



City of Hamilton
EMERGENCY & COMMUNITY SERVICES COMMITTEE
AGENDA

Meeting #: 21-001
Date: February 4, 2021
Time: 1:30 p.m.
Location: Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's Website:

<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

1. CEREMONIAL ACTIVITIES

1.1. Cheque Presentation from Firehouse Subs to Hamilton Paramedic Services

<https://www.youtube.com/watch?v=WpO2no98GZA&feature=youtu.be>

2. APPROVAL OF AGENDA

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

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1. December 10, 2020

5. COMMUNICATIONS

- 5.1. Correspondence from Phil Graham, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education

6. DELEGATION REQUESTS

7. CONSENT ITEMS

- 7.1. Seniors Advisory Committee Minutes

- 7.1.a. January 3, 2020

- 7.1.b. February 7, 2020

- 7.1.c. October 2, 2020

- 7.2. Menstrual Products Pilot (HSC20001(a)) (City Wide)

- 7.3. Residential Care Facility (RCF) Liaison 2nd Quarter Update (HSC20040(a)) (City Wide)

8. PUBLIC HEARINGS / DELEGATIONS

9. STAFF PRESENTATIONS

10. DISCUSSION ITEMS

- 10.1. Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7)

- 10.2. Hamilton's Community Safety and Well-Being Plan (HSC19032(a)) (City Wide)

- 10.3. Municipal Affairs and Housing Social Services Relief Fund Phase 2 Holdback (HSC20036(a)) (City Wide)

- 10.4. Encampment Update (HSC20038 (b)) (City Wide)

- 10.5. Analysis of United Nations Special Rapporteur's Report on a National Protocol for Homeless Encampments (HSC21000) (City Wide) (Outstanding Business List Item)

- 10.6. Urban Indigenous Strategy Implementation Plan (HSC21001) (City Wide)

- 10.7. Updates to Emergency Plan (HSC21002) (City Wide)

- 10.8. Red Hill Family Centre Licensing Inspection and Program Update (HSC21003) (City Wide)

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

13.1. Amendments to the Outstanding Business Items List

13.1.a. Items to be Removed

13.1.a.a. Expanding Housing and Support Services for Women

Item on OBL: 19-C (e)

Addressed as Items 10.9 and 10.10 on the December 10, 2020 agenda

13.1.a.b. Encampment Strategy

Item on OBL: 20-C

Addressed as Item 10.5 on today's agenda

14. PRIVATE AND CONFIDENTIAL

14.1. Closed Session Minutes - December 10, 2020

Pursuant to Section 8.1, Sub-section (b) and (c) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (b) and (c) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual and a proposed or pending acquisition or disposition of land for City purposes.

15. ADJOURNMENT



EMERGENCY & COMMUNITY SERVICES COMMITTEE MINUTES 20-011

1:30 p.m.

Thursday, December 10, 2020

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors E. Pauls, (Chair), B. Clark, T. Jackson, S. Merulla and N. Nann

Also Present: Councillors C. Collins and J. Farr

Regrets: Councillor T. Whitehead – Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Appointment of the Chair and Vice-Chair (Item 7.1)

(i) **(Jackson/Pauls)**

That Councillor Nann be appointed Chair of the Emergency and Community Services Committee for 2021; and

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
NOT PRESENT - Ward 4 Councillor Sam Merulla
YES - Ward 6 Councillor Tom Jackson
YES - Chair - Ward 7 Councillor Esther Pauls
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 14 Councillor Terry Whitehead

(ii) **(Jackson/Pauls)**

That Councillor Clark be appointed Vice-Chair of the Emergency and Community Services Committee for 2021.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann

NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

2. 2021 Budget Submission - Housing and Homelessness Advisory Committee (HSC20059) (City Wide) (Item 10.1)

(Nann/Clark)

That the Housing and Homelessness Advisory Committee 2021 base budget submission attached as Appendix "A" to Report HSC20059 in the amount of \$1,000 be approved and referred to the 2021 budget process for consideration.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

3. 2021 Budget Submission – Seniors Advisory Committee (HUR20011) (City Wide) (Item 10.2)

(Jackson/Nann)

That the Seniors Advisory Committee 2021 base budget submission in the amount of \$2500.00 be approved and forwarded to the 2021 budget process (Healthy and Safe Communities).

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

4. City of Hamilton Veterans Committee 2021 Budget Submission (PED20216) (City Wide) (Item 10.3)

(Jackson/Clark)

That the Hamilton Veterans Committee (Veterans Committee) 2021 base budget submission, attached as Appendix "A" to Report PED20216 in the amount of \$43 K, be approved and referred to the 2021 Budget process for consideration.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

5. Subsidy Transfer to Indwell's Affordable Housing Project at 225 East Avenue North (HSC19060 (a)) (Ward 3) (Item 10.4)

(Nann/Clark)

- (a) That the General Manager of the Healthy and Safe Communities Department be authorized and directed to enter into, execute and administer an agreement with Indwell Community Homes "Indwell" to provide rent supplements for their affordable housing project at 225 East Avenue North in accordance with the terms and conditions contained in the Term Sheet attached as Appendix "A" to Report HSC19060(a), in a form satisfactory to the City Solicitor;
- (b) That \$111,700 associated with the former St. Matthew's House Part VII-Housing Services Act social housing subsidy be transferred from the Hamilton Housing Allowance to a rent supplement for Indwell's affordable housing project at 225 East Avenue North, effective January 1, 2021;
- (c) That \$34,278 in Part VII-Housing Services Act social housing subsidy associated with the 18 units relinquished as part of CityHousing Hamilton's Roxborough development be transferred to Indwell's affordable housing project at 225 East Avenue North, effective January 1, 2021;
- (d) That \$134,097 in Part VII-Housing Services Act social housing subsidy associated with the 75 units CityHousing Hamilton is relinquishing as its reduction in targets at Vanier Towers be transferred to Indwell's affordable housing project at 225 East Avenue North, effective January 1, 2021; and,
- (e) That the value of the rent supplements provided to Indwell's affordable housing project at 225 East Avenue North be increased annually by the Ontario Rental Increase Guideline established each year by the Province on Ontario.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark

NOT PRESENT - Ward 14 Councillor Terry Whitehead

**6. Kiwanis Homes Down Payment Assistance Pilot Program (HSC20032(a))
 (City Wide) (Item 10.5)**

(Nann/Clark)

That the General Manager of the Healthy and Safe Communities Department or his designate be authorized to enter into an agreement with Hamilton East Kiwanis Non-Profit Homes Inc. (Kiwanis) and any agreements and ancillary documentation required to deliver and administer the Kiwanis Homes Down Payment Assistance Pilot Program in a form satisfactory to the City Solicitor and content satisfactory the General Manager of the Healthy and Safe Communities Department in accordance with the Terms and Conditions set out in Appendix "A" to Report HSC20032, with all program administration carried out by Kiwanis or a third party retained by Kiwanis and consented to by the City, funded by a \$1.065 M investment including administration fees from the Down Payment Assistance Program Reserve (#112254) revolving loan fund.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

**7. Service Manager Consents for CityHousing Hamilton's Development Reset
 (HSC20055) (Wards 2 and 4) (Item 10.6)**

(Nann/Clark)

- (a) That Service Manager consent be provided for CityHousing Hamilton affordable housing projects at 55 Queenston Rd. Phase 1 and 106-104 Bay St. N. (Bay-Cannon Phase 1), as described in Appendix "A" to Report HSC20055 proceed;
- (b) That the General Manager of the Healthy and Safe Communities Department be authorized and directed to enter into, execute and administer an operating agreement with CityHousing Hamilton for their affordable housing project at 55 Queenston Rd. - Phase 1 to reflect the use of up to \$13.09 M from the Sold Units Reserve in accordance with the terms and conditions contained in the Term Sheet attached as Appendix "B" to Report HSC20055, in a form satisfactory to the City Solicitor;
- (c) That the General Manager of the Healthy and Safe Communities Department be authorized and directed to enter into, execute and administer an operating agreement with CityHousing Hamilton for their affordable housing project at 106-104 Bay St. N. - Phase 1 to reflect the

use of up to \$2.1 M from the proceeds of the sale of a portion of the Jamesville property in accordance with the terms and conditions contained in the Term Sheet attached as Appendix “C” to Report HSC20055, in a form satisfactory to the City Solicitor; and,

- (d) That Housing Services Division staff be directed to bring a report to Emergency and Community Services Committee by the end of Q2 of 2021 outlining the operating requirements for these projects and identify any additional funding required or re-allocation of existing funding from the City of Hamilton for CityHousing Hamilton’s affordable housing projects at 106-104 Bay S. N. Phase 1 and 55 Queenston Rd. Phase 1.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

8. Impact of Provincial Rent Freeze on Social Housing Providers (HSC20060) (City Wide) (Item 10.7)

(Jackson/Nann)

That Report HSC20060, respecting Impact of Provincial Rent Freeze on Social Housing Providers, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

9. Women’s Emergency Shelter Request for Proposals (RFP) 2020 (HSC20062) (City Wide) (Added Item 10.9)

(Jackson/Clark)

That Report HSC20062, respecting Women’s Emergency Shelter Request for Proposals (RFP) 2020, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla

YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

10. Expanding Housing and Support Services for Women, Non-Binary, and Transgender Community Sub-Committee Report 20-003 (Added Item 10.10)

(i) Women's Shelter and Support Investment Options (HSC20061)

(Nann/Clark)

- (a) That annual funding up to \$950,000 from the Net Levy to support the operating costs of the Good Shepherd Centre's Emergency Shelter proposal and increase the investment in the Municipally-funded Portable Housing Benefit Program for women, trans-feminine, trans-masculine and non-binary adults from Hamilton's By-Name List, be approved to be referred to the 2021 Operating Budget for consideration; and,
- (b) That, in the event the proposed Good Shepherd Emergency Shelter project does not proceed, annual funding of up to \$950,000 from the Net Levy to support the operating costs of Mission Services' Emergency Shelter proposal and increase the investment in the Municipally-funded Portable Housing Benefit Program for women, trans-feminine, trans-masculine and non-binary adults from Hamilton's By-Name List, be approved to be referred to the 2021 Operating Budget for consideration.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

11. 430 Cumberland Avenue (Added Item 11.1)

(Nann/Pauls)

WHEREAS, 430 Cumberland Avenue is a building owned and operated by CityHousing Hamilton (CHH), with 152 units providing housing for families, singles and seniors on eight tenant floors;

WHEREAS, it is a priority of CHH to provide safe and secure environments for the tenants to live;

WHEREAS, the repair and maintenance of buildings and properties is an ongoing challenge given the age of CHH buildings;

WHEREAS, the current chain link fence that runs across the back of the property has access holes and presents a risk to individuals given the proximity to the train tracks; and

WHEREAS, with the current hall configuration and the placement of cameras, there is not a clear line of sight from the end to end of the hall corridors.

THEREFORE, BE IT RESOLVED:

- (a) That \$95,000 be allocated from the Ward 3 Special Capital Re-Investment Reserve Account (108053) to build a 2.1-metre-high security fence along the back of the property at 430 Cumberland Avenue. The fence will be approximately 71 metres in length and is priced to be built out of concrete or alternative (i.e. PVC or aluminum);
- (b) That \$25,000 be allocated from the Ward 3 Special Capital Re-Investment Reserve Account (108052) to upgrade the security surveillance system at 430 Cumberland Avenue through the purchase of new 16 security cameras, adding two cameras on each floor; and
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents in relation to funding the erection of a security fence at and the purchase of 16 new security cameras for 430 Cumberland Avenue, with such terms and conditions in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

12. Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream for Long-Term Care Homes Funding Intake (Added Item 11.2)

(Jackson/Pauls)

WHEREAS, on November 23, 2020, the Ministry of Long-Term Care advised Long-Term Care Home Licensees that a new Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience Infrastructure Stream will be providing up to \$100 million in combined federal-provincial one-time funding to support COVID-19 resilience infrastructure projects;

WHEREAS, not-for-profit long-term care homes will be eligible for 80 per cent cost-share from the Federal government and 20 per cent from the Province; and

WHEREAS, the funding is to support long-term care homes with targeted improvements directly linked to new COVID-19 measures to reinforce safe physical distancing and retrofitting projects;

THEREFORE, IT BE RESOLVED:

That staff be directed to submit for consideration to the Ministry of Long-Term Care in accordance with the terms and conditions associated with the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream by December 18, 2020 for the intention of HVAC Improvements to Macassa Lodge and Wentworth Lodge for the requested funding amount of \$2,459,950 for projects with a total project cost of \$2,684,950.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

13. “Rent Ready” Program (Added Item 11.3)

(Clark/Jackson)

WHEREAS, the Housing Stability Benefit (HSB) Levy Budget has been underutilized as a result of various provincial and federal income supports and eviction prevention strategies during the initial phases of the COVID-19 pandemic;

WHEREAS, the factors such as the moratorium on evictions and reduced dependency on rental arrears during COVID-19 are not expected to continue throughout 2021;

WHEREAS, there is a forecasted 2020 year-end favourable surplus of approximately \$1.0M in the Housing Services Division of the Healthy and Safe Community Department;

WHEREAS, it is suspected that the impact of these factors will be realized in 2021; and

WHEREAS, the HSB surplus from 2020 would prevent a potential deficit in 2021.

THEREFORE, BE IT RESOLVED:

That up to a maximum of \$1M, be funded from the Tax Stabilization Reserve for use in 2021 by the Housing Services Division and to be allocated equally to the Housing Rent Bank and rapid repair of Social Housing units.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

14. Mitigating Financial Impacts of the Provincial Rent Freeze on Social Housing Providers (Added Item 11.4)

(Nann/Clark)

WHEREAS, the *Helping Tenants and Small Businesses Act, 2020* received Royal Assent on October 1, 2020;

WHEREAS, The Act amends the *Residential Tenancies Act, 2006 (RTA)* and Sections of the *Housing Services Act (HSA)* to freeze residential rent increases in 2021;

WHEREAS, the rent freeze may be beneficial to residential tenants who require relief from increasing rental costs during the Covid-19 Pandemic;

WHEREAS, Social Housing providers face ongoing challenges relating capital repairs backlogs and increased costs due to the pandemic which are already straining their budgets; and

WHEREAS, the rent freeze is estimated to result in \$1.68 M of reduced revenue in 2021 and \$18,25 M of reduced revenue over 10 years for Hamilton's Social Housing Providers;

THEREFORE BE IT RESOLVED:

That the Mayor, on behalf of City Council, write to the Minister of Municipal Affairs and Housing requesting:

- (a) Provincial funding for Hamilton's Social Housing Providers to mitigate the negative financial impact of the provincial rent freeze in place from January 1, 2021 to December 31, 2021; and
- (b) The Province to introduce regulations to address the long-term impact of lost revenue by allowing Social Housing Providers to recoup the lost revenue funding in subsequent years.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
NOT PRESENT - Ward 4 Councillor Sam Merulla
YES - Ward 6 Councillor Tom Jackson
YES - Chair - Ward 7 Councillor Esther Pauls
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 14 Councillor Terry Whitehead

15. East Hamilton Food Bank (Added Item 11.5)

(Nann/Jackson)

WHEREAS City Council supported the establishment and ongoing operation of a new East Hamilton Food Bank (opened April 2019) located at 625 Greenhill Avenue;

WHEREAS the East Hamilton Food Bank is to be operated out of the expanded Dominic Agostino (Riverdale) Recreation Centre as part of a Community Hub that includes an Early Years Centre, affordable housing for seniors provided by City Housing Hamilton and the existing recreation centre;

WHEREAS the expansion of the recreation centre has been delayed through the City's Capital Budget process, with an anticipated completion date of 2023-2024;

WHEREAS the temporary commercial space for the East Hamilton Food Bank will be required beyond the existing lease that expires January 2022;

WHEREAS Mission Services of Hamilton will continue to provide operational support to the volunteer residents who operate the East Hamilton Food Bank; and

WHEREAS Council's financial support of the East Hamilton Food Bank operation was via the Ward 5 Area Rating account instead of the Unallocated Reserve.

THEREFORE BE IT RESOLVED:

- (a) That three additional years of funding for the East Hamilton Food Bank at an estimated cost of \$90,000 per year be provided on an annual basis, to be funded from the Ward 5 Area Rating Account instead of the Unallocated Reserve;
- (b) That any remaining funds be returned to the Ward 5 Area Rating Reserve Account after the East Hamilton Food Bank relocates to the Dominic Agostino Recreation Centre; and
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents in relation to funding the

East Hamilton Food Bank, including returning to the Ward 5 Area Rating Reserve any funds remaining after the East Hamilton Food Bank relocates to the Dominic Agostino Recreation Centre, with such terms and conditions in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

16. Appointments to the Hamilton Veterans Committee (Item 14.1)

(Clark/Jackson)

That the recommendation respecting Appointments to the Hamilton Veterans Committee, be released publicly following approval by Council.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

17. Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton (HSC20051) (Ward 8) – Appendix ‘A’ (Added Item 10.11)

(Clark/Nann)

That Appendix “A” to Report HSC20051, respecting Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, see Item 19.

18. Integrated Housing System Staffing (HSC20054) (City Wide) (Item 14.2)

(Nann/Clark)

That the recommendations in Report HSC20054, respecting Integrated Housing System Staffing, be approved and remain confidential.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

19. Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton (HSC20051) (Ward 8) (Added Item 14.3)

(Nann/Clark)

- (a) That Hamilton 60 Caledon Avenue Municipal Housing Project Facilities By-Law, attached as Appendix "A" to Report HSC20051, be approved; and,
- (b) That Report HSC20051, excluding Appendix "A", remain confidential and not be released as a public document until the real estate transaction is completed.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, see Item 17.

FOR INFORMATION:**(a) APPROVAL OF AGENDA (Item 2)**

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

5. COMMUNICATIONS (Items 5.2 - 5.3)

- 5.2. Correspondence from Phil Graham, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education, respecting 2021 Child Care Funding Approach

Recommendation: To be Received

- 5.3. Correspondence from Irene Laurie, President of the Board, First Unitarian Church, respecting endorsement of City Hall Protestors

Recommendation: To be Received

10. DISCUSSION ITEMS (Item 10.8-10.11)

- 10.8. Women's Shelter and Support Investment Options (HSC20061) (City Wide) (Outstanding Business List Item) – **WITHDRAWN**

- 10.9. Women's Emergency Shelter Request for Proposals (RFP) 2020 (HSC20062) (City Wide)

- 10.10. Expanding Housing and Support Services for Women, Non-Binary and Transgender Community Sub-Committee Report 20-003 (December 4, 2020)

- 10.11. Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton (HSC20051) (Ward 8) - Appendix "A"

Note: Confidential Report HSC20051, respecting Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton, is listed under Item 14.3 on this agenda.

As Item 10.11 is part of Item 14.3, discussion of Item 10.11 will be deferred until after Closed Session.

12. NOTICES OF MOTION (Items 12.1-12.4)

- 12.1. 430 Cumberland Avenue

- 12.2. Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream for Long-Term Care Homes Funding Intake

- 12.3. "Rent Ready" Program

- 12.4. Mitigating Financial Impacts of the Provincial Rent Freeze on Social Housing Providers

14. PRIVATE AND CONFIDENTIAL (Item 14.3)

- 14.3. Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton (HSC20051) (Ward 8)

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 for City purposes.

Note: The Public Appendix "A" to the Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton Report, is listed under Item 10.11 on this agenda.

Councillor Farr requested that he be permitted to address the Committee immediately following the Approval of the Agenda, respecting Item 2.

(Clark/Jackson)

That the agenda for the December 10, 2020 Emergency and Community Services Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(b) DECLARATIONS OF INTEREST (Item 3)

There were no Declarations of Interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) November 19, 2020 (Item 4.1)

(Jackson/Nann)

That the Minutes of the November 19, 2020 meeting of the Emergency and Community Services Committee be approved, as presented.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark

NOT PRESENT - Ward 14 Councillor Terry Whitehead

(d) COMMUNICATIONS (Item 5)

(Jackson/Merulla)

That the following Communications, be received:

- (a) Correspondence from James Curtis-Welsh, respecting Concern Regarding RCFs (Item 5.1)
- (b) Correspondence from Phil Graham, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education, respecting 2021 Child Care Funding Approach (Item 5.2)
- (c) Correspondence from Irene Laurie, President of the Board, First Unitarian Church, respecting endorsement of City Hall Protestors (Item 5.3)

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(e) NOTICES OF MOTION (Item 12)

(i) 430 Cumberland Avenue (Added Item 12.1)

(Nann/Jackson)

That the Rules of Order be waived to allow for the introduction of a motion respecting 430 Cumberland Avenue.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 11.

(ii) Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream for Long-Term Care Homes Funding Intake (Added Item 12.2)

(Jackson/Pauls)

That the Rules of Order be waived to allow for the introduction of a motion respecting Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream for Long-Term Care Homes Funding Intake.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
NOT PRESENT - Ward 4 Councillor Sam Merulla
YES - Ward 6 Councillor Tom Jackson
YES - Chair - Ward 7 Councillor Esther Pauls
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 12.

(iii) "Rent Ready" Program (Added Item 12.3)

(Clark/Jackson)

That the Rules of Order be waived to allow for the introduction of a motion respecting "Rent Ready" Program.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
NOT PRESENT - Ward 4 Councillor Sam Merulla
YES - Ward 6 Councillor Tom Jackson
YES - Chair - Ward 7 Councillor Esther Pauls
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 13.

(iv) Mitigating Financial Impacts of the Provincial Rent Freeze on Social Housing Providers (Added Item 12.4)

(Nann/Clark)

That the Rules of Order be waived to allow for the introduction of a motion respecting Mitigating Financial Impacts of the Provincial Rent Freeze on Social Housing Providers.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 14.

(iv) East Hamilton Food Bank (Added Item 12.5)

(Nann/Jackson)

That the Rules of Order be waived to allow for the introduction of a motion respecting East Hamilton Food Bank.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

For further disposition of this matter, refer to Item 15.

(f) GENERAL INFORMATION AND OTHER BUSINESS (Item 14)

(i) Mitigation of Effects of Reno-viction

(Clark/Nann)

That staff be directed to review reno-victions in Hamilton and report back to the Emergency and Community Services Committee by the end of March 2021 with information about what other jurisdictions have done to reduce the problem and what the City of Hamilton can do to mitigate the number of people who are affected by this practice.

Result: Motion CARRIED by a 2/3's vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(g) PRIVATE AND CONFIDENTIAL (Item 14)

The Emergency and Community Services Committee determined that it was not necessary to move into Closed Session respecting Item 14.1.

(i) Appointments to the Hamilton Veterans Committee (Item 14.1)

For disposition of this matter, refer to Item 16.

(Jackson/Clark)

That Emergency and Community Services Committee move into Closed Session respecting Items 14.2 and 4.3, pursuant to Section 8.1, Sub-sections (b) and (c) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (b) and (c) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees; and a proposed or pending acquisition or disposition of land for City purposes.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark
 NOT PRESENT - Ward 14 Councillor Terry Whitehead

(ii) Integrated Housing System Staffing (HSC20054) (City Wide) (Item 14.2)

For disposition of this matter, refer to Item 18.

(iii) Municipal Housing Project Facilities By-Law West Hamilton Mountain, Hamilton (HSC20051) (Ward 8) (Added Item 14.3)

For disposition of this matter, refer to Item 19.

(h) ADJOURNMENT (Item 15)

(Jackson/Clark)

That there being no further business, the Emergency and Community Services Committee be adjourned at 3:34 p.m.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

YES - Ward 3 Councillor Nrinder Nann
 NOT PRESENT - Ward 4 Councillor Sam Merulla
 YES - Ward 6 Councillor Tom Jackson
 YES - Chair - Ward 7 Councillor Esther Pauls
 YES - Ward 9 Councillor Brad Clark

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NOT PRESENT - Ward 14 Councillor Terry Whitehead

Respectfully submitted,

Councillor E. Pauls
Chair, Emergency and Community Services
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M5V 3A4

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M5V 3A4



Memorandum to: Consolidated Municipal Service Managers and District Social Service Administration Boards (CMSMs and DSSABs)
First Nations with Licensed Child Care and Child and Family Programs
Child Care Licensees

From: Phil Graham
Assistant Deputy Minister
Early Years and Child Care Division

Date: January 12, 2021

Subject: **Child Care Updates**

I recognize the past few weeks have been incredibly challenging as child care and early years partners have been asked to develop and activate emergency child care plans under extremely tight timelines in order to ensure we are able to meet the unique needs of Ontario's families impacted by the COVID-19 pandemic. I want to again extend my sincere appreciation for your continued efforts and patience during this unprecedented time, and your unwavering commitment to serving children and families. With your support, almost 3,000 children in the province have had access to targeted emergency child care since it was first established on January 4, 2021.

