



City of Hamilton
AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
AGENDA

Meeting #: 21-006
Date: April 22, 2021
Time: 9:30 a.m.
Location: Due to the COVID-19 and the Closure of City Hall (CC)

All electronic meetings can be viewed at:

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

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

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

1. CEREMONIAL ACTIVITIES

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. April 8, 2021

5. COMMUNICATIONS

6. DELEGATION REQUESTS

7. CONSENT ITEMS

7.1. Interview Sub-Committee to the Audit, Finance and Administration Committee Minutes:

7.1.a. April 6, 2021

7.1.b. April 13, 2021

7.2. Various Advisory Committee Minutes:

7.2.a. Immigrant and Refugee Advisory Committee - January 14, 2021

7.2.b. Immigrant and Refugee Advisory Committee - February 11, 2021

7.2.c. Hamilton Mundialization Committee - January 20, 2021

7.2.d. Aboriginal Advisory Committee - December 3, 2020

7.2.e. Aboriginal Advisory Committee - No Quorum Notes - January 7, 2021

7.2.f. Aboriginal Advisory Committee - No Quorum Notes - April 1, 2021

7.2.g. Hamilton Status of Women Committee - November 26, 2020

7.2.h. Hamilton Status of Women Committee - January 28, 2021

7.2.i. Hamilton Status of Women Committee - February 25, 2021

7.3. Records Retention By-law Amendment (FCS21034) (City Wide)

8. STAFF PRESENTATIONS

8.1. Tax and Rate Operating Budget Variance Report as at December 31, 2020 and Budget Control Policy (FCS20069(b)) (City Wide)

9. PUBLIC HEARINGS / DELEGATIONS

9.1. Public Meeting Respecting the 2019 Development Charge By-law Amendment and the 2021 Development Charges Background Study

10. DISCUSSION ITEMS

10.1. Cyber Security Audit (AUD21004) (City Wide)

Discussion of Confidential Appendices 'A', 'B', 'C', 'D', and 'E' to Cyber Security Audit (AUD21004), would be pursuant to Section 9.1, Sub-section (a) of the City's Procedural By-law 21-021 and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 14.2 for Confidential Appendices 'A', 'B', 'C', 'D', and 'E'.

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

13.1. Amendment to the Outstanding Business List:

13.1.a. Item to be Removed:

Citizen Committee Report - Hamilton Status of Women Advisory Committee - Donation of Remaining 2020 Budget Allocation
Added: February 4, 2021 at AF&A - Item 9.1
Completed: April 22, 2021 at AF&A - Item 8.1 (FCS20069(b))
OBL Item: 21-A

14. PRIVATE AND CONFIDENTIAL

14.1. Closed Minutes - April 8, 2021

Pursuant to Section 9.1, Sub-sections (b) and (d) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (b) and (d) 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 labour relations or employee negotiations.

14.2. Appendices 'A', 'B', 'C', 'D', and 'E' to Cyber Security Audit (AUD21004) (City Wide)

Pursuant to Section 9.1, Sub-section (a) of the City's Procedural By-law 21-021, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 10.2 for the report - Cyber Security Audit (AUD21004) (City Wide)

14.3. Appointments to the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee for the remainder of the 2018 - 2022 Term

Pursuant to Section 9.1, Sub-section (b) of the City's Procedural By-law 21-021, and Section 239(2), Sub-section (b) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees.

15. **ADJOURNMENT**



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 21-005

9:30 a.m.
April 8, 2021
Council Chambers
Hamilton City Hall

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

Absent: Councillor B. Johnson – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. **Accounts Receivable Write-Offs for 2020 (FCS21015) (City Wide) (Item 10.1)**

(Pearson/VanderBeek)

- (a) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000 in the amount of \$3,877.91 attached as Appendix “A” to Report FCS21015, be received for information; and,
- (b) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Lodges Receivables in the amount of \$68,388.36 attached as Appendix “B” to Report FCS21015.

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

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

2. **Banking Agreement - Authorization to Negotiate (FCS21027) (City Wide) (Item 10.2)**

(Pearson/Clark)

- (a) That the General Manager, Finance and Corporate Services, or designate, be authorized to negotiate a one-year agreement with an option to extend one additional year with The Royal Bank of Canada for the provision of banking services outlined in report FCS11084 (October 11, 2011); and,

- (b) That the General Manager, Finance and Corporate Services, or designate, be authorized to sign the agreement in a form satisfactory to the City Solicitor.

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

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

3. Amendment of Contract for Residential Water / Wastewater Warranty Protection Plans (FCS21024) (City Wide) (Item 10.3)

(Collins/Pearson)

- (a) That the contract for Residential Water / Wastewater Warranty Protection Plans (C2 02 14) between the City of Hamilton and Service Line Warranties of Canada, Inc. be amended so that Service Line Warranties of Canada, Inc. may adjust Warranty Plans fees once during any 12-month period based on increases in the consumer price index for services in Ontario as defined by Statistics Canada and that any such adjustment shall not exceed the CPI percentage increase over the prior year plus two percentage points unless the Parties agree in writing; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute all necessary documents to amend Contract C2-02-14 between the City of Hamilton and Service Line Warranties of Canada, Inc. dated April 25, 2014, to implement Recommendation (a) of Report FCS21024, in a form satisfactory to the City Solicitor and with content satisfactory to the General Manager, Finance and Corporate Services.

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

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

4. All Advisory Committee Event (FCS21029) (City Wide) (Item 10.4)

(VanderBeek/Wilson)

- (a) That an All Advisory Committee Event be approved for 2021;
- (b) That staff of the Clerk's Office, Legislative Division be directed to Chair the All Advisory Committee Event in 2021; and,

- (c) That the Advisory Committee Staff Liaisons be directed to proceed as outlined in the report, in order to facilitate an All Advisory Committee Event in 2021.

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

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

5. Fraud and Waste Investigation Update Report #28276 (AUD21003) (City Wide) (Item 10.4)

(Pearson/VanderBeek)

That Report AUD21003, respecting Fraud and Waste Investigation Update Report #28276, be received and remain confidential.

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

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

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

(Pearson/VanderBeek)

That the agenda for the April 8, 2021 Audit, Finance and Administration Committee meeting be approved, as presented.

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

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

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) March 25, 2021 (Item 4.1)

(Pearson/Clark)

That the Minutes of the March 25, 2021 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

(d) DELEGATION REQUESTS (Item 6)

(i) Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event (For Today's Meeting) (Item 6.1)

(Pearson/Wilson)

That the delegation request from Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event, be approved for today's meeting.

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

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

(e) CONSENT ITEMS (Item 7)

(VanderBeek/Pearson)

That the following Consent Items, be received:

- (i) Interview Sub-Committee to the Audit, Finance and Administration Committee Minutes - March 17, 2021 (Item 7.1)
- (ii) Various Advisory Committee Minutes: (Item 7.2):
 - (1) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - February 16, 2021 (Item 7.2(a))
 - (2) Committee Against Racism - November 24, 2020 (Item 7.2(b))
 - (3) Committee Against Racism - January 26, 2021 (Item 7.2(c))

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

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

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

- (i) **Larry Pomerantz, RainBarrel.ca, respecting the rain barrel program and a 10.8% increase due to supply chain cost increases (Approved March 25, 2021) (Item 9.1)**

Leah Pomerantz, on behalf of Larry Pomerantz, RainBarrel.ca, addressed the Committee respecting the rain barrel program and a 10.8% increase due to supply chain cost increases.

(Clark/Pearson)

That the delegation from Leah Pomerantz, RainBarrel.ca, respecting the rain barrel program and a 10.8% increase due to supply chain cost increases, be received.

