going operation of the House.

Thank you for the opportunity to comment on this request for support.

Best wishes,

Bruce Squires  
President, McMaster Children's Hospital  
RMHC-SCO Board Member  
[squiresb@hhsc.ca](mailto:squiresb@hhsc.ca)



**MINUTES**  
**ARTS ADVISORY COMMISSION**  
September 3<sup>rd</sup>, 2020  
4:00 p.m. – 6:00 p.m.  
**WebEx – Virtual Platform**

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Chair: Annette Paiement

Recorder: Lauren Anastasi

Present: Councillor Danko, Monika Ciolek, Monolina Bhattacharyya-Ray, Elizabeth Jayne Cardno, Janna Malseed, Eileen Reilly, Lisa LaRocca, Ken Coit (Staff)

Absent with Regrets: Ranil Sonnadara, Councillor Farr

**1. CEREMONIAL ACTIVITIES**

1.1 Land Acknowledgement

**2. APPROVAL OF AGENDA**

2.1 Agenda was approved by all committee members

MOVED: Eileen Reilly

SECOND: Janna Malseed

**That** the agenda of today's meeting be approved.

**CARRIED**

**3. DECLERATIONS OF INTEREST**

There were no declarations of interest.

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

4.1 Approval of Minutes January 28, 2020

No changes to the minutes were required.

MOVED: Eileen Reilly

SECOND: Monolina Bhattacharyya-Ray

**That** the meeting minutes of January 28<sup>th</sup>, 2020 be approved.

**CARRIED**

**5. COMMUNICATIONS**

There were no communications.

**6. DELEGATION REQUESTS**

6.1 Cameron Kroetsch, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (LGBTQ), regarding an All Advisory Committee meeting.

MOVED: Monika Ciolek

SECOND: Eileen Reilly

**That** the delegation request from Cameron Kroetsch, regarding an All advisory Committee meeting be heard at today's meeting.

**CARRIED**

6.2 David Hudson, Hamilton Arts Council, regarding a request for AAC support of the "Hamstr" initiative be heard at today's meeting.

MOVED: Janna Malseed

SECOND: Monolina Bhattacharyya-Ray

**That** the delegation request from David Hudson, regarding an AAC support of the "Hamstr" initiative meeting be heard at today's meeting.

**CARRIED**

**7. CONSENT ITEMS**

There were no consent items.

**8. PUBLIC HEARINGS/DELEGATIONS**

8.1 Cameron Kroetsch, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (LGBTQ), regarding an All Advisory Committee meeting.

MOVED: Monika Ciolek

SECOND: Janna Malseed

**That** the Arts Advisory Commission endorses the idea of having an All Advisory Committee meeting, ensuring that we meet the municipal standards act and will work with Clerk’s office to meet these criteria.

**CARRIED**

8.2 David Hudson, Hamilton Arts Council, regarding a request for AAC support of the “Hamstr” initiative. An online project to build audience, enable better communication and to help the local arts sector recover from COVID-19 impacts.

MOVED: Eileen Reilly

SECOND: Janna Malseed

**That** the Arts Advisory Commission will write a letter of endorsement for the “Hamstr” initiative in support of them receiving additional funding from grant and funding streams.

**CARRIED**

MOVED: Eileen Reilly

SECOND: Monika Ciolek

**That** the Arts Advisory Commission donate \$5,600 as seed money to facilitate the beginning stage of the “Hamstr” initiative which will support the HAC in receiving additional funding from grant and funding streams.

**CARRIED**

## **9. STAFF PRESENTATIONS**

9.1 Public Art Update - Ken Coit

King William Street Public Art Project was awarded.

Healthcare Traffic Box Wraps were awarded.

Ward 3 Century Street Parkette underway, requesting a member of AAC to be on the jury.

MOVED: Janna Malseed

SECOND: Lisa LaRocca

**That** Elizabeth Jayne Cardno be appointed as the Arts Advisory Commission representative on the Century Street Public Art Jury.

**CARRIED**

9.2 Update on 2020 Arts Awards on-line and the current consultation for the Arts Awards program review.

CoBALT Connects is the program implementation partner conducting the public consultation process on the Arts Awards program review with past recipients, jurors, steering committee members, sponsors etc.

BIPOC consultant Rose Senat from Hamilton Centre for Civic inclusion is assisting with the review.

Arts Advisory Commission invited to provide feedback to Jen Anisef, Rose Senat or Jeremy Freiburger of CoBALT Connects.

**10. DISCUSSION ITEMS**

10.1 Communication, education and training

10.2 Symposium 2020 – Creative Café Update

MOVED: Janna Malseed

SECOND: Eileen Reilly

**That** Items 10.1 and 10.2 be tabled to our next Arts Advisory Commission meeting.

**CARRIED**

10.3 Aeon & Creative Café - Annette Paiement did communicate with Aeon. They were not interested in presenting at Creative Café.

**11. MOTIONS**

There were no motions.

**12. NOTICES OF MOTION**

There were no notices of motion.

**13. GENERAL INFORMATION/OTHER BUSINESS**

13.1 Monika Ciolek inquired about Together in Dance presenting to Arts Advisory Commission. TID will submit a delegation request for the next AAC meeting.

**14. ADJOURNEMENT**

MOVED: Janna Malseed

SECOND: Eileen Reilly

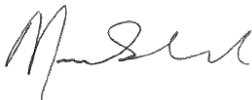
**That** the Arts Advisory Commission meeting be adjourned at 5:33pm

**CARRIED**





**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Economic Development Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20184) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2021 Operating Budget for the International Village Business Improvement Area (BIA), attached as Appendix "A" to Report PED20184, in the amount of \$188 K, be approved;
- (b) That the levy portion of the Operating Budget for the International Village Business Improvement Area in the amount of \$170 K, be approved;
- (c) That the General Manager of the Finance and Corporate Services Department be authorized and directed to prepare the requisite By-law, pursuant to Section 208, *Ontario Municipal Act, 2001*, as amended, to levy the 2021 Operating Budget for the International Village Business Improvement Area;
- (d) That the following schedule of payments for 2021 Operating Budget for the International Village Business Improvement Area be approved:
 

(i)	January	\$85,000
(ii)	June	\$85,000

---

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: International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20184) (Ward 2) - Page 2 of 3**

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Note: Assessment appeals may be deducted from the levy payments.

**EXECUTIVE SUMMARY**

This Report addresses the approval of the 2021 Budget and Schedule of Payments for the International Village Business Improvement Area (BIA).

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$170 K is completely levied by the BIA and collected through its membership. There is no cost to the City of Hamilton for the 2021 International Village BIA Operating Budget.

Staffing: There are no staffing implications.

Legal: *Ontario Municipal Act, 2001, Section 205, Sub-section (2)*, as amended, dictates that City Council must approve the Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday November 3, 2020, the International Village BIA Board of Management presented its proposed budget for 2021 to the membership.

The process followed to adopt the International Village BIA's Budget for 2021 was in accordance with the *Ontario Municipal Act, 2001*, as amended, and the BIAs Procedure By-Law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not Applicable

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**SUBJECT: International Village Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20184) (Ward 2) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

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

**Economic Prosperity and Growth**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A”-International Village Business Improvement Area Proposed 2021 Operating Budget.

## Appendix "A" to Report PED20184

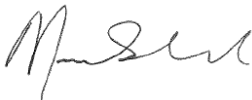
Page 1 of 1

**INTERNATIONAL VILLAGE  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2021 OPERATING BUDGET**

<b>Revenues</b>	
BIA Levy	\$170,000
Reserve Monies	\$18,000
<b>Total Revenue</b>	<b>\$188,000</b>
<b>Expenses</b>	
Rent	\$12,900
Telephone/fax/internet/website	\$4,000
Office Supplies <small>(cleaning supplies, postage, paper, toner, general office, etc.)</small>	\$2,500
Equipment repairs & purchases <small>(equipment maintenance, computer upgrades/repairs, photocopier)</small>	\$1,000
Bank charges, book-keeper, audit fees	\$3,500
Insurance	\$3,900
Administrative Services <small>(wages, benefits, source deductions)</small>	\$72,000
Member contact & events <small>(printing, networking events, Chamber of Commerce membership, OBIAA Conference, event supplies)</small>	\$7,700
Board Expense, travel & promotion <small>(board gifts, gifts, flowers, parking, mileage)</small>	\$2,000
Advertising	\$70,000
Beautification & maintenance <small>(graffiti removal/summer staff/garbage)</small>	\$3,500
Contingency <small>(reassessed properties that affect levy)</small>	\$5,000
<b>Total Expenses</b>	<b>\$188,000</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Economic Development Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Downtown Dundas Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20185) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

## RECOMMENDATION

- (a) That the 2021 Operating Budget for the Downtown Dundas Business Improvement Area (BIA), attached as Appendix "A" to Report PED20185, in the amount of \$226,800, be approved;
- (b) That the levy portion of the Operating Budget for the Downtown Dundas Business Improvement Area in the amount of \$170,632, be approved;
- (c) That the General Manager of the Finance and Corporate Services Department be authorized and directed to prepare the requisite By-law, pursuant to Section 208, *Ontario Municipal Act, 2001*, as amended, to levy the 2021 Operating Budget for the Downtown Dundas Business Improvement Area;
- (d) That the following schedule of payments for 2021 Operating Budget for the Downtown Dundas Business Improvement Area be approved:
 

(i)	January	\$85,316
(ii)	June	\$85,316

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

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

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

**SUBJECT: Downtown Dundas Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20185) (Ward 13) - Page 2 of 3**

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Note: Assessment appeals may be deducted from the levy payments.

**EXECUTIVE SUMMARY**

This Report addresses the approval of the 2021 Budget and Schedule of Payments for the Downtown Dundas Business Improvement Area (BIA).

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$170,632 is completely levied by the BIA and collected through its membership. There is no cost to the City of Hamilton for the 2021 Downtown Dundas BIA Operating Budget.

Staffing: There are no staffing implications.

Legal: *Ontario Municipal Act, 2001, Section 205, Sub-section (2)*, as amended, dictates that City Council must approve the Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Tuesday November 3, 2020, the Downtown Dundas BIA Board of Management presented its proposed budget for 2021 to the membership.

The process followed to adopt the Downtown Dundas BIA's Budget for 2021 was in accordance with the *Ontario Municipal Act, 2001*, as amended, and the BIAs Procedure By-Law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not Applicable

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**SUBJECT: Downtown Dundas Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20185) (Ward 13) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

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**Economic Prosperity and Growth**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A”-Downtown Dundas Business Improvement Area Proposed 2021 Operating Budget.

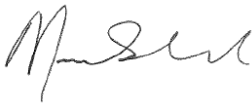
**DOWNTOWN DUNDAS  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2021 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$170,362
HST Recovery	\$7,000
Other Income	\$35,438
Grants	\$14,000
<b>Total Revenues</b>	<b>\$226,800</b>
<b>Expenses</b>	
<i>Promotion &amp; Events</i>	
General Advertising	\$10,809
Easter	\$7,000
Cactus Parade	\$1,000
Scarecrow Saturday	\$5,100
Christmas	\$47,000
Buskerfest	\$25,000
Shopify Marketplace	\$1,250
<i>Beautification</i>	\$35,691
<i>Economic Development</i>	\$3,000
<i>Administration</i>	
Rent & Taxes	\$19,000
Office Expenses & supplies	\$4,500
Member Services	\$2,100
Insurance	\$3,850
Staff/benefits	\$56,000
Assessment appeals	\$2,000
Audit & Bookkeeping	\$3,500
<b>Total Expenses</b>	<b>\$226,800</b>





**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Economic Development Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Downtown Hamilton Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20186) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the 2021 Operating Budget for the Downtown Hamilton Business Improvement Area (BIA), attached as Appendix "A" to Report PED20186, in the amount of \$465 K, be approved;
- (b) That the levy portion of the Operating Budget for the Downtown Hamilton Business Improvement Area in the amount of \$400 K, be approved;
- (c) That the General Manager of the Finance and Corporate Services Department be authorized and directed to prepare the requisite By-law, pursuant to Section 208, *Ontario Municipal Act, 2001*, as amended, to levy the 2021 Operating Budget for the Downtown Hamilton Business Improvement Area;
- (d) That the following schedule of payments for 2021 Operating Budget for the Downtown Hamilton Business Improvement Area be approved:
  - (i) January                      \$200,000
  - (ii) June                              \$200,000

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**SUBJECT: Downtown Hamilton Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20186) (Ward 2) - Page 2 of 3**

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Note: Assessment appeals may be deducted from the levy payments.

**EXECUTIVE SUMMARY**

This Report addresses the approval of the 2021 Budget and Schedule of Payments for the Downtown Hamilton Business Improvement Area (BIA).

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The \$400 K is completely levied by the BIA and collected through its membership. There is no cost to the City of Hamilton for the 2021 Downtown Hamilton BIA Operating Budget.

Staffing: There are no staffing implications.

Legal: *Ontario Municipal Act, 2001, Section 205, Sub-section (2)*, as amended, dictates that City Council must approve the Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Monday November 2, 2020, the Downtown Hamilton BIA Board of Management presented its proposed budget for 2021 to the membership.

The process followed to adopt the Downtown Hamilton BIA's Budget for 2021 was in accordance with the *Ontario Municipal Act, 2001*, as amended, and the BIAs Procedure By-Law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not Applicable

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**SUBJECT: Downtown Hamilton Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20186) (Ward 2) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

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**APPENDICES AND SCHEDULES ATTACHED**

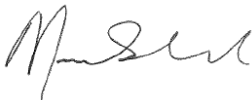
Appendix “A”-Downtown Hamilton Business Improvement Area Proposed 2021 Operating Budget.

**DOWNTOWN HAMILTON  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2021 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$400,000
Other Income	\$65,000
<b>Total Revenues</b>	<b>\$465,000</b>
<b>Expenses</b>	
<b><i>Office Expenses</i></b>	
Professional Fees	\$4,000
Telephone	\$5,000
Levy Appeals	\$27,000
Rent	\$40,000
Meetings	\$3,000
Memberships	\$1,000
Salaries/Benefits	\$175,000
Office Expenses	\$0
Insurance	\$10,000
Amortization	\$12,000
Other – Bank Charges/Bad Debts	\$500
<b><i>Special Events/Promotions</i></b>	
Events & Promotions	\$145,000
<b><i>Beautification</i></b>	
Beautification	\$42,500
<b>Total Expenses</b>	<b>\$465,000</b>



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Economic Development Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	King West Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20190) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Julia Davis (905) 546-2424 Ext. 2632
<b>SUBMITTED BY:</b>	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
<b>SIGNATURE:</b>	

## RECOMMENDATION

- (a) That the 2021 Operating Budget for the King West Business Improvement Area (BIA), attached as Appendix "A" to Report PED20190, in the amount of \$5,647 be approved;
- (b) That the levy portion of the Operating Budget for the King West Business Improvement Area in the amount of \$5,647, be approved;
- (c) That the General Manager of the Finance and Corporate Services Department be authorized and directed to prepare the requisite By-law, pursuant to Section 208, *Ontario Municipal Act, 2001*, as amended, to levy the 2021 Operating Budget for the King West Business Improvement Area;
- (d) That the following schedule of payments for 2021 Operating Budget for the King West Business Improvement Area be approved:
 

(i)	January	\$2,823.50
(ii)	June	\$2,823.50

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**SUBJECT: King West Business Improvement Area (BIA) Proposed Budget and Schedule of Payments for 2021 (PED20190) (Ward 2) - Page 2 of 3**

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Note: Assessment appeals may be deducted from the levy payments.

**EXECUTIVE SUMMARY**

This Report addresses the approval of the 2021 Budget and Schedule of Payments for the King West Business Improvement Area (BIA).

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The \$5,647 is completely levied by the BIA and collected through its membership. There is no cost to the City of Hamilton for the 2021 King West BIA Operating Budget.

**Staffing:** There are no staffing implications.

**Legal:** *Ontario Municipal Act*, 2001, Section 205, Sub-section (2), as amended, dictates that City Council must approve the Budgets of BIAs.

**HISTORICAL BACKGROUND**

At its Annual General Meeting on Wednesday August 12, 2020, the King West BIA Board of Management presented its proposed budget for 2021 to the membership.

The process followed to adopt the Downtown Hamilton BIA's Budget for 2021 was in accordance with the *Ontario Municipal Act*, 2001, as amended, and the BIAs Procedure By-Law.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not Applicable

**RELEVANT CONSULTATION**

Not Applicable

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Not Applicable

**SUBJECT: King West Business Improvement Area (BIA) Proposed Budget and  
Schedule of Payments for 2021 (PED20190) (Ward 2) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A"-King West Business Improvement Area Proposed 2021 Operating Budget

Appendix "A" to Report PED20190  
Page 1 of 1

**KING WEST  
BUSINESS IMPROVEMENT AREA (BIA)  
PROPOSED 2021 OPERATING BUDGET**

<b>Revenue</b>	
BIA Levy	\$5,647
<b>Total Revenues</b>	<b>\$5,647</b>
<b>Expenses</b>	
Insurance	\$2,500
Office	\$500
Audit	\$350
Meeting Expenses	\$600
AGM Expenses	\$200
OBIAA Membership	\$225
Beautification/Graffiti Removal	\$0
Marketing	\$1,000
Miscellaneous	\$272
<b>Total Expenses</b>	<b>\$5,647</b>





Hamilton

**CLEANLINESS & SECURITY IN THE DOWNTOWN CORE TASK FORCE  
MINUTES 19-002  
Tuesday, October 29, 2019  
1:00 p.m.  
Rooms 192 & 193, Hamilton City Hall  
71 Main Street West**

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**Present:** Councillor J. Farr (Chair)

S. Braithwaite (Vice-Chair), International Village BIA  
K. Jarvi, Downtown BIA  
C. Topp, James Street South Business District  
S. Laurie, Community Representative  
A. Stajrer, Community Representative  
S. Sutherland, Community Representative

**Absent**  
**With Regrets:** Councillor N. Nann – Personal  
T. Potocic, James Street North Business Merchants  
P. Trainor, Community Representative

**Also Present:** Sgt. M. Fletcher, Division 10 Crime Manager  
K. Barnett, Manager, Service Delivery, Licensing & By-Law Services  
J. McCormick, Manager, Waste Collections, Environmental Services

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**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 1)**

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

Items 10.4 and 10.5 were moved up on the agenda to be considered immediately following Item 4.1 to accommodate staff schedules:

**10. DISCUSSION ITEMS (Item 10)**

- 10.4 Cigarette Litter Enforcement Update
- 10.5 Graffiti Updates (Item 10.5)

**(Topp/Braithwaite)**

That the agenda for the October 29, 2019 meeting of the Cleanliness & Security in the Downtown Core Task Force be approved, as amended.

**CARRIED****(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)****(i) May 30, 2019 (Item 4.1)****(Sutherland/Jarvi)**

That the Minutes of the May 30, 2019 meeting of the Cleanliness & Security in the Downtown Core Task Force be approved, as presented.

**CARRIED****(e) DISCUSSION ITEMS (Item 10)****(i) Cigarette Litter Enforcement Update (Item 10.4)**

Kelly Barnett, Manager, Service Delivery, Licensing & By-Law Services, and addressed the Committee respecting a Cigarette Litter Enforcement Update.

The City of Hamilton launched a cigarette litter prevention program to remind smokers that cigarette butts should be disposed of safely in an ashtray or receptacle, and never on the ground. Many of the garbage containers in Hamilton's downtown core have been wrapped in a new design to encourage smokers to butt out in the best place.

**(Laurie/Braithwaite)**

That the verbal update, respecting Cigarette Litter Enforcement, be received.

**CARRIED****(ii) Graffiti Updates (Item 10.5)**

Kelly Barnett, Manager, Service Delivery, Licensing & By-Law Services, addressed the Committee respecting Graffiti Updates.

Two new co-op students were hired under the Municipal Law Enforcement Division for proactive graffiti enforcement, victim assurance, victim education, and community engagement. The City of Hamilton also launched its first legal wall for street art on September 21, 2019 at Woodlands Park (501 Barton Street East).

**(Laurie/Sutherland)**

That the verbal update, respecting Graffiti Updates, be received.

**CARRIED**

**(iii) Hamilton's Truck Route Network in the Downtown Core (Item 10.1)**

S. Laurie advised that the amount of truck traffic traversing the downtown core along Cannon Street is excessive. The Truck Route Master Plan was then discussed.

**(Sutherland/Jarvi)**

That the discussion, respecting Hamilton's Truck Route Network in the Downtown Core, be received.

**CARRIED**

**(iv) Abandoned Garbage and Illegal Dumping (Item 10.2)**

Joel McCormick, Manager, Waste Collections, addressed the Committee respecting Abandoned Garbage and Illegal Dumping.

**(Braithwaite/Laurie)**

That the verbal update, respecting Abandoned Garbage and Illegal Dumping, be received.

**CARRIED**

**(v) Fake Film Scout Scam (Item 10.3)**

Kim Adrovez, Senior Project Manager of Film, addressed the Committee respecting a Fake Film Scout Scam.

**(Laurie/Jarvi)**

That the verbal update, respecting a Fake Film Scout Scam, be received.

**CARRIED**

**(f) GENERAL INFORMATION/OTHER BUSINESS (Item 13)**

**(i) Ferguson Station, Hamilton (Added Item 13.1)**

S. Braithwaite reported that Ferguson Station, Hamilton, is experiencing an increase in drug-related activities. The Committee discussed various options to mitigate this issue, including, but not limited to, a third party vendor assuming management of the space and better promotion of the location as an event space.

**(Jarvi/Laurie)**

That the discussion, respecting Ferguson Station, Hamilton, be received.

**CARRIED**

**(g) ADJOURNMENT (Item 15)**

**(Laurie/Sutherland)**

That there being no further business, the Cleanliness & Security in the Downtown Core Task Force be adjourned at 2:03 p.m.

**CARRIED**

Respectfully submitted,

Councillor J. Farr  
Chair, Cleanliness & Security in the  
Downtown Core Task Force

Alicia Davenport  
Legislative Coordinator  
Office of the City Clerk



## INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	2020 S&P Global Ratings Credit Rating Review (FCS20099) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Rosaria Morelli (905) 546-2424 Ext. 1390
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Not Applicable.

### INFORMATION

On October 14, 2020, S&P Global Ratings (“S&P”) maintained the City of Hamilton (the “City”) issuer credit rating at ‘AA+’ with a ‘Stable’ outlook.

Appendix “A” attached to Report FCS20099 respecting 2020 S&P Global Ratings Credit Rating Review is S&P’s published report on the City: S&P Global Ratings Summary: City of Hamilton dated October 14, 2020 (the “Summary”).

The City has maintained a ‘AA+ / Stable’ credit rating by S&P for each year since June 16, 2017, which is when S&P raised the rating to ‘AA+’ with ‘Stable’ outlook from ‘AA’ with ‘Positive’ outlook.

In the Summary, S&P noted that, during the COVID-19 pandemic and recovery, they expect the City’s creditworthiness will be supported by the City’s prudent financial management and supportive institutions, including the City’s supportive and balanced relationship with the Province of Ontario.

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**SUBJECT: 2020 S&P Global Ratings Credit Rating Review (FCS20099) (City Wide) – Page 2 of 4**

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The rating agency expects the City of Hamilton’s (the “City”) economic diversification would help the City recover from a contraction this year. S&P believes that the City continues to show characteristics of a resilient economy, including its economic diversification. S&P noted the City’s movement into other economic sectors, including advanced manufacturing, aerospace, agribusiness, food processing, life sciences, digital media and goods transport, apart from its traditional steel sector.

S&P reported that although they view the possibility of an upgrade to be remote over the next two years, they “could raise the ratings if the City’s economy were to grow significantly, causing operating surpluses to rise such that they would fully and consistently finance the City’s capital program, leading to structural surpluses after capital spending.” S&P added that this condition would be in combination with substantial improvements in the City’s financial management (supported by stronger budget performance) as assessed by S&P and with no deterioration in S&P’s other rating factors.

S&P noted that, over the next two years, it could lower the City’s credit rating if deficits that take into account both capital and operating balances approach 10% of revenue and cause the City to depend more heavily on debt issuance such that the debt burden rose substantially above 30% of operating revenue for a sustained period and if S&P did not believe that the debt burden was mitigated by high operating surpluses.

The City’s Ratings Score Snapshot (Table 2 on page 5 of the Summary) is shown in Table 1. The Snapshot shows S&P’s assessment (score) of the City with respect to S&P’s six key rating factors, and shows the City’s stand-alone credit profile and the City’s issuer credit rating, both assigned by S&P. The six factors are institutional framework, economy, financial management, budgetary performance, liquidity and debt burden.

**Table 1**  
**City of Hamilton Ratings Score Snapshot**

<b>Key Rating Factors</b>	<b>Scores</b>
Institutional framework	2
Economy	1
Financial management	2
Budgetary performance	2
Liquidity	1
Debt burden	1
Stand-alone credit profile	aa+
Issuer credit rating	AA+

S&P bases its ratings on the six key rating factors. The assessment of institutional framework is on a six-point scale with ‘1’ being the strongest score and ‘6’ the weakest.

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**SUBJECT: 2020 S&P Global Ratings Credit Rating Review (FCS20099) (City Wide) – Page 3 of 4**

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The remaining five factors are assessed on a five-point scale with '1' being the strongest score and '5' the weakest. S&P's stand-alone credit profile is the result for the credit rating before any sovereign-related overriding factors when relevant are applied and the issuer credit rating is the City's credit rating.

With respect to the key rating factors, the City maintained strongest scores (at '1') for economy, liquidity and debt burden and second-best scores (at '2') for institutional framework, financial management and budgetary performance. The City has a stand-alone credit profile score of 'aa+' and S&P applied no sovereign-related overriding factors to the profile. The issuer credit rating is 'AA+'.

The scores are unchanged compared with last year's scores, shown in the Ratings Score Snapshot in S&P's Research Update dated October 18, 2019, attached as Appendix "A" to Report FCS19089 respecting "2019 S&P Global Ratings Credit Rating Review".

The City's credit rating, in comparison with other large Ontario municipalities, is shown in Table 2. Unless marked otherwise, each of the ratings has a 'Stable' outlook.

**Table 2  
Credit Rating Comparison**

<b>Municipality</b>	<b>S&amp;P<sup>1</sup></b>	<b>Moody's<sup>2</sup></b>
Regional Municipality of Durham	AAA	Aaa
Regional Municipality of Halton	AAA	Aaa
City of London	–	Aaa
Regional Municipality of Peel	AAA	Aaa
Regional Municipality of Waterloo	–	Aaa
City of Guelph	AA+	–
City of Hamilton	AA+	–
Regional Municipality of York	AA+/(Positive)	Aaa
City of Barrie	AA	–
City of Kingston	AA	–
Regional Municipality of Niagara	AA	–
City of Ottawa	AA	Aaa
City of Toronto <sup>3</sup>	AA	Aa1
City of Windsor	AA	–

<sup>1</sup> S&P Global Ratings

<sup>2</sup> Moody's Investors Services Inc.

<sup>3</sup> also rated AA by Dominion Bond Rating Service Limited

– denotes not rated

A history of the City's credit ratings is shown in Table 3.

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**SUBJECT: 2020 S&P Global Ratings Credit Rating Review (FCS20099) (City Wide) – Page 4 of 4**

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**Table 3  
City of Hamilton's<sup>1</sup> Credit Rating History**

<b>Rating Agency</b>	<b>Rating (Outlook 'Stable' unless otherwise marked)</b>	
S&P	AA+	2020
	AA+	2019
	AA+	2018
	AA+	2017 (November 14)
	AA+	2017 (June 16)
	AA / Positive	2016
	AA	2008-2015
	AA / Positive	2005-2007
	AA	2001-2004
		AA
	AA+	1994-1999 <sup>2</sup>
	AAA	1989-1994 <sup>2</sup>
Moody's	Aa3	1995-2001
	Aa2	1988-1995
DBRS	AA	2004-2009
	AA+	1994-2004

<sup>1</sup> City of Hamilton and, prior to amalgamation, the Regional Municipality of Hamilton-Wentworth

<sup>2</sup> Prior to 2001, ratings shown under S&P are the ratings of Canadian Bond Rating Service, which was bought by S&P and its predecessor companies and announced on October 31, 2000.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS20099 – S&P Global Ratings Summary: City of Hamilton

RM/dt



# RatingsDirect®

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## Summary:

# City of Hamilton

**Primary Credit Analyst:**

Julia L Smith, Toronto (1) 416-507-3236; Julia.Smith@spglobal.com

**Secondary Contact:**

Adam J Gillespie, Toronto (1) 416-507-2565; adam.gillespie@spglobal.com

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Outlook

Rationale

Key Statistics

Ratings Score Snapshot

Key Sovereign Statistics

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Related Research

## Summary:

# City of Hamilton

<b>Issuer Credit Rating</b>	AA+/Stable/--
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## Key Rating Factors

Credit context and assumptions	Base-case expectations
<p>Supportive institutions and prudent financial management will support the City of Hamilton's creditworthiness as the economy navigates the COVID-19 pandemic and recovery.</p> <ul style="list-style-type: none"> <li>The city's economic diversification should help it recover following a contraction this year.</li> <li>We expect the city's management will help it to maintain its fiscal sustainability through the pandemic.</li> <li>Hamilton's relationship with the Province of Ontario will remain well balanced and generally supportive.</li> </ul>	<p>We believe that the city's cost-cutting measures and provincial funding will mitigate the budgetary impact of COVID-19.</p> <ul style="list-style-type: none"> <li>We expect Hamilton's budgetary performance will be resilient to COVID-19-related measures.</li> <li>We forecast sustained operating surpluses and modest after-capital deficits through 2022.</li> <li>Despite some new borrowing, we expect Hamilton's debt burden will remain very low and its robust liquidity will continue to support its creditworthiness.</li> </ul>

## Outlook

The stable outlook reflects our expectation that, in the next two years, Hamilton's fiscal performance will be largely resilient to the impacts stemming from the pandemic-related restrictions that we expect to be largely temporary, supported by prudent policies and a supportive institutional framework. We believe that the city's sound operating surpluses will lead to modest after-capital deficits, which will be partially funded with debt issuance, while allowing the city to maintain a healthy liquidity position.

### Downside scenario

Over the next two years, we could lower the ratings if after-capital deficits approach 10% of revenue and cause the city to rely more heavily on debt issuance, increasing the debt burden substantially above 30% of operating revenue for a sustained period; and if we did not believe that the debt burden was mitigated by high operating surpluses.

### Upside scenario

Although we view the possibility of an upgrade as remote over the next two years, we could raise the ratings if Hamilton's economy were to grow significantly, causing operating surpluses to rise such that they would fully and consistently finance the city's capital program, leading to structural surpluses after capital spending. This, combined

with substantial improvements in our assessment of financial management, supported by stronger budgetary performance, and no deterioration in the other rating factors, could lead us to raise the ratings.

## Rationale

While COVID-19 and its associated restrictions will affect some of Hamilton's revenues, particularly fee-based sources, in 2020 and 2021, as well as its spending, we expect that the city will manage the revenue losses through cost-containment measures and support from higher levels of government. These measures will help the city to maintain its robust operating balances and modest after-capital deficits. Furthermore, we expect that this performance will allow Hamilton to sustain its large liquid assets and low debt levels. We believe Hamilton's strong diversification will facilitate the city's recovery.

### **Hamilton's economic diversification will facilitate its recovery, supported by prudent financial management.**

We believe Hamilton's economy will contract in 2020 and begin to recover over the next two years as social distancing measures ease. Despite what we view as a temporary shock, we believe Hamilton continues to demonstrate characteristics of a resilient economy, including its economic diversification. Although historically rooted in steel production, the city's economy has moved into other sectors, including advanced manufacturing, aerospace, agribusinesses, food processing, life sciences, digital media, and goods transport. We estimate that Hamilton's GDP per capita is approximately in line with that of the national economy at about US\$42,000.

We expect the city's management, under Fred Eisenberger, who is serving his third term as mayor of Hamilton, will prudently manage the impact of the pandemic on the city's finances. The city's planning is facilitated by a four-year budget outlook and multiyear business plans. These plans complement Hamilton's thorough and transparent disclosure; long-term financial sustainability plans; long-term operating and spending forecasts; and robust policies for investments, debt, and risk management.

Hamilton's strong management operates in what we deem to be a very predictable and well-balanced local and regional government framework that has demonstrated a high degree of institutional stability. Although provincial governments mandate a significant portion of municipal spending, they also provide operating fund transfers and impose fiscal restraint through legislative requirements to pass balanced operating budgets. Municipalities generally have the ability to match expenditures well with revenues, except for capital spending, which can be intensive. Any operating surpluses typically fund capital expenditures and future liabilities (such as postemployment obligations and landfill closure costs) through reserve contributions.

### **Operating performance will be resilient thanks to cost containment and relief funding.**

To mitigate the revenue impact of COVID-19, which we expect will be temporary and largely related to rate- and fee-based revenues, management has implemented cost-containment measures. This, coupled with provincial relief funding, will likely be sufficient to cover the year-end shortfall, allowing for more room to proceed with planned initiatives and reduce future budget pressures. On average, we expect operating balances will remain strong at around 14% of operating revenues from 2020-2022. These surpluses will facilitate capital spending that we expect to average 24% of total spending over the next three years, which will contribute to moderate deficits after capital spending that

average 3.1% of total revenues during the same period.

We expect that the city will issue about C\$199 million from 2020-2022. This includes about C\$44 million for City Housing Hamilton's housing projects. Nevertheless, we expect the city's debt burden will remain around 30% of consolidated operating revenues through the forecast horizon. In our view, the city's debt is also mitigated by its very high operating balances. Hamilton's debt consists of long-term debentures, mortgages on City Housing Hamilton properties, and a small amount related to capital leases. At the same time, we expect interest costs will remain very modest, at much less than 5% of operating revenues throughout the outlook horizon. We also believe the city's exposure to contingent liabilities is limited.

In addition to the city's very low debt burden, Hamilton has exceptionally high internal liquidity levels on which it can draw, complemented by very robust internal cash flow generation, as reflected in its very high operating surpluses. By our calculations, the city's average free cash and liquid assets are just over C\$1 billion and will represent about 15x debt service. Beyond internal liquidity, Hamilton benefits from satisfactory access to external liquidity for refinancing needs, given its proven ability to issue debt into various markets, including that for public debt, and the presence of a secondary market for Canadian municipal debt instruments.

## Key Statistics

Table 1

City of Hamilton -- Selected Indicators					
(Mil. C\$)	--Fiscal year--				
	2018	2019	2020bc	2021bc	2022bc
Operating revenues	1,641	1,657	1,663	1,769	1,790
Operating expenditures	1,431	1,391	1,428	1,505	1,551
Operating balance	210	265	235	264	239
Operating balance (% of operating revenues)	12.8	16.0	14.1	14.9	13.4
Capital revenues	210	158	154	176	169
Capital expenditures	408	445	437	500	480
Balance after capital accounts	12	(22)	(48)	(60)	(72)
Balance after capital accounts (% of total revenues)	0.6	(1.2)	(2.7)	(3.1)	(3.7)
Debt repaid	44	52	48	51	56
Gross borrowings	111	0	59	141	0
Balance after borrowings	78	(74)	(38)	30	(128)
Direct debt (outstanding at year-end)	485	433	443	533	477
Direct debt (% of operating revenues)	29.5	26.1	26.7	30.1	26.7
Tax-supported debt (outstanding at year-end)	485	433	443	533	477
Tax-supported debt (% of consolidated operating revenues)	29.5	26.1	26.7	30.1	26.7
Interest (% of operating revenues)	0.8	0.8	0.8	0.9	1.1
National GDP per capita (single units)	60,011	61,291	57,698	61,644	63,541

The data and ratios above result in part from S&P Global Ratings' own calculations, drawing on national as well as international sources, reflecting S&P Global Ratings' independent view on the timeliness, coverage, accuracy, credibility, and usability of available information. The main sources are the financial statements and budgets, as provided by the issuer. bc--Base case reflects S&P Global Ratings' expectations of the most likely scenario. N/A--Not applicable. N.A.--Not available. N.M.--Not meaningful.

## Ratings Score Snapshot

**Table 2**

City of Hamilton -- Ratings Score Snapshot	
Key rating factors	Scores
Institutional Framework	2
Economy	1
Financial management	2
Budgetary performance	2
Liquidity	1
Debt burden	1
Stand-alone credit profile	aa+
Issuer credit rating	AA+

S&P Global Ratings bases its ratings on non-U.S. local and regional governments (LRGs) on the six main rating factors in this table. In the "Methodology For Rating Local And Regional Governments Outside Of The U.S.," published on July 15, 2019, we explain the steps we follow to derive the global scale foreign currency rating on each LRG. The institutional framework is assessed on a six-point scale: 1 is the strongest and 6 the weakest score. Our assessments of economy, financial management, budgetary performance, liquidity, and debt burden are on a five-point scale, with 1 being the strongest score and 5 the weakest.

## Key Sovereign Statistics

### Related Criteria

- Criteria | Governments | International Public Finance: Methodology For Rating Local And Regional Governments Outside Of The U.S., July 15, 2019

### Related Research

- Credit Conditions North America: Potholes on the Road to Recovery, Sept. 29, 2020
- S&P Global Ratings Definitions, Aug. 7, 2020
- Public Finance System: Canadian Municipalities, May 12, 2020
- Institutional Framework Assessments For International Local And Regional Governments, July 4, 2019
- Guidance: Methodology For Rating Local And Regional Governments Outside Of The U.S., July 15, 2019

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REPORT OF THE  
**Mayor's** Task Force on  
**ECONOMIC  
RECOVERY**





REPORT OF THE

# Mayor's Task Force on ECONOMIC RECOVERY

**This report presents a compilation of the advice and recommendations of the members and Sector Working Groups of the Mayor's Task Force on Economic Recovery.**

## INTRODUCTION

Economic recovery from the impact of the pandemic is an urgent priority for Hamilton as it is for the rest of the country.

The Mayor's Task Force on Economic Recovery was established by Hamilton City Council to provide multi-sectoral advice to guide Hamilton's sustainable and equitable recovery during, and in the aftermath of the pandemic.

Task Force Chair, Ron McKerlie and Vice-Chair, Terri Johns provided strategic leadership to the Task Force. Task Force membership included 28 representatives from across sectors of Hamilton's economy, as well as representatives from the Hamilton, Flamborough and Stoney Creek Chambers of Commerce, Building/ Skilled Trades, Workforce Planning Hamilton, the District Labour Council, City Council and the City of Hamilton.

The Task Force established seven sector-specific Working Groups to facilitate focussed discussion and the development of short, medium and long-term recommendations. A list of Working Group Task Force Members can be found in Appendix A.

To develop their recommendations, Working Groups described the pandemic's economic impact on their sectors, identified key issues, and determined critical challenges with actionable solutions. The Working Groups met over three months and submitted their reports and recommendations at the end of September 2020.

## GUIDING PRINCIPLES

Working Groups developed recommendations according to three guiding principles.

### Climate Action

Hamilton is already experiencing the impacts of climate change: flooding, extreme weather events, heat waves, erosion of the shoreline and escarpment, and more ice storms. Addressing climate change will prevent illnesses and deaths from extreme heat, new and increased disease vectors and poor air quality, all of which, like Covid-19, impact Hamilton's most vulnerable populations more severely.

As Hamilton recovers from the pandemic's impact, there is an opportunity to transform the city, businesses and industries to be more sustainable, equitable and better prepared for future crises by adhering to the principles of a green and just recovery and taking action in the key areas with the strongest potential to meet Hamilton's climate change targets for 2050. These include home energy retrofit programs, carbon-free transition support for manufacturers, investments in broadband internet services and 'shovel-ready' carbon affordable housing. In addition to reducing carbon, and making communities more resilient to climate impacts, a green and just recovery would benefit historically disadvantaged residents, businesses and communities.

The following is a summary of suggested actions provided to the working groups from the following partner organizations:

1. Bay Area Climate Change Council
2. Centre for Climate Change Management at Mohawk College
3. City of Hamilton, Air Quality and Climate Change Team

#### Priority Areas for Action

- 1) Immediately establish a municipal **home energy retrofit (HERO) program** for homeowners, with a plan to extend retrofit support to commercial and multi-residential buildings in the future.
- 2) **Continue to advocate for the LRT** and invest in the **electrification and expansion of transit**.
- 3) **Help local manufacturers transition to a carbon-free future** through advancing waste heat recovery, and other energy efficiency practices, and a shift to alternative fuel sources such as hydrogen.
- 4) Champion **street closures & placemaking projects through all seasons** to help revitalize main streets and support local businesses through the winter months.
- 5) Support **investments in broadband internet services** to support working and learning from home beyond the crisis; this is especially important in underserved and rural communities.
- 6) Develop "shovel ready" **zero carbon affordable housing** projects. Support the "Hamilton is Home" proposal to provide 3,000 affordable housing units in three years.

## Equity, Diversity and Inclusion

We recognize that women, racialized residents, new immigrants, individuals with disabilities, 2SLGBTQ+, low-income earners, those with fewer skills and less education, and young people are among those who are disproportionately negatively impacted by Covid-19. This includes higher rates of infection and death, as well as increased economic vulnerability in terms of job loss and inadequate employment benefits. These community members also continue to experience structural inequalities such as higher rates of low-wage employment, housing instability, and job discrimination.

These disparities are not new, however, the pandemic has both highlighted and exacerbated existing gaps in Hamilton's social and economic systems. An equity-informed economic recovery plan that addresses systemic inequalities would help to ensure better systems of support for those who need them most, contribute to inclusive recovery actions, and lead to prosperity for all.

To achieve those equitable outcomes, people from equity seeking groups must be engaged and at the table as decisions are made throughout the recovery and beyond.

## Recommendations

The following set of recommendations stemming from working groups' deliberations address the EDI guiding principle of the Task Force's mandate. While some are the domain of the City, it is important to note that everyone has a role to play in ensuring no one gets left behind. Consequently, these recommendations identify actions that could be taken by employers, the City, and higher levels of government.

### 1. Universal Childcare

We recognize that workforce participation is key for economic recovery and universal childcare is critical for Hamilton's economic recovery plans, including coordination between the reopening of schools and childcare centres, as well as, advocating for a national universal childcare program.

### 2. Paid Sick Leave

Racialized workers, particularly Black women, are over-represented in front-facing essential service provider roles, including among Personal Support Workers and Registered Practical Nurses. Many are providing essential services, yet unable to access emergency paid sick leave. Emergency paid sick leave recognizes the sacrifices front-line and essential workers provide during a pandemic.

### 3. Transit

Accessible, public transit is essential for residents to get to jobs and requires adequate and enhanced routes, affordable fares structures, and capacity and scheduling planning as long as safety is a concern. The need for public transit to more remote and industrial areas across the City of Hamilton requires coordination with industry to ensure workers can get to work safely.

#### **4. Housing**

Homelessness and insufficient housing are barriers to economic recovery. Hamilton has seen a growing supply crisis through this pandemic and more social and affordable housing is needed.

In addition to the City's existing Housing and Homelessness Strategy, the City can build on existing municipal incentives to encourage new housing while ensuring there is enough available land to produce more affordable housing options. If the LRT does not get built, the surplus of Metrolinx properties on the former LRT Corridor should be developed into social housing. If the LRT does get built, the community benefits should include more affordable and social housing units.

#### **5. Community Space / Planning**

If the price of commercial and industrial real estate drops, desirable spaces and locations will likely be acquired for residential or commercial development, potentially reducing access to community space and/or housing.

Using zoning tools, municipal loan guarantees, and perhaps even purchasing assets, the City can help community organizations maintain access to real estate (e.g. for community hubs or more affordable housing). Other Canadian communities have created zoning designations for church buildings that ensure they stay in community hands.

In addition, community space must be accessible, barrier-free, and always advance inclusion. Principles of universal design, appropriate funding, and enforcement mechanisms need to be in place to ensure no one is excluded from public space.

The need to include people from equity seeking groups in the decision making process - which is noted in the preamble - may be illustrated by the example of restaurant patios using sidewalks for safe outdoor dining. In this example, people who are blind, have vision loss or require room to maneuver mobility devices find it challenging to navigate hazards if they have to move onto the road. Creative solutions have been found in many jurisdictions but in this case, including people with disabilities in the design would contribute to accessibility for all.

#### **6. Technology and Connectivity**

The pandemic has made technology essential, and businesses, not for profit organizations, individuals, and families require sufficient access to participate in the economy and recovery. However, many do not have the means to purchase technology and lack of bandwidth or WIFI has also presented a barrier.

New opportunities include more public space WIFI (e.g. libraries, career centres, parks), collective purchasing of technology to reduce cost, and building on existing community supports and municipal initiatives to ensure now-essential technology is accessible.

Additional digital literacy supports are also needed to enable residents to participate in virtual communication, services, programs, education, and employment.

#### **7. Mental Health**

The pandemic has exacerbated mental health and addictions. To ensure those affected have opportunities to participate in the economic recovery, it will be important to educate and build the capacity of employers to understand and meet the needs of their workforce to enhance the provision of mental health supports to better protect and support employees.

Advocating to other levels of government for additional investment for mental health and addiction services is also a priority.

### **8. Food Security and Resilience**

Food insecurity has increased during COVID-19 and the need will continue through the recovery. It will be important to move forward with Hamilton's food strategy to support low income families. The City should also invest in expanded infrastructure to ensure local food production is enhanced.

Food workers often have precarious status and deserve wage security, safe conditions and a pathway to immigration. It is important to promote and advocate for this given Hamilton's contributions as a food producing area.

### **9. Workforce Training and Employment**

Increased investments in skill development, skilled trades, micro training, micro-credentialing, employment supports, employment readiness, education, retraining, placements, and employer incentives are policy and funding tools to support job seekers. In particular, job seekers with barriers and/or the already-marginalized groups who risk being left further behind.

### **10. Social Procurement**

Ensure the City leads with social and local procurement. Hamilton already has a Social Procurement program in place that could be an important part of the recovery for the NFP/ social service sector, job seekers and business owners from marginalized communities.

### **11. Supporting local business owners**

Offer targeted support to business owners from disproportionately impacted groups—not only women but also racialized people, persons with disabilities, Indigenous people, and immigrants—in the form of emergency funding. This funding would include skills training, mentorship and marketing to allow for businesses to pivot and come out of the pandemic thriving.

### **12. Sustainable Funding, Capacity & Resources for equity-serving organizations**

Government funding should never create barriers and must advance equity based outcomes throughout our city.

The City must examine the administration of all funding streams to ensure the investments are aimed to achieve outcomes that redress systemic forms of inequity.

Dedicated funding must be sustainable for individuals and community organizations to meet the increased need of equity-seeking individuals and groups to ensure their capacity to deliver support through each phase of recovery.

### **13. Income Security**

Wage inequality has continued to widen through the pandemic. To ensure an inclusive recovery, Hamilton employers should pay all employees a living wage or set a short timeline by which to bring all employees to a living wage.

Recognizing that current income supports are not adequate, ensure the City advocates for a Universal Basic Income.

## Labour

For every business and corporation that has been impacted by Covid-19, anywhere from two to thousands of workers and their families have been impacted as well. Hamilton's workforce is the economic engine of our city, through their labour as well as their purchasing power. Individual businesses may be lost to this pandemic. Industries will suffer and, ultimately, workers will suffer job losses and other cutbacks. Establishing decent work metrics for all Hamilton employers to follow would help to ensure a 'worker lens' as people move from job to job or sometimes have multiple employers.

The legacy of the Mayor's Economic Recovery Taskforce, though sprung from the pandemic, cannot simply be about immediate recovery but must also be about future sustainability for decent work in Hamilton. Enshrining decent work provisions for all Hamiltonians that consider not only wages, health and safety, benefits and pensions, but also public services and supports which allow no person to be left behind with regards to housing, health care, food security, and raising a family can help prepare for and protect workers against future crises.

The following is a summary of the recommendations from the Labour representatives on the Mayor's Task Force:

1. We recommend that all employers in Hamilton pay all employees a living wage or set a short timeline by which to bring all employees to a living wage.
2. We recommend that all employers (who contract jobs or services) adopt procedures whereby living wage requirements are written into procurement and tendering policies.
3. We recommend that all employers in Hamilton, who have not already undertaken pay equity assessments to do so by contacting the Ontario Pay Equity Commission for Gender Equity and in consultation with the standard set by the Canadian Human Rights Commission for those whose gender is intersectional with race, LGBTQ2SI+, and/or disability.
4. We recommend that the Task Force communicate support of publicly run, single-payer, universal pharmacare and dental care plans to federal and provincial levels of government.
5. We recommend that all employers strictly adhere to article 25(2)(h) of the Occupational Health and Safety Act which dictates that an employer shall "take every precaution reasonable in the circumstances for the protection of a worker".
6. We recommend that all employers strictly adhere to Article 50.1 which prohibits reprisals against any worker who is acting or reporting in compliance with the Occupational Health and Safety Act.

7. We recommend all employers adopt policies, practices and procedures that clearly ensure effective and impartial mechanisms are in place to ensure investigation of complaints, providing support and protection for survivors of gender-based violence, and holding perpetrators accountable.
8. We recommend the City of Hamilton should connect any existing targets for greenhouse gas emissions to future infrastructure development in renewable energies, home and building retrofits, public transit, and just transition measures supporting workers and their families.
9. We recommend that the City of Hamilton and other large employers in the city help to ensure all of the above decent work practices across Hamilton by requiring attestations of compliance to the aforementioned recommendations from all businesses who are part of tendering or procurement for goods or services.

## **TASK FORCE RECOMMENDATIONS**

The pandemic has had different impacts on the sectors represented by the Working Groups. To ensure that these impacts are comprehensively reported with attention to those differences, each Working Group was asked to present its issues and recommendations in its own voice.

The following sections contain the advice and recommendations of each of the Working Groups.

- 1. Small Business, Restaurants, Main Street Areas & Non-Profit**
- 2. Manufacturing & Life Sciences**
- 3. Agriculture & Circular Economy**
- 4. Arts & Culture**
- 5. Tourism & Hospitality**
- 6. Workplace & Office**
- 7. Transportation, Building & Infrastructure**



## Small Business, Restaurants, Main Street Areas & Non-Profits

Small businesses, including restaurants, and main streets continue to be one of the most vulnerable and hardest hit areas and require new approaches to operate safely and regain public confidence. These commercial enterprises and corridors are key economic drivers across the city. They are the heart of communities and provide major employment opportunities for a diverse workforce. Non-profit organizations support many equity seeking groups with services and programs, including housing, counselling, employment, food and health care. They have been on the Covid-19 frontlines and continue to be essential for those services and others that are intrinsic to recovery and quality of life.

### Recommendations

*Below are prioritized Recommendations for initiatives that could be undertaken by the City alone*

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
Provide vital economic support to address financial peril and mitigate financial instability to increase likelihood of business survival	Establishment of a Small Business Tax Class Status as permitted by the Province of Ontario that will target support for small businesses in the City of Hamilton,	City Staff/ Council	<6 months/ quick win
	Create 'Hardship Grant/ Micro Business Relief Fund'	City/Hamilton Business Centre	<6 months/ quick win
	Utilize, promote and expand to NFPs or social enterprises granting program through Hamilton Business Centre.	City/Hamilton Business Centre	<6 months/ quick win
Use policy and fee tools to reduce costs to businesses and increase their chance of survival	Waive fees for new businesses being set up; review all fines, fees, interest and penalties; cap business license fees for five years; work with businesses on solutions not just a hard 'no'; lower or eliminate fees for patios (cost isn't worth the return as it is)	City Staff/ Council	<6 months/ quick win
Track and evaluate the Main Street and NFPs throughout Hamilton who are vulnerable to not surviving the pandemic	Industry comparisons of business closures, vacancies, agency and agency program closures city wide to track vulnerable areas/ neighbourhoods to focus support	Hamilton Economic Development	<6 months to long term

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
<p>While technology has reduced some barriers (enabling service to those without ready transportation, for instance), it has created other barriers. Businesses and NFPs have the cost of technology now required for virtual service, training, and learning curves (such as how to pivot to ecommerce). Individuals are also seriously affected. Some families have three children trying to share one computer for school work. Many people don't have the means of purchasing technology. Bandwidth and wifi is a barrier in many cases.</p>	<p>Undertake collective purchasing of technology to reduce costs that would otherwise be higher for individuals or organizations.</p>	<p>City</p>	<p>&lt;6 months</p>
	<p>Provide more public space wifi (libraries, Career Centres).</p>	<p>City</p>	<p>&lt;6 months to long term</p>
	<p>Build on existing community supports. Hamilton Business Centre's Digital Mainstreet initiative; Green Venture/Green Byte refurbishment of computers for community needs; tech savvy organizations teach and support others who are learning (such as about ecommerce).</p>	<p>City (with community partners)</p>	<p>&lt;6 months to long term</p>
	<p>Build on the City's Intelligent Community Plan</p>	<p>City</p>	<p>&gt;1 year to long term</p>
<p>Provide enhanced support for small businesses and NFPs</p>	<p>Provide enhanced support for small business 1) maximize participation in the provincial and federal programs, 2) tech assistance by helping less tech savvy business owners quickly scale solutions, 3) utilize existing programs and education forums to encourage business growth, 4) guidance and support to pivot businesses with modified operations, service models and create new business models, 5) build digital capacity to introduce or increase e-Commerce options, 6) counselling for cash flow management, business concept review, revenue stream analysis, and marketing support, 7) create a toolkit for business, 8) tax relief strategies</p>	<p>City Staff/ Hamilton Business Centre (and could involve Women's Enterprise Centre YWCA)</p>	<p>&lt;6 months/ quick win</p>
<p>Irrecoverable loss of income for main streets and NFPs in spring 2020. Businesses due to loss of sales/revenue. NFPs due to loss of fundraising, membership dues, and social enterprise. Slow and partial recovery of revenues (events cancelled, social enterprise limited, dues in decline, etc.). Margins/net revenue unlikely to recover any time soon. PPE and cleaning requirements are a new and substantial cost. Cash flow is at risk</p>	<p>Ensure the City leads with social and local procurement. Hamilton already a Social Procurement program in place and it could be an important part of the recovery for both the NFP/social service sector, as well and job seekers who might be otherwise left behind.</p>	<p>City</p>	<p>&lt;6 months to long term</p>

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
City embrace creative solutions to extend the seasonal use for outdoor spaces and ensure opportunities for future <b>years</b>	City have more of an open mind about creative solutions (outdoor space); Help create attractive and safe walkable streets; Invest in the streetscapes; Continue outdoor dining program in future years so patios are less expensive and easier to set up. AGCO/road closure guidelines, permitting/ Increase in sustainable transportation; Simplify street closure applications	City Staff	<6 months to long term
Increase focus on local tourism	Focus on local tourism. Reorient portion of tourism budget to support local BIAs across city to localize tourism; Ensure local tourism branches/ visitors center are in all local areas to bring people all the areas of the city; Utilize tourism funds for beautification efforts on main streets and BIAs	Tourism Hamilton	<6 months to long term
Improve parking and vehicle flow	For food delivery and courier services - increase opportunities for flexible parking strategies to accommodate curbside pickup and food delivery services. Implement free parking strategies.	City Staff	<6 months/ quick win
Desirable real estate will likely be acquired (as prices drop) for residential or commercial development, potentially reducing access to community space	Municipalities can further help NFPs and community organizations access land. Use their zoning tools, as well as municipal loan guarantees, to help community organizations maintain access to real estate (such as for community hubs or affordable housing) and perhaps even purchase assets that will be distressed . (Westmount in Montreal has created a zoning designation for church buildings that ensures they stay in community hands).	City	<1 year to long term

## Recommendations

*Below are prioritized Recommendations for initiatives that could be undertaken by the City with partners*

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
Irrecoverable loss of income for main streets and NFPs in spring 2020. Businesses due to loss of sales/revenue. NFPs due to loss of fundraising, membership dues, and social enterprise. Slow and partial recovery of revenues (events cancelled, social enterprise limited, dues in decline, etc.). Margins/net revenue unlikely to recover any time soon. PPE and cleaning requirements are a new and substantial cost. Cash flow is at risk	Ensure supports (money, loans, expertise, technology) are in place to allow organizations the time to adjust and plan for the future	All levels of government - including advocacy to federal and provincial	<6 months to long term
Many landlords are not taking advantage of the Rent Relief program to the detriment of many businesses and NFPs	Institute a Moratorium on commercial tenant evictions - would apply to businesses and NFPs with a license to operate; also initiate some Property tax breaks to help relieve some rent.	Council/ all levels of government/ Advocacy through BIAs, Chambers of Commerce	<6 months/ quick win
The NFP sector is often left out of policy and funding programs/ mechanisms which focus on business but as part of the social safety net, tend to be a low-cost solution provider that could be much better leveraged. Further, the sector has been and will continue to be on the frontlines through the recovery, including serving the most vulnerable.	Ensure government and private sector leaders view NFPs, charities, and social enterprises as equal partners in creating a future that is prosperous, equitable, and has a strong social fabric by ensuring seats at decision making tables	All levels of government	<6 months to long term
The availability of food has been critical during COVID and the need will continue through the recovery	Ensure a sustainable food system, which is vulnerable at the moment (reliant on funds and food, which are not always predictable/ in place).	All levels of government and community	<6 months to long term

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
COVID has exacerbated mental health and addictions needs	Mental health and addictions support (training for employers; supports for individuals)	All levels of government	<6 months to long term
	Training for NFP staff (and businesses) about serving people with mental health and addictions	Hamilton Business Centre/ Community Organizations	<6 months to long term
For NFPs that operate 24/7 (including residential and shelter facilities) staffing is a concern. For instance, the risk of exposure can increase where social distancing cannot be maintained (such as with personal care needs and client risk behaviours). In addition, Emergency Measures (such as the requirement for PSWs to work at one employer only) and CERB have resulted in many part time staff reducing their hours or not working at all, significantly impacting staffing levels.	Consider providing incentives for staff to get to work (such as reduced transit, recreational passes, etc.) Offer short-term training and certification opportunities in areas including mental health first aid, suicide prevention, CPR, first aid, NVCI, back care, hoier lift training, etc. to improve job seekers' chances of being hired in these settings if they don't have post-secondary education. Offer employers additional incentives to hire full time vs. part time.	City (as for transit) and all levels of government for other incentives	<6 months to <1 year
There will be more job seekers than jobs (higher unemployment) and greater inequality. The most vulnerable, who have already suffered the most during the pandemic, risk being shut out of the job market. (Employers' financial constraints have and will lead to layoffs; hiring freezes; wage reductions or freezes; automation; which will disproportionately affect the lowest skilled individuals; and among other things). The higher unemployment rate will see employers gravitate to the most job ready candidates, over those who may need support and development, exacerbating the issue above.	Ensure the direct connection is made to the health and wellbeing of the community AND the economy. When people with disabilities, from racialized communities, those living below the poverty line, women, newcomers, youth, etc. have employment, employers and the overall economy benefit	All levels of government and community	<6 months to long term
	Invest in construction/infrastructure spending to help get people back to work and expand skilled trades opportunities. Move timelines up of projects already approved	Municipal with federal, provincial and private sector partners	<1 year to long term

Challenge/Opportunity	Proposed Solution	Lead (partners)	Timing
Given the increased automation, technology, and reduced revenues/margins, there will be a mismatch of job seeker skills versus the skills employers will be seeking.	Increase investments in skill development, skilled trades, micro training, micro credentialing, employment supports, employment readiness, education, retraining, placements, and employer incentives are policy and funding tools to support job seekers (including those with barriers and/or the already-marginalized groups who risk being left further behind) and the employment that will be key to economic recovery.	All levels of government, education and training institutions, NFPs and community	<6 months to long term
Given the increased automation, technology, and reduced revenues/margins, there will be a mismatch of job seeker skills versus the skills employers will be seeking (continued)	Identify the "jobs of the future" and the skills required. Service providers can then prepare training, retraining, and employment supports for those skills.	All levels of government, education and training institutions, NFPs and community	long term
A lack of child care is a huge barrier to economic recovery. Women's participation in the workforce has declined precipitously. Child care providers are not able to afford to reopen given the reduced numbers of children allowed.	Increase safe access to childcare in a way that enables providers to operate. The federal government was contemplating a subsidy for providers but that subsidy has not yet materialized	All levels of government	<6 months
	Encourage flexible work arrangements (continued work from home, or flexible hours, with technology support provided), especially for parents	Community	<6 months to long term
Transportation has reduced peoples' ability to get to jobs (with reduced routes and limits on capacity).	Use schedule, route, and fare tools to enable more access to transportation. Municipal (with government partnerships) - asap -Transportation infrastructure, schedules, routes, fares, etc.	City	<6 months
	Invest in transportation as part of construction/infrastructure spending (above).	City with federal, provincial and private sector partners	<1 year to long term
Ensure solutions are inclusive of people with disabilities (access, policies, v , public realm infrastructure).	A genuinely inclusive, barrier-free planning for people with disabilities and universal design needs to include funding and enforcement to ensure it will be delivered.	City and all levels of government	<6 months to long term

## Manufacturing & Life Sciences

Manufacturing is Hamilton's largest private employment sector, consistently increasing employment numbers since 2012. The Life Sciences sector (outside of health care) is another sector with high growth potential for Hamilton, with many emerging biotech and medical device companies expecting to hire 5-20 or more people in the next 12 months for highly skilled, technical, high-paying jobs. The pandemic has affected global supply chains and disrupted many manufacturing operations. Exposed gaps in global supply chains have economic productivity implications.

### Recommendations

*Highlighted the specific items in the table that are urgent (highlighted), "easy" win (green), or a high priority (bold) Improve speed on permitting and approvals for development to enable sustainable growth*

Actions	Lead partners; City dept	Responsibility (Community, City, Province, Federal)	Timing (flag if urgent)
<p><b>Operational initiatives</b></p> <ul style="list-style-type: none"> <li>- Improve speed on permitting and approvals for development to enable sustainable growth</li> <li>- Enhance and promote Job boards to support the needs of manufacturing and life sciences sectors</li> <li>- Cultivate the supply chain within Hamilton/Ontario/Canada, as a means to support manufacturing firms that converted to PPE or to those that provide component parts for multinationals; understanding that this might not necessarily be 'buy local', but can there be revisions to city procurement policy to factor local production or local suppliers within the supply chain instead of just lowest priced bids, or can City promote Hamilton PPE companies in federal / provincial grant and procurement programs</li> <li>- Consider how to continue property tax deferral program for those companies in need, especially in the event of a second shutdown – this was beneficial to many companies but is lower priority given that the next instalment is due September 30</li> <li>- Continue pandemic planning in strategic areas in the event of a second wave – e.g. childcare plans in place in the event of school closures to enable parents to keep working</li> </ul>		City	Highlighted the specific items that are urgent (highlighted), 'easy' win (green), or a high priority (bold)
<p><b>Transportation and Logistics infrastructure</b></p> <ul style="list-style-type: none"> <li>- increase priority on preventative maintenance and timely repairs</li> <li>- Ensure master traffic plans engage manufacturing to enable optimum traffic flow</li> <li>- Improve public transit to industrial areas/plants (manufacturing companies interviewed did not see LRT as a high priority initiative)</li> <li>- Coordinate with industry regarding public transit needs (timing, routes)</li> </ul>		City Community	

Actions	Lead partners; City dept	Responsibility (Community, City, Province, Federal)	Timing (flag if urgent)
<p><b>Strategic initiatives</b></p> <ul style="list-style-type: none"> <li>- <b>Identify programs, resources and partners that City can support to enable postsecondary institutions (Mohawk, McMaster) to expand and build on both academic programs and short courses for industries that are experiencing labour shortages and skills gaps – i.e. training for not only current students as well as re-training of existing workforce</b></li> <li>- Promote and champion Hamilton region as the Advanced Manufacturing hub of Canada – establish an Advanced Manufacturing council</li> <li>- Champion Hamilton region’s on-going transformation as a Life Sciences Cluster – support of Synapse Life Sciences Consortium</li> <li>- Consider strategic development of Bayfront lands as an advanced manufacturing campus that combines academia, training, ancillary services</li> <li>- Continue to promote and champion Hamilton’s reputation as an attractive and livable city to attract and retain skilled workforce</li> </ul>		City Community	
<p><b>Continued support of Federal and Provincial programs</b></p> <ul style="list-style-type: none"> <li>- Corporate Tax deferral programs and advocacy on potential future extensions</li> <li>- Federal /provincial transfers to municipalities to cover budget shortfalls</li> <li>- <b>Continued support for CEWS extension / transition plans (July to Nov)</b></li> <li>- Support for assistance / subsidy for companies that have reduced productivity due to COVID-related plant preparations (e.g. many companies lose 1 hour of productivity per shift due to sanitization measures and reimbursement for increased PPE costs for companies)</li> </ul>		Federal / Provincial	
<p><b>Procurement policies that promote Canadian manufactured goods</b></p> <ul style="list-style-type: none"> <li>- transfer federal / provincial procurement dollars to municipalities to provide pro-Canadian decision opportunities at a City level</li> <li>- Emphasize the climate / environmental benefit and security of supply for buying local</li> <li>- Opportunity for City (Mayor, Council, government relations staff) to promote and raise awareness of Hamilton manufacturers for provincial and federal funding programs to ensure Hamilton companies are getting access and visibility</li> </ul>		Federal or Provincial	
<p><b>Support of federal trade policies and their continued improvements – massive impact to manufacturing given changing global trade flows and US policies.</b></p> <ul style="list-style-type: none"> <li>- Open commercial borders with US, i.e. US232 tariff on aluminum and steel</li> <li>- Maximize benefits of new NAFTA, especially auto parts</li> </ul>		Federal	



## Agriculture & Circular Economy

Primary agriculture is a significant economic provider in Hamilton, the Golden Horseshoe and Ontario. Hamilton also has an agriculture resource hub in Hamilton's Port and major food processing businesses throughout the city. The financial impact of the pandemic ranks as farmers' top concern, with 88% indicating that their farm businesses have suffered negative financial impacts in the recent Ontario Federation of Agriculture Membership Survey. Reduced consumer spending, the potential of a global recession, trade issues and supply chain disruptions are among their other major concerns.