Emergency Child Care and Before and After School Programming

As you may be aware, the [Ontario government announced](#) today that students in the following public health units (PHUs) will not return to in-person instruction until February 10, 2021:

- Windsor-Essex
- Peel Region
- Toronto
- York
- Hamilton

-2-

The Chief Medical Officer of Health will make a determination on when schools will return to in-person instruction in the remaining southern Ontario public health units, and an announcement will be made by January 20, 2021.

The approach to emergency child care and before and after school programs that has been in place since early January will continue, meaning:

- Where the province is requiring elementary schools to operate remotely, before and after school programs will remain closed; these programs will continue to be prohibited from charging parent fees. Emergency child care will remain available for eligible parents of school-aged children.
- Where the province is permitting elementary schools to return to in-person instruction, emergency child care will end and before and after school programming may resume, including the charging of parent fees.

For communities where emergency child care will be ending, information about reporting and wind down will be shared with CMSMs/DSSABs and First Nations shortly.

EarlyON Child and Family Centres/First Nations-run Child and Family Programs

EarlyON Child and Family Centres/First Nations-run Child and Family Programs must continue to remain closed and may not offer indoor or outdoor in-person programming. EarlyON Centres are strongly encouraged to continue to offer virtual programming during this time.

Health and Safety Measures

To support the continued efforts to maintain health and safety in child care settings and based on advice from the Chief Medical Officer of Health, the Ministry of Education will be identifying additional health and safety measures to protect children and staff. The ministry will be working with the Ministry of Health to update child care guidance documents with these additional measures, including enhanced screening and the introduction of asymptomatic testing in child care settings. Updated documents will follow shortly.

In the meantime, we request that child care operators continue to adhere to existing health and safety guidelines, including but not limited to the following practices:

- Daily screening of everyone before entering the premises and keeping attendance records for contact tracing;
- Practicing the proper use of masks and eye protection, proper hand hygiene and physical distancing; and
- Enhanced cleaning and disinfecting of toys, equipment and the premises.

.../3

-3-

Thank you for your ongoing partnership as we work to keep child care safe and contribute to stopping the provincewide spread of COVID-19.

Sincerely,

Phil Graham



Hamilton

**Meeting Minutes
Seniors Advisory Committee
Friday, January 3, 2020
10:00am – 12:00pm
Rooms 192/193, City Hall, 71 Main Street West**

In Attendance:

Penelope Petrie (Chair), Marian Toth, Marjorie Wahlman, Aref Alshaikhahmed, Doug Stone, Jim McColl, Sarah Shallwani, Dahlia Petgrave, Maureen McKeating, David Broom, Jeanne Mayo, Carolann Fernandes, Sheryl Boblin, Vince Mercuri

Absent with Regrets: Noor Nizam, Kamal Jain, Barry Spinner, Councillor Tom Jackson, Councillor Nrinder Nann

Absent: John Kennard, Ann Elliott

Also, in Attendance:

Betsy Pocop, Diversity and Inclusion, Human Resources
Paul Di Clemente, Diversity and Inclusion, Human Resources
Lisa Maychak, Community and Emergency Services
Holly Odoardi, Macassa and Wentworth Lodges

Welcome and Introductions

Land Acknowledgement

- C. Fernandes did the land acknowledgement

1. Changes to the Agenda

- Revise date on agenda – January 3, 2020

(M. Wahlman / J. McColl)

That the agenda for January 3, 2020 be approved as amended.

2. Approval of Minutes

2.1 December 6, 2019, Meeting Minutes

Amendments:

- Revised date of meeting – December 6, 2019

(M. Wahlman /J. McColl)

That the minutes of December 6, 2019 be approved as amended.

CARRIED

3. Presentations

3.1 Holly Odoardi, Administrator for Macassa and Wentworth Lodges

- H. Odoardi provided statistics on residents at both lodges and staff persons at the lodges
- Members discussed how the committee can support the work of the lodges staff; it was suggested that individuals can send letters to advocate for funding for long term care

(J. McColl / M. Wahlman)

That the Seniors Advisory Committee sent two letters, one to the Government of Ontario and a second to the City of Hamilton to see more funding allocated for long term care facilities that are publicly funded.

WITHDRAWN

- As J.McColl wished to have unanimous support for the resolution and it was not achieved, the motion was withdrawn
- Members agreed to send letters individually and bring ideas for a resolution to be passed at the February meeting. The resolution should have a focus on municipally involved facilities.

(M. Wahlman / D. Stone)

That the Seniors Advisory Committee receive H. Odoardi's presentation

CARRIED

4. Working Groups / Committees

4.1 Working Groups

a) Getting Around Hamilton Working Group (J. Mayo)

Council passed the resolution that the budget for transit be maintained. Council approved capital expenses. J. Mayo advised pedestrian safety workshops are being organized for 2020 and they will likely begin in February or March. A further update to be provided at the next meeting.

J. Mayo brought forward the following resolution:

(J. Mayo /D. Broom)

Whereas the Province of Ontario has cancelled the LRT project in Hamilton;

Whereas the Minister announced that the remaining money from the promised \$1 billion would remain in Hamilton and that a Transportation Task Force would report back to the Minister by the end of February with a list of projects that can be delivered quickly and in a fiscally responsible manner;

Whereas Hamilton City Council has declared a climate emergency and is committed to ensure all appropriate actions to meet our obligations;

The Seniors Advisory Committee urges Council to install dedicated-lanes, beginning with Main and King Street for use of HSR, Metrolinx and DARTS vehicles as well as registered taxis carrying passengers.

CARRIED

C. Fernandes, M. Toth, J. McColl, M. McKeating opposed the resolution.

The Getting Around Hamilton Working Group's next meeting is January 21, 2020 at 1:00pm at Sackville Recreation Centre.

b) Older Adult Elder Financial & Physical Abuse Working Group (D.Petgrave)

D. Petgrave contacted the Hamilton Law Association to ask a representative to visit the working group meeting. The working group is awaiting a response. Further updates to be provided at the February meeting.

The next meeting is January 31, 2020 at 10am in room 192.

c) Housing (J. McColl)

Item deferred to the February meeting. The working group will review the Housing Guide and potentially use it as a starting point or template.

The next meeting is January 17 at 10am in room 192

d) Communication (D. Broom)

The working group has extended an invitation to a representative from Information Technology (IT) as well as the City's Video Producer to attend a meeting to review the working group's ideas and determine the possibility of making recommended changes.

The next meeting is January 22 at 1:00pm at City Hall, Room 192.

4.2 Working Groups/Committees

a) Age Friendly Plan – Governance Committee

Consultation regarding the age friendly plan have concluded. A meeting is scheduled for January 14th, 2020.

b) Older Adult Network

No update at this time

c) International Day of Older Persons Committee

No update at this time

e) McMaster Institute for Research on Aging

No update at this time

f) Ontario Health Coalition

Most recently the coalition met and reviewed the last year and planned for 2020. Part of the plan for the upcoming year is to have outreach to update people on the changes that have occurred in healthcare. There is a plan to also have guest speakers for the upcoming year.

g) Our Future Hamilton Update

No update at this time

h) Senior of the Year Award

The gala will take place on June 22, 2020. The nomination packages will be available online and at City of Hamilton facilities (i.e. recreation centres).

5. Business / Discussion Items

5.1 Sponsorship Opportunities

L. Maychak presented two sponsorship opportunities – Seniors Award (\$350) and Seniors Kickoff (\$250). Members requested a financial update be provided for 2020 prior to finalizing what will be provided to each of the events.

6. Other Business

No other business.

7. Adjournment

Next Meeting: Friday, February 7, 2020



Hamilton

**Meeting Minutes
Seniors Advisory Committee
Friday, February 7, 2020
10:00am – 12:00pm
Rooms 192/193, City Hall, 71 Main Street West**

In Attendance:

Penelope Petrie (Chair), Marjorie Wahlman, Aref Alshaikhahmed, Doug Stone, Jim McColl, Sarah Shallwani, Dahlia Petgrave, David Broom, Jeanne Mayo, Carolann Fernandes, Ann Elliott, Kamal Jain

Absent with Regrets: Sheryl Boblin, Maureen McKeating, Vince Mercuri, Noor Nizam, Barry Spinner, Marian Toth

Also, in Attendance:

Jessica Bowen, Diversity and Inclusion, Human Resources
Paul Di Clemente, Diversity and Inclusion, Human Resources
Lisa Maychak, Community and Emergency Services
Caroline Moore, McMaster School of Nursing

Welcome and Introductions

Land Acknowledgement

- S. Shallwani gave a land acknowledgement

1. Changes to the Agenda

- No changes

(M. Wahlman / C. Fernandes)

That the agenda for February 7, 2020 be approved.

CARRIED**2. Approval of Minutes****2.1** January 3, 2020, Meeting Minutes

Amendments:

- Councillor Naan not in attendance.

(M. Wahlman /D. Stone)

That the minutes of January 3, 2020 be approved as amended.

CARRIED**3. Presentations****3.1** Caroline Moore, Research Coordinator from McMaster School of Nursing – EMBOLDEN study

- C. Moore discussed the EMBOLDEN study which is looking to partner with older adults and their communities
- Goals of the study are to promote physical and community mobility for older adults, to partner with older adults and service providers to co-design a community program and to address community needs, gaps in services and barriers.
- Currently in Phase 1 of the study which is the design stage
- Discussion on how SAC can be involved. C. Moore gave an open invitation to the committee for anyone who wished to be part of the Strategic Guiding Council of the study and/or for any feedback.
- Provided the group with some literature.

(M. Wahlman/ K. Jain)

That the Seniors Advisory Committee receive C. Moore's presentation respecting EMBOLDEN study

CARRIED**4. Working Groups / Committees****4.1** Working Groups**a) Getting Around Hamilton Working Group (J. Mayo)**

With regard to the Ontario Government task force to determine what to do with left over money from LRT, Jeanette Smith, the City Manager, is the only person from Hamilton on the Committee. Council only approved the projects that were already in the Transportation Master Plan going forward.

Our working group is preparing a presentation for the Transit Area Rating sub-committee that will be presented to the Seniors Advisory Committee for the meeting in March.

Feb. 14, 2020 is Winter Bike Day. Group rides to Gore Park from Westdale, Dundas and Bayfront Park.

DARTS had a meeting that J. Mayo attended last week. Highlights were that on any given day DARTS receives 720 cancellations.

Vision Zero Committee. This is a joint committee of Public Works and Public Health to help reduce traffic accidents between pedestrians/cyclists and cars. The speed limit in Hamilton in non arterial roads is now 40km/hr and the province has agreed to provide photo radar that will be set on a rotating basis in community safety zones.

Pedestrian Safety Workshops are taking place on:

- Feb. 11
- Feb. 25
- Mar. 3
- Mar. 9
- Mar. 10
- Mar. 12

There will be a second roll out in May/June with a focus on safe driving

There was some discussion about the City moving to a universal snow removal on sidewalks strategy. The last involvement of the sub-committee was an attempt to push for more by-law enforcement. J. Mayo to put this issue

back on agenda. There is a Staff report going to GIC next week. Report to be sent to committee and individuals may choose to give deputations.

b) Older Adult Elder Financial & Physical Abuse Working Group (D.Petgrave)

Group met on January 31. First order of business was to change the name of the group to the Older Adult Financial & Physical Abuse Working Group.

The group has reached out to three potential partners:

- Hamilton Law Association
- Office of the Public Guardian and Trustee
- Hamilton Housing Corporation

PGT has responded claiming that they cannot coordinate an information session due to lack of resources but will provide outreach packages.

The group also contacted the Hamilton Council of Aging and a representative will be attending their next meeting.

A CLEO Elder Abuse booklet was distributed.

HLA has not yet responded to the group.

Group is looking into the services provided by 211 info to bring more awareness to the services provided.

Suggestion for the group to connect with Catholic Family Services, St. Matthews, Elder Abuse Ontario and GRAND.

The focus of the group is on raising awareness.

The next meeting is February 28, 2020 at 10am in room 192.

c) Housing (J. McColl)

First meeting was January 17. The group divided up into sections in regards to housing available for older adults.

Greg Witt to speak at next meeting.

The next meeting is February 20 at 10am in room 192

d) Communication (D. Broom)

Met on January 22. Jim Fernandes from IT was to come to give a presentation but due to a miscommunication did not attend.

The group provided him with some questions to take back.

John Fernandes from Web Support to attend next meeting.

L. Maychak will also raise the future need for a communications strategy to the City Communications team.

The next meeting is Feb. 19 at 1:00pm at City Hall, Room 192.

P. Petrie requested to move item 5 up to address prior to matter 4.2

5. Business / Discussion Items

5.1 Sponsorship Opportunities

L. Maychak presented three sponsorship opportunities – Senior of the Year Award, Seniors Month Kickoff, and IDOP

(J. Mayo / D. Stone)

That the Seniors Advisory Committee provide sponsorship in the amount of \$500 for Senior of the Year Award, \$250 for the Seniors Month Kick Off, and \$250 for IDOP

CARRIED

4.2 Working Groups/Committees

a) Age Friendly Plan – Governance Committee

No update at this time.

b) Older Adult Network

D. Stone. Met last week. Seniors Kick off is scheduled for May 27, 2020. Dance and Dinner on June 7, 2020. Looking for volunteers and exhibitors.

c) International Day of Older Persons Committee

No update at this time

e) McMaster Institute for Research on Aging

No update at this time

f) Ontario Health Coalition

No update other than there has been a lot of talk of lack of PSWs.

g) Our Future Hamilton Update

J. McColl. Focus on Preparing Today for Future of Tomorrow. A Summary report will be in the Spring newsletter

h) Senior of the Year Award

Nominations are open.

6. Other Business

J. McColl – Proposed a motion last month to see more funding allocated for long term care facilities that are publicly funded. Will adjourn the matter to next month. Motion will be circulated by Jim via staff liaison for next meeting.

M. Wahlman – requesting for the letters from the presentation from Holly Odoardi from last month be circulated.

7. Adjournment

Next Meeting: Friday, March 6, 2020

7.1(c)

Hamilton

**Meeting Minutes
Seniors Advisory Committee
Friday, October 2, 2020
10:00am – 12:00pm**

**Due to the COVID-19 and the Closure of City Hall
All electronic meetings can be viewed at:
City's YouTube Channel
<https://www.youtube.com/user/InsideCityofHamilton>**

In Attendance:

Penelope Petrie (Chair), Aref Alshaikhahmed, Sheryl Boblin, David Broom, Carolann Fernandes, Kamal Jain, Jeanne Mayo, Jim McColl, Maureen McKeating, Dahlia Petgrave, Sarah Shallwani, Barry Spinner, Douglas Stone, Marian Toth

Absent with Regrets: Marjorie Wahlman, Lisa Maychak

Absent: Ann Elliot, Vince Mercuri, Noor Nizam

Also, in Attendance:

Paul Di Clemente, Diversity and Inclusion, Human Resources
Jessica Bowen, Diversity and Inclusion, Human Resources
Nabila Akbary, Diversity and Inclusion, Human Resources

Councillor(s): Councillor Jackson and Councillor Nann

1. CEREMONIAL ACTIVITIES

Land Acknowledgement - Presented by Chair P. Petrie

**2. APPROVAL OF AGENDA
(S. Boblin / D. Broom)**

The agenda for October 2, 2020 be approved as it stands.

CARRIED**3. DECLARATIONS OF INTEREST**

Not Applicable

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1 March 6, 2020 Meeting Minutes

(J. Mayo / M. McKeating) The Senior's Advisory Committee accepts the March 6, 2020 Minutes.

CARRIED

5. COMMUNICATIONS

Not Applicable

6. DELEGATION REQUESTS

- 6.1** Cameron Kroetsch, respecting an All Advisory Committee event.
(K. Jain / M. McKeating) The Senior's Advisory Committee accepts the delegation request of C. Kroetsch.

CARRIED**7. CONSENT ITEMS**

Not Applicable

8. PUBLIC HEARINGS / DELEGATIONS

Not Applicable

9. STAFF PRESENTATIONS

Not Applicable

10. DISCUSSION ITEMS**10.1 Working Groups****a. Getting Around Hamilton Working Group**

- J. Mayo presented proposal: Presentation to Transit Area - Sub Committee on Rural Transportation. The Group has not met since the pandemic, and was plan was to present in April, presently requesting to delegate.
- Three main points have gone into the report. CITYLAB collaborated with Mohawk and McMaster in the writing of this presentation. The working group would like to propose this presentation to the Transit area rating sub-committee and ask the Senior Advisory Committee delegate to the sub-committee to present this report.
- The report to be presented to the Transit Area Rating Sub -Committee
(J. Mayo / S. Boblin)

CARRIED**b. Older Adult Financial & Physical Abuse Working Group**

- Dahlia proposed to meet with working group as soon as connection is set up. Nothing to report currently.

c. Housing Working Group

- Jim McColl: Working group have not met yet, possible future topics at next meeting: solving housing problems through further discussion . Offer affordable housing units in single family homes.
- Councillor Jackson: Accessing document, 'Secondary dwelling units, public consultation item 3.' Department looking for public feedback in the next 60 days and provide opinion to the Planning Committee Report. Paul to disseminate.

d. Communication Working Group

- David Bloom: Update provided on 'Medical Information Form'

10.2 Committees**a. Age Friendly Plan - Governance Committee**

- J. Mayo: the second plan is currently wrapping up. This plan hopes will come to this committee by November/ December 2020 for approval. Following approval, three partners required to the plan Senior's Advisory Committee, City of Hamilton and the Hamilton Council of Aging. Seniors Advisory Committee and Hamilton Council of Aging will present to City of Hamilton planned for next year's agenda to receive approval. Also cooperating to the Dementia group.

b. Older Adult Network

- Douglas Stone: Nothing to report, will resume next year.

c. International Day of Older Persons Committee

- International day of Older Persons was yesterday. Article today in editorial section of The Hamilton Spectator.

d. McMaster Institute for Research on Aging

- Barry Spinner: nothing to report currently.

e. Ontario Health Coalition

- Carolann Fernandes: Article presented to be forwarded to Senior's Advisory Committee Members 'Throne Speech: Premiers Should Not Play Partisan Politics with Health Care; Concrete Commitments Needed from Provincial & Federal Governments'.

f. Our Future Hamilton Update

- Nothing to currently report.

g. Senior of the Year Award

- No large award ceremony. Committee members stated their congratulations to the Senior's Advisory Committee chair, Penelope Petrie on Hamilton Leadership award.
- Councillor Jackson: Congratulations to Chair.

10.3 Integrity Commission Media discussion

- Jeanne Mayo: will bring forth report for next meeting regarding the media update.
- Councillor Jackson to speak: as it related to the clarity and context of the integrity Commission Media discussion.

11. MOTIONS

Not Applicable

12. NOTICES OF MOTIONS**12.1 Addition of new item**

(J. Mayo / B. Spinner)

That an agenda item entitled ' Business Arising ' be added as a sanctuary item to

the agenda. All motions previously passed at Senior's Advisory Committee meetings be automatically added to this item, until such time committee members agree to remove.

CARRIED

13. GENERAL INFORMATION / OTHER BUSINESS

13.1 Resolution Calling on City Council to Petition the Ontario Government to Increase Funding for Long Term Care Facilities

- J. McColl: Draft report on resolution presented to Senior's Advisory Committee.
- The Senior's Advisory Committee to send to City Council to respond to our resolution.
(J. McColl/ J. Mayo)

CARRIED

- Resolution as altered, be edited by Jeanne Mayo and put forward by Senior's Advisory Committee.
(J. McColl / S. Boblin)

CARRIED

13.2 SAC Budget Approval 2021

- Jessica Bowen to answer any questions relating to financials on budget.
- The Senior's Advisory Committee accepts Budget 2021.
(J. Mayo / J. McColl)

CARRIED

13.3 Request for Delegation

- To request EOC General Manager Paul Johnson and/or Dr. Richardson and/or Dr. Tran to be invited to inform on what they have done successfully during this pandemic and present to committee.

14. PRIVATE AND CONFIDENTIAL

- Not Applicable.

15. ADJOURNMENT

- Councillor Jackson provided closing remarks and thanking all City of Hamilton residents.
- The Senior's Advisory Committee adjourned at 12:07 p.m.
(J. Mayo / D. Broom)



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Menstrual Products Pilot (HSC20001(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Marion Trent-Kratz (905) 546-2424 Ext. 7036 Colin McMullan (905) 546-2424 Ext. 3538
SUBMITTED BY:	Grace Mater Director Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

On February 26, 2020, Council approved a 12-month Menstrual Products Pilot Project utilizing the following approaches:

- (i) Universal Approach – making menstrual products available in women’s and universal washrooms in 5 recreation centres, one in each recreation district; and,
- (ii) Targeted Approach – partnering with Hamilton Food Share and local food banks to distribute menstrual products through Food Share’s existing network.

INFORMATION

Status Update

- Due to the COVID-19 pandemic, and subsequent staff redeployment, implementation of the Menstrual Products Pilot will commence during the first quarter of 2021.
- Staff consulted with the Recreation Division and Hamilton Food Share for the pilot to ensure the healthy and safe distribution of menstrual products and potential workarounds for future COVID-19 delays.

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: Menstrual Products Pilot (HSC20001(a)) (City Wide) - Page 2 of 4

Background

- On May 22, 2019, Council directed staff to explore the feasibility of a 12-month pilot project that would provide menstrual products (pads and tampons to those with financial need.
- On February 26, 2020, Council voted to fund the Menstrual Products Pilot (Report HSC20001) with net levy funding being redirected from the Ontario Works Special Supports Benefits.
- The funding breakdowns for the two pilot approaches, access to product and rationale are:

Approaches	Product Access	Rationale	Funding
Universal	Menstrual products available in women's and universal washrooms in five recreation centres, one in each recreation district.	<ul style="list-style-type: none"> ▪ Universal access, products are available to anyone in need ▪ Self-serve model does not require contact with anyone ▪ Recreation centres are accessible and close to main transit routes ▪ Products available in most areas of the city ▪ Low start-up costs 	\$30,000

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SUBJECT: Menstrual Products Pilot (HSC20001(a)) (City Wide) - Page 3 of 4

Targeted	Hamilton Food Share and local food banks to distribute menstrual products through Food Share's existing network.	<ul style="list-style-type: none"> ▪ Leverages Food Share's buying power ▪ Leverages existing foodbank partnerships and distribution networks ▪ No associated start-up costs ▪ Concentration of foodbanks in areas of high need (the central part of the city) as well as locations in Ancaster, Dundas, east Hamilton and on the mountain ▪ Most foodbank locations are accessible and close to main transit routes ▪ Food Share and foodbank partners utilize a system for tracking usage, monitoring costs, and reporting 	\$91,000
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The Recreation centres, one in each recreation district, to distribute menstrual products are as follows:

Recreation Centre	Address	Number of Female/ Universal Washrooms
Dalewood	1150 Main St. West	3
Dominic Agostino Riverdale	150 Violet Drive	4
Huntington Park	87 Brentwood Drive	3
Norman Pinky Lewis	192 Wentworth St. North	3
Westmount	35 Lynbrook Drive	4

The pilot will provide Hamilton residents opportunities to experience full health potential without disadvantage due to social determinants of health based on these goals:

- supporting individuals who menstruate and are experiencing financial need;
- upholding personal dignity; and,
- providing choice.

Next Steps

- Staff will issue pilot funding allocations for the universal and targeted approaches and pilot implementation will commence in the first quarter of 2021.
- Evaluation of pilot cost, product distribution and impacts will be completed. Staff will report back to Council during the first quarter of 2022.

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SUBJECT: Menstrual Products Pilot (HSC20001(a)) (City Wide) - Page 4 of 4

- Whenever necessary the pilot will be adjusted to adhere to provincial and/or local COVID-19 restrictions

APPENDICES AND SCHEDULES ATTACHED

None



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Residential Care Facility (RCF) Liaison 2nd Quarter Update (HSC20040(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rikki Frith (905) 546-2424 Ext. 7604
SUBMITTED BY:	Paul Johnson General Manager Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

Emergency and Community Services Committee at its meeting of June 19, 2020 approved the following:

“That Staff be directed to report back on the recommended accountability standards, service levels and process requirements for the various types of complaints that can be addressed by the RCF Liaison position, including details regarding:

- (i) How the facility will be told that there is a complaint and given an opportunity to correct the situation;
- (ii) If the investigation reveals non-compliance, how the facility will be required to correct the situation and ensure future compliance and how the public will be notified; and,
- (iii) How the Complainant will be provided with follow up information regarding the outcome of the investigation.