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

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

(ii) Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event (Added Item 9.2)

Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, addressed the Committee respecting an All Advisory Committee Event.

(Pearson/Wilson)

That the delegation from Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event, be received.

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

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

For disposition of this matter, please refer to Item 4.

(g) GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(i) Amendments to the Outstanding Business List (Item 13.1)

(Pearson/VanderBeek)

That the following amendments to the Audit, Finance & Administration Committee's Outstanding Business List, be approved:

(a) Item Considered Complete and Needing to be Removed:

Ward Specific Funding Initiatives Update as of December 31, 2019 (FCS20045) - That staff report back with additional information respecting Appendix D of Report FCS20045
Added: July 9, 2020 at AF&A - Item 8.3
Completed: December 3, 2020 at GIC Budget (FCS20101(a))
OBL Item: 20-G

Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - All Advisory Committee Event - Referred back to Clerk's staff to develop a format for an All Advisory Committee Event and report back to AF&A
Added: February 4, 2021 at AF&A - Item 9.3
Completed: April 8, 2021 at AF&A - Item 10.4
OBL Item: 21-B

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

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

(h) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes – March 25, 2021

(Pearson/Collins)

- (a) That the Closed Session Minutes of the March 25, 2021 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the March 25, 2021 Audit, Finance and Administration Committee meeting, remain confidential.

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

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

(Pearson/Wilson)

That Committee move into Closed Session respecting Item 14.2, pursuant to Section 9.1, Sub-sections (b) and (d) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (b) and (d) 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 labour relations or employee negotiations.

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

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

**(ii) Fraud and Waste Investigation Update Report #28276 (AUD21003)
(City Wide) (Item 14.2)**

For disposition of this matter, please refer to Item 5.

(i) ADJOURNMENT (Item 15)

(Pearson/Clark)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:29 a.m.

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

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

Respectfully submitted,

Councillor Ferguson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



Hamilton

**INTERVIEW SUB-COMMITTEE TO THE AUDIT, FINANCE AND
ADMINISTRATION COMMITTEE**

MINUTES 21-002

4:00 p.m.

Tuesday, April 6, 2021

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors M. Wilson (Chair), and C. Collins

Absent: Councillor B. Clark – Personal

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

(Collins/Wilson)

That the agenda for the April 6, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) March 17, 2021 (Item 3.1)

(Collins/Wilson)

That the Minutes of the March 17, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) PRIVATE & CONFIDENTIAL (Item 4)

(i) March 17, 2021 – Closed Minutes (Item 14.1)

(Collins/Wilson)

- (a) That the Closed Session Minutes of the March 17, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented; and,
- (b) That the Closed Session Minutes of the March 17, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee, remain confidential.

CARRIED

(Collins/Wilson)

That the Interview Sub-Committee to the Audit, Finance and Administration Committee move into Closed Session for Item 4.2, pursuant to Section 9.1, Sub-section (b) of the City's Procedural By-law 21-021, and Section 239(2), Sub-section (b) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees.

CARRIED

(ii) Interviews for the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee (Item 4.2)

Staff were provided with direction in Closed Session.

(e) ADJOURNMENT (Item 5)

(Collins/Wilson)

There being no further business, the Interview Sub-Committee to the Audit, Finance and Administration Committee adjourned at 7:16 p.m.

CARRIED

Respectfully submitted,

Councillor M. Wilson, Chair
Interview Sub-Committee to the
Audit, Finance and Administration
Committee



Hamilton

**INTERVIEW SUB-COMMITTEE TO THE AUDIT, FINANCE AND
ADMINISTRATION COMMITTEE**

MINUTES 21-003

3:00 p.m.

Tuesday, April 13, 2021

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors M. Wilson (Chair), and C. Collins

Absent: Councillor B. Clark – Personal

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

(Collins/Wilson)

That the agenda for the April 13, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

NOT PRESENT - Ward 9 Councillor Brad Clark

YES - Ward 5 Councillor Chad Collins

YES - Ward 1 Councillor Maureen Wilson

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) April 6, 2021 (Item 3.1)

(Collins/Wilson)

That the Minutes of the April 6, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

(d) PRIVATE & CONFIDENTIAL (Item 4)

(i) April 6, 2021 – Closed Minutes (Item 14.1)

(Collins/Wilson)

- (a) That the Closed Session Minutes of the April 6, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented; and,
- (b) That the Closed Session Minutes of the April 6, 2021 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee, remain confidential.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

(Collins/Wilson)

That the Interview Sub-Committee to the Audit, Finance and Administration Committee move into Closed Session for Item 4.2, pursuant to Section 9.1, Sub-section (b) of the City's Procedural By-law 21-021, and Section 239(2), Sub-section (b) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

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

YES - Ward 1 Councillor Maureen Wilson

**(ii) Interviews for the Lesbian, Gay, Bisexual, Transgender and Queer
(LGBTQ) Advisory Committee (Item 4.2)**

(Collins/Wilson)

That the direction provided to staff in Closed Session be approved and remain confidential.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

(e) ADJOURNMENT (Item 5)

(Collins/Wilson)

There being no further business, the Interview Sub-Committee to the Audit, Finance and Administration Committee adjourned at 6:56 p.m.

Result: Motion CARRIED by a vote of 2 to 0, as follows:

NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Councillor M. Wilson, Chair
Interview Sub-Committee to the
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



Hamilton

Minutes

IMMIGRANT & REFUGEE ADVISORY COMMITTEE

January 14, 2021

6:30pm-8:30pm

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>

Present: Dina Honig, Aref Alshaikhahmed, Rami Safi, Leslyn Gombakomba, Grace Maciak, Councillor Maureen Wilson,

Also Present: Cole Gately, Staff Liaison, Diversity & Inclusion, Office
Taline Morris, Admin Assistant, Diversity & Inclusion

Chair: Rami Safi (Vice Chair)

Welcome and Introductions

A round of welcome and introductions from R. Safi

1. CEREMONIAL ACTIVITIES

Alshaikhahmed gave a land acknowledgement

2. APPROVAL OF AGENDA

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

3. DECLARATIONS OF INTEREST

There are no Declarations

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

(R. Safi/ D. Honig)

That the Immigrant and Refugee Committee approves that Minutes of December 10,2020 as presented.

CARRIED

5. COMMUNICATIONS

R. Safi to invite Sara Wayland from the Hamilton Immigration Partnership Council (HIPC) to present to The Advisory Committee for Immigrant and Refugees.