### Recommendations

	Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
1	<p><b>Regulatory Environment – red tape reduction</b></p> <ul style="list-style-type: none"> <li>– Advocate in policy and zoning matters to protect Farm and rural business viability</li> <li>– Attract and encourage agricultural inputs suppliers to locate in rural areas (e.g. seed and feed suppliers, grading and packing facilities, large animal veterinarians, food storage and processing facilities)</li> <li>– Maintain the farmland tax property rate proportional to other tax classes (i.e. lower the rate to maintain farmland share of tax burden to offset the disproportionate increase in farmland values)</li> <li>– Streamline and assist businesses with approval processes (e.g. drainage works, CBO, CAs, NEC, Greenbelt, planning department, building department etc.)</li> </ul>	<p>Economic Development</p> <p>Building department</p> <p>Planning</p> <p>Council - open for business task force</p>	Hamilton	<p>ASAP</p> <p>On</p> <p>Going</p>
2	<p><b>Support Local food production</b></p> <ul style="list-style-type: none"> <li>– Implement municipal policies and investments in infrastructure to support agriculture and food processing</li> <li>– Invest in the maintenance of drains, ditches, roads and infrastructure necessary to move agricultural equipment and transport agri-food products</li> <li>– Establish agriculture, agri-food and rural Community Improvement Plan to encourage agri-food business expansion, revitalization and stimulate rural economic development</li> <li>– Provide specialized assistance to businesses identified as critical to the agricultural sector in Hamilton</li> <li>– Host value chain networking workshops to encourage local connections between farmers, processors, distributors, retailers, food service, etc.</li> </ul>			

	Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
2	<p><b>Support Local food production (continued)</b></p> <ul style="list-style-type: none"> <li>– Facilitate connections between local institutions (e.g. municipal, hospital, etc.) and local producers to encourage local food procurement.</li> <li>– Investigate feasibility of local food infrastructure based on identified gaps (e.g. food processing hub, food aggregation and distribution)</li> <li>– Continue to move forward on Hamilton’s food strategy to support local food security for low income families.</li> </ul>	<p>Economic Development</p> <p>Public works</p> <p>Planning</p> <p>City Managers Office</p>	Hamilton	ASAP
3	<p><b>Rural Connectivity – Look for ways to expand access to rural Hamilton resident’s and businesses. Strategic economic investments, like expanding reliable internet and cell phone access, will stimulate job creation, contribute to affordable community development, and deliver economic growth and prosperity for all Hamiltonians.</b></p> <ul style="list-style-type: none"> <li>– Develop partnerships with the provincial and federal governments and internet and cellular service providers to invest and expand services in the Hamilton area</li> </ul>	<p>EcDev (Hamilton and Ontario) &amp; CDO</p> <p>Ministry of Infrastructure (ONT &amp; CA)</p>	<p>Hamilton</p> <p>Ontario</p> <p>Canada</p> <p>Service providers</p>	ASAP
4	<p><b>Rural Boundary Protection and Environmental Support</b></p> <ul style="list-style-type: none"> <li>– Establish a firm urban boundary to protect agricultural lands, natural resources, and prevent sprawl that drastically increases greenhouse gas emissions and infrastructure costs. Hamilton’s best opportunity to meet ambitious climate change targets will be to maintain its large rural land base that provides many benefits to the environment.</li> <li>– Permanent urban boundaries a designed to limit the loss of agricultural land, thereby focusing future urban growth within existing urban boundaries. This means urban growth primarily through redevelopment of vacant and underused lands, and higher density development.</li> <li>– In urban areas, higher density development should be mandated province-wide to take full advantage of existing infrastructure.</li> <li>– Urban areas should only be allowed to expand onto abutting agricultural lands only after exhausting redevelopment of underused or vacant areas within their existing urban boundaries. This would include the rehabilitation and redevelopment of both “greyfield” and “brownfield” sites.</li> <li>– Urban expansion onto abutting agricultural land must be directed onto lower class agricultural land adjacent to the existing urban boundaries</li> <li>– Promote environmental BMPs with farmers for a better balance of economics and environment on Hamilton farms</li> <li>– Encourage public awareness of environmental BMPs on farms and their value as environmental goods and services</li> </ul>	<p>Planning</p> <p>MMAH</p> <p>Environment Hamilton</p>	Hamilton Ontario	ASAP

## Arts & Culture

Arts and cultural organizations and creative industries, such as the music industry, drive creativity, innovation and entrepreneurship. This sector is important to the city's vitality as well as citizen engagement and retention. It has been one of the hardest-hit by the pandemic as a result of the widespread cancellation of festivals and events, closure of performing and arts venues and the restrictions on audience size. This industry was quick to pivot to short-term delivery of online content but lacks the infrastructure to sustain new business models. To bolster creative industries, including music, film and fashion, requires funding to support viability and an action plan with long-term solutions. **Arts and culture organizations and creative industries are pivotal to Hamiltonians' well being: both mental and physical health (which have been negatively impacted).**

### Recommendations

*The arts and culture working group brought together a cross section of the arts and creative industries representatives to provide feedback and input and identify challenges and solutions. Overall, the taskforce members ensured representation of equity groups within the arts and creative industries as well as all the arts disciplines and considered both the non-profit and for-profit parts of the sector.*

Challenge/Opportunity	Solution(S)	Timing
<p><b>Not enough locations for mid-sized theatre companies to flourish in. 50-100 seat houses which can accommodate the needs of theatre arts (backstage, wings, lighting grid, etc.), are extremely rare in Hamilton.</b></p>	<p>Create mid-sized venues useful for live performance. This could be new construction or conversion of old spaces.</p> <p>Venues would need to be affordable to all artists and accessible.</p> <p>Administration might be shared between venues. One administrative staff keeping up with these venues would keep administrative costs low and allow artists to keep their costs low as well.</p>	<p>Construction or conversion of spaces to begin soon (and would also generate jobs) in order to be available for when live performance venues are able to run again.</p>
<p><b>Hamilton brings in \$66M from film/ tv in any given year. We need a Film Commissioner/Representative.</b></p> <p><b>At major events surrounding film - i.e.: film festivals - there are reps from cities, provinces etc., and at even the closest proximity events (TIFF), we seldom have a representative from Hamilton, pushing our film friendly neighborhoods, companies available to help propel film productions, studio spaces, architectural spaces and locations.</b></p>	<p>Hamilton should have a film commissioner to promote Hamilton's vibrant film/tv community to the industry and film events proactively, and also promote our tax credit incentive which is one of the highest within Canada at 45%. This would further push Hamilton during these times given our better control of COVID while the majority of America is still shut-down.</p> <p>More industry outreach is needed within the industry itself - many people who are in film/tv in Hamilton don't know of others who are in in this sector in Hamilton. A film commissioner can do this.</p>	<p>As soon as possible - take advantage of the present climate in film and halted projects.</p> <p>Aim to have a rep at major events in 2021; Cannes, Berlin, Venice, TIFF, American Film Conference, etc.</p>

Challenge/Opportunity	Solution(S)	Timing
<p><b>Encourage film/tv productions to come to Hamilton in the immediate through initiatives that won't cost much but would send the right message.</b></p>	<p>For example - waive film permit fees for the next few months.</p>	<p>Immediate</p>
<p><b>Forge a relationship with the Canadian Film Centre. It's not the Toronto Film Centre. The centre is very keen on forming strong relationships outside of the GTA.</b></p>	<p>When feasible, invite senior management and board members to Hamilton for a meeting. The current chair is the owner of the company that makes Murdoch Mysteries - they film in Hamilton regularly.</p>	<p>Immediate via Zoom, or in-person when allowed.</p>
<p><b>Most arts organizations across Hamilton have acknowledged and vowed to address systemic anti-Black and anti-Indigenous inequities within their organizational histories and operations, which have historically been very exclusive of BIPOC communities, in a city where racism is prevalent.</b></p> <p><b>We also know (SPRC Bulletin Issue 19) that persons and groups already experiencing inequality are seeing the most acute effects of the pandemic, in health and employment.</b></p>	<ol style="list-style-type: none"> <li>1) Reinstate the Anti-Racism Resource Centre, as an independent, arms length organization, to support arts organizations (and other organizations) across Hamilton to build their capacity to do anti-racism, anti-oppression, Equity Diversity Inclusion work in their organizations with assessment metrics.</li> <li>2) City funding should divest from cultural institutions that are not actively working to decolonize and dismantle anti-Black and anti-Indigenous racism within their organizations - put evaluative metrics into place that make City funding conditional on addressing institutional racism/inequities.</li> <li>3) Create a policy to have a minimum of one-third of the seats for Coalition of Black and Racialized Artists members and/or BIPOC representation on the City of Hamilton Arts Advisory Committee at all times.</li> <li>4) City Enrichment Fund to establish a dedicated, strategic funding stream (much like many other funders have done) for BIPOC, LGBTQ+, and other equity-seeking artists and cultural producers at various stages in their careers.</li> </ol>	<p>Do this in increments, starting with next budget year.</p> <p>Develop a timeline to implement these measures over the next several years.</p>
<p><b>Overhaul the scarcity economy of the non-profit arts sector that is dependent on grants, precarious employment of cultural workers, and the temporality of cultural community projects.</b></p>	<ol style="list-style-type: none"> <li>1) Strategize an action plan with long term solutions for a new economic model for the sector that is stable and supports the growth of its workers, cultural producers, and the culture of marginalized communities in sustainable ways to thrive. Create a working group after this taskforce that can look at this.</li> </ol>	<p>Immediate to long term</p>

Challenge/Opportunity	Solution(S)	Timing
<p><b>Arts institutions need to look inward to address chronic inequitable practices that are embedded within their organizational culture. We need sector-wide institutional transformation that rejects organizational assimilation to create institutional cultures of belonging that are humanizing, nurturing of, and relationship re-building with BIPOC and marginalized cultural producers, cultural workers, and their communities.</b></p>	<p>1) Invest in the future of the sector by resourcing emerging BIPOC artists and cultural workers with mentorship, recognition, and other opportunities to nourish their continued growth and success in the field. This could also be the role of a new working group as mentioned above. Advocate for more funding for this provincially and federally through the Ontario Arts Council, the Canada Council and Canadian Heritage.</p> <p>2) Create opportunities for BIPOC artists, curators, and community members to re-interpret permanent collections held in institutions from their own truths, knowledge, lived experiences, and languages.</p> <p>3) Create opportunities for BIPOC youth to train and develop skills in the areas of film, music and media arts to be more readily able to join the arts labour force.</p>	<p>Immediate to long term</p>
<p><b>Support for small fashion businesses</b></p>	<p>1) Additional funding for fashion businesses and designers to assist emerging businesses/designers and existing ones scale up/increase client base.</p> <p>2) Provide support by continuing to offer programs that focus on business planning and marketing such as Digital Main St Program and virtual business coaching that help businesses pivot and/or scale up.</p>	<p>Short to mid-term</p>
<p><b>Fashion businesses need:</b></p> <ul style="list-style-type: none"> <li>- access to materials/supplies/products due to factory closures, border crossing hold ups (train blockades) and impacts on shipping services (Canada Post slow down).</li> <li>- to find skilled workers/sewers: still a significant issue regardless of COVID.</li> <li>- to grow online audience and different tone in social media content as customers priority to purchase fashion may have decreased.</li> <li>- support with property costs (i.e. escalating costs to purchase, lease or rent retail space)</li> <li>- need marketing support: E-commerce saturation means difficulty in cutting through all the online 'noise' and influx of information</li> </ul>	<p>Work Force Development: attraction, retention and development/training for fashion workers.</p> <p>There are immediate and significant needs for skilled/trained fashion workers (those who make the clothes). Current workers who produced clothing are retiring and in order to grow businesses and scale up fashion businesses more workers are greatly needed. Hamilton doesn't have a local provider who trains in 'fashion production' so the recommendation is for the city to identify, develop partnerships (i.e. provincial, federal etc.), and work with a trainer (i.e. similar to Toronto's Fashion Exchange Program) to offer some funding that will assist with the development of a program that trains and provides paid work experience for fashion workers.</p> <p>City to also assist with attraction of skilled workers who are often trained outside of Canada.</p> <p>This must be done with living wages and safe working conditions.</p>	<p>Long term</p>

Challenge/Opportunity	Solution(S)	Timing
<b>Property taxes are too expensive for arts non-profits and small arts businesses that already have scarce resources, and cancel out grants from the City.</b>	Give arts organizations and businesses property tax forgiveness.	Immediate
<b>There has been a cost and knowledge gap identified regarding technology by smaller non-profit arts organizations.</b>	Better access to technology for arts organizations in order to be able to deliver online programming. This could happen through an equipment bank held at the HPL as part of its maker space.  Hamilton Arts Council could play a lead role in organizing knowledge workshops.	Immediate
<b>General confusion about what's open and protocols.</b>	Website to let Hamiltonians know what's open/not in the arts sector in Hamilton.	Immediate - through Hamilton Arts Council's plan to create a website
<b>The City of Hamilton needs an updated, relevant and actionable music strategy to meet the needs of the industry in response to COVID-19</b>	Update the City of Hamilton's music strategy to provide a direction for industry recovery and ensure goals are relevant and speak to current industry needs. Seek a new report with recommendations from industry experts on City of Hamilton music policy.	Immediate
<b>Support is needed by live performance venues and performance based arts organizations to re-open after COVID-19</b>	Assist with reopening venues and other arts-businesses by providing continued health & safety, licensing, and by-law support through the small business centre	Immediate
<b>Arts organizations and artists need sustainable, reliable funding programs. Funding programs that were in place prior to COVID-19 need to continue support to organizations in the same capacities to ensure their survival, while allowing them to cover administrative/staffing costs to keep arts workers employed.</b>	<p>1) Lobby provincial and federal government to continue current granting programs at full funding amounts for arts organizations to ensure sustainability.</p> <p>2) Ensure CEF funding continues to provide full regular funding to organizations in 2021 that pay artists and arts industry workers to ensure employment continuation within our industries, that also include equity metrics as referenced above. Consider creating an additional one-time grant for CEF 2021 to support the careers of the hardest hit artists (BIPOC) and COVID-related hardships of individual artists and musicians over the next year.</p> <ul style="list-style-type: none"> <li>- Create "minimum wage" pay scale for musicians hired by the City and at city-related/sanctioned events, to ensure musicians are paid fairly as reopening happens and afterwards</li> <li>- Lobby provincially and federally to ensure that CERB (or equivalent program) continues for musicians and gig-workers who are unable to return to work due to gathering constraints. Ensure that the CEWS wage subsidy continues for organizations supporting arts workers.</li> </ul>	Immediate

Challenge/Opportunity	Solution(S)	Timing
<p><b>Live music venues contribute to the City of Hamilton's arts &amp; culture community in a valuable way. For-profit music venues have been greatly affected and suffered immeasurable financial loss. Music venues provide necessary financial support and employment opportunities to local musicians, performers, production/tech, and hospitality personnel and are an important part of the industry ecosystem. These businesses do not have enough available funding to support survival and re-opening after COVID-19.</b></p>	<p>That municipal funding be allocated immediately for 'Phase 3 Recovery' to for-profit live music venues that don't currently qualify for municipal funding (like CEF) and meet the following guidelines:</p> <p>1) COVID-19 IMPACT:</p> <ul style="list-style-type: none"> <li>- a brick &amp; mortar establishment that was forced to close in March due to the provincial decisions pertaining to COVID-19</li> <li>- a brick &amp; mortar establishment that was not granted the ability to re-open until late July 2020 under limited capacity, with important health &amp; safety guidelines to presenting live events</li> </ul> <p>2) DEFINITION OF LIVE MUSIC VENUE:</p> <ul style="list-style-type: none"> <li>- establishment whose primary use is the presentation of live music</li> <li>- predominantly charges "admission" to the public to access the live music presentations</li> <li>- invests in 'live music infrastructure' to present such as staging, lighting, PA system, ticketing area, promotion expenditures</li> <li>- compensates artists fairly for their live performances</li> </ul> <p>depending on the program and requirements, this recommendation could include support to other for-profit arts &amp; culture businesses that demonstrate an equivalent high need and impact on artists and arts workers.</p>	<p>Immediate</p>

## Tourism & Hospitality

This sector, which includes accommodations, sports and entertainment, and attractions, was one of the most severely affected by the pandemic in Hamilton, as it was globally. Travel, place-based experiences, gathering of large groups of people, and interdependence on the health of other sectors, are intrinsic to this sector's viability and recovery is anticipated to lag other sectors. This impact of Covid-19 has been devastating and recovery is expected to take several years. As well as having to regain visitor confidence, positioning these sectors to reopen and operate within public health restrictions will be challenging because of uncertainty about timelines and changing requirements.

### Recommendations

*The following highlights actions that are considered a priority and urgent.*

	Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
3	Funding for tourism sectors who will be very slow to recover from this, to keep them surviving until they can thrive again.		Municipal and Provincial Government	ASAP (URGENT)
5	Provide a playbook which helps provide a solid guide for businesses and organizations about current pandemic rules and protocols. Outline the specific guidelines for hosting events safely within the current numbers that are approved. Provide industry connections/ resources such as TIAO and HHRTO for the tourism sector.		Local and Provincial Public Health	ASAP (URGENT)
7	Lobby the government to look at percentages of capacity, rather than a fixed number (ie fifty people) as the venues differ by maximum capacities.		Provincial Government	ASAP (URGENT)



	Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
9	Encourage the city to work with the province in seeking clarity on what comes next relative to measuring status over the coming weeks/months, recognizing that the “second wave” concerns tied to the fall weather change and children returning to schools. How are we evaluating our progress relative to further relaxation of restrictions or regression towards tighter restrictions or lockdowns? Is there a common measurement metric & can that be publicized and explained? Daily case count, hospital occupancy, or another? How is this applied regionally versus province wide? Clarity on this progress and how it’s being measured, would help provide some certainty across sectors as they plan next steps in the coming quarter.		Provincial Government	ASAP (URGENT)
10	Local/Provincial public health working with larger sector/industry to proactively develop next phase of re-opening criteria in a COVID environment. Relate required planning to that of school re-openings. What is required to ensure public safety all-the-while allowing business to progress toward normal operating capacity? This will also provide consumers the benefit of understanding what precautions are being taken as they consider their own decisions about what activities to resume or not.		Local and Provincial Public Health	ASAP (URGENT)
11	Encourage clarity around the future of the CEWS regulations beyond November including lobbying for the continuation of existing benefits (min 75% recovery) for the hardest hit sectors like those represented in our working group. This is the only way to avoid mass layoffs in this sector.		Federal Government	ASAP (URGENT)
14	An extension of Termination and Severance Protection beyond January 2, 2021. Many of the employees in our businesses and sectors in general continue to be laid off. Extending legislation beyond January 2021 is crucial for businesses most impacted		Provincial Government	ASAP (URGENT)

The following is the complete list of recommendations.

Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
<p>1</p> <p>Communication to residents of Hamilton about the impact of visitors from other communities.</p> <ul style="list-style-type: none"> <li>- The safety measures in place to reduce the risks</li> <li>- The economic value to the City and its residents</li> <li>- Clarity on what people can and cannot do if they use local facilities such as attractions, events, hotels and restaurants</li> <li>- The impact it is, or isn't, having on Covid cases to the community</li> </ul>		Hamilton	Continuous
<p>2</p> <p>Communication to surrounding areas regarding visitation to Hamilton</p> <ul style="list-style-type: none"> <li>- The safety and economic value of vacationing closer to home</li> <li>- Clarity on what they can and cannot do when they visit</li> <li>- Help direct them from overused facilities to under used areas</li> </ul>		Tourism Hamilton, HHBRTO and related Provincial and Federal Ministries	Continuous but with a Spring 2021 Marketing Campaign
<p>3</p> <p>Funding for tourism sectors who will be very slow to recover from this, to keep them surviving until they can thrive again.</p>		Municipal and Provincial Government	ASAP (URGENT)
<p>4</p> <p>Staying connected and relevant to your market, members, supporters and community. Whether your business is partially open, virtual only, or completely closed it is important to stay in touch so that your supporters will be there when you are ready to welcome them back in physically.</p>		Individual businesses/ organizations/ or events.  With help from all of the above where applicable.	Continuous
<p>5</p> <p>Provide a playbook which helps provide a solid guide for businesses and organizations about current pandemic rules and protocols. Outline the specific guidelines for hosting events safely within the current numbers that are approved. Provide industry connections/resources such as TIAO and HHBRTO for the tourism sector.</p>		Local and Provincial Public Health	ASAP (URGENT)

Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
6 Champion street closures and placemaking projects that help revitalize main streets and support local businesses, attractions and tourism facilities. Sponsor all season social distanced outdoor activities by normalizing outdoor gatherings. Encourage patrons for the weather, rather than using carbon producing heating equipment when possible.			
7 Lobby the government to look at percentages of capacity, rather than a fixed number (ie fifty people) as the venues differ by maximum capacities.		Provincial Government	ASAP (URGENT)
8 Establish a major tourism marketing campaign for Spring 2021 utilizing existing outdoor infrastructure. Local attractions, such as the Peach Festival, Art Crawl and Supercrawl can be redesigned with additional COVID safety protocols in mind in larger facilities such is the Ancaster Fair Grounds or Tim Horton's Field. Be clear and transparent with the public akin to supporting local restaurant call to action – the local tourism & hospitality industry needs your support. Inspire Local pride and support		Tourism Hamilton	Feb 2021
9 Encourage the city to work with the province in seeking clarity on what comes next relative to measuring status over the coming weeks/months, recognizing that the "second wave" concerns tied to the fall weather change and children returning to schools. How are we evaluating our progress relative to further relaxation of restrictions or regression towards tighter restrictions or lockdowns? Is there a common measurement metric & can that be publicized and explained? Daily case count, hospital occupancy, or another? How is this applied regionally versus province wide? Clarity on this progress and how it's being measured, would help provide some certainty across sectors as they plan next steps in the coming quarter.		Provincial Government	ASAP (URGENT)
10 Local/Provincial public health working with larger sector/industry to proactively develop next phase of re-opening criteria in a COVID environment. Relate required planning to that of school re-openings. What is required to ensure public safety all-the-while allowing business to progress toward normal operating capacity? This will also provide consumers the benefit of understanding what precautions are being taken as they consider their own decisions about what activities to resume or not.		Local and Provincial Public Health	ASAP (URGENT)

Actions	Lead (partners); City department	Responsibility	Timing (flag if urgent)
11 Encourage clarity around the future of the CEWS regulations beyond November including lobbying for the continuation of existing benefits (min 75% recovery) for the hardest hit sectors like those represented in our working group. This is the only way to avoid mass layoffs in this sector.		Federal Government	ASAP (URGENT)
12 Dedicate resources (people) to best-practice research within the sector to seek solutions for re-opening in specific sub-sectors that have been successful elsewhere as a guide to implement in Hamilton. Think regionally, provincially, nationally and internationally. How has New Zealand successfully re-opened convention centers? How is the NFL putting fans in stadiums? What is leading to success and progress?			
13 A clear distinction should be made between the nature of business meetings & events and that of mass gatherings. The World Health Organization defines mass gatherings as events that have the potential of compromising the medical system where the “number of people attending is sufficient to strain the planning and response resources of the community, or nation hosting the event.” A phased and graduated approach to reintroduce smaller meetings and events should be considered similar to what has occurred introduced in areas such as BC, Quebec and Nova Scotia. Business events are generally held in lower risk environments, and can be more easily controlled through pre-registration, overall counts and contact tracing. Social distancing practices, proper sanitization controls and food safety measures can be implemented by qualified staff. Hamilton’s meetings and events industry is by nature ready for this controlled restart and being given the green light to do so is vitally important for this industry to move forward in any capacity.		Provincial and Federal Government	ASAP
14 An extension of Termination and Severance Protection beyond January 2, 2021. Many of the employees in our businesses and sectors in general continue to be laid off. Extending legislation beyond January 2021 is crucial for businesses most impacted		Provincial Government	ASAP (URGENT)

## Workplace & Office

While many companies are re-examining their real estate expenditures and workplace infrastructure for the post-pandemic future, many Canadians have jobs that cannot be done from home. Additionally, many people who can work from home still thrive with occasional human connection and many tasks require in-person collaboration.

Across all sectors, workplaces must be safe and healthy environments for workers, volunteers and customers. Related issues like transportation and childcare are critical components of return-to-work planning, and integrated, clearly-communicated information about guidelines and resources is essential. People who continue to work from home require fast, reliable internet access, and exploring opportunities for broadband expansion in partnership with local service providers is a priority.

### Detailed Recommendations:

Recognizing that businesses face a serious risk of employees contracting COVID-19, resulting in potential office closures, mitigating this risk when employees or their families do contact the virus is essential. Public health professionals recommend that people stay home when experiencing symptoms or testing positive. However, according to 2016 data, 58% of Canadians do not have paid sick leave and for workers making \$25,000.00 or less, this increases to 70%. These workers are most likely to represent those most affected by COVID-19: women, racialized communities, new immigrants, persons with disabilities who, similarly, are most likely unable to afford to take unpaid sick leave. We note that women, as the traditional primary care givers, typically bear the additional burden of needing time off from work when their children or elderly parents are sick, amplifying already existing inequities.

We recommend that both federal and provincial governments support a universal minimum 10-day annual fully paid emergency leave that would apply to all workers and include family emergencies, sick leave and paid time to care for family members. We further recommend that this not be Covid-19 specific.

We recommend the City of Hamilton establish a single point of authority and live contact that can help connect and guide organizations through the network of regulations and resources, particularly for small-medium sized businesses, and provide accurate and decisive information. This central resource – a “COVID Concierge” – could include promotion of the EcDev-Chamber-developed COVID resource site, should provide personalized and customized guidance through various workplace health and safety resources (such as those offered by Canadian Centre for Occupational Health and Safety, Workplace Safety & Prevention Services, Hamilton Public Health, Ontario Public Health, Hamilton Bylaw, and the Ministry of Labour). The service should appear as an extension of City services and broadly assist all organizations with access to information. The concierge service could potentially extend beyond the pandemic to act as a long-term information desk under Economic Development that helps local business navigate regulations and requirements.

The COVID concierge concept fulfills our summary recommendations for: 1) a single point of authority; 2) by-law enforcement; 3) well-being supports for employees; 4) occupational health and safety requirements; 5) municipal champion for funding supports, and; 6) sources for PPE and related required materials. Further assessment of this concept and establishment of a budget should be considered in cooperation with Economic Development. Such a project could also continue post-COVID to assist small and medium enterprises in navigating regulations.

We recommend the City assist businesses, particularly small, medium and not-for-profit organizations that often lack in occupational health and safety infrastructure, with funding for additional health and safety training and to help them develop good prevention practices.

We recommend that the Task Force advocate to the federal government for expansion and improvement of CECRA and have provided a template letter to be prepared for the task force and signed/sent by the chair. This recommendation fulfills our summary recommendation of Expansion of Commercial Rent Assistance Program.

In support of our summary recommendation to Support an Innovation Pilot Program, we recommend that the City of Hamilton creates a pilot program that would encourage innovative businesses to solve real world challenges for City-related functions. This challenge would be open specifically for Hamilton-based companies and led by Economic Development. We propose the City provide funding for a total of \$25,000.00 to be awarded in five streams of \$5,000 each. Submissions should be made for helping any of the following: The Market, The Libraries, The BIAs, The Multi-tenant Facilities, and the Tourism, Arts, or Music Industry. We propose that the Task Force defines the challenges, that the application process be posted on Engage Hamilton, and that the entries be judged by a panel comprised of Economic Development, the Chief Digital Officer, and representatives from the Task Force.

We recommend the City return to normal service levels on all HSR routes and support an increase in transit capacity to serve workplaces by advocating for LRT investment by all levels of government to support our summary recommendation on more Transportation Reliability and Infrastructure.

Investment in the shovel-ready B-Line LRT will not only improve transit infrastructure, in accordance with the Council-adopted 25-year transit strategy, but it will be important to boosting the local post-COVID. Many jobs will be created by construction and development will be stimulated. A centre city served by LRT will greatly enhance the Downtown work environment. Other forms of place-making should be aggressively pursued to aid in the renewal of Downtown and further attract office-workers and tourism/recreational spending. Pre- and post-COVID, many cities across the world have initiated innovative place-making and active-mobility projects that can provide inspiration for Hamilton.

We recommend the City expand public transportation to manufacturing areas that are not currently serviced. This will help address a key barrier to employment and help address inequities as we are aware that some businesses have difficulty filling positions due to lack of transportation options, meaning that persons who are qualified and seeking employment are unable to apply for these positions if they do not have their own private transport.

We recommend the City continue to pursue all avenues of external funding for broadband expansion and work with local service providers to establish commercially viable options for more equitable access. We support the current efforts of the Chief Digital Officer to expand broadband including:

- Ongoing fibre expansion via Bell \$400M Investment that currently is scheduled to run to Dec 2024 and will upon completion provide FTTH to approx. 88 to 90% of properties with another 3% eligible for WTTH compared to 13% and 1% respectively at start of project.
- City launched the High Speed Internet/Broadband survey on June 1st (hamilton.ca/broadband). This includes Residential, Rural, Farm and Business specific data collection. Survey details and request to promote has been shared with Hamilton, Flamborough & Stoney Creek Chambers.
- City has provide letters of support to both Bell and Cogeco for CRTC Broadband fund applications within City of Hamilton boundaries
- City actively reached out to all Telco's to offer support for any ICON applications within Hamilton boundaries and has provided letter of support for several Bell applications for initial wave of intakes Provincial ICON program
- City Housing Hamilton (CHH) is actively working with Rogers on for enrollment in Rogers Connected for Success Program for all eligible units within Rogers Coverage Area. Similar discussions on low cost connectivity options for CHH locations in Cogeco and Bell coverage areas also underway.
- City Housing Hamilton working with HCE on technical connectivity options for large multi-tenant building currently being renovated.
- Several discussions have occurred with ongoing discussion with Rogers, Bell, Cogeco & Telus about awareness of programs to support Digital Divide.

- HPL working with HCE to explore expanded Wi-Fi coverage options and costing for HPL branches. HPL made changes to Wi-Fi setup to make Wi-Fi available 24/7.
- City updated hamilton.ca to include City / HPL Public Wi-Fi map (<https://www.hamilton.ca/government-information/site-policies/wireless-network>) as well as adding same data to City's Open Data Portal
- City engaged with Environics to conduct mapping of connectivity using their data sites to better inform areas of need.
- Active monitoring and tracking of Federal and Provincial announcements related to Broadband funding.
- City submission to CENGN's Rural Ontario Residential Broadband Program Project #2. City was not successful in winning this – only one project selected.
- Exploration with several vendors around possible HPL Wi-Fi Hotspot loan out program but currently SIM card data plans costs are prohibiting factor – ongoing discussion with Rogers on this topic.

*Summary of Priority Recommendations:*

	<b>Actions</b>	<b>Lead (partners); City department</b>	<b>Responsibility</b>	<b>Timing</b>
1	Single Point of Authority	Economic Development	Hamilton	ASAP
2	Expansion of Commercial Rent Assistance Program	Task Force Chair	Federal	ASAP
3	Support for an Innovative Pilot Program	Economic Development	Hamilton	ASAP
4	Bylaw Enforcement	Bylaw	Hamilton	ASAP
11	Universal Paid Emergency Leave Advocacy	Task Force Chair	Prov/Fed	ASAP



*Summary of All Recommendations:*

	<b>Actions</b>	<b>Lead (partners); City department</b>	<b>Responsibility</b>	<b>Timing</b>
1	Single Point of Authority	Economic Development	Hamilton	ASAP
2	Expansion of Commercial Rent Assistance Program	Task Force Chair	Federal	ASAP
3	Support for an Innovative Pilot Program	Economic Development	Hamilton	ASAP
4	Bylaw Enforcement	Bylaw	Hamilton	ASAP
5	Well-being supports for Employees	Public Health	Hamilton	Nov'20
6	Transportation Infrastructure (LRT, Expansion, Full Schedule)	Economic Development	Hamilton	Nov'20
7	Network Infrastructure	Chief Digital Officer	Hamilton	Nov'20
8	Placemaking in support of well-being and healthy workplaces	Economic Development	Hamilton	Nov'20
9	Occupational Health and Safety requirements	Public Health	Hamilton	Nov'20
10	Occupational Health and Safety supports for small business and not-for-profit	City of Hamilton	Hamilton	Nov'20
11	Universal Paid Emergency Leave Advocacy	Task Force Chair	Prov/Fed	ASAP
12	Municipal Champion for funding supports	Task Force Chair	Hamilton	Nov'20
13	Sources for PPE and related required materials	City of Hamilton	Hamilton	Sept '20
14	Façade Grant Program to include outdoor patio spaces	Economic Development	Hamilton	Rejected

## Transportation, Building & Infrastructure

Transportation and infrastructure require innovative thinking for necessary social distancing and new policies for the reopening of facilities. For example, support for “shovel-ready” projects and alternate modes of transportation for workers would help restart the local economy. Ensuring proper COVID-19 safety protocols and procedures are in place on construction sites supports workers’ confidence and a return to full activity. Ensuring that development, from the application process to the physical building of the homes, continues smoothly without interruption, fosters recovery. The group identified three key priorities for each focus area as outlined below. A detailed listing of all opportunities and challenges is outlined in Table 1.

### ADVOCACY

- Accelerate Provincial and Municipal transportation plans in key transit and transportation corridors
- Prioritizing Infrastructure Investment and Development
- Ensure critical construction projects are designated as “essential” and will continue to operate in subsequent events
- Support Home Renovation Tax Credit

### SUPPORTING BUSINESSES

- Ensure working relationships with City staff and stakeholders is collaborative
- Encourage administrative processes within the City that accelerate development in critical infrastructure projects
- Ensure Hamilton has sufficient supply of PPE, medical supplies and equipment and has the ability to mobilize quickly for future events
- Ensure awareness of proper protocols and procedures and tools are available.
- Modify parking strategies to encourage downtown development

## FUNDING

- Continue property tax deferrals especially to support further business interruption and shutdowns
- Ensure access to new programs and government funding to accelerate core (priority/critical) infrastructure projects
- Encourage municipalities to accept surety bonds as financial security for projects to secure municipal agreements
- Ensure government funding to support Covid-19 preparedness including rapid testing, PPE, sanitization, tracking and tracing measures to help keep construction sites open and safe

### Detailed Recommendations:

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Ground transportation	Gridlock on ground network. Congestion is the number one challenge to the effective movement of goods, harming the speed and reliability of shipments to the end user just-in-time manufacturers	Identify congestion areas within the City and raise awareness to officials. Understand governments short term plans for programs and investment in infrastructure. Obtain data from government and industry to understand what is moving on all modes of transportation and identify opportunities	Reduce congestion points with improvements on roadways and at border crossings. Advance alternative modes of transportation to the City's business parks to alleviate gridlock on ground network.	Federal, Provincial and Municipal	Support the acceleration of the City's, Province and Federal transportation plans. Build awareness of the vision behind City of Hamilton's transportation plan. Advance shovel ready projects that jumpstart the economy MTO should identify and designate a right of way for the NGTA Corridor as a first step to constructing the highway and specify timelines for the construction of this connecting corridor, as an initial step to getting it built.	High

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Goods movement	<p>Embrace a Multimodal Lens (capacity constraints in our trade corridor are on the highway network—and this network is critical not only for the trucking industry but for the air, rail, and marine ports that rely on trucks for access and first-and-last-mile connectivity.</p> <p>Pressure on supply chain to move goods in a more sustainable way.</p> <p>Recognize the importance of investing in high-speed, high-capacity public transit for commuters to free up highway and road capacity for trucks.</p> <p>Better use existing highway infrastructure and corridors / provide alternatives for trucks and single-occupancy car commuters.</p>	<p>Improve last mile connectivity for courier deliveries.</p> <p>Avoid traffic rush hours.</p> <p>Enable shortest distance delivery reduces journey times.</p> <p>Adopt improvements such as smart signals that can ease traffic congestion, speed up truck transportation and improve safety for people.</p> <p>Obtain data from all levels of government to understand what goods are moving by road that may transition to alternate modes.</p>	<p>Opportunities to use new and emerging technologies to make projects happen.</p> <p>Fuel-efficient vehicles migrate transportation from fossil-based energy to other alternatives such as renewable energy and use of other renewable resources.</p> <p>Enable environmentally friendly infrastructure and green roadways.</p> <p>Move goods onto more efficient modes of transportation (air, road, rail and port).</p>	Federal, Provincial, Municipal and Industry	<p>All municipalities across the Trade Corridor should closely monitor technological advancement conduct pilot projects as a first step to large-scale rollout.</p> <p>Develop Business Parks where land is planned such that freight hubs or clusters are located nearer to complementary uses.</p> <p>Build supply logistics opportunities and capacity (e.g. additional warehousing, increased manufacturing and innovative distribution systems).</p> <p>Execute Transportation Plans (Freight and Goods Movement Strategy)</p> <p>Obtain data including last mile analytics.</p> <p>Understand technological enhancements.</p> <p>The MTO, in partnership with the OTA, should build on its ongoing study of truck parking needs to implement a strategic truck parking plan to serve the needs of the trucking industry in our trade corridor.</p>	High
	<p>Enable businesses to rapidly mobilize to the increased demand for goods.</p>	<p>Create a list of critical supply chains and identify gaps.</p> <p>Understand inventory needs and customer demand.</p> <p>Plan for e-commerce growth.</p>	<p>Optimize production and distribution capacity.</p> <p>Identify and secure logistics capacity.</p> <p>Ensure construction projects supporting the supply chain advance during lockdowns by the Province.</p>	Federal, Provincial, Municipal and Industry	<p>Ensure Hamilton is manufacturing sufficient supply of PPE, medical supplies, and equipment.</p> <p>Obtain critical infrastructure designation from government.</p> <p>The Province and municipalities should support a quick completion of the approval process so that privately funded infrastructure is built without delay.</p>	High

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Travel and tourism	<p>Restore customer confidence.</p> <p>Balance the need of society (safety and health) and economic activity.</p> <p>Ensure government measures for travel restrictions and border closures are balanced with the need to travel.</p>	<p>Make it safe to travel here with touchless solutions and clean facilities.</p> <p>Promote Hamilton; communicate good news reports and safe travel in Hamilton.</p> <p>Promote our great local healthcare system.</p>	<p>Innovative tools to detect, enhance cleaning and air purification into public areas, virtual technology assistants to remove touch points and eliminate queues.</p>	<p>Federal, Provincial (Tourism), Municipal and Industry</p>	<p>Implement measures to stimulate travel to promote regional travel to Hamilton with Tourism Hamilton and other regional partners such as Hamilton Halton Brant Regional Tourism Association *Based on provincial guidelines”.</p> <p>Promote Hamilton’s ‘shop local’ campaigns.</p> <p>Create awareness of all the outdoor opportunities/ venues for tourism – create new open space options with businesses with excess capacity to rent.</p>	High
Ride sharing programs	<p>Increase confidence in alternative methods of transportation and programs and ensure cost effectiveness for operators.</p>	<p>Reduce costs through licencing fees, lobbying government for insurance reductions, opportunities with gas taxes for ride-share, uber lift.</p> <p>Bike sharing – extend contract.</p> <p>Simplify vendor licencing.</p>		<p>Municipal and Industry</p>	<p>Support alternative modes of transportation such as UBER, Lyft, SOBI that provide safe and accessible transportation for workers and tourism.</p> <p>Scale the use of public transit vehicles to meet demand.</p>	Moderate

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Public Transit	Get people to their place of work. Improve public transit. Stimulate the economy Focus on environmental improvements for public transit.	Ensure Provincial Budget includes allocation of LRT \$1 Billion investment is made in Hamilton.  Supports Task Force over-arching principles.  Ensure the many projects, including residential high-rise, that are dependant on the development of the Hamilton LRT are supported.  Advance alternative transit options (BRT, cycling, all day GO and HSR transit master plan)		Provincial, Municipal and Industry	Continue to advocate for the \$1B investment from the province. These monies should be directed to shovel ready projects (including buildings and infrastructure).  Meetings with Premier, Mayor, elected officials introduced calling Federal Government to the discussions regarding support for LRT.	High   High
	Social Service Support	Ensure Province allocates funding for recovery of healthcare, substance abuse, mental health, housing, transportation, employment etc.		Province	Lobby Province to allocate funding for recovery of healthcare, substance abuse, mental health and other key areas.	High
Partnerships Collaborations (Health and Wellbeing)						

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
COVID Preparedness, Prevention, and Safety on Construction Sites	MOL and Public Health need improved collaboration at Regional level for construction industry.	Construction sites are essential services and required to keep economy running and community safe.	Keeping construction sites open will help COVID 19 recovery and stimulating the local economy.	Federal, Provincial, Municipal	Ensure there is awareness of proper public health and COVID-19 measures are in place.	High
	<p>Monitor construction sites to ensure proper public health and COVID 19 measures remain in place, add COVID testing on construction sites.</p> <p>Continue to hold construction hygiene at post COVID-19 public health standards.</p> <p>Assist workers to feel safe and confident in workplace and ensure proper safety measures.</p>	<p>Ensure construction sites continue to manage COVID-19 protocols through the fall during cold and flu season and a possible second wave.</p> <p>Implementing COVID-19 construction site testing may be required to keep construction sites safe, open and outbreak free.</p> <p>Identify who would cover the cost of mandatory site testing in the event of second wave - Public Health, Provincial or Federal Governments.</p>	<p>Eliminating future outbreaks on construction sites keeps local businesses open.</p>		<p>Support proper protocols and procedures for return to work and ensuring development sites can get to full activity and strength in the safest way.</p>	High

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Hamilton Fair Wage Policy reflects local ICI prevailing wage	<p>Establish a fair process for all contractors.</p> <p>80% of construction contractors are small to mid-size businesses with limited resources.</p> <p>The COVID19 pandemic has caused unrepresented challenges.</p> <p>Marginalized people have been unproportionally affected by the pandemic.</p> <p>Encourage contractors to invest in apprenticeship, and ensure a level playing field, and support for employment equity.</p>	<p>Ensure construction workers are reimbursed fairly, receiving benefits and pension.</p> <p>Supports Task Force over arching principles.</p>	<p>Promote and enforce legitimate business</p> <p>Ensure construction infrastructure investment does not support the underground economy.</p>	Municipal	<p>Advocate to support prevailing wage language for local construction workers.</p> <p>Advocate to support prevailing fair wages and consistent fair policies for local contractors and workers.</p>	High



Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
<b>Construction Contractor Challenges</b>	<p>80% of construction contractors are small to mid-size businesses with limited resources.</p> <p>Contractors and construction sector are heavily driven by construction contract timelines - the COVID 19 pandemic closure drastically affected the construction sector – small and medium size businesses are the majority of construction companies.</p> <p>Public Health COVID-19 tracing, tracking, site sanitation, disinfecting and deep cleaning measures have significantly affected construction contractor's costs for daily operations.</p> <p>Low dollar tender process should not be deciding factor when determining public safety, hygiene and sanitation measures during COVID 19 Pandemic.</p>	<p>City Purchasing department help assist contractors to eliminate back logs and permit delays.</p> <p>City Purchasing department work with small and mid sized contractors whose construction contracts were negatively affected by public health COVID 19 Pandemic closures.</p> <p>Small to mid-sized contractors will be affected the most and will face the toughest challenges mitigating COVID 19 issues in the workplace due to limited resources and smaller operational scale.</p> <p>Ensure process and procedures are in place and known by all operating on a construction site.</p> <p>Promote a diverse supply of local contractor and skilled trades</p>	<p>Ensure investment in critical infrastructure to operate construction sites safely is available and accessible by the construction industry</p>	<p>Federal, Provincial, Municipal</p>	<p>City Purchasing Department and Public Works to work with local contractors affected by these unprecedented challenges caused by the pandemic and the mandatory provincial shutdowns.</p> <p>City Purchasing Department and Public Works Department meet and strategize with local contractors affected by these additional public health measures to find win, win, win solutions.</p> <p>The City can help eliminate future COVID-19 exposures this Fall by having Public Health Office coordinate closer with MOL and small/ mid sized contractors who are at the greatest risk of workplace exposures due to limited resources and smaller operational scale.</p>	<p>High</p>

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Labour	Sufficient qualified, diverse, and trained labour.	Promote new programs in support of supply chain and goods movement.	Expand academic programs to include supply chain industry, aviation and aerospace, construction.	Federal, Provincial, Academia, Industry, Municipal	Expand and build on academic programs to include supply chain industry where there continues to be a shortage.	High
	Shovel ready projects should support pathways to employment for marginalized groups to gain access to apprenticeship and participate in the local economy.	Expand driving school for AZ licenses.			City procurement strategy should support local supply chain including apprenticeship development and training of skilled trades.	High
	WSIB process and future rates may be affected by COVID 19 claims.	Encourage entry into this profession.			Advocate for WSIB claims to align with the impacts of COVID-19 and uncertainties in all sectors.	High
	Jobs – Goal to get people back to work and restart the economy.	Supports Task Force over-arching principles.			<i>COVID Preparedness:</i> Advocate to the province to designate key City assets as Critical Provincial Infrastructure (Airport) and deemed essential.	
		Form effective partnerships and working relationships between City staff, stakeholders, and industry representatives within the community.			Ensure any future restrictions on construction projects does not interfere with the critical movement of goods, PPE, etc.	
	Encourage productivity through the pandemic.	City offices to reopen and accelerate process to get Hamilton moving, through return of administrative departments, council meetings, approvals, acceleration of process to encourage development.				
		Ensure administrative agencies are able to support business that have returned to work.				

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Labour: Safety Prevention and PPE	<p>Preparedness of safety measures during subsequent waves.</p> <p>Increase safety measures including site disinfecting, deep cleaning, COVID tracing/tracking, COVID 19 site plans and other services due to COVID Pandemic.</p> <p>Management of increasing construction costs to provide safe work environments</p>	<p>Consider mandatory site testing to mitigate outbreaks.</p> <p>Understand a cost model that can be managed by business for mandatory COVID-19 site testing Public Health, Provincial or Federal Governments.</p> <p>Gain support of workers and build their confidence in the COVID-19 safety measures on site.</p> <p>Provide resources to smaller contractors with less resources to manage COVID 19 and continue to run construction firm.</p>		Provincial, Federal, Municipal	<p>Explore measures that would require mandatory testing for critical sectors (i.e. if second wave occurs) and develop rapid testing and delivery of results.</p> <p>Task Force and city stakeholders should endorse and support the COVID-19 Alert App to help assist Public Health with COVID-19 tracking and tracing.</p>	High
Labour: Safety on Building and Construction sites	<p>Proper protocols and procedures for return to work and ensuring development sites can get to full activity and strength in the safest way</p>	<p>Ensure process and procedures are in place and known by all operating on a construction site.</p> <p>Promote a diverse supply of local contractor and skilled trades</p>	<p>Ensure investment in critical infrastructure to operate construction sites is available and accessible by the construction industry</p>	Provincial, Federal, Municipal	<p>Support proper protocols and procedures for return to work and ensuring development sites can get to full activity and strength in the safest way.</p>	High

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Building Capacity	Ensure adequate commercial warehouse space (today: bulging or not available)	Incentives and programs to attract investment to Hamilton.	Accelerate development of business parks and AEGD lands (servicing, planning, etc.)	Federal, Provincial, Municipal, and Industry	Accelerate development of business parks and AEGD lands (servicing, planning, etc.)	High
	Ensure access to programs to support infrastructure investment.	Convert vacant spaces.	Continued lobbying and advocacy, especially at provincial level.		Continue promoting Hamilton business parks as current policies make parks competitive and attractive.	High
	Construction investment will help restart economy.	Modernize government programs to access infrastructure funding programs/ incentives.	Work with other associations and stakeholders to ensure continuous collective messaging.		Accelerate future major infrastructure projects through coordinated funding through the province and federal levels of government.	High
	Ensure Provincial Plans include short-term investment projects for Hamilton businesses.	Province of Ontario is crafting its fall budget: Create a list of priority projects with solid business case support and ensure Province is in receipt before Fall 2020 Budget.	Long-term asset management planning through the ongoing maintenance of Ontario's existing infrastructure.		Advance shovel ready and "shovel worthy" core infrastructure projects (roads, transit, water, wastewater).	High
		Collective messaging to Feds and Provincial Government.			Create a list of priority projects and ensure Province is in receipt for consideration and inclusion into the Fall 2020 Budget.	

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
<b>Process Improvement: Expediting Processes and Improving Contract Delivery and Execution</b>	<p>Ensure Planning Department continues to accelerate approvals, maintain improvements to the process that have eliminated backlogs, and determine further improvements for subdivision and site plan application side.</p>	<p>Win with recent improvements that have included completely digital submissions, using WebEx for formal consultations, and virtual public statutory meetings are great to start, but more steps are necessary to better deal with the backlog of applications, make decisions faster, and ensure that these efficiencies carry forward into the future.</p>	<p>Ensuring that new or expedited process changes can continue with proper resources and staff support and ensure that expediting continues to happen at that same rate into the future.</p>	<p>Municipal, Provincial</p>	<p>Encourage the City to adopt process changes that include adequate resources and staff support.</p>	<p>High</p>
	<p>Ensure these efficiencies carry through from the start of the development application process to the building permit stage to carrying out operations on site.</p>	<p>Ensure flexibility to expand or modify permits/by-laws, such as alcohol and food sales.</p>	<p>OHBA currently lobbying for changes to Planning Act regarding subdivision control, and streamlining of site plan control processes, and streamlining archeological assessments – all will positively impact development and construction industry and expedite processes.</p>		<p>Ensure expediting changes can continue into the future.</p>	<p>High</p>
	<p>Appropriate and adequate financing of projects.</p>	<p>Outsourcing: approval of drawings that have already received Council approval; investigate other municipal processes; hiring of more staff.</p>			<p>Encourage hiring of more City staff.</p>	<p>High</p>
		<p>Introduction of new process for financing of projects that allows for use of surety bonds.</p>			<p>Encourage municipalities to accept surety bonds as financial security for projects to secure municipal agreements.</p>	<p>Urgent</p>
					<p>Lobby and advocate at provincial level and provide support for partner associations (OHBA, CHBA, other local HBA's) lobbying for similar issues and efforts.</p>	<p>Moderate</p>

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
<b>Process Improvements: Ensuring Confidence in Hamilton and the Market for all Sectors</b>	<p>Ensure that the transportation, infrastructure, construction sectors and housing market continue to prioritize:</p> <ul style="list-style-type: none"> <li>Homes are being built and housing is available and affordable.</li> <li>Climate change and sustainability is considered and prioritized in planning.</li> <li>Tourism is restored.</li> <li>Confidence in public transit.</li> </ul> <p>The meeting of minimum parking requirements is often a challenge to meet for developers as these requirements devote a portion of land and project to parking that could be directed elsewhere (more housing units, commercial, retail etc.)</p>	<p>Reconsideration of fees for permits, applications, and processing, which all impact the cost of housing.</p> <p>Province to flex/change policies surrounding Building department reserve funds; typically only allowed to be used on administration of Building Code – encourage policy change so cities can use as part of their economic recovery strategy – certain forms of projects (multi-unit residential, affordable housing, etc.) for temporary period of 2 years to reduce permit fees to get projects started faster.</p> <p>Cash-in-lieu of parking requirements – create temporary City policy for 2-3 years that allows for a development in a certain area of City to have reduced parking requirements in exchange for cash-in-lieu of parking; this cash-in-lieu then directed to a specific fund that City can use to build a parking structure wherever the geographical area is that the policy applies to.</p>	<p>Monitor success/ effectiveness of new policy initiatives and consider carrying forward into future past temporary time periods or embedding in City policies.</p>	<p>Municipality</p>	<p>Ensure working relationships with City staff and stakeholders for collaboration on process improvements to attract new homeowners, business owners, developers, tourism etc.</p> <p>Provide new ideas to City staff and council, for joint efforts at provincial level for policy change regarding building reserve funds. WE HBA to discuss topic further with City staff in future.</p> <p>Encourage staff and Council to explore changes to parking requirements through task force as an opportunity for economic recovery and stimulus.</p> <p>Pursue stimulus funding to get projects moving.</p>	<p>Urgent</p> <p>High</p> <p>High</p>

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Supply of Land to Support Supply of Housing	Critical to ensure a continuous supply of land and a supply of housing is available and maintained.	Ensuring available land supply into future.	Deliver on City's Strategic Plan.	Province, Municipality	Lobbying and advocacy at provincial level with growth-related policies and land needs assessments to ensure land supply will continue or if boundary expansions are necessary.	High
	Goal of ensuring there is enough land to produce more housing, and housing that is affordable.	Make Hamilton attractive to outsiders. Find ways to keep people living in the City and to attract future homeowners and residents to locate in Hamilton.	Growth to meet the housing demands (to 2051), need to speed up the overarching planning to ensure adequate supply.		Build on existing municipal incentives to encourage new housing and affordable housing options.	High
			Fill the housing need, keep people living and working in Hamilton.		Keep people living and working in Hamilton with continued support to the housing and development industry.	Moderate
Lobbying and Advocacy	Ensure that at the municipal level, Councils are aware of the challenges the industry is facing but also the provincial and national government are continuously aware of the home builder side of concerns.	Continue lobbying and advocating for all issues going on in the industry right now, so at the political level not only are municipalities aware but higher levels of government as well.	In the long term, WE HBA, and provincial and federal counterparts (OHBA and CHBA) must continue lobbying and advocating for all issues in industry at all levels to ensure awareness of local concerns.	Federal, Provincial, Municipal, and Industry	Advocacy and awareness. Encourage partnerships and collaborations with similar stakeholders for collective messaging and lobbying efforts at provincial and federal level.	Moderate Moderate

Focus Area	Challenge	Short-term Opportunities	Longer-Term Opportunities	Partnership/ Ownership	Action	Priority (Low, Mod, High, Urgent)
Development Industry as a Tool for Economic Recovery – Jobs and Infrastructure	Attract development to Hamilton.	Investments in the downtown core.		Federal, Province, Municipal, and Industry	Support lobbying efforts for economic and job-related efforts with development and industry associations.	Moderate
	Prioritize infrastructure stimulus.	Identify key industries aligned to business priorities and pursue.			Ensure construction and development are “essential” and will not get shut down again.	Urgent
	Ensure that development keeps moving forward and safely, with no future shutdowns of job sites even if a second wave happens, as the housing industry provides so many different sectors of employment.	Consider changes to the development charges, incentives, jobs for presentation to the Province and the Federal Government.			Encourage City Council to support the initiative of a home renovation tax credit at other levels of government – OHBA pushing for a provincial HRTC as an economic stimulus as it provides an effective tool for combating underground ‘cash’ economy and protects integrity of renovators, contractors etc. as well as the provincial tax base.	Moderate
		Competitive assessment of other regions/ provinces.			Ensure incentives provided by the government has obligations to keep investment and create sustainable jobs in the region.	Moderate
		Advance servicing and development into business parks.				



## APPENDIX A – LIST OF WORKING GROUP TASK FORCE MEMBERS

Project Sponsor	Janette Smith, City Manager
Mayor	Mayor Fred Eisenberger
City Councillors	John-Paul Danko, Ward 8 Nrinder Nann, Ward 3 Terry Whitehead, Ward 14
Chair	Ron McKerlie, President, Mohawk College
Vice-Chair	Terri Johns, Board Member, West End Home Builders Association

### Resource to the Working Groups:

Judy Travis, Executive Director, Workforce Planning Hamilton  
 Anthony Marco, President, Hamilton District Labour Council  
 Ron McKerlie, President, Mohawk College

### WORKING GROUP 1: Small Business, Restaurants, Main Street Areas & Non-Profits

Chair  
 Patti Hall, Executive Director, The Stoney Creek Chamber of Commerce  
 Kerry Jarvi, Executive Director, Downtown Hamilton BIA  
 Erin Dunham, Owner, The Other Bird  
 Kelly Duffin, President and CEO, Amity Goodwill

### WORKING GROUP 2: Manufacturing & Life Sciences

Chair  
 Gay Yuyitung, Executive Director of the McMaster Industry Liaison Office (MILO), McMaster University  
 Ty Shattuck, Chair, Synapse Life Science Consortium  
 Henry Wegiel, AMD's Director of Government and Trade Relations

**WORKING GROUP 3: Agriculture & Circular Economy**

Co-Chairs                 Drew Spoelstra, Chair of Agriculture & Rural Affairs Committee  
                                   Matteo Patricelli, Executive Director, Flamborough Chamber  
                                   of Commerce

**WORKING GROUP 4: Arts & Culture**

Chair                        Floencia Berinstein, Executive Director, Workers Art &  
                                   Heritage Centre  
                                   Lisa La Rocca, Director of Operations, Sonic Unyon Records  
                                   Bob Munroe

**WORKING GROUP 5: Tourism & Hospitality**

Chair                        Brian Lubbers, General Manager, Courtyard by Marriott  
                                   Rondalyn Brown, Manager, Westfield Heritage Village  
                                   Matt Afinec, President & COO of Business Operations,  
                                   Hamilton Tiger-Cats & Forge FC

**WORKING GROUP 6: Workplace & Office**

Chair                        Rob McCann, Founder, Clearcable Networks  
                                   Kim Martin, Executive Director, Social Planning and Research  
                                   Council of Hamilton  
                                   Keanin Loomis, President & CEO, Hamilton Chamber  
                                   of Commerce

**WORKING GROUP 7: Transportation, Building & Infrastructure**

Chair                        Mark Ellerker, Business Manager, Hamilton-Brantford Building and  
                                   Construction Trades Council  
                                   Terri Johns, Board Member, West End Home Builders' Association  
                                   Cathie Puckering, President and CEO, Hamilton International Airport



November 2020

REPORT OF THE  
**Mayor's** Task Force on  
**ECONOMIC**  
**RECOVERY**

# Mission & Mandate

The Mayor's Task Force on Economic Recovery provided multi-sectoral leadership and direction to guide Hamilton's economic recovery with a mandate to:

- Develop an action driven plan to position the City of Hamilton now, for long-term, sustainable and equitable economic recovery.
- Establish defined outcomes with specific deliverables to address the priority economic impacts.
- Identify issues and opportunities to convey to other levels of government.
- Provide advice and assistance in the implementation of the Task Force's plan for economic recovery.
- Provide advice and suggestions to the Mayor, Council and senior staff for specific City of Hamilton actions and responses.

# 7 Working Groups

Seven Working Groups were identified and selected to represent the broad range of industry sectors impacted by COVID-19 and included:

- 1. SMALL BUSINESS, RESTAURANTS, MAIN STREET AREAS  
& NON-PROFIT**
- 2. MANUFACTURING & LIFE SCIENCES**
- 3 AGRICULTURE & CIRCULAR ECONOMY**
- 4. ARTS & CULTURE**
- 5. TOURISM & HOSPITALITY**
- 6. WORKPLACE & OFFICE**
- 7. TRANSPORTATION, BUILDING & INFRASTRUCTURE**

# Three Guiding Principles

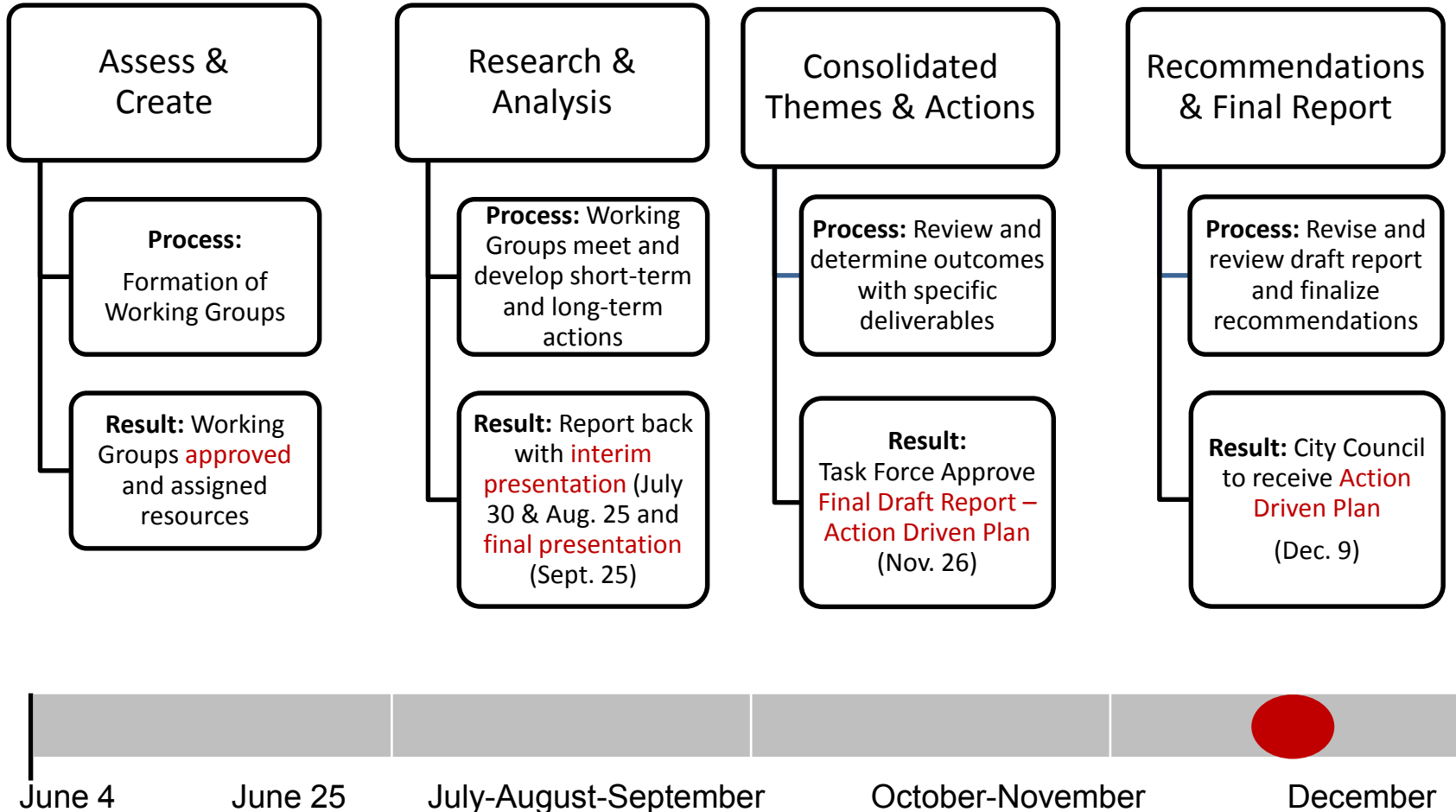
## Moving Forward – A Multi-Sectoral Lens

The Task Force was encouraged to consider the following three guiding principles – *Equity Diversity and Inclusion, Climate Action and Labour* – in their deliberations.

The slide features a header with the Hamilton Musicians' Guild logo (Local 293, AFM / CFM) and the City of Hamilton logo. Below this is the title 'Presentation to Hamilton Mayor's Taskforce on Economic Recovery' and a 'CORONAVIRUS (COVID-19)' banner. The main image is an aerial view of a park with a river and a road. A blue banner at the bottom of the image reads 'Supporting a Resilient Recovery through Climate Action' and 'Presentation to the Mayor's Taskforce on Economic Recovery August 31, 2020 at 12 p.m.'. Logos for the Climate Change Management Office and the Bay Area Climate Change Council are also present. The bottom section of the slide has a white background with a blue vertical bar on the left. It contains the title 'Appreciating Individual, Systemic, and Structural Inequities in Local, Current and Historical Contexts for Change' and the presenter's name: 'Amel J. Joseph MSW, RSW, Ph.D., Associate Professor, School of Social Work, McMaster University'.



# Process



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# Common Themes

- Advocacy for Hamilton Businesses and Workers
- Financial relief for local businesses
- Property Tax relief for local businesses
- Supporting “Shop Local”
- Expanding connectivity across the city
- Transportation and Childcare critical areas in pandemic planning

# Areas of Consensus

- Centralized communications contact point for businesses
- Training and funding for workers and job-seekers
- Advance and build the digital capacity of local businesses
- Well-being supports for employees and training for employers
- Champion placemaking projects
- Advance major infrastructure projects or shovel-ready projects

# Next Steps

Task Force will meet in early 2021 to discuss City Council's direction and response to the report of the Mayor's Task Force on Economic Recovery.