That the General Manager of the Healthy and Safe Communities Department will report quarterly a summary of the complaints received, and the status of the complaints”.

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**SUBJECT: Residential Care Facility (RCF) Liaison 2nd Quarter Update
(HSC20040(a)) (City Wide) - Page 2 of 4**

INFORMATION

A one-year temporary Residential Care Facility (RCF) liaison position was created in June 2020 to answer phone calls and emails from RCF residents and/or their families, friends, caregivers, staff, etc. who have serious concerns or complaints about their residential care facility. Concerns may include (but not limited to) facility cleanliness or disrepair, food issues (lack thereof or quality), infestation, abuse or neglect, aggressive residents or lack of supervision, medication control and/or fire hazards. In the early days of this position being created, posters advertising the RCF complaint liaison phone number and email were distributed to all Hamilton-based RCFs for posting in their common areas. Public Health Inspectors have been advised to look for the posters during their routine inspections to ensure they are posted in high-visibility areas. The contact information is also available on the City of Hamilton website.

All complaints received are logged and forwarded on to the appropriate city staff to deal with (i.e. Municipal Law Enforcement (MLE), Public Health, Hamilton Fire Department) or, in some cases (including abuse and neglect), to the Retirement Home Regulatory Authority (RHRA) (www.rhra.ca or 1-855-ASK-RHRA). Where the RHRA might play a role, residents or their advocates are encouraged to call the RHRA directly to connect with someone who can either provide immediate support and recommendations or can begin an official investigation into the facility. If an investigation is warranted, results are posted on the RHRA website approximately 90 days after the investigation is opened.

The following table outlines the contact volume/type of contacts received, including complaint status, in the first quarter of this year-long initiative (October-December 2020):

Complainant	Complaint Type	Departments Involved	Outcome
Resident	Food – quality, lack of fresh fruit/vegetables, real fruit juice. PNA – inadequate to meet monthly personal needs	Public Health RCF Subsidy Office	Resolved. No charges laid.
Resident	Food – lack of variety, lack of seasonal fresh fruit/vegetables.	Public Health	Resolved. No charges laid.
Previous Resident	Concerns about theft of personal items and perceived disrespect by staff	Hamilton Police Services RCF Subsidy Office	Resolved. No charges laid.

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**SUBJECT: Residential Care Facility (RCF) Liaison 2nd Quarter Update
(HSC20040(a)) (City Wide) - Page 3 of 4**

Complainant	Complaint Type	Departments Involved	Outcome
Relative	Sister's room size	Public Health	Resolved. No charges laid.
Resident of Retirement Home	Food quality and lack of variety. Limited funds to purchase alternatives.	Public Health	Resolved. No charges laid.
Employee of Retirement Home	Concerns with management of the home and the home's future stability.	Public Health MLE RHRA	Provincial and local license revoked. Under RHRA surveillance. Future unclear.
Resident	Food – quality, lack of fresh fruit/vegetables, real fruit juice. Only water served with meals. Residents told to purchase own toilet paper.	Public Health	Resolved. No charges laid.
Resident	Basic needs not being met. Staff/management verbally abusive to residents. Food quality/taste/repetition. Believes Canada Food Guidelines not being followed. Dirty pillows.	Public Health RCF Subsidy Office	Resolved. No charge laid.
Resident	Unhappy with COVID restrictions impacting furniture placement in common area	Public Health	Resolved. No charges laid.
Resident	Concerns with theft of personal items.	RCF Subsidy Office	Resolved. No charges laid.

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**SUBJECT: Residential Care Facility (RCF) Liaison 2nd Quarter Update
(HSC20040(a)) (City Wide) - Page 4 of 4**

Complainant	Complaint Type	Departments Involved	Outcome
Agency Caseworker	Confused, wandering resident of RCF not retrieved by RCF staff. Told to send her home by bus/cab as she wanders quite often.	RHRA	Provincial and local license revoked. Under RHRA surveillance. Future unclear.
Relative	Operator of RCF not wearing appropriate PPE in common areas of retirement home.	Public Health MLE	Inspector dispensed to review and remind of PH guidelines and regulations.

Other phone calls and emails received via the RCF Liaison complaint mechanism were not specific to RCF residents and/or caregivers, friends, family, etc. These included neighbour complaints specific to RCF resident behaviours (i.e. drug dealing and use, public urination/defecation, noise/bad language, theft, aggressive panhandling), perceived lack of supervision by operators/RCF home staff, general disorderly conduct within a neighbourhood and the impacts these behaviours have on neighbours' lives. Often these complaints were shared with multiple contacts within the city and most recently, correspondence addressing these concerns and outlining the city's actions was sent to several residents who shared these concerns. Where appropriate, these complaints were shared with MLE and complainants were advised to contact the Hamilton Police Services for more immediate disturbances. Other phone calls and emails received had nothing to do with RCFs and were redirected as appropriate.

Public Health Inspectors and MLE Enforcement Officers routinely work proactively with operators of these RCFs to address issues related to food/menu planning, adherence to COVID guidelines and regulations and finding solutions to resident complaints. MLE and Public Health staff also track complaints received through their offices and if a pattern emerges, additional steps can be taken (including but not limited to suspension of RCF operator license renewal) to ensure compliance. In some cases (as noted above) the same complaint comes in via several different contacts (emails and phone calls to various departments, Councillor's office, Customer Contact Centre and RCF liaison). Representatives from the RCF multi-disciplinary team believe that a revamp of Schedule 20 would address some of the duplicities seen with these concerns but in the meantime, the RCF multi-disciplinary team meets on a regular basis to discuss mutual issues and proactively address concerns and inefficiencies.

APPENDICES AND SCHEDULES ATTACHED

None



CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Macassa Lodge

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7)
WARD(S) AFFECTED:	Ward 7
PREPARED BY:	Holly Odoardi (905) 546-2424 Ext. 1906 David Trevisani (905) 546-2424 Ext. 6603
SUBMITTED BY:	Paul Johnson General Manager Healthy and Safe Communities Department
SIGNATURE:	

RECOMMENDATION

- (a) That the letter from the Ministry of Long-Term Care (MLTC) dated November 20, 2020, attached as Appendix “A” to Report HSC20050(a), announcing funding allocation of 20 long-term care beds at Macassa Lodge in response to the City’s Long-term Care Home Development application to fund 64 long-term care beds be received; and,
- (b) That the General Manager of the Healthy and Safe Communities Department or his designate be authorized and directed to negotiate, enter into, execute and amend any ancillary documents with funders or other levels of government for funding on the project, with such terms and conditions in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

On September 25, 2020, the City submitted a Long-Term Care Home Development Application to fund 64 long-term care beds at Macassa Lodge. On November 20, 2020, the City received a funding allocation letter from the Ministry of Long-Term Care for a 20-bed enhancement.

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**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 2 of 8**

The scope of the full project submitted included construction of a new 64 bed wing, B-Wing, at an estimated cost of \$27.7 M. This included space to decant 44 beds from D-Wing into the new B-Wing, once constructed. The Draft Site Plan for new B-Wing Expansion is attached as Appendix “B” to Report HSC20050(a).

This long-term care growth project was first identified for Council in the 2014 Development Charges Bylaw and Background Study (Report FCS14033), and more recently in the 2019 Development Charges Bylaw and Background Study (Report FCS19050).

If Council approves to accept this funding allocation from the Province, staff can proceed to the next step of pursuing funding approval from the Province, including acceptance of the funding allocation through a signed letter back to the Ministry.

Following that, the Ministry process in 2021 will involve submitting a “preliminary plan” and subsequently executing a “Development Agreement” between the City and the Province prior to the start of the project.

A Capital Project request for the redevelopment (# 6302141102) was included in the 2021 Capital Budget through Report FCS20101(a) and was approved on December 18, 2020.

Alternatives for Consideration – Not applicable.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: As per the Ministry of Long-Term Care’s letter of allocation, approval for 20 long-term care beds of the requested 64 long-term care beds was received.

Based upon staff’s interpretation of the Ministry’s Capital Development Funding Policy, funding for the 20 long-term care beds will result in receiving the following funds:

1. One-time payment of Planning Grant of \$250,000 on signing the Development Agreement;
2. One-time payment of Development Grant of \$1.03 M and,
3. Construction Funding Subsidy paid monthly over 25 years totalling \$4.4 M.

In accordance with the approved Development Charges Bylaw and Background Study, the City is eligible to collect DC’s for this project. The change in scope and available grant funding of this expansion compared to what had been considered in the 2019 Development Charges Bylaw and Background Study means that the available development charge funding needs to be reassessed through the next development charges by-law update which is anticipated to be adopted in Q2 2021.

**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 3 of 8**

Once the Development Charge by-law update has been completed and adopted, a final financing plan for the Macassa Lodge - Redevelopment Project will be updated accordingly and reported back to Committee.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

In 2014, Council approved the 2014 Development Charges Bylaw and Background Study (Report FCS14033), which identified the need for a future expansion to the D-Wing at Macassa Lodge as a future growth project.

Through the 2018 Capital Budget process, Council approved Macassa Lodge to complete a feasibility study on D-Wing to address aging of the D-Wing unit at Macassa Lodge (constructed in 1956 and refurbished in 1988). Macassa Lodge and the Public Works, Energy Fleet & Facilities project team engaged MMMC Architects to complete the feasibility study on an expansion. From the feasibility study, staff were able to develop a high-level scope and budget for the expansion project.

On June 12, 2019, Council approved the Development Charges Bylaw and Background Study (Report FCS19050), which identifies the future expansion at Macassa Lodge.

On September 25, 2020, Macassa Lodge submitted a Long-Term Care Home Development application to the Province to build a new B-Wing expansion at an estimated value of \$27.7 M. The scope of the project includes space to decant 44 beds from D-Wing into the new B-Wing, once constructed. This application was submitted as a placeholder pending the completion of the feasibility study in addition to submitting a report to the Emergency and Community Services Committee which were both clearly outlined in the ministry submission.

On November 20, 2020, the Province identified that the City of Hamilton has received a funding allocation letter for its Long-Term Care Home Development application of a 20-bed enhancement. The 44-bed redevelopment is not eligible for any part of this funding allocation.

On December 18, 2020, Capital Project (# 6302141102) for the 64 beds (included in Report FCS20101(a)) was approved in the 2021 Capital Budget.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

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**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 4 of 8**

None

RELEVANT CONSULTATION

The following Departments/Divisions/Sections have reviewed and contributed to this report:

Corporate Services, Financial Planning, Administration and Policy / Finance & Administration

- Was engaged in reviewing and compiling the financial section of the report.

Public Works, Energy Fleet & Facilities

- Was engaged in completing the feasibility study with preliminary cost estimates for construction and review of construction-related matters of the report.

Staff has also engaged in consultations with the Ministry regarding funding application status and funding formulas.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The Long-Term Care (LTC) Homes sector has advocated for adequate funding to support capital development and redevelopment and the impact of this lack of funding came to light during the COVID-19 pandemic. Information gathered on LTC Homes in Ontario highlighted that older homes fared far worse than the newer builds. The information indicated that approximately 59% of LTC home resident cases occurred in homes that are older than 30 years, noting that D-Wing was built in 1954 with renovations in 1988. It was also identified that the design of these older homes contributed to the spread of the virus among residents and staff. Sadly, more than half of LTC Homes in Ontario are older and are not built to the latest Ministry Home Design Standards. The Ministry has committed to re-developing 15,000 existing beds and building 15,000 new beds by 2025.

Design standards have evolved particularly as it relates to accessibility since the original construction of the D-Wing at Macassa Lodge in 1954. Current Ministry Home Design Standards for new LTC homes built today include some of the following:

- Larger accessible turning radius size in bathrooms and shower rooms (or larger assisted transfer space)
- Wider doors for accessibility, particularly on bedrooms & bathrooms
- Smaller sub-division of total number of occupants per resident home
- Larger dining space per resident

With all that has transpired over the past ten months, the landscape in which development or redevelopment needs to occur has shifted significantly. Any new

**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 5 of 8**

developments or redevelopments must now consider how design standards and physical infrastructure can mitigate the impacts of outbreaks in LTC Homes. The Macassa Lodge expansion was considered in the 2019 Development Charges Bylaw and Background Study with calculations based on a previous scope of the capital project. The current capital budget and scope of the new 64 bed addition of B-Wing onto Macassa Lodge results solely in new gross floor area servicing long-term care residents, which presents greater potential for DC funding eligibility on the current project than the previous budget and scope. The current \$27.7 M expansion project does not include the cost of necessary future work associated with converting space within the existing D-Wing in order to maintain gross floor area servicing long-term care residents. That future conversion cannot take place until residents have been moved out of D-Wing and into the new completed B-Wing addition. Furthermore, a feasibility study is needed to determine the scope and budget of the future D-Wing conversion project and explore possible combinations of program, amenity, staff and education space serving Macassa lodge residents.

Staff is in the process of exploring how much DC funding may be accessible to this project without jeopardizing the ability to fund potential future long-term care growth related projects. Staff will report back on the overall financing strategy at a future update.

There is an estimated capital shortfall of between \$15 M and \$18 M required to fund the estimated capital budget of \$27.7M, after applying the various sources of funding provided by MLTC and a range of estimated DC funding, which is proposed to be funded through an internal loan from the Unallocated Capital Reserve #108020. This loan would be paid back to the Reserve over the 25-years Construction Funding Subsidy's timeline.

To pay back the Reserve, Macassa Lodge's Operating levy will have to increase an estimated amount of \$697,000 to \$905,000 annually beginning in 2023 after adjusting for the anticipated annual Construction Funding Subsidy.

There may be further operating costs for the operation of the building, and its continued maintenance, which will be in addition to the operating impact required to pay back the estimated loan from the Unallocated Capital Reserve.

Any additional funding that can be provided by various levels of government will serve to reduce the operating levy impact of this project.

Staff continues to monitor opportunities for funding from other levels of government. If any are identified during the life of the project the financing plan will be updated accordingly and reported back to Committee.

**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 6 of 8**

The change in scope and available grant funding of this expansion compared to what had been considered in the 2019 Development Charges Bylaw and Background Study means that the available development charge funding needs to be reassessed through the next development charges by-law update which is anticipated to be adopted in Q2 2021.

The rationale for funding Capital Project # 6302141102, an addition of a new B-Wing onto Macassa Lodge to accommodate 64 beds (20 new and 44 bed redevelopment of D-Wing) includes:

1. Improved long term care waiting lists:

The situation for the Local Health Integration Network (LHIN) for Hamilton, Niagara, Haldimand and Brant (HNHB), notes there are approximately 5,682 active files waiting for placement in LTC, and of those 934 are in crisis. Specifically, in Hamilton, there are approximately 1,851 active LTC files and 411 of those are in the crisis category.

Research also reveals that some citizens in need of LTC decess before they are admitted due to the lengthy placement waiting list. There is a great need to support Hamilton with enhancing our LTC bed capacity.

2. Utilizes funding from other levels of government:

The Province of Ontario committed to creating 30,000 new long-term care beds over the next decade. These new beds will increase access to long-term care and help end hallway health care and provide high quality care and accommodation that meets the clinical, safety and social needs of Ontarians living in long-term care homes.

Redeveloping long-term care beds means either renovating existing long-term care spaces in an existing home or building a new long-term care home to replace an older one. Redeveloping existing long-term care beds helps the long-term care sector continue to provide appropriate care to residents in safe and secure environments.

As work to modernize the Long-Term Care Home Development Program continues, the Ministry sought out applications to help to build a 21st century long-term care system, improve outcomes, and enable the effective use of additional long-term care capacity to meet the diverse needs of residents and their families where it is needed the most. The Ministry of Long-Term Care provides funding for long-term care homes across Ontario to provide appropriate care and services to the residents who live in those homes. The Ministry provides support to projects that will add new long-term care bed capacity and redevelop existing, older long-term care beds to modern design standards. These net new beds will increase access to long-term care, reduce waitlists, ease hospital capacity pressures and help to end hallway health care.

3. Opportunity to align with Ministry's LTC Home Design Standards:

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**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 7 of 8**

The existing Macassa Lodge D-Wing Resident Home Area (RHA) accommodates 44 residents in the south-west end of the building. The D-Wing was part of the original 1954 construction and although it has been upgraded over time, D-Wing is now dated and requires extensive work in order to better meet changing acuity and accessibility of residents in long term care. In addition, there are some building deficiencies that now require widespread improvements in order to meet LTC Home Design Standards for patient care areas. The expansion project, the new addition of B-Wing, is an opportunity to build with the leading best practices, current research with an opportunity to redesign to mitigate impacts of outbreaks.

All 64 long-term care beds will meet the Ministry's Long-Term Care Home Design Standards.

4. Maximizes number of beds on limited land footprint:

The proposed new 64 bed addition of B-Wing would be an expansion on the existing Long-Term Care Home, Macassa Lodge. There is limited space on the site, further decreased by a zoning setback of 7m. The proposed addition was reviewed in detail in context of the limited site size and was found to be the most efficient, cost-effective construction option in order to increase the building footprint at Macassa Lodge. The south-east corner is the most feasible location for new construction.

5. Efficiencies of single tender with single construction phase:

There is value to the City in completing the 64-bed addition, B-Wing, in one tender and construction phase. A single tender with single construction phase significantly saves on costs, efficiencies and complexities. Inflation and construction mobilization are two examples of costs that are saved over a multi-tender, multi-phase project. The single tender approach staff are recommending also has the least operational impact to resident care due to the need to decant D-Wing beds once construction is complete.

6. Minimizes levy impact by maximizing external funding sources:

In addition to the Province's recent funding allocation of a 20 long-term care bed enhancement at Macassa Lodge, the funding strategy for this growth project will include Development Charges (DCs).

The change in scope and available grant funding of this expansion compared to what had been considered in the 2019 Development Charges Bylaw and Background Study means that the available development charge funding needs to be reassessed through the next development charges by-law update which is anticipated to be adopted in Q2 2021.

Staff continues to monitor opportunities for funding from other levels of government. If any are identified during the life of the project the financing plan will be updated accordingly and reported back to Committee.

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**SUBJECT: Macassa Lodge - Redevelopment Project (HSC20050(a)) (Ward 7) -
Page 8 of 8**

Once the Development Charge by-law update has been completed, a final financing plan will be updated accordingly and reported back to Committee.

ALTERNATIVES FOR CONSIDERATION

None

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.

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 HSC20050(a): Funding Allocation Letter from Ministry

Appendix “B” to Report HSC20050(a): Draft Site Plan for new B-Wing Expansion at Macassa Lodge



Ministry of Long-Term Care

Assistant Deputy Minister
Long-Term Care Capital Development

11th Floor, 1075 Bay Street
Toronto ON M5S 2B1
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Ministère des Soins de longue durée

Sous-ministre adjointe
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eApprovals: 66-2020-167

November 20, 2020

Mr. Paul Johnson
General Manager
Macassa Lodge - Regional Municipality of Hamilton - Wentworth
28 James St. North
Hamilton ON L8V 3M7

Dear Mr. Johnson:

Re: Long-Term Care Development Project (PROJ 925)

I am writing to provide details regarding the applicable conditions and next steps, further to the letter from the Honourable Dr. Merrilee Fullerton, Minister of Long-Term Care (the "Minister"), regarding the Ministry of Long-Term Care (the ministry)'s allocation of 20 long-term care (LTC) beds to the City of Hamilton ("the Operator") as part of the City of Hamilton – Macassa Lodge - Hamilton project (the "Project").

The application for the Project includes the following at a long-term care home known as Macassa Lodge (the "Home"):

- 20 long-term care beds that would be eligible for LTC Capital Development Funding; and
- 44 existing long-term care beds from Macassa Lodge that would be ineligible for LTC Capital Development Funding.

This letter will provide you with additional information regarding the ministry's requirements and next steps related to the review of your application for the Project.

The allocation of 20 long-term care beds is subject to approval of the above application, the execution of a Development Agreement with the ministry, and all applicable requirements being fulfilled, including the following condition(s):

The performance of the LTC home(s) with beds that are proposed to be part of the project must achieve and remain in good standing prior to executing a Development Agreement with the ministry.

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-2-

The Operator must provide the ministry with further information that is necessary to (1) continue the review of their application and (2) potentially advance their project into the necessary capital and licensing review.

As a next step, the ministry will continue its review of the application for the Project. During the review process, the ministry will review both the capital and licensing components of your application. If all of the applicable conditions under the *Long-Term Care Homes Act, 2007* and other requirements are met, this review may result in the Minister's approval of your application and an issuance of a new approval to operate the Home as proposed in the application (or as may be otherwise stipulated by the ministry), subject to applicable requirements.

The ministry's licensing review has multiple components, including, but not limited to, an assessment of past regulatory compliance and public consultation (if applicable). The Long-Term Care Capital Development Division will contact you via separate correspondence regarding the ministry's requirements and expectations for the licensing review.

If your application is approved, the Operator must execute a Development Agreement with the ministry within ninety (90) days of the date of the approval. The Operator will be required to follow the construction schedule and all other requirements and conditions set out in the Development Agreement and the *Long-Term Care Home Capital Development Funding Policy, 2020*, in carrying out the project.

Please note that this letter and the Minister's letter do not constitute an approval of your application, or a commitment to provide funding of any kind for the Project. Furthermore, this letter, the Minister's letter, and any correspondence from the ministry that does not explicitly indicate otherwise, do not constitute the issuance of a licence or approval for operating LTC beds, an undertaking to issue such a licence or approval, or the approval of any transfer of a licence (including a licence transfer to change the location of any long-term care beds) under the *Long-Term Care Homes Act, 2007*. This allocation is automatically withdrawn if the ministry decides not to approve any part of your application.

Please sign below indicating (as authorized representative on behalf of the applicant/proposed Operator) that you have read and understand the terms of this allocation, and return a scanned copy to your designated project manager, Julie Girard at Julie.A.Girard@ontario.ca within ten (10) business days of the date of this letter.

If a duly authorized sign-back is not received by the ministry within that time, this allocation may be withdrawn.

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Staff in the Long-Term Care Capital Development Division will be in contact with you in the coming weeks to discuss next steps in greater detail. If you should have any questions, please contact your designated project manager, Julie Girard at 416-212-3956 or Julie.A.Girard@ontario.ca.