6. DELEGATION REQUESTS

Staff to provide more information on the process of internal delegation

7. DISCUSSION ITEMS

i. Member Recruitment (Item 7.1)

The members of the Immigrant and Refugee Committee requested an update on previous request to add new members to the committee. T.Morris advised that the request will go to the standing committee in the December 10, 2020 minutes that were approved at today's meeting.

ii. General Discussion (Item 7.2)

Members discussed the importance of upholding the words contained in the Land Acknowledgment and educating new immigrants and refugees about the rich history of this land. A. Alshaikhahmed suggested preparing a booklet to disseminate to new immigrants. D. Honig recommended collaborating with

other advisory committees and community agencies already working with the Aboriginal community. Members expressed interest in a presentation from the Urban Indigenous Strategy about current initiatives in the City of Hamilton as well as a member of the Aboriginal Advisory Committee once delegation process is confirmed.

iii. Councillor Wilson Update (Item 7.3)

The Hamilton Amateur Athletic Association grounds park, located in the Kirkendall neighbourhood of ward 1, has aged requires some replacement parts. Discussions on how to facilitate this will begin to take place in partnership with the City of Hamilton and a neighbourhood working group. All who want to participate in the conversation are welcome to participate. The 2 upcoming meetings are February 4th at 7:30pm and Saturday February 6th at 10:30am.

iv. Correspondence from Clerk's office regarding Citizen Committee reports (Item 7.4)

Committee received and reviewed correspondence from the Clerk's office regarding citizen Committee reports and provided the following feedback:

- The process for approval of thing seem strenuous as the committee only meets once a month
- The committee should have been asked if this process would work for them

v. Terms of Reference (Item 7.5)

Members of the Advisory Committee for Immigrants and Refugees discussed a possible review of the Committee's Terms of Reference to understand the role and responsibilities of the Advisory Committee for Immigrants and Refugees. Discussion to continue at next meeting

8. ADJOURNMENT (Item 15)

Next Meeting: Thursday, February 11 , 2021



Hamilton

Minutes

IMMIGRANT & REFUGEE ADVISORY COMMITTEE

February 11, 2021

6:30pm-8:30pm

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>

Present: Dina Honig, Aref Alshaikhahmed, Rami Safi, Leslyn Gombakomba, Grace Maciak, Councillor Maureen Wilson,

Also Present: Cole Gately- Staff Liaison, Diversity & Inclusion, Office
 Taline Morris- Admin Assistant, Diversity & Inclusion
 Sarah Wayland - Senior Project Manager, Hamilton
 Immigration Partnership Council (HIPC)
 Mohammas Araf,- Program Officer, Hamilton Immigration
 Partnership Council (HIPC)
 Rashad Al-Aaini - Communications Associate, Hamilton
 Immigration Partnership Council (HIPC)

Chair: Rami Safi (Chair)

1. Welcome and Introductions

A round of welcome and introductions from R. Safi

2. CEREMONIAL ACTIVITIES

A. Alshaikhahmed gave a land acknowledgement

3. APPROVAL OF AGENDA

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

4. DECLARATIONS OF INTEREST

R. Safi and G. Maciak advised that they are both currently members of the Hamilton Immigration Partnership Council (HIPC).

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

(R. Safi/ D. Honig)

That the Immigrant and Refugee Committee approves that Minutes of February 11, 2021 as presented.

CARRIED**6. STAFF PRESENTATIONS (Item 9.1)**

Sarah Wayland, Araf Mohammad and Rashad Al-Aiani Presented to the Advisory Committee for Immigrants and Refugees, on the Hamilton Immigration Partnership Council (HIPC) and the support available to newcomers to the city of Hamilton, with the aide of a powerpoint presentation. Araf Mohammad spoke specifically about the economic impact of Immigration to the City of Hamilton as 2/3rds of the Hamilton population growth comes from immigration. Rashad Al-Aiani reported that the Hamilton Immigration Partnership Council (HIPC) is a community table that brings together leaders from various sectors to facilitate a seamless settlement experience for newcomers. Founded in 2009, HIPC is apart of the Planning and Economic Development department at the City of Hamilton. Some programs that they support include newcomer day and the essential immigrants video series. The Hamilton Immigration Partnership Council (HIPC) also does research on immigration which can be found on their website. Hamilton Immigration Partnership Council (HIPC) is currently recruiting new members and applications are open until February 19, 2021. Question and Answer period followed the presentation.

(R. Sami/ A. Alshaikhahmed)

That the Advisory Committee for Immigrants and Refugees receive the presentation from the Hamilton Immigration Partnership Council.

CARRIED**7. DISCUSSION ITEMS****i. Terms of Reference(item 10.1)**

Was previously disseminated as requested.

ii. Election of Chair and Vice-Chair Item (Item 10.2)

D. Honig nominated R. Safi as Chair of the Advisory Committee for Immigrants and Refugees. No other nominations were put forth. R. Safi accepted the nomination. R.Safi elected Chair of the Advisory Committee for Immigrants and Refugees for the 2021 term, uncontested.

R. Safi nominated D. Honig as Vice-Chair of the Advisory Committee for Immigrants and refugees. D. Honig nominated A. Alshaikhahmed Vice-Chair. No other nominations were put forth. A. Alshaikhahmed declined nomination for Vice-Chair. D.

Honig accepted the nomination for Vice- Chair. D. Honig elected Vice-Chair of the Advisory Committee Immigrants and Refugees for the 2021 term, uncontested.

Business Arising From Previous Minutes (Item 10.3)

i. Delegation Requests

Staff reviewed the process for internal delegations as committee members has more questions regarding the correspondence from the clerk's office respecting citizen committee reports that was reviewed last meeting. Staff advised that for all internal delegation requests, a citizen committee report would be required to provide the standing committee with more information about the reasons for the request. Committee members inquired if this would pertain all to verbal and written delegations or just to official statements put out by the Advisory Committee. Committee members advised that this information in conflicting as the meetings are open to all members of the public. Staff also reviewed appendix 10 of the Volunteer Advisory Committee Procedural Handbook which confirmed the process for communications from committees to outside agencies.

ii. General Discussion

Committee Members further discussed the importance of upholding the Land Acknowledgment by learning more about the Indigenous cultures and exploring areas of collaboration. There was also discussions on whether this fits within the committee mandate. Members still interested in a presentation from the Urban Indigenous Strategy about current initiatives in the City of Hamilton, however, committee members discussed if it would be more beneficial to first decide on the questions they would like answered. Presentation currently booked for March 11th meeting.

iii. All Advisory Committee Event

Staff advised members of the Advisory committee for Immigrants and Refugees committee that an all advisory committee event is being planned by the Clerk's office. Committee members expressed interest in this event and are curious what challenges other committees maybe facing with the immigrant populations they serve. Member's expressed this would be a great option for collaboration.

iv. Member Recruitment

The members of the Immigrant and Refugee Committee requested an update on previous request to add new members to the committee. Staff advised request was sent to the clerks office and updates will be provided once received.

8. ADJOURNMENT

That the Meeting for the Immigrant and Refugee Committee be adjourned at 8:25pm

Next Meeting: Thursday, March 11 , 2021



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, January 20, 2021 6:00pm – 8:00 p.m.

YouTube Live Stream

Present: Anthony Macaluso, Pat Semkow, Bob Semkow, Rein Ende, Freja Gray

Absent: Rosemary Baptista, Jan Lukas

Also, Present: Cole Gately, Staff Liaison
Taline Morris, Admin. Assistant Talent and Diversity

1. Welcome & Introductions

A. Macaluso provided welcome and the Land Acknowledgment.

2 Approval of the Agenda

(B. Semkow/F. Gray)

That the agenda of January 20, 2021 be approved as presented.

CARRIED

3 Approval of Minutes

3.1 Minutes of November 18, 2020

(P.Semkow/F. Gray)

That the minutes of November 18, 2020 be approved as presented.

CARRIED

4. Communications

(i) Correspondence from the Clerk's Office respecting Citizen Committee Reports (Item 4.1)

- Committee members reviewed correspondence received from the Clerk's office regarding citizen committee reports. T. Morris to disseminate to Committee Members.

5. Discussion Items

(i) Website (Item 5.1)

- Members of The Hamilton Mundialization Committee, by the next meeting, are to think of ideas/updates/changes that would be beneficial in promoting Mundialization. Those ideas will be gathered and presented to Sergei Pavlov for website revamp.

(ii) World Citizenship Awards (Item 5.2)

(R. Ende/ F. Gray)

That the Hamilton Mundialization Committee will postpone the World Citizenship Awards until 2022.