# Thank you

## Task Force Members:

Project Sponsor

Janette Smith, City Manager

Mayor  
City Councillors

Mayor Fred Eisenberger  
John-Paul Danko, Ward 8, Nrinder Nann, Ward 3  
Terry Whitehead, Ward 14

Chair  
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Office (MILO), McMaster University  
Ty Shattuck, Chair, Synapse Life Science Consortium  
Henry Wegiel, AMD's Director of Government and Trade Relations

# Thank you

## Agriculture & Circular Economy

### *Co-Chairs*

Drew Spoelstra, Chair of Agriculture & Rural Affairs Committee  
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## Transportation, Building & Infrastructure

### *Chair*

Mark Ellerker, Business Manager, Hamilton-Brantford Building and Construction Trades Council  
Terri Johns, Board Member, West End Home Builders' Association  
Cathie Puckering, President and CEO, Hamilton International Airport

# CITY OF HAMILTON

## MOTION

General Issues Committee: December 9, 2020

**MOVED BY MAYOR F. EISENBERGER .....**

**SECONDED BY COUNCILLOR .....**

### **Review of the Final Report of the Mayor’s Task Force on Economic Recovery**

WHEREAS, the COVID-19 pandemic in 2020 has resulted in widespread economic hardship across multiple sectors in Hamilton;

WHEREAS, the Mayor and Council established the Mayor’s Task Force on Economic Recovery to develop an action driven plan to position the City of Hamilton for sustainable and equitable economic recovery;

WHEREAS, the deliberations and recommendations of the Task Force’s seven Working Groups have been compiled as the Final Report of the Mayor’s Task Force on Economic Recovery;

THEREFORE, BE IT RESOLVED:

- (a) Staff be directed to review the Final Report of the Mayor’s Task Force on Economic Recovery and identify actions within the Report that can be brought forward to Council for consideration either as standalone initiatives, or through other City initiatives such as the Economic Development Action Plan; and,
- (b) The Chair of the Mayor’s Task Force on Economic Recovery be requested to convene two additional meetings of the Task Force in early 2021 to receive updates from City staff, and provide City staff with feedback on the implementation of actions to support the City’s economic recovery, after which the work of the Task Force be deemed complete, and the members be recognized and thanked for their contributions.



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Equity, Diversity and Inclusion Framework Update HUR19019(a) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jodi Koch (905) 546-2424 Ext. 3003
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources City Manager's Office
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

At the September 18, 2019 General Issues Committee Meeting, as part of Committee's consideration of Report HUR19019, a motion was made as follows:

- (a) That the City Manager to be identified as the Equity, Diversity and Inclusion Champion for the City of Hamilton;
- (b) That Human Resources staff be directed to develop and implement an Equity, Diversity and Inclusion Steering Committee comprised of representatives from all departments and across all levels of the organization, who will be responsible to:
  - (i) Confirm appropriate definitions to guide Equity, Diversity and Inclusion (EDI) work;
  - (ii) Identify appropriate framework for EDI lens for the City of Hamilton;
  - (iii) Establish Standards of Practice;
  - (iv) Review and revise the draft Equity, Diversity, and Inclusion Handbook to be consistent and in alignment with the framework;
  - (v) Complete an updated internal environmental scan on annual basis;
  - (vi) Identify key initiatives and project priorities and develop appropriate workplans and milestones for such; and,
  - (vii) Engage in appropriate internal and external consultations on above;

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**SUBJECT: Equity, Diversity and Inclusion Framework Update  
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- (c) That Human Resources staff be directed to source, through a competitive procurement process, suitable training from an external provider of Equity, Diversity and Inclusion training, relating to such elements including, but not limited, to anti-racism, anti-oppression, unconscious bias, and inclusionary best practices;
- (d) That Human Resources staff be directed to establish a schedule for the above mandatory training to be delivered to Council members, the Senior Leadership Team, all Supervisor and above employees, and Union Executive Leadership in 2020;
- (e) That Human Resources staff be directed to source options for systems/process enhancements to support Equity, Diversity and Inclusion metric dashboard requirements;
- (f) That an amount not to exceed \$100,000, to be funded from Tax Stabilization Reserve Account #110046, to facilitate the Equity, Diversity and Inclusion 2020 training and community engagement components, be approved;
- (g) That staff be directed to report back to the General Issues Committee by June 17, 2020 with a status update respecting the implementation of the Equity, Diversity and Inclusion process;
- (h) That the matter respecting the Equity, Diversity and Inclusion Framework be considered complete and removed from the General Issues Committee's outstanding business list; and,
- (i) That an Equity, Diversity and Inclusion Sub-committee, comprised of members of Council, to work in collaboration with the Equity, Diversity and Inclusion Steering (EDI) Committee and staff be established to develop the EDI framework.

**INFORMATION****EDI Steering Committee**

As indicated in Report HUR19019, several key components of the internal EDI framework for the City of Hamilton would be completed by the cross-functional and cross-level representatives comprised of staff nominated to serve on the EDI Steering Committee by the Senior Leadership Team (SLT). This work was originally scheduled to commence in April 2020, however, the COVID-19 pandemic affected the timelines due to key staff being redeployed to support the Emergency Operations Centre as of mid-March. The nominations were completed in August 2020 and the inaugural EDI

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Steering Committee was held on September 30, 2020, followed by a second meeting on November 30, 2020. Their work to date has included:

- (a) Review of corporate Human Resources Diversity and Inclusion initiatives such as:
  - (i) Diversity and Inclusion Strategic Plan approved by Council in June 2017
  - (ii) Employee Training programs (AODA, It Starts With You, Civility, Workplace Gossip)
  - (iii) Development and Implementation of Transgender Protocol and Training Implementation
  - (iv) Hamilton Anti-Racism Resource Centre (HARRC) Funding Agreement, Start-Up and pause
  - (v) Improving the Diversity in the Recruitment for Volunteer Advisory Committees, Agencies and Boards
  - (vi) Support in Development and Implementation of Use of Indigenous Medicines Policy and Procedure
  - (vii) HARRC Community Engagement in 2019, festivals and events, focus groups, and resulting community survey on racism in Hamilton
  - (viii) Voluntary Demographic Information Collection for applicants to the City of Hamilton
  - (ix) Recommendation Report on Equity, Diversity, and Inclusion Framework to GIC September 2019
  - (x) Development and Implementation of Employee Employment Equity Survey
  - (xi) Development of draft Hate Prevention Policy
  - (xii) Development and Implementation of Standardized Interview Guides and training for all hiring managers including Equity, Diversity and Inclusion questions for all people leaders
  - (xiii) Development and Implementation of Equity, Diversity and Inclusion competencies in the annual Performance Accountability Process;
- (b) Completion of six (6) hour training on Equity, Diversity and Inclusion offered by third party vendor to enhance their own understanding of EDI concepts and evaluate for roll-out across all supervisor and above staff;
- (c) Self-assessments and reflections on their respective “give and gets” as a member of the EDI Steering Committee;
- (d) Review of EDI Steering Committee individual and group roles and responsibilities;
- (e) Review of draft EDI Toolkit and key definitions;
- (f) Review of current state of EDI in organization and desired future state
- (g) Creative idea generation on how desired state might be actioned

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This work represents the completion of Phase 1 of building and creating an EDI Steering Committee and includes preparation for movement into Phase 2. (Please refer to Appendix A to Report HUR19019(a) for additional details).

**Procurement Process**

The Request for Proposal went out on November 9, 2020 to prospective vendors with a closing date of December 1, 2020. Staff are currently in the process of bid evaluation with the successful proponent to be selected by the end of December 2020 with an anticipated start date of January 2021. The successful vendor will assist with the training strategy component as required as well as supporting the EDI Steering Committee to ensure timely completion of key milestones on this project which are outlined in next steps below.

**Training**

Human Resources Diversity and Inclusion staff identified a six (6) hour EDI online training program offered through LinkedIn Learning Academy which all Diversity and Inclusion staff and members of the EDI Steering Committee will have completed by year end 2020. This resource may be suitable for broader implementation across the organization at a significant cost savings. This course provides a variety of perspectives and a good foundational knowledge base from which to build stronger organizational capacity. Modules are relatively short duration which makes the program ideal for staff who are dealing with multiple competing priorities.

**Diversity and Inclusion Metrics and Dashboards**

A voluntary Employment Equity demographic survey was launched in January 2020. From January to October 30, 2020, a total of 3,315 out of 7,859 employees have returned the survey using a combination of the online HOWI portal and paper submissions. This represents 42.2% of the workforce. The completed surveys were returned by 2716 full time employees and 702 temporary or part-time employees. This data will continue to be collected from all new hires at the time of hire as well as continued efforts to have all employees return a survey over the next several months. Many part-time and casual employees have been out of the workplace due to COVID-19 restrictions and will be encouraged to complete the survey as they eventually return to the workplace. Additionally, some groups have had significant increase in workload due to the pandemic and will be supported in completing the survey as time permits. (See Appendix B to Report HUR19019(a) for additional details).

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This data will be used to complete a more fulsome Employment Equity report to Senior Leadership Team and Council in 2021 which will compare our actual employee responses to the relevant Labour Market Availability data. The survey requests employees to self-identify in accordance with the following four designated groups:

1. Self-identify as a Woman
2. Self-identify as Aboriginal/Indigenous
3. Self-identify as Visible Minority/Racialized
4. Self-identify as a Person with a Disability

Employees can choose to answer yes, no or prefer not to answer to any or all of the questions.

Based on the data collected to date, our preliminary analysis reveals the following with respect to the demographics of City of Hamilton staff self-identification:

Woman	53.70%
Indigenous/Aboriginal	2.35%
Visible Minority/Racialized	10.92%
Person with a Disability	5.91%

In order to assess how our current representation compares to our community composition and that of the local labour market, we compared our results to a number of benchmarks.

We first compared our results to the 2016 Statistics Canada data on the population in Hamilton.

It should be noted that this information represents total population and is not necessarily an accurate reflection of those actually seeking participation in the workforce as it includes children and others not seeking work. The Disability figure is representative of the findings from the 2017 Canadian Survey on Disability which, again, has a much broader definition of disability than most respondents would believe.

These discrepancies are why the Labour Market Availability data is the preferred comparator for the purposes of Employment Equity reporting. Labour Market Availability (LMA) data refers to the number of people in the workforce from which employers can hire. The 2016 Statistics Canada Labour Market Availability for Hamilton shows slightly different numbers as a result. We then also compared to the Canadian Labour Market Availability data. This is the benchmark for compliance with the Employment Equity Act.

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We then, finally, compared the City of Hamilton percentages to federally regulated private sector employers (n=536) governed by Employment Equity. When we compare City of Hamilton results to these various benchmarks, we see the following:

<b>Self-Identify as:</b>	<b>City of Hamilton Staff Survey</b>	<b>2016 Statistics Canada Hamilton Population</b>	<b>2016 Statistics Canada Hamilton Labour Market Availability</b>	<b>Canadian Labour Market Availability</b>	<b>Federally Regulated Private Sector Results</b>
Woman	53.7%	51.1%	48.3%	48.2%	39.4%
Indigenous/Aboriginal	2.4%	2.3%	2.0%	4.0%	2.3%
Visible Minority/Racialized	10.9%	19.0%	17.6%	21.3%	23.8%
Person with a Disability	5.9%	29.1%	n/a	9.1%	3.4%

EDI metrics and dashboards are in the process of being created in order to provide monthly updates and quarterly reports beginning in 2021 and beyond.

Talent Staff have also been collecting voluntary demographic data in the same format for all applicants applying for positions at the City of Hamilton. This data indicates a total of 37,271 out of 40,518 total applicants completed the demographic questions. This represents 92% of all applicants. Of those, a total of 19,469 answered “yes” to one or more questions. (See Appendix C to Report HUR19019(a) for additional details).

Between January 1 and November 13, 2020, the City of Hamilton hired a total of 960 new employees. New hires receive instructions on completing the Employment Equity survey as part of their respective onboarding information packages. To date, we have received returned surveys from 178 of the new hires. (See Appendix D to Report HUR19019(a) for additional details).

**City of Hamilton Applicant Demographics  
January 1 to November 13, 2020**

	<b>Applicant Pool</b>	<b>New Hires</b>
Woman	40.8%	54.5%
Aboriginal/Indigenous	1.7 %	1.7%
Visible Minority/Racialized	20.6%	23.6%
Person with a Disability	2.5%	1.1%

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## **EDI Sub-Committee of Council**

A review of other municipalities has indicated that some have community advisory committees to Council comprised of various community members and supported by an appointed Councillor. The City of Hamilton currently has a wide number of Volunteer Advisory Committees (VAC) to Council with Council members sitting on each VAC. These VAC's include various equity seeking groups such as:

1. Committee Against Racism
2. Immigrant and Refugee Volunteer Advisory Committee
3. Aboriginal Advisory Committee
4. Status of Women Committee
5. Accessibility Committee for Persons with Disabilities (legislated requirement)
6. Lesbian, Gay, Bisexual, Transgender, and Queer Volunteer Advisory Committee
7. Seniors Advisory Committee

It should be noted that the City of Hamilton has more Volunteer Advisory Committees than virtually any other municipality across the country. Staff were not able to identify any other municipality with an EDI Sub-Committee of Council. Once the successful consultant is selected through the RFP process, focus groups with Council members will be held to better understand the intent of the creation of the Sub-Committee and its mandate. Staff will ensure regular updates are provided to Council as the EDI Steering Committee continues its work on the development of the EDI Framework and Standards of Practice.

## **Next Steps**

Staff will continue to support the work of the EDI Steering Committee in accordance with the following milestones and objectives.

Four key components are considered in the development of an EDI Framework. These are listed in order of implementation:

1. **Having a workforce that is representative of the community we serve.** The Employment Equity survey will provide valuable information regarding the composition of our workforce and how we compare to the larger community in terms of four designated groups (women, racialized persons, Indigenous peoples, and persons with a disability). This work began in January 2020 and will be reported back to Council in **Q2/Q3 2021** in a fulsome Employment Equity Annual Report.

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**SUBJECT: Equity, Diversity and Inclusion Framework Update  
(HUR19019(a)) (City Wide)**

**Page 8 of 8**

2. **Address systemic barriers and identify and develop action plans to address using an equity, diversity and inclusion lens.** This will be achieved through departmental objectives and goal plans as part of the annual PAD and strategic planning process. This will be a key component of 2021 goal setting cascade from the City Manager and SLT to their respective teams as part of the 2021 PAD process. This will also be achieved through an updated organizational environmental scan which will be completed in **Q1 2021**. Resulting opportunities can then be incorporated into the 2021 goal plans accordingly.
3. **Having a workforce that is skilled in working in an inclusive and respectful manner with each other and the community we serve.** This will be achieved through training programs, policies and programs, and extensive communication efforts across the organization. This will be commenced by the mandatory online training for all supervisors and above as well as the Standardized Interview Guide training for all hiring managers beginning as of **July 2020** and will continue on an ongoing basis throughout 2021.
4. **Creating inclusive programs and services that meet the needs of our diverse community.** This is where the EDI framework becomes embedded in various program and contract terms and conditions as appropriate. This work will be done in the operating departments where the subject matter expertise resides. Once the EDI Steering Committee has developed the Corporate framework, it will be shared with SLT to incorporate into departmental decision making. Further discussion with Council focus groups will be conducted by the external consultant in **Q1 2021** regarding the intent and mandate of the EDI Sub-Committee of Council. The planned development of the EDI Framework will be completed by **Q3 2021**. This will be brought to Council for review prior to implementation.

All EDI efforts need to start with an internal organizational assessment and focus and then move to external facing components once sustainable changes are in place to support the broader program and service delivery. There needs to be organizational competencies in place in order to make the community impacts successful.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report HUR19019(a) - Launching an EDI Steering Committee

Appendix B to Report HUR19019(a) - Employment Equity Data from January to October 2020 by designated group

Appendix C to Report HUR19019(a) - Voluntary Demographic Applicant Data collected January to October 2020

Appendix D to Report HUR19019(a) - New Hire Employment Equity Survey Data collected January to November 2020

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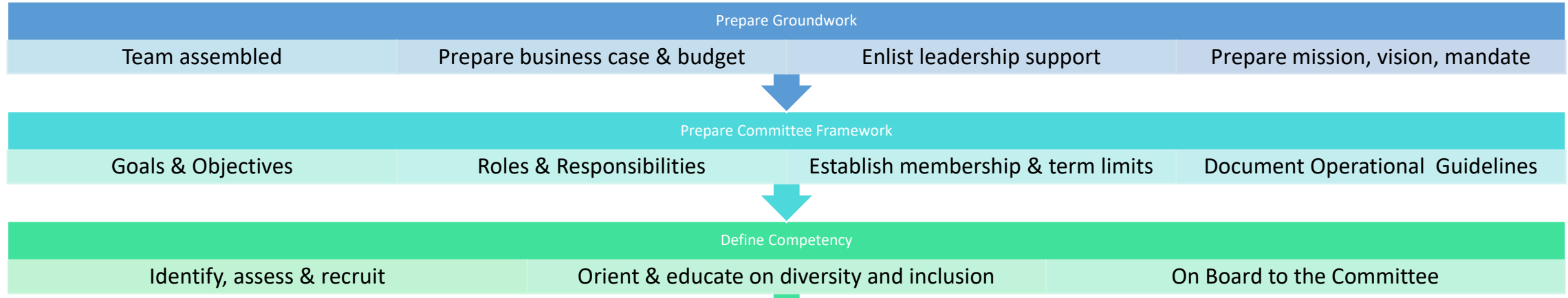
OUR Vision: To be the best place to raise a child and age successfully.

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

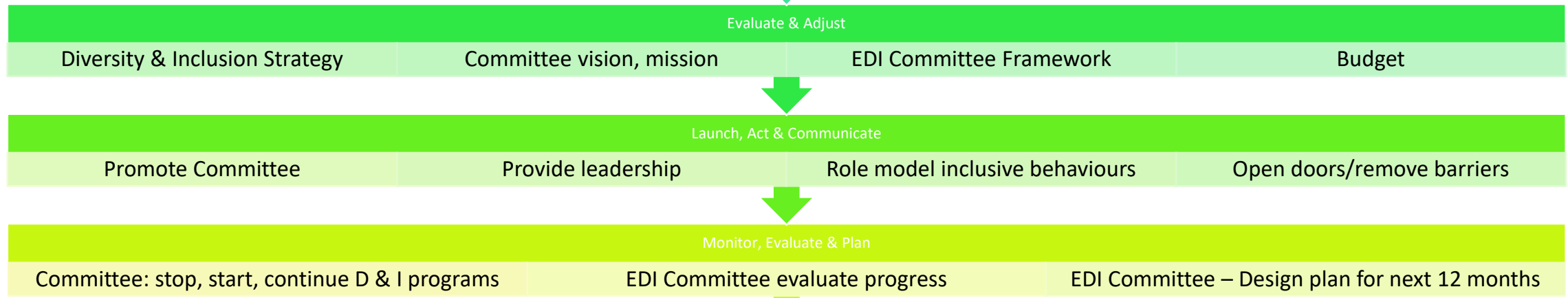
OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

# Launching an Equity, Diversity & Inclusion Steering Committee

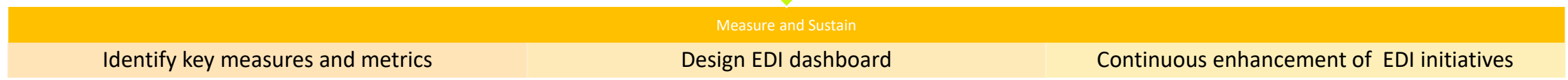
Phase 1



Phase 2



Phase 3







Last Updated: 30 October 2020

## City of Hamilton 2020 Employment Equity Dashboard

### **Purpose**

A summary of the City of Hamilton employee's response to the Employment Equity Survey from January 1, 2020 to October 30, 2020.

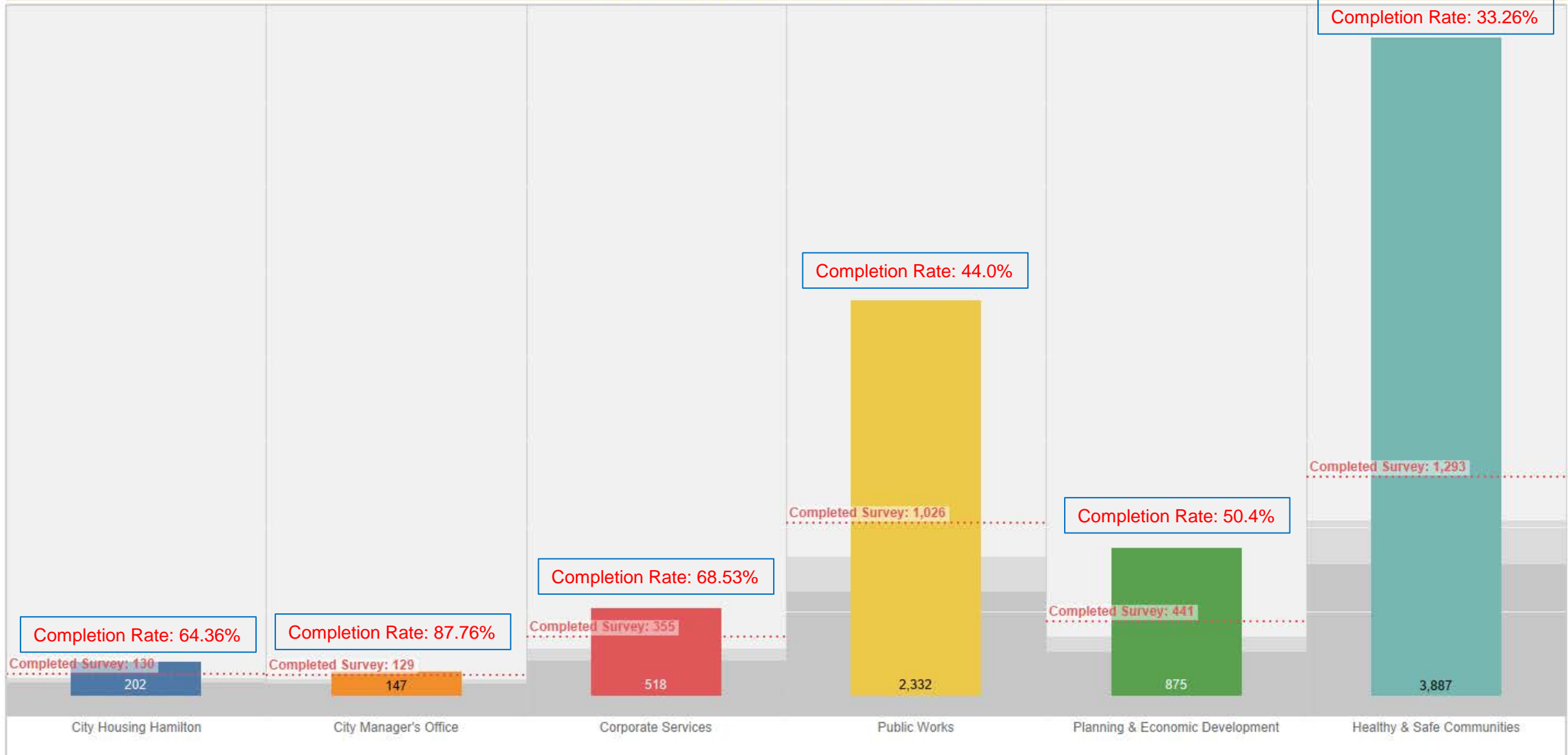
### **Data**

City of Hamilton employee Employment Equity Survey Data.

### **Excludes**

City Council, Hamilton Police, and Hamilton Public Library.

## Diversity Survey Response Rate by Department

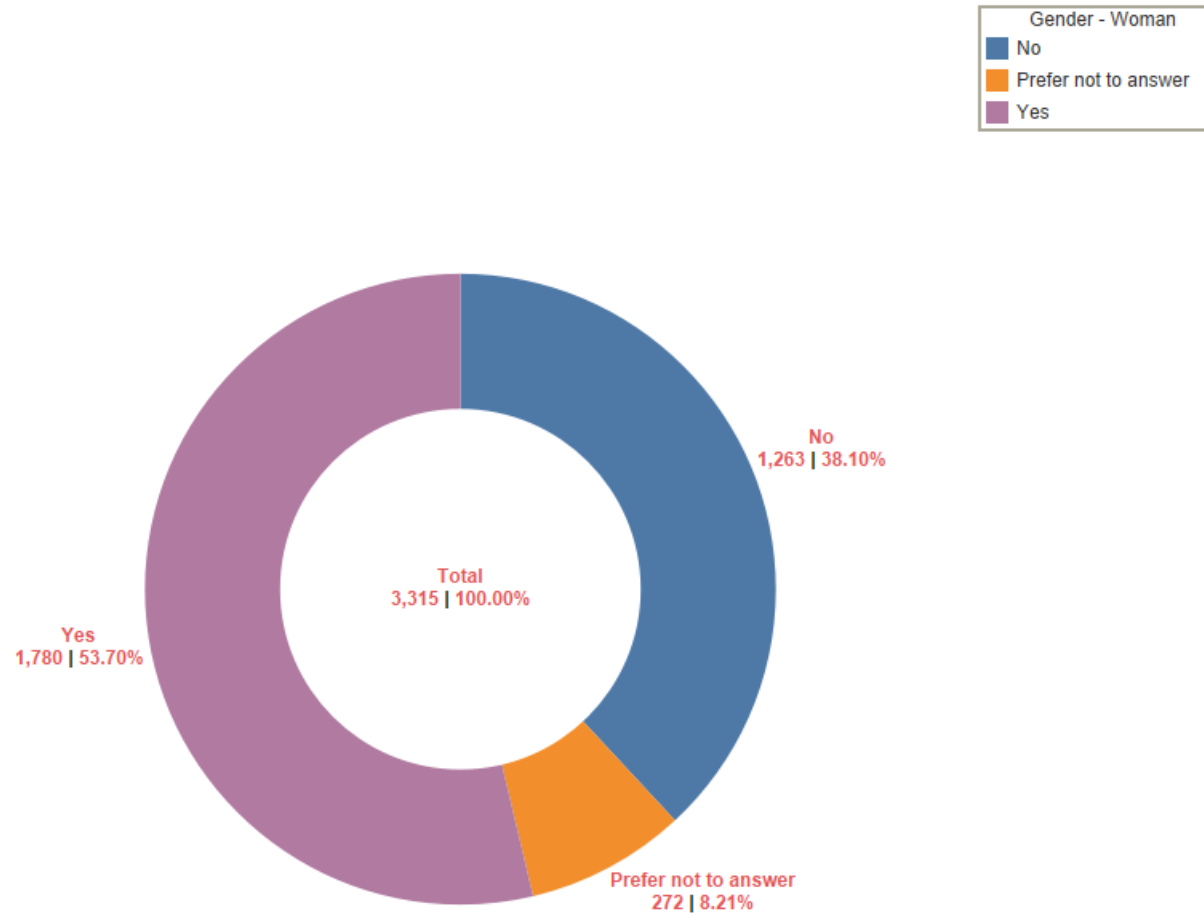


**Note:** "An employee can have multiple jobs, may be under different departments." The 'Total Completed Survey' number is little less because it is counting the total completed survey by individual employees regardless of their affiliation to position & department. If we add the individual department numbers we might be counting a survey more than once, as a employee can be employed by multiple departments.

## City of Hamilton

### Question

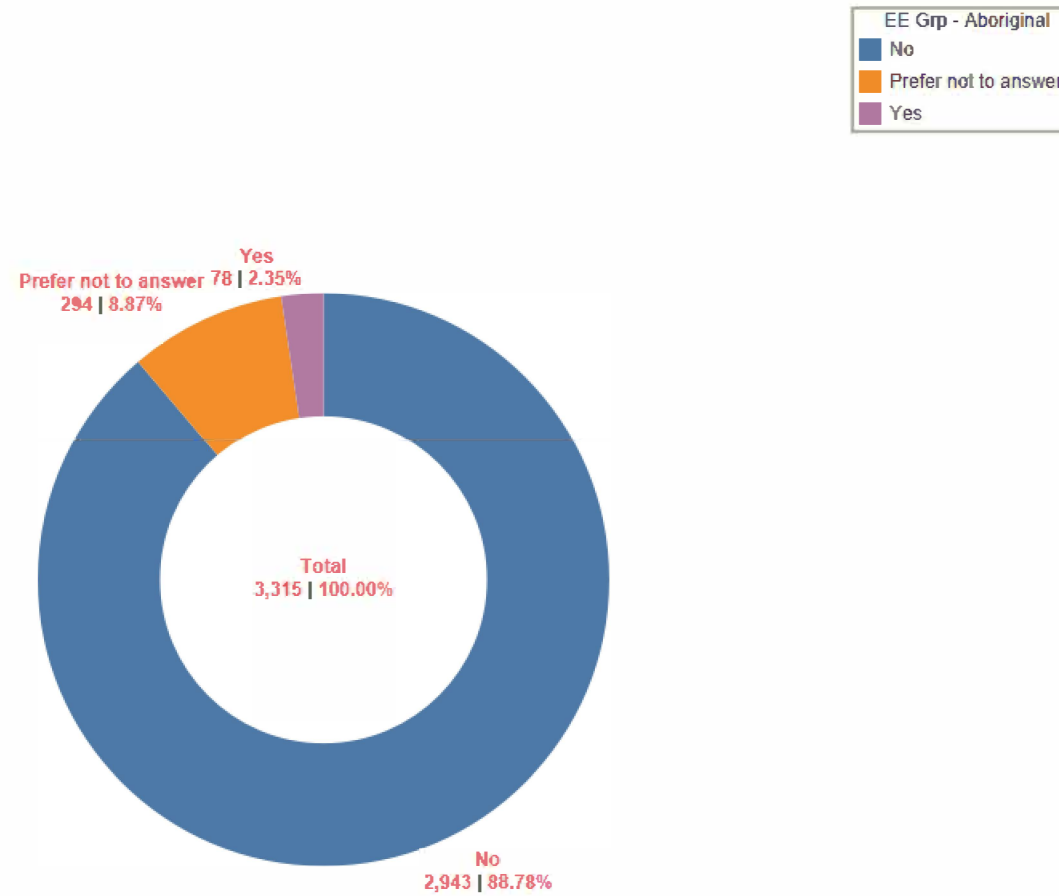
Do you self-identify as a woman?



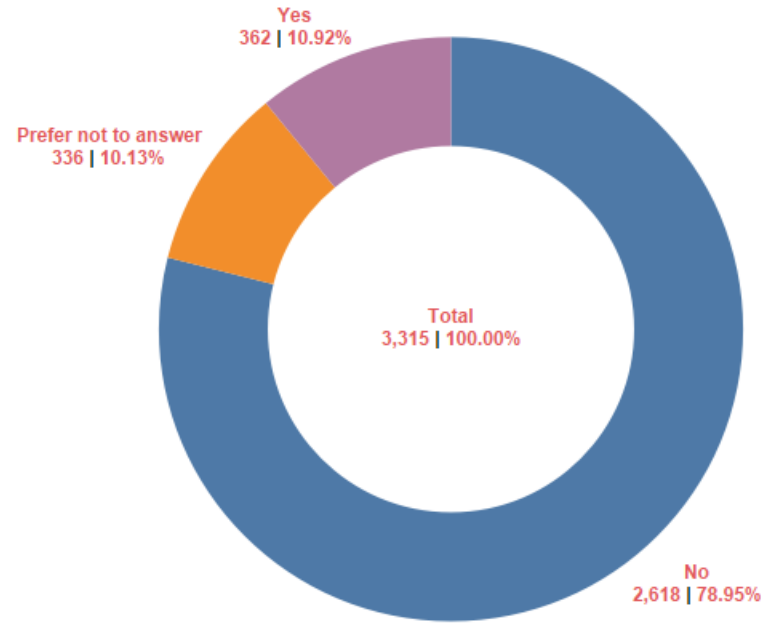
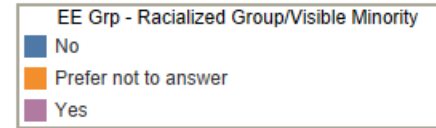
## City of Hamilton

### Question

Do you self-identify as an Aboriginal person? Note: According to Statistics Canada, Aboriginal People include Inuit, Métis or First Nations (Status and Non-Status).



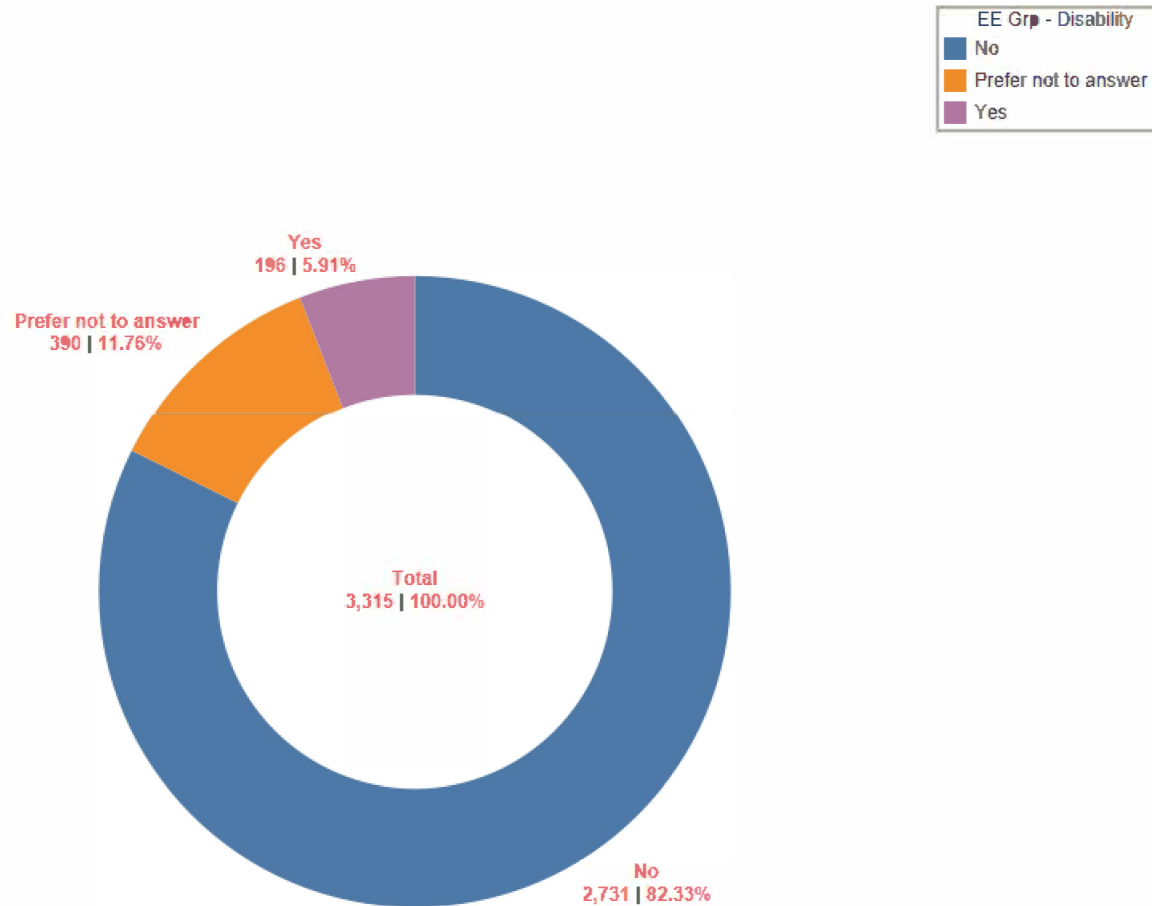
## City of Hamilton



### Question

Do you self-identify as a member of a racialized group/visible minority? Note: According to Statistics Canada, visible minorities (also known as racialized group) are persons other than Aboriginal Peoples, who are non-Caucasian in race or non-white in colour.

## City of Hamilton



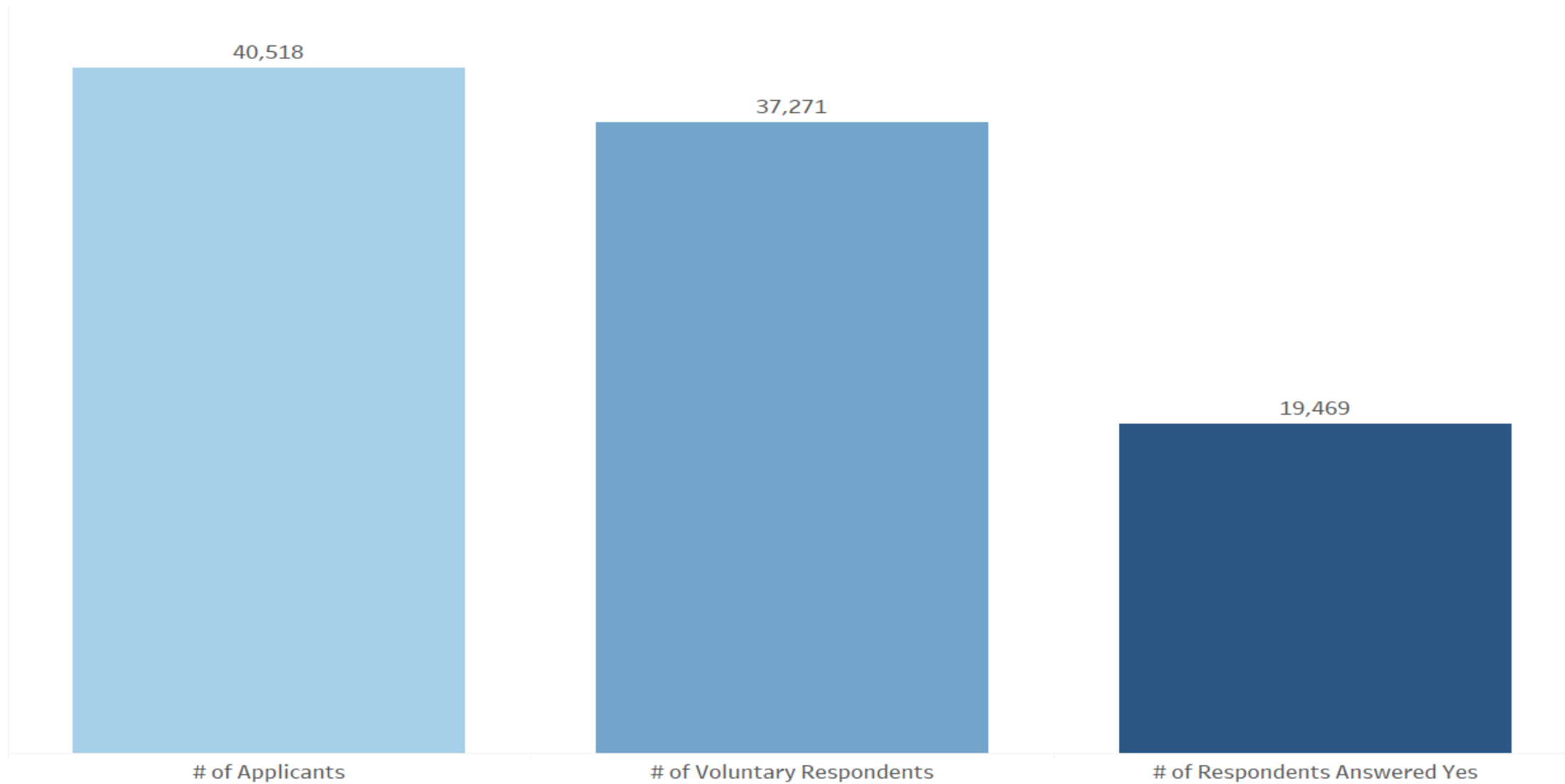
## Question

Do you self-identify as a person with a disability? Note: According to Statistics Canada, a person with a disability has a long-term or recurring physical, mental, sensory, psychiatric, or learning impairments and: a) considers themselves to be disadvantaged in employment by reason of that impairment, or, b) believes that an employer or potential employer is likely to consider themselves to be disadvantaged in employment by reason of that impairment. This definition includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

# Applicant Voluntary Demographic Responses Summary - For City of Hamilton

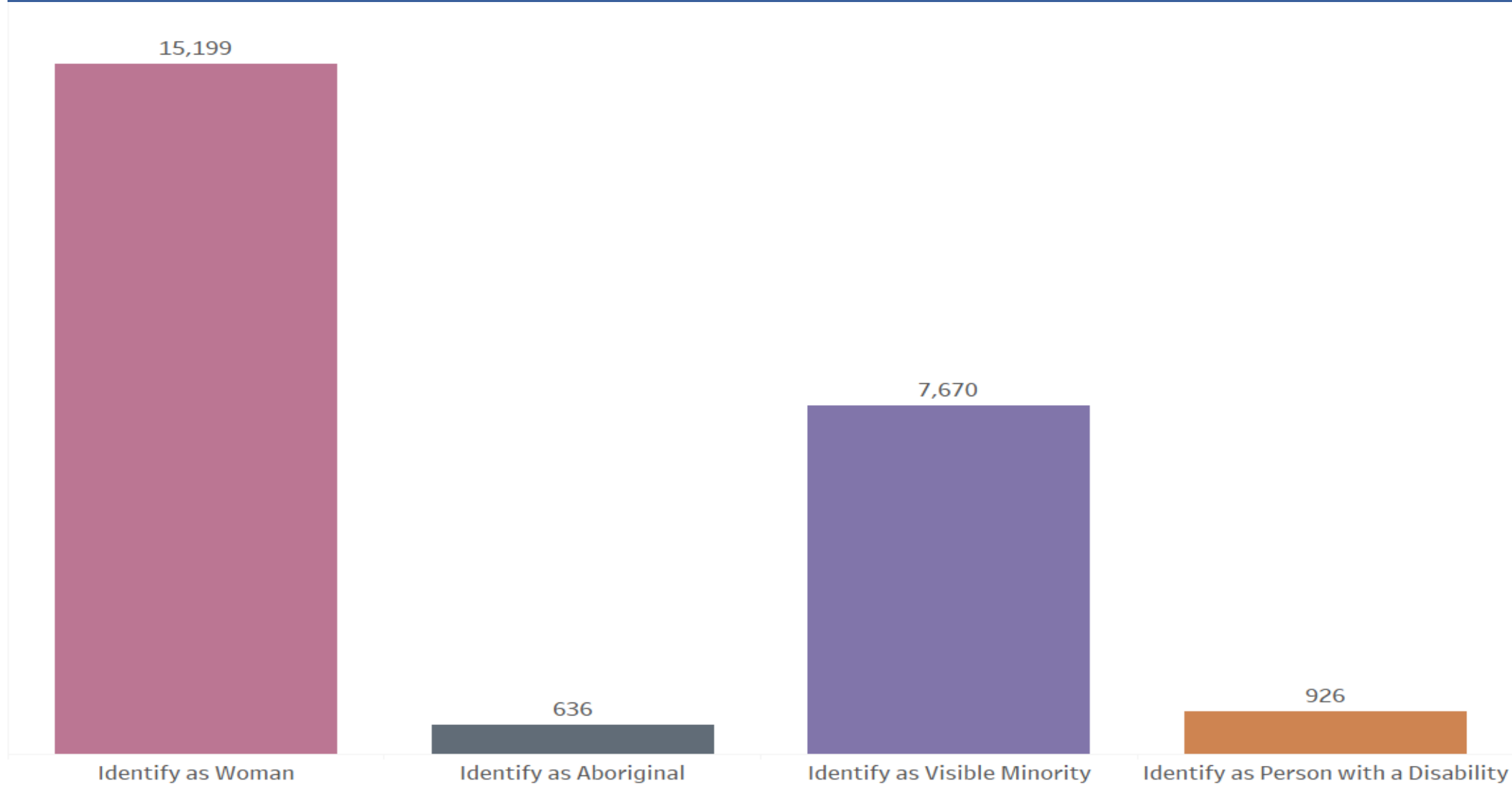
Date: January 01, 2020 – October 31, 2020

# Distribution of Applicants and Respondents

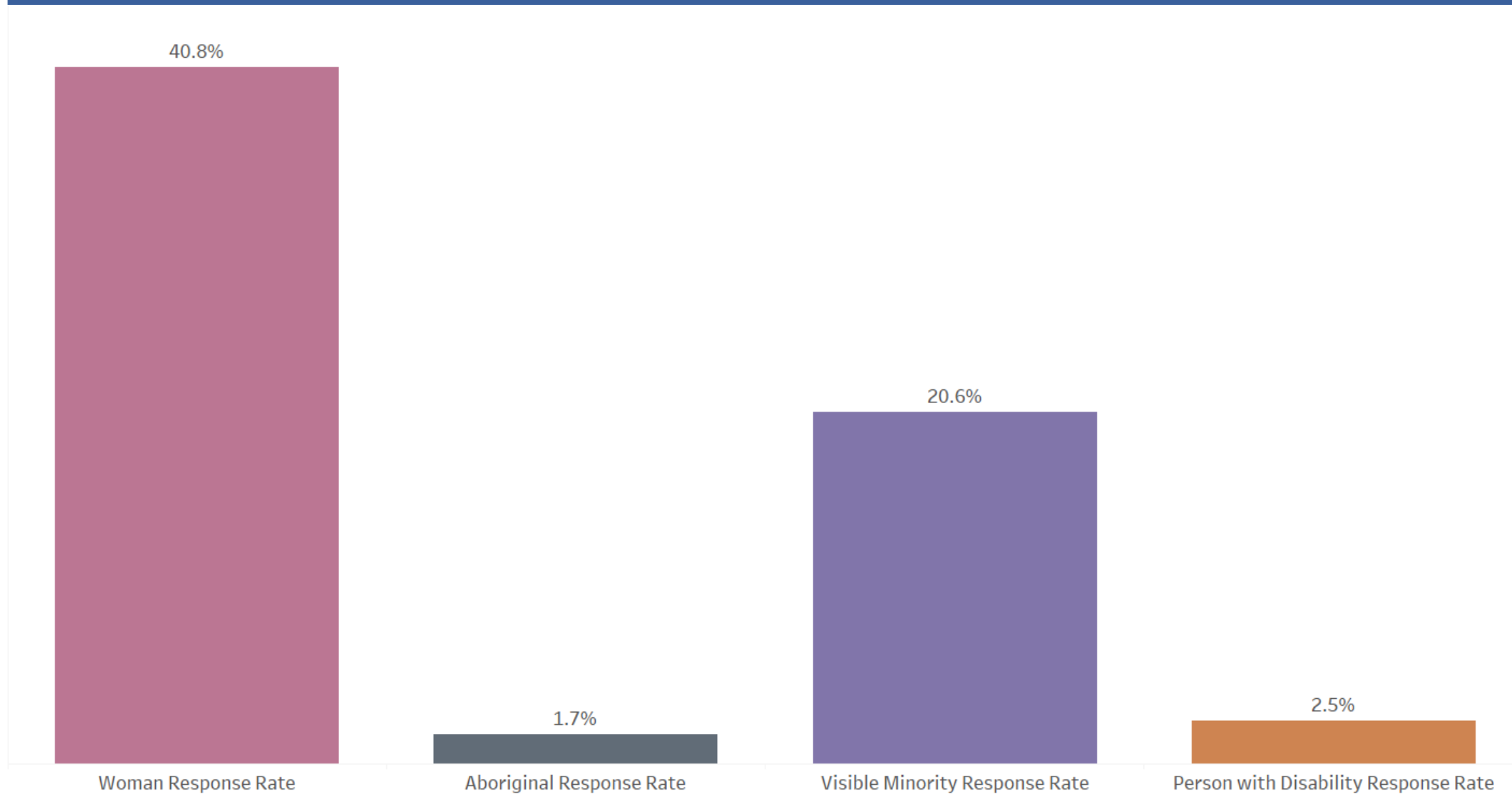




# Distribution of Voluntary Demographic Responses



# Distribution of Voluntary Demographic Responses (Rates)



Last Updated: 13 November 2020



## City of Hamilton New Hire Data 2020 January 1, 2020 to November 13, 2020

### **Purpose**

A summary of Employment Equity Survey responses from New Hire Data between January 1, 2020 to November 13, 2020.

### **Data**

City of Hamilton New Hire Data from the Employment Equity Survey

### **Excludes**

City Council, Hamilton Police, and Hamilton Public Library.

Have a question? Please contact us @ HR Data Requests <[hrdatareq@hamilton.ca](mailto:hrdatareq@hamilton.ca)>

COH | Diversity Dashboard | Confidential Information | For Internal Use Only

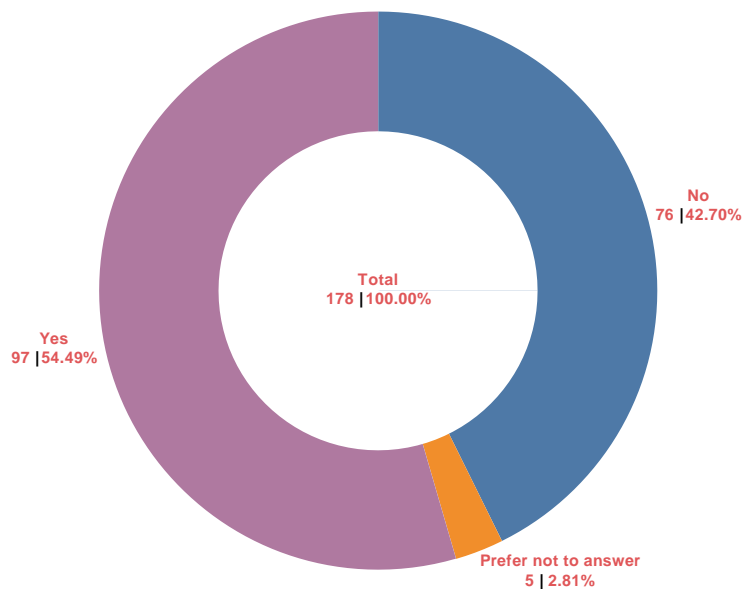
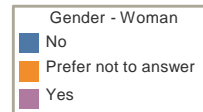


# Self-Identify as a Woman

City of Hamilton (2020 New Hire)

## Question

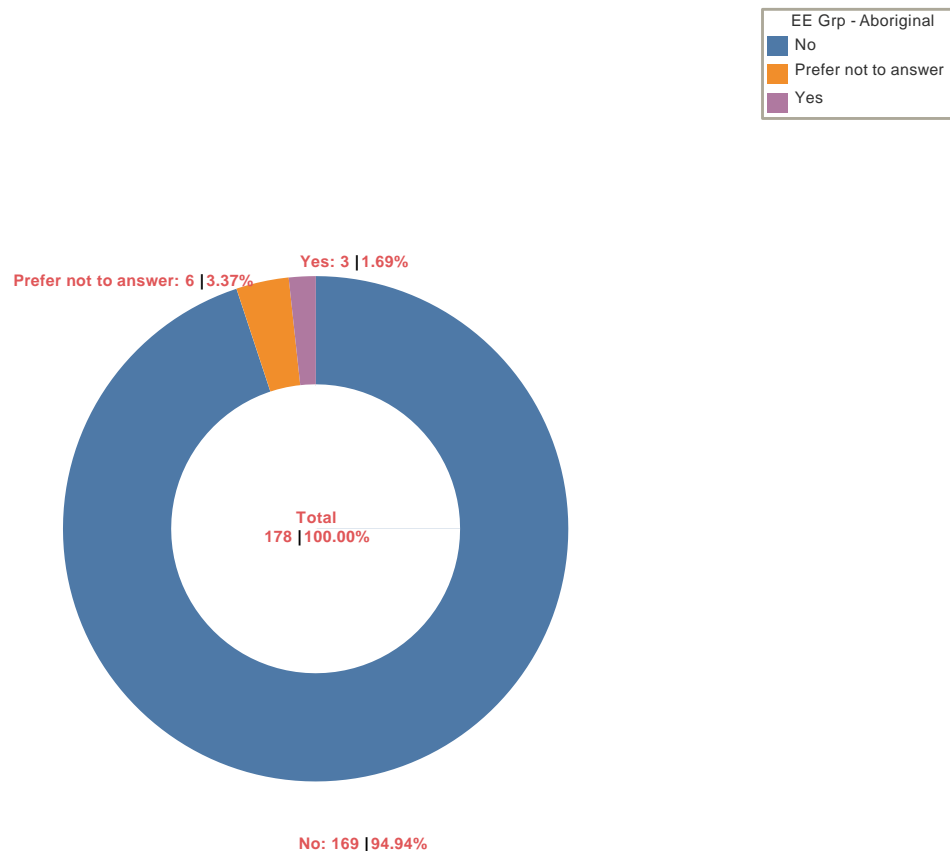
Do you self-identify as a woman?





## Self-Identify as an Aboriginal Person

City of Hamilton (2020 New Hire)



### Question

Do you self-identify as an Aboriginal person? Note: According to Statistics Canada, Aboriginal People include Inuit, Métis or First Nations (Status and Non-Status).

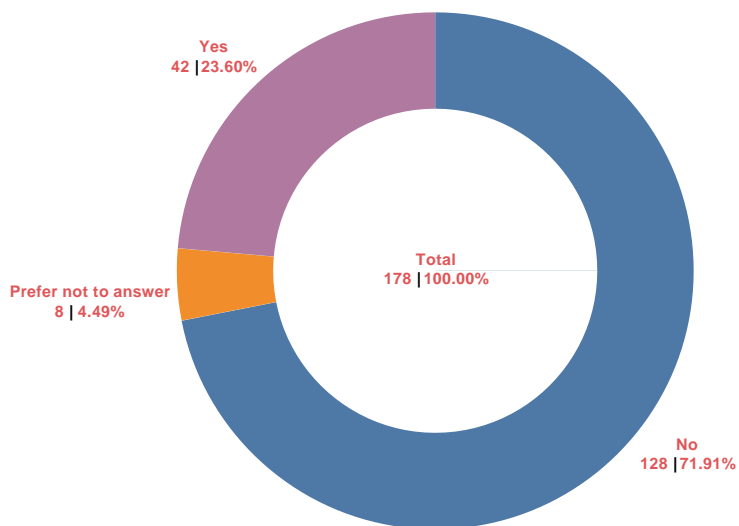


## Self-Identify as a Member of a Racialized Group/Visible Minority

City of Hamilton (2020 New Hire)

EE Grp - Racialized Group/Visible Minority

- No
- Prefer not to answer
- Yes



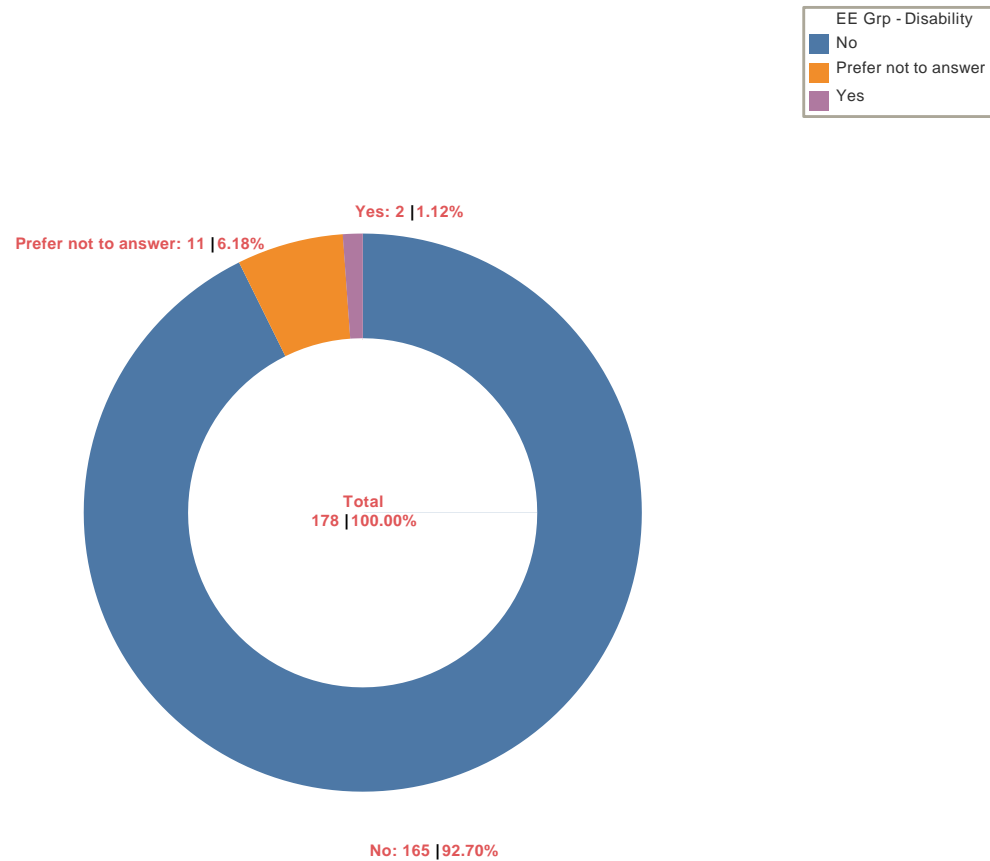
### Question

Do you self-identify as a member of a racialized group/visible minority? Note: According to Statistics Canada, visible minorities (also known as racialized group) are persons other than Aboriginal Peoples, who are non-Caucasian in race or non-white in colour.



## Self-Identify as a Person with a Disability

City of Hamilton (2020 New Hire)



### Question

Do you self-identify as a person with a disability? Note: According to Statistics Canada, a person with a disability has a long-term or recurring physical, mental, sensory, psychiatric, or learning impairments and: a) considers themselves to be disadvantaged in employment by reason of that impairment, or, b) believes than an employer or potential employer is likely to consider themselves to be disadvantaged in employment by reason of that impairment. This definition includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.



Hamilton

# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Hamilton.ca Website Redevelopment (CM20011) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bonnie Large (905) 546-2424 Ext. 6608
<b>SUBMITTED BY:</b>	Matthew Grant Director, Communications and Intergovernmental Relations City Manager's Office Department
<b>SIGNATURE:</b>	

## INFORMATION

The City of Hamilton website is a key communications tool that provides a variety of information about programs, services and operations to its citizens, businesses and their stakeholders.

More than 3.5 million people this year have come to Hamilton.ca to tap into all sorts of city services such as learning about the status of COVID-19 cases in Hamilton, applying for a City job, paying a parking ticket and checking waste/recycling schedules.

	<b>Users</b>	<b>Page Views</b>
<b>2020</b>	3,740,340 (Jan to Nov)	17,371,284
<b>2019</b>	3,486,981	15,743,300
<b>2018</b>	2,895,244	15,266,060
<b>2017</b>	2,582,456	14,745,054

The City's website user engagement numbers have been increasing year-over-year since the current version of Hamilton.ca launched in 2015, as have citizen expectations for what they can find and do on the City's website.

The City's web redesign project was first approved in 2012 with a budget of \$954,800. Additional funding was approved in 2014 for \$1,350,200. The first iteration launched in 2015 and the project was subsequently delayed due to significant structural shifts and leadership changes within the Communications division. Given the increasing traffic the City's website is experiencing, citizen satisfaction level with the current site, and the

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**SUBJECT:Hamilton.ca Website Redevelopment (CM20011) (City Wide)- Page 2 of 6**

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increasing digital experience expectations, the relevance of the City's website refresh project has only increased in relevance with time.

**Pandemic response tool**

The COVID-19 pandemic has certainly shed light on the increased need and demand for a more robust digital presence to help our residents access services and get critical public health information. This has prompted us to take a much needed look at and re-evaluate self-serve options, proactive messaging and accessible communications.

**Stakeholder consultation**

City staff launched a consultation process this fall to uncover user motivations and needs for 2021 and beyond. The feedback gathered through engagement opportunities provided staff with valuable insight into what's working, not working and ensuring any updates and redevelopment work requested meets the needs of our residents and stakeholders.

Key insights:

- The current search tool does not return relevant results or crawl 3<sup>rd</sup> party systems and applications and is the cause of much user frustration and negative feedback. Public consultation revealed that poor search performance is exacerbating trust and transparency issues in government.
- It was identified that the City does not present a seamless experience across applications (visual or UX) resulting in perceived trust issues when submitting information via off brand forms and online applications.
- When asked what features and/or functionality residents would like to see improved on the City's website – 57% of those surveyed answered "Searchable document libraries or repositories for bylaws, reports, records etc."
- Many citizens use search engines such as Google to find information on the City's website instead of using the City's website itself.

Staff has prepared a Request for Proposal for bid to receive a recommendation and rationale for a web content management system (CMS) that is best fit for our needs and documented requirements. Solutions must address the following focus areas that were identified in these sessions:

- Findability (site organization)
- Searchability (robust search tool)

**SUBJECT:Hamilton.ca Website Redevelopment (CM20011) (City Wide)- Page 3 of 6**

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- Mobile experience (70% of traffic is mobile/tablet users)
- Opportunities to increase the direct delivery of communications to residents (subscriptions, notifications, custom alerts etc.) as opposed to asking them to visit the site for items of ongoing interest

We will be seeking an end-to-end solution, with a vendor providing an ongoing maintenance agreement for software upgrades/implementations, new development, technical support and website hosting. Day to day content management and messaging will remain with the Digital Communications team in the City Manager's Office.

City staff will advance hamilton.ca by focusing on delivering valuable content, an efficient CMS and a commitment to an improved user experience. We are estimating it will take until the end of 2021 to complete this project.

**HISTORICAL BACKGROUND**

In June 2015, the City launched what is the current Hamilton.ca after a comprehensive web assessment, municipal benchmarking exercise and CMS review recommended Drupal 7 as the CMS platform of choice.

Operational management and maintenance of the site was split between multi-disciplinary teams with Digital Communications based in the City Manager's Office overseeing the day-to-day publishing of content and public messaging and Information Technology based in Corporate Services overseeing site maintenance, development (internal and local vendors who delivered specific components), security and hosting contracts.

Over the last 5 years the City has faced challenges and issues with the current Drupal 7 implementation. At a high level these are:

1. Lack of internal resources to work on Drupal development to support new business requests is a challenge.
2. The current website lacks robust search capabilities and is very hard to find information. Content from our subsites and external applications/systems are not included in search results.
3. The current implementation is very static and provides little flexibility for site designers and authors to create engaging layouts, dynamically driven content and to automate publishing processes.
4. It is very hard to onboard new staff to perform Drupal authoring and development activities. The current implementation is hard to learn and consists of multiple

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**SUBJECT:Hamilton.ca Website Redevelopment (CM20011) (City Wide)- Page 4 of 6**

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customizations that requires a significant amount of knowledge transfer to explain processes and how things work.

In 2019, City staff received leadership approval to move forward with a plan to decouple content management and online services/products from the same platform and move to a simplified platform and best tool for function solution to be able to satisfy customer requests more effectively.

**POLICY IMPLICATIONS/LEGISLATED REQUIREMENTS**

New or revised policies are being developed as required for this iteration of the City's website. Internal operating policies and procedures will be developed or revised in accordance with the policy recommendations presented and approved at November 5, 2020 Audit, Finance & Administration Committee.

A Privacy Breach Review (FCS20097) (City Wide):

- Review and update the privacy statement on the City's website to ensure it governs the collection, use, storage and protection of personal data provided by users of the City's website.
- Develop a web policy to ensure all software integration on the City's website is vetted by the Digital Communications Team prior to implementation.
- Develop a web content strategy to guide the planning, creation, delivery and governance of web content.

Through this project we are also able to resolve any outstanding inclusivity and accessibility issues and ensure we are making every reasonable effort to comply with Ontario Regulation 191/11 made under the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* as it pertains to the Information and Communications Standard.

<https://www.ontario.ca/laws/regulation/r11191#BK15>

The new site will result in service improvements for users of all abilities and disabilities including but not limited to:

- Sighted or non-sighted users can understand what is on the screen (i.e. text, video, buttons etc.)
- All users can operate regardless of hardware (i.e. assistive technologies)
- All users can understand content and meaning (i.e. headings, labels, instructions, error messages etc.)

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**SUBJECT:Hamilton.ca Website Redevelopment (CM20011) (City Wide)- Page 5 of 6**

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- Code/content and design are responsive and supports a variety of devices (mobile, tablet and emerging technologies)

The City will aim for WCAG 2.1 criteria (released June 2018)

<https://www.w3.org/TR/WCAG21/>

**RELEVANT CONSULTATION**

Public Consultation Phase 1 yielded a 25% engagement rate:

- 521 Aware Visitors - Visited at least one Page
- 218 Informed Visitors – performed an action (clicked a link, downloaded a document)
- 134 Engaged Visitors – contributed and interacted with an engagement tool (survey, contributed ideas)

Phase 2 consultation yielded a 17% engagement rate:

- 213 Aware Visitors - Visited at least one Page
- 66 Informed Visitors – performed an action (clicked a link, downloaded a document)
- 37 Engaged Visitors – contributed and interacted with an engagement tool (survey, contributed ideas)

Internal stakeholder interviews completed August 31 to September 15, 2020 with representatives from HSR, Clerks, Records & Privacy, Recreation, Communications, and Public Works Outreach. These stakeholders were identified in Phase 1 consultation as a current top used service provider and/or were identified as a service for comprehensive review in the original capital budget approval from Council (2013).

An internal staff/stakeholder survey was available from August 19 to September 11, 2020. Stakeholders were invited to provide comment on content quality and purpose, goals and KPIs, features and functions that would improve ways of doing business and internal processes.

**ALIGNMENT WITH TERM OF COUNCIL PRIORITIES 2018-2022****Equity, Diversity & Inclusion**

The City is committed to creating and nurturing a city that is welcoming and inclusive.