Sincerely,



Brian Pollard
Assistant Deputy Minister

- c. Bill Hatanaka, Board Chair, Ontario Health
Matthew Anderson, Chief Executive Officer, Ontario Health
Mark Walton, Chief Executive Officer, Hamilton Niagara Haldimand Brant LHIN
Michelle-Ann Hylton, Director, Capital Planning Branch

-4-

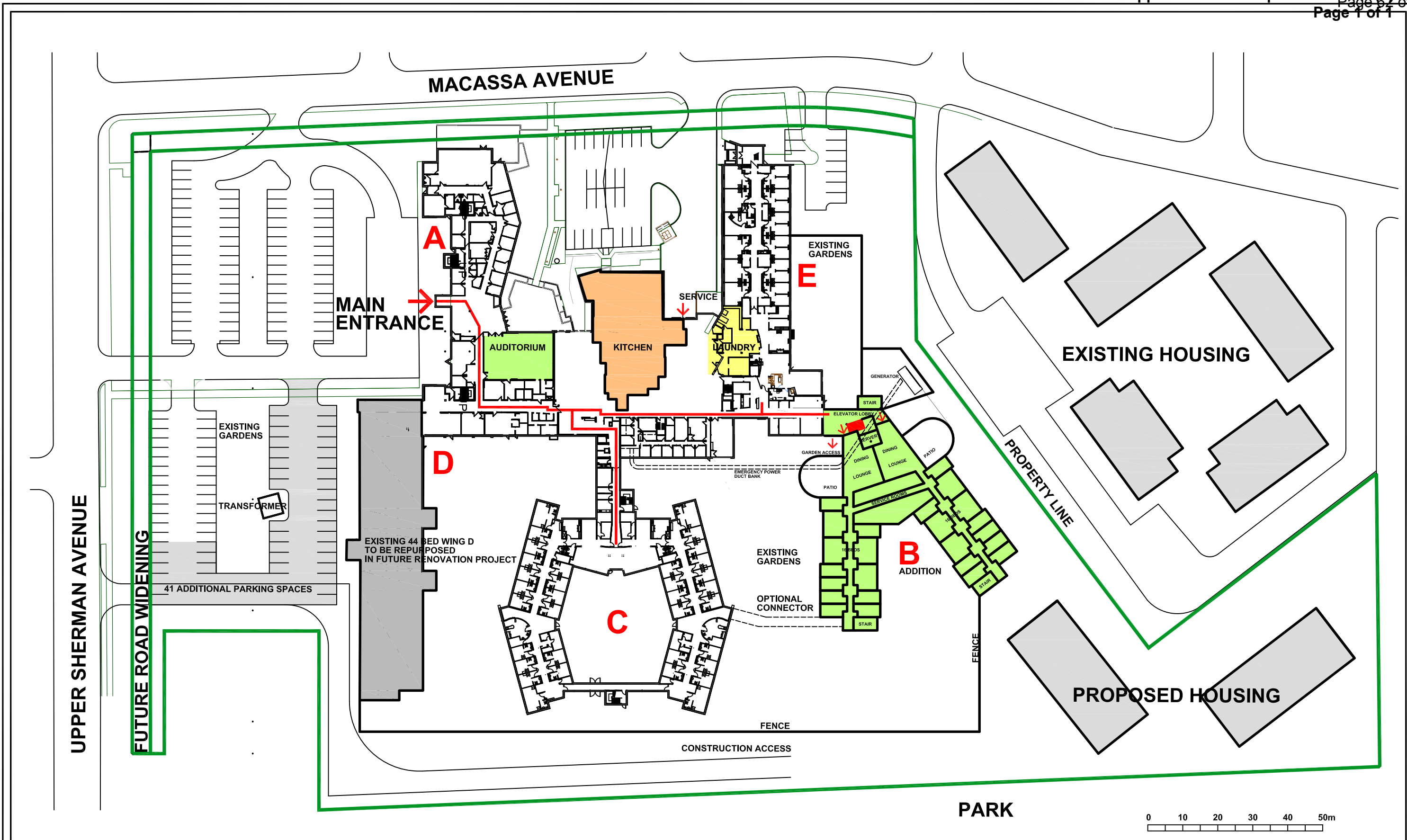
Mr. Johnson

Acknowledged and agreed to this ____ day of _____, 2020

On behalf of: Macassa Lodge – City of Hamilton
 Regional Municipality of Hamilton - Wentworth

Signed in the presence of	[insert name of Applicant]
	Signature of Authorized Signing Officer (I/we have authority to bind the Applicant) Print Name
Witness	Title
Date	Date

Signed in the presence of	[insert name of Substitute Applicant]
	Signature of Authorized Signing Officer (I/we have authority to bind the Substitute Applicant) Print Name
Witness	Title
Date	Date



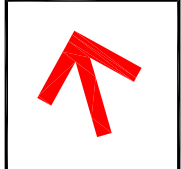
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ON N3T 3H5
519.756.6331 1.877.789.6662
www.mmmc.on.ca

**64 BEDS
2 STOREYS
PROPOSED SITE PLAN**

MACASSA LODGE - B WING EXPANSION

701 UPPER SHERMAN AVENUE - HAMILTON ONTARIO

1.1
10 DECEMBER 2020





Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Hamilton's Community Safety and Well-Being Plan (HSC19032(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jenn Hohol (905) 546-2424 Ext. 7857
SUBMITTED BY:	Paul Johnson General Manager Healthy and Safe Communities Department
SIGNATURE:	

Council Direction:

Not Applicable

Information:

In December 2019, the Emergency and Community Services Committee was notified of new legislative requirements for municipalities to prepare and adopt a Community Safety and Well-Being Plan (Report HSC19032). The aim of the plan is to ensure all residents in the community feel safe, have a sense of belonging and can meet their needs for education, healthcare, food, housing, income, and social and cultural expression. The plan must be developed using the provincial government's Community Safety and Well-Being Framework¹ which identifies four key areas of planning: incident response, risk intervention, prevention and social development, that work together to make communities safer and healthier.

The development of Hamilton's Community Safety and Well-Being Plan is overseen by an advisory committee which both meets legislative requirements and brings together

¹ <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPanningFramework.html>

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SUBJECT: Hamilton's Community Safety and Well-Being Plan (HSC19032(a)) (City Wide) - Page 2 of 4

various sectors' perspectives to provide strategic advice and direction to the City of Hamilton on the development of the plan.

To date, the organizations listed below have confirmed representation on the Advisory Committee to support the development of Hamilton's Community Safety and Well-Being Plan:

- Banyan Community Services
- Coalition of Hamilton Indigenous Leadership
- City of Hamilton (Children's Services and Neighbourhood Development; Public Health Services)
- Hamilton Centre for Civic Inclusion
- Hamilton Health Sciences
- Hamilton Police Services
- Hamilton Police Services Board
- Hamilton-Wentworth District School Board
- McMaster Institute for Health Equity
- McMaster University
- Mohawk College
- St. Joseph's Healthcare Hamilton
- Woman Abuse Working Group

In January 2020, the advisory committee assessed risk factor data to identify local priorities for further investigation and focused opportunities for collaboration. The local priorities that were identified include:

- Hate incidents
- Violence
- Mental health and stigmatization
- Substance use
- Homelessness and access to affordable housing
- Access to income

In review of neighbouring municipalities approaches to planning for their communities, Hamilton's advisory committee is very aligned in their identified priorities.

Advisory committee members then worked to identify actions their organizations were taking within each of the local priority areas and began to identify opportunities for cross-sector collaboration. With the emergence of COVID-19, work on the plan was put on hold from March to August 2020. During this period City staff supporting the development of the plan were redeployed and advisory committee members were called to focus on the COVID-19 response in their organizations. In consideration of the large role municipalities have played in responding to COVID-19, the Ministry of the Attorney General extended the deadline for completion of the Community Safety and Well-Being

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SUBJECT: Hamilton's Community Safety and Well-Being Plan (HSC19032(a)) (City Wide) - Page 3 of 4

Plans from January 1, 2021 to July 1, 2021. The advisory committee has adjusted their planning approach and timelines to meet this new deadline.

In September 2020, the advisory committee reconvened and committed to monthly meetings to support completion of the plan. A focus for the advisory committee has been on informing the community of the plan and what it is trying to achieve through:

- Launch of the Hamilton Community Safety and Well-Being Plan webpage on the City's website (www.hamilton.ca/safetyandwellbeing);
- Launch of the Hamilton Community Safety and Well-Being Plan webpage on the City's public engagement platform, Engage Hamilton (<https://engage.hamilton.ca/community-safety-and-well-being-plan>); and,
- Creation, sharing and discussion of education materials by advisory committee members on Hamilton's Community Safety and Well-Being Plan within their organizations and partner networks.

Next Steps – Community Engagement

Community safety and well-being cannot be addressed in isolation by any one institution, organization, sector, or individual; it requires collective action. Collective community wisdom is needed to better understand individual safety and well-being risks, and to come up with creative solutions and ideas to tackle complex issues facing Hamilton. As part of a community engagement approach to inform development of the plan, several methods for gathering feedback have and will continue to be employed.

An invitation to the community to share their thoughts and perspectives about safety and well-being in Hamilton is available through the City's public engagement platform, Engage Hamilton (<https://engage.hamilton.ca/community-safety-and-well-being-plan>). Feedback on two key questions is being collected here, including: what a safe community looks like to each person; and, what can be done in your own community to achieve a better feeling of safety. This channel has been available from November 2020 and will continue to be open for feedback until March 1, 2021.

A Community Engagement Toolkit was developed to support advisory committee members in championing conversations on the local priorities and collecting feedback from their organizations, partner networks and clients.

To elicit broader feedback, the City will also hold virtual engagement sessions with service providers and members of the community throughout the month of February 2021. The City will engage a facilitator to support these community conversations on the local priorities. Opportunities to participate in the virtual engagement sessions will be shared through the City's website and social media channels. The advisory committee will also help to identify interested parties and share opportunities for engagement across their organizations and partner networks. The results of these engagement

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SUBJECT: Hamilton's Community Safety and Well-Being Plan (HSC19032(a)) (City Wide) - Page 4 of 4

sessions will be used to inform outcomes of the local priority areas desired by the community and actions that can be taken by the advisory committee to achieve these results.

Appendices and Schedules Attached

None

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CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Housing Services Division

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Municipal Affairs and Housing Social Services Relief Fund Phase 2 Holdback (HSC20036(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rob Mastroianni (905) 546-2424 Ext. 8035 Nadia Zelisko (905) 546-2424 Ext. 2548
SUBMITTED BY:	Edward John Director, Housing Services Division Healthy and Safe Communities Department
SIGNATURE:	

RECOMMENDATION

That the General Manager of the Healthy and Safe Communities Department, or his designate, be authorized and directed to enter into and execute an Agreement with the Ministry of Municipal Affairs and Housing (MMAH) to administer the additional Social Services Relief Fund Phase 2 (SSRF2) allocation to a maximum amount of \$6,395,900 and any agreements with Community Services Provider(s), as well as any ancillary agreements, contracts, extensions and documents required to give effect thereto in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

On December 15, 2020, the Ministry of Municipal Affairs and Housing announced that the City of Hamilton is eligible to receive additional Social Services Relief Fund Phase 2 funding to support challenges brought on by COVID-19 through the submission of an investment plan for funding. Under SSRF2, the City of Hamilton will receive an additional \$6,395,900 in 2020-21 (attached as Appendix "A" to Report HSC20036(a)).

These funds are intended to complement initial allocations provided through the MMAH SSRF and SSRF2 as part of the provincial government's COVID-19 response plan.

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**SUBJECT: Municipal Affairs and Housing Social Services Relief Fund Phase 2
(HSC20036) (City Wide) - Page 2 of 5**

The City of Hamilton received \$6,880,800 through the SSRF in April 2020 and \$11,323,812 in July 2020 through the SSRF2.

Hamilton has coordinated closely with critical community partners in health and social services to plan for the risk of infection, spread or outbreak of COVID-19.

The funding will further Hamilton's ability to continue with containment practices while providing longer-term housing solutions and permanent housing interventions.

Alternatives for Consideration – Not Applicable

FINANCIAL IMPLICATIONS

As of March 31, 2021, projected COVID costs will total \$28.02 M. Housing Services Division will be completing a business case for the Ministry to demonstrate the use of \$6.4 M in SSRF2 additional funding by the utilization deadlines of March 31, 2021 for operating and December 31, 2021 for capital expenses, in accordance with the guidelines. Operating costs beyond March 31, 2021 will need to be addressed by subsequent CHPI SSRF funding. As \$6.4 M cannot be spent on operating by March 31, 2021, staff propose to use a significant portion of the funds for projects creating critical new supportive units that will utilize the funds by December 31, 2021. RH Phase 2 eligible COVID costs have not been included in the table below.

	Fiscal 20/21			Fiscal 21/22	
	Dec-20	Mar-21	April to March TOTAL	June-21	April to June TOTAL
Existing Funding (RH, CMA & SSFF)		(21.20)	(21.20)		0.00
RHI Phase 2		(5.30)	(5.30)		0.00
CHPI SSRF2 Holdback		(6.40)	(6.40)		0.00
Financial Subtotal	0.00	(32.90)	(32.90)	0.00	0.00
Est. Monthly COVID Costs	9.83	0.64	10.47	1.75	1.75
HSC20020	2.70	0.90	3.60		0.00
HSC20020(a)	5.80	1.75	7.55	1.55	1.55
CHPI SSRF2 Holdback Planned Expenditures		6.40	6.40		
COVID Cost Subtotal	18.33	9.69	28.02	3.30	3.30
Total	18.33	(23.21)	(4.88)	3.30	3.30

As of June 30, 2021, projected COVID costs of \$3.3 M are funded by the Municipal Safe Restart funding allocation. Housing Services Division will continue to advocate for additional funding for the 2021-22 fiscal year.

**SUBJECT: Municipal Affairs and Housing Social Services Relief Fund Phase 2
(HSC20036) (City Wide) - Page 3 of 5**

STAFFING IMPLICATIONS – N/A**LEGAL IMPLICATIONS – N/A****HISTORICAL BACKGROUND**

The City of Hamilton received a base funding amount of \$19,455,174 from the Provincial Government's Community Homelessness Prevention Initiative (CHPI) for the 2020-2021 fiscal year. CHPI is a 100% provincially funded outcomes-based program that aims to prevent and end homelessness by improving access to adequate, suitable, and affordable housing and homelessness services for people experiencing homelessness and for people at-risk of homelessness. Housing Services Division brokers many of these services through community partners.

On April 1, 2020, the City of Hamilton received a funding allocation in the amount of \$6,880,800 under the provincial Social Services Relief Fund (SSRF) for 2020-2021 to support the needs of the most vulnerable in our communities, including people who are homeless or at-risk of becoming homeless, during the COVID-19 crisis. The additional funding is intended to complement Hamilton's CHPI base funding.

On July 2, 2020, the province announced an additional allocation of \$11,323,812 in 2020-21 for the City of Hamilton to support ongoing challenges brought on by COVID-19 through the Social Services Relief Fund Phase 2 (SSRF2). The province communicated that a portion of the total SSRF2 funds would be held back to help communities disproportionately impacted by the effects of COVID-19.

On December 15, 2020, the City of Hamilton received an additional \$6,395,900 in SSRF2 funding in 2020-21. The Ministry held back these funds from SSRF2 and they now must be utilized by March 31, 2021 for operating expenses and December 31, 2021 for capital expenses. As Hamilton has capital projects ready to go, the Housing Services Division has been able to secure this funding that might otherwise be unused.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None

RELEVANT CONSULTATION

Quick distribution of COVID-19 emergency response funding is critical to protect those experiencing homelessness or housing instability and the workers supporting them. On March 27, 2020, the Housing Services Division received endorsement from the Community Advisory Board for the investment of Federal and Provincial COVID-19 funds in accordance with the coordination provided by the City of Hamilton's Emergency

**SUBJECT: Municipal Affairs and Housing Social Services Relief Fund Phase 2
(HSC20036) (City Wide) - Page 4 of 5**

Operations Committee and information provided by the Indigenous Community and community partners. The Housing Services Division committed to reporting back to the Community Advisory Board with details on the details of investments made.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The SSRF2 supports provincial CHPI investments in Hamilton to connect individuals experiencing homelessness to permanent housing with supports and to keep individuals and staff in the homelessness sector safe during COVID-19.

The objectives of SSRF2 are to: mitigate ongoing risk for vulnerable people, especially in congregate care settings; encourage longer-term housing-based solutions to homelessness post-COVID-19; and to enhance rent assistance provided to households in rent arrears due to COVID-19.

Eligible operating and capital expenses under SSRF2 include but are not limited to:

- administration costs;
- operating costs (including building homeless shelter capacity; use of motels or hotels as isolation centres or to support social distancing; rental assistance such as funding for rent arrears and short-term housing allowances; transportation costs; food and supplies; enhanced cleaning services; non-medical staffing requirements; rent bank and emergency energy funds; etc.); and,
- capital costs (including major retrofits and upgrades to an existing Service Manager-administered emergency shelter, over-flow shelter, and/or congregate living space to help ensure shelter spaces adhere to public health directives; purchase of a hotel, motel or other facility that would be converted/upgraded to provide longer-term housing solutions; and retrofit of existing Service Manager-administered transitional or supportive housing facility, and/or creating new innovative models of transitional and supportive housing).

This funding investment may be used to offset eligible costs incurred on or after July 2, 2020 and all eligible operating expenses must be spent by March 31, 2021. Capital funds must be spent by December 31, 2021.

Authorization of the General Manager of the Healthy and Safe Communities Department, or his designate, to enter into and execute an Agreement with the MMAH for SSRF2 is recommended to facilitate the acceptance and quick distribution of funding from the MMAH, which is critical to Hamilton's COVID-19 response related to housing and shelter services.

SSRF2 funding will offset costs to committed programs, such as: additional shelter capacity within hotel overflow; capital repairs enabling shelters to return to pre-pandemic occupancy; expansion of drop-in services; personal protective equipment;

**SUBJECT: Municipal Affairs and Housing Social Services Relief Fund Phase 2
(HSC20036) (City Wide) - Page 5 of 5**

new permanent supportive housing, etc. Potential permanent supportive housing projects include the second building in Indwell's Phase 1 Royal Oaks development which was approved for funding through Request for Proposals C5-19-19, and additional funds needed by projects approved for and seeking funding through the Rapid Housing Initiative. These projects can meet the SSRF2 requirement to spend the funds before December 31, 2021.

Significant pressure on the housing system throughout the pandemic has been the result of flow through the system slowing due to the lack of permanent supportive housing for high need individuals. The capital projects noted above will help alleviate this issue.

Given that SSRF2 will largely address the existing commitments made to date up until March 31, 2021, other potential items under review, such as supports to highly acute individuals, supportive housing, and rent supports to individuals impacted by the pandemic will also be presented through the business case process; recognizing that additional funds beyond the allocation may be considered. These additional requests above and beyond the allocation will be determined on the quality of the business case submissions and availability of funds within the system.

ALTERNATIVES FOR CONSIDERATION

None

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.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HSC20036: MMAH SSRF Phase 2 Allocation Letter

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



December 15, 2020

Fred Eisenberger
Mayor, City of Hamilton
City Hall 71 Main Street West, 2nd Floor
Hamilton ON L8P 4Y5

Dear Fred Eisenberger:

I am writing to provide you with details regarding additional funding being offered to you through the province's Social Services Relief Fund (SSRF).

As you know, this summer, my Ministry announced \$362 million in new funding under a second phase of the SSRF to help protect vulnerable people from COVID-19, bringing the government's total SSRF investment to \$510 million. This funding has helped Service Managers and Indigenous Program Administrators respond quickly, adapt services, and help address housing and economic impacts from COVID-19 in their communities.

To ensure SSRF Phase 2 funding was targeted to where it was needed most, the Ministry communicated that a portion of the total SSRF Phase 2 funds would be held back to help communities that were disproportionately impacted by the effects of COVID-19 and had the capacity to commit the funding within the program timelines.

As the Ministry has reviewed the allocation needs for this hold back funding, I am pleased to announce that we have approved an additional **\$6,395,900** in SSRF Phase 2 funding for the City of Hamilton.

This additional funding from the SSRF Phase 2 Hold Back may be used for eligible operating or capital expenses, in accordance with the Social Services Relief Fund Phase 2 Program Guidelines. These Program Guidelines are hereby amended by adding to them the terms set out in Appendix A to this letter. If any of the provisions in Appendix A conflict with or are inconsistent with the Program Guidelines, the provisions of Appendix A shall prevail.

The above amendment forms part of your Service Manager Service Agreement effective January 1, 2013 with Her Majesty the Queen in right of Ontario as represented

by the Minister of Municipal Affairs and Housing ("Service Agreement") and any breach of any of the terms of the amendment shall constitute an Event of Default under the Service Agreement. All other provisions of the Service Agreement remain in full force and effect.

Given the heightened need for public health responses and wrap around services for vulnerable households during the COVID-19 outbreak (e.g., mental health and additions supports), the Ministry encourages Service Managers to consider the use of a portion of their hold back allocation for supports related to medical needs, as allowed under the Program Guidelines. Service Managers who choose to allocate a portion of this funding for supports related to medical needs should engage with staff in their local public health unit and other relevant agencies to ensure funding is targeted to where it is needed most.

To receive these additional SSRF Phase 2 funds, you are required to complete the sign-back section of this letter and return it to the Ministry.

You may submit your signed confirmation via e-mail to:

Jim Adams, Director of the Housing Programs Branch
Ministry of Municipal Affairs and Housing
jim.e.adams@ontario.ca

You are also required to complete and submit the enclosed simplified Investment Plan, outlining the proposed uses of funding by spending category in your service area. Given the need to get this money into the hands of local agencies quickly, please ensure my Ministry receives both the sign-back and Investment Plan as soon as possible.

Upon receipt of your sign-back and simplified Investment Plan, the Ministry will proceed to process your operating payment (if applicable) as soon as possible.

Please note that for all SSRF capital projects, including those you propose to fund through your hold back allocation as outlined in this letter, you must notify the Ministry in advance through your respective Regional Housing Services Team Lead. All details of any capital projects must be kept confidential until they may be announced publicly by the Ministry. Service Managers will be responsible for on-going operating costs associated with any capital projects funded through the SSRF.

I would also like to take this opportunity to remind you that the Ministry will implement By-Name Lists across Ontario in 2021 to help connect people experiencing homelessness to housing and supports. Service Managers in many Ontario communities are implementing By-Name Lists to provide real-time data about people experiencing homelessness in their communities. By-Name Lists provide information that can be used to prioritize and connect people to the right housing services and supports in their area, to coordinate access to services and to track local homelessness and changes over time. The Ministry will work collaboratively with stakeholders, experts

and Service Managers on the implementation of a By-Name List approach so that future requirements are focused on achieving the best and most cost-effective outcomes.

Protecting the health and well-being of all Ontarians continues to be the government's number one priority. We sincerely appreciate your efforts to assist vulnerable people in your communities throughout the COVID-19 outbreak and I look forward to continuing to work together to keep the people of Ontario safe.

Yours truly,



The Honourable Steve Clark
Minister of Municipal Affairs and Housing

Enclosures

c. Janette Smith, Chief Administrative Officer
Edward John, Director of Housing Services

The undersigned agrees to the terms of the above letter and to comply with the **Social Services Relief Fund Phase 2 Program Guidelines**, as modified by Appendix "A".

Service Manager: _____

Name: _____

Signature: _____

Title: _____

Date:

Name: _____

Signature: _____

Title: _____

Date:

I/We have authority to bind the organization.

Appendix "A"

Amendment to Addendum B to the Social Services Relief Fund Phase 2

The Social Services Relief Fund ("SSRF") Phase 2 Guidelines are hereby amended by adding to them the provisions set out below which apply solely with respect to the SSRF Phase 2 hold back funding.

1. Business Case

There is no requirement to complete and submit a Business Case related to the Funding. Rather, a simplified Investment Plan for Funding must be completed and submitted before a payment can be initiated.

2. Administration Fees and Operating Funding Payments

Full payment of administration fees and operating funding requested through the simplified Investment Plan will be initiated upon receipt and approval of the Investment Plan.

3. Reporting

No Interim Report will be required for the Funding.

Reporting on the Funding will be separate from the reporting on base Community Homelessness Prevention Initiative funding and funding provided under Phase 1 of the Social Services Relief Fund.

4. Communications Protocol

The Service Manager shall ensure that all information related to capital projects will be held confidential until publicly announced by the Ministry.

5. Engagement with Public Sector Partners

The Service Manager agrees to engage with relevant public sector partners, including public health, as necessary on the use of the SSRF Phase 2 funding.

Appendix "B"

SSRF Phase 2 Hold Back – Investment Plan



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Encampment Update (HSC20038(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Grace Mater (905) 546 2424 Ext. 4979
SUBMITTED BY:	Paul Johnson General Manager Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

Staff were requested to provide an update on the operationalization of the Encampment Protocol¹ (attached as Appendix “A” to Report HSC20038(a)) that was approved by Council on September 30, 2020.

INFORMATION

Encampment Outreach

The Encampment Response Team (originally referred to as the Encampment Task Force) includes staff from the City’s Housing Services Division, Licencing and By-law Services - Municipal Law Enforcement, Social Navigator Program, partner agencies and persons with lived experience.

Roles and responsibilities of the team include:

- Proactive client centred engagement approach when working with all individuals experiencing homelessness
- Collaborative approach to case and site planning amongst staff

¹ <https://www.hamilton.ca/social-services/housing/city-hamilton-encampment-response>

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SUBJECT: Encampment Update (HSC20038(b)) (City Wide) - Page 2 of 3

- Goal for all individuals is long-term sustainable housing - plans completed for each willing person
- Connecting individuals to all available services and supports
- Providing information regarding locations that are prohibited. Staff do not direct individuals to specific locations.
- Work with individuals to ensure compliance with other relevant by-laws (e.g. Public Nuisance By-law concerning fires, etc.)
- Work with property owners and residents if an encampment occurs on private property as requested.