CARRIED

- A. Macaluso noted that postponing the World Citizenship Awards will postpone the next photography contest to 2023

5.2 (iii) Carretto Cart (Item 5.3)

- T.Morris to confirm if insurance payment was approved by next meeting

6. Adjournment

(B. Semkow / P. Semkow)

That the Mundialization Committee meeting be adjourned at 6:14 p.m.

CARRIED

Next Meeting: Wednesday February 17, 2021



Hamilton

MINUTES

Aboriginal Advisory Committee

Thursday, December 03, 2020 – 5:30 P.M.

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>

Present: Marilyn Wright, Laura Workman, Patty Lawlor (non-voting), Connie Bellamy, Scott Cruickshank, Cat Cayuga

Regrets: Allan Loft

Also Present: Cole Gately –Diversity & Inclusion (staff)
Shelly Hill and Nicole Jones– Urban Indigenous Strategy
Taline Morris- Admin. Assistant., Diversity and Inclusion

1. Ceremonial Activities

Laura Workman provided an opening.

2. Approval of Agenda (C. Bellamy/L. Workman)

That the Aboriginal Advisory Committee approves the agenda of December 3, 2020 as presented.

CARRIED

3. Declaration of Interest

There were no declarations of interest

4. Approval of Minutes of Previous Meeting

P. Lawlor provided typographical and formatting corrections to the October 1, 2020 minutes.

(L.Workman/ C.Bellamy)

That the Aboriginal Advisory Committee approves the October 1,2020 minutes with typographical corrections.

CARRIED

5. Delegation Requests

M. Wright to follow up with previous delegation requests from another volunteer advisory committee and the legal clinic to determine if they are still interested in delegating to AAC. If so, to refer to new delegation process.

9. Staff Presentations

9.1 Urban Indigenous Strategy Update

- N. Jones reports strategy team is currently working on a landmark initiative; That the city wants to hear about indigenous perspectives on City Landmarks and consult with Indigenous communities/local first Nations around Indigenous landmarks (i.e. Sir John A MacDonald Statue).
- Strategy team has been doing consultations with partnering committees and discussing high priority item of Sir John A. MacDonald Statue as the City is asking what the indigenous community would like to see done to the statue.
- Committee members provided feedback/Ideas on questions regarding what should happen to the Sir John A. MacDonald statue
- Strategy team advised this is the first step of process, which involves attending different committees to gain input, next step is online platform, then a panel discussion with elders and youth all involved to share their perspectives on the Sir John A. MacDonald statue
- S.Hill inquired if AAC is interested in amalgamating with the Coordinating Circle to help further the work of the strategy. Committee members currently split on idea.
- P. Lawlor to submit written thoughts/questions on amalgamation to be reviewed at next meeting.

10. Discussion Items

10.1 Business Arising from Previous Minutes

- P. Lawlor inquired about AAC being list as a sub-committee in certain communications. T. Morris advised that AAC is not a sub-committee and this was printed in error.
- C. Gately introduced as new staff liaison for AAC
- P. Lawlor request further proof reading of draft minutes at the staff level prior to being sent out to reduce inaccuracies

10.2 Equity Toolkit

- Some inquiries raised by committee members: re-evaluate the pictures that are included in the Equity Toolkit.
- P. Lawlor and C. Bellamy to review on behalf of the AAC and report feedback at next meeting.

15. Adjournment

(M. Wright / C. Bellamy)

Aboriginal Advisory
Committee Meeting

3

That the Meeting of the Aboriginal Advisory committee be adjourned at 7:27 p.m.

Next Meeting: Thursday, January 7, 2021



Hamilton

NOTES

Aboriginal Advisory Committee

Thursday, January 07, 2021

5:30 - 7:30 p.m.

Virtual Via WebEx

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Present: Vice-Chair: Connie Bellamy
Members: Al Loft, Scott Cruickshank,
Patty Lawlor (non-voting member)

Absent with
Regrets: Marilyn Wright, Cat Cayuga, Laura Workman

Also, Present: Shelly Hill, Urban Indigenous Strategy
Cole Gately, Diversity & Inclusion Facilitator
Nabila Akbary, Admin. Diversity and Inclusion

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 18-270 at 6:15 p.m. the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Aboriginal Advisory Committee, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Cole Gately,
Diversity & Inclusion Facilitator



Hamilton

NOTES

Aboriginal Advisory Committee

Thursday, April 01, 2021

5:30 - 7:30 p.m.

Virtual Via WebEx

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Present: Chair: Marilyn Wright
Members: Al Loft, Scott Cruickshank,
Patty Lawlor (non-voting member)

Absent with
Regrets: Cat Cayuga, Laura Workman

Absent: Connie Bellamy

Also, Present: Nicole Jones, Urban Indigenous Strategy
Cole Gately, Diversity & Inclusion Facilitator
Taline Morris, Admin. Diversity and Inclusion
Jessica Bowen, Supervisor, Diversity and Inclusion

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 18-270 at 6:15 p.m. the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Aboriginal Advisory Committee, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Cole Gately,

[Insert Advisory Committee Name]
Minutes

[Insert Meeting Date]
Page 2 of 2

Diversity & Inclusion Facilitator



Hamilton

Minutes
Status of Women Advisory Committee
Thursday, November 26, 2020
6:00pm-8:00pm
Virtual Meeting

Present: Autumn Getty, Jan Lukas, Stephanie Bertolo,
 Yulena Wan, Anna Davey, Deanna Allain

Regrets: Doreen Ssenabulya, Stephanie Frisina

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

Also, Present: Betsy Pocop (staff liaison), Diversity and Inclusion Office
 Taline Morris (Admin Assistant), Diversity and Inclusion Office

Land Acknowledgement

A. Getty provided the Land Acknowledgement

Welcome/Introductions

A round of introductions and welcoming of members.

1. Approval of the Agenda

Add the following:

Item 1- A.Getty- Donations to the community activities during COVID

Item 2- J.Lukas- inviting speakers to present to the committee

(A. Davey/Y. Wan)

Motion: That Item 1 which refers to donations to community activities during COVID and item 2 which refers to inviting speakers to present to the Hamilton Status of Women committee be added to the November 26, 2020 agenda.

CARRIED

The Status of Women Committee accepts the agenda of November 26, 2020 as amended.

Declaration of Interest

As conflicts of interest may arise when discussing donations to community organizations, members agree to identify conflicts of interest as they arise and remove themselves from the vote.

2. Approval of Minutes

(J.Lukas / D. Allain)

That the Status of Women Committee accepts the minutes of October 22, 2020 as presented.

CARRIED

3. Presentations

None

4. Business/ Discussion Items

4.1 Business Arising from Previous Minutes

- Members inquired to understand if research ideas are still needed for a request from the Hamilton Immigration Partnership Council (HIPC). B.Pocop advised that she followed up with HIPC however, have not received a response to date, indicating if request is still in need.

4.2 Donations

- Committee was able to confirm, that they can give a onetime donation to an organization that is aligned with committee's mandate and goals.
- The Status of women Committee have a total of \$4000 to donate. These funds are made up of unused dollars from the 2020 budget and 2020 reserve amounts.
- The committed discussed and created a list of 9 community organizations to donate to
- For organizations that are not primarily women serving, the donation will be directed toward a specific program within the organization
- The committee also agreed that each organization must be a registered charity

(S. Bertolo / J. Lukas)

- Motion: That the Status of Women Committee allocate the remainder of their annual Budget and reserves amount for 2020 of approximately \$4000 as one-time donations of \$444.00 to each of the following organizations that are in alignment with the mandate and

goals of the committee and are working to promote the safety and well-being of woman-identified and non-binary Hamiltonians.