**SUBJECT:Hamilton.ca Website Redevelopment (CM20011) (City Wide)- Page 6 of 6**

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**Goal:** Equity-seeking communities will feel safe, supported and have an enhanced sense of belonging through strengthening community capacity, City responsiveness and creating inclusive engagement opportunities.

**Trust & Confidence in City Government**

The City of Hamilton is committed to promoting an open approach to government. Ensuring public information is readily available and accessible, by promoting partnerships and by strengthening and improving its ability to consistently undertake coordinated, transparent and inclusive, evidence-based engagement practices, the City is committed to enabling residents, business owners and community stakeholders to become more involved in decision-making processes and find value in partnering and investing in City programs.

**Goal:** Provide the public with greater access to City government information and opportunities to become more engaged in decision making processes that impact their community.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report CM20011 - Hamilton.ca Public Consultation – What We Heard



# HAMILTON.CA REDEVELOPMENT 2021

December 9, 2020

# Project overview

Seeking a best fit solution for the City's needs and documented requirements to replace our current Drupal website platform (circa 2015)

**Scope** of work includes an end-to-end solution, with a vendor providing:

- Ongoing maintenance agreement for software upgrades
- New development and technical support
- Website hosting

Day-to-day management and messaging will remain with the Digital Communications team in the City Manager's Office.

**Budget:** using existing Web Redevelopment capital dollars (approved 2012-2014) to fund this new build (up to \$600,000)

# Challenges & citizen desires

**User consultation (from consultation):** valuable insight into what's working, not working and any updates and redevelopment work requested meets the needs of our residents and stakeholders

- 78% want **findability** improvements (better site organization and grouping of information)
- 40% of users resort to **search** engines (Google) to find information on the City's website vs. internal site search
- **Mobile experience** (70% of traffic is mobile/tablet users – looking for a seamless experience across online applications, payment pages and online forms)
- Increase the direct delivery of **communications** to residents



# Key elements of new product

- Proactive communications to users via subscriptions, notifications, custom alerts etc.
- Service improvements for users of all abilities and disabilities
- Navigation/finding information/site organization – simplify menus, fewer clicks, better site map
- Powerful search bar (includes results from City’s external systems and applications)
- Searchable document repositories/libraries for bylaws, reports, records etc.
- Curated content based on seasonal activities, audiences
- Media rich content (audio, video, infographics) – less content locked into PDFs



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Encampment Update - Expenses (HSC20038(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Greg Tedesco (905) 546-2424 Ext. 7168 Rob Mastroianni (905) 546-2424 Ext. 8035 Nadia Zelisko (905) 546-2424 Ext. 2548
<b>SUBMITTED BY:</b>	Edward John Director, Housing Services Division Healthy and Safe Communities Department
<b>SIGNATURE:</b>	
<b>SUBMITTED BY:</b>	Grace Mater Director Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

Not applicable

## INFORMATION

The emergence of larger encampments of people experiencing unsheltered homelessness during the COVID-19 pandemic, in combination with the prolonged Superior Court injunction regarding encampments on public property, has resulted in an increased demand placed on existing City services to respond. As a result of the increases to City service provision to encampment areas during COVID-19, additional expenses have been incurred within the Housing Services Division, as well as other City departments and sections connected to this response. This includes additional expenses related to security, waste collection and outreach, as well as legal costs related to the injunction.

While additional costs have been incurred since April 1, 2020, these have been largely due to an increased demand on existing resources. Within the Housing Services

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**SUBJECT: Encampment Update - Expenses (HSC20038(a)) (City Wide) - Page 2 of 3**

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Division, additional funding was allocated to facilitate encampment response coordination through a dedicated full time Supervisor, as well as increased outreach provision with two additional full time street outreach staff. The Hamilton Paramedic Service, waste removal and security have all had increased demand in services related to the encampment response. As outlined in the table below, the increase in costs associated with encampments has largely been driven by:

- an increase in paramedic calls to the FirstOntario Centre (FOC) between April 1, 2020 and August 26, 2020;
- an increase in paramedic calls to the Ferguson Street encampment between July 1, 2020 and August 26, 2020, and,
- extra costs to the City in the amount of \$60,000 per month related to security and waste collection.

External legal costs incurred by the City were related to the Superior Court injunction, in place from July 30, 2020 to October 6, 2020, which temporarily restricted the City's authority to enforce bylaws that prohibit camping on public property. During this period, dedicated supports were required to assist with the growing encampment response, primarily through the Healthy and Safe Communities and Public Works Departments. While there may not have been increased funding needed in these areas, it did require a shift in focus from other City business from staff at supervisor, manager, director and general manager levels.

**Increases in City Service Provision to Encampment Areas During COVID-19:**

City Services	Area of Service	Time Frame	Total Calls	\$ or % Increase Compared with Previous Year
Paramedic	FOC Encampment	April 1, 2020 to August 26, 2020	275	86%
Paramedic	Ferguson Encampment	July 1, 2020 to August 26, 2020	81	13%
Additional Waste Removal and Security	FOC and Ferguson Encampment areas	April 2020 to August 2020	N/A	Approximately \$60,000
Outreach Supervisor; 1 FTE	Encampment Response; City Wide	August 2020 to June 2021 (projected)	N/A	\$106,136
Street Outreach; 2 FTEs	Encampment Response; City Wide	August 2020 to June 2021 (projected)	N/A	\$96,264
External Legal Services	Encampment Injunction Litigation	July 30, 2020 to October 6, 2020	N/A	\$133,919

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**SUBJECT: Encampment Update - Expenses (HSC20038(a)) (City Wide) - Page 3 of 3**

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**Enhanced Service Coordination and Support**

The rise in unsheltered homelessness during COVID-19 continues to highlight ongoing systemic health, social and economic inequities. While the City has incurred costs related to the encampment response during this time, additional efforts have been prioritized and undertaken to increase service coordination and support to those experiencing unsheltered homelessness. These efforts have included:

- enhancing consultation with the existing internal cross-departmental Encampment Response Working Group;
- establishment of an encampment case-conferencing table with sector partners;
- establishment of an Encampment Task Force;
- increased street outreach intervention resources;
- increased prioritization of those in encampments for permanent housing and intensive case management support programs;
- additional resources to enhance drop-in services;
- increased availability of emergency shelter options with appropriate physical distancing measures, including FirstOntario Centre, hotels and additional options for couples; and,
- multi-sectoral discussions to enhance permanent housing with supports options.

The Housing Services Division, in consultation with internal and external partners, continues to coordinate services and supports related to local encampment response during the COVID-19 pandemic. This work has focused on aligning available resources, assessing and responding to potential health and safety risks, and facilitating person-centred engagement opportunities and individualized housing plans through connections to community-based supports. To date, this has led to engagement with 378 individuals experiencing unsheltered homelessness, while 241 individuals have been assisted to move to safe sheltered locations. Additionally, from April 1, 2020 to September 30, 2020, City-funded programs have housed 131 Individuals and 17 families. This includes 17 individuals from encampments.

Moving forward, there continues to be a need to support those experiencing chronic homelessness with complex needs through a permanent supportive housing intervention, which combines housing, intensive case management and clinical health services. To this end, staff are in talks with the province, the Hamilton Health Team and community agencies to explore further partnerships for the development of a permanent supportive housing intervention that serves those with complex needs from the By-Name List. Staff continue to advocate for additional investments from other levels of government to adequately support those with complex needs in our community.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



**CITY OF HAMILTON**  
**City Manager's Office**

**INFORMATION REPORT**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	COVID-19 Emergency Delegated Authority By-Law Update (CM20004(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janette Smith (905) 546-2424 Ext. 5420
<b>SUBMITTED BY:</b>	Janette Smith City Manager
<b>SIGNATURE:</b>	

The purpose of this Information Report is to provide Council with an update on the use of the Emergency Delegated Authority By-law from July 25, 2020 to November 11, 2020.

**BACKGROUND**

On March 12, 2020, the City activated its Emergency Operation Centre under the City's Emergency Management Plan, pursuant to the Emergency Management and Civil Protection Act (EMCPA).

On March 17, 2020 the Province of Ontario declared a state of emergency under the EMCPA.

On March 20, 2020 Council adopted Emergency Delegated Authority By-law 20-044 granting the City Manager delegated authority to take certain actions during the COVID-19 Emergency. At the time the By-law was passed, Council requested updates be provided on the exercise of authority under the By-law.

Two Information Reports titled, "COVID-19 Emergency Delegated Authority By-Law Update" have been tabled with Council for the use of the delegated authority from March 23, 2020 to May 29, 2020 and June 1, 2020 to July 24, 2020 respectively.

This report is the third and final update on the use of Emergency Delegated Authority By-law 20-044 for 2020. It is not expected that further use of the by-law will be needed in 2020.

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**SUBJECT: COVID-19 Emergency Delegated Authority By-law Update  
(CM20004(c)) (City Wide) - Page 2 of 2**

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**INFORMATION**

Similar to the two updates, the By-law was used to facilitate the acceptance and quick distribution of funding from other levels of government for the COVID-19 emergency response related to housing and shelter services.

The City of Hamilton has received Federal and Provincial funding to help support the response to COVID-19 in our community. The amounts received are as follows:

- a) \$2,651,550 from Canada's COVID-19 Economic Response Plan: Support for People Experiencing and at Risk of Homelessness; and,
- b) \$6,880,800 from Ontario's Social Services Relief Fund, provided through the Community Homelessness Prevention Initiative (CHPI).

In this reporting period, these funds were distributed to various community organizations under the terms of the funding agreements, as outlined in Appendix "A" to Report CM20004(c).

The City received notification of new incremental funding allocation under Canada's COVID-19 Economic Response Plan to Support People Experiencing and At Risk of Homelessness in the amount of \$5,306,800. This amount is intended to complement the current Reaching Home funding. This funding will come to Emergency and Community Services Committee for approval November 19, 2020 and seeking authority of the General Manager, Healthy and Safe Communities. The Emergency Delegated By-Law authority will no longer be required.

On a go forward basis the provincial Social Services Relief Fund Phase 2 was on an application basis. The City, with Council approval applied for \$11,323,812. This funding came to Council for approval and seeking authority of the General Manager, Healthy and Safe Communities through Report HSC20036 in September 2020. The Emergency Delegated By-Law authority will no longer be required.

**APPENDICES ATTACHED**

Appendix "A" to Report CM20004(c) – COVID-19 Services and Expenditures Funded by Federal and Provincial Governments and Approved by the COVID-19 Emergency Delegated Authority By-law Update July 25 to November 11, 2020.

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## Appendix "A" to Report CM20004(c)

Page 1 of 2

**COVID-19 SERVICES AND EXPENDITURES FUNDED BY FEDERAL AND PROVINCIAL GOVERNMENTS AND APPROVED BY THE COVID-19 EMERGENCY DELEGATED AUTHORITY BY-LAW JULY 25 to NOVEMBER 11, 2020**

**PROVINCIAL FUNDING - SOCIAL SERVICES RELIEF FUND PHASE 2 (\$11,323,812)**

<b>PROVIDER</b>	<b>SERVICES PROVIDED</b>	<b>TOTAL AMOUNT</b>	<b>PERIOD</b>	<b>DEPARTMENT</b>
The Aids Network	Grant - HAMSMART Program	\$ 16,687.00	One time	Healthy and Safe Communities (HSC)
Corktown Neighbourhood Association	Grant - Personal protective equipment, administration, and communication	\$ 2,100.00	One time	HSC
Canadian National Institute for the Blind	Grant - Admin, cleaning, personal protective equipment, and accessibility tools	\$ 2,640.00	One time	HSC
Salvation Army Lawson Ministries	Grant - Rental costs for the Salvation Army Mountain Citadel, allowing them to deliver daily meals to approximately 100 individuals	\$ 1,808.00	One time	HSC
Columbian Refugees Association	Grant - Transportation and interpreter services for clients, as well as help link them with access to housing supports	\$ 10,500.00	One time	HSC
Hamilton Habitat for Humanity	Grant - PPE for build sites and the Hamilton ReStore location	\$ 1,896.42	One time	HSC
Catholic Family Services	Grant - Deliver food to individuals in need	\$ 11,000.00	One time	HSC
New Vision United Church	Grant - operate a resting and hygiene centre for homeless individuals during the pandemic	\$ 7,932.00	One time	HSC

**Appendix "A" to Report CM20004(c)**  
**Page 2 of 2**

New Vision United Church	Grant - Operation of a resting and hygiene centre for homeless individuals during the pandemic	\$ 7,286.00	One time	HSC
Neighbour 2 Neighbour	Grant - Create two separate staff teams to work alternate weeks in the event of a COVID outbreak	\$ 22,000.00	One time	HSC
Living Rock Drop-in	Youth Services – contract extension	\$ 29,358.00	July - August	HSC
Salvation Army Booth Centre	Contract extension - salary increase at SABC, cleaning at FOC, PPE, cleaning at SABC and security costs	\$ 28,661.40	June - August	HSC
Mission Services – Willow's Place	Amending Agreement - extended drop in hours	\$ 192,127.95	June - August	HSC
YWCA – Transitional Living Program	Amending Agreement – PPE, increased sanitation supplies and cleaning services, staffing support, food preparation and delivery	\$ 329,500.00	April - August	HSC
	<b>TOTAL AMOUNT</b>	<b>\$ 663,496.77</b>		





**CITY OF HAMILTON**  
*City Manager's Office*  
*Human Resources Division*

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	2021 Budget Submission – Advisory Committee for Persons with Disabilities (HUR20010) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Jessica Bowen (905) 546-2424 Ext. 5164
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources
<b>SIGNATURE:</b>	

## RECOMMENDATION

That the Advisory Committee for Persons with Disabilities (ACPD) 2021 base budget submission attached as Appendix “A” to Report HUR20010 in the amount of \$6100.00 be approved and forwarded to the 2021 budget process for consideration.

## EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for Persons with Disabilities budget for 2021, in the amount of \$6100.00, is being submitted for approval.

***Alternatives for Consideration – See Page 2***

## FINANCIAL – STAFFING – LEGAL IMPLICATIONS

**Financial:** The base budget request for 2021 for the Advisory Committee for Persons with Disabilities is the same as the budget requested and approved for 2020.

**Staffing:** N/A

**Legal:** N/A

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

**SUBJECT: 2021 Budget Submission** Advisory Committee for Persons with Disabilities (HUR20010) (City Wide) - Page 2 of 3

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## **HISTORICAL BACKGROUND**

At their October 13, 2020 meeting, the Advisory Committee for Persons with Disabilities gave consideration to their budget needs for 2021. Their budget submission is attached as Appendix "A" to Report HUR20010. The budget includes incidental costs to support the Committee as well as additional costs for specific events, programs and initiatives. The Advisory Committee for Persons with Disabilities is requesting the same budget they had in 2020 in the amount of \$6100.00

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

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Advisory Committee for Persons with Disabilities is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. The possibility gives the Advisory Committee for Persons with Disabilities the chance to plan to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. The Advisory Committee for Persons with Disabilities has not yet determined all of their activities for 2021. Should additional funding be required in 2021 and be available in the Advisory Committee for Persons with Disabilities reserves, requests for reserve funding will be made at the appropriate time.

## **RELEVANT CONSULTATION**

The Advisory Committee for Persons with Disabilities discussed their 2020 budget needs at their October 13, 2020 committee meeting.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

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

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**SUBJECT: 2021 Budget Submission Advisory Committee for Persons with Disabilities (HUR20010) (City Wide) - Page 3 of 3**

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## **ALTERNATIVES FOR CONSIDERATION**

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

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement & Participation**

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

### **Economic Prosperity and Growth**

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

### **Healthy and Safe Communities**

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

### **Culture and Diversity**

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

### **Our People and Performance**

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

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report HUR20010 – Advisory Committee for Persons with Disabilities

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# **CITY OF HAMILTON**

**2021**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**Advisory Committee For Persons With Disabilities (ACPD)**

**PART A: General Information**

**ADVISORY COMMITTEE MEMBERS:**

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

**MANDATE:**

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

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

#### Terms of Reference

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

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

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

**SPECIAL EVENT/PROJECT COSTS:**

Conferences and related travel expenses	\$1500.00
<b>SUB TOTAL</b>	<b>\$1500.00</b>

<b>TOTAL COSTS</b>	<b>\$ 6100.00</b>
<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$ N/A</b>
<b>TOTAL 2021 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 6100.00</b>
<b>PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$ 6100.00)</b>	<b>\$ 6100.00</b>

**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:** **Aznive Mallett**

**Signature:** **(signed electronically)**

**Date:** **October 29, 2020**

**Telephone # :** **905 973 2616**





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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Arts Advisory Commission 2021 Base Budget Submission (PED20219) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Ken Coit (905) 546-2424 Ext. 6281
<b>SUBMITTED BY:</b>	Carrie Brooks-Joiner Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	<i>Carrie Brooks-Joiner</i>

### RECOMMENDATION

That the Arts Advisory Commission 2021 base budget submission, attached as Appendix "A" to Report PED20219 in the amount of \$9,000, be approved and referred to the 2021 Budget process for consideration.

### EXECUTIVE SUMMARY

The 2021 budget request will enable the Arts Advisory Commission to fulfil its mandate and is consistent with the previous year's budget request.

### Alternatives for Consideration - Not Applicable

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

**Financial:** The Arts Advisory Commission is requesting its annual base budget of \$9,000, the same as the budget requested and approved in the previous year.

**Staffing:** N/A

**Legal:** N/A

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**SUBJECT: Arts Advisory Commission 2021 Base Budget Submission  
(PED20219) (City Wide) - Page 2 of 3**

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**HISTORICAL BACKGROUND**

The Arts Advisory Commission has the following mandate:

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

The primary focus of the Arts Advisory Commission over the last three years has been community outreach in response to the priorities developed through consultation with the arts community at the Big Picture 2017 Art Forum event. It is anticipated that the arts community will identify concerns about the affects of the pandemic and the sectors recovery in 2021.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

There are no policy implications or legislated requirements associated with the recommendation in Report PED20219.

**RELEVANT CONSULTATION****External**

- Arts Advisory Commission

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

In 2021, the Arts Advisory Commission will be undertaking a number of initiatives, identified through consultation in the Big Picture 2017 arts community consultation report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

It is anticipated that community consultation in regard to pandemic recovery for the arts community will be undertaken in 2021 pending Covid-19 restrictions.

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

**SUBJECT: Arts Advisory Commission 2021 Base Budget Submission  
(PED20219) (City Wide) - Page 3 of 3**

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**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**ALIGNMENT TO THE 2016 - 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

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

**Economic Prosperity and Growth**

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

**Healthy and Safe Communities**

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

**Built Environment and Infrastructure**

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

**Culture and Diversity**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" - 2021 Arts Advisory Commission Budget Submission

KC:ac

# **CITY OF HAMILTON**

**2021**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION FORM**

**ARTS ADVISORY COMMISSION**

## PART A: General Information

### ADVISORY COMMITTEE MEMBERS:

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

### MANDATE:

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

## PART B: Strategic Planning

### STRATEGIC OBJECTIVES:

In 2021, the Arts Advisory Commission (AAC) will be undertaking a number of initiatives identified in the Big Picture 2017 arts community consultation report needed for the community to grow and to continue contributing to the quality of life and economy of Hamilton.

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

**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		4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance			

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

Refreshments for Committee Meetings (6 regular AAC meetings and Sub Committee meetings)	\$500
Off-site Meetings	\$200
Refreshments for Training Sessions and Sub-Committees	\$500
Binders, office supplies, printing, etc.	\$500
Printing costs for reports, etc.	\$100
<b>SUB TOTAL</b>	<b>\$1,800</b>

**SPECIAL EVENT/PROJECT COSTS:**

Arts community support and outreach events	\$7,200
<b>SUB TOTAL</b>	<b>\$9,000</b>

<b>TOTAL COSTS</b>	<b>\$9,000</b>
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$0
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<b>TOTAL 2021 BUDGET REQUEST (net of reserve funding)</b>	<b>\$9,000</b>
<b>PREVIOUS YEAR (2020) APPROVED BUDGET (2020 Request \$9,000)</b>	<b>\$9,000</b>

**CERTIFICATION:**

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

**Representative's Name:** Annette Paiement (Chair)

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**Signature:**

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**Date:**

November 24, 2020


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**Telephone #:**

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**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Economic Development Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Hamilton Tax Increment Grant - 144 Wellington Street North (PED20204) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>PREPARED BY:</b>	Carlo Gorni (905) 546-2424 Ext. 2755
<b>SUBMITTED BY:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That a Hamilton Tax Increment Grant Program application submitted by Lena Zahabi, for the property at 144 Wellington Street North, Hamilton, estimated at \$34,497.60 over a maximum of a five-year period, and based upon the incremental tax increase attributable to the development of 144 Wellington Street North, Hamilton, be authorized and approved in accordance with the terms and conditions of the Hamilton Tax Increment Grant Program;
- (b) That the Mayor and City Clerk be authorized and directed to execute a Grant Agreement together with any ancillary documentation required, to effect recommendation (a) of Report PED20204, in a form satisfactory to the City Solicitor;
- (c) That the General Manager of the Planning and Economic Development Department be authorized to approve and execute any Grant Amending Agreements, together with any ancillary amending documentation, if required, provided that the terms and conditions of the Hamilton Tax Increment Grant Program, as approved by City Council, are maintained.

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**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North  
(PED20204) (Ward 3) - Page 2 of 7**

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**EXECUTIVE SUMMARY**

The Hamilton Tax Increment Grant Program (HTIGP) application for the construction of the project at 144 Wellington Street North, Hamilton was submitted by Lena Zahabi, owner of the property. Now completed, the project is comprised of a three-storey building with a commercial unit on the ground floor and two residential units on the upper storeys. Prior to construction taking place, the property contained a vacant single-family residence.

Development costs are estimated at \$434,112.00 and it is projected that the proposed redevelopment will increase the assessed value of the property from its pre-redevelopment value of \$196,500.00 to approximately \$855,000.00.

This will increase total annual property taxes generated by the property. The municipal share of this property tax increase (municipal tax increment) will be approximately \$11,499.20, of which 100% would be granted to the owner during year one, 80% or approximately \$9,199.36 in year two, 60% or approximately \$6,899.52 in year three, 40% or approximately \$4,599.68 in year four and 20% or approximately \$2,299.84 in year five. The estimated total value of the grant is approximately \$34,497.60. Note that every year the tax increment is based on actual taxes for that year.

Upon completion of the redevelopment and reassessment of the property by the Municipal Property Assessment Corporation (MPAC), staff will report back in an Information Update to Council on the actual redevelopment costs, the reassessment amount determined by MPAC and the grant amount.

**Alternatives for Consideration – See Page 7**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The City will collect full property taxes on the property and, in turn, provide a grant for five years, declining each year after the first year by 20%, based on the increase in the municipal portion of the taxes, post-development completion of 144 Wellington Street North, Hamilton. Following year one of the grant payment, the City will start to realize the positive results of the Program from a financial perspective. Based on the projected figures, the estimated tax increment over five years totals \$57,496.00, of which the applicant would receive a grant totalling approximately \$34,497.60 and the City retaining taxes totalling approximately \$22,998.40.

**Staffing:** Applicants and subsequent grant payments under the HTIGP are processed by the Commercial Districts and Small Business Section and Taxation

**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North (PED20204) (Ward 3) - Page 3 of 7**

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Section, Corporate Services Department. There are no additional staffing requirements.

**Legal:** Section 28 of the *Planning Act* permits a municipality, in accordance with a Community Improvement Plan, to make loans and grants which would otherwise be prohibited under Section 106(2) of the *Municipal Act*, to registered / assessed owners and tenants of lands and buildings. A Community Improvement Plan can only be adopted and come into effect within a designated Community Improvement Project Area. Changes to a Community Improvement Plan or Community Improvement Project Area require formal amendments as dictated by the *Planning Act*.

The applicant will be required to execute a Grant Agreement prior to the grant being advanced. The Grant Agreement will be developed in consultation with Legal Services.

As construction projects move forward, it is sometimes necessary to amend previously approved Grant Agreements and any ancillary documentation. Therefore, staff recommends that the General Manager of Planning and Economic Development be authorized to amend Grant Agreements and any ancillary documentation, provided that the terms and conditions of the HTIGP are maintained.



144 Wellington Street North (Before) Source: Applicant

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**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North  
(PED20204) (Ward 3) - Page 4 of 7**

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144 Wellington Street North (After) Source: Applicant

**HISTORICAL BACKGROUND**

City Council, at its meeting held August 22, 2001, approved an amendment to the Downtown and Community Renewal Community Improvement Plan which introduced the HTIGP. Since that time, a number of Program refinements have been approved by City Council, including expanding the Program to Community Downtowns, Business Improvement Areas, the Mount Hope / Airport Gateway, the corridors of Barton Street and Kenilworth Avenue as identified in the Downtown and Community Renewal Community Improvement Project Area and most recently, to properties designated under Part IV or V of the Ontario Heritage Act. The terms of the Program offer a five-year grant not to exceed the increase in municipal realty taxes as a result of the development. The grant is to be in an amount which does not exceed 100% of the municipal realty tax increase during the first year, 80% in year two, 60% in year three, 40% in year four, and 20% in year five.

The project at 144 Wellington Street North, Hamilton, is an eligible project under the terms of the HTIGP. The applicant will qualify for the HTIGP grant upon completion of the development project. Development costs are estimated at \$434,112.00. The total estimated grant over the five-year period is approximately \$34,497.60.

**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North  
(PED20204) (Ward 3) - Page 5 of 7**

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**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Urban Hamilton Official Plan

The subject property is municipally known as 144 Wellington Street North, Hamilton and is located within the “Downtown Urban Growth Centre” on Schedule “E” – Urban Structure.

The property is located within the Downtown Hamilton Secondary Plan area (OPA 102) and designated “Downtown Residential” on Map “B.6.1-1” – Downtown Hamilton Secondary Plan – Land Use Plan (OPA 102).

The planned use of the property conforms to the above designation.

Zoning By-law No. 05-200

Under the City of Hamilton Zoning By-Law No. 05-200, the subject property is zoned “Downtown Residential (D5) Zone”.

The planned use of the property is permitted.

**RELEVANT CONSULTATION**

Staff from the Taxation Section and the Finance and Administration Section, Corporate Services Department and the Legal Services Division, City Manager’s Office was consulted, and the advice received is incorporated into Report PED20204.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Commercial Districts and Small Business staff, in co-operation with staff from the Taxation Section and Legal Services Division, developed an estimated schedule of grant payments under the terms of the Program. The final schedule of grant payments will be contingent upon a new assessment by MPAC following completion of the project. The applicant will be required to sign a Grant Agreement. The Grant Agreement contains provisions for varying the grant payment in each and every year based on MPAC’s assessed value. By signing, the applicant will accept the terms and conditions outlined therein prior to any grant payments being made. The Agreement outlines the terms and conditions of the grant payments over the five-year period.

The estimated grant shall be calculated according to the following formulas:

Grant Level:	100%
Total Eligible Costs (Maximum):	\$ 434,112.00

**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North  
(PED20204) (Ward 3) - Page 6 of 7**

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Total Pre-project CVA: RT (Residential)                   \$       196,500.00                   Year: 2018

Pre-Project Property Taxes

Municipal Levy:   \$       2,145.71

Education Levy:   \$       334.05

Pre-project Property Taxes   \$       2,479.76

\*Post-project CVA: RT (Residential)                             \$       415,000.00

  XT (Commercial New Construction)                             \$       440,000.00

**Estimated** Post-project CVA   \$       855,000.00                   Year: TBD

Post-Project Property Taxes

**\*\*Estimated** Municipal Levy:   \$       13,644.91

**\*\*Estimated** Education Levy:   \$       5,200.15

**\*\*Estimated** Post-Project Property Taxes:                         \$       18,845.06

\*The actual roll number(s), assessed value(s), tax classification(s) and value partitioning (where applicable) are to be determined by the Municipal Property Assessment Corporation (MPAC).

\*\*2019 tax rates have been used for calculation of the estimated post-development property taxes.

Pre-project Municipal Taxes = Municipal Levy = \$2,145.71

Municipal Tax Increment = \$13,644.91 - \$2,145.71 = \$11,499.20

Payment in Year One = \$11,499.20 x 1.0 = \$11,499.20

**ESTIMATED GRANT PAYMENT SCHEDULE for mixed-use building: Three-storey building with one ground floor commercial unit and two residential units on upper storeys.**

Year	Grant Factor	Tax Increment*	Grant
1	100%	\$11,499.20	\$11,499.20
2	80%	\$11,499.20	\$9,199.36
3	60%	\$11,499.20	\$6,899.52
4	40%	\$11,499.20	\$4,599.68
5	20%	\$11,499.20	\$2,299.84
<b>Total</b>		<b>\$57,496.00</b>	<b>\$34,497.60</b>

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**SUBJECT: Hamilton Tax Increment Grant - 144 Wellington Street North  
(PED20204) (Ward 3) - Page 7 of 7**

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\*Note that the tax increment is based every year on actual taxes for that year. The figures above are estimates. In other words, for each year a grant payment is paid, the actual taxes for the year of the grant payment will be used in the calculation of the grant payment.

**ALTERNATIVES FOR CONSIDERATION**

Declining a grant and/or approving a reduced amount would undermine the principles of the HTIGP and regeneration efforts in general. This alternative is not recommended.

**Financial:** Grants totalling \$34,497.60 over a five-year period would not be issued.

**Staffing:** Not applicable

**Legal:** Not applicable

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

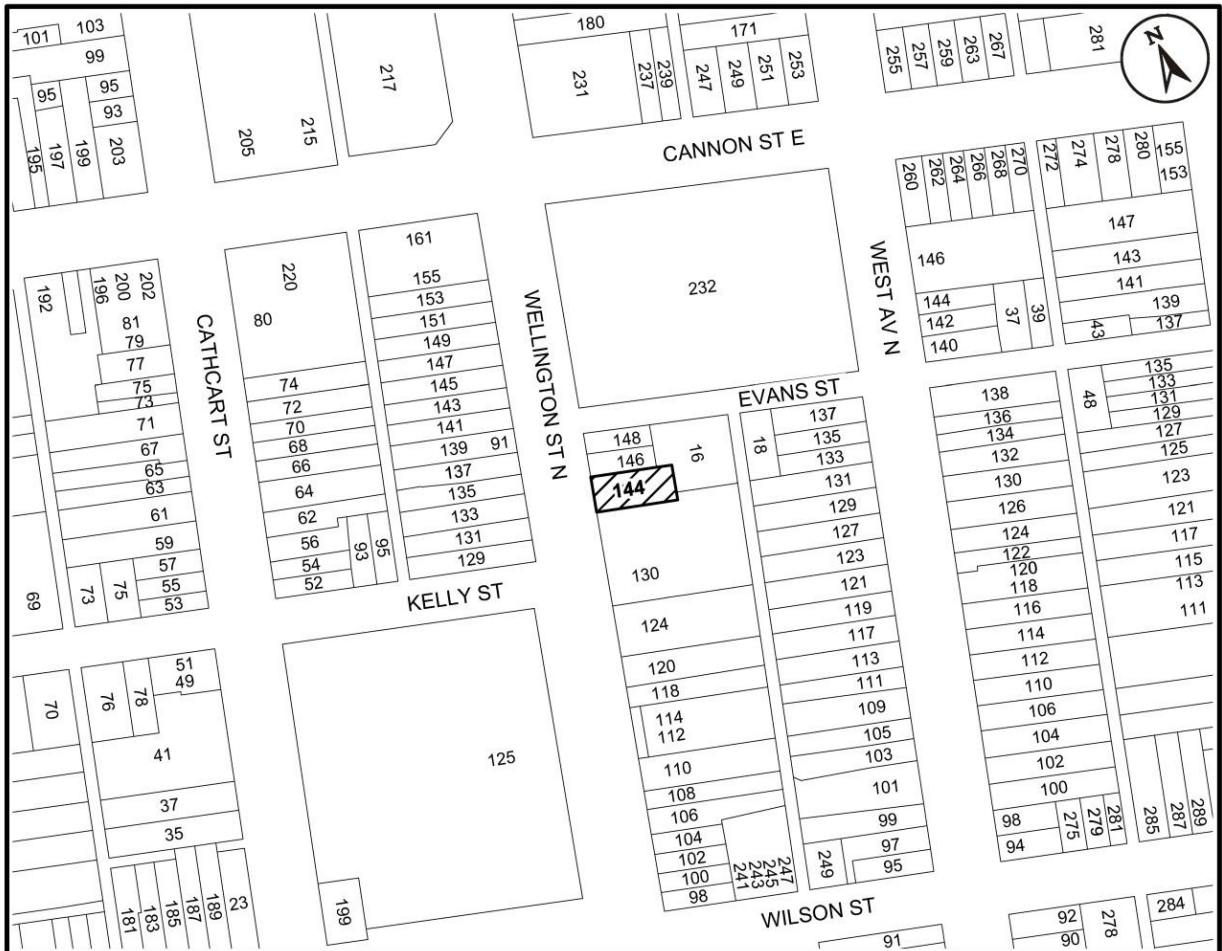
**Economic Prosperity and Growth**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report PED20204 – Location Map


Appendix "A" to Report PED20204



● Site Location



Key Map - Ward 3

N.T.S. 

## Location Map



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
144 Wellington St N

Date:  
Oct. 2, 2018

Appendix "A"

Scale:  
N.T.S.

Planner/Technician:  
CG/AL

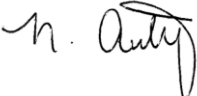
**Subject Property**



144 Wellington Street North



# INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Red Hill Valley Parkway Inquiry Update (LS19036(c)) City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Nicole Auty 905-546-2424 ext. 4636 Delna Contractor, Lenczner Slaght LLP
<b>SUBMITTED BY:</b>	Nicole Auty City Solicitor Corporate Services
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

On April 24<sup>th</sup>, 2019 Council directed staff to provide regular updates on the costs to date of the Judicial Inquiry, to be paid from the Tax Stabilization Reserve.

This report provides both an update on the status of the Inquiry from the City's legal representatives at Lenczner Slaght Royce Smith Griffin LLP ("Lenczner Slaght") and the costs to date of the Inquiry.

## INFORMATION

The costs of the Inquiry to date are outlined in the following chart, representing external legal fees for the Commissioner, external legal fees for the City, other expenses including Deloitte services for data hosting, reviewing and producing and associated, including digitizing paper files, and website hosting. These expenses are being funded from the Tax Stabilization reserve.

<b>Date: To November 15, 2020</b>	
<b>City Expenses (Internal)</b>	\$97,001.39
<b>City Outside legal</b>	\$1,740,631.44
<b>Commissioner Legal</b>	\$2,228,181.54
<b>Other expenses</b>	\$735,316.68
<b>Total</b>	\$4,801,131.05



**SUBJECT: Red Hill Valley Parkway Inquiry Update (LS19036(c)) (City Wide)Page 2 of 5**

In early 2019, the City of Hamilton received information regarding a 2013 friction report related to the Red Hill Valley Parkway.

On April 24, 2019, the City passed a resolution pursuant to s. 274 of the *Municipal Act, 2001* requesting the Chief Justice of Ontario to appoint a Superior Court judge to investigate matters related to the disclosure of the friction report.

The Honourable Mr. Justice Herman J. Wilton-Siegel was appointed to preside over the inquiry in May 2019. The Commissioner has retained Robert Centa of Paliare Roland Rosenberg Rothstein LLP to act as counsel to the Commission. The City has retained Eli Lederman and Delna Contractor of Lenczner Slaght to act as counsel to the City in the Inquiry.

There are six overlapping stages to a judicial inquiry:

1) Logistics and Staff: the Commissioner hires staff necessary to conduct the inquiry, including lawyers, a communications officer and a chief administration officer, and obtains office space from which to conduct the inquiry.

2) Collecting Documents: Counsel to the City obtains and reviews data (documents, emails, reports, etc.) that are in the City's possession and may be relevant to the work of the inquiry. The relevant data is processed and provided to Commission Counsel in an agreed upon electronic format.

3) Interviewing Witnesses: individuals that may have knowledge or information relevant to the work of the inquiry will be interviewed first by Counsel to the City and then by the Commissioner and his Counsel.

4) Standing: the Commissioner established a process through which members of the public applied to participate in the inquiry and to receive funding from the City. The Commissioner issued a decision with respect to standing and funding on February 12, 2020.

5) The Hearing: the Commissioner will hold a public hearing where key witnesses will be examined.

6) The Report: the Commissioner will draft a report at the conclusion of the public hearing, which will include a description of the evidence and the Commissioner's findings and conclusions.

## STATUS OF THE INQUIRY

### *Document Production and Review*

The City completed its document production process on July 13, 2020, subject to requests for additional documents by Commission Counsel (discussed below). The City produced a total of 56,549 documents responsive to the Terms of Reference and the Commissioner's request for information, which consists of nearly 50 categories of documents. At the time, we understand that the City was the only Participant to have completed its productions.

Since July 2020, Commission Counsel received the complete productions of all of the other Participants to the Inquiry, except for the Province of Ontario (the "**Province**").

On November 18, 2020 Commission Counsel gave the Participants access to a database consisting of the majority of the documents that were provided to Commission Counsel (the "**Inquiry Database**"). We understand that documents that have been produced but not yet reviewed by Commission Counsel have not been included in the Inquiry Database.

To date, the Inquiry Database contains approximately 92,500 documents, which include just over 36,000 documents from the other Participants and 56,549 documents from the City.

We understand that Commission Counsel is in the process of reviewing approximately 10,000 documents from the Province and will receive additional tranches of documents from the Province. We do not have a timeline from Commission Counsel on when the Province expects to complete their productions. However, we understand that they expect to receive a tranche of approximately 7,000 documents from the Province in the next few weeks.

On November 19, 2020, Commission Counsel provided Lenczner Slaght with a request for additional documents (the "**First Additional Document Request**"), which consists of over 32 requests. In general, the First Additional Document Request asks the City's external counsel to:

- 1) produce relevant documents from an additional 12 custodians (the "**Additional Custodians**") that were not previously identified by Commission Counsel..
- 2) identify specific documents or information within the 56,549 documents that the City has already produced in relation to certain matters contained in the Terms of Reference.

**SUBJECT: Red Hill Valley Parkway Inquiry Update (LS19036(c)) (City Wide)Page 4 of 5**

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- 3) to obtain specific information about the issues in the Terms of Reference and the City's policies and processes.
- 4) to confirm whether the City has produced all available data on a particular issue and, if not, to produce these documents.

Commission Counsel has confirmed that it intends to make further requests for additional documents and information. We do not yet have a time frame for these further requests from Commission Counsel.

We expect that the City will need to devote significant resources to:

- 1) respond to the First Additional Document Request. This process involves the City's external counsel coordinating with City staff members to obtain additional information and documents. Specifically, gathering data from the Additional Custodians will require external counsel to interview the Additional Custodians, collect and process their mailboxes and drives, review the data for relevant documents and produce all relevant data in the agreed upon format. Given the ongoing pandemic and the approaching holiday season, it may take some time to respond to the First Additional Document Request.
- 2) respond to the subsequent requests for information and documents from Commission Counsel, once these requests are received; and
- 3) review the approximately 37,000 documents in the Inquiry Database produced from the other Participants. We expect this number to increase as the Province completes its productions and the other Participants disclose additional documents, subject to requests for additional documents by Commission Counsel.

The City's external counsel will continue to utilize Deloitte's services to assist with document review and production. However, at this time, counsel is not in a position to provide an estimate of Deloitte's fees as they do not know: (1) how many more documents the other Participants, particularly the Province, intends to produce; and (2) the nature and scope of Commission Counsel's requests for further documents and information.

***Interviews Conducted by Commission Counsel***

After document production is complete, the next step in the Inquiry is for Commission Counsel to interview individuals that may have information relevant to the issues raised in the Terms of Reference.

**SUBJECT: Red Hill Valley Parkway Inquiry Update (LS19036(c)) (City Wide)Page 5 of 5**

On October 23, 2020, Commission Counsel provided the City's external counsel with a list of 36 current and former City employees that Commission Counsel wishes to interview.

The interviews will be scheduled for a time after the document production process is complete and once the City's external counsel has an opportunity to review the productions from the other Participants.

***Timing of Inquiry & Cost Implications***

It is difficult to estimate when the Hearing portion of the Inquiry will commence as the Participants have yet to complete the document production process. As detailed above, at this time, we do not know when the document production process will be completed. This will largely depend on when the Province will complete its productions and once the City's external counsel receives and responds to Commission Counsel's request for further documents and information. Given the progress of the Inquiry to date, we estimate that the Hearing may commence later in the spring of 2021.

Based on the fees incurred to date, our projection of future costs, and the delays resulting from the document production process, it is unlikely that the cost of the Inquiry will be under \$7 M. External counsel will be in a position to provide updated cost projections once the document production process is complete and a time frame is established for the commencement of the Inquiry Hearing.



**CITY OF HAMILTON**  
Office of the City Clerk  
Elections

<b>TO:</b>	Mayor and Members of Council General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	2022 Municipal Elections: Alternative Voting Options (FCS20081) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED AND SUBMITTED BY:</b>	Andrea Holland, City Clerk
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the City Clerk be directed to prepare and issue a competitive procurement process in accordance with the City's Procurement Policy for the lease of a vote tabulation system for the 2022 municipal election, with options to extend the contract to include any by-elections leading up to 2026, and the 2026 municipal election;
- (b) That the City Clerk be directed to evaluate the vote from home program and special vote by mail option for the 2022 municipal election and report back to the General Issues Committee by Q2 2021 with recommendations for alternative voting methods and an authorizing by-law, and that a one-time increase of \$125,000 to the Election Expense Reserve (112206) be referred to the 2020 Year-end Variance Disposition Report for consideration, to support these initiatives;
- (c) That a one-time increase of \$350,000 to the Election Expense Reserve (112206) be referred to the 2020 Year-end Variance Disposition Report for consideration, to support the general administration of the 2022 municipal election;
- (d) That the annual contribution to the Election Expense Reserve (112206) be increased by \$75,000, to a total of \$550,000, to cover increased costs associated with municipal election administration and that this request be referred to the 2021 Operating Budget deliberations for consideration;

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## **SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 2 of 8**

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- (e) That the annual contribution to the Election Expense Reserve (112206) be increased by 2.5% in 2022 and subsequent years to cover continuing inflationary costs associated with municipal election administration; and
- (f) That the City Clerk be directed to report back to the General Issues Committee in Q2 2021 on Election Expense Reserve needs related to consideration of internet voting for the 2026 municipal election.

### **EXECUTIVE SUMMARY**

- The next municipal election will be held on October 24, 2022. In preparation, the City must determine what voting and vote counting equipment will be used, and what, if any, alternative voting methods will be offered.
- Bill 218, *Supporting Ontario's Recovery and Municipal Elections Act, 2020*, which received Royal Assent November 20, 2020, removes the option to use ranked ballots for municipal council elections, changes Nomination day from the “fourth Friday in July” to the “third Friday in August”, and changes the deadline to pass a by-law authorizing the use of voting and vote-counting equipment, and a by-law authorizing electors to use an alternative voting method, from May 1<sup>st</sup> in the year before the year of the election, to May 1<sup>st</sup> in the year of the election.
- Offering an alternative voting method (internet/telephone) as a complementary channel is cost prohibitive for the 2022 municipal election.

### **HISTORICAL BACKGROUND**

Municipal and School Board elections are planned and delivered in accordance with policies and procedures that are necessary to conduct an election in a manner that reflects the principles of the *Municipal Elections Act, 1996*, (the *MEA*) as amended, and its regulations. The Office of the City Clerk is responsible for administering municipal elections in a fair and objective manner and strives to deliver progressive and innovative elections that support the democratic voting process and makes the voting experience accessible and convenient, while maintaining the integrity of the election process. Staff continuously monitor legislation updates and municipal trends and practices.

For the 2018 municipal election, the City of Hamilton entered into an agreement with Elections Ontario to use their tabulators, manufactured and supported by Dominion Voting Systems (in accordance with By-law 17-059). The tabulators proved to be a valuable tool for counting votes as well as getting expedient and accurate results. Vote tabulators are commonly used to support municipal elections in Ontario as they significantly increase the efficiency of election administration. Their use has also enhanced the verification of voter intent as well as elevated the accuracy and security associated with ballot tabulation. Staff recommend the lease of vote tabulators for the 2022 municipal election for the purposes of scanning and counting votes.

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**SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 3 of 8**

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**INFORMATION**

COVID-19 remains an ongoing concern, as a result, all aspects of 2022 election planning must shift to accommodate the reality of this global pandemic, which will have significant effects on programs, procedures, and technology. This report takes into consideration how the COVID-19 pandemic has had an impact on the behaviours and expectations of people, and the long-term impacts on the ways in which electors feel comfortable voting. Office of the City Clerk staff are monitoring municipal election activity and undertaking research into leading practices on safe voting during a pandemic. This includes rethinking the function and operation of voting places during an election and exploring alternative methods of voting that allow electors to cast ballots without having to physically attend a voting place.

With respect to in-person voting, work is underway to reimagine voting places with a physical distancing lens, review current voting procedures to reduce touchpoints, and determine what Personal Protective Equipment (PPE) or additional safety measures may be required to protect both electors and voting place staff. As offered in previous elections, curbside voting will be offered for the 2022 municipal election and does not require the passing of a by-law. Curbside voting allows voters who are unable to go inside the voting place, to request to have a ballot brought to their vehicle, outside of the building, or to another area within the voting place. This will not be a drive-through voting option and will be limited to those who are not able to enter the voting place due to barriers of unreasonable difficulty, injury or disability. An option such as curbside voting is an imperative option to offer voters for both accessibility and pandemic response reasons.

Section 42 (1) of the *Municipal Election Act, 1996* (the *MEA*) allows the council of a local municipality to pass a by-law "authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators and "authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote". City of Hamilton By-law 17-059, approved by Council in 2017, supports the use of vote tabulators in municipal elections. Should Council decide to support any complementary alternative voting method, a by-law must be approved no later than May 1, 2022.

Alternative voting methods (online, telephone, and mail-in ballot) have been offered by many Ontario municipalities for well over 20 years. Despite unsupervised voting not being directly addressed in the *MEA*, local municipalities within Ontario and across the country have become local leaders in digital elections in an effort to increase voter accessibility and convenience. There is a desire to stay current with technology, meet the demands for convenience, and ensure voting options are accessible. Staff supports the use of technology as a resource and encourages innovation, however, with no existing Canadian standards for administering electronic elections, staff are mindful of

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## **SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 4 of 8**

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the risks and intends to manage risks proactively and communicate openly all risks involved.

### **Competitive Procurement Process**

With Council direction, staff will initiate a competitive procurement process to select a vendor for the lease of a vote tabulation system for the 2022 municipal election, with options to extend the contract to include any by-elections leading up to 2026, and the 2026 municipal election. The procurement process will be guided by the City's Procurement By-law and a staff team will be engaged including representatives from the Office of the City Clerk, Procurement, and IT to develop the scope of work and ensure compliancy. Each proponent will be required to review the technical requirements, indicate compliance and provide comment where necessary. Most technical requirements will be mandatory. Staff anticipate that the procurement process will be released at the beginning of 2021 in order to secure a reputable and reliant vendor.

### Recommended alternative voting methods

Election administrators must revisit and rethink the concept of voting in the advent of a pandemic so that electors feel safe when casting their ballot. Leading practices have been observed and will continue to be monitored in ensuring elector safety within the voting place and in providing alternative voting options. Due to this, the following alternative voting methods are recommended in addition to in-person voting.

#### *Vote from home program*

A vote from home program provides an option for those voters who choose not to leave their homes, perhaps for mobility reasons or health concerns. An application and registration process would be required when implementing this initiative. For the 2018 election, several municipalities, including the City of Toronto, successfully implemented a vote from home program. This option was also offered in the most recent provincial election. This program allowed voters to mark their ballot from their residence, which was brought to them by a team of two election officials. Registration would be required, and the City Clerk's office would set the parameters for eligibility.

The cost of implementing a home visit program for home-bound electors will be dependent on the numbers of voters taking up this alternative voting method. No vendor hosted solution is required for this program, however, staffing resources, including necessary training, has been considered.

#### *Special vote by mail*

Throughout the COVID-19 pandemic, several municipalities holding by-elections have received media attention for employing this special vote by mail initiative. The City of Ottawa introduced a [special mail in ballot](#) as a new way to vote in the 2020 Cumberland

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**SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 5 of 8**

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By-election. Offering a special vote by mail option is a feasible alternative option to in-person voting.

A special vote by mail option may provide voters with the ability to mark their ballot from home at their convenience and may allow increased rights of privacy to voters who may find voting at traditional paper based voting places more difficult. Voters would be required to apply and register for a vote by mail kit.

The City of Toronto, Elections Services, is introducing [mail-in voting](#) for the January 15, 2021 By-election for Councillor Ward 22 Scarborough-Agincourt. The City is piloting this initiative to offer a safe and secure alternative to in-person voting.

To implement a vote from home program and/or a special vote by mail option, a by-law to support the use of alternative voting method(s) that does not require electors to attend at a voting place in order to vote, must be passed.

If recommendation (b) of this report is approved, staff will report back on these recommended alternative voting methods that may provide electors with options to vote from home, with an authorizing by-law, no later than Q2 2021. The report will include an analysis of the recommended options used in other jurisdictions, and a risk assessment of each option, but will not include internet or telephone voting.

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS****Financial:**

The total cost of the 2018 election was approximately \$1.7 million. The Election Reserve currently has a balance of \$713,031.48. To cover the general administration of the 2022 municipal election, a one-time increase of \$350,000 to the Election Expense Reserve is requested.

Estimated costs to lease of tabulators, including accessible units, to support physical voting locations for the 2022 election are \$350,000. This estimated cost includes software and technical support throughout the election period.

Estimated costs to offer the recommended alternative voting methods, including special vote by mail and the vote from home program is \$125,000.

Costs associated with the administration of municipal elections continue to increase year after year. The annual amount that is transferred to the election expense reserve has not been reviewed in a number of years. For these reasons, staff recommend an annual increase of \$75,000 to the Election Expense Reserve and that the annual contribution be increased by 2.5% in 2022 and subsequent years to cover continuing inflationary costs associated with municipal election administration.

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**SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 6 of 8**

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**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Ontario government recently approved Bill 218, *Supporting Ontario's Recovery and Municipal Elections Act, 2020*. This Bill, which received Royal Assent November 20, 2020, removes the option to use ranked ballots for municipal council elections, making the electoral process consistent across municipal, provincial and federal elections. In addition, this Bill changes Nomination day from the “fourth Friday in July” to the “third Friday in August”. Lastly, and significant to this report, this Bill changes the deadline to pass a by-law authorizing the use of voting and vote-counting equipment, and a by-law authorizing electors to use an alternative voting method, from May 1<sup>st</sup> in the year before the year of the election, to May 1<sup>st</sup> in the year of the election (May 1, 2022).

Should Council wish to implement an alternative voting option, a by-law must be approved by May 1, 2022.

The competitive procurement process will be in accordance with By-law 20-205 the City's Procurement Policy.

**RELEVANT CONSULTATION****Internal consultation**

Consultation for this report was received from:

- Information Technology
- Legal Services
- Risk Management
- Procurement

**Municipal Benchmarking**

Surrounding and comparative municipalities have been examined to determine the methods of voting being implemented for 2022.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The behaviours and expectations of voters have been changed as a result of the pandemic. This must be considered when determining the methods of voting for the 2022 election. Jurisdictions that have run elections through the pandemic continue to be examined to identify leading practices in ensuring elector safety within the voting place and in providing alternative voting options. Alternative voting options recommended, as a complementary channel to in-person voting, will provide voters the option to vote from home, while considering the fiscal limitations of the City.

**ALTERNATIVES FOR CONSIDERATION**

*Internet/telephone voting*

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

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

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

## **SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 7 of 8**

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In 2018, 40% of Ontario municipalities (177 of the 444) offered internet voting for the 2018 election. Of the 177 municipalities that offered online voting, 131 municipalities eliminated paper ballots completely. Despite these numbers, consideration must be given to the significant legislation gaps that exist pertaining to online voting and unsupervised voting. Consideration of census data and demographics of the municipality is crucial in determining ways to engage voters. Electoral integrity is critical in maintaining trust in the democratic system.

Research has not concluded that these methods increase voter turnout, yet convenience and accessibility to voters is a major factor for consideration. However, there is substantial additional cost involved in offering this method as a complementary alternative voting method. A municipality cannot reap the cost benefits of internet voting when it is offered as a complementary channel. Given the current funding in the capital budget, staff have determined that internet and telephone voting is cost prohibited at this time, when offered as a complementary channel, and are therefore not recommending this alternative voting method.

Considerable resources that extend well beyond the vendor solution would have to be utilized to identify, assess, and mitigate the significant security vulnerabilities and technical challenges identified with internet voting. To allow for Council consideration for this alternative voting method for upcoming municipal elections, staff recommend increasing the operational reserve for 2026.

Appendix A has been included to provide a high-level overview of the well-known risks related to the alternative voting methods not recommended. Should Council approve recommendation (f), Staff will come back with a more fulsome report and detailed risk analysis containing technical discussions, on the risks associated with these alternative voting methods.

Estimated costs for implementing internet/telephone voting as a complementary channel is, at minimum, \$600,000. This estimated number considers a vendor hosted solution, software, training, as well as estimated internal staffing costs to support this solution, primarily from Information Technology. Cost estimates provided for internet/telephone voting models are estimates only based on comparable municipal information from 2018. The issuance of a competitive procurement process would be necessary in order to determine exact costs.

### **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.

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**SUBJECT: 2022 Municipal Elections: Alternative Voting Options - Page 8 of 8**

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**APPENDICES AND SCHEDULES ATTACHED**

**Appendix “A” to Report FCS20081** – Review and risk assessment of alternative voting method options

## Alternative voting methods

Below is a description and risk assessment of the alternatives for consideration, as outlined in the staff report. The following alternative voting methods, while not recommended by staff, are options that Council may consider as a complementary channel in the 2022 municipal election.

### Online voting

Online voting may provide convenience and accessibility to voters. It is designed to encourage participation from those who may be less inclined to visit a physical voting location to vote. It also may provide additional voting opportunities for those voters who are away during the voting period (students, vacationers, etc.).

Ontario municipalities have adopted network models and standards for online voting in municipal elections, however, currently no Canadian standards exist and there are no requirements or Regulations that speak to online voting in the *MEA*. In the absence of legislative direction, should this method be offered, the City must develop the tools and framework to ensure the process is secure, valid, and transparent. While this method can often be less costly than traditional methods, when offering internet voting as a complementary channel, cost increases can be quite significant, as well as necessary administrative resources to support initial use and staff resources.

In 2018, some Ontario municipalities chose to offer internet voting until the close of polls on election day. Many of those municipalities (51) experienced technical difficulties, slow traffic which resulted in an approximate 90-minute slowdown. The diminished quality of the bandwidth caused a varying number of voters to experience slow response time, and system timeouts. Affected municipalities chose to extend their voting period for several hours, with some extending the close of the alternative voting polls until the next day.

The online voting process is explained in this City of Markham voter information video: <https://youtu.be/fWgzzueJXjI>.

Possible benefits	Possible challenges
<ul style="list-style-type: none"> <li>• Convenience</li> <li>• Accessibility</li> <li>• Additional voting opportunities for those outside of the municipality or those less inclined to physically attend a voting location</li> <li>• Ability to qualify voter intent through use of automatic controls. Elimination of unintentional spoiled ballots</li> </ul>	<ul style="list-style-type: none"> <li>• Security, denial of service</li> <li>• Highly vulnerable to cyber-attack and fraud</li> <li>• Inaccuracies of the voters' list</li> <li>• Ability for others to influence how an elector votes</li> <li>• Verification of voter identity</li> <li>• Socio-economic divisions within the municipality</li> <li>• Lack of audit abilities</li> <li>• Increased costs</li> </ul>

## Telephone voting

Telephone voting is most commonly employed as part of a multi-channel voting solution in conjunction with online voting. It is a well-known method that has been employed by many municipalities in Ontario and across Canada for decades. This voting method allows voters to cast their ballot from anywhere they have access to a phone line at any time within the defined voting period. When offered in addition to online voting, it addresses the 'digital divide' concerns as it relates to the uneven distribution in the access to and use of computers and the internet.

As is the case with online voting, a telephone-based system is able to fully qualify voter intent through use of automatic controls (i.e. the system could be programmed to disallow a voter from proceeding to the next office, if their current selection resulted in an over-vote). This all but eliminates unintentional spoiled ballots, a control which can also be engaged on vote scanners/tabulators. As with most technology solutions, the overall cost of telephone voting can fluctuate based on the scale and composition of the system. Often, the largest contributor to cost in this regard relates to the capacity of the system to be able to support high volumes of traffic and its ability to provide for an adequate backup system.