A telephone number and email address were created to better assist the community related to any questions or concerns regarding encampments:

- (905) 546-2828
- unsheltered@hamilton.ca

The following provides an overview of how the team operates when an encampment has been identified:

Encampment Response Team reviews location and determines if the site is Prohibited or Greenspace. If the site is Prohibited:

- Municipal Law Enforcement (MLE) along with Social Navigator Programs staff (SNP) notify individuals at encampment that the area is a Prohibited site, and that they will have to leave the area;
- Response team subsequently engages with individuals to discuss immediate options: shelter, hotels or housing, and begins process of developing individualized housing plan. If the individual is not already known, the VI-SPDAT is completed at this point.
- Deadline day for removal of encampment is determined.
- At deadline day, MLE (with SNP/Hamilton Police Services (HPS) support) assists in ensuring remaining individuals vacate the area. Response Team provides support in the vicinity with arranging transportation, etc.
- Public Works assists with clean up of any discarded items once individuals have vacated site.

If site is determined to be Greenspace or not Prohibited:

- MLE with SNP support notifies individuals at encampment that they may only remain in that location for maximum 14 days. Notice of the deadline to vacate the area is provided for the end of that period
- Response Team subsequently engages with individuals daily to discuss immediate options: shelter, hotels or housing, and begins process of developing

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SUBJECT: Encampment Update (HSC20038(b)) (City Wide) - Page 3 of 3

individualized housing plan. If the individual is not already known, the VI-SPDAT is completed at this point.

- At deadline day, MLE (with SNP/HPS support) assists in ensuring remaining individuals vacate the area. Response Team provides support in the vicinity with arranging transportation, etc.
- Public Works assists with clean up of any discarded items once individuals have vacated site

The staff complement to the Response Team has been temporarily increased until March 31, 2021, through the pandemic. The Housing Services Division is finalizing a plan for implementation of a housing focused street outreach team. This model will be presented to Committee in March 2021.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HSC20038(a): Bylaw Enforcement Protocol

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Bylaw Enforcement Protocol

When the Encampment Response Team has been contacted regarding an encampment location, the following process will commence. All city services and responses will be coordinated through the Response Team.

Persons experiencing homelessness shall be offered an assessment using the Vulnerability Index - Service Prioritization Decision Assistance Tool (“VI-SPDAT”) tool for a determination of acuity. The application of this test and determination of test results shall be completed by the City of Hamilton’s Mental Health Street Outreach Program on a periodic basis. The test shall have occurred within the past ninety (90) days.

The VI-SPDAT tool will determine the path for how individuals sleeping rough are approached and engaged. Below outlines the steps and circumstances available:

- For individuals with a VI-SPDAT scores below 13, or those refusing to engage with outreach workers for assessment under the VI-SPDAT tool, the maximum duration for contact, assessment and removal is 14 days from the earliest of the City or its agents making contact as requested by the Encampment Response Team with a person experiencing homelessness. The outreach that occurs during this 14 day period will provide supports including but not limited to the following:
 - Engagement that treats every individual from a rights-based approach, ensuring dignity and confidentiality is maintained;
 - Immediate work on a personalized housing plan;
 - Informing individuals of the timeline for encampment removal;
 - Determine previous (if any) barriers affecting access into the system and attempt to resolve them
 - Assist with matters that facilitate the movement to shelter/housing including but not limited to transportation, financial assistance and storage of possessions.

- High acuity will be defined as a VI-SPDAT score of 13 or more for the purpose of the protocol for the enforcement of the bylaw. It is recognized that in rare occasions special circumstances may arise that cannot be addressed through the VI-SPDAT assessment. In those cases it is agreed that the City’s designate outreach team – currently the City’s Mental Health Street Outreach Program – will provide recommendations to the enhanced Encampment Response Team in those rare situations where additional considerations are required outside of the VI-SPDAT assessment.

Appendix “A” to Report HSC20038(b)**Page 1 of 2**

- Where a person experiencing homelessness is assessed as high-acuity and there is no available option for supportive housing or shelter, outreach efforts will continue in order to help the individual(s) move from the streets to shelter/housing. Such individuals are subject to the prohibited locations/activities listed below but not subject to the defined 14 day timeline for removal.
- In the case of persons experiencing homelessness determined through assessment by the City to have shelter or housing options available for which the transition would not cause trauma or a decline in mental health as determined by the City’s Mental Health Street Outreach Program – which are offered and refused or otherwise not accepted or who refuse to be assessed, then the City may remove such persons and their possessions under such legal authorities as may be employed by the City.

Prohibited Areas: all individuals experiencing homelessness in encampments – even when deemed high acuity or engaged with outreach in the 14-day grace period outlined above - are subject to the following restrictions and may be removed or moved if not in compliance with them:

- No more than 5 in an encampment;
- No encampments on sidewalks, roadways or boulevards;
- Encampments must not encumber an entrance or exit or deemed fire route;
- Encampments must be 50 meters from a playground, school or childcare centre;
- No encampments within any property with an environmental or heritage designation; and
- Situations where health and safety concerns exist for those living within or adjacent to an encampment will be addressed in a reasonable fashion, in good faith, on a case by case basis by the City in its sole discretion that balances the needs of both the person experiencing homelessness/encamped individuals and community members. In these situations, the City will consult with the Encampment Response Team and the City’s Mental Health and Street Outreach team to determine how to best balance the needs of persons experiencing homelessness/encamped individuals and other community members.



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Analysis of United Nations Special Rapporteur's Report on a National Protocol for Homeless Encampments (HSC21000) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rob Mastroianni (905) 546 2424 Ext. 8035 Greg Tedesco (905) 546 2424 Ext. 7168 Nadia Zelisko (905) 546 2424 Ext. 2548
SUBMITTED BY:	Edward John Director, Housing Services Division Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

At its July 13, 2020 meeting, the Emergency and Community Services Committee approved the following:

- “(ii) Encampment Strategy
 - (b) The Encampment Strategy Report shall include an analysis of United Nations Special Rapporteur on Right to Adequate Housing National Protocol for Homeless Encampments in Canada: A Human Rights Approach.”

INFORMATION

The COVID-19 pandemic continues to highlight and exacerbate ongoing systemic challenges and inequities across Canada as it relates to housing and homelessness. This is demonstrated by the rise in, and visibility of, unsheltered homelessness and encampments throughout many Canadian cities. New strategies and approaches, such

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SUBJECT: Analysis of United Nations Special Rapporteur’s Report on a National Protocol for Homeless Encampments (HSC21000) (City Wide) - Page 2 of 7

as the National Protocol for Homeless Encampments in Canada released in April 2020, have emerged in order to assist governments and stakeholders in their efforts to address urgent issues associated with supporting residents experiencing homelessness and living in encampments, while supporting long-term adequate housing solutions.

United Nations (UN) Special Rapporteur on the Right to Adequate Housing

UN Special Rapporteurs are independent experts who have been appointed by the UN Human Rights Council to examine, monitor, advise and publicly report on human rights issues globally, including situations in specific countries. The mandate of the UN Special Rapporteur on the right to adequate housing is focused on monitoring the right to housing as a component of the right to an adequate standard of living, and on the right to non-discrimination in this context.

The mandate of the UN Special Rapporteur on the right to adequate housing was created in order to:

- promote the full realization of adequate housing as a component of the right to an adequate standard of living;
- identify practical solutions, best practices, challenges, obstacles and protection gaps in relation to the right to adequate housing; and,
- identify gender-specific vulnerabilities in relation to the right to adequate housing and land.

As an independent expert, the UN Special Rapporteur acts as a bridge between rights-holders, governments, and international organizations and institutions, offering guidance on the interpretation of international law, while reporting on situations and conditions on the ground. While encouraging dialogue between stakeholders, the UN Special Rapporteur on the right to adequate housing formally communicates with governments and produces specific country reports, as well as broader thematic reports presented to the UN General Assembly in New York and to the Human Rights Council in Geneva.

A National Protocol for Homeless Encampments in Canada

On April 30, 2020, “A National Protocol for Homeless Encampments in Canada” was released by Leilani Farha (UN Special Rapporteur on the right to adequate housing) and Kaitlin Schwan (Lead Researcher for UN Special Rapporteur on the right to adequate housing). The Protocol, which is based on international human rights law, was developed through consultation with a wide range of experts across Canada including those with lived expertise of homelessness. The Protocol outlines universal recommendations for how all levels of government in Canada should approach engagement with unhoused residents of encampments from a rights-based perspective to ensure dignity while negotiating the provision of adequate, affordable housing

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SUBJECT: Analysis of United Nations Special Rapporteur’s Report on a National Protocol for Homeless Encampments (HSC21000) (City Wide) - Page 3 of 7

solutions that meet their needs. The recommendations of the report are non-binding and the City is not required to formally report on their implementation.

The Protocol includes eight principles:

- 1) Recognize residents of homeless encampments as rights holders
- 2) Meaningful engagement and effective participation of encampment residents
- 3) Prohibition of forced evictions of encampments
- 4) Explore all viable alternatives to eviction
- 5) Ensure that any relocation is human rights compliant
- 6) Ensure encampments meet basic needs of residents consistent with human rights
- 7) Ensure human rights-based goals and outcomes, and the preservation of dignity for encampment residents
- 8) Respect, protect, and fulfil the distinct rights of Indigenous Peoples in all engagements with encampments

Local Encampment Strategy and Approach – Analysis

On September 9, 2020, the General Issues Committee received Report HSC20038 – Encampment Update. This Report provided an overview of the City’s approach to encampments, including an overview of the Encampment Response Team, the City’s ongoing work to address homelessness and the role of community partners in supporting housing-focused solutions.

Further analysis related to the Protocol, as well as areas of alignment between the City’s encampment strategy, including considerations for adaptations and further consultation are provided in the follow chart:

8 National Protocol Principles	Local Approach and Considerations
1) Recognize residents of homeless encampments as rights holders	This principle serves as a baseline commitment in a collective approach to engaging with unhoused individuals, including a move away from approaches that criminalize or penalize, to approaches rooted in rights-based participation and accountability that uphold dignity of residents. Under the current Bylaw Enforcement Protocol, the City has committed to engagement that treats every individual from a rights-based approach, ensuring dignity and confidentiality is maintained.
2) Meaningful engagement and effective	On an ongoing basis, the City and homeless serving agency staff work from a person-centred approach to engage with individuals in order to refer and make connections to support

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participation of encampment residents	and appropriate resources. Increased engagement for the direct purpose of assessing effectiveness of approaches and appropriateness of available resources will continue to inform potential changes or adaptations to service and supports over time.
3) Prohibition of forced evictions of encampments	<p>The Encampment Response Team approaches each encampment individually and works with partners to engage residents toward personalized housing plans. Currently, the Bylaw Enforcement Protocol outlines the process in which encampment removal may occur.</p> <p>The National Protocol outlines that evictions (as opposed to “forced evictions”) may be justified in rare circumstances; however, they may only be carried out after exploring all viable alternatives with residents. Under this principle, the removal of residents’ private property without their knowledge and consent is also prohibited. Hamilton’s Bylaw Protocol outlines the process of contact, assessment and removal of encampments over a period of up to 14 days.</p>
4) Explore all viable alternatives to eviction	Key to this principle in the National Protocol is a focus on ensuring the meaningful and effective participation of residents in discussions regarding the future of the encampment. At the onset of local engagement with encampment residents, immediate work on a personalized housing plan begins and supports are provided to assist with matters that facilitate the movement to shelter and/or permanent housing. Membership of the City’s Encampment Response Team also includes a specific position reserved for a person with lived experience in order to further inform engagement strategies and decision-making processes.
5) Ensure that any relocation is human rights compliant	The National Protocol emphasizes the importance of meaningful, robust, and ongoing engagement with residents for any decisions regarding relocation. Currently, the Bylaw Enforcement Protocol outlines what this relocation process looks like, referring to supports that “Assist with matters that facilitate the movement to shelter/housing including but not limited to transportation, financial assistance and storage of possessions”.
6) Ensure encampments meet basic needs of	Street outreach to encampments in Hamilton currently involves individualized site assessment which assists in determining what resources are available on-site, what risks may be present for unhoused individuals and what additional

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residents consistent with human rights	resources may be necessary to connect individuals to. While the City does not necessarily set up temporary resources on site (i.e. washrooms, running water), efforts are made to connect individuals to nearby resources such as expanded drop-in sites for sanitation, hygiene and food and drink. Efforts are also made to connect individuals to harm-reduction supports, social supports, and waste-management supports which all may be offered on an outreach basis.
7) Ensure human rights-based goals and outcomes, and the preservation of dignity for encampment residents	An obligation to bring about positive human rights outcomes in all activities and decisions concerning homeless encampments is central to the principles outlined in the National Protocol. Decisions should be based on meaningful engagement with residents and should be considered through the lens of furthering of the inhabitants' human rights and dignity, while attempting to ensure that outcomes do not represent a backwards step in terms of their enjoyment of human rights. So, whereas a move from encampment to emergency shelter may occur, the City of Hamilton recognizes that this remains a temporary measure of accommodation until safe, secure and adequate housing is secured. The City continues to commit to permanent housing solutions by implementing increased prioritization of those in encampments for permanent housing and intensive case management support programs while continuing multi-sectoral discussions to enhance permanent housing with supports options.
8) Respect, protect, and fulfil the distinct rights of Indigenous Peoples in all engagements with encampments	<p>The National Protocol outlines that through engagement with unhoused residents and those residing in encampments, there must be a clear and distinct focus on Indigenous rights, guided by the obligation to respect, protect and fulfil the distinct rights of Indigenous peoples. This recognition is connected to a consistent approach that acknowledges autonomy and self-determination as key pillars of engagement.</p> <p>Coming Together to End Homelessness: Hamilton's Systems Planning Framework outlines our strategic local approach to preventing and ending homelessness, which must account for the systemic over-representation of Indigenous persons experiencing homelessness. The City is committed to ongoing coordination with Hamilton's Urban Indigenous Community to ensure that approaches to service</p>

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SUBJECT: Analysis of United Nations Special Rapporteur’s Report on a National Protocol for Homeless Encampments (HSC21000) (City Wide) - Page 6 of 7

	<p>coordination and provision are culturally appropriate, safe and built on principles of relationship, trust and informed consent. This includes ongoing discussion to achieve equitable access to resources including federal COVID funding, housing affordability benefits, and health resources as they become available to support unsheltered individuals who identify as Indigenous. Through ongoing dialogue with the Indigenous community, the City aims to ensure appropriate referrals are consistently made from mainstream supports to Indigenous agencies, including at intake by City outreach staff.</p>
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As the Housing Services Division looks to adapt and organize both short- and long-term considerations for encampment response, A National Protocol for Homeless Encampments in Canada may be used to inform our community-based response and actions. It also provides strategic guidance in key areas related to collaborative approaches for engagement and consultation processes that are utilized to develop a consistent framework for response in the development of housing-focused solutions with residents’ informed consent. Underpinning these actions remains the collective obligation to ensure that people experiencing homelessness, including encampment residents, have access to long-term, adequate housing that meets their needs.

Moving forward, further and ongoing consultation is required to better understand the gaps and barriers to accessing housing related supports and to ensure that the City is continuing to be responsive and adaptive to the changing needs of the local population.

Equity Considerations and Approach

In the ongoing development and adaptation of systems-level responses, it remains essential that people with living/lived experience are empowered to inform services and hold the homelessness-serving system accountable for delivering on its promise of housing and supports. It is also important that Hamilton’s homeless-serving system continues to account for the systemic over-representation of Indigenous persons experiencing homelessness. Acknowledging our Indigenous partners’ autonomy and self-determination, we must continue to work together to develop connection to housing and supports that are culturally appropriate, rooted in the spirit and actions of reconciliation.

Housing and health protection responses to unsheltered homelessness and encampments in the context of COVID-19 and beyond must not be a one-size-fits-all approach and should be able to be effectively adapted to meet the specific needs of the people they serve. Policies and guidelines, as well as subsequent systems responses

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and quality assurance processes, should explicitly reference diversity and inclusion considerations and implications on program structure, implementation and operation as to consistently explore who may be impacted (i.e. considerations around gender, gender identity and expression, race, ability, sexual orientation, immigration status, socioeconomic status, etc.), how they are impacted and why.

APPENDICES AND SCHEDULES ATTACHED

None.



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Urban Indigenous Strategy Implementation Plan (HSC21001) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Shelly Hill (905) 546-2424 Ext. 4081 Jessica Chase (905) 546-2424 Ext. 3590
SUBMITTED BY:	Grace Mater Director Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable

INFORMATION

Background:

In July 2019, Council endorsed the City's Urban Indigenous Strategy (UIS) (Report HSC19030). The UIS identifies actions and a path to reconciliation that aims to strengthen the City's relationship with the Indigenous community. The strategy supports the Truth and Reconciliation Commission's Calls to Action and the Missing and Murdered Indigenous Women and Girls Calls to Justice.

The UIS consists of 40 actions that were identified based on extensive consultation with the Indigenous community. The 40 actions are grouped from an Indigenous lens into the strategic themes of People, Land and Spirit.

Key Accomplishments:

Since the UIS was endorsed in 2019, several key accomplishments have been achieved. Examples of these include:

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SUBJECT: Urban Indigenous Strategy Implementation Plan (HSC21001) (City Wide) - Page 2 of 3

- Development of a revised traditional land acknowledgement statement
- Indigenous flags have been permanently installed at City Hall
- Roll-out of the Indigenous Cultural Competency Training pilot for 50 staff across the corporation
- Development of a Missing and Murdered Indigenous Women and Girls Exhibit at Dundurn Castle and Hamilton Police Services Central Station
- A variety of staff and public education events (e.g. documentary series, celebration of National Indigenous Peoples Day at City Hall, Drag the Red guest speaker event, movie screenings at the Hamilton Public Library, etc.)
- Development of an interim Indigenous Archaeological Monitoring Policy
- Signing of a Declaration of Mutual Commitment and Friendship between the City of Hamilton and the Hamilton Regional Indian Centre

Implementation Plan:

The Urban Indigenous Strategy's implementation plan, "The UIS Reconciliation Action Plan" (attached as Appendix A to Report HSC21001) identifies the process, resources and priorities to move forward with the 40 actions identified in the UIS. Recognizing that the City is still early in our journey towards reconciliation, the implementation plan is intended to be a fluid document that will be updated on a regular basis as we move forward with additional action items and continue to engage the Indigenous community in further conversations. The document identifies the priorities however timelines are very high level, recognizing that it is difficult to put definitive timelines on building and strengthening relationships.

The UIS implementation plan identifies six work groups that will be established over time. Each of the 40 actions will be assigned to one of the various work groups. The following three work groups are being prioritized for 2021 and 2022:

- Education, Awareness, Guidance and Policies
- Ecological, Archaeology and Natural Heritage
- Public Art, Museums, Markers & Heritage

The UIS is a long-term strategy that will take several years to accomplish. We recognize that repairing relationships and reversing the impacts of colonization will take several generations.

Examples of UIS projects and initiatives that are currently underway include:

- Development of a policy that prohibits the use of Indigenous images by non-Indigenous groups in City owned sports facilities in partnership with Recreation Services
- Working with the Joint Stewardship Board to explore the development of a Red Hill Interpretive Centre and the Nest meeting place

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SUBJECT: Urban Indigenous Strategy Implementation Plan (HSC21001) (City Wide) - Page 3 of 3

- Development of a community engagement process to identify ways to acknowledge Indigenous history in the City's landmarks and monuments, including a conversation about the Sir John A. MacDonald monument in Gore Park
- Development of relationships and agreements with Indigenous communities to engage and monitor archaeology and natural heritage projects
- Development of a corporate-wide Indigenous Cultural Competency Training program
- Work with the Aboriginal Advisory Committee and Coordinating Circle to strengthen and streamline the role they play in informing the implementation of the Urban Indigenous Strategy

Impacts of the COVID-19 Pandemic:

Since March 2020, the priorities and work of the UIS team has shifted. The UIS team was initially redeployed to actively respond to the COVID-19 pandemic. Along with Public Health and the Vulnerable Supports Team, the UIS team worked with Indigenous community partners to ensure that critical services were provided to the Indigenous community throughout the pandemic. The UIS team has since returned to their home positions and is embedding the work to support the Indigenous community during the pandemic into the UIS and their regular responsibilities.

Next Steps:

The UIS implementation plan sets out the course for reconciliation and strengthening the City's relationship with the Indigenous community. The UIS team will continue to engage the Indigenous community including the Aboriginal Advisory Committee and the Coordinating Circle in the implementation of the UIS. Regular reporting of the UIS priorities and key accomplishments will be shared with the Emergency and Community Services Committee, Senior Leadership Team (SLT) and the community.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report HSC21001: The UIS Reconciliation Action Plan

Hamilton **URBAN INDIGENOUS STRATEGY** Implementation Report





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Hamilton

ACKNOWLEDGMENT STATEMENT

The City of Hamilton is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississauga's. This land is covered by the 'Dish With One Spoon' Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabe to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation.

Today, the City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and we recognize that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

“Meaningful consultation and inclusion of Indigenous Elders, leaders and community members are crucial for moving ahead.”



RECOGNITION

The Urban Indigenous Strategy (UIS) team would like to acknowledge the guidance and continued support from the Indigenous Community, Service Providers, Elders and Knowledge Keepers creating meaningful work within the Traditional territories.

“The road we travel is equal in importance to the destination we seek. There are no shortcuts. When it comes to truth and reconciliation we are forced to go the distance.”

–Justice Murray Sinclair, Truth and Reconciliation Commission of Canada

We would also like to acknowledge the UIS Coordinating Circle, the City of Hamilton’s Staff Indigenous Relations Circle, and the City of Hamilton for their continued collaboration towards the development and contributions of the implementation plan. As we start the journey towards restoring relationships and trust, the core focus is acknowledging the past, present and future creating an Inclusive inequitable place for all Indigenous in non-Indigenous peoples.

Lastly, we would like to honour in recognition the work of the Truth and Reconciliation Commission (TRC) and those contributing towards the TRC Calls to Action and the Missing and Murdered Indigenous Women and Girls (MMIWG) Calls to Justice for the ongoing efforts and strategies to become a community of Reconciliation.

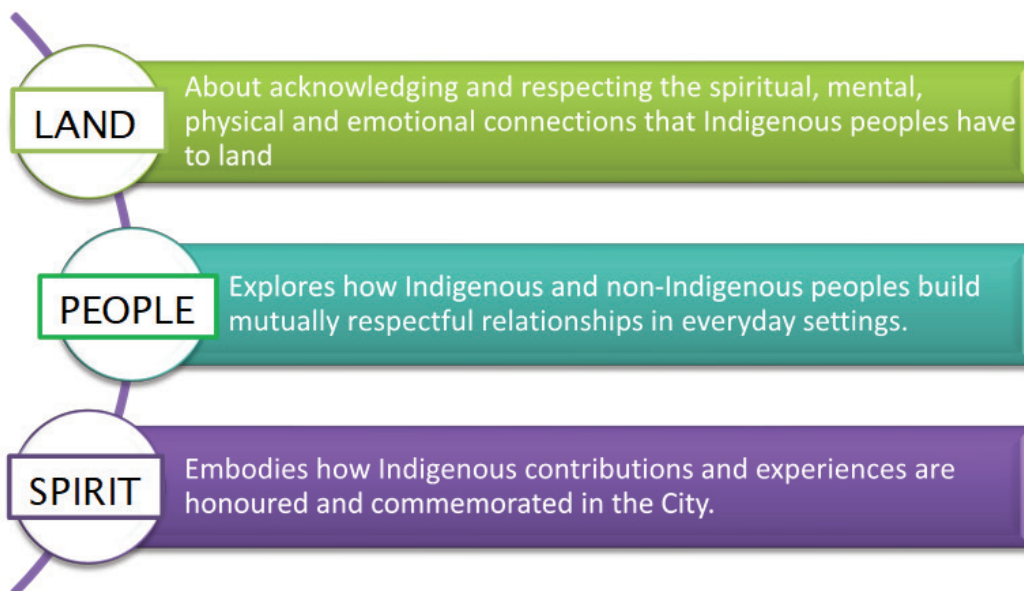
BACKGROUND

In the spring of 2015, Hamilton City Council committed to developing and strengthening the City of Hamilton’s relationship with the Indigenous community through the development of an Urban Indigenous Strategy (previously referred to as an Aboriginal Justice Strategy).

The City’s Urban Indigenous Strategy (UIS) team focused on developing a strategy which was endorsed by City Council in July 2019. The UIS identifies actions and charts out a path to reconciliation that aims to strengthen the City’s relationship with the Indigenous community.