- 1) Native Women's Centre – Honouring the Circle program
- 2) SACHA
- 3) Hamilton Jewish Family Service
- 4) Interval House
- 5) Good Shepherd Centres: Martha House
- 6) Mission Services Hamilton: Inasmuch House
- 7) Mission Services Hamilton: Willow's Place
- 8) Care-mongering
- 9) Keeping 6

CARRIED (unanimous)

(S. Bertolo / J. Davey)

- Motion: That the Status of Women Committee support A. Getty, as the Chair, to find out who the flow through charities are for Keeping 6 and Care-Mongering, and to then contact the flow through charities, to provide donation of \$444.00 each to Keeping 6 and Care mongering on behalf of the Status of Women Committee.

CARRIED (unanimous)

5. Announcements and Information Sharing

- J.Lukas shared that when the committee resumes in the new year she would like to re-visit the topic of Gender based budgeting. She would also like to discuss inviting speakers to present to the committee in the new year.
- A. Getty advised that at next meeting, there will be a vote for new leadership

**6. Meeting adjourned at 7:27 p.m.
(J. Lukas / Y.Wan)**

Next meeting scheduled for January 2021



Hamilton

Minutes
Status of Women Advisory Committee
Thursday, January 28, 2021
6:00pm-8:00pm
Virtual Meeting

Present: Autumn Getty, Stephanie Bertolo, Yulena Wan, Anna Davey, Deanna Allain, Jan Lukas

Regrets: Doreen Ssenabulya

Absent: Stephanie Frisina
 Councillor Nann

Also Present: Betsy Pocop (staff liaison) Diversity & Inclusion Office
 Taline Morris (Admin Assistant) Diversity & Inclusion Office

1. Land Acknowledgement

A. Getty provided the Land Acknowledgement

2. Welcome/Introductions

A round of introductions and welcoming of members.

3. Approval of the Agenda

(A. Davey/Y.Wan)

That the Status of Women Committee approves A. Getty to facilitate today's meeting as a new chair has not yet been elected.

CARRIED

The following item(s) to be added to the Agenda:
 Item 1- Y. Wan - The Women of Distinction Awards

(Y. Wan/S. Bertolo)

That Item 1 which refers to the Women of Distinction Awards be added to the January 28, 2021 agenda.

CARRIED

(S. Bertolo/ D. Allain)

That the Committee Elections (Item 13.1) be deferred to next month's meeting as 3 members are absent from today's meeting.

CARRIED

(D. Allain/ Y. Wan)

The Status of Women Committee approve the agenda of January 28, 2021 as amended.

CARRIED

4. Approval of Minutes**(i) November 26, 2020**

The following corrections are to be made to the minutes of November 26, 2020:

- To correct Item 4.1 which list's Committee Member's name J. Davey instead of A. Davey
- To edit previous minutes to capture that the Hamilton Status of Women Committee discussed supporting the women of distinction awards, as a part of the donation's discussions, but were informed by staff that it would be held over until the next budget period

(Y. Wan / A. Davey)

That the Status of Women Committee approves the minutes of November 26, 2021 as amended.

CARRIED

5. Communications

(i) Correspondence from Clerk's office regarding Citizen Committee reports (Item 5.1)

(D. Allain/Y. Wan)

That the Status of Women Committee receive the correspondence from the Clerk's office entitled Communications regarding Citizen Committee Reports.

CARRIED

6. Discussion Items

- (i) Hamilton Immigration Partnership Council- HIPC (Item 10.1)**

B. Pocop advised she has not received a response to date from the Hamilton Immigration Partnership Council (HIPC) regarding if research ideas are still needed.

(ii) Donations (Item 10.1)

B. Pocop provided the following updates regarding the Citizen Committee Report regarding donations, previously discussed at the November 26, 2020 meeting;

- The citizen committee report regarding donations will appear on February 4, 2021 Audit, Finance & Administration (AF&A) Agenda. A. Getty as chair, is welcomed to attend
- The deadline for use of funds for 2020 has passed. Therefore, by the time the report gets in front of the Audit, Finance & Administration committee, the deadline will have passed. If it is still the committee's intention to fulfil those donations, they will likely have to pull the funds from the reserves.

A Getty inquired to understand why the funds cannot be used since the motion was made prior to the deadline. B. Pocop advised that because this request is outside the usual budgetary perimeters of the committee, there needs to be final approval from Audit, Finance & Administration AF&A Committee. Based on when the report will go to Audit, Finance & Administration AF&A committee for approval, the deadline for use of funds for 2020 will have passed. Therefore, the donation amounts would need to be pulled from the 2021 budget and reserve amounts.

Committee members expressed concerns about not being made aware of this process sooner and inquired if there can be any exceptions made. B.Pocop to bring inquire with the Clerk's office and report back to the committee.

Committee members also expressed concerns and frustrations about this process and conveyed that they were unaware that this request needed to get final approval from council as the committee initially requested guidance from the City and was given permission to make a one-time donation.

B.Pocop clarified that a Citizen Committee Report is typically developed because an item is going to council for approval. A committee is permitted to put forth a request, accompanied by a Citizen Committee Report which then needs to go to council for approval.

A. Getty stated she will attend next Audit, Finance & Administration (AF&A) meeting and will raise questions and concerns put forth by the committee.

A. Davey noted that while the previous minutes captures how the committee wanted to spend their money, it did not capture, that the committee had an understanding, that further approval from council would be required, which highlights a communication breakdown and the lack clarity felt by committee members today.

A. Getty inquired if she would be able to submit a letter, expressing the concerns of the committee, in addition to the discussions that will happen at Audit, Finance & Administration AF&A on February 4, 2021. B. Pocop to inquire and report back to the committee

(A. Davey/D. Allain)

That the Status of Women Committee supports A. Getty in creating a letter on behalf of the Status of Women Committee to the Audit, Finance & Administration (AF&A) committee with regards to the citizen committee report.

CARRIED

Committee members discussed whether or not to use 2021 funds to cover the donation amounts listed in the citizen committee report, in the event that use of the 2020 funds is not allowed.

(S. Bertolo/ Y. Wan)

That the Status of Women Committee will not to use 2021 funds to cover the donations amounts, if the use of the 2020 funds is not allowed.

CARRIED

(iii) Inviting Guest Speakers (Item 10.2)

Committee Members discussed gender-based budgeting and identified the need to learn more about the City's process for planning budgets and whether a gender-based approach is used during that process. The Status of women committee would like to send a request for a city staff to attend a meeting to discuss the City's budgeting process. B. Pocop to consult with the Clerk's office and/or Finance to determine where the request should be sent and report back to the committee.

(S. Bertolo/ Y. Wan)

That staff be directed to facilitate a presentation by Financial Services staff respecting budgeting process, and if they use a gender-based lens or if it's useful to do so.

CARRIED

(iv) Women of Distinction Awards (Added Item1)

Y. Wan provided background information that the Status of Women Committee use to organize the Women of Distinction Awards before the YWCA took over. The event provides an opportunity to fundraise as well as provide recognition to women in the City of Hamilton. The 2021 event is entitled, The Women of Distinction Award; The courage of Women. Historically, the Status of Women Committee has supported the event by attending the event and purchasing a table at the event. This year's event will be virtual and instead of purchasing a table, one can purchase a viewing room. A viewing room of 10 people will cost \$1250. The event will take place on Thursday March 4th in the evening

(A Davey/ S. Bertolo)

That the Status of Women Committee will allocate \$1250 from their 2021 budget to purchase a viewing room from the YWCA for the Women of Distinction Awards

CARRIED

Y. Wan agreed to organize reservations and logistics for the Status of Women Committee for the event. Committee members in attendance agreed to communicate via email to organize attendance at the event.