Possible benefits	Possible challenges
<ul style="list-style-type: none"> <li>• Convenience</li> <li>• Accessibility</li> <li>• Additional voting opportunities for those outside of the municipality or those less inclined to physically attend a voting location</li> <li>• Ability to qualify voter intent through use of automatic controls. Elimination of unintentional spoiled ballots</li> </ul>	<ul style="list-style-type: none"> <li>• Inaccuracies of the voters' list</li> <li>• Ability for others to influence how an elector votes</li> <li>• Verification of voter identity</li> <li>• Concerns with navigating an audio ballot, pronunciation of candidate names</li> <li>• Lack of audit abilities</li> <li>• Increased costs</li> </ul>

# Risk Assessment: Alternative Voting Methods

## Identify → Categorize → Evaluate → Respond

*The purpose of this document is to list risks considered or assumptions made and ensure enterprise risk management, being a continuous, proactive and systematic process to identify, understand, manage and communicate risks from an organization wide perspective.*

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- Risks applicable only to telephone voting ..... 10
- Risk Impact Scales ..... 11
- Risk Likelihood Scales..... 12

## Appendix A

Risks applicable to all unsupervised alternative voting options					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
1.	<p><b>Risk Description:</b> A loss of transparency in traditional sense with reduced oversight of some components of the voting process by candidates and scrutineers (unsupervised voting)</p>	<input type="checkbox"/> Technical <input type="checkbox"/> Financial <input checked="" type="checkbox"/> <b>Political</b> <input type="checkbox"/> Legal <input checked="" type="checkbox"/> <b>Service</b>	<p><b>Likelihood</b></p> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H  <p><b>IMPACT</b></p> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H	<input type="checkbox"/> Mitigate <input type="checkbox"/> Avoid <input checked="" type="checkbox"/> <b>Accept</b> <input type="checkbox"/> Transfer	<p><b>Mitigation:</b></p> <ul style="list-style-type: none"> <li>• Education and outreach</li> <li>• Use of Voter Information Centres (VICs)</li> </ul>
2.	<p><b>Risk Description:</b> Accuracy of voters' list, particularly relating to tenant information.</p> <ul style="list-style-type: none"> <li>• Ineligible voters receiving credentials to vote</li> <li>• Eligible voters may not be included thereby reducing opportunity to vote (principle of enfranchisement)</li> </ul>	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input checked="" type="checkbox"/> <b>Political</b> <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<p><b>Likelihood</b></p> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> <b>H</b>  <p><b>IMPACT</b></p> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> <b>H</b>	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<p><b>Mitigation:</b></p> <ul style="list-style-type: none"> <li>• Require registration to mitigate the risks associated with the inaccuracies of the list (accuracy of list is necessary when implementing these options)</li> <li>• Two-step verification process (to ensure the voter casting the vote is eligible)</li> <li>• Clerk review &amp; cleanse MPAC data within legislative parameters</li> </ul>



## Appendix A

Risks applicable to all unsupervised alternative voting options					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
3.	<b>Risk Description:</b> Voter authentication	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<b>Likelihood</b> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H  <b>IMPACT</b> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> <b>H</b>	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>Require registration to mitigate the risks associated with the inaccuracies of the list (accuracy of list is necessary when implementing these options)</li> <li>Two-step verification process (to ensure the voter casting the vote is eligible)</li> </ul>
4.	<b>Risk Description:</b> Court challenges to the validity of results	<input type="checkbox"/> Technical <input checked="" type="checkbox"/> <b>Financial</b> <input checked="" type="checkbox"/> <b>Political</b> <input checked="" type="checkbox"/> <b>Legal</b> <input type="checkbox"/> Service	<b>Likelihood</b> <input checked="" type="checkbox"/> <b>L</b> <input type="checkbox"/> M <input type="checkbox"/> H  <b>IMPACT</b> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> <b>H</b>	<input checked="" type="checkbox"/> Mitigate <input type="checkbox"/> Avoid <input checked="" type="checkbox"/> <b>Accept</b> <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>Implement and apply lessons learned from court challenges</li> <li>Strong and defensible policies and procedures in place</li> </ul>

## Appendix A

Risks applicable only to internet voting					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
1.	<b>Risk Description:</b> Cyber-attack, hacking, data compromised	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<b>Likelihood</b> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H <b>IMPACT</b> <input type="checkbox"/> L <input type="checkbox"/> <b>M</b> <input checked="" type="checkbox"/> <b>H</b>	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>IT Security controls including dual authentication processes when entering City's portal, password management, updated firewalls and security of personally identifiable data for voting;</li> <li>Pre-testing of any system or process prior to implementation;</li> <li>Education and training of staff managing and coordinating this process;</li> <li>City cyber liability insurance</li> <li>Third party testing and auditing (third party must carry the appropriate types and amounts of insurance including cyber insurance)</li> <li>Offer internet voting during the advance period only, paper ballots for voting day</li> </ul>

## Appendix A

Risks applicable only to internet voting					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
2.	<b>Risk Description:</b> Fraud	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<b>Likelihood</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <b>IMPACT</b> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>IT Security controls including dual authentication processes when entering City's portal, password management, updated firewalls and security of personally identifiable data for voting;</li> <li>Pre-testing of any system or process prior to implementation;</li> <li>Education and training of staff managing and coordinating this process;</li> <li>City cyber liability insurance</li> <li>Third party testing and auditing (third party must carry the appropriate types and amounts of insurance including cyber insurance)</li> <li>Offer internet voting during the advance period only, paper ballots for voting day</li> </ul>
3.	<b>Risk Description:</b> Internet voting 3 <sup>rd</sup> party security testing reveals high risk that cannot be corrected	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input checked="" type="checkbox"/> <b>Political</b> <input checked="" type="checkbox"/> <b>Legal</b> <input type="checkbox"/> Service	<b>Likelihood</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <b>IMPACT</b> <input type="checkbox"/> L <input type="checkbox"/> M <input checked="" type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Contingency:</b> <ul style="list-style-type: none"> <li>Communications strategy for internet voting problems</li> </ul> <b>Mitigation:</b> <ul style="list-style-type: none"> <li>Plan security testing to precede issuance of voter notification cards</li> </ul>

## Appendix A

Risks applicable only to internet voting					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
4.	<p><b>Risk Description:</b> Internet voting not available online</p> <p><b>Risk Triggers:</b></p> <ul style="list-style-type: none"> <li>• URL not working for voters</li> <li>• Internet voting application down</li> <li>• Network congestion</li> </ul>	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<p><b>Likelihood</b></p> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H <p><b>IMPACT</b></p> <input type="checkbox"/> L <input checked="" type="checkbox"/> <b>M</b> <input type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Transfer	<p><b>Mitigation:</b></p> <ul style="list-style-type: none"> <li>• Offer internet voting during the advance period only, paper ballots for voting day</li> <li>• Establish in communication plan ways to advise voters of service interruption/delay</li> <li>• Establish service levels from vendor to resolve issue</li> <li>• Establish process to receive system notifications from vendor</li> </ul>
5.	<p><b>Risk Description:</b> Public perception of security concerns and process vulnerabilities</p>	<input type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> <b>Service</b>	<p><b>Likelihood</b></p> <input checked="" type="checkbox"/> <b>L</b> <input type="checkbox"/> M <input type="checkbox"/> H <p><b>IMPACT</b></p> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Transfer	<p><b>Contingency:</b></p> <ul style="list-style-type: none"> <li>• Communication strategy</li> </ul> <p><b>Mitigation:</b></p> <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Communication strategy (public education)</li> <li>• Work with other municipalities</li> </ul>

## Appendix A

Risks applicable only to internet voting					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
6.	<b>Risk Description:</b> Lack of access to the internet for voters	<input type="checkbox"/> Technical <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input checked="" type="checkbox"/> Service	<b>Likelihood</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <b>IMPACT</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Contingency:</b> <ul style="list-style-type: none"> <li>Identify concerns from the broadband Survey, resident experience with internet connectivity within Hamilton (this survey will help us determine accessibility to the internet within city)</li> <li>Offer as a complementary to paper ballot and telephone voting.</li> </ul> <b>Mitigation:</b> <ul style="list-style-type: none"> <li>Offer voter information centres (centres where a voter can come and cast a ballot online)</li> <li>Offer this method as a complement to paper ballot</li> <li>Communication about proxy voting options</li> </ul>

## Appendix A

Risks applicable only to telephone voting					
Risk	Risk Description	Risk Categorization	Risk Evaluation	Risk Options	Risk Response
1.	<b>Risk Description:</b> Network congestion	<input checked="" type="checkbox"/> <b>Technical</b> <input type="checkbox"/> Financial <input type="checkbox"/> Political <input checked="" type="checkbox"/> <b>Legal</b> <input type="checkbox"/> Service	<b>Likelihood</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <b>IMPACT</b> <input type="checkbox"/> L <input checked="" type="checkbox"/> M <input type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>Stress test of system</li> <li>Offer as a complementary to paper ballot and internet voting.</li> </ul>
2.	<b>Risk Description:</b> Call quality (on either end) compromised. Clear pronunciation of candidate names can be a challenge if call quality on either end is compromised.	<input type="checkbox"/> Technical <input type="checkbox"/> Financial <input type="checkbox"/> Political <input type="checkbox"/> Legal <input checked="" type="checkbox"/> <b>Service</b>	<b>Likelihood</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <b>IMPACT</b> <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<input checked="" type="checkbox"/> <b>Mitigate</b> <input type="checkbox"/> Avoid <input type="checkbox"/> Accept <input type="checkbox"/> Transfer	<b>Mitigation:</b> <ul style="list-style-type: none"> <li>Phonetic spelling of names, third party assistance</li> <li>Offer as a complementary to paper ballot and internet voting.</li> </ul>

## Appendix A

## Risk Impact Scales

Impact	Risk Impact Scales				
	Very low	Low	Medium	High	Very high
	1	2	3	4	5
<b>Reputation</b>	<ul style="list-style-type: none"> <li>- Little or no impact on level of trust in City (council and staff)</li> <li>- Public reaction minimal - no effect on City's profile</li> </ul>	<ul style="list-style-type: none"> <li>- Adverse/negative view of City (council and staff) is limited to a small area/community group.</li> <li>- Public reaction contained – City's profile raised within local boundaries</li> </ul>	<ul style="list-style-type: none"> <li>- Adverse/negative view of City (council and staff) is held by neighbourhoods/ multiple community groups.</li> <li>- Public reaction considerable - City's profile raised within GTA boundaries</li> </ul>	<ul style="list-style-type: none"> <li>- Adverse/negative view of City (council and staff) spans ward boundaries/ majority of community groups</li> <li>- Public reaction major - City's profile raised within provincial boundaries</li> </ul>	<ul style="list-style-type: none"> <li>- Adverse/negative view of City (council and staff) is community-wide</li> <li>- Public reaction severe - City's profile raised within national boundaries</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>- Little or no impact on operations/delivery of all services</li> <li>- Minor adjustments required</li> <li>- No material service interruption</li> </ul>	<ul style="list-style-type: none"> <li>- Public reaction contained – City's profile raised within local boundaries</li> <li>- Minor changes necessary to deliver all services but manageable within complement/ operations.</li> <li>- Short term temporary interruption – backlog cleared &lt; 1 day</li> </ul>	<ul style="list-style-type: none"> <li>- Changes necessary to deliver core services require few additional resources</li> <li>- Workarounds to deliver service manageable</li> <li>- Medium term temporary interruption – backlog cleared by additional resources</li> </ul>	<ul style="list-style-type: none"> <li>- Major changes necessary to deliver core services require some additional resources and time to complete.</li> <li>- Workarounds to deliver services complex</li> <li>- Prolonged interruption of services – additional resources; performance affected</li> </ul>	<ul style="list-style-type: none"> <li>- Significant changes necessary to deliver core services require numerous additional resources and extended period of time to complete.</li> <li>- No alternatives or workarounds to deliver services exist</li> <li>- Indeterminate prolonged interruption of services – non-performance</li> </ul>
<b>People (staff &amp; citizens)</b>	<ul style="list-style-type: none"> <li>- Little or no impact on staff's performance/ morale</li> <li>- No injury; scare only</li> </ul>	<ul style="list-style-type: none"> <li>- Isolated performance/ morale issues</li> <li>- Minor non-immobilizing injury or trauma not requiring hospital treatment</li> </ul>	<ul style="list-style-type: none"> <li>- Performance/ morale issues found within a department</li> <li>- Non-immobilizing injury or trauma but requiring hospital treatment</li> </ul>	<ul style="list-style-type: none"> <li>- Performance/ morale issues found across departments</li> <li>- Immobilizing injury or trauma requiring hospital treatment</li> </ul>	<ul style="list-style-type: none"> <li>- Wide-spread degradation in performance/ morale</li> <li>- Work to rule/strike</li> <li>- Severe injury or trauma requiring urgent hospital treatment – may be life threatening or fatal</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>- Few or no complaints from citizens/community groups</li> </ul>	<ul style="list-style-type: none"> <li>- Intermittent complaints on inefficiencies/level of service from citizens/community groups</li> </ul>	<ul style="list-style-type: none"> <li>- Steady level of complaints on inefficiencies/level of service from citizens/community groups</li> </ul>	<ul style="list-style-type: none"> <li>- Volume of complaints on inefficiencies/level of service exceeds ability to respond</li> </ul>	<ul style="list-style-type: none"> <li>- Public outrage at inefficiencies/level of service demonstrated outside of City facilities</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>- Little or no impact on budget</li> </ul>	<ul style="list-style-type: none"> <li>- Able to accommodate within department budget</li> </ul>	<ul style="list-style-type: none"> <li>- Able to accommodate within corporate budget</li> </ul>	<ul style="list-style-type: none"> <li>- Able to accommodate within existing budget but only with service cuts and/or reserve funds</li> </ul>	<ul style="list-style-type: none"> <li>- Unable to accommodate within budget</li> </ul>
<b>Non-compliance</b>	<ul style="list-style-type: none"> <li>- Letter received, no impact</li> </ul>	<ul style="list-style-type: none"> <li>- Letter received – increased monitoring</li> </ul>	<ul style="list-style-type: none"> <li>- Suspension or administrative monetary penalty</li> </ul>	<ul style="list-style-type: none"> <li>- Moratorium</li> <li>- Suspension and administrative monetary penalty</li> </ul>	<ul style="list-style-type: none"> <li>- Litigation</li> <li>- Prosecution</li> <li>- Criminal charges</li> <li>- Provincial intervention</li> </ul>

## Appendix A

## Risk Likelihood Scales

Risk Likelihood Factors	Risk Likelihood Scales				
	Low/Remote			High/Certain	
	1	2	3	4	5
<b>Controls</b>	<ul style="list-style-type: none"> <li>- Best in class/industry</li> <li>- Seen as industry leader in best practices</li> <li>- Controls cover all aspects of the risk</li> <li>- Excellent performance of/compliance with controls</li> </ul>	<ul style="list-style-type: none"> <li>- Key best practices adopted and working</li> <li>- Very effective controls</li> <li>- Very good performance of/compliance with controls</li> </ul>	<ul style="list-style-type: none"> <li>- Few best practices adopted</li> <li>- Somewhat effective controls</li> <li>- Good performance of/compliance with controls</li> </ul>	<ul style="list-style-type: none"> <li>- No best practices adopted</li> <li>- Significant aspects of the risk are not covered by the controls</li> <li>- Poor performance of/compliance with controls</li> </ul>	<ul style="list-style-type: none"> <li>- Below industry standards</li> <li>- Not aware of best practices</li> <li>- Ineffective controls</li> <li>- Controls not performed</li> </ul>
<b>Past experience</b>	<ul style="list-style-type: none"> <li>- Happened once or twice in corporate history</li> </ul>	<ul style="list-style-type: none"> <li>- Happened once or twice in past five to ten years</li> </ul>	<ul style="list-style-type: none"> <li>- Happened within last two years</li> </ul>	<ul style="list-style-type: none"> <li>- Happens frequently/multiple times in the last year</li> </ul>	<ul style="list-style-type: none"> <li>- Happens daily/weekly</li> </ul>
<b>Judgement</b>	<ul style="list-style-type: none"> <li>- Rare</li> </ul>	<ul style="list-style-type: none"> <li>- Unlikely</li> </ul>	<ul style="list-style-type: none"> <li>- Possibly</li> </ul>	<ul style="list-style-type: none"> <li>- Likely</li> </ul>	<ul style="list-style-type: none"> <li>- Almost certain/sure</li> </ul>





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

<b>TO:</b>	Chair and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	2021 Tax Supported User Fees (FCS20085) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Kayla Petrovsky Fleming (905) 546-2424 Ext. 1335 Cyrus Patel (905) 546-2424 Ext. 7698
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

- (a) That the 2021 User Fees contained in Appendix "A" to Report FCS20085, "2021 Tax Supported User Fees", be approved and implemented;
- (b) That the City Solicitor be authorized and directed to prepare all necessary by-laws, for Council approval, for the purposes of establishing the user fees contained within Report FCS20085;
- (c) That the Temporary Waiver and Deferral of User Fees and Charges Policy contained in Appendix "B" to Report FCS20085, "2021 Tax Supported User Fees", be approved and implemented.

### EXECUTIVE SUMMARY

Similar to prior years, the 2021 Tax Supported User Fees are being considered in advance of the main budget deliberations. This allows for a more predictable revenue flow for programs and better communications to program users (customers). For the most part, the proposed user fees will be effective January 1, 2021. Some fees, however (e.g. Transit, Recreation rental fees, Macassa day program fee), are effective sometime later in 2021.

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 2 of 9**

Appendix “A” to Report FCS20085 identifies most of the City’s tax supported user fees (including proposed new fees) with the following exceptions:

- Building Permit Fees: going forward with a separate report to the Planning Committee meeting in December 2020.
- Planning and Growth Management Fees: already have approval through By-law 19-108 “Tariff of Fees” to increase annually by inflation.
- Hamilton Farmers’ Market Fees: to be approved by the Board in Q4 2020.

At the end of the budget process, all approved fees, whether through Report FCS20085 or separate reports, will be consolidated into one 2021 user fee by-law.

At the General Issues Committee (GIC) meeting of October 29, 2020, staff received the following direction:

- (a) That staff be directed to increase user fees towards full cost recovery where it is reasonable to expect that users can afford to pay; and,
- (b) That for all other user fees, the fee be increased by a rate of 2.0% and that any user fee increases below the guideline be forwarded for consideration with appropriate explanation.

Most user fees are generally increasing by the 2.0% internal guideline or moving to full cost recovery. There are, however, some exceptions which include:

- Provincially mandated fees;
- Certain user fees are being recommended to remain unchanged, due to a pending review or market / cost analysis indicating that the current fee is appropriate and an increase is not warranted; and,
- In some circumstances, it is desirable to round the total fee (including tax) to provide for added customer convenience and more efficient cash handling procedures. In these circumstances, depending on the rounding, increases to some user fees may be slightly higher or lower than the Council approved guideline.

User fee increases that deviate from this guideline have a corresponding explanation under “Basis for Fee Increase” in Appendix “A” to Report FCS20085. Report FCS20085 also identifies any new fees that are being proposed. Details on these new fees are included in the “Analysis / Rationale for Recommendation(s)” section of Report FCS20085. An explanation on the fees moving towards full cost recovery or that are currently being fully recovered is included in the “Analysis / Rationale for Recommendation(s)” section as well.

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 3 of 9**

Staff is also recommending to implement a policy for the temporary waiver and deferral of user fees and charges, contained in Appendix “B” to Report FCS20085, in order to have a consistent approach when the City considers that it is appropriate to defer or waive user fees or charges.

It is at the discretion of Council to provide a target increase for user fees. The recommended changes to user fees in Report FCS20085 are estimated to generate an additional \$2.8M in revenues in the preliminary tax supported operating budget.

**Alternatives for Consideration – Not Applicable****FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** Approval of the user fees is an integral part of the annual budget process. Revenue estimates for the 2021 budget are based on the fees contained within Report FCS20085. This represents approximately \$2.8 M in additional revenues when compared to 2020.

**Staffing:** N/A

**Legal:** The Legal and Risk Services Division was consulted on the development of the by-law and the policy. The 2020 By-law included a section regarding the waiver and deferral of user fees, which led the development of the policy attached as Appendix “B” to Report FCS20085.

**HISTORICAL BACKGROUND**

Each year, the City sets its user fees at the start of the budget process. For the most part, these user fees have been effective January 1. Some fees, however, (e.g. Transit, Recreation rental fees, Macassa day program fee) are effective later in 2021. The annual user fee by-law is then passed by Council at the completion of the budget process.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

As per the Municipal Act, a by-law is required once the User fees in this report and other reports are approved. Appendix B to this report is a new policy - Temporary Waiver and Deferral of User Fees and Charges as contemplated in Section 3(2) of the 2020 User Fee By-law (20-168).

**RELEVANT CONSULTATION**

The user fees contained in Appendix “A” to Report FCS20085 were submitted by the program departments.

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 4 of 9****ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

Appendix “A” to Report FCS20085 provides a listing of the majority of the City’s tax supported user fees. Due to the timing of Report FCS20085, some user fees go forward with a separate report to their respective committees. User fees within each department are increasing by Council’s approved guideline, with some deviation as a result of rounding and the exceptions outlined below.

**Planning and Economic Development**

(Pages 1 to 22 of Appendix “A” to Report FCS20085)

## Provincially Mandated

- Certain Parking Fees are either set by the Province or have been set as per registered agreements, including some which are proposed to remain unchanged (page 12).
- Tourism Fees (page 14):
  - Tourism Oriented Directional Signs (TODS) and signs under the LOGO sign program are proposed to remain unchanged, as these fees are provincially mandated.
- Lottery License Fees (with the exception of the application fee) are proposed to remain unchanged, either because they are set by the Province or the current fee is at the maximum allowable as per Provincial guidelines (page 4).

## Market Based

- Animal Services (pages 1-3):
  - Live surrender fees of dogs are recommended to not increase as the fee needs to encourage humane surrender and not abandonment. This is also consistent with industry standards.
  - Microchip implant fees are recommended to not increase this year as the fee needs to be affordable to the public to encourage providing pets with identification.
  - Animal waste refill bag fee is set to remain consistent with last year as the fee achieves cost recovery while encouraging public to remove pet waste and also following industry standard.
- Dog License (page 13):
  - Dog License – Standard and senior rates for spay / neuter under six months of age are proposed to remain unchanged from the 2020 rate in order to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced / returned home versus coming into shelter and increasing shelter costs - also due to COVID-19 financial hardship.
  - Replacement tag fee and late payment fee is proposed to remain unchanged in order to encourage compliance with by-law and to reduce financial hardship due to COVID-19 has not increased according to guideline.

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 5 of 9**

- Licensing (page 10):
  - Personal Transportation Provided – Both annual licence fees and per trip fees are recommended to not increase as per Fee Review of Personal Transportation Providers (Schedule 24 of the Business Licensing By-law 07-170) (PED20104).
- Culture Fees (pages 15 - 18):
  - Museum General Admission, Group Rates, Memberships and Special Events are proposed to remain unchanged. An in-depth fee review was performed in 2020 and the fees were increased by more than 20% last year to align with market values.
  - Museum Student and Youth Group Rates are proposed to remain unchanged as the program delivery is under review due to COVID-19.
  - Museum child birthday parties, commercial photography (use of grounds) and most rental rates are proposed to increase by well above guideline in order to align with fair market value.
- Economic Development – Urban Renewal (page 20)
  - LEED Grant Program and ERASE Redevelopment Grant proposed to increase above guideline in order to be consistent with fee on other Tax Grants.

**Cost Recovery**

- Animal Services
  - Adoption fees (page 3) for dog / puppy and cat / kitten are recommended to increase above guideline to achieve cost recovery related to medical expenses (vaccinations, etc.).

**New Fees Proposed**

- Animal Services (page 1) added to the Licensed and Unlicensed Dog Subsequent Offence fees for first five occurrences for both standard and senior rates.
- Licensing and By-law Services (page 7)
  - New fees added with regard to permit application to injure or destroy trees (Urban Woodland Tree By-law No. 14-212)
- Economic Development – Urban Renewal (page 20):
  - LEED Grant Program Administration Fees (Fee Per Unit)
- Hamilton Municipal Parking System Fees (page 12):
  - New Free Floating Car Share Permits Fee
  - Administration Fee on Temporary Parking Permits – proposing harmonized fee for 2021 of 15% of the permit fee.
- Building Services is proposing two new Routine Disclosure of Building Division Records Fees (Page 21).

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 6 of 9****Healthy and Safe Communities**

(Pages 23 to 39 of Appendix “A” to Report FCS20085)

## Market Based

- The hourly rate for Recreation Fee:
  - Sports Field Rentals (Field / Diamond-C and Field MINI) is proposed to increase by 5%, plus rounding, to bring the fee closer to market rate (page 24).
  - Pool Rental Fees for Private Lessons, Lifesaving Society Fees and National Lifeguard Course (page 26) are proposed to increase to bring closer to market rate.
  - Preschool - Parented Program and Child Program (both one-hour class) are proposed to increase to bring the fee closer to market rate (page 27).
  - Ice fees (page 30) - Actual operating cost of City-owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
  - Some user fees within Recreation Division are being increased above guideline in order to standardize discounts. Through fee review, it was discovered that the family pass was priced in a way that made it more enticing for two adults to purchase the family pass instead of two adult fares. Family pass rates were increased as a result (pages 28 – 29).
  - Some golf course fees are recommended to increase above guideline to adhere to the after-tax rounded rates that both King’s Forest and Chedoke were already charging last year (pages 31 – 35).

## New Fees Proposed

- Hamilton Fire Department has added a fee for Fire Safety Plan Review - third or subsequent review (page 38)
- Recreation:
  - Golf Courses – New league fees and tournament fees have been added to both King’s Forest (page 31) and Chedoke (page 33).
  - Gym Rental (page 24) fees have been added across several recreation facilities for different size gyms.
  - Hourly parks rental fee added (page 24).
  - Coach Leadership Programs (Effective April 1, 2021) (page 27) have been added to the Recreation portfolio.

## Cost Recovery

- Hamilton Fire Department is proposing to increase the triggering alarm not including testing alarm and responses for motor vehicles to full cost recovery (page 37).

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 7 of 9****Public Works**

(Pages 40 to 57 of Appendix “A” to Report FCS20085)

## Provincially Mandated

- Environmental – Cemeteries (page 50) Lot Sale - Child: Stillborn - Case up to 24" C&M Portion fee and all Care and Maintenance fees are prescribed by Ministry legislation and are remaining unchanged.

## Market Based

- Several Environmental Services - Cemeteries fees (pages 50 – 56) are being proposed to deviate above the 3% guideline to reflect market rates and to be comparable to industry standards.
- Some sporting events, film shoots, concerts and corporate gathering fees at Tim Hortons Field (page 43) are proposed to remain unchanged. Fees are market driven and comparable to industry standard.

## Policy Related

- The transit fees that are proposed for September 1, 2021 are the same rates that were proposed last year for a start date of September 1, 2020. Due to COVID-19, the increase was deferred until September 2021. Fees are consistent with Report PW14015(a) and PW14015(c).
- Tipping fees in Waste Management are renewed every two years. The last update occurred in 2020 (page 48).
- Removal and Replacement of public trees for a private individual or entity (page 55) remain unchanged with cost plus additional 7% admin fee as per By-law 15-125 and City of Hamilton Tree Preservation and Sustainability Policy.

## Cost Recovery

- Environmental – Waste:
  - Waste Management Per Event Fee for Non-Funded Festivals and Events Fees (page 48) are being proposed to increase to full cost recovery.
  - Minimum Vehicle Fee (page 48) – no change required as the rate was increased by over 17% from 2019 to 2020 to reach cost recovery.
- Environmental – Cemeteries (pages 50 - 56): several fees are being increased above guideline to achieve cost recovery.

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 8 of 9**

## New Fees Proposed

- Environmental Services:
  - Several new fees added with regard to Waste Management (Pages 48 - 49):
    - Waste Site Searches.
    - Special Event Waste Containers - replacement of damaged containers.
    - Fees charged for inspections carried out by the City resulting from non-compliance with the City's Solid Waste Management By-law and the City's Parks By-law - Initial inspection and Subsequent inspection.
    - Fee for Commercial Vehicles possessing a signed affidavit transporting Waste for personal use.
    - Two fees are not new but have been removed from the existing Waste Management By-law 09-067 and are being added to the User Fees By-law (page 49).
  - Several new fees added to Cemeteries (page 54) with regard to lot sale, shrub removal and interment Sunday burials
  - Engineering (page 57): Digital Processing Fees have been added.

**Corporate Services**

(Pages 59 to 63 of Appendix "A" to Report FCS20085)

## Cost Recovery

- City Clerk's (page 61) Commissioner of Oaths - Pension Forms are being proposed to increase as staff plans to phase in the cost as per Council direction. It is the intention to bring pension form fees in line with existing commissioning fees within three years.

## Market Based

- Financial Services and Taxation (Page 61) - Full Tax Deferral Program - application fee and annual renewal fee: staff recommending no increase, at this time, due to the financial position of low-income senior/persons with disability (subject to program continuing).

## New Fees Proposed

- Taxation (page 61): New fee to recover costs to return incorrect payment back to financial institutions.
- City Clerk's (page 61): New photocopy fee for large scale drawings.
- Encrypted USB charge and Routine Disclosure Admin Fee charge (page 59).

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**SUBJECT: 2021 Tax Supported User Fees (FCS20085) (City Wide) – Page 9 of 9**

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**City Manager's Office**

(Page 64 of Appendix "A" to Report FCS20085)

- No exceptions or new fees noted, aside from rounding.

**Temporary Waiver and Deferral of User Fees and Charges Policy**

Staff is also recommending the implementation of a policy in order to have a consistent and transparent approach across the City to the temporary waiver and deferral of user fees and charges.

User fees and charges are utilized to finance those services offered by the City that provide a direct benefit to the specific person or groups using those services. On occasion, however, user fees and charges are waived or deferred in recognition that, through unforeseen circumstances, groups of identifiable individuals are likely to experience undue financial hardship that the temporary waiver or deferral of user fees or charges can mitigate, or because the temporary waiver or deferral of user fees would result in a direct economic, public health or social benefit to the community.

This Policy applies to all user fees and charges included in the User Fee and Charges By-Law and that are regulated by the Municipal Act. Permanent support programs such as the Recreation Assistance Program and the Affordable Transit Pass Program, are not covered under this policy.

Details of the policy are contained in Appendix "B" to report FCS20085.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS20085 – 2021 Proposed User Fees and Charges

Appendix "B" to Report FCS20085 – Operating Budget Policies Temporary Waiver and Deferral of User Fees and Charges

KP/CP/dt

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## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Impound Fees (Standard Rate)</b>						
1	Licensed Dog - 1st Offence	\$ 67.00	\$ <b>68.00</b>	N	1.5%	Guideline increase, rounded to the nearest dollar
2	Licensed Dog - Subsequent Offence	\$ 180.00	\$ <b>184.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
3	Licensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$50.00 per occurrence up to 5 occurrences)	n/a	\$ <b>50.00</b>	N	0.0%	<b>NEW FEE - to reduce the repeat offenders</b>
4	Unlicensed Dog - 1st Offence	\$ 107.00	\$ <b>109.00</b>	N	1.9%	Guideline increase, rounded to the nearest dollar
5	Unlicensed Dog - Subsequent Offence	\$ 180.00	\$ <b>184.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
6	Unlicensed Dog - Subsequent Offence (after initial subsequent offence increase of \$50.00 per occurrence up to 5 occurrences)	n/a	\$ <b>50.00</b>	N	0.0%	<b>NEW FEE - to reduce the repeat offenders</b>
7	Dangerous or Potentially Dangerous Dog	\$ 648.00	\$ <b>661.00</b>	N	2.0%	Guideline increase, rounded to the nearest dollar
8	Cat ( identified [1] and unidentified)	\$ 26.00	\$ <b>27.00</b>	N	3.8%	Guideline increase, rounded to the nearest dollar
9	Cat (identified [1] and unidentified)- Subsequent Offence	\$ 41.00	\$ <b>42.00</b>	N	2.4%	Guideline increase, rounded to the nearest dollar
10	Multiple Small Domestic Animals (up to 6)	\$ 56.00	\$ <b>57.00</b>	N	1.8%	Guideline increase, rounded to the nearest dollar
11	Other Small Domestic Animal [2]	\$ 25.00	\$ <b>26.00</b>	N	4.0%	Guideline increase, rounded to the nearest dollar
12	Snake or Reptile	\$ 25.00	\$ <b>26.00</b>	N	4.0%	Guideline increase, rounded to the nearest dollar
13	Livestock - Small	\$ 138.00	\$ <b>141.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
14	Livestock - Large	\$ 293.00	\$ <b>299.00</b>	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Impound Fees (Senior &amp; Disabled Rate)</b>						
15	Licensed Dog - 1st Offence	\$ 62.00	\$ <b>63.00</b>	N	1.6%	Guideline increase, rounded to the nearest dollar
16	Licensed Dog - Subsequent Offence	\$ 97.00	\$ <b>99.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
17	Licensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$50.00 per occurrence up to 5 occurrences)	n/a	\$ <b>50.00</b>	N	0.0%	<b>NEW FEE - to reduce the repeat offenders</b>
18	Unlicensed Dog - 1st Offence	\$ 97.00	\$ <b>99.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
19	Unlicensed Dog - Subsequent Offence	\$ 158.00	\$ <b>161.00</b>	N	1.9%	Guideline increase, rounded to the nearest dollar
20	Unlicensed Dog - Subsequent Offence (after initial subsequent offence increase of \$50.00 per occurrence up to 5 occurrences)	n/a	\$ <b>50.00</b>	N	0.0%	<b>NEW FEE - to reduce the repeat offenders</b>
21	Dangerous or Potentially Dangerous Dog	\$ 648.00	\$ <b>661.00</b>	N	2.0%	Guideline increase, rounded to the nearest dollar
22	Cat (identified [1] and unidentified)	\$ 26.00	\$ <b>27.00</b>	N	3.8%	Guideline increase, rounded to the nearest dollar
23	Cat (identified [1] and unidentified)- Subsequent Offence	\$ 36.00	\$ <b>37.00</b>	N	2.8%	Guideline increase, rounded to the nearest dollar
24	Multiple Small Domestic Animals (up to 6)	\$ 46.00	\$ <b>47.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
25	Other Small Domestic Animal [2]	\$ 25.00	\$ <b>26.00</b>	N	4.0%	Guideline increase, rounded to the nearest dollar
26	Snake or Reptile	\$ 25.00	\$ <b>26.00</b>	N	4.0%	Guideline increase, rounded to the nearest dollar
27	Livestock - Small	\$ 132.00	\$ <b>135.00</b>	N	2.3%	Guideline increase, rounded to the nearest dollar
28	Livestock - Large	\$ 275.00	\$ <b>281.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
<b>Live Surrender Fees - [3] (Standard Rate)</b>						
29	Dog (unlicensed)	\$ 175.22	\$ <b>175.22</b>	Y	0.0%	<b>Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.</b>
30	Dog (licensed)	\$ 138.94	\$ <b>138.94</b>	Y	0.0%	<b>Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.</b>
31	Cat (unregistered)	\$ 175.22	\$ <b>175.22</b>	Y	0.0%	<b>Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.</b>
32	<b>Cat (registered)</b>	\$ <b>138.94</b>	\$ <b>-</b>	Y	<b>-100.0%</b>	<b>REMOVE FEE - NOT APPLICABLE</b>
33	Litter (up to 6) - Canine or Feline	\$ 62.83	\$ <b>63.72</b>	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
34	a) Inspection Fee	\$ 64.60	\$ <b>65.49</b>	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
35	Rabbit (individual)	\$ 62.83	\$ <b>63.72</b>	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
36	Multiple Small Domestic Animals (up to 6)	\$ 62.83	\$ <b>63.72</b>	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
37	Small Livestock	\$ 119.47	\$ <b>122.12</b>	Y	2.2%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Live Surrender Fees - [3] (Senior &amp; Disabled Rate)</b>						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
38	Dog (unlicensed)	\$ 138.94	\$ 138.94	Y	0.0%	Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.
39	Dog (licensed)	\$ 102.65	\$ 102.65	Y	0.0%	Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.
40	Cat (not registered)	\$ 138.94	\$ 138.94	Y	0.0%	Recommend no increase in fee. Service fee needs to encourage humane surrender not abandonment. Also following industry standards.
41	Cat (registered)	\$ 102.65	\$ -	Y	-100.0%	REMOVE FEE - NOT APPLICABLE
42	Litter (up to 6) - Canine or Feline	\$ 49.56	\$ 50.44	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
43	Other Small Domestic Animal [4]	\$ 49.56	\$ 50.44	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
44	Multiple Small Domestic Animals (up to 5)	\$ 49.56	\$ 50.44	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
45	Small Livestock	\$ 102.65	\$ 104.42	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Cadaver Surrender Fees (Standard Rate)</b>						
46	Dog	\$ 118.58	\$ 121.24	Y	2.2%	Guideline increase, rounded to the nearest dollar after HST applied
47	Dog - Small	\$ 52.21	\$ 53.10	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
48	Cat	\$ 53.10	\$ 53.98	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
49	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 53.10	\$ 53.98	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
50	Other Small Domestic Animal [4]	\$ 53.10	\$ 53.98	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
51	Multiple Small Domestic Animals (up to 5)	\$ 53.10	\$ 53.98	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
52	Small Livestock	\$ 92.04	\$ 93.81	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Cadaver Surrender Fees (Senior &amp; Disabled Rate)</b>						
53	Dog	\$ 92.04	\$ 93.81	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
54	Dog - Small	\$ 37.17	\$ 38.05	Y	2.4%	Guideline increase, rounded to the nearest dollar after HST applied
55	Cat	\$ 38.05	\$ 38.94	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
56	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 38.05	\$ 38.94	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
57	Other Small Domestic Animal [4]	\$ 38.05	\$ 38.94	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
58	Multiple Small Domestic Animals (up to 5)	\$ 38.05	\$ 38.94	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
59	Small Livestock	\$ 59.29	\$ 60.18	Y	1.5%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Boarding Fees (Standard Rate Per Day)</b>						
60	Dog	\$ 18.00	\$ 19.00	N	5.6%	Guideline increase, rounded up to the nearest dollar
61	Dangerous or Potentially Dangerous Dog	\$ 60.00	\$ 61.00	N	1.7%	Guideline increase, rounded to the nearest dollar
62	Cat	\$ 13.00	\$ 14.00	N	7.7%	Guideline increase, rounded up to the nearest dollar
63	Other Small Domestic Animal	\$ 7.00	\$ 8.00	N	14.3%	Guideline increase, rounded up to the nearest dollar
64	Small Livestock	\$ 34.00	\$ 35.00	N	2.9%	Guideline increase, rounded to the nearest dollar
65	Large Livestock	\$ 57.00	\$ 58.00	N	1.8%	Guideline increase, rounded to the nearest dollar
<b>Boarding Fee (Senior &amp; Disable Rate - Per Day )</b>						
66	Dog	\$ 12.00	\$ 13.00	N	8.3%	Guideline increase, rounded up to the nearest dollar
67	Dangerous or Potentially Dangerous Dog	\$ 60.00	\$ 61.00	N	1.7%	Guideline increase, rounded to the nearest dollar
68	Cat	\$ 7.00	\$ 8.00	N	14.3%	Guideline increase, rounded up to the nearest dollar
69	Other Small Domestic Animal	\$ 7.00	\$ 8.00	N	14.3%	Guideline increase, rounded up to the nearest dollar
70	Small Livestock	\$ 18.00	\$ 19.00	N	5.6%	Guideline increase, rounded up to the nearest dollar
71	Large Livestock	\$ 39.00	\$ 40.00	N	2.6%	Guideline increase, rounded to the nearest dollar
<b>Miscellaneous</b>						
72	Vietnamese Pot Bellied Pig Licence	\$ 40.00	\$ 41.00	N	2.5%	Guideline increase, rounded to the nearest dollar

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
73	Voluntary Cat Registration	\$ 15.00	\$ 16.00	N	6.7%	Guideline increase, rounded up to the nearest dollar
74	Quarantine per day - Dog	\$ 37.00	\$ 38.00	N	2.7%	Guideline increase, rounded to the nearest dollar
75	Quarantine per day - Dangerous or Potentially Dangerous Dog	\$ 64.00	\$ 65.00	N	1.6%	Guideline increase, rounded to the nearest dollar
76	Quarantine per day - Cat	\$ 26.00	\$ 27.00	N	3.8%	Guideline increase, rounded to the nearest dollar
77	Hearing Fee re: Dangerous or Potentially Dangerous Dog	\$ 185.00	\$ 189.00	N	2.2%	Guideline increase, rounded to the nearest dollar
78	Microchip implant	\$ 22.12	\$ 22.12	Y	0.0%	<b>Fee needs to be set at a rate that is affordable to general public and encourage providing pets with identification.</b>
79	Wildlife removal from private trap - release on site	\$ 62.83	\$ 63.72	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
80	Wildlife removal from private trap - Euthanasia [5]	\$ 107.08	\$ -	Y	-100.0%	<b>REMOVE FEE - NOT APPLICABLE</b>
81	Pet Transport (Ambulance)	\$ 76.99	\$ 78.76	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
82	Poopbag Refill Bags	\$ 5.31	\$ 5.31	Y	0.0%	<b>No increase to fee as just trying for cost recovery, encourage public to remove pet feces - also following industry standard.</b>
83	Admin Fee (e.g. for special billing arrangements)	\$ 30.09	\$ 30.97	Y	2.9%	Guideline increase, rounded to the nearest dollar after HST applied
84	Engraving (Urns)	\$ 11.50	\$ 12.39	Y	7.7%	Guideline increase, rounded up to the nearest dollar after HST applied
85	Special Cremation Fee	\$ 135.40	\$ 138.05	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
86	Clay Paw Print	\$ 30.09	\$ 30.97	Y	2.9%	Guideline increase, rounded to the nearest dollar after HST applied
87	Painted Paw Print	\$ 46.02	\$ 46.90	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
88	Animal Assistance Fee - per hour	\$ 51.33	\$ 52.21	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Animal Adoption Fees</b>						
89	Dog/Puppy	\$ 262.83	\$ 287.61	Y	9.4%	<b>Increase above guideline due to cost recovery related to medical expenses i.e. vaccinations</b>
90	Dog Senior/Special Needs	\$26.43-78.39	\$26.55-79.65	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
91	Cat/Kitten	\$ 157.52	\$ 181.41	Y	15.2%	<b>Increase above guideline due to cost recovery related to medical expenses i.e. vaccinations</b>
92	Cat Senior/Special Needs	\$26.43-78.39	\$26.55-79.65	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
93	Small Domestic Animal/Bird/Other	\$5.47-104.82	\$6.19-107.08	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
94	Snake or Reptile	\$5.47-104.82	\$6.19-107.08	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
<b>NOTES</b>						
	[1] Micro-chipped, engraved collar, tattooed, registered					
	[2] Rabbits, rodents, song birds, etc.					
	[3] Includes cremation					
	[4] Excludes Fish - no charge					
	[5] No Charge if animal fatally injured prior to capture or poses bona fide threat					

## 2021 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development  
 Division: Licensing & By-law Services - Lottery Licensing

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	<b>Lottery Licence Application Administration Fee</b>	\$ 68.14	\$ <b>69.91</b>	Y	2.6%	Guideline increase, rounded to nearest dollar after HST applied. Standardize Application Fees (same as admin fee on new license applications)
2	<b>Lottery Licence Fee - Bingo (per event)</b>	\$ 165.00	\$ <b>165.00</b>	N	0.0%	Maximum fee allowed per Provincial guidelines
3	<b>Lottery Licence Fee - Nevada</b>	Up to maximum of 3% prize value	<b>Up to maximum of 3% prize value</b>	N	N/A	Fees set by the province
4	<b>Lottery Licence Fee - Raffles</b>	Up to maximum of 3% prize value	<b>Up to maximum of 3% prize value</b>	N	N/A	Fees set by the province
5	<b>Lottery Licence Fee - Others</b>	Varies by type and mandated by the province	<b>Varies by type and mandated by the province</b>	N	N/A	Fees set by the province

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Sign By-Law Fees**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>PERMITS FOR SIGNS</b>						
<b>SIGN TYPE</b>						
Mobile Sign						
1	- for 28 consecutive days	\$ 130.00	\$ 133.00	N	2.3%	Guideline increase, rounded to the nearest dollar
2	- for 14 consecutive days	\$ 88.00	\$ 90.00	N	2.3%	Guideline increase, rounded to the nearest dollar
3	Mobile Sign advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 198.00	\$ 202.00	N	2.0%	Guideline increase, rounded to the nearest dollar
4	Sidewalk Sign (per year)	\$ 101.00	\$ 103.00	N	2.0%	Guideline increase, rounded to the nearest dollar
5	Banner (for 28 consecutive days)	\$ 101.00	\$ 103.00	N	2.0%	Guideline increase, rounded to the nearest dollar
6	Banner advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 198.00	\$ 202.00	N	2.0%	Guideline increase, rounded to the nearest dollar
7	Inflatable Sign (for 7 consecutive days)	\$ 101.00	\$ 103.00	N	2.0%	Guideline increase, rounded to the nearest dollar
8	New Home Development Portable Sign (per year)	\$ 66.00	\$ 67.00	N	1.5%	Guideline increase, rounded to the nearest dollar
9	Sign permit fee for any new permanent signs/per property per occasion	\$ 153.00	\$ 156.00	N	2.0%	Guideline increase, rounded to the nearest dollar
10	Sign permit fee for changes to existing signs/per property per occasion	\$ 237.00	\$ 242.00	N	2.1%	Guideline increase, rounded to the nearest dollar
11	Corrugated Plastic Sign (yearly permit fee per location per property)	\$ 153.00	\$ 156.00	N	2.0%	Guideline increase, rounded to the nearest dollar
12	A-frame signs on sidewalks (permit fee for a three-year period)	\$ 159.00	\$ 162.00	N	1.9%	Guideline increase, rounded to the nearest dollar
Digital Boards						
13	Annual Sign Permit Fee	\$ 2,000.00	\$ 2,040.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>SIGN VARIANCE APPLICATION</b>						
Sign variance fees appear under "Planning" Division						
<b>ENFORCEMENT FEES</b>						
14	Removal of an Unlawful Permanent Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 253.10	\$ 258.41	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
15	Storage Charge for an Unlawful Permanent Sign - per sign/day	\$ 64.60	\$ 65.49	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
16	Removal of an Unlawful Mobile Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 253.10	\$ 258.41	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
17	Storage Charge for an Unlawful Mobile Sign - per sign/day	\$ 64.60	\$ 65.49	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
18	a) Inspection Fee	\$ 64.60	\$ 65.49	Y	1.4%	Guideline increase, rounded to the nearest dollar after HST applied
19	Storage Charge for an Unlawful Portable Sign - per sign/day	\$ 36.28	\$ 37.17	Y	2.4%	Guideline increase, rounded to the nearest dollar after HST applied
20	Storage Charge for an Unlawful Election Sign - per sign/day	\$ 36.28	\$ 37.17	Y	2.4%	Guideline increase, rounded to the nearest dollar after HST applied
21	Annual Inspection Fee (existing non-conforming overhanging signs)	\$ 109.73	\$ 111.50	Y	1.6%	Guideline increase, rounded to the nearest dollar after HST applied
Note: the permit fees for Ground Signs, Awnings, Canopies, Marquees, Parapet Signs, Projecting Signs, Wall Signs and Billboards appear under "Building Services - Building Permit Fees"						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Discharge of Firearms By-law</b>						
1	a) Exemption permit application fee for the discharge of recreational firearms or bows	\$ 116.84	\$ <b>119.47</b>	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
2	b) Renewal fee	\$ 21.25	\$ <b>22.12</b>	Y	4.1%	Guideline increase, rounded up to the nearest dollar after HST applied
<b>Certificate of Compliance</b>						
3	a) Single detached dwelling	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
4	b) A two, three or multiple unit dwelling	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
5	- plus additional fee for each additional dwelling unit in excess of the first	\$ 43.36	\$ <b>44.25</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
6	c) A lodging house	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
7	- plus additional fee per each permitted resident (required every 3 years)	\$ 32.74	\$ <b>33.63</b>	Y	2.7%	Guideline increase, rounded to the nearest dollar after HST applied
8	d) All other buildings (Liquor licence)	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
9	- plus additional fee per each 100 square metres in excess of the first 100 square metres	\$ 18.58	\$ <b>19.47</b>	Y	4.8%	Guideline increase, rounded up to the nearest dollar after HST applied
10	e) Residential care facility (first time applications & change in ownership)	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
11	- plus additional fee per each permitted resident	\$ 33.63	\$ <b>34.51</b>	Y	2.6%	Guideline increase, rounded to the nearest dollar after HST applied
12	f) Discharge of an Order - Non registered Order to Comply	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
13	g) Discharge of an Order - Registered Order To Comply	\$ 631.86	\$ <b>644.25</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law):</b>						
Inspection demonstrating non-compliance when there has been an earlier incident of non-compliance:						
14	Initial	\$ 296.46	\$ <b>302.65</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
15	Subsequent	\$ 152.21	\$ <b>154.87</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
<i>Note: an "incident of non-compliance" includes an inspection carried out by the City or by another enforcement agency demonstrating non-compliance.</i>						
16	Vital services - Admin Fee	10% of total utility billings paid by the City	<b>10% of total utility billings paid by the City</b>	Y	0.0%	% recovery not changed. Increases would be incorporated into the utility billings
<b>Noise by-Law Exemption:</b>						
17	- Application received 60 days or more prior to the event	\$ 185.00	\$ <b>189.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
18	- Application received less than 60 days prior to the event	\$ 279.00	\$ <b>285.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
19	Corporate Profile Report and Deed & Abstract Reports	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fees set at 100% cost recovery
20	Application Fee for outdoor commercial patio exemption permits	\$ 525.00	\$ <b>536.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
21	Application Fee for any appeal to the Property Standards Committee	\$ 141.00	\$ <b>144.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
22	Zoning Verification & Work Order Reports - Regular	\$ 122.00	\$ <b>124.00</b>	N	1.6%	Guideline increase, rounded to the nearest dollar
23	Zoning Verification & Work Order Reports - Express	\$ 185.00	\$ <b>189.00</b>	N	2.2%	Guideline increase, rounded to the nearest dollar
24	Fees charged by the City for costs incurred when its inspection powers under s. 436(2) of the Municipal Act, 2001 are exercised	Full Cost Recovery	<b>Full Cost Recovery</b>	N	N/A	Fees set at 100% cost recovery
25	Registration Fee - One Time Fee For Initial Registration of a Vacant Building	\$ 291.00	\$ <b>297.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
26	Vacant Building Fee - Annual Inspection Fee	\$ 729.20	\$ <b>743.36</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
27	Annual Fee for each additional vacant building on a property (inspection)	\$ 356.64	\$ <b>363.72</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
28	Vacant Building Quarterly Inspection Fee	\$ 292.03	\$ <b>298.23</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
29	Licensing Tribunal and Property Standards Committee decisions	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fees set at 100% cost recovery

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Municipal Law Enforcement Contractor Services Administration:</b>						
30	- Administration Fee for invoices less than or equal to \$600 (before tax)	\$ 98.23	\$ 100.00	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
31	- Administration Fee for invoices greater than \$600 (before tax)	\$ 221.24	\$ 225.66	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
32	- Administration Fee for requests for file review	\$ 36.28	\$ 37.17	Y	2.4%	Guideline increase, rounded to the nearest dollar after HST applied
33	Application Fee for outdoor commercial patio exemption permits	\$ 525.00	\$ 536.00	N	2.1%	Guideline increase, rounded to the nearest dollar
34	a) Inspection Fee	\$ 208.00	\$ 212.00	N	1.9%	Guideline increase, rounded to the nearest dollar
35	Paid Duty Municipal Law Enforcement	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fees set at 100% cost recovery
<b>Tree Permits</b>						
36	Review of Permit Application to Injure or Destroy Trees - Urban Woodland Tree By-law No. 14-212	N/A	\$ 250.00	Y	N/A	New fee to recoup costs associated with Permit Review
37	Review of Notice of Intent to Cut Application - Regional Woodland Tree By-law No. R00-054	N/A	\$ 150.00	Y	N/A	New fee to recoup costs associated with Permit Review
38	Review of Permit Application to Injure or Destroy Trees - Dundas Tree By-law No. 4513-99	N/A	\$ 50.00	Y	N/A	New fee to recoup costs associated with Permit Review
39	Review of Permit Application to Injure or Destroy Trees - Stoney Creek Tree By-law No. 4401-96: a) 2 to 10 trees	N/A	\$ 25.00	Y	N/A	Existing fee in By-law not yet added to User fees
40	b) 11 to 20 trees	N/A	\$ 50.00	Y	N/A	Existing fee in By-law not yet added to User fees
41	c) Greater than 20 trees	N/A	\$ 100.00	Y	N/A	Existing fee in By-law not yet added to User fees



## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Adult Services</b>						
1	Adult Entertainment Parlour	\$ 6,211.00	\$ 6,335.00	N	2.0%	Guideline increase, rounded to the nearest dollar
2	Adult Entertainment Parlor Attendant	\$ 516.00	\$ 526.00	N	1.9%	Guideline increase, rounded to the nearest dollar
3	Adult Entertainment Parlour Operator/Manager	\$ 1,821.00	\$ 1,857.00	N	2.0%	Guideline increase, rounded to the nearest dollar
4	Adult Film Theatre	\$ 3,839.00	\$ 3,916.00	N	2.0%	Guideline increase, rounded to the nearest dollar
5	Adult Video Store Class A	\$ 3,839.00	\$ 3,916.00	N	2.0%	Guideline increase, rounded to the nearest dollar
6	Adult Video Store Class B	\$ 398.00	\$ 406.00	N	2.0%	Guideline increase, rounded to the nearest dollar
7	Body Rub Parlour Owner	\$ 9,771.00	\$ 9,966.00	N	2.0%	Guideline increase, rounded to the nearest dollar
8	Body Rub Parlour Attendant	\$ 516.00	\$ 526.00	N	1.9%	Guideline increase, rounded to the nearest dollar
9	Body Rub Parlour Operator/Manager	\$ 1,465.00	\$ 1,494.00	N	2.0%	Guideline increase, rounded to the nearest dollar
10	Tobacco & Electronic Cigarettes	\$ 448.00	\$ 457.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Accommodations</b>						
11	Bed and Breakfast	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
12	Motels and Hotels	\$ 190.00	\$ 194.00	N	2.1%	Guideline increase, rounded to the nearest dollar
13	Lodging House	\$ 504.00	\$ 514.00	N	2.0%	Guideline increase, rounded to the nearest dollar
14	Residential Care Facility (4-10 Residents)	\$ 693.00	\$ 707.00	N	2.0%	Guideline increase, rounded to the nearest dollar
15	Residential Care Facility (11 or more Residents)	\$ 990.00	\$ 1,010.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Mobile</b>						
16	Mobile Sign leasing or renting	\$ 316.00	\$ 322.00	N	1.9%	Guideline increase, rounded to the nearest dollar
17	Hawker/Peddler (motorized vehicle)	\$ 365.00	\$ 372.00	N	1.9%	Guideline increase, rounded to the nearest dollar
18	Seasonal Food Vendor	\$ 390.00	\$ 398.00	N	2.1%	Guideline increase, rounded to the nearest dollar
19	Limousines (owner)	\$ 662.00	\$ 675.00	N	2.0%	Guideline increase, rounded to the nearest dollar
20	Limousines (driver)	\$ 77.00	\$ 79.00	N	2.6%	Guideline increase, rounded to the nearest dollar
21	Taxi cab owner (private) (Renewal)	\$ 661.00	\$ 674.00	N	2.0%	Guideline increase, rounded to the nearest dollar
22	Taxi cab owner (private) (New)	\$ 4,791.00	\$ 4,887.00	N	2.0%	Guideline increase, rounded to the nearest dollar
23	Taxi cab owner (transfer)	\$ 842.00	\$ 859.00	N	2.0%	Guideline increase, rounded to the nearest dollar
24	Taxi cab Broker	\$ 1,135.00	\$ 1,158.00	N	2.0%	Guideline increase, rounded to the nearest dollar
25	Taxi cab Driver	\$ 107.00	\$ 109.00	N	1.9%	Guideline increase, rounded to the nearest dollar
26	Transient Trader (3 month period)	\$ 715.00	\$ 729.00	N	2.0%	Guideline increase, rounded to the nearest dollar
27	Auctioneer	\$ 294.00	\$ 300.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Food Service Vehicles:</b>						
28	Class A	\$ 390.00	\$ 398.00	N	2.1%	Guideline increase, rounded to the nearest dollar
29	Class B	\$ 390.00	\$ 398.00	N	2.1%	Guideline increase, rounded to the nearest dollar
30	Class C	\$ 359.00	\$ 366.00	N	1.9%	Guideline increase, rounded to the nearest dollar
31	Food Service Vehicles (Four day)	\$ 102.00	\$ 104.00	N	2.0%	Guideline increase, rounded to the nearest dollar
32	Food Service Vehicles (Park Permit)	\$ 214.00	\$ 218.00	N	1.9%	Guideline increase, rounded to the nearest dollar
<b>Services</b>						
Eating Establishments:						
33	Bars and Nightclubs	\$ 324.00	\$ 330.00	N	1.9%	Guideline increase, rounded to the nearest dollar
34	Food Premises	\$ 186.00	\$ 190.00	N	2.2%	Guideline increase, rounded to the nearest dollar
35	Restaurant with Liquor Service	\$ 238.00	\$ 243.00	N	2.1%	Guideline increase, rounded to the nearest dollar
<b>Public Garage:</b>						
36	(A) Buying, Selling, Storing	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
37	(B1) Combined Engine & Body Work	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
38	(B2) Engine Work	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
39	(B3) Body Work	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
40	(C) Service Station	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
41	(D) Parking Lot	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
42	(E) Car Wash Only	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
43	Public Halls	\$ 372.00	\$ 379.00	N	1.9%	Guideline increase, rounded to the nearest dollar
44	Pay Day Loan Businesses	\$ 820.00	\$ 836.00	N	2.0%	Guideline increase, rounded to the nearest dollar
45	Kennels, Pet Shops	\$ 263.00	\$ 268.00	N	1.9%	Guideline increase, rounded to the nearest dollar
46	Personal Aesthetic Services Facility	\$ 191.00	\$ 195.00	N	2.1%	Guideline increase, rounded to the nearest dollar
47	Personal Wellness Services Establishment	\$ 191.00	\$ 195.00	N	2.1%	Guideline increase, rounded to the nearest dollar
<b>Places of Amusement</b>						
48	Amusement Arcade	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
49	Amusement Rides	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
50	Amusement Water	\$ 443.00	\$ 452.00	N	2.0%	Guideline increase, rounded to the nearest dollar
51	Billiard / Bagatelle Tables	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
52	Bingo Parlour	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
53	Bowling Alley	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
54	Carnival	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
55	Circus	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
56	Motor Vehicle Race Track	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
57	Other	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
58	Proprietary Club	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
59	Roller Skating Rink	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
60	Skateboarding, BMX bikes	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
<b>Used Goods Services</b>						
61	Antique Market/Flea Market	\$ 265.00	\$ 270.00	N	1.9%	Guideline increase, rounded to the nearest dollar
62	Pawn Broker	\$ 443.00	\$ 452.00	N	2.0%	Guideline increase, rounded to the nearest dollar
63	Precious Metals & Jewellery Dealers	\$ 443.00	\$ 452.00	N	2.0%	Guideline increase, rounded to the nearest dollar
64	Salvage Yard	\$ 443.00	\$ 452.00	N	2.0%	Guideline increase, rounded to the nearest dollar
65	Second-hand Shop	\$ 506.00	\$ 516.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Trade Licence Contractor</b>						
66	Building Repair	\$ 283.00	\$ 289.00	N	2.1%	Guideline increase, rounded to the nearest dollar
67	Plumbing	\$ 283.00	\$ 289.00	N	2.1%	Guideline increase, rounded to the nearest dollar
68	Heating, Ventilation & Air Conditioning	\$ 283.00	\$ 289.00	N	2.1%	Guideline increase, rounded to the nearest dollar
69	Drain Repair	\$ 283.00	\$ 289.00	N	2.1%	Guideline increase, rounded to the nearest dollar
70	Sprinkler and Fire Protection Installer	\$ 283.00	\$ 289.00	N	2.1%	Guideline increase, rounded to the nearest dollar
71	Tree Cutting Services	\$ 270.00	\$ 275.00	N	1.9%	Guideline increase, rounded to the nearest dollar
<b>Trade Licence Masters</b>						
72	Building Repair	\$ 167.00	\$ 170.00	N	1.8%	Guideline increase, rounded to the nearest dollar
73	Plumbing	\$ 167.00	\$ 170.00	N	1.8%	Guideline increase, rounded to the nearest dollar
74	Heating, Ventilation & Air Conditioning	\$ 167.00	\$ 170.00	N	1.8%	Guideline increase, rounded to the nearest dollar
75	Drain Repair	\$ 167.00	\$ 170.00	N	1.8%	Guideline increase, rounded to the nearest dollar
76	Sprinkler and Fire Protection Installer	\$ 167.00	\$ 170.00	N	1.8%	Guideline increase, rounded to the nearest dollar
<b>Other Fees</b>						
77	Daily fee for spare taxicabs	\$ 27.43	\$ 28.32	Y	3.2%	Guideline increase, rounded to the nearest dollar after HST applied
78	Taxi cab (limited interest agreement)	\$ 83.00	\$ 85.00	N	2.4%	Guideline increase, rounded to the nearest dollar

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
79	Taxi cab Priority list	\$ 101.77	\$ <b>103.54</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
80	Taxi cab accessible priority list	\$ 53.10	\$ <b>53.98</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
81	Annual spare taxicab inspection fee	\$ 177.88	\$ <b>181.42</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
82	Exam/Processing Fee	\$ 55.75	\$ <b>56.64</b>	Y	1.6%	Guideline increase, rounded to the nearest dollar after HST applied
83	Administration fee - applications / amendments	\$ 68.14	\$ <b>69.91</b>	Y	2.6%	Guideline increase, rounded to the nearest dollar after HST applied
84	Licence re-instatement fee (late fee)	\$ 289.38	\$ <b>295.58</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
85	Photo ID Card	\$ 18.58	\$ <b>19.47</b>	Y	4.8%	Guideline increase, rounded up to the nearest dollar after HST applied
86	Licence certificate replacement	\$ 18.58	\$ <b>19.47</b>	Y	4.8%	Guideline increase, rounded up to the nearest dollar after HST applied
87	Licence plate replacement	\$ 78.76	\$ <b>80.53</b>	Y	2.2%	Guideline increase, rounded to the nearest dollar after HST applied
88	Appeal to Hamilton Licensing Tribunal	\$ 154.87	\$ <b>158.41</b>	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
89	Municipal consent for new liquor licence applications and extensions	\$ 188.50	\$ <b>192.04</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
90	Corporate Profile Report, Deed & Abstract Reports	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fees set at 100% cost recovery
91	Failure to fulfil conditions imposed by the Issuer of Licenses or the Licensing Tribunal	\$ 107.08	\$ <b>108.85</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
92	Special Occasions Permit - Administration Fee	\$ 81.42	\$ <b>83.19</b>	Y	2.2%	Guideline increase, rounded to the nearest dollar after HST applied
93	Application for Temporary Occupancy	\$ 772.57	\$ <b>787.61</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Personal Transportation Provided</b>						
94	Annual Licence Fee	\$ 5,000.00	\$ <b>5,000.00</b>	N	0.0%	As per Fee Review of Personal Transportation Providers (Schedule 24 of the Business Licensing By-law 07-170) (PED20104), No increase
95	Per Trip Fee (Transaction fee per class A-C)	\$ 0.30	\$ <b>0.30</b>	Y	0.0%	As per Fee Review of Personal Transportation Providers (Schedule 24 of the Business Licensing By-law 07-170) (PED20104), No increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: General: Planning Act Fees**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<b>Cost Recovery on City-supported applications appealed to the Ontario Municipal Board</b>					
1	Where an application approved by Council of the City of Hamilton is appealed to the Ontario Municipal Board, the applicant/respondent shall pay any and all costs incurred by the City to support the applicant/respondent at a hearing, including but not limited to the legal costs for in-house or retained counsel, the costs for City staff (not including Planning & Economic Development staff) and the costs of consultants and witnesses. Accordingly, applicants shall submit a completed Cost Acknowledgment Agreement, in a form as prescribed by the General Manager of Planning & Economic Development, together with their application.	Full cost Recovery	<b>Full cost Recovery</b>	N	N/A	Fee set at 100% cost recovery

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Parking & School Crossing - Hamilton Municipal Parking System**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	On-Street Parking Permits	\$ 90.26	\$ <b>92.04</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
2	Status of Agreement Inquiries (Front Yard Parking)	\$ 59.29	\$ <b>60.18</b>	Y	1.5%	Guideline increase, rounded to the nearest dollar after HST applied
3	Free Floating Car Share Permits	n/a	\$ <b>270.78</b>	Y	N/A	New Fee in 2021: Approved in report PED20025.
<b>Residential Boulevard Parking (Front Yard Parking)</b>						
4	Teranet Registration	\$ 92.08	\$ <b>94.00</b>	N	2.1%	Fee Set by the province
5	Processing Fee	\$ 273.45	\$ <b>278.76</b>	Y	1.9%	Guideline increase, rounded to the nearest dollar after HST applied
6	Annual Admin Fee	\$ 10.30	\$ <b>10.62</b>	Y	3.1%	Guideline increase, rounded to the nearest dollar after HST applied
7	Encroachment Insurance	\$ 10.30	\$ <b>10.62</b>	Y	3.1%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Commercial Boulevard Parking</b>						
8	Registration	\$ 50.00	\$ <b>51.00</b>	N	2.0%	Fee Set by the province
9	Processing Fee	\$ 342.47	\$ <b>349.56</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
10	Encroachment Insurance	\$ 10.30	\$ <b>10.62</b>	Y	3.1%	Guideline increase, rounded to the nearest dollar after HST applied
11	Fee/space (first two spaces)	\$ 103.54	\$ <b>105.31</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
12	Fee/space (remaining spaces)	\$ 52.21	\$ <b>53.10</b>	Y	1.7%	Guideline increase, rounded to the nearest dollar after HST applied
13	Access Permit Application	\$ 137.00	\$ <b>140.00</b>	N	2.2%	Phase in cost recovery over 4 years (2018 as Year 1)
14	On street patio application fee	\$ 650.00	\$ <b>662.83</b>	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Occupation of Public/Metered Parking Spaces (pre payment required)</b>						
15	Single Space Per Day	\$ 22.00	\$ <b>23.01</b>	Y	4.6%	Guideline increase, rounded up to the nearest dollar after HST applied
16	Each Additional Day Up To 6 Consecutive Days Per Space	\$ 11.00	\$ <b>11.50</b>	Y	4.6%	Guideline increase, rounded to the nearest dollar after HST applied
17	Weekly Consecutive Rate Per Space	\$ 80.00	\$ <b>81.42</b>	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
18	Monthly Consecutive Rate Per Space	\$ 226.00	\$ <b>230.09</b>	Y	1.8%	Guideline increase, rounded to the nearest dollar after HST applied
19	Administration Fee on Temporary Parking Permits	N/A	<b>15% of the permit fee</b>	Y	N/A	<b>New Harmonized Fee for 2021</b>
20	Inspection Fee for the Review of Business Licences	\$ 32.74	\$ <b>33.63</b>	Y	2.7%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Administrative Penalty System (APS)**</b>						
21	MTO Search	\$ 12.39	\$ <b>13.27</b>	Y	7.1%	Guideline increase, rounded to the nearest dollar after HST applied
22	Late Payment	\$ 25.66	\$ <b>26.55</b>	Y	3.5%	Guideline increase, rounded to the nearest dollar after HST applied
23	Fail to Attend Hearing	\$ 100.00	\$ <b>104.42</b>	Y	4.4%	Aligns with fee for Fail to attend with APS process under LBS and Parking
24	Plate Denial	\$ 3.53	\$ <b>4.42</b>	Y	25.2%	Guideline increase, rounded up to the nearest dollar after HST applied. Note 2020 fees, \$20 of this fee is not collected by CoH. Net fee for City was 4.00 after hst. 2021 proposed is \$5 after hst
25	Mail Issuance (New)	\$ 11.50	\$ <b>12.38</b>	Y	7.7%	Guideline increase, rounded to the nearest dollar after HST applied

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Dog Licences**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Dog Licences - Standard Rate</b>						
1	- spayed/neutered or under 6 months of age	\$ 34.00	\$ 34.00	N	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
2	- over six months not spayed/neutered	\$ 72.00	\$ 72.00	N	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
<b>Dog Licences - Senior / Disability Rate</b>						
3	- spayed/neutered or under 6 months of age	\$ 16.00	\$ 16.00	N	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
4	- over six months not spayed/neutered	\$ 39.00	\$ 39.00	N	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
5	<b>Dog Licences - Dangerous or Potentially Dangerous Dog</b>	\$ 336.00	\$ 343.00	N	2.1%	Guideline increase, rounded to nearest dollar
6	Replacement Tag Fee	\$ 4.42	\$ 4.42	Y	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
7	Late Payment Fee	\$ 17.70	\$ 17.70	Y	0.0%	Recommend no increase - want to encourage compliance with by-law by keeping valid licence and tag on dog to ensure it can be traced/returned home vs. coming into shelter and increasing shelter costs - also due to COVID financial hardship
8	Flat Rate Licence (grandfathered fee)	\$ 121.00	\$ 123.00	N	1.7%	Guideline increase, rounded to the nearest dollar
9	Valid Licence in another Municipality where the owner has moved to the City of Hamilton within 30 days	\$ 14.00	\$ 15.00	N	7.1%	Guideline increase, rounded up to the nearest dollar
Leash Free Fee of \$1.00 is included/charged for every licence sold.						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Tourism**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Tourism-Oriented Directional Signs (TODS) - 2' x 8'	\$ 168.30	\$ <b>171.68</b>	Y	2.0%	Fees set by the province
2	Tourism-Oriented Directional Signs (TODS) - 1.5' x 6'	\$ 132.60	\$ <b>135.40</b>	Y	2.1%	Fees set by the province
3	Tourism-Oriented Directional Signs (TODS) - 1' x 4'	\$ 66.30	\$ <b>67.26</b>	Y	1.4%	Fees set by the province
4	Tourism-Oriented Directional Signs (TODS) - 1' x 5'	\$ 76.50	\$ <b>77.88</b>	Y	1.8%	Fees set by the province
LOGO Program - LINC & Redhill Parkway Road Signage Fees:						
5	- Mainlines/Ramps	\$ 2,500.00	\$ <b>2,550.44</b>	Y	2.0%	Fees set by the province
6	- Trailblazing	\$ 200.00	\$ <b>204.42</b>	Y	2.2%	Fees set by the province
<b>Visitors Centre Room Rental Rates (Social and Corporate)</b>						
<b>Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.</b>						
7	Tourism Visitor Centre - daytime hourly rate	\$ 38.05	\$ <b>38.94</b>	Y	2.3%	Guideline increase, rounded to the nearest dollar after HST applied
8	Premium for rentals involving alcohol consumption	\$ 517.70	\$ <b>528.32</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
9	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various	<b>Various</b>	Y	N/A	Set at Fair Market Value and to match similar fee for "Museum Special Events"

## 2021 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development  
 Division: Tourism & Culture - Culture

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>MUSEUM GENERAL ADMISSION FEES:</b>						
Last increase in general admission was 2014 based on market analysis of competitors. New rates reflect current (2018) market analysis						
<b>Children's Museum</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 1 to 12, Infant: under 1, Family: Two Adults and dependant children						
<b>All Other Sites</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 6 to 12, Infant: 5 & under, Family: Two Adults and dependant children						
1	Dundurn Castle - Adult	\$ 12.39	\$ 12.39	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
2	Dundurn Castle - Senior	\$ 10.62	\$ 10.62	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
3	Dundurn Castle - Student/Youth	\$ 10.62	\$ 10.62	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
4	Dundurn Castle - Child	\$ 7.08	\$ 7.08	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
5	Dundurn Castle - Infant	Free	Free		n/a	
6	Dundurn Castle - Family	\$ 32.74	\$ 33.63	Y	2.7%	Wiggle room in Family rate formula enabled increase.
7	Hamilton Military Museum - Adult	\$ 4.42	\$ 4.42	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
8	Hamilton Military Museum - Senior	\$ 3.98	\$ 3.98	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
9	Hamilton Military Museum - Student/Youth	\$ 3.98	\$ 3.98	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
10	Hamilton Military Museum - Child	\$ 3.54	\$ 3.54	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
11	Hamilton Military Museum - Infant	Free	Free		n/a	
12	Hamilton Military Museum - Family	\$ 13.27	\$ 13.27	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
13	Whitehern Historic House & Garden - Adult	\$ 7.52	\$ 7.52	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
14	Whitehern Historic House & Garden - Senior	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
15	Whitehern Historic House & Garden - Student/Youth	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
16	Whitehern Historic House & Garden - Child	\$ 5.31	\$ 5.31	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
17	Whitehern Historic House & Garden - Infant	Free	Free		n/a	
18	Whitehern Historic House & Garden - Family	\$ 22.12	\$ 22.12	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
19	Battlefield House Museum & Park - Adult	\$ 7.52	\$ 7.52	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
20	Battlefield House Museum & Park - Senior	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
21	Battlefield House Museum & Park - Student/Youth	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
22	Battlefield House Museum & Park - Child	\$ 5.31	\$ 5.31	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
23	Battlefield House Museum & Park - Infant	Free	Free		n/a	
24	Battlefield House Museum & Park - Family	\$ 22.12	\$ 22.12	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
25	Hamilton Museum of Steam & Technology - Adult	\$ 7.52	\$ 7.52	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
26	Hamilton Museum of Steam & Technology - Senior	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
27	Hamilton Museum of Steam & Technology - Student/Youth	\$ 6.64	\$ 6.64	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
28	Hamilton Museum of Steam & Technology - Child	\$ 5.31	\$ 5.31	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
29	Hamilton Museum of Steam & Technology - Infant	Free	Free		n/a	
30	Hamilton Museum of Steam & Technology - Family	\$ 22.12	\$ 22.12	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
31	Hamilton Children's Museum - Adult	\$ 2.65	\$ 2.65	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
32	Hamilton Children's Museum - Senior	\$ 2.65	\$ 2.65	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
33	Hamilton Children's Museum - Student/Youth	\$ 2.65	\$ 2.65	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
34	Hamilton Children's Museum - Child	\$ 3.98	\$ 3.98	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
35	Hamilton Children's Museum - Infant	Free	Free		n/a	
36	Hamilton Children's Museum - Family	\$ 10.62	\$ 10.62	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
37	Fieldcote Memorial Park & Museum - Adult	\$ 3.98	\$ 3.98	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
38	Fieldcote Memorial Park & Museum - Senior	\$ 3.54	\$ 3.54	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
39	Fieldcote Memorial Park & Museum - Student/Youth	\$ 3.54	\$ 3.54	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
40	Fieldcote Memorial Park & Museum - Child	\$ 2.88	\$ 2.88	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
41	Fieldcote Memorial Park & Museum - Infant	Free	Free		n/a	
42	Fieldcote Memorial Park & Museum - Family	\$ 11.95	\$ 11.95	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
43	Griffin House - Adult	Free		Y	N/A	
44	Griffin House - Senior	Free		Y	N/A	
45	Griffin House - Student/Youth	Free		Y	N/A	



## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
46	Griffin House - Child	Free		Y	N/A	
47	Griffin House - Infant	Free		Y	N/A	
	<b>MUSEUM SPECIAL EVENTS</b> Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.					
48	Dundurn Castle Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	<b>Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.</b>	Y	N/A	
	Hamilton Military Museum					
	Whitehern Historic House & Garden					
	Battlefield House Museum & Park					
	Hamilton Museum of Steam & Technology					
	Hamilton Children's Museum					
	Fieldcote Memorial Park & Museum					
	<b>MUSEUM GROUP RATES</b> General tour rates for Tour Operators, Group Leaders, Community Groups. Expenses incurred for specific programming may increase rate accordingly.					
49	Dundurn Castle - Adult	\$ 8.41	\$ <b>8.41</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
50	Dundurn Castle - Senior	\$ 8.41	\$ <b>8.41</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
51	Dundurn Castle - Youth	\$ 8.41	\$ <b>8.41</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
52	Dundurn Castle - Child	\$ 5.75	\$ <b>5.75</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
53	Dundurn Castle and Hamilton Military Museum - Adult	\$ 11.50	\$ <b>11.50</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
54	Dundurn Castle and Hamilton Military Museum - Senior	\$ 9.73	\$ <b>9.73</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
55	Dundurn Castle and Hamilton Military Museum - Youth	\$ 9.73	\$ <b>9.73</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
56	Dundurn Castle and Hamilton Military Museum - Child	\$ 6.19	\$ <b>6.19</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
57	Hamilton Military Museum - Adult	\$ 3.10	\$ <b>3.10</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
58	Hamilton Military Museum - Senior	\$ 3.10	\$ <b>3.10</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
59	Hamilton Military Museum - Youth	\$ 3.10	\$ <b>3.10</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
60	Hamilton Military Museum - Child	\$ 2.88	\$ <b>2.88</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
61	Dundurn National Historic Site: Guided tour of Grounds/Garden - Adult/Senior/Student	\$ 3.54	\$ <b>3.54</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
62	Dundurn National Historic Site: Guided tour of Grounds/Garden - Child	\$ 3.10	\$ <b>3.10</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
63	Whitehern Historic House & Garden - Adult	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
64	Whitehern Historic House & Garden - Senior	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
65	Whitehern Historic House & Garden - Youth	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
66	Whitehern Historic House & Garden - Child	\$ 4.20	\$ <b>4.20</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
67	Battlefield House Museum & Park - Adult	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
68	Battlefield House Museum & Park - Senior	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
69	Battlefield House Museum & Park - Youth	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
70	Battlefield House Museum & Park - Child	\$ 4.20	\$ <b>4.20</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
71	Hamilton Museum of Steam & Technology - Adult	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
72	Hamilton Museum of Steam & Technology - Senior	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
73	Hamilton Museum of Steam & Technology - Youth	\$ 5.31	\$ <b>5.31</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
74	Hamilton Museum of Steam & Technology - Child	\$ 4.20	\$ <b>4.20</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
75	Hamilton Children's Museum - Child	\$ 3.54	\$ <b>3.54</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
76	Fieldcote Memorial Park & Museum - Adult	\$ 2.88	\$ <b>2.88</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
77	Fieldcote Memorial Park & Museum - Senior	\$ 2.88	\$ <b>2.88</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
78	Fieldcote Memorial Park & Museum - Youth	\$ 2.88	\$ <b>2.88</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.
79	Fieldcote Memorial Park & Museum - Child	\$ 2.43	\$ <b>2.43</b>	Y	0.0%	Fair Market Value. More than 10% increase in 2020.