The strategy is intended to demonstrate respect for Indigenous knowledge by promoting a better understanding among all residents about Indigenous histories, cultures, experiences, and contributions. It focuses on the alignment of key initiatives and strategies that support the Truth and Reconciliation Commission’s Calls to Action and the Missing and Murdered Indigenous Women and Girls Calls to Justice.

The UIS plan consists of 40 actions that were identified based on consultations with the Indigenous community. The 40 action items are grouped into three strategic themes (Land, Spirit, and People) creating a pathway towards the importance of collaboration and awareness which measures commitment through continued consultation and accountability. The success of this strategy is dependent on the engagement of staff across the corporation and involvement by all City departments.



ACTIONS

LAND THEMED ACTIONS	
1	Develop guidance and policy tools for senior leaders and staff about the United Nations Declaration on the Rights of Indigenous Peoples.
2	Raise awareness and strengthen the role of the Hamilton Aboriginal Advisory Committee.
3	Improve meaningful consultation with urban Indigenous residents and First Nations communities on municipal projects, plans and approvals.
4	Include and listen to Indigenous Elders on key initiatives and partnerships between the City of Hamilton and the Indigenous community.
5	Show respect for traditional ecological knowledge (TEK) by including Indigenous voices in environmental leadership and incorporating TEK in municipal practises.
6	Work with the Indigenous community to establish and maintain a piece of land that the community can use for ceremonial, spiritual and other activities.
7	Work with Indigenous communities to provide education to staff and residents about acknowledging traditional territories in Hamilton.
8	Understand how concepts such as the Doctrine of Discovery affect municipal decision making and develop tools to reform those processes.
9	Create more opportunities to access traditional foods.
10	Increase outreach to Indigenous residents to access conservation areas.

SPIRIT THEMED ACTIONS	
11	Incorporate more Indigenous stories and voices into the City of Hamilton's culture and heritage plans.
12	Use markers and signs to restore Indigenous names and identify significant Indigenous landmarks in Hamilton. This could include street names, trails, and parks.
13	Create opportunities for public art by Indigenous artists.
14	Establish an Indigenous Cultural Centre that offers interpretive programming, provides a gathering space for Indigenous peoples to practice their ceremonies and hold cultural events.
15	Update the City's grant programs to provide small grants to residents and community groups who are making a difference in reconciliation.
16	Raise local Indigenous flags permanently at City Hall.
17	Bring together Indigenous artists with youth to create a mural or other forms of street art.
18	Ensure that Indigenous stories and local Indigenous history are included in official archives across Hamilton.
19	Continue to improve how the City works with First Nations when conducting archaeology. This will include identifying how to educate the public on the rich archaeological history in Hamilton.
20	Expand the promotion and celebration of Indigenous History Month at City Hall and across Hamilton.
21	Identify or create ways to support Indigenous artists.
22	Commission public art in a prominent location that honours mutual respect and the spirit of reconciliation.

PEOPLE THEMED ACTIONS	
23	Bring together partners to offer public education to all residents about the history of Indigenous peoples and current topics that will contribute to reconciliation. This public education program should include highlighting local Indigenous resources and museums and promote awareness of national holidays such as National Indigenous Peoples Day and the National Day for Truth and Reconciliation.
24	Enable City staff to deliver City services in a culturally-appropriate way.
25	Launch a program for Indigenous youth to gain employment and training experience at the City.
26	Identify and eliminate municipal barriers that prevent Indigenous peoples from carrying out ceremonial practises in public spaces.
27	Support the expansion of Indigenous early childhood education.
28	Increase access to recreation for Indigenous children, youth and families.
29	Provide education to all city staff about Indigenous peoples, Indigenous-settler history, treaties, the United Nations Declaration on the Rights of Indigenous peoples. This education should also cover the urban Indigenous community in Hamilton and the history of traditional territory in the Hamilton area.
30	Ensure Public Health programs respect Indigenous medicines and healing practices.
31	Increase the number Indigenous health-care professionals in Hamilton.
32	Support Indigenous peoples to have more access to Elders and spiritual teachings.
33	Create opportunities for young Indigenous athletes to develop their skills.
34	Increase opportunities for Indigenous and non-Indigenous residents to play Indigenous sports and recreation activities.

PEOPLE THEMED ACTIONS

- | | |
|-----------|--|
| 35 | Work with local Indigenous communities to host major sports events for Indigenous athletes. |
| 36 | Increase the number of Indigenous employees at the City and support networking and mentorship opportunities for Indigenous staff. |
| 37 | Use the City's Age-Friendly Plan to support Indigenous seniors with accessing health and community services. |
| 38 | Identify how to increase accessible and affordable housing for Indigenous peoples through the Housing and Homelessness Action Plan. |
| 39 | Require social housing providers and boards to be educated on Indigenous peoples and history, colonialism, treaties, the United Nations Declaration on the Rights of Indigenous peoples. This education should also include information on the Indigenous community in Hamilton. |
| 40 | Provide opportunities for Indigenous peoples to understand their rights as tenants. |



THE JOURNEY

The creation of the implementation plan identifies timelines, resources and priorities to move forward with the action items identified in the UIS. Recognizing that we are still early in our journey towards reconciliation, the UIS's implementation plan is intended to be a fluid document that will be updated on a regular basis as we move forward with additional action items and continue to engage the Indigenous community in further conversations.

This plan is considered a living document, one that reflects bringing our minds together as one mind to improve and enhance relationships with Indigenous peoples and is built on nation to nation principles and values. The plan incorporates the values, history, and traditional teachings of Indigenous peoples, which includes First Nations, Inuit, Métis and the Urban Indigenous Peoples.

The UIS team will provide leadership and work with the internal Staff Circle and the Senior Staff Circle to develop working groups that will be responsible for implementing specific actions. The working groups will provide input and advice, develop workplans and policies to achieve specific actions in the UIS, and will engage internal and external partners to achieve the actions.

The Indigenous Coordinating Circle and the Aboriginal Advisory Committee will continue to guide the actions towards implementation to ensure the plan reflects the guiding principles that honour traditional knowledge and teachings including the Seven Grandfather Teachings of the Anishinaabe and the Haudenosaunee teachings of respect and care of the earth follows the strategic tone and direction set by the Indigenous community. This ensures accountability and responsibility maintaining strong links with the Cultural values and beliefs including the significance of Elders and Knowledge Keepers as they are integral in the work, we do to bind our journey together.



A COLLECTIVE FOUNDATION

As the City of Hamilton verges in ways to work collaboratively, six work groups were created that will help define details necessary to reach the action items of the UIS. The work groups consist of UIS team, the City of Hamilton leadership and staff, and community agencies working together with Indigenous and non-Indigenous residents. As we focus on the implementation plan priorities, our focus is to keep the Elders, Knowledge Keepers, and the Indigenous community's recommendations for the strategy at the forefront knowing they are all equally important. It is about the Indigenous communities and what we need to do together towards reconciliation.

UIS IMPLEMENTATION PLAN WORK GROUPS

Group 1: Education, Awareness, Guidance and Policies Group

Group 2: Ecological, Archaeology & Natural Heritage Group

Group 3: Public Art, Museum, Markers & Heritage Group

Group 4: Land, Culture & Cultural Spaces Group

Group 5: Sports & Recreation, Tourism Group

Group 6: Housing, Employment, Health & Food

SCOPE OF PRIORITIES

Since March 2020, the priorities and work of the implementation plan has shifted. The UIS team has been redeployed and actively responded to the COVID-19 pandemic. Along with Public Health, the vulnerable sector team and the combined efforts with the Indigenous community partners, we focused on critical services to meet the needs necessary to offer support for the Indigenous community and will continue as needed.

COVID-19 resulted in some changes to the way we will work on priorities in the deliverables for the implementation plan. The focus is to continue the work necessary to support reconciliation and the relationship with the Indigenous community, but under safe measures to protect us from the pandemic.



The Implementation plan will establish activities for each work group through collaboration and action planning for each deliverable determined. Phases of each work group will capitalize on engagement strategies, work plans, developing policies and procedures maintaining intercultural work necessary for Indigenous and non-Indigenous engagement.

STRATEGIES AND ACTIONS

The following work groups prioritized for 2021 and 2022

Group 1: Education, Awareness, Guidance and Policies

DELIVERABLES:

- Develop guidance and tools for senior leaders and staff about the United Nations Declaration on the Rights of Indigenous Peoples
- Work with the Aboriginal Advisory Committee and Coordinating Circle to strengthen and streamline the role they play in informing the implementation of the Urban Indigenous Strategy
- Include and listen to Indigenous Elders on key initiatives and partnerships between the City of Hamilton and Indigenous Community
- Work with Indigenous communities to provide education to staff and residents about acknowledging traditional territories in Hamilton
- Understand how concepts such as the Doctrine of Discovery affect municipal decision making and develop tools to reform those processes
- Bring together partners to offer public education to all residents about the history of Indigenous peoples and current topics that will contribute to reconciliation. This public education program should include highlighting local Indigenous resources and museums and promote awareness of national holidays such as National Indigenous Peoples Day and the National Day for Truth and Reconciliation
- Enable City staff to deliver City services in a culturally-appropriate way
- Identify and eliminate municipal barriers that prevent Indigenous peoples from carrying out ceremonial practices in public spaces
- Provide education to all City staff about Indigenous people, Indigenous-settler history, treaties, the United Nations Declaration on the Rights of Indigenous Peoples. This education should also cover the urban Indigenous community in Hamilton and the history of the traditional territory.
- Ensure public health programs respect Indigenous medicines and healing practices

Group 2: Ecological, Archaeology & Natural Heritage

DELIVERABLES:

- Improve meaningful consultation with the urban Indigenous residents and the Indigenous communities on municipal projects, plans and approvals.
- Show respect for traditional ecological knowledge (TEK) by including Indigenous voices in environmental leadership and incorporating TEK in municipal practises.
- Increase outreach to Indigenous residents to access conservation areas.
- Use markers and signs to restore Indigenous names and identify significant Indigenous landmarks in Hamilton. This could include street names, trails and parks.
- Continue to improve how the City works with First Nations when conducting archaeology. This will include identifying how to educate the public on the rich archaeology history in Hamilton.

Group 3: Public Art, Museum, Markers & Heritage

DELIVERABLES:

- Incorporate more Indigenous stories and voices into the City of Hamilton's culture and heritage plans
- Use markers and signs to restore Indigenous names and identify significant Indigenous landmarks in Hamilton. This could include street names, trails, and parks
- Examine existing monuments and memorials in public spaces, such as the Sir John A. MacDonald monument in Gore Park, in order to create a collective and inclusive space for all
- Bring together Indigenous artists with youth to create a mural or other forms of street art
- Ensure that Indigenous stories and local Indigenous history are included in official archives across Hamilton
- Expand the promotion and celebration of Indigenous History Month at City Hall and across Hamilton
- Identify or create ways to support Indigenous artists
- Commission public art in a prominent location that honours mutual respect and the spirit of reconciliation



FRAMING THE WORKGROUPS

As we formulate the framework, the focus is to support internal efforts across the Corporation to strengthen relationships with the Indigenous community and treaty territories. This process will establish high-level guidance to build more specific and sustainable deliverables creating meaningful efforts towards matters of historical, traditional and cultural significance in ways of knowing municipal planning and decision-making.

Each phase will coordinate flexibility and innovation towards a process of reconciliation creating strategic alignments. **Phase one**, planning the purpose will initiate ways to build on opportunities necessary to strengthen Council and the Corporation's understandings, relationships, and opportunities that are important with the Indigenous community. **Phase two** will develop engagement of shared responsibilities, mutual understanding and opportunities on matters to collaborate with on joint initiatives, policy's, and processes. Ways of knowing provides guidance to be authentic and reciprocal in building and sustaining relationships. **Phase three** will provide the foundation of ways forward being transparent and building more equitable and inclusiveness towards deliverables.

PHASE 1 – PLANNING THE PROCESS – WAYS OF BUILDING

- Coordinate the process internally and build relationships with the Indigenous community, Elders/Knowledge Keepers, youth and potential key partners.
- Focus on gathering input and information that will support a meaningful outcome for each deliverable
- Create awareness based on understanding historic roots of colonization
- Build capacity through training, materials and organizational cultural awareness

PHASE 2 – ENGAGEMENT ACTIVITIES – WAYS OF KNOWING

- Develop draft plan on approach and strategies of each deliverable
- Gather material and tools to inspire conversation in providing valuable information to understand substantive issues in supporting the deliverable
- Gather input from key partners, community engagement, departmental representatives, Senior Management Team and Council
- Build corporate capacity for meaningful engagement

PHASE 3 – OUTCOME – WAYS FORWARD

- Transparent and accountable reporting of final reports of each deliverable and overall process
- Recommendations for decisions and best outcome
- To inform, consult, involve, collaborate and empower

A way forward is to build foundational teachings with Elders, Knowledge Keepers and Community.

As we focus on taking the necessary steps to continually recognize the important work through the process of collective actions, it has come a time when things are to be done differently due to the pandemic. Much in the same as it has been for the Indigenous people, creating ways of resiliency and understanding is an important factor during a time of need.

Nia:wen
Miigwetch
Thank you!







Hamilton



Hamilton **URBAN INDIGENOUS**
STRATEGY
Implementation Report



CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Hamilton Fire Department

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Updates to Emergency Plan (HSC21002) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Connie Verhaeghe (905) 546-2424 Ext. 6038
SUBMITTED BY:	David Cunliffe Chief, Hamilton Fire Department Healthy and Safe Communities Department
SIGNATURE:	

RECOMMENDATION

- (a) That the updated Emergency Management Program By-law attached as Appendix "A" to Report HSC21002 be passed; and,
- (b) The City of Hamilton Emergency Program By-law 17-277 be repealed.

EXECUTIVE SUMMARY

As mandated by the *Emergency Management and Civil Protection Act*, (R.S.O. 1990, Chapter E.9), the City of Hamilton has developed, implemented, and maintained an Emergency Management Program. The *Act* requires that both the Emergency Management Program and the Municipal Emergency Plan be adopted by a By-law (Sections 2.1 and 3). In addition, municipalities are required to review and, if necessary, revise their Emergency Plan annually as per Section 3 (6) of the Act.

As part of the annual review of the City of Hamilton's Emergency Management Program, the Emergency Plan was updated. These operational updates include minor changes to the Incident Management System, and to the membership of both the Emergency Operations Centre (EOC) Management Team and the Emergency Management Program Committee. As a matter of housekeeping, and as per

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: Updates to Emergency Plan (HSC21002) (City Wide) - Page 2 of 3

regulations, there is a need to amend the Emergency Management Program By-law 17-277.

Alternatives for Consideration – Not Applicable**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: None

Staffing: None

Legal: None

HISTORICAL BACKGROUND

In 2003, the introduction of the *Emergency Management Act* (EMA) required municipalities to have an emergency management program in place. This includes a program coordinator, program committees, an emergency plan, training and education. Many, but not all elements contained in this legislation, were already in place in Hamilton.

New regulations were enacted under the EMA listing the specific objectives defined in the Act (Ontario Regulation 380/04). “Program Elements”, as they are called, were completed and continue to be maintained under the timelines given under the regulation. Finally, in 2006, several adjustments were made to the EMA and it was renamed the *Emergency Management and Civil Protection Act* (R.S.O. 1990, Chapter E.9).

In March 2017, the Office of the Fire Marshall and Emergency Management (OFMEM) provided municipalities with an Emergency Management and Civil Protection Act Compliance Guide for Municipalities. This guide distributed to municipalities was intended to provide clarification on the various requirements for municipalities within the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. The result was changes to the Emergency Plan and By-law 13-167. The new By-law 17-277 for the Emergency Management program was approved on December 8, 2017.

In 2020, the City of Hamilton Emergency Plan was amended to reflect changes to the EOC Management Team, the Emergency Management Program Committee and modifications to the Incident Management System. Since the Emergency Plan was amended, By-law 17-277 will need to be repealed to ensure the Emergency Plan and by-law are in sync. These changes are outlined in the amended By-law attached.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

SUBJECT: Updates to Emergency Plan (HSC21002) (City Wide) - Page 3 of 3

Adoption of the recommendations will ensure compliance with the *Emergency Management and Civil Protection Act*, including the standards under Ontario Regulation 380/04 as administered by the Office of the Fire Marshall and Emergency Management.

RELEVANT CONSULTATION

Legal was consulted in revisions to the By-law and the Emergency Plan. These revisions were reviewed with the Emergency Management Program Committee at the 2020 annual review meeting on November 30, 2020.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The recommendations will ensure compliance with the Emergency Management and Civil Protection Act, and the standards under Ontario Regulation 380/04. These standards are administered by the Officer of the Fire Marshall and Emergency Management. Annual review of the standards is completed by the Emergency Management program and submitted to the province for compliance and adherence to the regulations. By updating the Emergency Management Program By-law, the City of Hamilton will be compliant to the standards under the Ontario Regulation 380/04.

ALTERNATIVES FOR CONSIDERATION

None

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.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report HSC21002: Emergency Management Program By-Law

Authority:

**CITY OF HAMILTON
BY-LAW NO. XXXX**

To Repeal and Replace By-Law 17-277 Emergency Management Program By-Law

WHEREAS Council deems it necessary to enact a by-law to establish and implement an emergency management program for the City of Hamilton, so the municipality will be better able to respond to risks and emergencies and to recover from emergencies;

WHEREAS section 2.1 of the Emergency Management and Civil Protection Act, R. S. O. 1990, c. E.9 as amended (the Act) provides for municipal by-laws respecting the development and implementation of municipal emergency management programs, and which Act generally deals with emergency management, declaration of emergencies, and emergency planning in Ontario;

WHEREAS section 4 of the Act provides that the Head of Council may declare an emergency exists in the municipality and may take such action and make such orders as necessary and not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

WHEREAS an emergency management program will consist of an emergency plan, training programs and exercises for employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities, public education on risks to public safety and public awareness for emergencies, and other elements as may be required standards for emergency management;

WHEREAS the Act authorizes elected officials and employees of a municipality to respond to emergencies in accordance with the emergency plan;

WHEREAS section 12 of the Act provides that the municipality has a right of action to recover monies expended or costs incurred in the implementation of an emergency plan or in connection with an emergency, against the person who caused the emergency, and the City's Emergency Plan provides for tracking of such costs and expenses; and

WHEREAS Section 2, and Sections 8 through 10 of the Municipal Act, S.O. 2001, Chapter 25 as amended, provide general authorities and powers for passing by-laws, for general purposes which include the provision of services and things necessary and

desirable for the public, the health, safety and well-being of persons, managing and preserving public assets of the municipality, fostering the current and future economic, social and environmental well-being of the municipality, and delivering and participating in provincial programs and initiatives.

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

DEFINITIONS

1. In this By-law:

- (a) **“Act”** means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9;
 - (b) **“Emergency”** means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;
 - (c) **“Emergency Management Program”** means a program developed by or in conjunction with the City of Hamilton for management and response to emergencies, consisting of the Emergency Plan, training programs and exercise for employees and other persons in emergency response and recovery, public education on risks to safety and awareness for emergencies and such other elements as may be required standards for emergency management;
 - (d) **“Emergency Management Program Committee”** or **“EMPC”** means the committee established under section 6 of this By-law;
 - (e) **“Emergency Operations Centre Management Team”** or **“EOC Management Team”** means the municipal emergency control group established under section 5 of this By-law.
 - (f) **“Emergency Plan”** means the plan adopted by Section 2 of this By-law as amended from time to time;
 - (g) **“Head of Council”** means the Mayor, or during an absence or unavailability of the Mayor means the Deputy Mayor, also being known as the “Acting Head of Council”, whom the Council for the City of Hamilton designates or appoints on a scheduled or as-needed basis to act in place of the Mayor for the purpose of exercising the Mayor’s powers, authorities and duties;
- 1.1. For the purposes of this By-law and the Emergency Plan where a person who regularly holds the position or office is absent or unavailable to act, including due to a vacancy in the position or office, a person in that position or office in an acting capacity or as a deputy is delegated the same powers, authorities, and duties as provided for the position or office holder in this By-law and the Emergency Plan.

2. The City of Hamilton adopts Schedule "A" attached to this By-law as its Emergency Plan.
3. The Head of Council may declare that an emergency exists in the City or in any part of the City and may take such actions and make such orders as are considered necessary and not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the municipality and inhabitants of the emergency area.
4. The Head of Council and the municipal officials provided for in the Emergency Plan are empowered to cause an emergency notification to be issued and to require designated persons to respond in accordance with the Emergency Plan, where either an emergency has been declared or where an emergency exists but has not yet been declared to exist.
5. The municipal emergency control group required by the Act and its regulation is the City's Emergency Operations Centre Management Team as appointed in subsection below, established for the purposes of directing the municipality's response in an emergency whether or not declared and including implementing the Emergency Plan, use of the Incident Management System, seeking advice and assistance, and such other procedures as the Team shall develop to govern its responsibilities.
 - 5.1 Under the City's Emergency Plan and its adoption of the Incident Management System, the municipal officials appointed in section 5.2 may initiate operation of the Emergency Operations Centre and may carry out roles provided for other appointees until such appointees assume their own positions.
 - 5.2 The Emergency Operations Centre Management Team shall be comprised of the following positions and held by the listed officials:

EOC Management Team Position	Municipal Official
EOC Director	City Manager
Information Officer	Manager, Communications
Legal	City Solicitor
Liaison Officer	Emergency Management Coordinator
Operations Section Chief	The Operations Section Chief will be chosen by the EOC Director at the time of emergency from the following designates: Chief of Police Fire Chief Paramedic Chief Medical Officer of Health Director, Healthy & Safe Communities

	General Manager, Public Works Manager, Planning Economic Development
Planning Section Chief	Director, Planning Economic Development
Logistics Section Chief	Director, Human Resources
Finance and Administration Section Chief	General Manager, Corporate Services

6. The City's Emergency Management Program Committee for purposes of the Act is comprised of the following members:
 - (a) Mayor;
 - (b) City Manager;
 - (c) City Solicitor
 - (d) Chief of Police;
 - (e) Medical Officer of Health;
 - (f) Fire Chief;
 - (g) Paramedic Chief;
 - (h) General Manager, Healthy & Safe Communities;
 - (i) General Manager, Corporate Services;
 - (j) General Manager, Planning & Economic Development;
 - (k) General Manager, Public Works;
 - (l) Executive Director, Human Resources;
 - (m) Community Emergency Management Coordinators; and,
 - (n) Director of Communications and Intergovernmental Relationships

- 6.2 The Chair of the Emergency Management Program Committee is the City Manager.

- 6.3 The role of the Emergency Management Program Committee is to advise Council on the development and implementation of the emergency management program, and to conduct an annual review of the City's emergency management program and if necessary, shall make recommendations for revisions of the program.

7. The City of Hamilton's Emergency Management Coordinators are designated as the emergency management program coordinators for the purposes of the Act, and assigned the role of coordinating the development and implementation of the City's emergency management program, including particularly the annual, training and educational requirements necessary for the City's compliance with the Act, and for co-ordination of the meetings of the Emergency Management Program Committee.

8. The City's Emergency Information Officer shall be the Manager, Communications.

REPEAL AND REPLACEMENT

- 9. City of Hamilton By-law No. 17-277 as may be amended, is hereby repealed.
- 10. This By-law shall come into force on the date of its enactment.

SHORT TITLE

- 11. This By-law may be cited as the "Emergency Management Program By-law, XXXX".

PASSED this _____ day of _____, 2021

F. Eisenberger
Mayor

A. Holland
City Clerk



Hamilton

CITY OF HAMILTON EMERGENCY PLAN

**Enacted Under:
Emergency Management Program By-law, XXXX**

REVISED: January 12, 2021





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Appendix 1: EOC Activation Procedure (confidential)



1. Introduction

The City of Hamilton Emergency Plan, known throughout this document as the Emergency Plan establishes a framework for responding to incidents or emergencies that may occur in the City. Developed with key officials, agencies and departments, it is a guideline that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

The Emergency Plan describes the framework of how the City of Hamilton will respond to, recover from, and mitigate the impact of an emergency. It describes the legal authorities, plan concept of operations, functional responsibilities of the EOC Management Team, and notification procedures.

A number of procedures and guidelines (listed in Section 4) exist as supporting documents and emergency response plans for the Emergency Plan. These documents outline an integrated response for responding to and recovering from emergencies. They can be stand-alone documents or grouped depending on the nature of the emergency and response required.