(v) Workplan – Working Group (Item 10.3)

The status of Women Committee would like to recruit more diverse committee members. Committee Members inquired to understand whether or not they could informally, via email, communicate with the LGBTQ committee to get feedback on the process the LGBTQ committee used for recruitment. B. Pocop to investigate if it is possible.

(vi) Terms of Reference (Item 10.4)

Deferred until next month

(vii) Equity ToolKit - Sections 1&2 (Item 10.5)

Copy of handbook to be disseminated to committee members.

7. ADJOURNMENT

(Y. Wan/ S. Bertolo) That the Status of Women Committee meeting be adjourned at 7:30 p.m.

Next meeting scheduled for February 25, 2021

CARRIED



Hamilton

Minutes

Status of Women Advisory Committee

Thursday, February 25, 2021

6:00pm-8:00pm

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>

Virtual Meeting

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

Regrets: Anna Davey Doreen Ssenabulya

Absent: Stephanie Frisina, Councillor Nann

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

Taline Morris (Admin Assistant) Diversity & Inclusion Office

1. Welcome/Introductions

A round of introductions and welcoming of members.

2. Land Acknowledgement

A. Getty provided the Land Acknowledgement

3. Approval of the Agenda

The following item(s) to be added to the Agenda:

Item 1- J. Lukas - International Women's Day.

Item 2 – J. Lukas -Menstrual Products Pilot Project.

(J. Lukas/S. Bertolo)

That Item 1 which refers to International Women's Day be added to the February 25, 2021 agenda.

CARRIED

(Y. Wan/ D. Allain)

That Item 2 which refers to the menstrual products pilot project be added to the February 25, 2021 agenda.

CARRIED**4. Approval of Minutes****i. January 28, 2021****(S. Bertolo/Y. Wan)**

That the Status of Women Committee approves the minutes of January 28, 2021 as presented.

CARRIED**5. Discussion Items****i. Business Arising from Previous Minutes (Item 10.1)**

- **Donations:** A. Getty updated that she did not write a letter of support to accompany the citizen committee report as the issues would be addressed by City staff that oversee the financial procedures at the City.
- A. Getty attended the February 4, 2021 Audit, Finance & Administration meeting. There were concerns raised regarding organization receiving donations from two separate sources. Also, concerns raised that committees should not be making donations, as there is an attempt at the City to streamline financial contributions to organizations. There were discussions on whether a donation is possible. Final decision to be made during the city's 2020 budget meeting, at which time funds may be set aside to fulfil the donation request made by the Status of Women Committee. Results may not be available until the end of March.
- There was also discussion that unused funds that are returned to the City could be reallocated to satisfy donation request. This would be reviewed after 2020 budget review meeting.
- B. Pocop further clarified that the issue of whether volunteer advisory committees can make donations was referred to the governance committee. There are several community organizations are already receiving grants from the city through the community enrichment fund and must disclose if they are receiving funds from

another part of the city. As such, receiving a donation from a volunteer advisory committee could lessen the amounts received through the community enrichment fund. Therefore, the governance committee will review whether the donations fit within the guidelines.

- **Presentation on Budgeting.** A. Getty requested update on City staff member speaking with the committee about budgeting processes at the City. B. Pocop advised she has been in communication with the finance department; they have received the committee's request are able to present at a future meeting. After some discussion, committee members agreed to delay presentation until the April meeting to allow for more discussions on gender-based budgeting at the March meeting. Y. Wan agreed to take lead on finding materials for discussion.

(J. Lukas/ Y. Wan)

That gender-based budgeting be added as an agenda item for discussion at the March 25, 2021 meeting.

CARRIED

(S. Bertolo/ J. Lukas)

That the Status of Women committee would like to invite a staff member of the city to the April 22, 2021 meeting to discuss budgeting.

CARRIED

- **Women of Distinction Awards:** Y. Wan provided an update that the event has not happened yet however an email was sent inquiring who was interested in attending. More reporting to take place at next meeting following the event.
- **Contacting LGBTQ committee:** A. Getty inquired if staff was able to find out if the Status of Women Committee could contact the LGBTQ committee to inquire about their process for adding more diversity to their committee. B. Pocop stated she contacted the clerk's office and received direction that typically a citizen committee report would be required however, another option is for committees to communicate through the staff liaisons.

ii. Election of Chair and Vice- Chair (Item 10.2)

Prior to beginning the elections, B. Pocop reviewed process of elections with committee members.

D. Allain nominated A. Getty as Chair of the Status of Women Committee. S. Bertolo expressed interest in being Chair of the Status of Women Committee. No other nominations were put forth. A. Getty declined nomination for Chair. S. Bertolo accepted the nomination. S. Bertolo elected Chair of the Status of Women Committee for the 2021 term, uncontested.

A. Getty nominated D. Allain as Vice-Chair of the Status of Women Committee. S. Bertolo nominated A. Getty as Vice-Chair. No other nominations were put forth. A. Getty declined nomination for vice-chair. D. Allain accepted the nomination. D. Allain elected Vice-Chair of the Status of Women Committee for the 2021 term, uncontested.

No elections were made for recording secretary.

iii. All Advisory Event Feedback (Item 10.3)

Staff advised that the Clerk's office is planning an All Advisory Committee Event. This event would provide an opportunity to learn about other committees, as well as share information about their committees. Staff advised the Status of Women committee, that dates have not been set, however, the Clerk's office is looking for feedback on whether this is something the committee would be interested in. Committee members indicated that this would be a valuable event and would provide opportunity for collaboration.

iv. Inviting Guest Speakers (Item 10.4)

Committee Members to think about speakers they would like to invite to future meetings. Further discussion to take place next meeting.

v. Workplan – Working Group (Item 10.5)

S. Bertolo and A. Getty to work together to determine the information required from the LGBTQ committee regarding adding more diversity to the Status of Women Committee. Once information has been gathered, it will be forwarded to

B. Pocop, who will communicate with the staff liaison for the LGBTQ committee on behalf of the Status of Women committee.

vi. Terms of Reference (Item 10.6)

Deferred to allow group members not in attendance to provide feedback.

vii. International Women's Day Event (Added Item 1)

J. Lukas advised that the International Women's Day's committee is hosting an online event on March 8, 2021. The Status of Women committee has historically supported this group. A. Getty inquired to understand, and staff advised that this type of sponsorship would be permissible for the status of Women committee. Committee Members agreed to provide \$500 sponsorship to the international women's day and request committee logo be displayed.

(D. Allain/J. Lukas)

That the Status of Women Committee provide \$500 sponsorship to the international Women's Day Event.

CARRIED

viii. Menstrual Products Pilot Project (Added Item 2)

J. Lukas advised that the menstrual product pilot project is a program that aims to put menstrual products in 5 recreation centres throughout the City. The request is to have the chair of the Status of Women Committee make a statement to the media in support of the menstrual product pilot project.

(J. Lukas/Y. Wan)

That the Status of Women committee support S. Bertolo as chair, putting forth a statement on behalf of the Status of Women Committee, in support of the Menstrual product Pilot Project.

ix. Equity ToolKit - Sections 1&2 (Item 10.7)

Deferred due lack of time.

(Y. Wan/ J. Lukas)

That the Status of Women Committee meeting be adjourned at 8:00 p.m.