## 2021 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development  
 Division: Tourism & Culture - Culture

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>MUSEUM STUDENT AND YOUTH GROUP RATES</b>						
Educational Program Rates - minimum rate of \$3.50 per student applies to programs 1 hour in length. Programs over 1 hour in length may include discount to hourly rate. Expenses incurred for specific programming may increase rate accordingly.						
Outreach Rates - Minimum flat rate.						
80	Dundurn Castle - Elementary School per hour/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
81	Dundurn Castle - High School per hour/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
82	Dundurn Castle - Tour Only	\$ 5.75	\$ 5.75	Y	0.0%	Program delivery under review due to COVID.
83	Hamilton Military Museum - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
84	Hamilton Military Museum - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
85	Hamilton Military Museum - Tour Only	\$ 2.88	\$ 2.88	Y	0.0%	Program delivery under review due to COVID.
86	Evening Tour After 5:00 pm (Dundurn and Military)	\$ 309.73	\$ 309.73	Y	0.0%	Program delivery under review due to COVID.
87	Evening Tour After 5:00 pm Additional Staff (Dundurn and Military)	\$ 150.44	\$ 150.44	Y	0.0%	Program delivery under review due to COVID.
88	Whitehern Historic House & Garden - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
89	Whitehern Historic House & Garden - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
90	Whitehern Historic House & Garden - Tour Only	\$ 4.65	\$ 4.65	Y	0.0%	Program delivery under review due to COVID.
91	Battlefield House Museum & Park - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
92	Battlefield House Museum & Park - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
93	Battlefield House Museum & Park - Tour Only	\$ 4.65	\$ 4.65	Y	0.0%	Program delivery under review due to COVID.
94	Hamilton Museum of Steam & Technology - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
95	Hamilton Museum of Steam & Technology - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
96	Hamilton Museum of Steam & Technology - Tour Only	\$ 4.65	\$ 4.65	Y	0.0%	Program delivery under review due to COVID.
97	Hamilton Children's Museum - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
98	Fieldcote Memorial Park & Museum - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
99	Fieldcote Memorial Park & Museum - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
100	Griffin House - Elementary School per hr/student	\$ 3.75	\$ 3.75	N	0.0%	Program delivery under review due to COVID.
101	Griffin House - High School per hr/student	\$ 3.32	\$ 3.32	Y	0.0%	Program delivery under review due to COVID.
102	Hamilton Civic Museum Outreach Lecture	\$ 154.87	\$ 154.87	Y	0.0%	Program delivery under review due to COVID.
103	Hamilton Civic Museum Outreach Program- Elementary Flat rate	\$ 175.00	\$ 175.00	N	0.0%	Program delivery under review due to COVID.
104	Hamilton Civic Museum Outreach Program	\$ 154.87	\$ 154.87	Y	0.0%	Program delivery under review due to COVID.
<b>MUSEUM MEMBERSHIPS (annual)</b>						
105	Hamilton Museum of Steam & Technology - Organizational per person	\$ 13.27	\$ 13.27	Y	0.0%	Fair Market Value.
106	Fieldcote Memorial Park & Museum - Individual	\$ 21.24	\$ 21.24	Y	0.0%	Fair Market Value.
107	Fieldcote Memorial Park & Museum - Family	\$ 30.97	\$ 30.97	Y	0.0%	Fair Market Value.
<b>MUSEUM CHILD BIRTHDAY PARTIES</b>						
Package rate will fluctuate according to client needs (i.e. program, craft, food, etc.) Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.						
108	Dundurn Castle - Package per person	\$ 16.37	\$ 17.70	Y	8.1%	Fair market value.
109	Whitehern Historic House & Garden - Package per person	\$ 16.37	\$ 17.70	Y	8.1%	Fair market value.
110	Battlefield House Museum & Park - Package per person	\$ 16.37	\$ 17.70	Y	8.1%	Fair market value.
111	Hamilton Museum of Steam & Technology - Package per person	\$ 16.37	\$ 17.70	Y	8.1%	Fair market value.
112	Fieldcote Memorial Park & Museum - Package per person	\$ 16.37	\$ 17.70	Y	8.1%	Fair market value.
<b>MUSEUM RENTAL RATES (Social and Corporate)</b>						
Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.						
113	Ancaster Old Town Hall	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
114	The Coach House at Dundurn - hourly rate	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
115	Dundurn Pavilion (Outdoor)	\$ 132.74	\$ 141.59	Y	6.7%	Fair market value.
116	The Stable at Whitehern - hourly rate	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
117	The Woodshed at HMST - hourly rate	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
118	The Woodshed Pavilion with access to Kitchenette - 2021		\$ 141.59			New Rate.
119	"The Party Room" at Children's Museum - hourly rate	\$ 48.67	\$ 53.10	Y	9.1%	Fair market value.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
120	Private Rental Hamilton Children's Museum - hourly rate	\$ 137.17	\$ 146.02	Y	6.5%	Fair market value.
121	Fieldcote Memorial Park & Museum Meeting Room - hourly rate	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
122	Battlefield Pavilion	\$ 97.35	\$ 101.77	Y	4.5%	Fair market value.
123	Battlefield Pavilion (with use of kitchenette)	\$ 132.74	\$ 135.40	Y	2.0%	Fair market value.
124	Grandview at Battlefield Park - hourly rate	\$ 44.25	\$ 48.67	Y	10.0%	Fair market value.
125	Premium for rentals involving alcohol consumption	\$ 500.02	\$ -	Y	-100.0%	Increasing Evening rental rates and introducing increased 'Wedding Reception' rates to offset the elimination of this former surcharge.
<b>MUSEUM RENTAL RATES - USE OF GROUNDS</b> Discounts are made available to not-for-profit and community-based organizations.						
126	Dundurn Castle - Outdoor or Cockpit	\$ 553.09	\$ 575.22	Y	4.0%	Fair market value.
127	Whitehern Historic House & Garden - Outdoor	\$ 354.00	\$ 376.11	Y	6.2%	Fair market value.
128	Battlefield House Museum & Park - Outdoor	\$ 354.00	\$ 376.11	Y	6.2%	Fair market value.
129	Hamilton Museum of Steam & Technology - Outdoor	\$ 354.00	\$ 376.11	Y	6.2%	Fair market value.
130	Fieldcote Memorial Park & Museum - Outdoor	\$ 553.09	\$ 575.22	Y	4.0%	Fair market value.
131	Fieldcote Memorial Park and Museum - 1/2 day rate	\$ 353.98	\$ 376.11	Y	6.3%	Fair market value.
132	Evening Grounds Use After 5:00pm (All sites)	\$ 619.47	\$ 641.59	Y	3.6%	Fair market value.
133	Dundurn parking lot- minimum rate	\$ 243.36	\$ 252.21	Y	3.6%	Fair market value.
<b>COMMERCIAL PHOTOGRAPHY - USE OF GROUNDS</b>						
134	Ancaster Old Town Hall	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
135	Dundurn National Historic Site	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
136	Whitehern Historic House & Garden	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
137	Battlefield House Museum & Park	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
138	Hamilton Museum of Steam & Technology	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
139	Fieldcote Memorial Park & Museum	\$ 168.14	\$ 176.99	Y	5.3%	Fair market value.
<b>COMMERCIAL FILM RATES</b>						
140	Site Supervisor - hourly rate [change to] Museum Staffing 8am - 6pm, per person, per hour	\$ 110.62	\$ 66.37	Y	-40.0%	Harmonized with Film Office and to result in an even number with HST
141	Additional monitoring - staff hourly rate [change to] Museum Staffing 6pm - 8am, per person, per hour	\$ 110.62	\$ 88.50	Y	-20.0%	Harmonized with Film Office and to result in an even number with HST
142	Hourly rate, in addition to staff hourly rate (above), for outside business hours or after eight (8) hours	\$ 53.10	\$ -	Y	-100.0%	
143	Hourly rate for Site Supervision; midnight - 8am, Saturdays, Sundays & all Stat Holidays	\$ 163.72	\$ -	Y	-100.0%	
144	Filming rate per exterior location per day (including setup, shooting and take down days). Note: there may be multiple locations per premises	\$ 707.98	\$ -	Y	-100.0%	
145	Filming rate per interior location per day (including setup, shooting and take down days). Note: there may be multiple locations per premises. Note: interior filming is not permitted in National Historic Sites (NHS). Other restrictions in other non-NHS or non-heritage spaces will apply	\$ 1,769.96	\$ -	Y	-100.0%	
146	Use of part or all of parking lot for film per day	\$ 1,327.43	\$ -	Y	-100.0%	
147	Research or Curatorial fee per day	\$ 530.97	\$ -	Y	-100.0%	
148	Retaining set-up on non-filming days	\$ 88.50	\$ -	Y	-100.0%	
149	<b>Hamilton Film Office Administration Fees</b>		\$ -			
150	<b>All Student Productions will be exempt from any permit fees</b>		\$ -			
151	For Profit Productions - Administration Fee	\$ 56.64	\$ 58.41	Y	3.1%	slightly above guideline to result in an even number with HST
152	Non-Profit Productions - Administration Fee	\$ 28.32	\$ 29.20	Y	3.1%	slightly above guideline to result in an even number with HST
153	Surcharge on City services and/or location	Fees as Negotiated	\$ -	Y	N/A	

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Administrative Penalty System (APS)**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Late Payment (after 15 days)	\$ 52.22	\$ <b>53.10</b>	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied.
2	Fail to Attend Hearing	\$ 102.66	\$ <b>104.42</b>	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied.
3	Final notice of non-payment	\$ 52.22	\$ <b>53.10</b>	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Economic Development - Urban Renewal**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Loan/Incentive Programs</b>						
1	Business Improvement Area Commercial Property Improvement Grant Program Admin Fee for Grants less than \$5,000	\$ 90.00	\$ 92.92	Y	3.2%	Guideline increase, rounded to the nearest five dollars after HST applied
2	Business Improvement Area Commercial Property Improvement Grant Program Admin Fee for Grants greater than \$5,000 and less than \$12,500	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
3	Business Improvement Area Commercial Property Improvement Grant Program Admin Fee for Grants greater than \$12,500	\$ 375.00	\$ 380.53	Y	1.5%	Guideline increase, rounded to the nearest five dollars after HST applied
<b>Hamilton Tax Increment Grant Program</b>						
4	Basic Fee - Developer only (only for Grants less than or equal to \$12,500)	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
5	Basic Fee - Developer only (only for Grants greater than \$12,500)	\$ 825.00	\$ 840.71	Y	1.9%	Guideline increase, rounded to the nearest five dollars after HST applied
6	Additional Fee - Developer Transfer to New Condo Owner	\$ 440.00	\$ 446.90	Y	1.6%	Guideline increase, rounded to the nearest five dollars after HST applied
<b>Hamilton Downtown, Barton/Kenilworth Multi-Residential Property Investment Program</b>						
7	a) Initial Application	\$ 310.00	\$ 314.16	Y	1.3%	Guideline increase, rounded to the nearest five dollars after HST applied
	b) Fee is based on a Graduated Scale basis as follows:					
8	50 units or less - per unit	\$ 515.00	\$ 526.55	Y	2.2%	Guideline increase, rounded to the nearest five dollars after HST applied
9	50-100 units - per unit	\$ 410.00	\$ 420.35	Y	2.5%	Guideline increase, rounded to the nearest five dollars after HST applied
10	100 units plus - per unit	\$ 310.00	\$ 314.16	Y	1.3%	Guideline increase, rounded to the nearest five dollars after HST applied
11	Commercial Corridor Housing Loan & Grant Program - per unit	\$ 270.00	\$ 274.34	Y	1.6%	Guideline increase, rounded to the nearest five dollars after HST applied
12	Commercial Corridor Housing Loan and Grant Application Fee (At final application stage)	\$ 310.00	\$ 314.16	Y	1.3%	Guideline increase, rounded to the nearest five dollars after HST applied
13	Hamilton Heritage Property Grant Program less than or equal to \$12,500	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
14	Hamilton Heritage Property Grant Program greater than \$12,500	\$ 370.00	\$ 376.11	Y	1.7%	Guideline increase, rounded to the nearest five dollars after HST applied
15	Hamilton Downtown/West Harbourfront Remediation Loan Pilot Program	\$ 310.00	\$ 314.16	Y	1.3%	Guideline increase, rounded to the nearest five dollars after HST applied
16	Office Tenancy Assistance Program	\$ 505.00	\$ 513.27	Y	1.6%	Guideline increase, rounded to the nearest five dollars after HST applied
17	Commercial Property Improvement Grant Program for grants less than \$5,000	\$ 90.00	\$ 92.92	Y	3.2%	Guideline increase, rounded to the nearest five dollars after HST applied
18	Commercial Property Improvement Grant Program for grants greater than \$5,000	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
<b>Hamilton Community Heritage Fund Loan Program - administration fees</b>						
19	a) Designated Commercial, Industrial or like properties (fee is based on percentage of loan amount)	2.06% of loan amount	2.10% of loan amount	Y	1.9%	Guideline increase, rounded to the nearest ten
20	b) Other properties	\$ 295.00	\$ 300.88	Y	2.0%	Guideline increase, rounded to the nearest five dollars after HST applied
21	ERASE Grant Study	\$ 230.00	\$ 234.51	Y	2.0%	Guideline increase, rounded to the nearest five dollars after HST applied
22	ERASE Redevelopment Grant	\$ 800.00	\$ 840.71	Y	5.1%	Increase to be consistent with fee on other Tax Grants, rounded to the nearest five dollars after HST applied
23	LEED Grant Program	\$ 800.00	\$ 840.71	Y	5.1%	Increase to be consistent with fee on other Tax Grants, rounded to the nearest five dollars after HST applied
24	LEED Grant Program Administration Fees (Fee Per Unit)		\$ 393.81			New to the schedule
25	Hamilton Heritage Conservations Grant Program Application Fee	\$ 90.00	\$ 92.92	Y	3.2%	Guideline increase, rounded to the nearest five dollars after HST applied
26	Barton/Kenilworth Commercial Corridor Building Improvement Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
27	Barton/Kenilworth Commercial Corridor Building Improvement Grant Program Admin Fee for Grants greater than \$12,500	\$ 375.00	\$ 380.53	Y	1.5%	Guideline increase, rounded to the nearest five dollars after HST applied
28	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 240.00	\$ 243.36	Y	1.4%	Guideline increase, rounded to the nearest five dollars after HST applied
29	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants greater than \$12,500	\$ 825.00	\$ 840.71	Y	1.9%	Guideline increase, rounded to the nearest five dollars after HST applied
30	Barton/Kenilworth Tax Increment Grant Program - Additional Fee - Developer Transfer to New Condo Owner	\$ 425.00	\$ 433.63	Y	2.0%	Guideline increase, rounded to the nearest five dollars after HST applied
31	Barton/Kenilworth Planning and Building Fee Rebate	\$ 90.00	\$ 92.92	Y	3.2%	Guideline increase, rounded to the nearest five dollars after HST applied

## 2021 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development  
 Division: Building Services - General Fees

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Regular	\$ 121.00	\$ 124.00	N	2.5%	Guideline increase, rounded to the nearest dollar
2	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Express	\$ 185.00	\$ 189.00	N	2.2%	Guideline increase, rounded to the nearest dollar
3	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Regular	\$ 249.00	\$ 254.00	N	2.0%	Guideline increase, rounded to the nearest dollar
4	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Express	\$ 376.00	\$ 384.00	N	2.1%	Guideline increase, rounded to the nearest dollar
5	Sewage System and Sewage Comments	\$ 253.00	\$ 259.00	N	2.4%	Guideline increase, rounded to the nearest dollar
6	Site Plan Security Reduction Fee	\$ 330.00	\$ 336.00	Y	1.8%	Increase in relation to Growth Management fee increase, rounded to the nearest dollar after HST applied
7	Zoning Compliance Letter - liquor license	\$ 188.00	\$ 192.00	N	2.1%	Guideline increase, rounded to the nearest dollar
<b>Photocopy service</b>						
8	Computer Printouts per page	\$ 0.35	\$ 0.36	Y	2.9%	Guideline increase, rounded to the nearest nickel after HST applied
9	Microfilm Copies (for up to 20 copies)	\$ 26.55	\$ 27.10	Y	2.1%	Guideline increase, rounded to the nearest nickel after HST applied
10	Microfilm Copies (each additional copy)	\$ 1.15	\$ 1.20	Y	4.3%	Guideline increase, rounded to the nearest nickel after HST applied
<b>Routine Disclosure of Building Division Records (new)</b>						
11	Routine Disclosure Application Fee (includes the first 15 minutes of file search time and up to 10 photocopies)	\$ -	\$ 25.00	Y	NEW	New fee
12	For each additional 15 minutes of file search time above the first 15 minutes	\$ -	\$ 19.85	Y	NEW	New fee
<b>Records searches</b>						
13	Including manual searches and preparation of information - for each 15 minutes	\$ 19.47	\$ 19.85	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
<b>Computer Programming</b>						
14	For developing programs or other ways of producing records from machine readable records - for each 15 minutes	\$ 19.47	\$ 19.85	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
15	Blasting Permit	\$ 130.00	\$ 133.00	N	2.3%	Guideline increase, rounded to the nearest dollar
16	Grading (Security) Deposit	\$ 1,500.00	\$ 1,530.00	N	2.0%	Guideline increase, rounded to the nearest dollar
17	Grading (Security) Deposit for a Single Lot (Infill)	\$ 7,500.00	\$ 7,650.00	N	2.0%	Guideline increase, rounded to the nearest dollar
18	Grading (Security) Deposit for a Semi-Detached Dwelling (Infill)	\$ 10,000.00	\$ 10,200.00	N	2.0%	Guideline increase, rounded to the nearest dollar
<b>Demolition Agreement for Building Replacement</b>						
19	a) Agreement	\$ 521.00	\$ 532.00	N	2.1%	Guideline increase, rounded to the nearest dollar
20	b) Security deposit/letter of credit - per sq. metre of bldg to be demolished (\$2,500 min & \$25,000 max)	\$ 125.00	\$ 128.00	N	2.4%	Guideline increase, rounded to the nearest dollar
21	Demolition Control Applications	\$ 521.00	\$ 532.00	N	2.1%	Guideline increase, rounded to the nearest dollar
<b>Application Fee for outdoor commercial patio exemption permits</b>						
22	a) Inspection Fee	\$ 515.00	\$ 526.00	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
<b>Illegal Grow Operations</b>						
23	a) Inspection Fee	\$ 772.00	\$ 788.00	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
24	b) Re-occupancy Fee	\$ 701.00	\$ 715.00	Y	2.0%	Guideline increase, rounded to the nearest dollar after HST applied
25	Swimming Pool Enclosure Fee	\$ 250.00	\$ 255.00	N	2.0%	Fee increase to keep in line with Building permit

## 2021 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: General Fees**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Map / Publication Sales Fees	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
2	Data Base Information	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
<b>Photocopy &amp; Computer Printout Service</b>						
3	- First Page	\$ 0.36	<b>\$ 0.40</b>	Y	11.1%	Guideline increase, rounded to nearest nickel, after HST is applied
4	- Additional Pages	\$ 0.36	<b>\$ 0.40</b>	Y	11.1%	Guideline increase, rounded to nearest nickel, after HST is applied
<b>Information Requests</b>						
5	- Floppy disks & CD's - per disk or CD	\$ 13.10	<b>\$ 13.40</b>	Y	2.3%	Guideline increase, rounded to nearest nickel
6	- For manually researching a record - for each 15 minutes	\$ 18.90	<b>\$ 19.30</b>	N	2.1%	Guideline increase, rounded to nearest nickel
7	- Developing Computer Programs or other methods of producing a record from machine readable record - for each 15 minutes	\$ 18.90	<b>\$ 19.30</b>	N	2.1%	Guideline increase, rounded to nearest nickel

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Reproductive Health</b>						
1	Prenatal Complete Class	\$ 46.90	\$ 47.79	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
<b>Epidemiology, Wellness and Communicable Disease Control</b>						
<b>Inspection Fees (in addition to fees collected for Planning and/or Fire)</b>						
2	Personal Services Settings Fee	\$ 116.81	\$ 119.47	Y	2.3%	Guideline increase, rounded to nearest dollar after HST applied
<b>Healthy Environments</b>						
3	Property Status Reports (Work Orders) - No Inspection	\$ 52.21	\$ 53.10	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied
4	Rezoning By-Law & Official Plan Amendment - Inspection	\$ 116.81	\$ 119.47	Y	2.3%	Guideline increase, rounded to nearest dollar after HST applied
5	Land Severance - Inspection	\$ 116.81	\$ 119.47	Y	2.3%	Guideline increase, rounded to nearest dollar after HST applied
6	Migrant Farm Worker Housing	\$ 128.32	\$ 130.97	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
7	Disinterment Inspections	\$ 130.09	\$ 132.74	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
8	Funeral Home Inspection	\$ 63.72	\$ 64.60	Y	1.4%	Guideline increase, rounded to nearest dollar after HST applied
9	Letters of Compliance-Variou Agencies	\$ 36.28	\$ 37.17	Y	2.4%	Guideline increase, rounded to nearest dollar after HST applied
10	Special Events/Festivals - (per vendor/per event) - Inspection	\$ 35.40	\$ 36.28	Y	2.5%	Guideline increase, rounded to nearest dollar after HST applied
11	Food Handlers Course (per person) - No Inspection	\$ 52.21	\$ 53.10	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied
12	Special Events Late Fee - Inspection	\$ 26.55	\$ 27.43	Y	3.3%	Guideline increase, rounded to nearest dollar after HST applied
13	Food Handler Training Challenge Exam - No Inspection	\$ 10.62	\$ 10.62	Y	0.0%	Guideline increase, rounded to nearest dollar after HST applied
<b>Inspection Fees (in addition to fees collected for Planning and/or Fire)</b>						
14	Lodging House	\$ 110.62	\$ 113.27	Y	2.4%	Guideline increase, rounded to nearest dollar after HST applied
15	Residential Care Facilities - annual/per bed	\$ 65.49	\$ 66.37	Y	1.3%	Guideline increase, rounded to nearest dollar after HST applied
16	Food Safety Fee - High Risk	\$ 209.73	\$ 214.16	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
17	Food Safety Fee - Medium Risk	\$ 96.46	\$ 98.23	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
18	Food Safety Fee - Low Risk	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
19	Adult Entertainment Parlour	\$ 116.81	\$ 119.47	Y	2.3%	Guideline increase, rounded to nearest dollar after HST applied
20	Body Rub Parlour Owner	\$ 116.81	\$ 119.47	Y	2.3%	Guideline increase, rounded to nearest dollar after HST applied
21	Bed and Breakfast	\$ 96.46	\$ 98.23	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
22	Mobile Home Park - per site	\$ 140.71	\$ 143.36	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
23	Public Halls	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
24	Places of Amusement - Carnivals	\$ 40.71	\$ 41.59	Y	2.2%	Guideline increase, rounded to nearest dollar after HST applied
25	Places of Amusement - Circus	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
26	Proprietary Club	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
27	Refreshment Vehicle - Class A	\$ 96.46	\$ 98.23	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
28	Refreshment Vehicle - Class B	\$ 96.46	\$ 98.23	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
29	Refreshment Vehicle - Class C	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
30	Recreational Camping Establishment	\$ 140.71	\$ 143.36	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
31	Seasonal Food Vendors	\$ 48.67	\$ 49.56	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
32	Tobacco Vendors - Inspection per Licence	\$ 195.58	\$ 199.12	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
33	Electronic Cigarettes - Inspection per Licence	\$ 63.72	\$ 64.60	Y	1.4%	Guideline increase, rounded to nearest dollar after HST applied



## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Sports Field Rentals (Effective January 1, 2021)</b>						
1	Field/Diamond-Premium (Hourly)	\$ 43.52	\$ 44.40	Y	2.0%	Guideline increase
2	Field/Diamond-Premium-Youth Affiliated (Hourly)	\$ 22.90	\$ 23.40	Y	2.2%	Guideline increase
3	Field/Diamond-A (Hourly)	\$ 38.52	\$ 39.30	Y	2.0%	Guideline increase
4	Field/Diamond-A-Youth Affiliated (Hourly)	\$ 19.26	\$ 19.70	Y	2.3%	Guideline increase
5	Field/Diamond-B (Hourly)	\$ 26.74	\$ 27.30	Y	2.1%	Guideline increase
6	Field/Diamond-B-Youth Affiliated (Hourly)	\$ 13.37	\$ 13.70	Y	2.5%	Guideline increase
7	Field/Diamond-C (Hourly)	\$ 4.55	\$ 4.80	Y	5.5%	Increased to bring closer to market rate (5% plus rounding)
8	Field/Diamond-C-Youth Affiliated (Hourly)	\$ 2.42	\$ 2.60	Y	7.4%	Increased to bring closer to market rate (5% plus rounding)
9	Field-MINI (Hourly)	\$ 3.14	\$ 3.30	Y	5.1%	Increased to bring closer to market rate (5% plus rounding)
10	Field-MINI-Youth Affiliated (Hourly)	\$ 1.81	\$ 2.00	Y	10.5%	Increased to bring closer to market rate (5% plus rounding)
11	Class A Artificial Turf (Hourly)	\$ 130.34	\$ 133.00	Y	2.0%	Guideline increase
12	Class A Artificial Turf - Youth/Outdoor Affiliated (Hourly)	\$ 65.17	\$ 66.50	Y	2.0%	Guideline increase
<b>Hall Rentals (Effective July 1, 2021)</b>						
<b>Category A - Premium Community Rooms/Auditorium/Lobby</b>						
13	Hourly Rate - Subsidized	\$ 20.89	\$ 21.40	Y	2.4%	Guideline increase
14	Hourly Rate - Standard	\$ 49.16	\$ 50.20	Y	2.1%	Guideline increase
15	Hourly Rate - Commercial/Non-Resident	\$ 73.76	\$ 75.30	Y	2.1%	Guideline increase
<b>Category B - Standard Community Rooms</b>						
16	Hourly Rate - Affiliate (Arena Only)	\$ 11.94	\$ 12.20	Y	2.2%	Guideline increase
17	Hourly Rate - Subsidized	\$ 16.72	\$ 17.10	Y	2.3%	Guideline increase
18	Hourly Rate - Standard	\$ 35.82	\$ 36.60	Y	2.2%	Guideline increase
19	Hourly Rate - Commercial/Non-Resident	\$ 59.70	\$ 60.90	Y	2.0%	Guideline increase
<b>Category C - Basic Community Rooms</b>						
20	Hourly Rate - Affiliate (Arena Only)	\$ 2.39	\$ 2.50	Y	4.6%	Guideline increase
21	Hourly Rate - Subsidized	\$ 4.78	\$ 4.90	Y	2.5%	Guideline increase
22	Hourly Rate - Standard	\$ 14.33	\$ 14.70	Y	2.6%	Guideline increase
23	Hourly Rate - Commercial/Non-Resident	\$ 23.89	\$ 24.40	Y	2.1%	Guideline increase
<b>Gym Rentals (Effective July 1, 2021)</b>						
<b>Category A - Premium Gym 6000 Sq Ft+ (ARC Double, WMT Double, Central, BMRC Double)</b>						
24	Hourly Rate - Subsidized	\$ -	\$ 37.50	Y		New fee
25	Hourly Rate - Standard	\$ -	\$ 75.00	Y		New fee
26	Hourly Rate - Commercial/Non-Resident	\$ -	\$ 112.50	Y		New fee
<b>Category B - Gym 3500-6000Sq Ft+ (Ancaster Single, Dundas, Huntington, Bennetto, WMT Single)</b>						
27	Hourly Rate - Subsidized	\$ -	\$ 31.60	Y		New fee
28	Hourly Rate - Standard	\$ -	\$ 63.20	Y		New fee
29	Hourly Rate - Commercial/Non-Resident	\$ -	\$ 94.40	Y		New fee
<b>Category C - Gym - 3000-3499 (BMRC single, Winona)</b>						
30	Hourly Rate - Subsidized	\$ -	\$ 15.80	Y		New fee
31	Hourly Rate - Standard	\$ -	\$ 31.60	Y		New fee
32	Hourly Rate - Commercial/Non-Resident	\$ -	\$ 47.40	Y		New fee
<b>Parks (Effective July 1, 2021)</b>						
33	Parks - Hamilton Pavilion (Per Booking)	\$ 74.88	\$ 76.40	Y	2.0%	Guideline increase
34	Parks - Hamilton (Per Booking)	\$ 105.45	\$ 107.60	Y	2.0%	Guideline increase
35	Parks - Hamilton (Hourly)	\$ -	\$ 13.50	Y		New Fee
36	Parks - Hamilton Premium (Per Booking)	\$ 343.81	\$ 350.70	Y	2.0%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
37	Parks - Hamilton - Wedding Ceremony/Photos (Per Booking)	\$ 181.95	\$ <b>185.60</b>	Y	2.0%	Guideline increase
38	Parks - Special Event Exclusive Use Fee (Select Locations Only) (Per Booking)	\$ 789.34	\$ <b>805.20</b>	Y	2.0%	Guideline increase
<b>Pool Rentals (Effective July 1, 2021)</b>						
<b>Category A - Specialty Pools (With 2 Lifeguards) (Stoney Creek, Westmount, Valley Park)</b>						
39	Hourly Rate - Subsidized	\$ 133.89	\$ <b>136.60</b>	Y	2.0%	Guideline increase
40	Hourly Rate - Standard	\$ 214.23	\$ <b>218.60</b>	Y	2.0%	Guideline increase
41	Hourly Rate - Commercial/Non-Resident	\$ 332.78	\$ <b>339.50</b>	Y	2.0%	Guideline increase
42	Slide Rental (Hourly)	\$ 99.88	\$ <b>101.90</b>	Y	2.0%	Guideline increase
<b>Category B - Traditional Pools (With 2 Lifeguards) (All Other Facilities)</b>						
43	Hourly Rate - Subsidized	\$ 63.64	\$ <b>65.00</b>	Y	2.1%	Guideline increase
44	Hourly Rate - Standard	\$ 133.89	\$ <b>136.60</b>	Y	2.0%	Guideline increase
45	Hourly Rate - Commercial/Non-Resident	\$ 214.23	\$ <b>218.60</b>	Y	2.0%	Guideline increase
<b>Category C - Hot/Teach Pool (With 1 Lifeguard)</b>						
46	Hourly Rate -Subsidized	\$ 33.62	\$ <b>34.30</b>	Y	2.0%	Guideline increase
47	Hourly Rate - Standard	\$ 73.25	\$ <b>74.80</b>	Y	2.1%	Guideline increase
48	Hourly Rate - Commercial/Non-Resident	\$ 117.20	\$ <b>119.60</b>	Y	2.0%	Guideline increase
<b>Arena Floor Rates (Effective July 1, 2021)</b>						
49	Arena Floor Hamilton (Hourly)	\$ 50.10	\$ <b>51.20</b>	Y	2.2%	Guideline increase
50	Arena Special Event - Standard (Hourly)	\$ 108.17	\$ <b>110.40</b>	Y	2.1%	Guideline increase
51	Arena Special Event - Commercial/Non-Resident (Per Booking)	\$ 1,250.00	\$ <b>1,275.00</b>	Y	2.0%	Guideline increase
<b>Extra Rental Fees (Effective July 1, 2021)</b>						
52	Arena Event Cleaning Charge (Per Booking)	\$ 187.39	\$ <b>191.20</b>	Y	2.0%	Guideline increase
53	Arena Overtime (Per Booking)	\$ 375.12	\$ <b>382.70</b>	Y	2.0%	Guideline increase
54	Field & Park - Lights (Hourly)	\$ 13.92	\$ <b>14.20</b>	Y	2.0%	Guideline increase
55	Field & Park - Lights - Subsidized (Hourly)	\$ 7.73	\$ <b>7.90</b>	Y	2.2%	Guideline increase
56	Field & Park - Lights - Key Deposit	\$ 29.42	\$ <b>30.10</b>	N	2.3%	Guideline increase
57	Field & Park - Hydro Access Fee (Per Booking)	\$ 6.49	\$ <b>6.70</b>	Y	3.2%	Guideline increase
58	Field & Park - Staff Maintenance OT (Per Booking)	\$ 399.13	\$ <b>407.20</b>	Y	2.0%	Guideline increase
59	Field & Park - Staff Maintenance OT Hourly (Hourly)	\$ 79.83	\$ <b>81.50</b>	Y	2.1%	Guideline increase
60	Flat Fee Damage Charge (Per Booking)	\$ 355.47	\$ <b>362.60</b>	Y	2.0%	Guideline increase
61	Gym/Kitchen Equipment (Hourly)	\$ 10.16	\$ <b>10.40</b>	Y	2.4%	Guideline increase
62	Flat Fee Kitchen Sanitization	\$ 61.80	\$ <b>63.10</b>	Y	2.1%	Guideline increase
63	Flat Fee Set-up Full Gym (Per Booking)	\$ 224.21	\$ <b>228.70</b>	Y	2.0%	Guideline increase
64	Flat Fee Set-up Half Gym (Per Booking)	\$ 112.25	\$ <b>114.50</b>	Y	2.0%	Guideline increase
65	Flat Fee Set-up Meeting Room (Per Booking)	\$ 58.13	\$ <b>59.30</b>	Y	2.0%	Guideline increase
66	Locker Key Replacement Fee	\$ 11.25	\$ <b>11.50</b>	Y	2.2%	Guideline increase
67	Parking Lot (Spot/Day) (Special Events Only)	\$ 6.75	\$ <b>6.90</b>	Y	2.2%	Guideline increase
68	Rental Amendment	\$ 5.63	\$ <b>5.80</b>	Y	3.0%	Guideline increase
69	Insurance Fee	\$ 5.47	\$ <b>5.60</b>	Y	2.4%	Guideline increase
70	Staff - Monitor/Additional Staffing (Hourly)	\$ 27.15	\$ <b>27.70</b>	Y	2.0%	Guideline increase
71	Staff - Supervisor - Onsite/Extra Lifeguard/Waterfit Instructor (Hourly)	\$ 41.21	\$ <b>42.10</b>	Y	2.2%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

Department: Healthy & Safe Communities  
 Division: Recreation

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
Registered program fees are applied to instructional classes and charged once for the duration of the class. All registered program fees listed below are based on a single unit fee and multiplied by the number of classes to establish the full program fee unless specified.						
Preschool - 0 to 5 years Child - 6 to 12 years Youth - 13 to 17 years Adult - 18 to 54 years Seniors - 55+ years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address						
<b>Aquatic Programs (Effective July 1, 2021)</b>						
1	Adult - Fitness Aqua Spinning (1 Hour Class)	\$ 8.39	\$ 8.60	Y	2.5%	Guideline increase
2	Learn to Swim Program - Parented (30 Minute Class)	\$ 6.19	\$ 6.40	N	3.4%	Guideline increase
3	Learn to Swim Program (30 Minute Class)	\$ 6.97	\$ 7.20	N	3.3%	Guideline increase
4	Learn to Swim Program (45 Minute Class)	\$ 7.69	\$ 7.90	N	2.7%	Guideline increase
5	Learn to Swim Program (45 Minute Class) (Senior)	\$ 6.16	\$ 6.30	Y	2.3%	Guideline increase
6	Private Lesson - Semi (30 Minute Class)/per class	\$ 20.61	\$ 22.70	N	10.1%	Increasing to bring closer to market rate
7	Private Lesson - Tri (30 Minute Class)/per class	\$ 15.46	\$ 17.10	N	10.6%	Increasing to bring closer to market rate
8	Private Lesson (30 Minute Class)/per class	\$ 25.76	\$ 28.40	N	10.2%	Increasing to bring closer to market rate
9	Swim Patrol Program (1 Hour Class)	\$ 7.69	\$ 7.90	N	2.7%	Guideline increase
10	Non-Resident Fee Applies to All of the Above Rates	\$ 1.56	\$ 1.60	Y	2.6%	Guideline increase
<b>Aquatic Leadership Programs (Effective July 1, 2021)</b>						
Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee.						
11	Bronze Cross	\$ 105.35	\$ 108.60	N	3.1%	Adjusted for increased material costs
12	Bronze Medallion with Emergency First Aid	\$ 124.23	\$ 128.00	N	3.0%	Adjusted for increased material costs
13	Bronze Medallion/Bronze Cross Recertification	\$ 65.36	\$ 67.40	N	3.1%	Adjusted for increased material costs
14	Bronze Star	\$ 91.04	\$ 93.80	N	3.0%	Adjusted for increased material costs
15	Lifesaving Society Aquatic Safety Inspector	\$ 75.29	\$ 77.60	Y	3.1%	Adjusted for increased material costs
16	Lifesaving Society Aquatic Supervisor Training (AST)	\$ 84.08	\$ 86.70	Y	3.1%	Adjusted for increased material costs
17	Lifesaving Society Aquatic Supervisor Training (AST) Instructor	\$ 87.85	\$ 90.50	Y	3.0%	Adjusted for increased material costs
18	Lifesaving Society Assistant Instructors	\$ 148.89	\$ 153.40	Y	3.0%	Adjusted for increased material costs
19	Lifesaving Society Combined Instructors	\$ 211.34	\$ 228.30	Y	8.0%	Increasing to bring closer to market rate
20	Lifesaving Society Examiner	\$ 41.72	\$ 77.40	Y	85.5%	Increasing to bring closer to market rate
21	Lifesaving Society First Aid Instructor	\$ 105.10	\$ 113.60	Y	8.1%	Increasing to bring closer to market rate
22	Lifesaving Society Safeguard	\$ 25.10	\$ 25.90	Y	3.2%	Adjusted for increased material costs
23	Lifesaving Society SEE Auditor	\$ 25.10	\$ 25.90	Y	3.2%	Adjusted for increased material costs
24	Lifesaving Society Standard First Aid	\$ 84.08	\$ 90.90	Y	8.1%	Increasing to bring closer to market rate
25	Lifesaving Society Standard First Aid (Senior)	\$ 67.26	\$ 72.70	Y	8.1%	Increasing to bring closer to market rate
26	Lifesaving Society Standard First Aid Recertification	\$ 61.50	\$ 63.40	Y	3.1%	Adjusted for increased material costs
27	Lifesaving Society Trainer	\$ 132.09	\$ 136.10	Y	3.0%	Adjusted for increased material costs
28	National Lifeguard	\$ 211.34	\$ 228.30	Y	8.0%	Increasing to bring closer to market rate
29	National Lifeguard Instructor Course	\$ 74.10	\$ 80.10	Y	8.1%	Increasing to bring closer to market rate
30	National Lifeguard Recertification	\$ 46.62	\$ 48.10	Y	3.2%	Adjusted for increased material costs
31	Swim for Fitness 13+	\$ 68.71	\$ 70.80	Y	3.0%	Adjusted for increased material costs
32	Swim for Fitness 6-12 years	\$ 69.25	\$ 71.40	N	3.1%	Adjusted for increased material costs
33	Swim Abilities (12 Weeks) (1 Hour Class)	\$ 81.92	\$ 84.40	N	3.0%	Adjusted for increased material costs
34	Synchro Routines/Diving Competition (1 Day)	\$ 9.19	\$ 9.50	N	3.4%	Adjusted for increased material costs
35	Synchro/Diving (45 Minute Class)	\$ 72.15	\$ 74.40	N	3.1%	Adjusted for increased material costs
36	Synchro/Diving (45 Minute Class) (Senior)	\$ 57.72	\$ 59.50	Y	3.1%	Adjusted for increased material costs
37	Synchro/Diving Program - Add-on Fee (45 Minute Class)	\$ 2.01	\$ 2.10	N	4.5%	Adjusted for increased material costs
38	Withdrawal Fee	\$ 25.00	\$ 25.00	Y	0.0%	FREEZE - Flat Rate
39	Non-Resident Fee Applies to All of the Above Rates	\$ 14.00	\$ 14.30	Y	2.1%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy & Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Programs (Effective July 1, 2021)</b>						
<i>All Facilities - Applied to all facilities unless otherwise identified</i>						
40	Adult - Art/Music Program (1 Hour Class)	\$ 5.10	\$ 5.30	Y	3.9%	Guideline increase
41	Adult - Dance/Fitness Program - Specialty (1 Hour Class)	\$ 7.52	\$ 7.70	Y	2.4%	Guideline increase
42	Adult - Dance/Fitness Program (1 Hour Class)	\$ 6.30	\$ 6.50	Y	3.2%	Guideline increase
43	Adult - Friday Framers Program (2 Hour Class)	\$ 2.88	\$ 3.00	N	4.2%	Guideline increase
44	Adult - Sport Program (Non-Instructed) (2 Hour Class)	\$ 5.98	\$ 6.10	Y	2.0%	Guideline increase
45	Camp without trip – Camp Kidaca Base Fee (5 day)	\$ 26.16	\$ 26.70	N	2.1%	Guideline increase
46	Camp Specialty Add-On Fee (per day)	\$ 17.10	\$ 17.50	N	2.3%	Guideline increase
47	Camp Trip Add-On Fee (per trip)	\$ 25.75	\$ 26.30	N	2.1%	Guideline increase
48	Child - Cycling Program (15 Hours)	\$ 129.11	\$ 131.70	N	2.0%	Guideline increase
49	Child - Home Alone Course (online)	\$ -	\$ 25.00	N		New Fee
50	Child - Music (Piano) (1 Hour Class)	\$ 13.92	\$ 14.20	N	2.0%	Guideline increase
51	Child - Program (1 Hour)	\$ 3.82	\$ 4.30	N	12.6%	Increasing to bring closer to market rate.
52	Child - Red Cross Babysitting (8 Hour Class)	\$ 46.40				DELETE - Youth Leadership fee is used.
53	Child - Smash Volleyball League (1.5 Hour Class)	\$ 9.39	\$ 9.60	N	2.2%	Guideline increase
54	High Five (PHCD) Certification (8 Hour Class - includes manual)	\$ 63.13	\$ 64.40	N	2.0%	Guideline increase
55	Preschool - Parented Program (1 Hour Class)	\$ 3.72	\$ 4.30	N	15.6%	Increased to match "Child - Program (1 hour)
56	Preschool - Program (1 Hour Class)	\$ 5.10	\$ 5.30	N	3.9%	Guideline increase
57	Senior - Dance/Fitness Program (1 Hour Class)	\$ 5.04	\$ 5.20	Y	3.2%	Guideline increase
58	Senior - Dance/Fitness Program - Specialty (1 Hour Class)	\$ 6.02	\$ 6.20	Y	3.0%	Guideline increase
59	Senior - Art/Music Program (1 Hour Class)	\$ 4.08	\$ 4.20	Y	2.9%	Guideline increase
60	Senior - Sport Program (Non-Instructed) (2 Hour Class)	\$ 4.78	\$ 4.90	Y	2.5%	Guideline increase
61	Special Needs (3 Hours, 12 Weeks)	\$ 11.26	\$ 11.50	N	2.1%	Guideline increase
62	Special Needs Fitness/Cooking (3 Hours, 6 Weeks)	\$ 15.25	\$ 15.60	N	2.3%	Guideline increase
63	Youth - Leadership (8 Hours)	\$ 43.26	\$ 44.20	N	2.2%	Guideline increase
64	Youth - Fitness Program (1 Hour Class)	\$ 4.91	\$ 5.10	N	3.9%	Guideline increase
65	Late Pick-Up Fee (Per Each Half Hour)	\$ 10.00	\$ 10.00	N	0.0%	FREEZE - Flat Rate
66	Program Unenrollment Fee	\$ -	\$ 5.60	Y		New Fee
67	Withdrawal Fee (Camps)	\$ 25.00	\$ 25.00	Y	0.0%	FREEZE - Flat Rate
68	Withdrawal Fee (Registered Programs)	\$ 10.00				DELETE - No longer used
69	Non-Resident Fee Applies to All of the Above Rates	\$ 1.56	\$ 1.60	Y	2.6%	Guideline increase
<b>Coach Leadership Programs (Effective April 1, 2021)</b>						
<i>Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee.</i>						
70	Making Ethical Decisions	\$ -	\$ 49.00	Y		New Fee
71	Planning a Practice	\$ -	\$ 59.00	Y		New Fee
72	Basic Mental Skills	\$ -	\$ 49.00	Y		New Fee

## 2021 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities  
 Division: Recreation

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	<b>Admission fees applied to patrons upon entering Recreation Centres, Outdoor Pools, Arenas and Seniors' Facilities for non-registered drop-in programming.</b>					
	<b>Infant - 0 to 36 months (Free)                      Child/Youth - 3 to 17 years                      Adult - 18 to 54 years                      Seniors - 55+ years                      Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address</b>					
	<b>Recreation Centre &amp; Pool Admission Fees (Effective July 1, 2021)</b> <i>Applied to drop-in gym programs as well as drop-in swimming programs which are staff supervised but not lead by an instructor.</i>					
1	Single Admit (Child/Youth/Senior)	\$ 3.08	\$ 3.20	Y	3.9%	Guideline increase
2	Single Admit (Adult)	\$ 4.60	\$ 4.70	Y	2.2%	Guideline increase
3	Single Admit (Family)	\$ 9.39	\$ 9.90	Y	5.4%	Standardizing discount
4	Single Admit (Fitness)	\$ 7.56	\$ 7.80	Y	3.2%	Guideline increase
5	Single Admit (Fitness Specialty)	\$ 9.02	\$ 9.30	Y	3.1%	Guideline increase
6	Single Admit (Fun Night)	\$ 6.09	\$ 6.30	N	3.4%	Guideline increase
7	Single Admit (Initiative Program)	\$ 2.01	\$ 2.10	Y	4.5%	Guideline increase
8	Aqua Bike Rental	\$ 5.58	\$ 5.70	Y	2.2%	Guideline increase
9	10 Visit Clip Card (Child/Youth/Senior)	\$ 22.46	\$ 23.00	Y	2.4%	Guideline increase
10	10 Visit Clip Card (Adult)	\$ 34.54	\$ 35.30	Y	2.2%	Guideline increase
11	10 Visit Clip Card (Family)	\$ 70.45	\$ 74.10	Y	5.2%	Standardizing discount
12	Yearly Pass (Child/Youth/Senior)	\$ 42.75	\$ 43.70	Y	2.2%	Guideline increase
13	Yearly Pass (Senior RFAP Clients)	\$ 10.69	\$ 11.00	Y	2.9%	Guideline increase
14	Yearly Pass (Adult)	\$ 101.34	\$ 103.40	Y	2.0%	Guideline increase
15	Yearly Pass (Adult RFAP Clients)	\$ 25.34	\$ 25.90	Y	2.2%	Guideline increase
16	Yearly Pass (Family)	\$ 157.34	\$ 217.10	Y	38.0%	Standardizing discount
17	Yearly Pass (Replacement Card)	\$ 4.83	\$ 5.00	Y	3.5%	Guideline increase
18	Non-Resident Fee Applied to Clip Cards & Yearly Pass Rates Above	\$ 14.00	\$ 14.30	Y	2.1%	Guideline increase
19	Promotional Pass (Youth) (20 pack with expiration date)	\$ 10.00	\$ 10.00	Y	0.0%	Promotional rate. No increase required
	<b>Waterfit Admission Fees (Effective July 1, 2021)</b> <i>Applied to instructor lead drop-in water fitness programs.</i>					
20	Single Admit (Senior)	\$ 2.24	\$ 2.50	Y	11.6%	Increased to match the senior facility single admit
21	Single Admit (Adult)	\$ 5.06	\$ 5.20	Y	2.8%	Guideline increase
22	Single Admit (Warm Water Exercise) (Adult)	\$ 6.33	\$ 6.50	Y	2.7%	Guideline increase
23	Single Admit (Warm Water Exercise) (Senior)	\$ 5.07	\$ 5.20	Y	2.6%	Guideline increase
24	Warm Water Exercise (Senior Centre Partnership)	\$ 2.97	\$ 3.10	Y	4.4%	Guideline increase
25	Monthly Pass (Senior)	\$ 7.40	\$ 7.60	Y	2.7%	Guideline increase
26	Monthly Pass (Adult)	\$ 20.98	\$ 21.40	Y	2.0%	Guideline increase
27	25 Visit Clip Card (Senior)	\$ 28.89	\$ 29.50	Y	2.1%	Guideline increase
28	25 Visit Clip Card (Adult)	\$ 82.27	\$ 84.00	Y	2.1%	Guideline increase
29	Yearly Pass (Senior)	\$ 74.65	\$ 76.20	Y	2.1%	Guideline increase
30	Yearly Pass (Senior RFAP Clients)	\$ 37.33	\$ 38.10	Y	2.1%	Guideline increase
31	Yearly Pass (Adult)	\$ 192.34	\$ 196.20	Y	2.0%	Guideline increase
32	Yearly Pass (Adult RFAP Clients)	\$ 96.17	\$ 98.10	Y	2.0%	Guideline increase
33	Yearly Pass (Replacement Card)	\$ 4.83	\$ 5.00	Y	3.5%	Guideline increase
34	Non-Resident Fee Applied to Clip Cards, Yearly and Monthly Pass Rates Above	\$ 14.00	\$ 14.30	Y	2.1%	Guideline increase
	<b>Arena Admission Fees (Effective July 1, 2021)</b> <i>Applied to drop-in skating programs which are staff supervised but not lead by an instructor.</i>					
35	Single Admit (Child/Youth/Senior)	\$ 3.08	\$ 3.20	Y	3.9%	Guideline increase
36	Single Admit (Adult)	\$ 4.60	\$ 4.70	Y	2.2%	Guideline increase
37	Shinny (Adult)	\$ 7.12	\$ 7.30	Y	2.5%	Guideline increase
38	Shinny (Youth/Senior)	\$ 4.76	\$ 4.90	Y	2.9%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
39	Single Admit (Family)	\$ 9.39	\$ <b>9.87</b>	Y	5.1%	Standardizing discount
40	Figure Skating Ticket Ice	\$ 12.23	\$ <b>12.50</b>	Y	2.2%	Guideline increase
41	10 Visit Clip Card Shinny (Adult)	\$ 53.38	\$ <b>54.50</b>	Y	2.1%	Guideline increase
42	10 Visit Clip Card Shinny (Youth/Senior)	\$ 35.69	\$ <b>36.50</b>	Y	2.3%	Guideline increase
43	10 Visit Clip Card Figure Skating Ticket Ice	\$ 91.70	\$ <b>93.60</b>	Y	2.1%	Guideline increase
44	Yearly Pass (Child/Youth/Senior)	\$ 38.63	\$ <b>39.50</b>	Y	2.3%	Guideline increase
45	Yearly Pass (Adult)	\$ 59.27	\$ <b>60.50</b>	Y	2.1%	Guideline increase
46	Yearly Pass (Family)	\$ 87.40	\$ <b>127.10</b>	Y	45.4%	Standardizing discount
47	Yearly Pass (Replacement Card)	\$ 4.83	\$ <b>5.00</b>	Y	3.5%	Guideline increase
48	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 14.00	\$ <b>14.30</b>	Y	2.1%	Guideline increase
49	Promotional Pass (Youth) (20 pack with expiration date)	\$ 10.00	\$ <b>10.00</b>	Y	0.0%	Promotional rate. No increase required
<b>Senior Facility Admission Fees (Effective July 1, 2021)</b>						
<i>Applied to all users (age 55+) of the facility based on the facility's status with the municipality as either "Club" or "Centre" designation.</i>						
50	Single Admit	\$ 2.37	\$ <b>2.50</b>	Y	5.5%	Guideline increase
51	Yearly Pass (Senior Centre)	\$ 32.07	\$ <b>32.80</b>	Y	2.3%	Guideline increase
52	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 14.00	\$ <b>14.30</b>	Y	2.1%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>User Group Ice Rates (Hourly)</b> (Effective July 1, 2021)						
1	Prime Time Non Subsidized	\$ 292.49	\$ 301.30	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
2	Prime Time Subsidized	\$ 158.08	\$ 162.90	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
3	Non Prime Time	\$ 219.37	\$ 226.00	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
4	Tournaments (Subsidized Groups Only)	\$ 219.37	\$ 226.00	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
5	Summer Ice Non Subsidized	\$ 316.16	\$ 325.70	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
6	Summer Ice Subsidized	\$ 219.37	\$ 226.00	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
7	Last Minute Ice (48 Hours Prior to Use, Non-Refundable)	\$ 158.08	\$ 162.90	Y	3.0%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
8	Shooter Pad (1 Hour)	\$ 27.12	\$ 28.00	Y	3.2%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.
9	Shooter Pad (1 Hour) (Block Booking >50 hours)	\$ 20.34	\$ 21.00	Y	3.2%	Actual operating cost of City owned arenas would be too prohibitive for the market, thus arena ice rates have been increased by 3%. Cost model is re-evaluated annually.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>King's Forest Green Fees (Effective January 1, 2021)</b>						
1	Monday to Thursday - 18 Holes	\$ 56.90	\$ <b>58.41</b>	Y	2.6%	Guideline increase, rounded to nearest dollar after HST applied
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 64.49	\$ <b>65.49</b>	Y	1.5%	Guideline increase, rounded to nearest dollar after HST applied
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 43.63	\$ <b>44.25</b>	Y	1.4%	Guideline increase, rounded to nearest dollar after HST applied
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 50.26	\$ <b>51.33</b>	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
5	Junior (18&under) - after 11 am	\$ 30.35	\$ <b>30.97</b>	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
6	Twilight - Monday to Thursday	\$ 36.98	\$ <b>38.05</b>	Y	2.9%	Guideline increase, rounded to nearest dollar after HST applied
7	Twilight - Fri/Sat/Sun/Holidays	\$ 40.77	\$ <b>41.59</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
8	9 Hole - Any day	\$ 30.35	\$ <b>30.97</b>	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
9	9 Hole Senior (60&up) - Any day	\$ 25.60	\$ <b>26.55</b>	Y	3.7%	Guideline increase, rounded to nearest dollar after HST applied
10	Spring/Fall Green Fees (walking)	\$ -	\$ <b>39.82</b>	Y		New Fee
11	League Fee with cart (9 holes)	\$ -	\$ <b>35.40</b>	Y		New Fee
12	League Fee with cart (18 holes)	\$ -	\$ <b>39.82</b>	Y		New Fee
13	Tournament Green Rate (Monday - Thursday)	\$ -	\$ <b>66.37</b>	Y		New Fee
14	Tournament Green Rate (Friday - Sunday)	\$ -	\$ <b>73.45</b>	Y		New Fee
15	Sell off Rate (18 holes)	\$ -	\$ <b>32.74</b>	Y		New Fee
<b>King's Forest (only) Advantage Packs (Effective January 1, 2021)</b>						
16	12 Rounds	\$ 608.19	\$ <b>620.35</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
17	24 Rounds	\$ 1,177.14	\$ <b>1,200.88</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
<b>King's Forest Golf Memberships (Effective January 1, 2021)</b>						
18	King's Forest -Adult	\$ 1,990.81	\$ <b>2,030.97</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
19	King's Forest -Couples	\$ 3,582.58	\$ <b>3,653.98</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
20	King's Forest -Junior (18&under) - any day	\$ 475.23	\$ <b>484.96</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
21	King's Forest -Senior (60 & over) Monday to Friday only, excluding holidays	\$ 1,420.75	\$ <b>1,449.56</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
22	King's Forest -Weekday	\$ 1,467.89	\$ <b>1,497.35</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
23	City Wide - Adult	\$ 2,461.10	\$ <b>2,510.62</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
24	City Wide - Couples	\$ 4,125.22	\$ <b>4,207.96</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
25	City Wide-Senior	\$ 1,789.10	\$ <b>1,824.78</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
26	City Wide - Weekday	\$ 1,863.64	\$ <b>1,900.88</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
27	City Wide - Intermediate Membership (19 - 34) - Any day	\$ 1,050.60	\$ <b>1,071.68</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
28	City Wide - Junior (18 and under)	\$ -	\$ <b>599.12</b>	Y		New Fee
29	Lower banquet room rental per hour	\$ 52.53				DELETE - Replaced with Special Event Fee
30	Main banquet room rental per hour	\$ 78.80				DELETE - Replaced with Special Event Fee
31	Lower banquet room rental - Special Event	\$ -	\$ <b>75.22</b>	Y		New Fee - Replaces hourly fee
32	Main banquet room rental - Special Event	\$ -	\$ <b>150.44</b>	Y		New Fee - Replaces hourly fee
<b>Flex Pass - King's Forest (Effective January 1, 2021)</b>						
<i>Flex Pass Characteristics - ADULT</i>						
33	Activation Fee to Purchase Pass - One Time Fee	\$ 272.95	\$ <b>278.76</b>	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
34	Peak Green Fee (25% off before 11am)	\$ 45.58	\$ <b>46.90</b>	Y	2.9%	Guideline increase, rounded to nearest dollar after HST applied
35	Non-Peak Green Fee (40% off)	\$ 36.46	\$ <b>37.17</b>	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
36	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
37	Activation Fee to Purchase Pass - One Time Fee	\$ 231.75	\$ <b>236.28</b>	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
38	Peak Green Fee (25% off before 11am)	\$ 37.37	\$ <b>38.05</b>	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
39	Non-Peak Green Fee (40% off)	\$ 30.08	\$ <b>30.97</b>	Y	3.0%	Guideline increase, rounded to nearest dollar after HST applied
40	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used



## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Golf Carts - All Courses (Effective January 1, 2021)</b>						
41	9 hole pull cart	\$ 2.73	\$ 3.54	Y	29.7%	Increasing fee to reflect market rate
42	18 hole pull cart	\$ 4.55	\$ 5.31	Y	16.7%	Increasing fee to reflect market rate
43	18 hole power cart	\$ 30.99	\$ 31.86	Y	2.8%	Guideline increase, rounded to nearest dollar after HST applied
44	18 hole power cart - single rider	\$ 17.31	\$ 17.70	Y	2.2%	Guideline increase, rounded to nearest dollar after HST applied
45	9 hole power cart	\$ 18.23	\$ 18.58	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
46	9 hole power cart - single rider	\$ 9.12	\$ 9.73	Y	6.7%	Guideline increase, rounded to nearest dollar after HST applied
47	Sunset (After 6pm) Power cart	\$ 9.12	\$ 9.73	Y	6.7%	Guideline increase, rounded to nearest dollar after HST applied
48	Sunset (After 6pm) Pull cart	\$ 2.73				DELETE - No longer used
<b>Notes:</b>						
Golf Assoc of Ont (GOA) Fee is added on top of regular fee.						
Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Chedoke Green Fees-Beddoe (Effective January 1, 2021)</b>						
1	Monday to Thursday - 18 Holes	\$ 40.77	\$ 41.59	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 47.42	\$ 48.67	Y	2.6%	Guideline increase, rounded to nearest dollar after HST applied
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 36.04	\$ 37.17	Y	3.1%	Guideline increase, rounded to nearest dollar after HST applied
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 40.77	\$ 41.59	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
5	Junior (18&under) - after 11 am	\$ 26.55	\$ 27.43	Y	3.3%	Guideline increase, rounded to nearest dollar after HST applied
6	Twilight - Monday to Thursday	\$ 28.45	\$ 29.20	Y	2.6%	Guideline increase, rounded to nearest dollar after HST applied
7	Twilight - Fri/Sat/Sun/Holidays	\$ 33.19	\$ 33.63	Y	1.3%	Guideline increase, rounded to nearest dollar after HST applied
8	9 Hole - Monday to Thursday	\$ 23.70	\$ 23.89	Y	0.8%	Guideline increase, rounded to nearest dollar after HST applied
9	9 Hole - Fri/Sat/Sun/Holidays	\$ 26.55	\$ 27.43	Y	3.3%	Guideline increase, rounded to nearest dollar after HST applied
10	9 Hole Senior (60&up) - Monday to Thursday	\$ 20.86	\$ 21.24	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
11	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 22.76	\$ 23.01	Y	1.1%	Guideline increase, rounded to nearest dollar after HST applied
12	Sunset - after 6pm	\$ 23.70	\$ 23.89	Y	0.8%	Guideline increase, rounded to nearest dollar after HST applied
13	Spring/Fall Green Fees (walking)	\$ -	\$ 30.97	Y		New Fee
14	League Fee with cart (9 holes)	\$ -	\$ 26.55	Y		New Fee
15	League Fee with cart (18 holes)	\$ -	\$ 30.97	Y		New Fee
16	Tournament Green Rate (Monday - Thursday)	\$ -	\$ 51.33	Y		New Fee
17	Tournament Green Rate (Friday - Sunday)	\$ -	\$ 57.52	Y		New Fee
18	Sell off Rate (18 holes)	\$ -	\$ 23.89	Y		New Fee
<b>Chedoke Green Fees - Martin (Effective January 1, 2021)</b>						
19	Monday to Thursday - 18 Holes	\$ 31.29	\$ 31.86	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
20	Fri/Sat/Sun/Holidays - 18 Holes	\$ 36.04	\$ 37.17	Y	3.1%	Guideline increase, rounded to nearest dollar after HST applied
21	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 27.50	\$ 28.32	Y	3.0%	Guideline increase, rounded to nearest dollar after HST applied
22	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 30.35	\$ 30.97	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
23	Junior (18&under) - after 11 am	\$ 20.86	\$ 21.24	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
24	Twilight - Monday to Thursday	\$ 21.81	\$ 22.12	Y	1.4%	Guideline increase, rounded to nearest dollar after HST applied
25	Twilight - Fri/Sat/Sun/Holidays	\$ 25.60	\$ 26.55	Y	3.7%	Guideline increase, rounded to nearest dollar after HST applied
26	9 Hole - Monday to Thursday	\$ 18.01	\$ 18.58	Y	3.2%	Guideline increase, rounded to nearest dollar after HST applied
27	9 Hole - Fri/Sat/Sun/Holidays	\$ 19.91	\$ 20.35	Y	2.2%	Guideline increase, rounded to nearest dollar after HST applied
28	9 Hole Senior (60&up) - Monday to Thursday	\$ 16.12	\$ 16.81	Y	4.3%	Guideline increase, rounded to nearest dollar after HST applied
29	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 17.07	\$ 17.70	Y	3.7%	Guideline increase, rounded to nearest dollar after HST applied
30	Sunset - after 6pm	\$ 18.01	\$ 18.58	Y	3.2%	Guideline increase, rounded to nearest dollar after HST applied
31	Spring/Fall Green Fees (walking)	\$ -	\$ 22.12	Y		New Fee
32	League Fee with cart (9 holes)	\$ -	\$ 22.12	Y		New Fee
33	League Fee with cart (18 holes)	\$ -	\$ 26.55	Y		New Fee
34	Tournament Green Rate (Monday - Thursday)	\$ -	\$ 43.36	Y		New Fee
35	Tournament Green Rate (Friday - Sunday)	\$ -	\$ 47.79	Y		New Fee
36	Sell off Rate (18 holes)	\$ -	\$ 18.58	Y		New Fee
37	Winter Golf Green Fee	\$ -	\$ 20.35	Y		New Fee
<b>Chedoke Beddoe (only) Advantage Packs (Effective January 1, 2021)</b>						
38	12 Rounds	\$ 446.20	\$ 454.87	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
39	24 Rounds	\$ 839.00	\$ 855.75	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
<b>Chedoke Golf Memberships (Effective January 1, 2021)</b>						
40	Beddoe & Martin - Adult - any day	\$ 1,891.92	\$ 1,930.09	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
41	Beddoe & Martin - Couples - any day	\$ 3,310.85	\$ 3,376.99	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
42	Beddoe & Martin - Junior (18 & under) - any day	\$ 474.17	\$ 484.07	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
43	Beddoe & Martin - Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 1,418.94	\$ 1,447.79	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
44	Beddoe & Martin - Weekday (excluding holidays)	\$ 1,418.94	\$ 1,447.79	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
45	Martin-Adult	\$ 1,232.83	\$ 1,257.52	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
46	Martin-Couples	\$ 2,157.44	\$ 2,200.88	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
47	Martin-Junior (18 & under) - any day	\$ 331.91	\$ 338.94	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
48	Martin-Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 924.62	\$ 943.36	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
49	Martin-Weekday - excluding holidays	\$ 924.62	\$ 943.36	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
50	City Wide - Adult	\$ 2,460.00	\$ 2,510.62	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
51	City Wide - Couples	\$ 4,125.22	\$ 4,207.96	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
52	City Wide - Senior	\$ 1,789.10	\$ 1,824.78	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
53	City Wide - Weekday - excluding holidays	\$ 1,863.64	\$ 1,900.88	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
54	City Wide - Intermediate Membership (19 - 34) - Any day	\$ 945.54	\$ 1,071.68	Y	13.3%	Increased to match Kings Forest fee
55	City Wide - Junior (18 and under)	\$ -	\$ 599.12	Y		New Fee
<b>Flex Pass - Chedoke - Beddoe (Effective January 1, 2021)</b>						
<i>Flex Pass Characteristics - ADULT</i>						
56	Activation Fee to Purchase Pass - One Time Fee	\$ 272.95	\$ 278.76	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
57	Peak Green Fee (25% off before 11am)	\$ 31.90	\$ 32.74	Y	2.6%	Guideline increase, rounded to nearest dollar after HST applied
58	Non-Peak Green Fee (40% off)	\$ 25.52	\$ 25.66	Y	0.6%	Guideline increase, rounded to nearest dollar after HST applied
59	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
60	Activation Fee to Purchase Pass - One Time Fee	\$ 231.75	\$ 236.28	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
61	Peak Green Fee (25% off before 11am)	\$ 27.35	\$ 28.32	Y	3.5%	Guideline increase, rounded to nearest dollar after HST applied
62	Non-Peak Green Fee (40% off)	\$ 21.88	\$ 22.12	Y	1.1%	Guideline increase, rounded to nearest dollar after HST applied
63	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used
<i>Flex Pass Characteristics - ADULT</i>						
64	Activation Fee to Purchase Pass - One Time Fee	\$ 272.95	\$ 278.76	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
65	Peak Green Fee (25% off before 11am)	\$ 19.14	\$ 19.47	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied
66	Non-Peak Green Fee (40% off)	\$ 19.14	\$ 19.47	Y	1.7%	Guideline increase, rounded to nearest dollar after HST applied
67	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
68	Activation Fee to Purchase Pass - One Time Fee	\$ 231.75	\$ 236.28	Y	2.0%	Guideline increase, rounded to nearest dollar after HST applied
69	Peak Green Fee (25% off before 11am)	\$ 16.41	\$ 16.81	Y	2.5%	Guideline increase, rounded to nearest dollar after HST applied
70	Non-Peak Green Fee (40% off)	\$ 16.41	\$ 16.81	Y	2.5%	Guideline increase, rounded to nearest dollar after HST applied
71	Merchandise and Food and Beverage Discount (Excluding Alcohol)	10% off				DELETE - No longer used
<b>Golf Carts - All Courses (Effective January 1, 2021)</b>						
72	9 hole pull cart	\$ 2.73	\$ 3.54	Y	29.7%	Increasing fee to reflect market rate
73	18 hole pull cart	\$ 4.55	\$ 5.31	Y	16.7%	Increasing fee to reflect market rate
74	18 hole power cart	\$ 30.99	\$ 31.86	Y	2.8%	Guideline increase, rounded to nearest dollar after HST applied
75	18 hole power cart - single rider	\$ 17.31	\$ 17.70	Y	2.2%	Guideline increase, rounded to nearest dollar after HST applied
76	9 hole power cart	\$ 18.23	\$ 18.58	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
77	9 hole power cart - single rider	\$ 9.12	\$ 9.73	Y	6.7%	Guideline increase, rounded to nearest dollar after HST applied
78	Sunset (After 6pm) Power cart	\$ 9.12	\$ 9.73	Y	6.7%	Guideline increase, rounded to nearest dollar after HST applied
79	Sunset (After 6pm) Pull cart	\$ 2.73				DELETE - No longer used
<b>Notes:</b>						
Golf Assoc of Ont (GOA) Fee is added on top of regular fee.						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
	Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.					