1.1. Purpose

The aim of the Emergency Plan is to make provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the City of Hamilton to protect the health, safety, and welfare of the residents of Hamilton during any emergency by:

- Identifying the governance structure for emergency response within the City of Hamilton;
- Identifying the Incident Management System (IMS) roles and responsibilities required to respond and recover from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and
- Providing for a coordinated response by the municipality and partner agencies in managing emergencies.

1.2. Legal Authorities

The legislation under which the municipality and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, RSO 1990, c.E.9, as amended (the "Act"); and

- The City of Hamilton Emergency Management Program By-Law 2017

The *Act* requires municipalities to develop, implement, and maintain an emergency management program, and adopt it with a by-law. An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Minister of Community Safety and Correctional Services.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of an Emergency Management Program Coordinator.

The City of Hamilton Emergency Management Program By-Law approves the enactment of the City of Hamilton Emergency Plan and other requirements for the City's Emergency Management Program.

The Emergency Information Officer is the Communications Manager or designated alternate.

The Emergency Management Program Coordinator(s) are the City's Emergency Management Coordinators.

The Senior Official for the purposes of the City's Emergency Management Program Committee is the City Manager, or designated alternate.



1.3. Definition of an Emergency

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies and City departments.

The *Act* defines an emergency as:

‘A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.’

1.4. Hazard Identification Risk Assessment

The Emergency Management Program has identified realistic hazards that may occur in Hamilton and assessed them in terms of probability, frequency of occurrence, magnitude of consequence or impact, and changing risk. Results of the Hazard Identification and Risk Assessment (HIRA) assist the Emergency Management Program in developing training and exercise scenarios and may initiate the development of hazard-specific plans or procedures in the event of an emergency.

As a result of the HIRA process, risks in the City of Hamilton listed below represent major incidents involving multiple locations or having a significant impact on City facilities, infrastructure, operations, or the public.

- Hazardous Materials Incident/Spills – Fixed Site Incident
- Flooding
- Hazardous Materials Incident/Spills –Transportation Incident
- Human Health Emergency
- Energy Emergency (Supply)
- Extreme Ice Storm
- Explosion & Fire
- Transportation Emergency – Rail
- Critical Infrastructure – Telecommunications
- Active Shooter / Violent Situation



1.5. Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the Act consists of representatives from City departments and agencies, or designated alternates.

- Mayor
- City Manager
- City Solicitor
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Community Emergency Management Coordinators
- Director of Communications and Intergovernmental Relationships

The City Manager, or designated alternate, is the chair of the EMPC.

This committee reviews the Emergency Management Program for the purpose of legislated compliance and implementation of program initiatives including the review and updating of the Emergency Plan. The EMPC is not activated during an emergency.

1.6. Emergency Operations Centre Management Team

In the City of Hamilton, the Emergency Operations Centre Management Team (EOC Management Team) (see Section 3.2) acts as the municipal control group as defined by Ontario Regulation 380/04. The EOC Management Team will be composed of the following municipal officials, or their designated alternates, holding the following appointments:



EOC Management Team Position	Municipal Official
EOC Director	City Manager
Information Officer	Manager of Communications
Legal	City Solicitor
Liaison Officer	Emergency Management Coordinator
Operations Section Chief	<p>The Operations Section Chief will be chosen by the EOC Director at the time of emergency from the following designates:</p> <ul style="list-style-type: none"> • Chief of Police • Fire Chief • Paramedic Chief • Medical Officer of Health • Director, Children Services and Neighbourhood Development • General Manager, Public Works • Manager, Building Inspections
Planning Section Chief	Director Licensing & By-law Services
Logistics Section Chief	Executive Director, Human Resources
Finance and Administration Section Chief	General Manager, Corporate Services

2. Concept of Operations

There are multiple response levels to any emergency within the City of Hamilton.

Site Response: The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

Departmental Response: Departments that require local support to their operations may establish a Department Operations Centre (DOC). A DOC is primarily concerned with coordinating the department's activities in support of the department responsibilities and commitment to the emergency response. DOCs requiring further support to their response will activate the City EOC. DOCs will then interact with the City EOC, and their agency representatives or senior personnel at the scene. A DOC will focus on issues such as obtaining, coordinating and directing the department resources to respond to the emergency.

Corporate Response: The Emergency Operations Centre (EOC) is a physical location where the leadership of the City of Hamilton can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site and any activated DOC's.

The EOC Management Team provides for the overall management and coordination of site support activities and consequence management. The EOC Management Team acts as the City's emergency control group under the *Act*. During an emergency, the EOC Management Team are notified and asked to respond to the EOC. The EOC Management Team has responsibility for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the response;
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public.

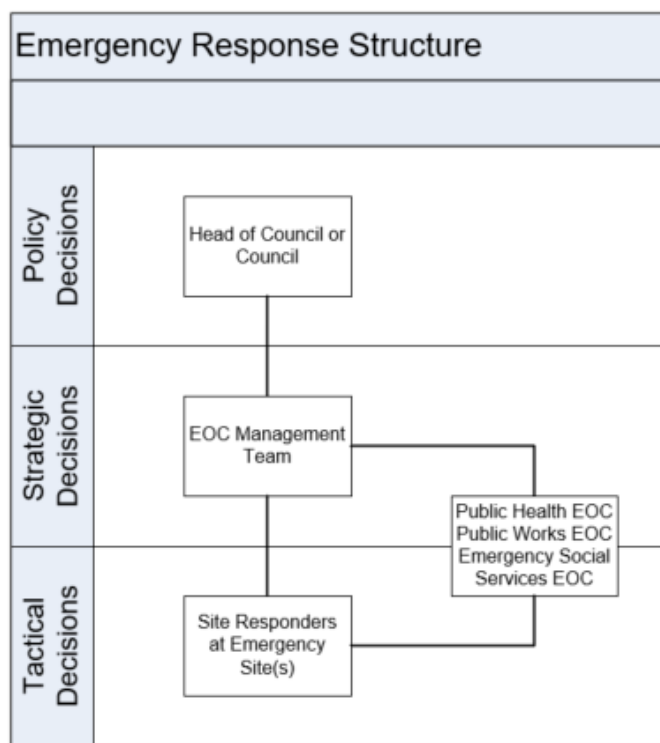
Schedule 1



The Mayor is considered the Head of Council during an undeclared or declared emergency. There may be the need for an Acting Head of Council during any period of the Mayor’s absence, inability or refusal of the Mayor to act as Head of Council or where the Office of the Mayor is vacant. The Head of Council has all the powers set out in the *Act* and Emergency Plan for purposes of an emergency and declared emergency.

The Policy Group is comprised of the Head of Council in their assigned role and authority during an emergency, or the Mayor and members of Council sitting as City Council at any regular or special meeting called during an emergency. The Policy Group may be established to receive information or reports during an emergency, and to provide any necessary policy direction to the EOC Management Team. The Policy Group does not have responsibility for emergency management during an emergency, but they do have power under the *Act* to end a declared emergency.

Diagram 1 – Emergency Response Structure



2.1. Reporting an Emergency

A responding agency or municipal department is likely to be the first on site authority to an emergency. First responders will assume control at the site and assign a lead agency. If, in the judgment of the lead agency, the situation requires more support resources, or there are consequences to the community at large, the

lead agency will contact their senior departmental staff to activate the EOC Management Team.

2.2. Emergency Notifications

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan.

The following City of Hamilton staff or designated alternates have the authority to activate the Emergency Notification Procedure and EOC by contacting the City of Hamilton Emergency Management Coordinators and requesting a Level 1, 2 or 3 activation;

- Head of Council
- City Manager
- Chief of Police
- Medical Officer of Health
- Fire Chief
- Paramedic Chief
- General Manager, Healthy & Safe Communities
- General Manager, Corporate Services
- General Manager, Planning & Economic Development
- General Manager, Public Works
- Executive Director, Human Resources
- Emergency Management Coordinators
- Director of Strategic Partnerships & Communications
- Information Officer

Once notified, the Emergency Management Coordinators will activate the notification system to contact EOC responders on the Level 1 or Level 2 Notification List and instruct them to respond to the EOC. The notification system will also be used to advise of a Level 3 activation which involves notification of key EOC members and asking them to participate via telephone conference.

A Level 1 activation involves the EOC Director, Information Officer, Legal, Risk Management, Liaison Officer, all Operations Section Branch Coordinators, the



Social Media Coordinator, Information Issues Coordinator, Customer Contact Centre Coordinator, IT Branch, the Planning Chief and select members of the Planning Section.

A Level 2 activation involves all EOC personnel and is generally used for a large-scale emergency.

A Level 3 activation is a virtual activation of EOC personnel similar to a Level 1 activation but done via telephone conference. Physical response to the EOC is not necessary. Adding additional members to this activation will depend on the nature of the emergency event.

2.3. Declaration of Emergency

Only the Head of Council or Acting Head of Council has the authority to make a declaration of an emergency within the boundaries of the municipality. The decision to declare an emergency will be made by the Head of Council in consultation with the EOC Management Team.

Upon making an Emergency Declaration, the Head of Council will ensure the following are notified:

- City of Hamilton Council members
- Solicitor General for Ontario via the Provincial Emergency Operations Centre

The following may also be notified of a declaration of emergency:

- Local Member(s) of Provincial Parliament (MPPs)
- Local Member(s) of Federal Parliament (MPs)
- Local media, and
- The public

2.4. Termination of Emergency

Termination of an Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency and/or the impact on the community.

The Head of Council, Council, or the Premier of Ontario have the authority to declare that an emergency has terminated.



2.5. Requests for Assistance

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise, may be required by the City of Hamilton to help successfully respond to an emergency.

Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or the EOC to provide assistance or provide information and advice to the EOC Management Team.

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Provincial Emergency Operations Centre (PEOC) through the Liaison Officer.

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

3. Incident Management System

The City's Emergency Management Program adopts the principles of the Incident Management System (IMS) based on five key functions (command, operations, logistics, planning and finance/admin) that must occur during any emergency. IMS can be used for any size or type of emergency to manage response personnel, facilities, and equipment. Principles of the IMS include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, and comprehensive resource management.

The basic IMS response structure is outlined in Diagram 2.

Level 1 and Level 2 IMS Response Structures are outlined in Diagram 3 and 4 respectively.



Diagram 2 – Basic IMS Response Structure

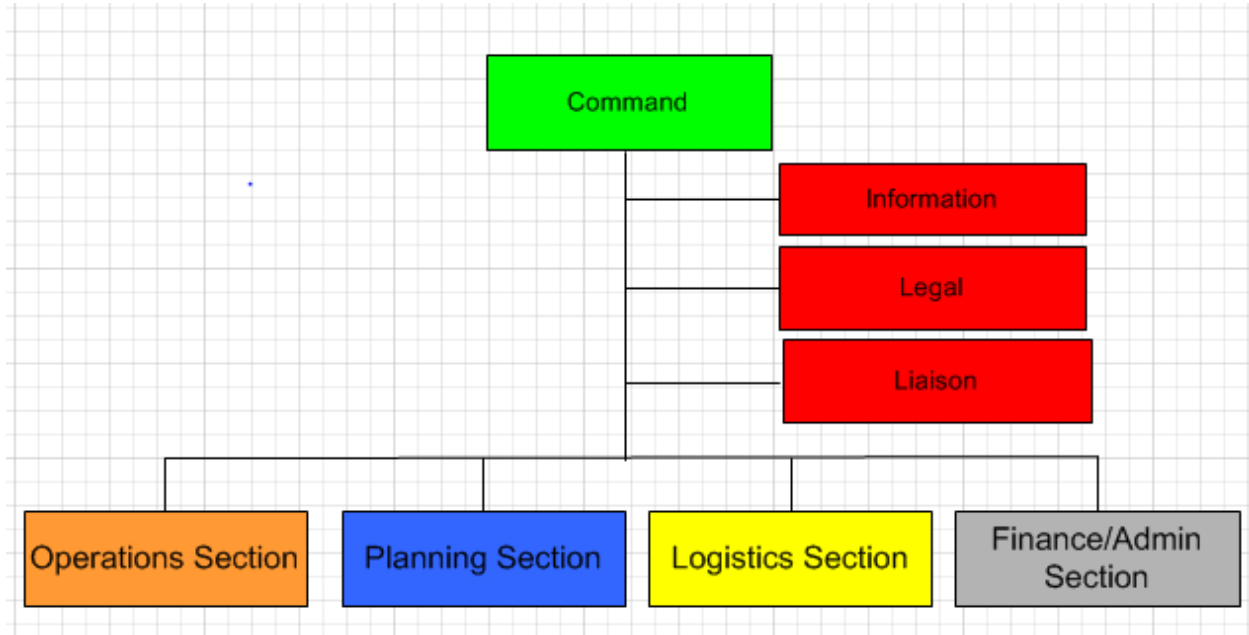
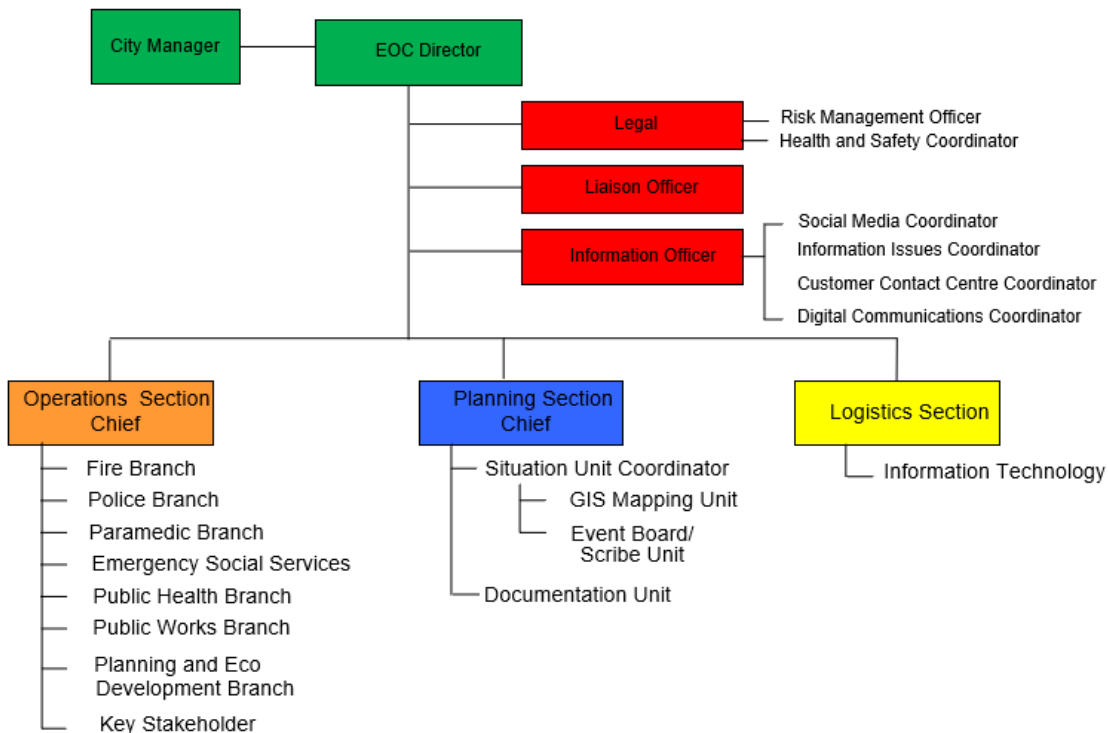


Diagram 3 – Level 1 IMS Response Structure



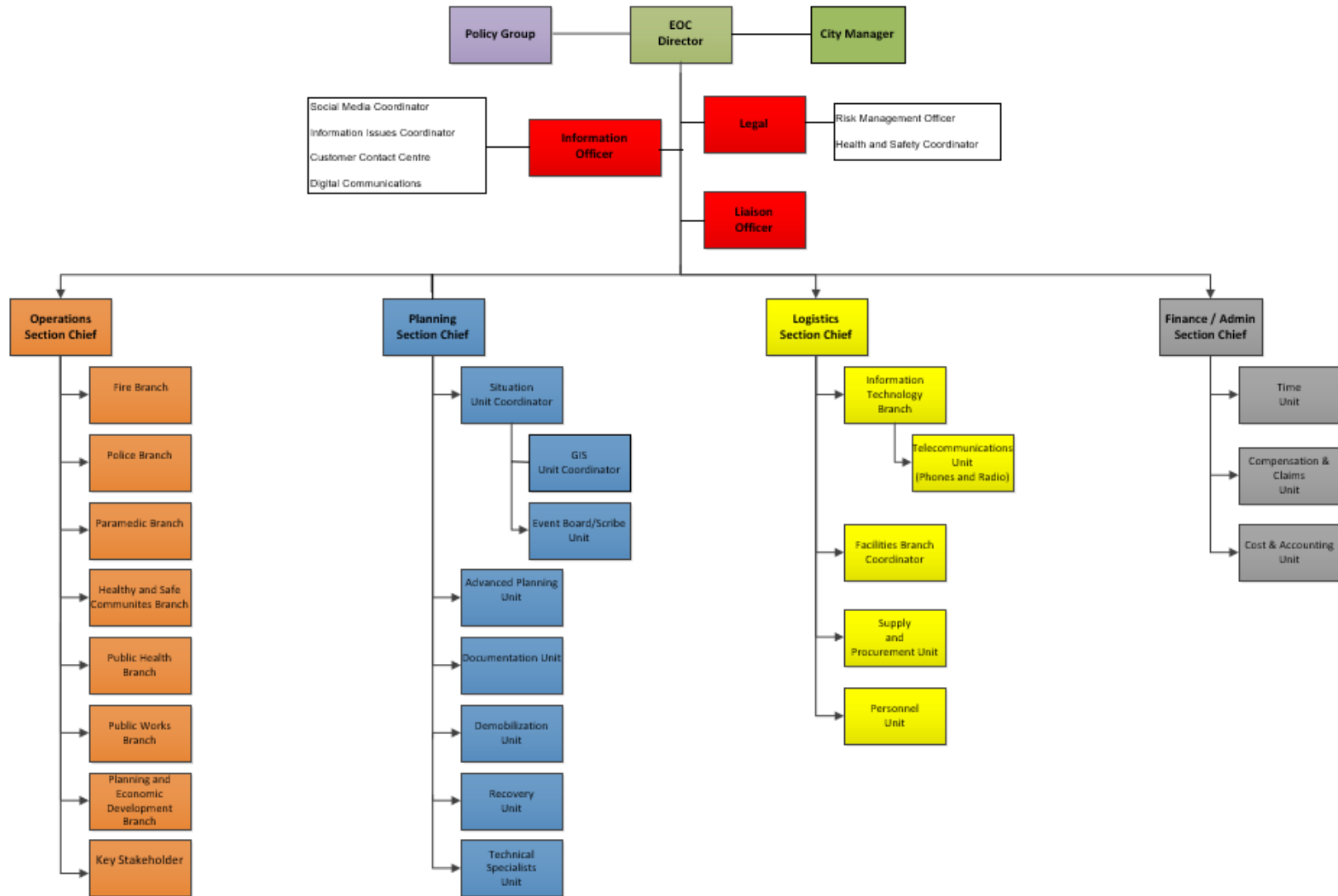


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Schedule 1



Diagram 4 – Level 2 IMS Response Structure





3.1. Response Goals

The following response goals are applied to all emergency situations. The EOC Management Team will prioritize response objectives based on these goals. In order of priority:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

3.2. Roles and Responsibilities

Policy Group

Responsibilities of the Policy Group include:

- Provides overall policy direction
- Changes/amends bylaws or policies
- Requests for Municipal level assistance
- Declares State of Local Emergency (Head of Council)
- Declares termination of State of Local Emergency
- Acts as an official spokesperson

EOC Management Team

The primary responsibility of the EOC Management Team is to provide for the overall management and coordination of the response and consequence management. It is the responsibility of the EOC Management Team to ensure that response priorities are established, and that planning, and response activities are coordinated, both within the EOC (i.e. between sections) and between sites, DOCs and other EOCs.



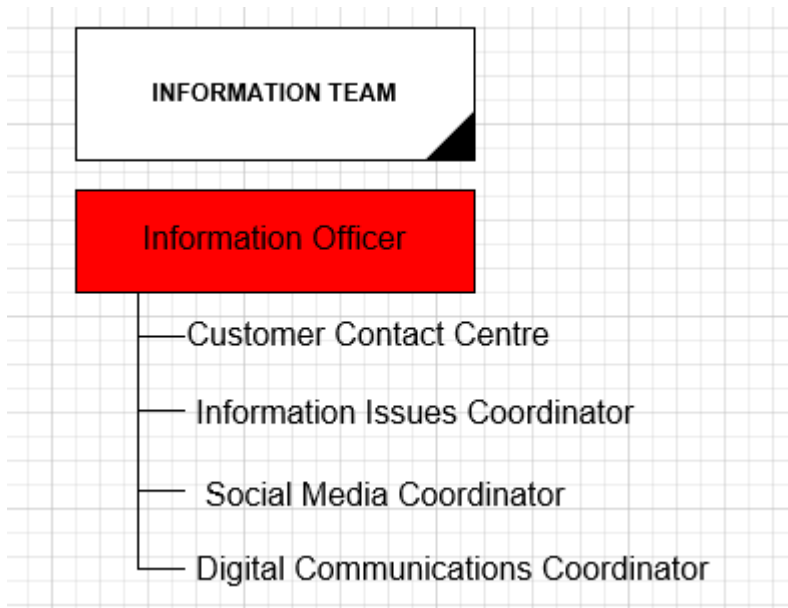
During the initial stages of an EOC activation, responding staff already holding one appointment may briefly take on the role of EOC Management Team appointees pending their arrival. This is consistent with the principles of the Incident Management System. The EOC Management Team consists of the following positions:

- EOC Director
- Information Officer
- Legal
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

EOC Director

- Overall authority and responsibility for response activities.
- Ensures organizational effectiveness.
- Establishes staffing levels.
- Sets EOC priorities and objectives for each operational period and ensures objectives are carried out.
- Liaises with the Policy Group and Senior Leadership Team.
- Approves emergency information releases.

Information Officer



- Staffs and manages the Information Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Establishes a team of staff to oversee media updates, and coordinate interviews and media briefings, monitor social media, establish communication strategies, manage internal communications, and develop public information materials.
- Determines the need and obtains approval for an Emergency Information Centre.
- Liaises with other Information Officers.
- Obtains EOC Director approval for all internal and external messages.
- Ensures public communications is provided in accessible formats, as required.

Customer Contact Centre Coordinator

- Collects, processes, evaluates and shares situational information from Customer Contact Centre staff.
- Disseminates approved emergency information to the Customer Contact Centre staff for public inquiries.



Information Issues Coordinator

- Develops messaging and external communication strategies.
- Develops public information materials.
- Develops news releases.

Social Media Coordinator

- Collects and verifies relevant information on the emergency from news reports and social media.
- Implements social media response to the emergency event including developing proactive messages.
- Monitors and develops relevant hashtags on all social media platforms.

Digital Communications Coordinator

- Updates the city website with pertinent information as needed.
- Develops and maintains a Recovery Website to be used during large emergencies.

Legal



- Provides advice and assistance on matters related to law and how they may be applicable to the actions of the City of Hamilton during the emergency.
- Gathers and organizes evidence that may assist in legal defense if required.
- Evaluates situations and advise the EOC Director of any conditions and actions that might result in liability.

Risk Management

- Identifies and analyzes personnel, property and liability loss exposures.
- Assesses damage and financial loss resulting from the incident.
- Advises members of response organizations regarding options for risk control during EOC Management Team meetings or upon request.
- Provides risk/liability analysis where appropriate on any operations within or outside the scope of the EOC Action Plan.
- Identifies potential claimants and the scope of their needs and concerns.
- Conducts interviews and takes statements that address major risk management issues.
- Assists the EOC Director in reviewing press releases, public alerts and warnings, and public information materials.
- Organizes and prepares records for final audit.

Health and Safety Coordinator

- Liaises and provides advice to site Safety Officer regarding health and safety issues for site personnel, as required.
- Provides advice and assistance on matters related to occupational health and safety regulations for the response and for EOC personnel.

Liaison Officer

- Invites required or requested agencies to the EOC, as identified by the EOC Director and EOC Management Team.
- Liaises with the Provincial Emergency Operations Centre and Emergency Management Ontario Field Officer.
- Maintains contact with external agencies and other EOCs.