Next meeting scheduled for March 25, 2021



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
City Clerk's Office

| | |
|---------------------------|--|
| TO: | Chair and Members Audit, Finance and Administration Committee |
| COMMITTEE DATE: | April 22, 2021 |
| SUBJECT/REPORT NO: | Records Retention Bylaw Amendments (FCS21034) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Lisa Barroso Ext. 2743 |
| SUBMITTED BY: | Andrea Holland City Clerk, Office of the City Clerk |
| SIGNATURE: | |

RECOMMENDATION

That the draft by-law, entitled "To Amend By-law No. 11-040 To Establish Retention Periods for Records of the City of Hamilton", attached as Appendix "A", be enacted by Council.

EXECUTIVE SUMMARY

Section 255 of the *Municipal Act, 2001* provides that a municipality may establish retention periods, during which the records of the municipality must be retained and preserved, and that except as otherwise provided, a record of the municipality may be destroyed if a retention period for the record has been established and the retention period has expired or the record is a copy of the original record.

The proposed Records Retention By-law amendment was prepared in compliance with Federal and Provincial records retention legislation and supports current business practices and is attached as Appendix "A" for your approval.

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

Financial: There are no direct financial implications affecting the adoption of the Records Retention By-law Amendment.

Staffing: There are no staffing implications affecting the adoption of the By-law.

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: Records Retention By-law Amendments (FSC21034) (City Wide) -
Page 2 of 3**

Legal: A lack of clear records retention guidelines can cause challenges for staff. Current retention guidelines will assist in eliminating any potential uncertainty of records responsive to any request from the public.

HISTORICAL BACKGROUND (Chronology of events)

The current Records Retention By-law 11-040, as amended, is routinely reviewed by Records staff and the proposed amendments are presented in Appendix A to this report for Committee/Council approval.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The proposed amendments are presented to ensure that the retention by-law is reflective of current legislative requirements and is in keeping with current record keeping practices.

RELEVANT CONSULTATION

Divisional staff representatives have provided input in reviewing the file categories and corresponding retention periods.

ANALYSIS AND RATIONALE FOR RECOMMENDATION (Include Performance Measurement/Benchmarking Data if applicable)

Records Retention By-law 11-040 provides an alpha-numeric file system with an easy-to-read schedule that applies retention periods to corresponding file categories. It conforms to industry standards.

The proposed changes, which include amendments to existing file categories and the addition of new categories, will maintain and improve the management of City records and will clarify roles and responsibilities for administering records over time.

The file classification additions and amendments are proposed to Schedule "A" of the City's Records Retention By-law 11-040:

ALTERNATIVES FOR CONSIDERATION

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

It is advisable that Council adopt the proposed changes to Schedule "A" of the Records Retention By-law, as the current retention guidelines are identified as outdated.

**SUBJECT: Records Retention By-law Amendments (FSC21034) (City Wide) -
Page 3 of 3**

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix 'A' – Draft By-law Amendment to Records Retention By-law 11-040

Schedule 'A' – Amendments to Schedule A of Records Retention Bylaw 11-040

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Appendix “A” to Report FCS21034 – Page 1 of 1

Authority: Item , Audit, Finance & Administration
Committee
Report
CM:

Bill No.

CITY OF HAMILTON

BY-LAW NO.

**TO AMEND BY-LAW NO. 11-040
TO ESTABLISH RETENTION PERIODS FOR RECORDS
OF THE CITY OF HAMILTON**

WHEREAS the Council of the City of Hamilton enacted by-law 11-040 being a By-law to Establish Retention Periods for Records of the City of Hamilton, on January 26, 2011, pursuant to section 255, of the *Municipal Act*, 2001;

AND WHEREAS the Council of the City of Hamilton, in adopting item X of Report 21-XX of the Audit, Finance & Administration Committee, at its meeting held on the 22nd day of April, 2021, recommended that Records Retention By-law 11-040 be amended as hereinafter provided;

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

1. That Schedule A to Records Retention By-law 11-040 be amended by adding and amending file classifications as provided in Schedule A to this by-law.
2. This By-law comes into force on the day it is passed.

PASSED this 28th day of April, 2021.