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Long Term Care and Ontario Works**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Macassa Lodge</b>						
1	Day Program - All Day	\$ 22.75	\$ 23.20	N	2.0%	Guideline increase, rounded to nearest nickel Increase effective April 1, 2021
<b>Wentworth Lodge</b>						
2	Meals-on-Wheels	\$ 7.20	\$ 7.35	N	2.1%	Guideline increase, rounded to nearest nickel
<b>Helping Hands Program</b>						
3	Regular Cleaning (1 Hour Minimum)	\$ 9.95	\$ -	N		DELETE - Program has been eliminated
4	Heavy Cleaning (1 Hour Minimum) (Wall Washing, Window Cleaning, Rug Shampoo)	\$ 13.15	\$ -	N		DELETE - Program has been eliminated
5	Lawn Maintenance (1 Hour Minimum)	\$ 13.15	\$ -	N		DELETE - Program has been eliminated
6	Snow Shoveling (1 Hour Minimum)	\$ 13.15	\$ -	N		DELETE - Program has been eliminated
7	Lawn Crew Services (1 Hour Minimum)	\$ 18.60	\$ -	N		DELETE - Program has been eliminated
8	Snow Crew Services (1 Hour Minimum)	\$ 18.60	\$ -	N		DELETE - Program has been eliminated
9	Air Conditioner Install or Removal (1 Hour Minimum)	\$ 18.60	\$ -	N		DELETE - Program has been eliminated
10	Annual Administrative Fee	\$ 36.42	\$ -	Y		DELETE - Program has been eliminated

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Triggering alarm not including testing alarm:</b>						
1	4th or subsequent response in a 30 day period (property owner or individual responsible, where this can be determined)	\$ 526.90	\$ 805.00	Y	52.8%	Full cost recovery, rounded to nearest nickel once HST applied
2	6th or subsequent response in a calendar year (property owner or individual responsible, where this can be determined)	\$ 526.90	\$ 805.00	Y	52.8%	Full cost recovery, rounded to nearest nickel once HST applied
3	Testing alarm without notification to Fire Department (property owner)	\$ 753.50	\$ 805.00	Y	6.8%	Full cost recovery, rounded to nearest nickel once HST applied
<b>Responses for Motor vehicles</b>						
4	Within City, for a motor vehicle owned by a person who does not reside in the City (motor vehicle owner) Fee per Fire Department vehicle for the 1st hour divided equally among motor vehicle owners if more than one motor vehicle	\$ 526.90	\$ 751.06	Y	42.5%	Full cost recovery, rounded to nearest nickel once HST applied
5	- Each Additional Hour (In Half Hour Increments)	\$ 263.50	\$ 375.53	Y	42.5%	Full cost recovery, rounded to nearest nickel once HST applied
<b>Response for Open Air Burning</b>						
6	Non-compliance with the Open Air Burning By-law including non-compliance with a permit issued under the By-law – second or subsequent response in a 12 month period (property owner) Fee per Fire Department vehicle for the 1st hour	\$ 526.90	\$ 798.05	Y	51.5%	Full cost recovery, rounded to nearest nickel once HST applied
7	- Each Additional Hour (In Half Hour Increments)	\$ 263.50	\$ 399.03	Y	51.4%	Full cost recovery, rounded to nearest nickel once HST applied
<b>Response for Natural Gas Leaks</b>						
8	Failure to obtain Utility Service Locate (property owner) Fee per Fire Department vehicle for the 1st hour	\$ 526.90	\$ 751.06	Y	42.5%	Full cost recovery, rounded to nearest nickel once HST applied
9	- Each Additional Hour (In Half Hour Increments)	\$ 263.50	\$ 375.53	Y	42.5%	Full cost recovery, rounded to nearest nickel once HST applied
<b>Reports / Letters / File Searches</b>						
10	Fire Department response report	\$ 42.26	\$ 43.10	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
11	Clearance/status letter	\$ 38.00	\$ 38.76	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
12	Outstanding work order file search	\$ 74.70	\$ 76.19	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
13	Environmental property search	\$ 497.25	\$ 507.21	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Fire Routes</b>						
14	Establishing new fire routes or reviewing existing fire routes	\$ 253.10	\$ 258.14	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Events</b>						
15	Non-emergency stand-by for events (e.g. film events, demolition derbies) per vehicle	\$ 526.90	\$ 537.52	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
16	Full cost recovery for crew	Full Cost Recovery	Full Cost Recovery	Y		
17	Approvals for pyrotechnic and firework displays and film shoot pyrotechnics	\$ 320.00	\$ 326.42	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
18	Capacity cards per room (upon request)	\$ 150.00	\$ 153.01	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Inspections of Residential Buildings</b>						
19	Daycares – licensed	\$ 168.85	\$ 172.26	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
20	Daycares – private home	\$ 70.31	\$ 71.73	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
21	Foster care homes with a capacity of less than or equal to 4	\$ 70.31	\$ 71.73	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
22	Group homes with a capacity of less than or equal to 4	\$ 70.31	\$ 71.73	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
23	Foster care homes with a capacity of more than 4	\$ 267.30	\$ 272.66	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
24	Student housing, Bed & Breakfast, Lodging house	\$ 267.30	\$ 272.66	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
25	Residential buildings with 1 dwelling	\$ 70.31	\$ 71.73	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
26	Residential buildings with 2 dwellings	\$ 337.61	\$ 344.38	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
27	Residential buildings with less than 4 stories and more than 2 dwelling units	\$ 590.75	\$ 602.57	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
28	Residential buildings with 4 - 6 stories	\$ 998.76	\$ 1,018.77	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
29	Residential buildings with 7 - 11 stories	\$ 1,166.68	\$ 1,190.04	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
30	Residential buildings with 12 - 18 stories	\$ 1,335.75	\$ 1,362.48	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
31	Residential buildings with more than 18 stories	\$ 1,686.46	\$ 1,720.22	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied

## 2021 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities  
 Division: Hamilton Fire Department

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Inspections of Non-Residential Buildings</b>						
32	Non-residential buildings with less than 5 stories and less than 3,000 sq. ft per floor	\$ 267.30	\$ 272.66	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
33	Non-residential buildings with less than 5 stories and 3,000 sq. ft to 5,000 sq. ft per floor	\$ 422.26	\$ 430.71	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
34	Non-residential buildings with less than 5 stories and more than 5,000 sq. ft per floor	\$ 563.01	\$ 574.29	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
35	Non-residential buildings with 5 or more stories and less than 3,000 sq. ft per floor	\$ 632.30	\$ 644.96	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
36	Non-residential buildings with 5 or more stories and 3,000 to 5,000 sq. ft per floor	\$ 745.62	\$ 760.53	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
37	Non-residential buildings with 5 or more stories and more than 5,000 sq. ft per floor	\$ 998.63	\$ 1,018.58	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Other Inspections</b>						
38	AGCO liquor licence – indoor	\$ 183.19	\$ 186.72	Y	1.9%	Guideline increase, rounded to nearest dollar after HST applied
39	AGCO liquor licence – patio	\$ 84.96	\$ 86.73	Y	2.1%	Guideline increase, rounded to nearest dollar after HST applied
40	Municipal business licence	\$ 149.56	\$ 152.21	Y	1.8%	Guideline increase, rounded to nearest dollar after HST applied
41	Open air burning	\$ 168.85	\$ 172.26	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>All Re-Inspections</b>						
42	2nd or subsequent re-inspection	\$ 70.31	\$ 71.73	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Permits</b>						
43	Family fireworks sale permit – store	\$ 211.06	\$ 215.31	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
44	Family fireworks sale permit – trailer	\$ 421.95	\$ 430.40	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
45	Open air burning permit	\$ 25.00	\$ 25.50	N	2.0%	Guideline increase, rounded to nearest nickel
<b>Risk and Safety Management Plan Reviews (RSMPs) for Propane Facilities</b>						
46	Level 2 propane facility (propane volume > 5K water gallons) – first RSMP	\$ 2,966.55	\$ 3,025.88	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
47	Level 2 propane facility (propane volume > 5K water gallons) – renewal RSMP	\$ 1,483.36	\$ 1,513.01	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
48	Level 2 propane facility (propane volume > 5K water gallons) – new RSMP resulting from modification or expansion of the propane facility	\$ 2,195.31	\$ 2,239.21	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
49	Level 1 propane facility (propane volume ≤ 5K water gallons) – all RSMPs	\$ 296.64	\$ 302.56	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
<b>Extraordinary Costs</b>						
50	Costs in addition to costs ordinarily incurred to eliminate an emergency or risk, preserve property or evidence, or to investigate, including but not limited to: - renting equipment (e.g. specialized equipment); - hiring contractors; - hiring professional services (e.g. engineering services); - using consumable materials (e.g. foam) - replacing damaged equipment (e.g. bunker gear, firefighting hose); or - purchasing materials (e.g. shoring lumber)	Full Cost Recovery	Full Cost Recovery		N/A	
51	Alternative Solutions Review for Ontario Fire Code	\$ 803.00	\$ 819.07	Y	2.0%	Guideline increase, rounded to nearest nickel after HST applied
52	Fire Safety Plan Review - 3rd or subsequent review	\$ -	\$ 181.02	Y	NEW	New for 2021 - Full cost recovery

## 2021 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Paramedic Service**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Special Event Coverage</b>						
1	Event coverage - 1 Ambulance & 2 Paramedics - min. 4 hours	\$ 986.11	\$ <b>1,005.93</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
2	- Each Additional Hour (In Half Hour Increments)	\$ 246.90	\$ <b>251.90</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
3	Event coverage - First Response Unit & 1 Paramedic - min. 4 hours	\$ 767.79	\$ <b>783.19</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
4	- Each Additional Hour (In Half Hour Increments)	\$ 192.04	\$ <b>195.93</b>	Y	2.0%	Guideline increase, rounded to nearest nickel after HST is applied
<b>Ambulance Reports/Investigations</b>						
5	Copy of Ambulance Call Reports to Outside Agencies	\$ 83.58	\$ <b>85.31</b>	Y	2.1%	Guideline increase, rounded to nearest nickel after HST is applied
6	Investigative Interview of Paramedics by Outside Agencies (Per Hour)	\$ 150.62	\$ <b>153.72</b>	Y	2.1%	Guideline increase, rounded to nearest nickel after HST is applied
<b>Preceptor Fees</b>						
7	Paramedic Student Equipment Fee	\$ 57.92	\$ <b>59.16</b>	Y	2.1%	Guideline increase, rounded to nearest nickel after HST is applied
8	Paramedic Student Preceptor Fee - Primary Care Paramedic (Per Hour)	\$ 1.99	\$ <b>2.04</b>	Y	2.5%	Guideline increase, rounded to nearest nickel after HST is applied
9	Paramedic Student Preceptor Fee - Advanced Care Paramedic (Per Hour)	\$ 2.83	\$ <b>2.92</b>	Y	3.2%	Guideline increase, rounded to nearest nickel after HST is applied



## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**  
**Division: Transit**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Cash Fare	\$ 3.25	\$ 3.25	N	0.0%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
2	Adult Ticket	\$ 2.50	\$ 2.55	N	2.0%	Guideline increase
3	Elementary / Secondary Ticket	\$ 2.05	\$ 2.10	N	2.4%	Guideline increase
4	Adult Monthly Pass	\$ 110.00	\$ 112.20	N	2.0%	Guideline increase
5	Elementary / Secondary Monthly Pass	\$ 90.20	\$ 92.40	N	2.4%	Guideline increase
6	Summer Youth Pass	\$ 90.20	\$ 92.40	N	2.4%	Report pending to discontinue pass
7	Senior Single Ride	\$ 2.05	\$ 2.10	N	2.4%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
8	Senior Monthly Pass	\$ 32.50	\$ 35.50	N	9.2%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
9	Senior Annual Pass	\$ 325.00	\$ 355.00	N	9.2%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
10	Golden Age Pass (80 years+)	Free	Free	N	N/A	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
11	University College Transit Pass (UCTP)	\$ 190.00	\$ 199.35	N	4.9%	Per 2020 - 2023 agreement
12	McMaster Undergraduate UCTP	\$ 218.60	\$ 228.52	N	4.5%	Per 2020 - 2023 agreement
13	McMaster Graduate Student Association (GSA) UCTP	\$ 276.68	\$ 288.55	N	4.3%	Per 2020 - 2023 agreement
14	Day Pass	\$ 15.00	\$ 15.30	N	2.0%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
15	Columbia International College Transit Pass (off campus residence)	\$ 69.30	\$ 70.00	N	1.0%	Fee as at Sept. 1/20 based on Mar./20 Student Mth. Pass rounded to nearest five dollars.
16	Columbia International College Transit Pass (on campus residence)	\$ 22.08	\$ 25.00	N	13.2%	Fee as at Sept. 1/20 based on Mar./20 Student Mth. Pass rounded to nearest five dollars.
17	Columbia International College Transit Pass (non residence)	\$ 77.00	\$ 80.00	N	3.9%	Fee as at Sept. 1/20 based on Mar./20 Student Mth. Pass rounded to nearest five dollars.
18	Employee Commuter Pass	\$ 105.00	\$ 107.10	N	2.0%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
19	School Hour Only Pass	\$ 63.83	\$ 65.57	N	2.7%	Based on % of approved Student Pass Rate
20	School Plus Pass	\$ 26.00	\$ 26.00	N	0.0%	No increase, as current fee is sufficient
21	Affordable Transit Pass	\$ 55.00	\$ 56.10	N	2.0%	Per Report PW14015(c); report PW14015(a), effective September 1, 2020 paused to September 1, 2021
22	TransCab	Regular Fare + \$0.50	Regular Fare + \$0.50	N	N/A	No increase, as current fee is sufficient
23	Urban Charters	\$ 144.56	\$ 147.45	Y	2.0%	Guideline increase
24	HSR Photo ID - Elementary/Secondary School Students	\$ 5.15	\$ 5.25	Y	2.0%	Guideline increase
25	HSR Replacement Photo ID - Senior, EC Pass, SHO, School Plus Pass	\$ 15.45	\$ 15.76	Y	2.0%	Guideline increase
26	Document Requests on CD's (Mobility Programs and Transportation Planning)	\$ 4.55	\$ 4.64	Y	2.0%	Guideline increase
27	Event Impact – Advertisement Charge for route diversion/route impact (per Pole Card)	\$ 3.61	\$ 3.68	Y	2.0%	Guideline increase
28	Event Coverage – PER Supervisory Charge for event related activities including crowd disbursement, operational needs, and other customer related event needs	\$ 231.13	\$ 235.75	Y	2.0%	Guideline increase
	Minimum: First 4 Hours					

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Transit**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
29	Additional \$/Hr beyond 4 Hours	\$ 57.78	\$ 58.94	Y	2.0%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Energy, Fleet and Facilities - Tim Horton's Field

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>RENTAL RATES</b>						
<b>Community Sport Programming</b>						
1	Adults & Non-affiliated Youth (Hourly)	\$ 133.79	\$ 136.50	Y	2.0%	Guideline increase
2	Youth Affiliated (Hourly)	\$ 66.89	\$ 68.30	Y	2.1%	Guideline increase
3	Lights when required (Hourly)	\$ 27.87	\$ 28.50	Y	2.3%	Guideline increase
<b>Community Room Rentals - Level 1</b>						
<b>Room 1E501 - Alumni Room (1,800 sq ft.)</b>						
4	Commercial/Non-resident (Hourly)	\$ 133.95	\$ 136.70	Y	2.1%	Guideline increase
5	Resident (Hourly)	\$ 80.37	\$ 82.00	Y	2.0%	Guideline increase
6	Community Group (Hourly)	\$ 37.51	\$ 38.30	Y	2.1%	Guideline increase
7	Affiliate Group (Hourly)	\$ 26.79	\$ 27.40	Y	2.3%	Guideline increase
8	Caretaker's Club (Soccer Warm-up Area) (Hourly Rate)	\$ 80.37	\$ 82.00	Y	2.0%	Guideline increase
<b>Community Room Rentals - Level 2</b>						
<b>Room 2W 600 - City Lounge (1,625 sq ft.)</b>						
9	Commercial/Non-resident (Hourly)	\$ 55.75	\$ 56.90	Y	2.1%	Guideline increase
10	Resident (Hourly)	\$ 33.45	\$ 34.20	Y	2.2%	Guideline increase
11	Community Group (Hourly)	\$ 15.61	\$ 16.00	Y	2.5%	Guideline increase
12	Affiliate Group (Hourly)	\$ 11.15	\$ 11.40	Y	2.2%	Guideline increase
<b>Room 2W 336 - Community Video Room (194 sq ft.)</b>						
13	Commercial/Non-resident (Hourly)	\$ 22.30	\$ 22.80	Y	2.2%	Guideline increase
14	Resident (Hourly)	\$ 13.38	\$ 13.70	Y	2.4%	Guideline increase
15	Community Group (Hourly)	\$ 4.46	\$ 4.60	Y	3.1%	Guideline increase
16	Affiliate Group (Hourly)	\$ 2.23	\$ 2.30	Y	3.1%	Guideline increase
<b>Room 2W 601 - Community Room (280 sq ft.)</b>						
17	Commercial/Non-resident (Hourly)	\$ 22.30	\$ 22.80	Y	2.2%	Guideline increase
18	Resident (Hourly)	\$ 13.38	\$ 13.70	Y	2.4%	Guideline increase
19	Community Group (Hourly)	\$ 4.46	\$ 4.60	Y	3.1%	Guideline increase
20	Affiliate Group (Hourly)	\$ 2.23	\$ 2.30	Y	3.1%	Guideline increase
<b>Room 2W 602 - Community Room (280 sq ft.)</b>						
21	Commercial/Non-resident (Hourly)	\$ 22.30	\$ 22.80	Y	2.2%	Guideline increase
22	Resident (Hourly)	\$ 13.38	\$ 13.70	Y	2.4%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Energy, Fleet and Facilities - Tim Horton's Field

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
23	Community Group (Hourly)	\$ 4.46	\$ 4.60	Y	3.1%	Guideline increase
24	Affiliate Group (Hourly)	\$ 2.23	\$ 2.30	Y	3.1%	Guideline increase
<b>Room 2W 603 - Community Room (366 sq ft.)</b>						
25	Commercial/Non-resident (Hourly)	\$ 22.30	\$ 22.80	Y	2.2%	Guideline increase
26	Resident (Hourly)	\$ 13.38	\$ 13.70	Y	2.4%	Guideline increase
27	Community Group (Hourly)	\$ 4.46	\$ 4.60	Y	3.1%	Guideline increase
28	Affiliate Group (Hourly)	\$ 2.23	\$ 2.30	Y	3.1%	Guideline increase
<b>Amateur Sport Events - Spectator Events (not-for-profit and charitable organizations)</b>						
29	Lower Bowl - west side only per Hour	\$ 131.16	\$ 133.80	Y	2.0%	Guideline increase
30	Upper & Lower Bowl - west side only (Daily)*	\$ 5,000.00	\$ 5,100.00	Y	2.0%	2021 Flat Rate. Fee is comparable to industry standard.
31	Full Stadium (Daily)*	\$ 7,500.00	\$ 7,650.00	Y	2.0%	2021 Flat Rate. Fee is comparable to industry standard.
32	<b>Film Shoots</b>	Negotiable	<b>Negotiable</b>	Y	N/A	2021 Flat Rate. Market Driven
33	<b>Photography (Commercial Rate)</b> Flat Fee - First 4 Hours	\$ 1,746.88	\$ 1,781.90	Y	2.0%	Guideline increase
34	Hourly fee beyond 4 hours	\$ 424.00	\$ 432.50	Y	2.0%	Guideline increase
35	<b>Photography (Wedding Photography Only) (2 hour maximum)</b>	\$ 187.53	\$ 191.30	Y	2.0%	Guideline increase
<b>Concerts</b>						
36	West Stands Only	Negotiable	<b>Negotiable</b>	Y	N/A	2021 Flat Rate. Market Driven
37	Full Stadium	Negotiable	<b>Negotiable</b>	Y	N/A	2021 Flat Rate. Market Driven
<b>Corporate Gatherings/Professional Sports</b>						
38	Upper & Lower Bowl - west side only (Daily)*	\$ 10,000.00	\$ 10,200.00	Y	2.0%	2021 Flat Rate. Market Driven
39	Full Stadium (Daily)*	\$ 15,000.00	\$ 15,300.00	Y	2.0%	2021 Flat Rate. Market Driven
<b>Corporate Room Rentals - Level 4</b>						
<b>Room 4W 300 (1,012 sq ft.) - Club Room 1</b>						
40	Social/Corporate - Day Rate *	\$ 327.91	\$ 334.50	Y	2.0%	Guideline increase
41	Social/Corporate - Evening Rate *	\$ 327.91	\$ 334.50	Y	2.0%	Guideline increase
42	Social/Corporate - Day & Evening Rate *	\$ 590.24	\$ 602.10	Y	2.0%	Guideline increase
43	Community Groups (not-for-profit) - Day Rate *	\$ 196.75	\$ 200.70	Y	2.0%	Guideline increase
44	Community Groups (not-for-profit) - Evening Rate *	\$ 196.75	\$ 200.70	Y	2.0%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
45	Community Groups (not-for-profit) - Day & Evening*	\$ 354.15	\$ 361.30	Y	2.0%	Guideline increase
46	City of Hamilton - Day Rate *	\$ 98.37	\$ 100.40	Y	2.1%	Guideline increase
47	City of Hamilton - Evening Rate *	\$ 98.37	\$ 100.40	Y	2.1%	Guideline increase
48	City of Hamilton - Day & Evening Rate *	\$ 177.07	\$ 180.70	Y	2.1%	Guideline increase
<b>Room 4W 301 (1,410 sq ft.) - Club Room 2</b>						
49	Social/Corporate - Day Rate *	\$ 491.87	\$ 501.80	Y	2.0%	Guideline increase
50	Social/Corporate - Evening Rate *	\$ 491.87	\$ 501.80	Y	2.0%	Guideline increase
51	Social/Corporate - Day & Evening Rate *	\$ 885.37	\$ 903.10	Y	2.0%	Guideline increase
52	Community Groups (not-for-profit) - Day Rate *	\$ 295.12	\$ 301.10	Y	2.0%	Guideline increase
53	Community Groups (not-for-profit) - Evening Rate *	\$ 295.12	\$ 301.10	Y	2.0%	Guideline increase
54	Community Groups (not-for-profit) - Day & Evening*	\$ 531.22	\$ 541.90	Y	2.0%	Guideline increase
55	City of Hamilton - Day Rate *	\$ 147.56	\$ 150.60	Y	2.1%	Guideline increase
56	City of Hamilton - Evening Rate *	\$ 147.56	\$ 150.60	Y	2.1%	Guideline increase
57	City of Hamilton - Day & Evening Rate *	\$ 265.61	\$ 271.00	Y	2.0%	Guideline increase
<b>Room 4W 313 (5,952 sq ft.) - Club Room 3</b>						
58	Social/Corporate - Day Rate *	\$ 1,530.26	\$ 1,560.90	Y	2.0%	Guideline increase
59	Social/Corporate - Evening Rate *	\$ 1,530.26	\$ 1,560.90	Y	2.0%	Guideline increase
60	Social/Corporate - Day & Evening Rate *	\$ 2,754.47	\$ 2,809.60	Y	2.0%	Guideline increase
61	Community Groups (not-for-profit) - Day Rate *	\$ 918.16	\$ 936.60	Y	2.0%	Guideline increase
62	Community Groups (not-for-profit) - Evening Rate *	\$ 918.16	\$ 936.60	Y	2.0%	Guideline increase
63	Community Groups (not-for-profit) - Day & Evening*	\$ 1,652.68	\$ 1,685.80	Y	2.0%	Guideline increase
64	City of Hamilton - Day Rate *	\$ 459.08	\$ 468.30	Y	2.0%	Guideline increase
65	City of Hamilton - Evening Rate *	\$ 459.08	\$ 468.30	Y	2.0%	Guideline increase
66	City of Hamilton - Day & Evening Rate *	\$ 826.34	\$ 842.90	Y	2.0%	Guideline increase
<b>Room 4W 314 (1,410 sq ft.) - Club Room 4</b>						
67	Social/Corporate - Day Rate *	\$ 491.87	\$ 501.80	Y	2.0%	Guideline increase
68	Social/Corporate - Evening Rate *	\$ 491.87	\$ 501.80	Y	2.0%	Guideline increase
69	Social/Corporate - Day & Evening Rate *	\$ 885.37	\$ 903.10	Y	2.0%	Guideline increase
70	Community Groups (not-for-profit) - Day Rate *	\$ 295.12	\$ 301.10	Y	2.0%	Guideline increase
71	Community Groups (not-for-profit) - Evening Rate *	\$ 295.12	\$ 301.10	Y	2.0%	Guideline increase
72	Community Groups (not-for-profit) - Day & Evening*	\$ 531.22	\$ 541.90	Y	2.0%	Guideline increase
73	City of Hamilton - Day Rate *	\$ 147.56	\$ 150.60	Y	2.1%	Guideline increase
74	City of Hamilton - Evening Rate *	\$ 147.56	\$ 150.60	Y	2.1%	Guideline increase
75	City of Hamilton - Day & Evening Rate *	\$ 265.61	\$ 271.00	Y	2.0%	Guideline increase
<b>Room 4W 315 (1,012 sq ft.) - Club Room 5</b>						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
76	Social/Corporate - Day Rate *	\$ 327.91	\$ 334.50	Y	2.0%	Guideline increase
77	Social/Corporate - Evening Rate *	\$ 327.91	\$ 334.50	Y	2.0%	"
78	Social/Corporate - Day & Evening Rate *	\$ 590.24	\$ 602.10	Y	2.0%	"
79	Community Groups (not-for-profit) - Day Rate *	\$ 196.75	\$ 200.70	Y	2.0%	"
80	Community Groups (not-for-profit) - Evening Rate *	\$ 196.75	\$ 200.70	Y	2.0%	"
81	Community Groups (not-for-profit) - Day & Evening*	\$ 354.15	\$ 361.30	Y	2.0%	"
82	City of Hamilton - Day Rate *	\$ 98.37	\$ 100.40	Y	2.1%	"
83	City of Hamilton - Evening Rate *	\$ 98.37	\$ 100.40	Y	2.1%	"
84	City of Hamilton - Day & Evening Rate *	\$ 177.07	\$ 180.70	Y	2.1%	"
<b>Club Level - includes all rooms noted above (10,796 sq ft.)</b>						
85	Social/Corporate - Day Rate *	\$ 2,240.74	\$ 2,285.60	Y	2.0%	Guideline increase
86	Social/Corporate - Evening Rate *	\$ 2,240.74	\$ 2,285.60	Y	2.0%	Guideline increase
87	Social/Corporate - Day & Evening Rate *	\$ 4,033.33	\$ 4,114.00	Y	2.0%	Guideline increase
88	Community Groups (not-for-profit) - Day Rate *	\$ 1,344.44	\$ 1,371.40	Y	2.0%	Guideline increase
89	Community Groups (not-for-profit) - Evening Rate *	\$ 1,344.44	\$ 1,371.40	Y	2.0%	Guideline increase
90	Community Groups (not-for-profit) - Day & Evening*	\$ 2,420.00	\$ 2,468.40	Y	2.0%	Guideline increase
91	City of Hamilton - Day Rate *	\$ 674.41	\$ 687.90	Y	2.0%	Guideline increase
92	City of Hamilton - Evening Rate *	\$ 674.41	\$ 687.90	Y	2.0%	Guideline increase
93	City of Hamilton - Day & Evening Rate *	\$ 1,210.00	\$ 1,234.20	Y	2.0%	Guideline increase
<b>South Plaza - outside gates SE corner</b>						
94	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 535.81	\$ 546.60	Y	2.0%	Guideline increase
95	(<4 hour rental - flat fee) - Resident	\$ 321.48	\$ 328.00	Y	2.0%	Guideline increase
96	(<4 hour rental fee - flat fee) - Community Group	\$ 150.24	\$ 153.30	Y	2.0%	Guideline increase
97	(4< hour rental fee - flat fee) - Affiliate Group	\$ 107.16	\$ 109.40	Y	2.1%	Guideline increase
<b>Coors Banquet Patio - East Side 2nd Floor &amp; Concourse</b>						
98	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 535.81	\$ 546.60	Y	2.0%	Guideline increase
99	(<4 hour rental - flat fee) - Resident	\$ 321.48	\$ 328.00	Y	2.0%	Guideline increase
100	(<4 hour rental fee - flat fee) - Community Group	\$ 150.24	\$ 153.30	Y	2.0%	Guideline increase
101	(4< hour rental fee - flat fee) - Affiliate Group	\$ 107.16	\$ 109.40	Y	2.1%	Guideline increase
<b>Coors Light Patio - North End</b>						
102	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 535.81	\$ 546.60	Y	2.0%	Guideline increase
103	(<4 hour rental - flat fee) - Resident	\$ 321.48	\$ 328.00	Y	2.0%	Guideline increase
104	(<4 hour rental fee - flat fee) - Community Group	\$ 150.24	\$ 153.30	Y	2.0%	Guideline increase
105	(4< hour rental fee - flat fee) - Affiliate Group	\$ 107.16	\$ 109.40	Y	2.1%	Guideline increase

## 2021 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Energy, Fleet and Facilities - Tim Horton's Field

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
<b>Stipley BBQ Area - South Plaza inside the gates</b>						
106	(<4 hour rental - flat fee) - Commercial/Non-resident	\$ 535.81	\$ <b>546.60</b>	Y	2.0%	Guideline increase
107	(<4 hour rental - flat fee) - Resident	\$ 321.48	\$ <b>328.00</b>	Y	2.0%	Guideline increase
108	(<4 hour rental fee - flat fee) - Community Group	\$ 150.24	\$ <b>153.30</b>	Y	2.0%	Guideline increase
109	(4< hour rental fee - flat fee) - Affiliate Group	\$ 107.16	\$ <b>109.40</b>	Y	2.1%	Guideline increase
** All additional operational expenses are to be added to the above noted rates.						

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Transportation Operations & Maintenance**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Damage to Traffic Property (i.e., Traffic posts, traffic signs, signal poles) Priced per job. Direct job costs	Cost + 7% Admin Fee	<b>Cost + 7% Admin Fee</b>	N	N/A	Fee set at cost plus 7%
2	Banner/Sign Fabricating - external requests - Priced per Job	Cost + 7% Admin Fee	<b>Cost + 7% Admin Fee</b>	Y	N/A	Fee set at cost plus 7%
3	Municipal Numbering Fees - Full installation by City Forces	\$ 188.00	<b>\$ 192.00</b>	N	2.1%	Guideline increase rounded to nearest dollar
4	Municipal Numbering Fees - Materials for Homeowner Installation (including delivery)	\$ 33.00	<b>\$ 34.00</b>	N	3.0%	Guideline increase rounded to nearest dollar
5	Traffic Signal Timing Plans - Inquiries	\$ 267.00	<b>\$ 272.00</b>	Y	1.9%	Guideline increase rounded to nearest dollar
6	Traffic Signal Timing Plans - Drawings	\$ 63.00	<b>\$ 64.00</b>	Y	1.6%	Guideline increase rounded to nearest dollar
7	Traffic Count Fee - provision of count data on file, on request	\$ 68.00	<b>\$ 69.40</b>	Y	2.1%	Guideline increase rounded to nearest dollar
8	Traffic Warning Boards - install and remove	Cost + 7% Admin Fee	<b>Cost + 7% Admin Fee</b>	Y	N/A	Fee set at cost plus 7%
9	Traffic Signs - remove and replace	Cost + 7% Admin Fee	<b>Cost + 7% Admin Fee</b>	Y	N/A	Fee set at cost plus 7%
10	Publication Box Permit - Initial Fee	\$ 51.00	<b>\$ 52.00</b>	N	2.0%	Guideline increase rounded to nearest dollar
11	Publication Box Annual Permit Renewal	\$ 34.00	<b>\$ 35.00</b>	N	2.9%	Guideline increase rounded to nearest dollar
12	Culvert Installation - Roads - Priced per job	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
13	Culvert Installation - Inspection Only - Priced per job	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
14	Repair-Replace Property on City Roads - Priced per job	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
15	Approach Ramp Installation	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
16	Personal Item Retrieval (Catch Basin Retrieval)	\$ 115.00	<b>\$ 117.00</b>	N	1.7%	Guideline increase rounded to nearest dollar
17	Street Flushing/Sweeping/Mud-Tracking - Developers - Priced per job	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
18	Snow Removal - Public School Board - Sidewalks - Cost Actuals	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
19	Snow Removal - Separate School Board - Sidewalks - Cost Actuals	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
20	Temporary Road Access Permit Application Fee - per application	\$ 121.00	<b>\$ 123.00</b>	N	1.7%	Guideline increase rounded to nearest dollar
21	Temporary Road Access Permit Security Deposit - per application	\$ 1,030.00	<b>\$ 1,051.00</b>	N	2.0%	Guideline increase rounded to nearest dollar
22	Street Lighting Subdivision Review and Evaluation Fee	\$ 6,422.00	<b>\$ 6,550.00</b>		2.0%	Guideline increase rounded to nearest dollar



## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Waste Management**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Non-Residential Recycling Blue Box Container	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
2	Non-Residential Recycling Blue Carts	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
3	Non-Residential Green Cart	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
4	Non-Residential Kitchen "Mini-bin" Organics Container	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
<b>Waste Management Per Event Fee for Non-Funded Festivals and Events (#5-#11):</b>						
5	- Recycling (up to 25 barrels)	\$ 1,515.30	<b>Full Cost Recovery</b>	Y		Revised to Full Cost Recovery to reflect cost in new contract.
6	- Garbage - per roll off bin (plus tipping fees)	\$ 189.30	<b>Full Cost Recovery</b>	Y		Revised to Full Cost Recovery to reflect cost in new contract.
7	- Organics (up to 25 green carts)	\$ 675.40	<b>Full Cost Recovery</b>	Y		Revised to Full Cost Recovery to reflect cost in new contract.
8	- Administrative Fee per event	\$ 144.70	<b>Full Cost Recovery</b>	Y		Revised to Full Cost Recovery to reflect cost in new contract.
9	- Recycling Containers - replacement of damaged blue barrels	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
10	- Organics Containers - replacement of damaged green carts	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
11	- Garbage Containers - replacement of damaged containers	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
12	Waste Removal - Non Compliance Fee (plus tipping fees)	\$ 352.75	<b>\$ 359.90</b>	Y	2.0%	Guideline increase.
13	Backyard Composters	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery.
14	Tipping Fee per 100 kilograms	\$ 12.10	<b>\$ 12.10</b>	N	0.0%	Fee reviewed every 2 years, last updated in 2020.
15	Minimum Vehicle Fee	\$ 10.00	<b>\$ 10.00</b>	N	0.0%	No change required for 2021. This rate was increased by over 17% from 2019 to 2020.
<b>Deposit Fees at Transfer Stations (#16-#20):</b>						
16	- 0-2500kg	\$ 50.00	<b>\$ 50.00</b>	N	0.0%	Refundable deposit no increase required
17	- 2501-3000 kg	\$ 100.00	<b>\$ 100.00</b>	N	0.0%	Refundable deposit no increase required
18	- 3001-6000 kg	\$ 200.00	<b>\$ 200.00</b>	N	0.0%	Refundable deposit no increase required
19	- 6001-9000 kg	\$ 300.00	<b>\$ 300.00</b>	N	0.0%	Refundable deposit no increase required
20	- Over 9000 kg	\$ 400.00	<b>\$ 400.00</b>	N	0.0%	Refundable deposit no increase required
21	Impacted Soil Fee (per tonne)	\$ 12.36	<b>\$ 12.60</b>	N	1.9%	Guideline increase
22	Waste Site Searches	N/A	<b>\$ 50.00</b>	Y	N/A	NEW - For land purchase inquiries
23	Special Event Waste Containers - replacement of damaged containers	N/A	<b>Full Cost Recovery</b>	Y	N/A	NEW - Fee set at 100% cost recovery
24	Fees charged for inspections carried out by the City resulting from non-compliance with the City's Solid Waste Management By-law and the City's Parks By-law - Initial inspection	N/A	<b>\$ 302.65</b>	Y	N/A	NEW
25	Fees charged for inspections carried out by the City resulting from non-compliance with the City's Solid Waste Management By-law and the City's Parks By-law - Subsequent inspection	N/A	<b>\$ 154.87</b>	Y	N/A	NEW
26	Fee for Commercial Vehicles possessing a signed affidavit transporting Waste for personal use. One trip per month (for the first 100 kg)	N/A	<b>\$ 10.00</b>	N	N/A	No service level impact. Fee is being removed from the existing Waste Management By-law 09-067 and being added to the User Fees By-law.
27	Recreational Vehicle Liquid Waste	\$ 8.50	<b>\$ 8.75</b>	N	2.9%	Guideline increase, rounded to nearest quarter.
28	Septic Waste (per 100 kg)	\$ 0.85	<b>\$ 0.90</b>	N	5.9%	Guideline increase, rounded to nearest nickel.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Waste Management**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
29	Weight verification	\$ 5.00	\$ 5.10	N	2.0%	Guideline increase
30	Alternate Minimum Fee for Private Haulers and Commercial Vehicles in the event that the weigh scales become inoperative	N/A	\$ 20.00	N	N/A	Fee is being removed from the existing Waste Management By-law 09-067 and being added to the User Fees By-law

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Interment of an Adult at Standard Depth (6-ft)	\$ 1,120.00	\$ 1,142.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
2	Interment of an Adult at Double Depth (8-ft)	\$ 1,395.00	\$ 1,423.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
3	Entombment in a Mausoleum Crypt - includes sealing	\$ 666.00	\$ 680.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
4	Interment of a Child - Stillborn - Case up to 24"	\$ 230.00	\$ 235.00	Y	2.2%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
5	Interment of a Child - Case 25" to 72" - Standard Depth (6-ft)	\$ 696.00	\$ 710.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
6	Interment of a Child - Case 25" to 72" - Double Depth (8-ft)	\$ 937.00	\$ 956.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
7	Interment of Cremated Remains - Urn Garden Grave	\$ 448.00	\$ 457.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
8	Interment of Cremated Remains - Columbarium Niche	\$ 381.00	\$ 389.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
9	Interment of Cremated Remains - Cremorial (Woodland Only)	\$ 381.00	\$ 389.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
10	Interment - Second set of cremated remains with another burial	\$ 100.00	\$ 105.00	Y	5.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
11	Interment Rights purchased before January 1, 1955 - Care & Maintenance	\$ 242.00	\$ 247.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
12	Interment Late Fee (for Funeral arriving > 30 minutes after ETA)	\$ 203.00	\$ 207.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
13	Interment on Saturday - Traditional Burial - 8:30am to 11:00am	\$ 820.00	\$ 836.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
14	Interment on Saturday - Cremated Remains - 8:30am to 11:00am	\$ 648.00	\$ 661.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
15	Interment on Non-Statutory Holiday - Traditional Burial 8:30am to 11:00am	\$ 1,441.00	\$ 1,470.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
16	Interment on Non-Statutory Holiday - Cremated Remains - 8:30am to 11:00am	\$ 787.00	\$ 803.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
17	Interment on Statutory Holiday - Traditional Burial - 8:30am to 11:00am	\$ 2,112.00	\$ 2,154.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
18	Interment on Statutory Holiday - Cremated Remains - 8:30am to 11:00am	\$ 1,428.00	\$ 1,457.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
19	Interment - Lowering: Adult - from 6ft to 8 ft - Shell	\$ 4,161.00	\$ 4,244.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
20	Interment - Lowering: Adult - from 6ft to 8 ft - Vault or Crypt	\$ 3,470.00	\$ 3,539.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
21	Interment - Lowering: Child - from 6ft to 8 ft - Shell	\$ 1,817.00	\$ 1,853.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
22	Interment - Lowering: Child - from 6ft to 8 ft - Vault or Crypt	\$ 1,511.00	\$ 1,541.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
23	Interment - Scattering (Woodland Tranquility Gardens and Mount Hamilton Natural Burial Section only) - includes \$25.00 Care and maintenance fee as per BAO	\$ 400.00	\$ 408.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
24	Interment - Scattering + Memorialization (Woodland Tranquility Gardens and Mount Hamilton Natural Burial Section only) - includes \$25.00 care and maintenance fee as per BAO	\$ 650.00	\$ 663.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
25	Interment - Removal: Adult - 6-ft No Outer Container (Shell)	\$ 3,643.00	\$ 3,716.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
26	Interment - Removal: Adult - 8-ft No Outer Container (Shell)	\$ 4,518.00	\$ 4,608.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
27	Interment - Removal: Adult - 6-ft Outer Container (Vault or Crypt)	\$ 2,992.00	\$ 3,052.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
28	Interment - Removal: Adult - 8-ft Outer Container (Vault or Crypt)	\$ 3,669.00	\$ 3,742.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
29	Interment - Removal: Child - 6-ft No Outer Container (Shell)	\$ 1,099.00	\$ 1,121.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
30	Interment - Removal: Child - 8-ft No Outer Container (Shell)	\$ 1,485.00	\$ 1,515.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
31	Interment - Removal: Child - 6-ft Outer Container (Vault or Crypt)	\$ 897.00	\$ 915.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
32	Interment - Removal: Child - 8-ft Outer Container (Vault or Crypt)	\$ 1,362.00	\$ 1,389.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
33	Disinterment of Cremated Remains - Urn Garden Grave	\$ 448.00	\$ 457.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
34	Disinterment of Cremated Remains - Columbarium Niche	\$ 381.00	\$ 389.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
35	Lot Sale - Singles-in-a-Row (At Need Only)	\$ 1,140.00	\$ 1,163.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
36	Lot Sale - single flat marker only	\$ 1,990.00	\$ 2,030.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
37	Lot Sale- green/natural section	\$ 2,050.00	\$ 2,091.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
38	Lot Sale -preferred single premium lot	\$ 2,956.00	\$ 3,015.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
39	Lot Sale - two grave flat marker only	\$ 3,980.00	\$ 4,060.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
40	Lot Sale - three grave flat marker only	\$ 5,970.00	\$ 6,089.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
41	Lot Sale - four grave flat marker only	\$ 7,960.00	\$ 8,119.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
42	Lot Sale - monument	\$ 2,150.00	\$ 2,193.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
43	Lot Sale - two grave monument	\$ 4,300.00	\$ 4,386.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
44	Lot Sale - three grave monument	\$ 6,450.00	\$ 6,579.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
45	Lot Sale - four grave monument	\$ 8,600.00	\$ 8,772.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
46	Lot Sale - Veteran's Grave Section 18 - Woodland Only	\$ 1,055.00	\$ 1,076.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
47	Lot Sale - Child: Stillborn - Case up to 24": C&M Portion	\$ 150.00	\$ 150.00	Y	0.0%	Fees Prescribed by Ministry legislation; cannot be increased.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
48	Lot Sale - Child 72"	\$ 525.00	\$ 536.00	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
49	Lot Sale - Mausoleum Crypt	\$ 3,050.00	\$ 3,111.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
50	Lot Sale - Cremation Urn Garden Grave	\$ 1,025.00	\$ 1,046.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
51	Lot Sale - Cremation Urn Garden Grave - (Woodland and Premium)	\$ 1,355.00	\$ 1,382.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
52	Lot Sale - Garden Stone interment right	\$ 1,355.00	\$ 1,382.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
53	Lot Sale - 6 ft Burials ONLY	\$ 3,115.00	\$ 3,177.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
54	Lot Sale - two grave lot Premium (Woodland Sec 14)	\$ 6,270.00	\$ 6,395.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
55	Lot Sale - three grave monument (Woodland Sec 14)	\$ 9,405.00	\$ 9,593.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
56	Lot Sale - four grave monument (Woodland Sec 14)	\$ 12,540.00	\$ 12,791.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
57	Niche Sale - Bronze Wreath Plaque	\$ 3,015.00	\$ 3,075.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
58	Niche Sale - Monument engraved plaque	\$ 2,330.00	\$ 2,377.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
59	Niche Sale - Cremorial (Woodland only)	\$ 1,715.00	\$ 1,749.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
60	Niche Sale - Lower Level (Rows 1, 2, 6)	\$ 2,215.00	\$ 2,259.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
61	Niche Sale - Upper Level (Rows 3-5)	\$ 2,920.00	\$ 2,978.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
62	Niche Sale - Woodland Tranquility Gardens - Rows 3, 4 (bottom)	\$ 5,230.00	\$ 5,335.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
63	Niche Sale - Woodland Tranquility Gardens - Rows 1, 2 (top)	\$ 5,775.00	\$ 5,891.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
64	Niche Sale - Premium (Hamilton Cemetery)	\$ 3,880.00	\$ 3,958.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
65	Cremation Bench Sale (Tranquility Gardens) interment rights (for 2)	\$ 2,575.00	\$ 2,627.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
66	Cremation bench Sale (Tranquility Gardens) granite bench	\$ 5,658.00	\$ 5,771.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
67	Non-Resident Surcharge	25%	25%	Y	0.0%	Tied directly to the land sale fee (25% of the sale on non-resident land purchases).
68	Markers and Foundations - Concrete Foundation Pouring - per square inch of surface area to a depth of 5-ft	\$ 143.00	\$ 143.00	Y	0.0%	Fee set at 100% cost recovery, BAO, Cemeteries Act does not permit City to earn revenue on this item. No increase permitted.
69	Markers and Foundations - Foundation Removal Fee	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery, BAO, Cemeteries Act does not permit City to earn revenue on this item. No increase permitted.
70	Markers and Foundations - Marker Setting Fee: 12" x 10" - Flat Marker (No C&M)	\$ 155.00	\$ 158.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
71	Markers and Foundations - Marker Setting Fee: Child's 18" x 14" Flat Marker (Plus C&M)	\$ 180.00	\$ <b>184.00</b>	Y	2.2%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
72	Markers and Foundations - Marker Setting Fee: All other size Flat Marker - maximum size 24" x 18" (Plus C&M)	\$ 250.00	\$ <b>255.00</b>	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
73	Markers and Foundations - Marker Setting Fee: DVA Flat Marker: plus C&M	\$ 217.00	\$ <b>221.00</b>	Y	1.8%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
74	Markers and Foundations - Marker Setting Fee: Bronze Vase	\$ 250.00	\$ <b>255.00</b>	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
75	Markers and Foundations - Marker Setting Fee: DVA Upright Marker: plus C&M	\$ 193.00	\$ <b>197.00</b>	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
76	Care & Maintenance - Flat Marker (173 inches or greater)	\$ 50.00	\$ <b>50.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
77	Care & Maintenance - DVA Flat Marker	\$ 50.00	\$ <b>50.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
78	Care & Maintenance - Small Foundations (up to 38" x 14" or 532 sq. inches)	\$ 100.00	\$ <b>100.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
79	Care & Maintenance - Large Foundations (greater than 532 sq. inches)	\$ 200.00	\$ <b>200.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
80	Care & Maintenance - DVA Upright Marker	\$ 100.00	\$ <b>100.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
81	Cemetery license fees	\$ 12.00	\$ <b>12.00</b>	Y	0.0%	Fees Prescribed by Ministry legislation
82	Columbarium Niche Bronze Plaque	\$ 640.00	\$ <b>670.00</b>	Y	4.7%	Accomplishes cost recovery.
83	Columbarium Niche Bronze Plaque - Date scroll	\$ 135.00	\$ <b>145.00</b>	Y	7.4%	Accomplishes cost recovery.
84	Columbarium Niche - Companion Vase (Plastic)	\$ 165.00	\$ <b>168.00</b>	Y	1.8%	Accomplishes cost recovery and guideline increase rounded to nearest dollar
85	Columbarium Niche - Companion Vase (Bronze)	\$ 190.00	\$ <b>195.00</b>	Y	2.6%	Accomplishes cost recovery.
86	Cremorial Bronze Plaque	\$ 320.00	\$ <b>350.00</b>	Y	9.4%	Accomplishes cost recovery.
87	Merchandise / Miscellaneous Services - Flower Beds - Supply, install & maintain Flower Bed - per grave to a maximum of three graves	\$ 622.00	\$ <b>635.00</b>	Y	2.1%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
88	Merchandise / Miscellaneous Services - Duplicate Deed/Interment Rights Certificate/Transfer of Rights (copy)	\$ 31.00	\$ <b>32.00</b>	Y	3.2%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
89	Merchandise / Miscellaneous Services - Genealogical Research	\$ 36.00	\$ <b>40.00</b>	Y	11.1%	Accomplishes cost recovery.
90	Merchandise / Miscellaneous Services - Memorial Tree Planting (12"x10" stone; 6"x8" bronze plaque)	\$ 1,195.00	\$ <b>1,219.00</b>	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
91	Merchandise / Miscellaneous Services - Memorial Tree Planting (14" X 14" stone; inscription)	\$ 1,495.00	\$ <b>1,525.00</b>	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
92	Merchandise / Miscellaneous Services - Memorial Bench (bench; 8" x 5" bronze plaque with 3 lines)	Starting at \$1760	Starting at \$1795	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
93	Merchandise / Miscellaneous Services - Temporary Marker (permitted for up to one year)	\$ 109.00	\$ <b>112.00</b>	Y	2.8%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
94	Merchandise / Miscellaneous Services - Columbarium Plaque or Vase Installation	\$ 155.00	\$ <b>158.00</b>	Y	1.9%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
95	Outer Container - Concrete Crypt - Youth	\$ 785.00	\$ <b>801.00</b>	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
96	Outer Container - Concrete Crypt - Intermediate	\$ 855.00	\$ <b>872.00</b>	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
97	Outer Container - Concrete Crypt - Oversize	\$ 1,030.00	\$ <b>1,051.00</b>	Y	2.0%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
98	Temporary Access Permit from Cemetery Lands onto Private Property	\$ 132.00	\$ <b>135.00</b>	Y	2.3%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
99	Administrative Fee: Third Party Resale and/or Property Exchange; Family Authorization Fee	\$ 243.00	\$ 248.00	Y	2.1%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar
100	Tent Rental 10'x10' per use and Chair Rental 4 chairs per use	\$ 260.00	\$ 265.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
101	Vaults - Various: Starting Prices	\$ 1,190.00	\$ 1,290.00	Y	8.4%	Adjusted to market rates.
102	Urn Vaults - Various: Starting Prices	\$ 815.00	\$ 875.00	Y	7.4%	Adjusted to market rates.
103	Inscription Dateline: Flat Charge	\$ 300.00	\$ 320.00	Y	6.7%	Accomplishes cost recovery.
104	Additional Charge per letter	\$ 7.25	\$ 7.40	Y	2.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
105	Monument/Marker cleaning - Various: Starting Prices	\$ 360.00	\$ 367.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
106	Repainting of letters on monument/marker - Various: Starting Prices	\$ 360.00	\$ 367.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
107	Urns - Various: Starting Prices	\$ 290.00	\$ 300.00	Y	3.4%	Accomplishes cost recovery.
108	Markers - Various: Starting Prices	\$ 535.00	\$ 575.00	Y	7.5%	Accomplishes cost recovery.
109	Monuments - Various: Starting Prices	\$ 2,820.00	\$ 2,950.00	Y	4.6%	Accomplishes cost recovery.
110	Porcelain Pictures - b/w	\$ 330.00	\$ 337.00	Y	2.1%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar.
111	Porcelain Pictures - colour	\$ 380.00	\$ 388.00	Y	2.1%	Accomplishes cost recovery and Guideline increase rounded to nearest dollar.
112	Vigil Lights - Various: Starting Prices	\$ 465.00	\$ 495.00	Y	6.5%	Accomplishes cost recovery.
113	Turf Repair fee	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery.
114	Green/Natural Section Memorialization	\$ 615.00	\$ 627.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
115	Access Fee - for Photo shoots, birdwatching etc. - per day	\$ 11.00	\$ 12.00	Y	9.1%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
116	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Inscription only	\$ 26.00	\$ 27.00	Y	3.8%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
117	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Flat Memorial	\$ 52.00	\$ 53.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
118	Outside Inscription & Memorial Application, Documentation & Inspection Fees - Upright Memorial	\$ 103.00	\$ 105.00	Y	1.9%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
119	Garden Stones ( 24 x 24 X 16 ) (stone/carving/delivery)	\$ 2,500.00	\$ 2,550.00	Y	2.0%	Accomplishes cost recovery and guideline increase rounded to nearest dollar.
120	Shrub removal - less than 4 ft tall	\$ 25.00	\$ 25.00	Y	0.0%	Not cost recovery - no increase, new service in 2020 previously not charged for.
121	Private Columbarium Unit	starting at \$1500	starting at \$3500	Y		Cost recovery and adjusted to market rates.
122	Shrub removal - 4ft tall or larger	N/A	\$ 50.00	Y	N/A	NEW - Not cost recovery
123	Lot Sale - Green/Natural Section - Cremation Grave	N/A	\$ 1,046.00	Y	N/A	NEW
124	Interment on Sunday - Traditional Burial or Created Remains - Only on Approval of Appropriate Authority	N/A	Full Cost Recovery + 7% Admin Fee	Y	N/A	NEW

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**  
**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Mum Show Admissions - Adult (13 - 54 years old)	\$ 6.42	\$ 6.64	Y	3.4%	Guideline increase, rounded to nearest quarter when HST is included.
2	Mum Show Admissions - Seniors (55+ years old) and Children (6 - 12 years old)	\$ 5.53	\$ 5.75	Y	4.0%	Guideline increase, rounded to nearest quarter when HST is included.
3	Mum Show Admissions - Family Rate ( 2 Adults, 2 Children)	\$ 18.58	\$ 19.47	Y	4.8%	Guideline increase, rounded to nearest dollar when HST is included.
4	Mum Show Admissions - Week Pass	\$ 18.58	\$ 19.47	Y	4.8%	Guideline increase, rounded to nearest dollar when HST is included.
5	Mum Show Admissions - Tour Group (20 people)	\$ 92.92	\$ 97.35	Y	4.8%	Guideline increase, rounded to nearest dollar when HST is included.
6	Mum Show School Tour - Full Class	\$ 92.92	\$ 97.35	Y	4.8%	Guideline increase, rounded to nearest dollar when HST is included.
7	Roadway tree trimming - per tree	Full Cost Recovery	Full Cost Recovery	N	N/A	Fee set at 100% cost recovery.
8	Work done for others Forestry - Priced per job	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery.
9	New Development Tree Installation (and minimum replacement value of tree)	\$ 644.89	\$ 657.80	Y	2.0%	Guideline increase.
<b>Permit for work performed on, in or under a public tree (#10-#11):</b>						
10	- Minor: small scale project not requiring review of a Tree Management Plan	\$ 54.65	\$ 55.80	Y	2.1%	Guideline increase.
11	- Major: larger scale project requiring review of a Tree Management Plan	\$ 273.26	\$ 278.80	Y	2.0%	Guideline increase.
12	Removal of a public tree for a private individual or entity	Cost + 7% Admin Fee	Cost + 7% Admin Fee	Y	N/A	Bylaw 15-125 and CoH Tree Preservation and Sustainability Policy.
13	"Loss of Canopy calculations using the Trunk Formula technique from the Guide for Plant Appraisal, 10th Edition"	Cost + 7% Admin Fee	Cost + 7% Admin Fee	Y	N/A	Bylaw 15-125 and CoH Tree Preservation and Sustainability Policy.
14	Wedding photos in Greenhouse - before 5 pm (2 hour block)	\$ 231.75	\$ 236.40	Y	2.0%	Guideline increase.
15	Wedding photos in Greenhouse - after 5 pm (2 hour block)	\$ 309.00	\$ 315.20	Y	2.0%	Guideline increase.
16	Work done for others by Horticulture - Priced per job	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery.
17	Gage Park Electronic Sign (Programming)	\$ 103.00	\$ 105.10	Y	2.0%	Guideline increase.
18	Gage Park Tropical Greenhouse Rental - half day (4 hrs.) between 9am and 5pm	\$ 330.00	\$ 336.60	Y	2.0%	Fee set to be comparable to industry standard.
19	Gage Park Tropical Greenhouse Rental - full day (7 hrs.) between 9am and 5pm	\$ 463.50	\$ 472.80	Y	2.0%	Guideline increase.
20	Gage Park Tropical Greenhouse Rental - Evening between 5pm and 11pm.	\$ 556.20	\$ 567.40	Y	2.0%	Guideline increase.
21	Park/Pavilion Rental - Bleacher Rental - First Day**	\$ 551.33	\$ 562.83	Y	2.1%	Guideline increase, rounded to nearest dollar when HST is included.
22	Park/Pavilion Rental - Bleacher Rentals - Additional Days**	\$ 367.48	\$ 374.90	Y	2.0%	Guideline increase.
23	Work done for others Parks Maintenance - Priced per Job	Cost + 7% Admin Fee	Cost + 7% Admin Fee	Y	N/A	Guideline increase.
24	Park amenity donation - Priced per job	Full Cost Recovery	Full Cost Recovery	Y	N/A	Guideline increase.
25	Temporary Parks Access Permit Application Fee - per application	\$ 175.00	\$ 178.50	N	2.0%	Guideline increase.
26	Cost to Repair Damage	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery.
27	Temporary Parks Access Permit Security Deposit - per application	\$ 1,000.00	\$ 1,000.00	N	0.0%	Deposit - no increase required.
28	Stage Rental -Priced per job	Full Cost Recovery	Full Cost Recovery	Y	N/A	Fee set at 100% cost recovery.
29	Per parking space per day	\$ 15.00	\$ 15.30	Y	2.0%	Aligned with other municipal comparators.
30	Picnic Table Rental-6 pack/72hours: per booking	\$ 360.50	\$ 367.80	Y	2.0%	Guideline increase.
31	Garbage Can Rental 10pack/72hours: per booking	\$ 309.00	\$ 315.20	Y	2.0%	Guideline increase.
32	Fence Cost Share Program - Application Fee	\$ 175.00	\$ 178.50	Y	2.0%	Guideline increase.



## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
33	Banner Installations - Main Street West	\$ 328.40	\$ 335.00	Y	2.0%	Guideline increase.
34	Banner Installations - King Street West (Dundas)	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Fee set at 100% cost recovery
	** In addition to the fees noted with a **, users pay 100% of the cost of delivery, set-up and takedown of bleachers					

## 2021 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**  
**Division: Engineering Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Map C - Engineering Drawings (24 x 36)	\$ 19.73	\$ -	Y	-100.0%	Remove as now Digital Fee
2	Map C - Engineering Drawings (12 x 18)	\$ 9.86		Y	-100.0%	Remove as now Digital Fee
3	NEW FEE - Digital Records Fee per image		\$ 30.00	Y	N/A	New fee as moved to Digital Processing
4	NEW FEE - Annual Login Account fee to Engineering/Consultants		\$ 300.00	Y	N/A	New fee as moved to Digital Processing
5	City Specification Manual	\$ 94.12	\$ 96.10	Y	2.1%	Guideline increase
6	Reports - Environmental Assessments and Master Plans	\$ 14.84	\$ 15.20	Y	2.4%	Guideline increase
7	- plus fee/page	\$ 0.11	\$ 0.11	Y	0.0%	No increase as current fee is sufficient
Intrusive Environmental Investigations on City Owned Property:						
8	General Administration Fee - Application Review by SEP	\$ 260.52	\$ 265.80	Y	2.0%	Guideline increase
9	General Administration Fee - Application Workplan Review by Design	\$ 260.52	\$ 265.80	Y	2.0%	Guideline increase
10	Agreement Preparation Fee	\$ 132.46	\$ 135.20	Y	2.1%	Guideline increase
11	Field Review (Utility Co-ordinator Call Out)	\$ 241.92	\$ 246.80	N	2.0%	Guideline increase
12	Compliance Requests	\$ 104.96	\$ 107.10	N	2.0%	Guideline increase
13	Lawyer Fees - Inquiries	cost + 7%	cost + 7%	Y	N/A	Fee set at cost plus 7%
14	Road Cut Permit Fees (EP)	\$ 593.35	\$ 605.30	N	2.0%	Guideline increase
15	Municipal Consent permit fees (MC) Short Stream	\$ 593.35	\$ 605.30	N	2.0%	Guideline increase
16	Municipal Consent permit fees (MC) Long Stream	\$ 1,186.60	\$ 1,210.40	N	2.0%	Guideline increase
17	Access Permits - Commercial or Multiple Dwelling	\$ 121.31	\$ 123.80	N	2.1%	Guideline increase
18	Overland Permit Annual - Overdimensional	\$ 133.09	\$ 135.80	N	2.0%	Guideline increase
19	Overload Permit Annual- Per tonne Overweight	\$ 208.59	\$ 212.80	N	2.0%	Guideline increase
20	Administration Invoice Processing Fee	\$ 65.22	\$ 66.60	Y	2.1%	Guideline increase
21	Overload Permit Single Trip	\$ 66.49	\$ 67.90	N	2.1%	Guideline increase
22	Encroachments on Road Allowance - Application Fee (excludes Outdoor Boulevard Cafes)	\$ 327.48	\$ 334.10	Y	2.0%	Guideline increase
23	Encroachments - Annual Fee (excludes Outdoor Boulevard Cafes and Areaways)	\$ 63.11	\$ 64.40	Y	2.0%	Guideline increase
24	Encroachments - Outdoor Blvd. Cafes - Application Fee	\$ 1,592.07	\$ 1,624.00	Y	2.0%	Guideline increase
25	Encroachments - Annual Fee - Areaways-% of Market Value	\$ 0.05	\$ -	Y	-100.0%	Areaway agreements are no longer relevant. Fee is not necessary.
26	Encroachments - Compliance Requests & Discharge Agreements	\$ 104.99	\$ 107.10	Y	2.0%	Guideline increase
27	Active Encroachments - Annual Fee - Utility Corridors	Cost + 7%	Cost + 7%	Y	N/A	Fee set at cost plus 7%
28	Permanent Road Closure Application Fee + Cost of Advertisement (AD) + Cost of Environmental Assessment (EA)	\$4,773.02 + Cost of AD + Cost of EA	\$4,868.50 + Cost of AD + Cost of EA	N	2.0%	Guideline increase
29	Formal Consultation for Permanent Road Closure	\$ 1,061.21	\$ 1,082.50	N	2.0%	Guideline increase
30	Temporary Lane Closure	\$ 52.53	\$ 53.60	N	2.0%	Guideline increase
31	Temporary Sidewalk Closure	\$ 113.75	\$ 116.10	N	2.1%	Guideline increase
32	Temporary Road Closure - FULL Special Events & Filming (one time fee)	\$ 693.23	\$ 707.10	N	2.0%	Guideline increase
33	Temporary Road Closure - FULL Construction (one time fee)	\$ 1,490.08	\$ 1,519.90	N	2.0%	Guideline increase
<b>Note:</b>						
34	For documents that due to the size would not warrant the Approved user fee, a minimum fee of \$13.32 (plus HST) would be assessed. This would be to offset the administrative component to process requests.					

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: POA**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Administrative review cost recovery fee	\$ 60.00	\$ <b>61.20</b>	N	2.0%	Cost recovery
2	Collection cost recovery fee	Varies	<b>Varies</b>	Y	N/A	Pass through of collection fees to the defendant
3	Court Documents (POA) - per page	\$ 2.50	\$ <b>2.60</b>	N	4.0%	Guideline increase, rounded to the nearest nickel
4	Certified Court Documents (POA) - per page	\$ 4.70	\$ <b>4.80</b>	N	2.1%	Guideline increase, rounded to the nearest nickel

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**
**Division: Various**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Manual searches for records (per 15 minutes)	\$ 10.27	\$ 13.00	Y	26.6%	Council direction to increase user fees toward full cost recovery, or user fee waivers that can be reduced or eliminated over a one to three-year phase in period.
2	Preparation of Records for release (per 15 minutes)	\$ 10.27	\$ 13.00	Y	26.6%	Council direction to increase user fees toward full cost recovery, or user fee waivers that can be reduced or eliminated over a one to three-year phase in period.
3	Developing computer programs or other methods of producing a record from a machine (per 15 minutes)	\$ 20.44	\$ 20.90	Y	2.3%	Guideline increase rounded to nearest nickel after HST
4	Encrypted USB Charge	\$ -	\$ 30.00	Y	N/A	<b>New Fee</b>
5	Routine Disclosure Administration fee	\$ -	\$ 10.00	Y	N/A	<b>New Fee</b>

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Financial Planning, Administration & Policy**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Subdivision Agreement Finance Processing Flat Fee	\$ 1,521.85	\$ <b>1,552.30</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
2	Subdivision Agreement Finance Processing Per Lot Fee	\$ 15.85	\$ <b>16.20</b>	N	2.2%	Guideline increase, rounded to the nearest nickel
3	Subdivision Agreement Finance Processing Best Efforts Fee	\$ 1,521.85	\$ <b>1,552.30</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
4	Subdivision Compliance Fee	\$ 71.55	\$ <b>73.00</b>	N	2.0%	Guideline increase, rounded to the nearest nickel

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**  
**Division: Financial Services - Taxation**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Registration of Delinquent Accounts - Phase 1	\$ 1,138.05	\$ <b>1,160.90</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
2	Registration of Delinquent Accounts - Carried to Tax Sale	\$ 1,453.45	\$ <b>1,482.60</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
3	Extension Agreements	\$ 210.45	\$ <b>214.70</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
4	Tax Certificate (manual and on-line)	\$ 63.15	\$ <b>64.40</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
5	Tax Letters (Analysis, Income Tax, Paid in Full) - per year	\$ 27.85	\$ <b>28.40</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
6	Ownership change fee	\$ 15.00	\$ <b>15.30</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
7	Mortgage Company - on-line account balance/status (annual fee per property account)	\$ 5.95	\$ <b>6.05</b>	N	1.7%	Guideline increase, rounded to the nearest nickel
8	Mortgage Company - payout statement / account detail (per account)	\$ 12.10	\$ <b>12.35</b>	N	2.1%	Guideline increase, rounded to the nearest nickel
9	Tax Transfer Fee - Balances transferred to City tax roll	\$ 35.30	\$ <b>36.02</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
10	NSF Fee - Processing fee on all 'returned' payments	\$ 35.30	\$ <b>36.02</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
11	Admin Fee for Arrears Notices (on arrears > \$50)	\$ 3.10	\$ <b>3.15</b>	N	1.6%	Guideline increase, rounded to the nearest nickel
12	Admin Fee for 3 Years Arrears Letter (Pending Lien Registration)	\$ 10.00	\$ <b>10.20</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
13	New tax roll account fee	\$ 18.60	\$ <b>18.95</b>	N	1.9%	Guideline increase, rounded to the nearest nickel
14	Apportionment fee - Current year	\$ 61.85	\$ <b>63.10</b>	N	2.0%	Guideline increase, rounded to the nearest nickel
15	On-line Tax Certificate - delinquent account turn off/on	\$ 35.30	\$ <b>36.02</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
16	Misapplied Payments - payment transfer (Taxpayer or Financial Institution error)	\$ 35.30	\$ <b>36.02</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
17	Reprint of prior year tax bill (no charge for current year tax bill) - per bill	\$ 12.10	\$ <b>12.35</b>	N	2.1%	Guideline increase, rounded to the nearest nickel after HST applied
18	Full Tax Deferral Program - application fee	\$ 200.00	\$ <b>200.00</b>	Y	0.0%	No increase recommended at this time - low-income senior/persons with disability (subject to program continuing)
19	Full Tax Deferral Program - annual renewal fee	\$ 100.00	\$ <b>100.00</b>	Y	0.0%	No increase recommended at this time - low-income senior/persons with disability (subject to program continuing)
20	Debit Authorizations from Financial Institutions	\$ -	\$ <b>36.02</b>	Y	NEW	<b>NEW FEE: To recover costs to return incorrect payment back to financial institutions</b>

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**  
**Division: City Clerk's**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Marriage Licence Fee	\$ 160.00	\$ <b>163.00</b>	N	1.9%	Guideline increase, rounded to the nearest dollar
2	Death Registration Administration Fee	\$ 47.00	\$ <b>48.00</b>	N	2.1%	Guideline increase, rounded to the nearest dollar
3	Certified Copies	\$ 28.00	\$ <b>28.60</b>	Y	2.1%	Guideline increase, rounded to the nearest dollar after HST applied
4	Photocopies per page (8.5x11 or 8.5x14)	\$ 0.37	\$ <b>0.40</b>	Y	8.1%	Guideline increase, rounded to the nearest penny after HST applied
5	Photocopies large scale drawings (greater than 8.5x14)	\$ -	\$ <b>10.00</b>	Y		<b>New Fee</b>
6	Commissioner of Oaths	\$ 22.35	\$ <b>23.01</b>	Y	3.0%	Guideline increase, rounded to the nearest nickel after HST applied
7	Proof of Residence Letter	\$ 25.00	\$ <b>26.50</b>	Y	6.0%	Council direction to increase user fees toward full cost recovery, or user fee waivers that can be reduced or eliminated over a one to three-year phase in period. Proof of Residence letters are currently free and it is the intention to bring them in line with Certified True Copies in three (3) years. (GIC July 8, 2019)
8	Commissioner of Oaths - Pension Forms	\$ 15.00	\$ <b>18.50</b>	Y	23.3%	Staff plan to phase in the cost as per council direction. It is the intention to bring pension form fees in line with existing commissioning fees within three (3) years.
9	Civil Marriage Ceremony	\$ 300.00	\$ <b>306.19</b>	Y	2.1%	Guideline increase, rounded to the nearest nickel after HST applied
10	Renewal of Vows Ceremony	\$ 50.00	\$ <b>51.11</b>	Y	2.2%	Guideline increase, rounded to the nearest nickel after HST applied
11	Fee for Witnesses	\$ 25.00	\$ <b>25.50</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied

## 2021 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Financial Services**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
1	Tenders and RFPs	\$ 48.32	\$ <b>49.30</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
2	Tenders and RFPs - Complex	\$ 163.05	\$ <b>166.40</b>	Y	2.1%	Guideline increase, rounded to the nearest nickel after HST applied
3	Change in Banking Information (Note 1)	\$ 26.28	\$ <b>26.90</b>	Y	2.3%	Guideline increase, rounded to the nearest nickel after HST applied
<b>Consideration of assignment/corporate change requests (Note 2)</b>						
4	Simple	\$ 372.35	\$ <b>379.80</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
5	Standard	\$ 668.94	\$ <b>682.40</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
6	Complex	\$ 891.90	\$ <b>909.80</b>	Y	2.0%	Guideline increase, rounded to the nearest nickel after HST applied
<b>Notes:</b>						
1. Change in Banking Information will only be applied when there is more than one request per year made by the vendor.						
2. The fee for consideration of assignment/corporate change requests include any applicable 'change in Banking Information' fee.						




## 2021 PROPOSED USER FEES & CHARGES


**Department: City Manager**  
**Division: Human Resources**

#	Service or Activity Provided or Use of City Property	2020 Approved Fees	2021 Proposed Fee	HST (Y/N)*	% Change in Fee	Basis for Fee Increase
Employee File Duplication:						
1	Base rate (0-10 pages)	\$ 123.90	\$ <b>126.40</b>	Y	2.0%	Guideline increase
2	Greater than 10 pages (per page)	\$ 1.28	\$ <b>1.31</b>	Y	2.0%	Guideline increase

<b>Operating Budget Policies  Temporary Waiver and Deferral of  User Fees and Charges</b>	 Hamilton	<b>Corporate Services Department</b>
Policy No: FPAP-OP-004		
Page 1 of 3		Approval:

<b>POLICY STATEMENT</b>	This Policy sets out the guidelines for the temporary waiver and deferral of user fees and charges contained in the annual City of Hamilton By-Law to Establish User Fees and Charges for Services, Activities or the Use of Property (the “User Fees and Charges By-Law”), making sure that there is no conflict with the City’s financial and policy objectives or any other legislative requirement.
<b>PURPOSE</b>	<p>User fees and charges are utilized to finance those services offered by the City, that provide a direct benefit to the specific person or groups using those services.</p> <p>The City of Hamilton’s User Fees and Charges By-Law authorizes the processing of any request for services, activities or the use of City’s property after the applicable fee or charge has been paid. On occasion, however, user fees and charges are waived or deferred in recognition that, through unforeseen circumstances, groups of identifiable individuals are likely to experience undue financial hardship that the temporary waiver or deferral of user fees or charges can mitigate, or because the temporary waiver or deferral of user fees would result in a direct economic, public health or social benefit to the community.</p> <p>The purpose of this Policy is therefore, to have a consistent and transparent approach across the City to the temporary waiver and deferral of user fees and charges.</p>
<b>SCOPE</b>	<p>This Policy applies to all Departments that administer and collect user fees and charges and does not extend to outside Boards and Agencies.</p> <p>This Policy applies to all user fees and charges included in the User Fee and Charges By-Law and that are regulated by the <i>Municipal Act</i>.</p> <p><b>Exclusions:</b></p> <ul style="list-style-type: none"> <li>• User fees and charges included in the User Fee and Charges By-Law but regulated by other legislation, including but not limited to the <i>Building Code Act, Planning Act, Lottery rules and regulations and the Funeral, Burial and Cremation Services Act</i>, are excluded from this Policy.</li> <li>• Waiver or deferrals of user fees and charges regulated by other legislation such as, but not limited to the <i>Building Code Act, Planning Act, Lottery rules and regulations and the Funeral, Burial and Cremation Services Act</i>, must follow the prescribed legislation.</li> </ul>

<b>Operating Budget Policies Temporary Waiver and Deferral of User Fees and Charges</b>	 <b>Hamilton</b>	<b>Corporate Services Department</b>
Policy No: FPAP-OP-004 Page 2 of 3		Approval:
	<ul style="list-style-type: none"> <li>• If no particular process or authority has been specified in the respective regulation, the responsible department will request the waiver or deferral as outlined in this Policy.</li> <li>• Permanent support programs such as, but not limited to, the Recreation Assistance Program and the Affordable Transit Pass Program, are not covered under this Policy.</li> </ul>	
<b>DEFINITIONS</b>	<p>"Identifiable group" means a group of individuals, corporations and / or organizations responsible for paying a specific user fee or charge. Examples may include, property taxpayers, tenants, HSR users.</p>	
<b>PRINCIPLES</b>	<p>The following principles apply to this Policy:</p> <p><b>Rationale:</b></p> <p>Temporary waivers or deferrals of user fees and charges may be considered where:</p> <ul style="list-style-type: none"> <li>• Unforeseen circumstances have affected an identifiable group's ability to pay a specific user fee or charge.</li> <li>• Granting relief promotes or advances economic, public health or social benefits or advances specific City policy goals or City objectives that would not be achieved if not for the deferral or waiver.</li> </ul> <p><b>Equal Application:</b></p> <ul style="list-style-type: none"> <li>• Temporary waiver or deferral of user fees and charges, if approved, shall apply equally to all identifiable groups that are normally liable for the payment of the user fee or charge.</li> <li>• Deferrals, however, are optional. Individuals, groups of individuals, organizations or corporations within the identifiable group that wish to continue making the regular payments of user fees or charges, may continue to do so.</li> </ul>	
<b>AUTHORITY AND PROCESS</b>	<p><b>Waivers:</b></p> <ul style="list-style-type: none"> <li>• Temporary waiver of user fees and charges shall be approved by Council, unless specific authority has been given to the City's Treasurer by legislation or By-Law.</li> </ul> <p><b>Deferrals:</b></p> <ul style="list-style-type: none"> <li>• Approval limits for deferrals for each user fee or charge within the maximum allowable time period as stated in this Policy are:             <ul style="list-style-type: none"> <li>– \$0 to \$99,999: General Manager of Finance and Corporate Services, or his / her delegate</li> <li>– Over \$100,000: Council.</li> </ul> </li> </ul>	

<p><b>Operating Budget Policies Temporary Waiver and Deferral of User Fees and Charges</b></p>	 <p>Hamilton</p>	<p><b>Corporate Services Department</b></p>
<p>Policy No: FPAP-OP-004</p>		
<p>Page 3 of 3</p>		<p>Approval:</p>
	<p><b>Maximum allowable time period or limitation:</b></p> <ul style="list-style-type: none"> <li>• Temporary waiver or deferral of user fees and charges may have a maximum term of 90 days.</li> <li>• A one-time extension for up to a maximum of another 90 days may be approved by Council.</li> </ul> <p><b>Process:</b></p> <ul style="list-style-type: none"> <li>• Where approval by the General Manager of Finance and Corporate Services is required, staff in the department responsible for the administration and / or collection of the user fee or charge must make a request to the Financial Planning, Administration and Policy Division of the Corporate Services Department through their corresponding Finance and Administration (F&amp;A) Team, in order to have the request approved. All relevant information is to be included with the request including but not limited to rationale, financial considerations (levy impact, cashflow, accounting, etc.) and timing.</li> <li>• Where approval by Council is required, staff in the department responsible for the administration and / or collection of the user fee or charge must submit a Recommendation Report to the appropriate Standing Committee.</li> <li>• Waiver or Deferral of user fees and charges that are not governed by the Municipal Act and do not have a process specified in the respective legislation, may be approved by submitting a Recommendation Report to the appropriate Standing Committee.</li> </ul>	
<p><b>SPECIAL CIRCUMSTANCES</b></p>	<p>In the event that the City cannot conduct business as usual, such as but not limited to, a time where Council has declared a State of Emergency, Council may delegate the authority to waive and/or defer user fees and charges either by a specific Delegation of Authority to senior staff or through the activation of the Emergency Operations Centre.</p>	
<p><b>GOVERNING LEGISLATION</b></p>	<p><i>Municipal Act, 2001, S.O. 2001, c. 25</i></p>	
<p><b>RESPONSIBILITY FOR THE POLICY</b></p>	<p>Corporate Services Department Director of Financial Planning, Administration and Policy</p>	
<p><b>POLICY HISTORY</b></p>	<p>This Policy is to be approved by Council in December 2020 through Report FCS20085.</p>	



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Event Service Provider for Christmas in Gore Park (PED20215) (Ward 2)
<b>WARD(S) AFFECTED:</b>	Ward 2
<b>PREPARED BY:</b>	Pam Mulholland (905) 546-2424 Ext. 4514
<b>SUBMITTED BY:</b>	Carrie Brooks-Joiner Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	<i>Carrie Brooks-Joiner</i>

### RECOMMENDATION

- (a) That the Mayor and City Clerk be authorized and directed to execute, on behalf of the City of Hamilton, a five-year service contract between the Downtown Hamilton Business Improvement Area (Downtown BIA) and the City to retain the services of the Downtown BIA to produce the Christmas in Gore Park Event beginning in 2021, with the option to renew at the City's discretion, and together with all necessary ancillary documents, with content acceptable to the Director of Tourism and Culture and in a form satisfactory to the City Solicitor;
- (b) That the five-year service contract between the Downtown BIA and the City of Hamilton for production of the Christmas in Gore Park Event include financial support to an upset limit of \$17 K for each year of the contract, to be funded from the Planning and Economic Development Department Operating Budget (Dept id 709120) in the amount of \$7 K and from the Public Works Department Operating Budget (Dept id 444076) in the amount of \$10 K; be approved.

### EXECUTIVE SUMMARY

The City of Hamilton's Christmas in Gore Park Event (the "Event") includes the Christmas Tree of Hope Lighting and Concert in support of the 900 CHML, Y108 and 953 Fresh Radio Children's Fund ("the Children's Fund") which has been held annually for over 40 years.

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

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

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

**SUBJECT: Event Service Provider for Christmas in Gore Park (PED20215) (Ward 2) - Page 2 of 4**

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On November 22, 2017, Council approved a three-year service contract between the City and the Downtown BIA to retain its services to produce the Event beginning in 2018.

The Downtown BIA successfully delivered the Event at Gore Park in 2018 and 2019 and will deliver the event virtually on Cable 14 on December 4, 2020 due to COVID-19 public gathering restrictions.

Staff recommend a new service contract with the Downtown BIA to an upset limit of \$17 K per year for a term of five years commencing in 2021, with the option to renew at the City's discretion. The \$17 K yearly funding is status quo with annual funding received during the three-year service contract (2018 to 2020).

**Alternatives for Consideration – See Page 4**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: Funding for the \$17 K contract is to be accommodated within the Planning and Economic Development Department Operating Budget (Dept id 709120) for \$7,000 and the Public Works Department Operating Budget (Dept id 444076) for \$10 K.

Staffing: N/A

Legal: An Event service contract between the Downtown BIA and the City would be required, signed and executed by the Mayor and the City Clerk, with content acceptable to the Director of Tourism and Culture and in a form satisfactory to the City Solicitor.

**HISTORICAL BACKGROUND**

Gore Park was first decorated for Christmas in 1927. Since 1976, the annual Event has commenced with the Christmas Tree of Hope Lighting and Concert on the first Friday of December. Event components:

- An on-site radio broadcast campaign for the Children's Fund, a fundraiser that supports dozens of local organizations providing aid to Hamilton's most vulnerable residents;
- The official lighting of Gore Park's "Christmas Tree of Hope", a symbol of the public's collective effort during the holidays to improve the lives of Hamilton families;
- Animation of Gore Park through holiday decorations and family-friendly programming (e.g. music concert, craft market, food vendors, Santa visit, etc.); and

**SUBJECT: Event Service Provider for Christmas in Gore Park (PED20215) (Ward 2) - Page 3 of 4**

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- Holiday decorations and children’s programming continue in the park throughout December encouraging downtown visitation and shopping.

Prior to 2018, City staff produced the Event. In 2019, this event moved to third-party delivery.

The City entered a three-year service contract with the Downtown BIA (2018 to 2020) for it to manage Event programming, logistics, marketing and communications, including the extension of the family-friendly programming throughout December (e.g. Ferris wheel). The Public Works Department continued to source and install the Christmas tree and additional Gore Park holiday decorations.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

**External**

- Executive Director, Downtown Hamilton BIA
- Operations Manager, Downtown Hamilton BIA

**Internal**

- Director of Environmental Services, Public Works Department
- Manager of Parks and Cemeteries, Environmental Services Division, Public Works Department
- Business Administrator, Finance and Administration Section, Corporate Services Department
- Acting Manager, Financial Planning, Administration, and Policy Division, Corporate Services Department

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

An Event service contract between the Downtown BIA and City is recommended due to the following:

- The Event has social and community benefits for Hamilton, including raising funds

**SUBJECT: Event Service Provider for Christmas in Gore Park (PED20215) (Ward 2) - Page 4 of 4**

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for the Children's Fund that supports dozens of local organizations providing aid to Hamilton's most vulnerable residents;

- The Downtown BIA has a proven track record in delivering the Event on behalf of the City; and
- The City has a strong collaborative working relationship with the Downtown BIA.

**ALTERNATIVES FOR CONSIDERATION**

That the City cease the production of the Event at Gore Park. The net savings to the City of not funding a service contract for delivery of the Event is \$17 K.

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

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

**Economic Prosperity and Growth**

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

**Healthy and Safe Communities**

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

**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**

N/A

PM:ac





## Hamilton

### **AFFORDABLE HOUSING SITE SELECTION SUB-COMMITTEE REPORT 20-001**

**1:30 p.m.**

**Tuesday, November 24, 2020**

**Room 264, 2nd Floor, Hamilton City Hall  
71 Main Street West**

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**Present:** C. Collins (Chair)  
Councillors J. Farr, N. Nann (Vice Chair) and M. Wilson

**Also Present:** Councillor B. Johnson

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#### **THE AFFORDABLE HOUSING SITE SELECTION SUB-COMMITTEE PRESENTS REPORT 20-001 AND RESPECTFULLY RECOMMENDS:**

- 1. Disposition Strategy to Achieve Affordable Housing in Binbrook (PED20179) (Ward 11) (Item 14.2)**
  - (a) That the direction provided to staff in Closed Session, respecting Report PED20179 - the Disposition Strategy to Achieve Affordable Housing in Binbrook, be approved; and,
  - (b) That Report PED20179 respecting the Disposition Strategy to Achieve Affordable Housing in Binbrook, attached hereto as Appendix "A" to Report 20-001, remain confidential until the completion of the real estate transaction.
  
- 2. Properties and Process for Disposition of Lands for Affordable Housing (PED17219(c)) (City Wide) (Item 14.3)**

That Report PED17219(c) respecting Properties and Process for Disposition of Lands for Affordable Housing, be received and remain confidential.

**FOR INFORMATION:**

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

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

The agenda for the November 24, 2020 meeting of the Affordable Housing Site Selection Sub-Committee, was approved as presented.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

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

**(i) June 18, 2019 (Item 4.1)**

the Minutes of the June 18, 2019 meeting of the Affordable Housing Site Selection Sub-Committee, were approved, as presented.

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

**(i) Closed Session Minutes – June 18, 2019 (Item 14.1)**

The Closed Session Minutes of June 18, 2019, were approved, as presented.

The Committee moved into Closed Session respecting Items 14.2 to 14.3 Pursuant to Section 8.1, Sub-sections (c) and (k) of the City's Procedural By-law 18- 270, and Section 239(2), Sub-sections (c) and (k), of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land for City purposes; and a position, plan, procedure, criteria or instruction to be applied to any negotiations on or to be on by or on behalf of the municipality.

**(i) Disposition Strategy to Achieve Affordable Housing in Binbrook (PED20179) (Ward 11) (Item 14.2)**

For further disposition, refer to Item 1.

**(ii) Properties and Process for Disposition of Lands for Affordable Housing (PED17219(c)) (City Wide) (Item 14.3)**

For further disposition, refer to Item 2.

**(e) ADJOURNMENT (Item 15)**

There being no further business, the Affordable Housing Site Selection Sub-Committee, be adjourned at 2:38 p.m.

Respectfully submitted,

Councillor C. Collins, Chair  
Affordable Housing Site Selection  
Sub-Committee

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	John Savoia (905) 546-2424 Ext. 7298
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the projects listed in Appendix “A” to Report FCS20103, be approved as the City of Hamilton’s submission for consideration to the Ministry of Infrastructure for the requested funding amount of \$7,434,008 for projects with a total project cost of \$9,464,000 in accordance with the terms and conditions associated with the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream;
- (b) That levy funding capacity resulting from approved grant funding from the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream be reallocated to the Unallocated Capital Reserve (108020);
- (c) That the Mayor and City Clerk be authorized to execute all necessary documentation or advisable, including Funding Agreements to receive funding under Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream with content satisfactory to the General Manager of Finance and Corporate Services and in a form satisfactory to the City Solicitor;

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- (d) That staff be authorized and directed to tender and implement projects contained in Appendix “A” to Report FCS20103 upon execution of a transfer payment agreement between the City of Hamilton and Her Majesty the Queen in right of Ontario as represented by the Minister of Infrastructure for the Province of Ontario to Receive Funding Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream;
- (e) That the General Manager of Public Works be authorized to submit future project amendments that may be required to Infrastructure Canada and the Province of Ontario provided that no amendment shall result in the City’s maximum funding share being exceeded;
- (f) That where required to give effect and authorize the signing of a transfer payment agreement between the City of Hamilton and Her Majesty the Queen in right of Ontario as represented by the Minister of Infrastructure for the Province of Ontario, to receive funding under the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, one or more By-law(s) be prepared in the form satisfactory to the City Solicitor for consideration by Council;
- (g) That where required to give effect and authorize the signing of amendments to the transfer payment agreement between the City of Hamilton and Her Majesty the Queen in right of Ontario as represented by the Minister of Infrastructure for the Province of Ontario, to receive funding under Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, one or more By-law(s) be prepared in the form satisfactory to the City Solicitor for consideration by Council.

**EXECUTIVE SUMMARY**

On October 28, 2020, the Province of Ontario announced it will be providing up to \$1.05 B in combined federal-provincial funding through a new COVID-19 Resilience Infrastructure Stream (Resilience Stream) to build or renovate health and safety related projects in long-term care, education and municipalities. The funding is part of the federal government's Investing in Canada Infrastructure Program and reinforces the commitment of both the federal and provincial governments to protect the health and well-being of individuals and families during the pandemic. It should be noted that funding for the Resilience Stream is to be drawn from existing ICIP funding streams. Ontario is re-allocating funding under the ICIP Green Stream to fund the Resilience Stream.

An allocation-based program will deliver \$250 M to municipalities to address critical local infrastructure needs through the Ministry of Infrastructure. On October 30, 2020, the City was advised that the total eligible allocation for the City is \$7,434,008. Municipalities will not be required to cost-share under this stream.

**SUBJECT: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide) – Page 3 of 9**

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The following summarizes the Resilience Stream allocation for Hamilton:

<b>Federal Allocation</b>	<b>Provincial Allocation</b>	<b>Total</b>
80%	20%	100%
\$5,947,206	\$1,486,802	\$7,434,008

Eligible projects under the Resilience stream will fall under four main Categories:

1. Retrofits, Repairs and Upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
2. COVID-19 Response Infrastructure, infrastructure to support physical distancing, safety retrofits and expansions;
3. Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
4. Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

All projects in Categories 2 and 4 must have a clear rationale in the project description of how they will support responding to the COVID-19 pandemic and / or economic recovery.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 M. Projects submitted under the Local Government sub stream also cannot have total eligible costs that exceed the applicant's allocation amount.

For municipalities that have been allocated \$500 K and above, there is a project submission cap of five projects. Projects are limited to one of four categories as outlined above. Municipalities can bundle various assets, within one of the four categories, under one project submission. Total eligible costs for all submitted projects cannot exceed the municipality's allocation.

### **Project Timelines**

- January 7, 2021 – Deadline for applicants with more than one project. Applications and all supporting documentation must be submitted through Grants Ontario.
- Winter / Spring 2021 (estimated) – The Province will review applications on a rolling basis and will notify applicants if their project has been selected for nomination to the federal government for review and approval.

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**SUBJECT: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide) – Page 4 of 9**

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- Spring 2021 (estimated) – Applicants will be notified of the federal funding decision.
- September 30, 2021 – Construction on projects must have commenced. Contracts must be awarded after federal approval of funding. Contracts awarded before approval of funding are not eligible for reimbursement.
- December 31, 2021 – Projects must be substantially completed (i.e. the assets are ready for use).

Submitted projects must comply with the guidelines outlined in the Program Guide (for details refer to the Analysis and Rationale for Recommendation(s) section of Report FCS20103) to be considered for nomination by the Province to the federal government. No deadline extensions will be considered. Failure to submit applications on time, or where a project does not start and / or complete by the deadlines required by the federal government, will result in the loss of the opportunity to access the Resilience stream allocation.

City staff evaluated a number of proposed projects based on the criteria specified in the ICIP (Resilience Stream) Program Guide and recommend the projects as reflected in Table 1 to Report FCS20103.

**TABLE 1**

<b>Funding Category</b>	<b>Project Title</b>	<b>Funding Request</b>
Category 1	HVAC Upgrades Program	\$ 3,354,000
Category 2	Public Service Counter Enhancements	1,000,000
Category 3	Gage Park Walkways Redevelopment	1,550,000
Category 3	Andrew Warburton Memorial Park and Pipeline Trail	960,000
Category 3	Cycling Network Enhancements	570,000
<b>Total Submission</b>		<b>\$ 7,434,000</b>

**Alternatives for Consideration – Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** As detailed in Appendix “A” to Report FCS20103, City of Hamilton’s ICIP COVID-19 Resilience Infrastructure Stream submission includes projects with total gross project costs of \$9.46 M, funding from the Government of Canada of \$5.95 M, funding from the Province of Ontario of \$1.49 M. The City will have to fund expenditures that exceed the City’s total eligible allocation of \$7,434,008.

**Staffing:** No identified impact.

**SUBJECT: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide) – Page 5 of 9**

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**Legal:** It is anticipated that the City will be required to enter into a transfer payment agreement with the Government of Ontario to receive the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream Grants, and further may need to enter into other ancillary agreements or pass by-laws to receive funding.

**HISTORICAL BACKGROUND**

On October 28, 2020, the Province of Ontario announced it will be providing up to \$1.05 B in combined federal-provincial funding through a new COVID-19 Resilience Infrastructure Stream (Resilience Stream) to build or renovate health and safety related projects in long-term care, education and municipalities.

The funding is part of the federal government's Investing in Canada Infrastructure Program (ICIP) and reinforces the commitment of both the federal and provincial governments to protect the health and well-being of individuals and families during the pandemic. ICIP is a 10-year, \$30 B federal, provincial and municipal program that provides funding to improve: public transit; community, culture and recreation; green; and rural and northern community infrastructure. Ontario is investing \$10.2 B in this program. It should be noted that funding for the Resilience Stream is to be drawn from existing ICIP funding streams. Ontario is re-allocating funding under the ICIP Green Stream to fund the Resilience Stream.

The Resilience Stream will deliver:

- \$250 M to municipalities through an allocation-based program to address critical local infrastructure needs, including \$6.5 M that will be directed toward Indigenous and on-reserve education, through the Ministry of Infrastructure in collaboration with the Ministries of Education and Indigenous Affairs;
- Up to \$700 M for education-related projects to be nominated and administered by the Ministry of Education; and
- Up to \$100 M for long-term care projects to be identified and administered by the Ministry of Long-Term Care.

On October 30, 2020, the City was advised that the total eligible allocation for the City is \$7,434,008. Municipalities will not be required to cost-share under this stream. The funding distribution is based on a guaranteed minimum allocation of \$100 K to all 444 municipalities in the Province. Additional “top up” funding has been allocated to municipalities based on a variety of factors including the value of infrastructure and median household income in each municipality. This formula is in alignment with the Ontario Community Infrastructure Fund.



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The following summarizes the Resilience Stream allocation for Hamilton:

<b>Federal Allocation</b>	<b>Provincial Allocation</b>	<b>Total</b>
80%	20%	100%
\$5,947,206	\$1,486,802	\$7,434,008

The federal timelines of this program require all parties to work together quickly to implement funding. Applications will be reviewed and prioritized by the Province based on a rolling intake (i.e. first-come, first-served). However, applications for multiple projects must be submitted to the Province by January 7, 2021.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not applicable.

### **RELEVANT CONSULTATION**

Healthy and Safe Communities Department - provided project proposals for submission consideration under the Resilience stream.

Public Works Department – provided project proposals for submission consideration under the Resilience stream.

Planning and Economic Development Department – provided project proposals for submission consideration under the Resilience stream.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**

On October 30, 2020, the City was advised that the total eligible allocation for the City is \$7,434,008 from the recently announced Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream.

Eligible projects under the Resilience stream will fall under four main Categories:

**Category 1: Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure. Note only project components in or on buildings are eligible for funding – components outside buildings are not. Additionally, non-profits / broader public sector (BPS) are not eligible to partner with a municipality for projects under the asset type Government Building;

**Category 2: COVID-19 Response Infrastructure**, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions;

**SUBJECT: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide) – Page 7 of 9**

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**Category 3: Active Transportation Infrastructure**, including parks and, trails, foot bridges, bike lanes and multi-use paths; and

**Category 4: Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

All projects in Categories 2 and 4 must have a clear rationale in the project description of how they will support responding to the COVID-19 pandemic and / or economic recovery.

For municipalities that have been allocated \$500 K and above, there is a project submission cap of five projects. Projects are limited to one of four categories as outlined above. Municipalities can bundle various assets, within one of the four categories, under one project submission. Total eligible costs for all submitted projects cannot exceed the municipality's allocation.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 M. Projects submitted under the Local Government sub stream also cannot have total eligible costs that exceed the applicant's allocation amount.

Funding for the Resilience stream cannot be stacked with other ICIP funding to support projects. Additionally, recipients cannot apply for funding under the Resilience stream with a project already approved under a different ICIP stream.

Municipalities and / or one of their partners must attest to owning the capital components infrastructure assets put forward for funding. Where the municipality is partnering with another organization, they must attest that either the lead applicant (municipality) or the partner owns the infrastructure asset. The municipality must be the Ultimate Recipient, even if they do not own the asset. The indicated owner of the asset must retain ownership for the duration of the Asset Disposal Period (i.e. five (5) years after the project is substantially completed).

Municipalities must comply with environmental assessment and determination obligations, as well as, Indigenous consultation obligations and modern treaty obligations.

Eligible projects must begin by September 30, 2021 and be completed by December 31, 2021. Contracts must be awarded after federal approval of funding. Contracts awarded before approval of funding are not eligible for reimbursement.

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**SUBJECT: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream (FCS20103) (City Wide) – Page 8 of 9**

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The following projects are deemed ineligible under the Resilience stream:

- Tourism infrastructure (e.g. visitor information centre, etc.)
- Facilities that are home to a professional sports team
- Stand-alone planning projects (planning costs can be included as part of a project but cannot be its own project)
- Any project which has already started construction or contracts awarded
- Projects submitted under other Investing in Canada Infrastructure Program streams that have been nominated to the federal government
- Projects submitted under the Ontario Ministry of Long-Term Care and Ministry of Education COVID-19 funding streams

A number of projects were evaluated, based upon staff's interpretation of the criteria as specified within the application processes and the Program's guidelines. As such, Table 2 to Report FCS20103 reflects the projects for Council's endorsement of the projects submitted under the Resilience stream.

**TABLE 2**

<b>Funding Category</b>	<b>Project Title</b>	<b>Total Project Cost</b>	<b>Funding Request</b>
Category 1	HVAC Upgrades Program	\$ 3,689,000	\$ 3,354,000
Category 2	Public Service Counter Enhancements	1,100,000	1,000,000
Category 3	Gage Park Walkways Redevelopment	1,705,000	1,550,000
Category 3	Andrew Warburton Memorial Park and Pipeline Trail	2,400,000	960,000
Category 3	Cycling Network Enhancements	570,000	570,000
<b>Total Submission</b>		<b>\$ 9,464,000</b>	<b>\$ 7,434,000</b>

Staff reviewed projects that potentially could be submitted under Category 4 (Disaster Mitigation and Adaptation). Given the substantial completion deadline of December 31, 2021 and that tenders are recommended to not be issued prior to federal funding approval; no application submission is recommended under Category 4. It should be noted that in April 2019, the City received federal funding of \$12.74 M from the Disaster Mitigation Adaption Fund towards its Shoreline Protection Resilience project. This project budgeted with a total project cost of \$31.85 M, with the remaining \$19.11 M funded by the City (refer to Report FCS19038), is a multi-year project with construction to occur from 2020 to 2027.

Funding decisions are expected to be announced in Spring 2021, pending federal approval timelines.

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If the projects in the City's submission in Table 2 are approved, there may be revenues in the approved project budgets available to be transferred to the Unallocated Capital Levy Reserve (108020) for future capital investments.

**ALTERNATIVES FOR CONSIDERATION**

N/A.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Healthy and Safe Communities**

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

**Clean and Green**

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

**Built Environment and Infrastructure**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS20103 – City of Hamilton ICIP Resilience Infrastructure Stream Projects Submission

JS/dt

**2020 ICIP - COVID-19 Resilience Infrastructure Stream Project Submissions**

Project Description	Division	Total Gross (000's)	Total Eligible (000's)	Cost Sharing Breakdown		
				Federal 80% (000's)	Provincial 20.00% (000's)	City Ineligible (000's)
<b>Category 1: Retrofits, Repairs and Upgrades</b>						
HVAC Upgrades Program	Facilities	\$ 3,689	\$ 3,354	\$ 2,683.2	\$ 670.8	\$ 335.4
<b>Category 2: COVID-19 Response Infrastructure</b>						
Public Service Counter Enhancements	Facilities	\$ 1,100	\$ 1,000	\$ 800.0	\$ 200.0	\$ 100.0
<b>Category 3: Active Transportation Infrastructure</b>						
Gage Park Walkways Redevelopment	LAS	\$ 1,705	\$ 1,550	\$ 1,240.0	\$ 310.0	\$ 155.0
Andrew Warburton Memorial Park and Pipeline Trail	LAS	\$ 2,400	\$ 960	\$ 768.0	\$ 192.0	\$ 1,440.0
Cycling Network Enhancements	Transport Plng	\$ 570	\$ 570	\$ 456.0	\$ 114.0	\$ -
<b>Total Submission</b>	<b>Total (000's):</b>	<b>\$ 9,464</b>	<b>\$ 7,434</b>	<b>\$ 5,947.2</b>	<b>\$ 1,486.8</b>	<b>\$ 2,030.4</b>



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Gloria Rojas (905) 546-2424 Ext. 6247
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

- (a) That the three-year pilot for a Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (“Full Tax Deferral Program”) become a permanent program under the criteria included in Appendix “A” to Report FCS18005(a);
- (b) That the 0.5 temporary Full Time Equivalent for the administration of this program funded from the Tax Stabilization Reserve (110046), be eliminated.

### EXECUTIVE SUMMARY

In January 2018, Council approved Report FCS180005, “Tax Assistance Programs for Seniors and Low-Income Persons with Disabilities”, including a three-year pilot for the Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities, where low-income seniors and persons with disabilities had the option to defer the full amount of taxes for the applicable year. The last year of the three-year pilot is 2020 and staff is submitting a recommendation to make the program permanent starting in 2021 and eliminating the 0.5 temporary Full Time Equivalent (FTE) originally approved for the administration of the program as the duties can be absorbed by the existing staff in the Taxation Section.

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**SUBJECT: Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide) – Page 2 of 6**

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Although the number of applications has not increased significantly over the three-year pilot, staff is recommending that the Program become permanent as it provides direct assistance to eligible taxpayers that are facing financial hardship but wish to remain in their home, without significant additional administrative burden to the City.

This program does not have an impact on the property tax levy since deferred amounts are protected as they are set up as a receivable and protected by a special lien. The cost of the program is related to the opportunity cost of forgone investment revenue. The deferred amounts are subject to annual interest in order to offset lost investment revenue. The total amount deferred over the life of the pilot is approximately \$135,000 and for the 2020 year, the City has 18 approved applications (see Table 1).

The complete list of the conditions for the program can be found in Appendix “A” to Report FCS18005(a), Deferral of Full Taxes for Low-Income Seniors and Persons with Disabilities.

**Alternatives for Consideration – N/A**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The Full Tax Deferral Program will not have any operating budget levy impact as the deferred amounts will be set up as a receivable. In addition, the eligible amounts will be subject to interest based on the City’s external debt forecasting assumptions, which for 2020 is 3%. This rate will be reviewed annually and published in the Tax Policy Report. The City also receives application and renewal fees.

**Staffing:** The previously approved 0.5 temporary FTE will be eliminated as the administration of the program can be absorbed within the existing complement of the Taxation section.

**Legal:** Municipal authority for providing deferrals or cancellations in respect of all or part of the tax increases on residential properties for owners who are low-income seniors or low-income persons with disabilities is found within Section 319 of the *Municipal Act, 2001* and requires that municipalities pass a by-law. The Legal and Risk Management Services Division has been consulted on the by-law governing the program. This by-law adopted three years ago will continue to be in effect since no changes are needed.

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**SUBJECT: Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide) – Page 3 of 6**

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**HISTORICAL BACKGROUND**

The 2017 Tax Policies and Area Rating Report (FCS17045) contained the recommendation that the Seniors (65+) Tax Rebate Program (“Seniors Rebate Program”) be reviewed for the 2018 taxation year. Following this recommendation, staff initiated a review of all the tax incentive programs for seniors and low-income people with disabilities.

In January 2018, Council approved Report FCS18005, “Tax Assistance Programs for Seniors and Low-Income Persons with Disabilities”, including a three-year pilot program where low-income seniors and persons with disabilities had the option to defer the full amount of taxes for the applicable year. The original criteria for the program, specifically the calculation of the income threshold, was revised in 2020 based on citizens’ feedback and approved as part of the 2020 tax policies (Report FCS20039, “2020 Tax Policies and Area Rating”). The by-law governing the program was approved with the original report and since the detailed calculation of the threshold is not included in the by-law, it does not need to be amended.

The amended calculation for the income threshold was approved equally for all the tax assistance programs for seniors and persons with disabilities (Seniors Tax Rebate Program, Deferral of Tax Increases Program and Full Tax Deferral Program) as they share similar criteria.

As 2020 is the last year of the three-year pilot, staff is submitting a recommendation to make the program permanent starting in 2021.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Section 319 of the *Municipal Act, 2001* requires that municipalities pass a by-law providing for deferrals or cancellations in respect of all or part of the tax increases on residential properties for owners who are low-income seniors or low-income persons with disabilities. The existing Deferral of Tax Increases Program falls under this category.

The Full Tax Deferral Program is not a mandatory program under the *Municipal Act, 2001* but is recommended by staff as it provides direct benefits to low-income seniors or low-income persons with disabilities.

The criteria for the calculation of the income threshold, in which the amount dedicated as pension splitting is deducted from the main applicant’s income to avoid double-counting, was updated in 2020. Overall, the criteria for this program will be reviewed annually and incorporated in the Tax Policy Report. Application and renewals fees will also be reviewed annually and incorporated into the User Fee By-law.

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**SUBJECT: Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide) – Page 4 of 6**

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**RELEVANT CONSULTATION**

During 2017, staff consulted with the Seniors Advisory Committee (SAC), as well as, the Advisory Committee for Persons with Disabilities (ACPD) on the details of the program. The two Advisory Committees were supportive of the program.

This program has also been discussed with the Taxation Section of the Corporate Services Department which administers the program and is supportive on the program becoming permanent.

The Legal and Risk Management Services Division has been consulted regarding the development of the by-Law to ensure that it agrees with the program and the *Municipal Act*.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Staff is recommending that the three-year pilot program for full deferral of taxes for seniors and low-income persons with disabilities, in which the full amount of taxes for the year can be deferred, become permanent starting in 2021. The complete list of the conditions for the program, including previously updated criteria for the calculation of the income threshold, in which the amount dedicated as pension splitting is deducted from the main applicant's income to avoid double-counting, can be found in Appendix "A" to Report FCS18005(a), Deferral of Full Taxes for Low-Income Seniors and Persons with Disabilities.

This program does not have an impact on the operating budget tax levy since deferred amounts are protected as they are set up as a receivable and protected by a special lien. The cost of the program is related to the loss of investment revenue. However, the deferred amounts are subject to annual interest (3% for 2020 based on the City's external debt forecasting assumptions) in order to offset lost investment revenue.

The total amount deferred to date is approximately \$135,000. Table 1 shows the number of deferrals and total amount deferred for every year since the beginning of the program.

**Table 1  
Deferral of Full Taxes Program per Year**

Year	Deferrals (#)	Total Deferred (\$)
2018	4	\$ 13,845
2019	18	\$ 61,795
2020 (*)	18	\$ 59,410

(\*) Some applications are still pending review

**SUBJECT: Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide) – Page 5 of 6**

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The four properties that deferred taxes in 2018 have continued to do so for 2019 and 2020. With respect to the properties that applied for the first time in 2019, most, but not all, have also applied in 2020 and two have repaid the deferral.

The original approval included a 0.5 temporary FTE funded by the Tax Stabilization Reserve (110046) and partially recovered by the application and annual renewal fees. However, due to the low volume of applications, staff in the Taxation Section will be able to absorb the duties performed by the temporary FTE without compromising efficiency and effectiveness in their normal duties and, therefore, staff is recommending that the 0.5 temporary FTE initially approved for the administration of the program be eliminated. The Taxation Section will monitor the volume of applications in the upcoming years and, should it be required, a dedicated resource for the administration of the program will be requested to Council.

Although the number of applications has not increased significantly over the three-year pilot, staff is recommending that the program become permanent as it is an option available to eligible taxpayers that are facing financial hardship but wish to remain in their home and does not create a significant administrative burden to the City at current application volumes.

While this program might not be an appealing option to all eligible applicants, it is an additional support option available to seniors and low-income persons with disabilities in financial need. In this program, deferred amounts can be repaid at any time should their situation change or if it no longer makes sense for them to continue to defer.

The following have been identified as some of the benefits of the program:

- Increased financial assistance to seniors and low-income persons with disabilities.
- Eligible persons will be able to focus their resources where they are needed the most.
- May assist eligible persons to stay in their home.
- The City will recover full taxes once the property is sold or once the owners are no longer eligible.
- The City would receive interest revenue to offset lost investment revenue.
- Hamilton would be the second municipality in the Province to have the program for both seniors and persons with disabilities.

The program, however, may have some drawbacks for potential applicants such as:

- Application and renewal fees.
- It will create a special lien on the property.
- Requirement to renew annually.
- Deferred amounts will be subject to interest that could be higher than those offered by some financial institutions.

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**SUBJECT: Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (FCS18005(a)) (City Wide) – Page 6 of 6**

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- Staff recommend that applicants carefully consider the benefits of the program alongside other options available such as lines of credit available through financial institutions and reverse mortgages when determining whether this program is the best choice for their needs.

**Other Municipalities**

A similar program has been in place in Halton Region since 2016 and current enrolment varies by municipality: Oakville has 37 properties in the program, Burlington has eight, Halton Hills has four and Milton has one. Ottawa also has offered a similar program since 2017 and currently has 151 approved applications.

**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.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS18005(a) – Criteria for the Deferral of Full Taxes for Seniors and Low-Income Persons with Disabilities Program (“Full Tax Deferral Program”)

GR/dt

**Criteria for the Deferral of Full Taxes for Seniors and  
Low-Income Persons with Disabilities Program ("Full Tax Deferral Program")**

## Deferred amount:

- The total taxes for applicable taxation year including municipal and education taxes.
- Accumulated deferred amounts, including interest, shall not exceed 40% of the assessed value of the property at the time of application, considering the tax estimate of year being applied for.

## Eligible person:

- The owner, the owner's spouse, or both, are 65 years of age in the year preceding the taxation year in which the rebate would be granted.  
OR
- The owner or the owner's spouse is a low-income person with disabilities who is in receipt of assistance paid under the Ontario Disability Support Program (ODSP) or a disability amount paid under the Guaranteed Income Supplement (GIS) or an amount paid under the CPP disability benefit.
- Only eligible if the registered owners are not participating in any other City of Hamilton property tax relief program.

## Income:

- The aggregate taxable income of all applicants is no more than 150% of the GIS Maximum Annual Income (combined), as published by the Government of Canada for individuals whose spouse / common law receives the full OAS pension. This threshold applies regardless of marital status (\$36,900 for 2020).
- The income threshold will be verified against line 15000 – Total Income, on the previous year's Notice of Assessment(s) from Canada Revenue Agency. In the case of pension income splitting, line 15000 of the transferring spouse will be adjusted by the deduction for elected split-pension amount captured on line 21000 of the Income Tax and Benefit Return.

## Property:

- The property must be assessed in the residential property class. For multiple use properties, only the residential portion is used to determine eligibility.
- Must be the principal residence of the applicant.
- Property taxes for the prior years must be up to date at the time of the application.
- A registered owner cannot apply for a deferral for more than one property.

## Ownership:

- Must have owned the property for at least one year preceding the application.

**Appendix “A” to Report FCS18005(a)**  
**Page 2 of 2**

**Application:**

- Annual application is required to defer the current year’s taxes. If an application is not made for the taxation year, the property taxes for the taxation year become payable.
- If an application is not received for the current taxation year, previously deferred amounts will remain in the tax account until they become payable.
- The application can be made any time during the year and up to the last business day of September of the taxation year.
- The applicant, the applicant’s spouse and all registered owners must apply and qualify.
- Any taxes paid prior to the submission of successful application will be refunded.

**Penalties and Interest:**

- Deferred amounts will be subject to interest, compounded annually, based on the City’s external debt forecasting assumptions (3% for 2020 – to be revised annually).
- Interest will be charged starting January of the applicable taxation year.
- Penalties and Interest charged before an application is accepted will be cleared.
- Penalties and Interest incurred before an application is rejected will be applied to the tax account.

**Special Lien:**

- Deferred amounts and interest and penalties, if applicable, are a special lien on the respective property. Deferred amounts and any interest and penalties will be shown in the Tax Certificate

**Repayment:**

- If the current owner / applicant is no longer eligible, deferred amounts will remain in the tax account, continuing to accrue interest, until the property is sold.
- Deferred amounts, plus interest, become payable immediately if the property is sold.
- If at any point the assessment cap is reached, no additional deferrals will be allowed for the property, regardless of Current Value Assessment (CVA) changes. Existing deferred amounts will continue to be subject to interest and will become payable when the property is sold or if the owner is no longer eligible.

**Fees:**

- Non-refundable application fee of \$200 for 2020. To be revised annually and included in the User Fee and Tax Policy reports.
- Annual renewal fee of \$100 for 2020. To be revised annually and included in the User Fee and Tax Policy reports.



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	December 9, 2020
<b>SUBJECT/REPORT NO:</b>	Audit and Accountability Fund Intake 2: Expression of Interest (FCS20106) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	John Savoia (905) 546-2424 Ext. 7298
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION(S)**

- (a) That the General Manager, Finance and Corporate Services, be authorized and directed to submit expression of interests associated with third-party reviews of municipal services to identify potential savings and efficiencies in accordance with the terms and conditions associated with the Audit and Accountability Fund Intake 2 by December 18, 2020;
- (b) That the third-party reviews only be undertaken should the City be successful in obtaining funds from the Ministry of Municipal Affairs and Housing;
- (c) That Council direct staff to single source third-party consultants to complete reviews should the City be successful in obtaining funds from the Ministry of Municipal Affairs and Housing;
- (d) That the Mayor and City Clerk be authorized to execute a transfer payment agreement between the City of Hamilton and Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the transfer of funds from the Audit and Accountability Fund, together with all necessary or advisable associated documents, in a form satisfactory to the City Solicitor and with content acceptable to the General Manager, Finance and Corporate Services;

**SUBJECT: Audit and Accountability Fund - Expression of Interest (FCS20106) (City Wide) – Page 2 of 6**

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- (e) That where required to give effect and authorize the signing of a transfer payment agreement between the City of Hamilton and Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Province of Ontario for the transfer of funds from the Audit and Accountability Fund, one or more By-law(s) be prepared in the form satisfactory to the City Solicitor for consideration by Council; and,
- (f) That a certified copy of the approved by-law authorizing the signing of the transfer payment agreement be forwarded to the Ministry of Municipal Affairs and Housing upon Council approval.

**EXECUTIVE SUMMARY**

The Province announced, on May 21, 2019, the creation of the \$7.35 M Audit and Accountability Fund (AAF) for large urban municipalities and school boards in Ontario “to help municipalities become more efficient and modernize service delivery while protecting front line jobs.” On August 8, 2019, the City was notified that it was approved funding of up to \$250 K towards the Review of Use of External Contractors and Consultants (refer to Report FCS19059(a)). The Review findings were received by the Audit, Finance and Administration Committee on December 5, 2019 (refer to Report FCS19059(b)).

On October 25, 2019, the Province announced that it was extending the AAF for 39 large urban municipalities by giving them access to up to \$6 M annually through 2022-23. The funding was intended to allow municipalities to take action in time for the 2021 municipal budget cycle and help municipalities increase effectiveness and reduce costs by supporting line-by-line reviews, audits and other service reviews. However, the pandemic delayed the announcement of a second intake of the AAF.

The Province announced on November 17, 2020 the second intake of AAF that will allow large municipalities to benefit from further provincial funding to conduct service delivery and administrative expenditure reviews, with the goal of finding efficiencies while protecting and modernizing critical front-line services.

The AAF Intake 2 is intended to support municipalities with the opportunity to undertake independent third-party reviews with the goal of finding service delivery efficiencies while protecting front-line services and ensuring that municipalities are ready to adapt to the new normal post pandemic.

To be eligible, the proposed review project will:

1. Review municipal service delivery expenditures to find efficiencies. The review project could take a number of forms including:

**SUBJECT: Audit and Accountability Fund - Expression of Interest (FCS20106) (City Wide) – Page 3 of 6**

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- a line-by-line review of the municipality’s entire budget;
  - a review of service delivery and modernization opportunities;
  - a review of administrative processes to reduce costs.
2. Result in a final report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and efficiencies. The municipality will be required to submit a final report that includes a statement of the total amount of expenditures reviewed and the total amount identified as potential savings.
  3. Be completed by October 15, 2021. Municipal applicants will be required to publicly post the independent third-party report that outlines the analysis, findings and actionable recommendations by October 15, 2021.

Project proposals are to be reviewed on a case-by-case basis. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- The object of the review project is to identify opportunities for revenue generation or reductions in front line services.
- The review does not result in a formal report prepared by a third party.
- The object of the review extends beyond municipal accountability.

Proposal submissions may be related to any area of municipal service delivery with the Province encouraging municipalities to submit proposals that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals

Expressions of Interest will be reviewed and approved by the Ministry of Municipal Affairs and Housing. Confirmation through an executed transfer payment agreement that sets out the reporting requirements and payment schedule will be required following approval.

**AAF Intake 2 Timeline**




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**SUBJECT: Audit and Accountability Fund - Expression of Interest (FCS20106) (City Wide) – Page 4 of 6**

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Staff is considering potential opportunities that would require the engagement of independent third-party consultants to conduct reviews to identify savings and efficiencies in municipal service delivery. The General Manager, Finance and Corporate Services, will review staff proposals for alignment to the terms and conditions associated with the AAF and submit an Expression of Interest(s), where suitable, for full funding consideration under AAF. Expression of Interest(s) to the AAF Intake 2 must be submitted by December 18, 2020.

**Alternatives for Consideration – N/A**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** Should the City receive funding from the AAF, the proposed third-party review(s) will not require City funding. The outcome of AAF funded reviews will be to identify sustainable long-term service delivery efficiencies and associated cost savings.

**Staffing:** Reviews will be conducted by a third-party consultant with the assistance of City staff, where required. It is not expected to dedicate staff for this purpose.

**Legal:** It is anticipated that the City will be required to enter into a transfer payment agreement with the Government of Ontario to receive AAF grants and further may need to enter into other ancillary agreements or pass by-laws to receive funding.

**HISTORICAL BACKGROUND**

On May 21, 2019, the Premier announced the creation of the Audit and Accountability Fund (AAF) for the 39 large urban municipalities and 10 school boards in Ontario. On August 8, 2019, the City was notified that it was approved funding of up to \$250 K towards the Review of Use of External Contractors and Consultants (refer to Report FCS19059(a)). The Review findings were received by the Audit, Finance and Administration Committee on December 5, 2019 (refer to Report FCS19059(b)).

On October 25, 2019, the Province announced that it was extending the AAF for 39 large urban municipalities, by giving them access to up to \$6 M annually through 2022-23. The Province announced on November 17, 2020 the second intake of AAF that will allow large municipalities to benefit from further provincial funding to conduct service delivery and administrative expenditure reviews, with the goal of finding efficiencies while protecting and modernizing critical front-line services.

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**SUBJECT: Audit and Accountability Fund - Expression of Interest (FCS20106) (City Wide) – Page 5 of 6**

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The AAF is a conditional grant program under which large urban municipalities can apply to undertake expenditure reviews with the goal of finding efficiencies. Expression of Interest(s) to the AAF Intake 2 must be submitted by December 18, 2020.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

**RELEVANT CONSULTATION**

N/A

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

To be eligible under AAF Intake 2, a proposed review project will:

1. Review municipal service delivery expenditures to find efficiencies. The review project could take a number of forms including:
  - a line-by-line review of the municipality's entire budget;
  - a review of service delivery and modernization opportunities;
  - a review of administrative processes to reduce costs.
2. Result in a final report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and efficiencies. The municipality will be required to submit a final report that includes a statement of the total amount of expenditures reviewed and the total amount identified as potential savings.
3. Be completed by October 15, 2021. Municipal applicants will be required to publicly post the independent third-party report that outlines the analysis, findings and actionable recommendations by October 15, 2021.

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**SUBJECT: Audit and Accountability Fund - Expression of Interest (FCS20106) (City Wide) – Page 6 of 6**

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Staff is considering potential opportunities that would require the engagement of independent third-party consultants to conduct reviews to identify savings and efficiencies in municipal service delivery. The General Manager, Finance and Corporate Services, will review staff proposals for alignment to the terms and conditions associated with the AAF and submit an Expression of Interest(s) where suitable for full funding consideration under AAF.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN****Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

N/A

JS/dt

# CITY OF HAMILTON MOTION

General Issues Committee: December 9, 2020

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

**SECONDED BY MAYOR / COUNCILLOR .....**

**Major Construction Project Disruptions Impacting the Eligibility for Affected Businesses under the Canada Emergency Rent Subsidy Program**

WHEREAS, on October 9, 2020, the Government of Canada proposed the new Canada Emergency Rent Subsidy (CERS) to provide direct relief to businesses, non-profits and charities that continue to be economically impacted but the COVID-19 pandemic;

WHEREAS, the Canada Emergency Rent Subsidy mirrors the calculation of the Canada Emergency Wage Subsidy (CEWS), providing benefits directly to qualifying renters and property owners, without requiring the participation of landlords;

WHEREAS, the Canada Emergency Rent Subsidy provides a subsidy on eligible expenses for qualifying organizations that have experienced a revenue decline due to the impacts of COVID-19;

WHEREAS, the Canada Emergency Wage Subsidy provides a subsidy on eligible expenses for qualifying organizations that have experienced a revenue decline due to the impacts of COVID-19;

WHEREAS, the eligibility will generally be determined by the reduction in an eligible entity’s monthly revenues, year-over-year, for the applicable calendar month;

WHEREAS, major construction and capital projects, such as the Locke Street Business Improvement Area road reconstructions located between Main Street West and Herkimer Street (Hamilton), caused considerable disruption to vehicular and pedestrian traffic resulting in significant declines in business levels and revenues for impacted businesses;

WHEREAS, using the 2019 base to calculate the percentage revenue decline for the current qualifying period of 2020 in determining the subsidy rate will not reflect an accurate representation of year over year lost revenue decline due to the lowered revenues in 2019 due to road reconstruction;

WHEREAS, small businesses and commercial districts are the lifeline of not only Hamilton’s, but also to the Canadian economy, and they have been devastated by the impacts of the COVID-19 pandemic;

THEREFORE, BE IT RESOLVED:

That the Mayor correspond with the Prime Minister, the Minister of Finance, the Minister of Middle-Class Prosperity and Associate Minister of Finance and, the local MPs to request that:

- (i) The reference periods for the drop-in-revenues, used for calculating the eligible payment amount under the Canada Emergency Rent Subsidy and Canada Emergency Wage Subsidy, be expanded to support businesses who were disproportionately affected by major construction and capital projects, such as the Locke Street Business Improvement Area road reconstruction, located between Main Street West and Herkimer Street (Hamilton), caused considerable disruption to vehicular and pedestrian traffic resulting in significant declines in business levels and revenues for impacted businesses; and,
- (ii) The rate of revenue drop used in the calculation of the subsidy drop in both the Canada Emergency Rent Subsidy and the Canada Emergency Wage Subsidy be more flexible to allow a base year to include a year that is most representative of a normal year's revenue, especially in situations where 2019 is not representative of a normal year's revenue.