Operations Section

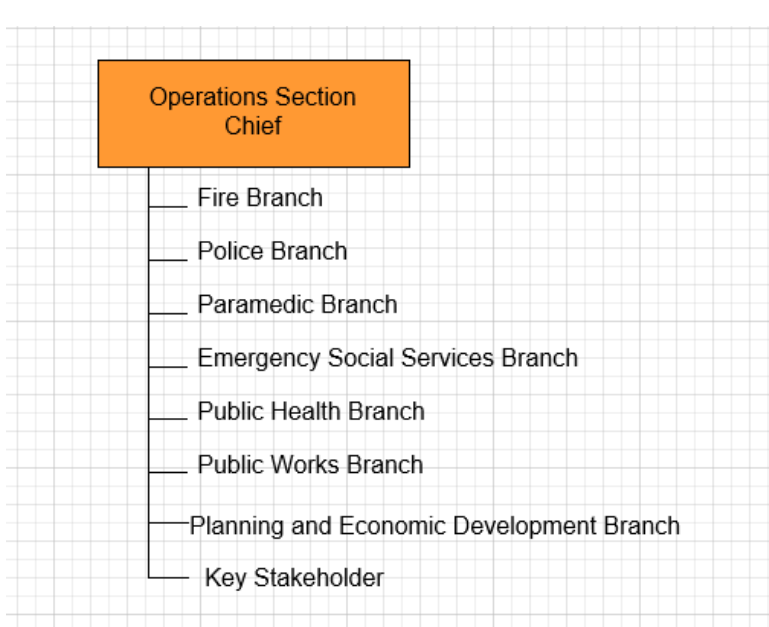
The Operations Section communicates directly with emergency site(s), field personnel, activated Departmental EOCs and Command Centres. The function of the Operations Section is to gather situational information from site and share it

Schedule 1



with the Planning Section and other members of the EOC Management Team. The Operations Section also coordinates any resource requests from the site, supports site operations and coordinates multi-agency or multi-department support to the site. The Operations Chief will also direct deployment of all EOC issued resources to the Incident Commander(s) at the site.

The Operations Section Chief will be designated at the time of the emergency by the EOC Director.



Operations Section Chief

- Staffs and manages the Operations Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

Branch Coordinators

Branch Coordinators oversee the operations of a City department, division, section or outside agency. A Branch Coordinator is responsible for coordinating the activities of their department/agency site personnel, dispatch centre (if one exists) and DOC (if one has been activated) with other Branches in the Operations Section. Additional Branch staff may be needed, dependent on the size of the emergency event and the support required.



Branch Coordinators may include, but are not limited to:

Fire Branch Coordinator

- Liaises with the Fire Incident Commander and Fire Dispatch regarding fire suppression, hazardous materials response, rope rescue, vehicle extrication, and any other site response initiated by Fire.
- Provides site support and coordinates Fire resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Office of the Fire Marshall and Emergency Management, as required.

Police Branch Coordinator

- Liaises with the Police Incident Commander and Police Dispatch regarding law enforcement, traffic control, perimeter control, access/egress of emergency vehicles, evacuations, emergency notifications, search and rescue, CBRNE, and any other site response initiated by Police.
- Provides site support and coordinates Police resource requests such as arranging for mutual aid and additional equipment.
- Liaises with federal, provincial and other municipal police agencies, as required.
- Liaises with the Coroner, as required.

Paramedic Branch Coordinator

- Liaises with the Paramedic Incident Commander and Central Ambulance Communication Centre regarding the triage, treatment, and transportation of victims, and any other site response initiated by the Paramedic service.
- Provides site support and coordinates Paramedic resource requests such as arranging for mutual aid and additional equipment.
- Liaises with hospitals regarding the number of casualties.

Emergency Social Services Branch Coordinator

- Liaises with the Emergency and Social Services Operations Centre (ESSOC) regarding the delivery of emergency social services (food,



shelter, clothing, registration and inquiry, personal services), and any other site response initiated by the ESSOC.

- Provides site support and coordinates ESSOC resource requests such as facilities, security, volunteers, equipment, evacuee support, transportation, mutual aid, etc.
- Liaises with community partner agencies to support emergency social services response, as required.
- Coordinates with the ESSOC to arrange for Critical Incident Stress Debriefing for affected citizens.

Public Health Branch Coordinator

- Liaises with the Public Health Emergency Control Group (PHECG) regarding the provision of public health measures including immunization programs, food safety inspections, drinking and recreational water quality, indoor air quality testing and monitoring, communicable disease and infection control, and any other site response initiated by the PHECG
- Provides site support and coordinates PHECG resource requests such as arranging for mutual aid and additional equipment.
- Liaises with other Public Health Units, the Ministry of Health and Long-Term Care, and the Ministry of the Environment and Conservation and Parks.
- Collaborates with the Health Sector for the support of health services, and the activation of assessment centres and the Emergency Medical Assistance Team (EMAT), as required.

Public Works Branch Coordinator

- Liaises with the Public Works Site Commander and Public Works Department Operations Centre (PWDOC) regarding facilities and infrastructure systems (roads, bridges and water systems), water for fire-fighting, road barriers, debris management, and any other site response initiated by Public Works.
- Provides site support and coordinates Public Works resource requests such as arranging for mutual aid and additional equipment.
- Liaises with the Ministry of the Environment, Conservation Authority, and utilities to coordinate the Public Works response, as required.

Planning and Economic Development Branch Coordinator

Schedule 1



- Liaises with site personnel for a building collapse or infrastructure damage, building inspections, unsafe orders and emergency orders related to unsafe buildings as a result of the emergency.
- Liaises with the site related to all animal services issues.
- Liaises with the site regarding all municipal by-law, licensing and parking issues related to the emergency.
- Participate in the Post Disaster Recovery Team planning with regards to rebuilding infrastructure and site recovery in accordance with relevant legislation/standards i.e. Ontario Building Code, Planning Act, Municipal By-laws, Municipal Servicing etc.

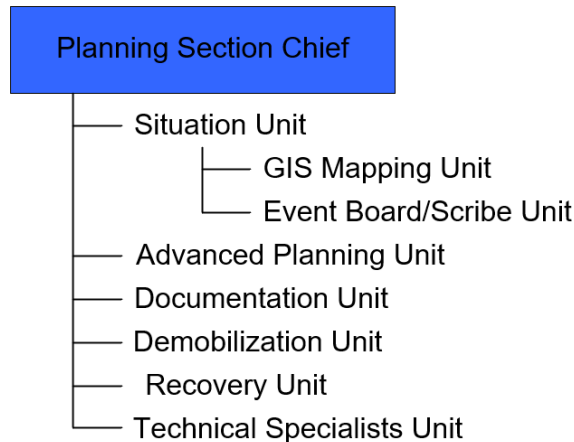
Key Stakeholder

Key Stakeholders are a representative from a city agency, or ministry that is directly involved in the response. For example, it could be Alectra providing intel to a large power outage or one of the Hamilton Hospitals providing input to a specific event impacting the hospitals. Key Stakeholders are notified by the Liaison Officer or an Operations Branch Coordinator and will be in the Operations Section. Key Stakeholders will relay all pertinent information impacting the agency to the Operations Chief.

Planning Section

The Planning section is responsible for collecting evaluating and disseminating information; developing the EOC Action Plans in coordination with other functions; maintaining all EOC documentation and anticipating the long-range planning needs of the emergency.

The Planning Section works closely with the EOC Management Team to ensure that information is shared effectively and results in an efficient planning process to meet the needs of the incident.





Planning Section Chief

- Staffs and manages the Planning Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Prepares and distributes the EOC Action Plan.

Situation Unit

- Oversees the collection, organization, validation and analysis of disaster situation information.
- Assists in the development of the EOC Action Plan.
- Monitors the completion status of EOC Action Plan objectives and tasks.
- Oversees the GIS Mapping Unit that is responsible to ensure all maps contain current and accurate information.
- Oversees the Event Board/Scribe Unit which is responsible for ensuring the event board, status boards, and other display information contain current and accurate information.

Advance Planning Unit

- Reviews and assesses information sources to anticipate potential future impacts of an incident.
- Develops plans consisting of possible response and recovery related issues that are likely to occur beyond the next operational period.

Documentation Unit

- Collects, organizes, reproduces, distributes and files all completed incident-related forms including EOC Position Logs, EOC Action Plans, etc.

Demobilization Unit

- Reviews pertinent EOC documentation and develops the Demobilization Plans for the EOC

Recovery Unit



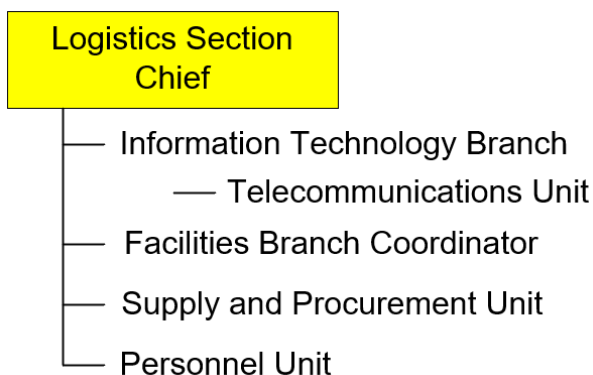
- Oversees the transition from response to recovery.
- Assesses the requirements for community and individual recovery.
- Identifies immediate short-term relief efforts that will initiate and speed recovery for an affected area.
- Identifies long-term actions to restore local services to pre-incident conditions.

Technical Specialists Unit

- Obtains and manages technical specialists required for specialized, technical observations and recommendations within the EOC.

Logistics Section

The Logistics section is responsible for ensuring that the EOC is operational; and providing facilities, services, personnel, equipment and materials.



Logistics Section Chief

- Staffs and manages the Logistics Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.
- Arranges for food and refreshments for EOC personnel.

Information and Technology Branch



Schedule 1

- Ensures communications and computer systems are provided, supported and maintained within the physical EOC, for virtual activation, and at other facilities utilized for emergency response activities.
- Oversees the Telecommunications Unit that is responsible for the use of radio telecommunications and telephony at the EOC and other emergency sites/locations.

Facilities Branch Coordinator

- Ensures that the EOC and other facilities have required resources during the response effort.
- Secures access to facilities and provides the staff, furniture, supplies and materials necessary to configure the facilities in a manner adequate to accomplish the EOC Action Plan objectives.

Supply and Procurement Unit

- Oversees the acquisition and allocation of supplies, materials or equipment not normally provided through mutual aid or normal department/agency channels.
- Clarifies and verifies requests to ensure accuracy and efficiency, communicating directly with suppliers/vendors and coordinating shipping/delivery arrangements.
- Coordinates resource tracking with the Operations and Logistics Sections.
- Tracks resources on a resource status board or other tracking or display system
- Develops service agreements and/or contracts and oversees the purchasing processes.

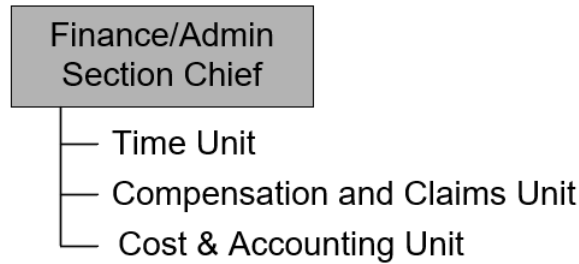
Personnel Unit

- Coordinates staffing arrangements and tracks staffing assignments.
- Oversees worker care, feeding, credentialing (verification and identification) for volunteers, temporary employees, contractors, etc.
- Manages requested and convergent volunteers.



Finance and Administration Section

The Finance and Administration section is responsible for financial activities and other administrative functions.



Finance & Administration Section Chief

- Staffs and manages the Finance and Administration Section ensuring the appropriate personnel, equipment, and supplies.
- Prepares for and participates in EOC Management Team meetings.

Time Unit

- Tracks and reports personnel hours worked.
- Prepares forms, reports and statistical data for worker time.

Compensation & Claims Unit

- Ensures all documentation related to worker injuries are completed correctly and forwarded within designated timelines.
- Coordinates the investigation and review of property/equipment damage or loss claims arising from the event.

Cost & Accounting Unit

- Collects all cost information, reviews invoices, statements and other vendor documents, and reports on consolidated cost estimates.

4. Emergency Plan Supporting Documents

4.1. Emergency Notification Procedure

The Emergency Notification Procedure outlines the process for notification of EOC personnel to place them on alert or request that they respond to an emergency.

4.2. Emergency Information Plan

This document outlines the flow of emergency communications from City departments and agencies to media outlets, City employees, businesses and residents. This includes the release of information to the media and public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications with City staff are also outlined.

If required, in the event of a major emergency requiring a response from other levels of government, or other municipalities, communications from the City of Hamilton will be coordinated with those entities.

4.3. Emergency Information Centre Plan

This document outlines how the municipality would open a facility to coordinate the release of information to the media, facilitate media scrums/briefings, organize and host press conferences, and potentially even provide the media with a functional work area at an Emergency Information Centre (EIC).

This plan details the activation, concept of operations, roles and responsibilities of EOC and EIC personnel, and facility requirements for an EIC.

4.4. Emergency Operations Centre and IMS Standard Operating Guideline

These guidelines outline the procedures involved in activation and operation of the EOC facility. This includes details on the facility setup, activation and notification of EOC responders, guiding principles, managing information and resources, and the implementation of the Incident Management System. It also further defines the roles of EOC positions in position checklists. As a supplement to the City of Hamilton Emergency Plan, it provides detailed information to enable EOC responders to fulfill their key responsibilities in managing an emergency situation.

4.5. Evacuation Standard Operating Guideline

This document deals with planning and preparing for a decision to evacuate an area within the City of Hamilton as a result of an emergency, impending or

occurring. In order to provide guidance to ensure the safety and security of the community during an evacuation, it includes the responsibilities and procedures for staff and agencies to notify persons, move them out of an evacuation zone, and re-entry of the population once the affected area is deemed safe.

4.6. Emergency Social Services Plan

The aim of the Emergency Social Services (ESS) Plan is to make provision for the efficient administration, coordination and implementation of the extraordinary arrangements and measures taken to protect the health, safety and welfare of the residents of Hamilton during any emergency. This response includes both City staff and external partner agencies that work to provide services including, but not limited to, shelter, food, clothing, emergency first aid, registration and inquiry, personal services, and financial assistance.

4.7. Reception Centre Plan

This plan outlines how an emergency reception centre will be opened, set up and operated in the City of Hamilton. It establishes operational responsibilities and reporting structures for City staff and community partner agencies in operating an emergency reception centre to deliver emergency social services.

4.8. Public Health Emergency Plan

The purpose of this plan is to make provisions for the efficient administration, coordination and implementation of response measures by Public Health Services. This plan executed correctly aims to protect the health, safety and environment of the residents of Hamilton during an emergency by identifying a governance structure, roles and responsibilities, standard response goals, and coordinating the emergency response with partner agencies.

4.9. Mass Casualty Incident Response Plan

This document provides a general overview of roles and responsibilities of City departments and support agencies in response to mass casualties. The purpose of this Mass Casualty Incident Response Plan is to provide a plan of action for an efficient activation and response of agencies to a Mass Casualty Incident (MCI) where the number of patients or victims involved exceeds available resources, equipment, and facilities.

4.10. Reunification Phone Line Procedure

The aim of the Reunification Phone Line Procedure is to provide friends/family of emergency casualties with a phone line to report information on missing persons. This information will be recorded in order to facilitate the exchange of information between health care facilities, Police Services and friends/family.

5. Emergency Plan Review and Maintenance

The Emergency Management Coordinators are responsible to develop and implement the Emergency Management Program. A function of this is to coordinate, facilitate, implement and test the Emergency Plan based on the recommendations and direction of the EMPC.

The Emergency Plan will be reviewed on an annual basis. Any proposed changes to this Emergency Plan will be submitted to the Emergency Management Coordinators. Any proposed major revisions to the Emergency Plan must be presented to the EMPC upon whose recommendation it may be presented to Council for final approval. Minor revisions may be approved by the EMPC Chair.

5.1. Plan Training

The Emergency Management Coordinators will provide annual training on the implementation of the Emergency Plan to municipal employees.

5.2. Plan Testing

The Emergency Plan will be tested a minimum of once annually through an exercise coordinated by the Emergency Management Coordinators.

5.3. Plan Distribution

Copies of the Emergency Plan will be provided electronically to EMPC, EOC responders, partner organizations and agencies, the Province, and bordering municipalities and regions that may have a role to play in responding to or providing assistance for emergencies in Hamilton. The Emergency Plan is also available on the City of Hamilton website.



Hamilton

INFORMATION REPORT

TO:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	February 4, 2021
SUBJECT/REPORT NO:	Red Hill Family Centre Licensing Inspection and Program Update (HSC21003) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Debbie Bago (905) 546-2424 Ext. 2862 Jessica Chase (905) 546-2424 Ext. 3590
SUBMITTED BY:	Brenda Bax Acting Director, Children's Services and Neighbourhood Development Division Healthy and Safe Communities Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable

INFORMATION

Annual Licensing Inspection:

The Red Hill Family Centre is the City of Hamilton's directly operated child care centre with a licensed capacity for 97 children.

In Ontario, all child care centres must be issued a licence by the Ministry of Education under the *Child Care and Early Years Act, 2014 (CCEYA)*. The Ministry of Education conducts a minimum of one unannounced inspection per year to determine if all licensing requirements have been met.

On January 7, 2021, the Ministry of Education conducted its annual licensing renewal inspection at the Red Hill Family Centre. During this visit, there were no non-compliances noted by the Ministry. The Summary of Child Care Centre Licensing

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: Red Hill Family Centre Licensing Inspection and Program Update
(HSC21003) (City Wide) - Page 2 of 2**

Requirements and Recommendations is attached as Appendix “A” to Report HSC21003).

The Ministry of Education Program Advisor, also indicated in the general comments and recommendations section that they observed examples of the Red Hill Educators demonstrating their commitment to the program’s goal to “incorporate indoor and outdoor play as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving child care”.

COVID-19 Impacts:

On June 29, 2020, the Red Hill Family Centre reopened after being closed since March 17, 2020 due to the COVID-19 pandemic. When the centre re-opened, several enhanced health and safety measures were implemented including:

- Daily screening of children and staff
- Enhanced cleaning of toys, equipment and high touch surfaces
- Staffing training on the proper use of Personal Protective Equipment (PPE)
- An increased focus on hand washing, physical distancing and other health and safety measures

As a result of the COVID-19 pandemic, the demand for child care has been lower than normal as some families have made the decision to keep their children at home. As a result, many child care centres across the City, including the Red Hill Family Centre, are operating at a lower capacity.

Currently two of the program rooms at Red Hill remain closed. There are 55 children enrolled and the centre is operating at a capacity for 69 children. The decision to temporarily close two program rooms is in response to the current demand and has also allowed for staff to be reallocated at the centre to meet the additional health and safety requirements (e.g. screening, enhanced cleaning, etc.). There are no impacts on the Red Hill budget as a result of these decisions.

The Red Hill Family Centre continues to monitor the demand for child care and the impacts of the COVID-19 pandemic. Staff remain committed and vigilant in ensuring that the centre continues to meet all licensing requirements, maintains a focus on health and safety, and provides a welcoming environment for all children.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report HSC21003: Summary of Child Care Centre Licensing Requirements and Recommendations



Ministry of Education
 Child Care Quality Assurance and Licensing

Ministry of Education
 Child Care Quality Assurance and Licensing
 900 Bay Street, 24th floor
 Toronto, ON M7A 1N3
 Telephone: (416)325-0500 Fax: (416)325-0571

Summary of Child Care Centre Licensing
 Requirements and Recommendations
 Stage 1

Site Inspection Details	
Name of Child Care Centre: Red Hill Family Centre Licence Number: 02902	New Inspection Date: January 7, 2021
Site Address: 25 Mount Albion Road Hamilton, Ontario L8K 5S4	Inspection Type: Licensing
Licensee Name: CITY OF HAMILTON	Licensed Complaint IDs Addressed: Serious Occurrence IDs Addressed:

Visit Number	Time In	Actual time of arrival	Reason to update time of arrival	Time Out	Actual time of departure	Reason to update time of departure	Program Advisor
1	January 7, 2021 09:44 AM	09:44 AM	N/A	January 7, 2021 01:26 PM	01:26 PM	N/A	Erica Eshaghian



Ministry of Education
 Child Care Quality Assurance and Licensing

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Non-Compliance(s)

There were no observed non-compliances

Prior Condition(s)

Conditions	Licensee in Compliance	Ongoing Conditions
The toddler licensed capacity is based on the use of "The Toddler Room" for 15 toddlers and "Downstairs Toddler Room" for 15 toddlers.	Yes	Yes
The preschool licensed capacity is based on the use of "Preschool Room 1" for 16 preschoolers; "Preschool Room 2A" for 9 preschoolers; "Preschool Room 2B" for 23 preschoolers and "Downstairs Preschool Room 1" for 19 preschoolers.	Yes	Yes
The licensee shall ensure that the written plan for supervision of children on the stairs to the playground is followed.	Yes	Yes
The licensee shall ensure that the written plan for increased oversight of serious occurrence reporting submitted to the Ministry on August 27, 2019 is implemented, retained on site, and available for ministry review.	Yes	Yes

Prior Director Approval(s)

Director Approval	Approval Reviewed	Conditions Met (if applicable)	Recommended continued approval	Comments (if applicable)
Director approval is granted for mixed age grouping pursuant to subsections 8(2) & (3) of Ontario Regulation 137/15.	Yes	Yes	Yes	



**Ministry of Education
Child Care Quality Assurance and Licensing**

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Child Care Quality Assurance and Licensing**
900 Bay Street, 24th floor
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Telephone: (416)325-0500 Fax: (416)325-0571

Checklist Comments

Emergency Preparedness
6.2 The emergency management policies and procedures have been deemed compliant in the past and the licensee has confirmed that this document has not undergone changes since it was last assessed. As a result, this document has not been assessed for compliance during this inspection.

Program for Children
3.2 The parent issues and concerns policies and procedures have been deemed compliant in the past and the licensee has confirmed that this document has not undergone changes since it was last assessed. As a result, this document has not been assessed for compliance during this inspection.

General Comments and Recommendations

The CCEYA provides that it is an offence to knowingly give false or misleading information in any application, statement, report or return required under the Act or regulation. A person convicted of an offence under this Act is liable to a fine of not more than \$250,000, imprisonment for a term of not more than one year, or both.



Ministry of Education
Child Care Quality Assurance and Licensing

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Comments

Program advisor Erica Eshaghian conducted an unannounced on-site renewal inspection of the program. The centre re-opened on June 29, 2020 following the Provincial order, issued on March 17, 2020 to close all licensed childcare centres in response to COVID-19.

As part of this inspection, the program advisor has also completed a "Reopening Checklist", which has been emailed to the licensee. The licensee shall submit confirmation of compliance via email to the program advisor for any cited non-compliances in the Re-opening Checklist no later than the compliance due date indicated in the report.

During the visit, the Program Advisor observed two Educators with a group of preschool children during the mid day meal. As children individually finished the meal, Educators proceeded to support the children through a period of hand and face washing, and transition to other activities. One Educator was observed supporting children during a washroom routine while another Educator engaged in quiet activities with the children. The observation illustrated implementation of the program statement goal to "incorporate indoor and outdoor play as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving childcare".

Children's medications observed during today's inspection were all medications that must be administered quickly in an emergency and therefore, were not observed in a locked container.

Program Advisor and Licensee discussed the cycles of change that have occurred in childcare within the past year. Due to lower enrolment, the centre is not currently operating at full capacity as two of the program rooms remain closed.

Program Advisor reviewed the Conditions and Director Approvals with the Licensee. The programs current conditions will be reviewed with the Manager and updated as needed to reflect any needed changes for the license renewal.

Information to support licensees in meeting licensing requirements, including the Licensing Kit and Licensing Manual, is available at:
<http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/ChildCareLicensingResources/index.htm>

Information about licensed child care programs is available on the ministry website at: <http://www.iaccess.gov.on.ca/LCCWeb/childcare/search.xhtml>

Recommendations

Reflective Question:

To support continued reflective practice the Program Advisor has left the following questions for Educators to review and discuss at an upcoming opportunity: What questions and theories do the children seem to be exploring through their play? What are they wondering about in the ways they use materials. What next steps might you take, based on these observations, to support more complex play and inquiry?



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The Ministry program advisor has discussed the contents of the checklist with me.

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