F. Eisenberger
Mayor

A. Holland
City Clerk

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|-----------------------|-------------------|---------------------------|-------------------|-----------------|------------------------|--|
| AD | 01 | 03 | Employee Certifications | Records relating to employee professional certifications which are kept by the employee's originating division. | T+2 | 3 | T+5 | N | N | Originating Department | T = Expiration of certification. |
| AD | 01 | 04 | Training Records | Records relating to employee training which are kept by the employee's originating division. | C | T+6 months | T+6 months | N | N | Originating Department | T= Termination of employment |
| AD | 05 | | Office Equipment and Furniture Furnishings | Records associated with design, selection and maintenance of owned and leased office equipment and furniture. This record series may include inventories, specifications and repair work orders. Excludes: Service Agreements, Capital Assets and Insurance Policies | T C+2 | 0 T | T | N | N | Originating Department | T = Disposal of item |
| AD | 07 | 01 | Posted Fire Safety Plan | Records relating to facility posted fire evacuation plans. | S | P | P | Y | N | Originating Department | |
| AD | 13 | | Security Administration | Records associated with the security of City buildings and staff. This records series may include security passes and Fire evacuation plans Includes investigation files, requests, logs, request for access, and other records regarding the security and safety of offices / facilities, buildings, properties public / citizens and employees such as security passes and control of keys. Records include management tracking document data, statistical data, operational logs, operational briefs, tour of duty reports, run sheets, requests and operational resource assignments. Records include hardcopy and electronic incident report files and associated attachments (i.e. links, pictures). Records also include all digitally created Security CCTV video files that have been associated with an incident report file, and have been removed from the original source media and preserved for applicable use. Records may also contain supporting physical material and or evidence related to the incident. | C + 2 T | 3 6 | G + 5 T + 6 | N Y | N | Facilities Management | T = Investigation closed, or superseded. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|---------|----------|-----------------|--------------|-----------------|------------------------|---------|
| AD | 13 | 01 | Security Systems Management | Records include software and system activity database and archival database files. Electronic access control logs are limited by software at 365 days (1 Year), with active and archival files being held for a period up to 2 years. Applicable software and systems include CCTV administration (not CCTV Video Files), electronic access control, intrusion monitoring, key management, ID credential, environment sensors and duress notification. | C+2 | 0 | N | Y | N | Facilities Management | |
| AD | 13 | 02 | Security CCTV Recording for Public Conveyance | Records relating to digitally created Security Closed Circuit Television Video (CCTV) video files or audio from public conveyance/ vehicle assets. | 72 Hrs | - | 72 Hrs | N | N | Facilities Management | |
| AD | 13 | 03 | Security CCTV Recording for Property or Facility | Records include digitally created Closed Circuit Television Video (CCTV) Security video files or audio from physical structure assets. Records may also contain supporting meta data material and/or evidence related to the incident. | 31 Days | - | 31 Days | N | N | Facilities Management | |
| AD | 14 | | Building and Property Operations and Maintenance | Records associated with routine maintenance to municipal facilities. Records relating to the operation and maintenance of city buildings, facilities, and structures including janitorial and cleaning services, grounds maintenance, and activities are pertaining to mechanical systems and utilities. Utility systems include air conditioning, ventilation, heating, other environmental control systems, lighting and electrical systems, water, and plumbing systems. Grounds maintenance includes the maintenance of the grounds around buildings and properties. | C+2 | 4 | C+6 | N | N | Facilities Management | |
| AD | 14 | 01 | Building and Property Inspections | Records relating to the inspection of leased and owned city buildings, facilities, structures, and properties. | C+2 | P | P | N | N | Facilities Management | |
| AD | 15 | | Facility Bookings | Records associated with the booking of facilities at municipal sites including permits for the use of City-owned parks and recreational facilities. | C+2 | | C+2 | N | N | Facilities Management | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|---------|----------|-----------------|--------------|-----------------|------------------------|--|
| AD | 17 | | Incident/Accident Reports | Records associated with accidents involving City personnel | T + 2 | 3 | T+5 | N | N | Originating | T=Completion of investigation and Corrective Actions |
| AD | 18 | | COVID-19 Symptom Screening Assessments | Records associated with employee and visitor COVID-19 symptom screening assessments completed prior to entering City of Hamilton facilities or City of Hamilton sanctioned events. Includes paper or electronic assessment results. | 30 days | | 30 days | N | N | Originating | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|--------|----------|-----------------|--------------|-----------------|------------------------|---------|
| CO | 02 | | Council Agendas, Minutes and Original Supporting Documents | Records associated with Council agendas, minutes and original supporting documents to agendas and minutes. This records series include attachments to and extracts from agendas and minutes. This records series also includes notices of Council meetings. includes communications, committee reports, original motions/notices of motion, Council Communication Updates and Closed Session minutes and documentation. | P | P | P | Y | Y | Clerks | |
| CO | 03 | | Council Standing Committees and Supporting Documents | Records associated with Standing Committee of Council including Committee of the Whole (COW) and Board of Health agendas, minutes, reports and original supporting documents. This records series includes attachments to and extracts from agendas, minutes and reports. This records series also includes notices of Standing Committee meetings. communications, delegation requests, staff reports, staff presentations, original motions/notices of motion, and Closed Session minutes and documentation. | P | P | P | Y | Y | Clerks | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|----------------------------------|--|--------|----------|-----------------|--------------|-----------------|------------------------|---|
| CO | 06 | | Council Meeting Recordings | Records associated with audio and visual recordings of Council Meeting, and Standing Committee Meetings, and Subcommittee Meetings - maintained as a resource tool only - not considered the official records of Council/Committee proceedings. Excludes recordings of Citizen Advisory Committees, which are livestreamed to meet the open meeting requirements under the <i>Municipal Act</i> , but are otherwise considered transitory records. | T | | P | N | Y* | Clerks | T=Term of Office *Only applied to Inaugural Meeting of Council Subject to archival review at end of term of Council |
| CO | 09 | 02 | Vital Statistics - Documentation | Includes records of vital events including marriage applications, voided marriage licenses and death registration paperwork (including Form 17s). This series does not include Marriage and Death Registers. | C | 3 | C+3 | N | N | Clerks | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------------|---------------|---------------|---|--|----------------|--------------|-----------------|--------------|-----------------|------------------------|------------------|
| DP | 07 | 00 | Official Plan - Former Municipalities | Records associated with the official plans from the former 7 municipalities - Ancaster, Dundas, Flamborough, Glanbrook, Hamilton, Stoney Creek and Regional Municipality of Hamilton Wentworth. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 01 | Official Plan - Former Municipalities - Ancaster | Records associated with the official plans from the former town of Ancaster. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 02 | Official Plan - Former Municipalities - Dundas | Records associated with the official plans from the former town of Dundas. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 03 | Official Plan - Former Municipalities - Flamborough | Records associated with the official plans from the former town of Flamborough. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 04 | Official Plan - Former Municipalities - Glanbrook | Records associated with the official plans from the former township of Glanbrook. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 05 | Official Plan - Former Municipalities - Hamilton | Records associated with the official plans from the former city of Hamilton. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 06 | Official Plan - Former Municipalities - Stoney Creek | Records associated with the official plans from the former city of Stoney Creek. | C+1 | P | P | Y | Y | Planning | |
| DP | 07 | 07 | Official Plan - Former Municipalities - Hamilton Wentworth | Records associated with the official plans from the former region of Hamilton Wentworth. | C+1 | P | P | Y | Y | Planning | |
| DP | 08 | 00 | Official Plan Amendments - Former Municipalities | Records associated with official plan amendments for various official plans from the 7 former municipalities - Ancaster, Dundas, Flamborough, Glanbrook, Hamilton, Stoney Creek and Regional Municipality of Hamilton Wentworth. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|--------|----------|-----------------|--------------|-----------------|------------------------|------------------|
| DP | 08 | 01 | Official Plan Amendments— Former Municipalities— Ancaster | Records associated with official plan amendments from the former town of Ancaster. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 02 | Official Plan Amendments— Former Municipalities— Dundas | Records associated with official plan amendments from the former town of Dundas. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 03 | Official Plan Amendments— Former Municipalities— Flamborough | Records associated with official plan amendments from the former town of Flamborough. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 04 | Official Plan Amendments— Former Municipalities— Glanbrook | Records associated with official plan amendments from the former township of Glanbrook. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 05 | Official Plan Amendments— Former Municipalities— Hamilton | Records associated with official plan amendments from the former city of Hamilton. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 06 | Official Plan Amendments— Former Municipalities— Stoney Creek | Records associated with official plan amendments from the former city of Stoney Creek. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 08 | 07 | Official Plan Amendments— Former Municipalities— Hamilton Wentworth | Records associated with official plan amendments from the former region of Hamilton Wentworth. | T+1 | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 13 | 05 | Provincial Planning Legislation - OMB LPAT Reform | Records associated with provincial legislation related to OMB LPAT reform. | C+5 | P | P | N | Y | Planning | |
| DP | 16 | | Severances | Records associated with the division of parcels of land. This series includes applications, background information, appeals and decisions of the Ontario Municipal Board Local Planning Appeal Tribunal. | T | 49 P | T+50 P | Y | Y | Planning | T=Final Decision |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|-------------------|---|-----------------|----------------|-------------------|-------------------|-------------------|--------------------------|--|
| DP | 17 | | Site Plan Control | Records associated with the approval procedure of providing services to buildings and individual lanse sites. This records series includes information on access, sewers, water, utilities, appeals and decisions of the Ontario Municipal Board Local Planning Appeal Tribunal. | T | 49 | T+50 | Y | Y | Planning | T=Final Decision |
| DP | 19 | | Variances | Records associated with the approval of applications for variances or the expansion of non-conforming uses of land under the zoning by-law. This series includes notices, reports and necessary documents including appeals and decisions of the Ontario Municipal Board Local Planning Appeal Tribunal. | T | 3 | T+3 | Y | Y | Planning | T=Final Decision |
| DP | 20 | 01 | Zoning | Records associated with the development of standards to designate zones of land for specific purposes. This records series includes applications for zoning and rezoning, reports, notices, approvals, reviews, appeals, Development Agreement comments and decisions of the Ontario Municipal Board Local Planning Appeal Tribunal. | P | P | P | Y | Y | Planning/Building | |
| DP | 21 | | Easements | Records associated with the municipality's interest in maintaining public services such as water and sewer on privately owned property and constructing a right-of-way road or erecting utility structures, for example. | T +4 | 5-7 | T+ 5-7 | Y N | Y N | Planning Public Works | T= Expiration of right- T= Discharge of the right in the land registry office. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---------------------------------------|---|--------|----------|-----------------|--------------|-----------------|------------------------|---------------------------|
| DP | 37 | 03 | Landscape Drawings and Specifications | Records relating to the production, use, and storage of master copies of landscape drawings. Landscape drawings demonstrate design solutions and define construction materials and standards. | S | P | P | Y | Y | Originating Department | Current version is Vital. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|---------------------------|--|--|--------------|---------------------------------------|------------------------|--------------------------|
| ES | 01 | | ES-01 - Sanitary Sewers ES-02 - Storm Sewers ES-03 - Treatment Plants Operational - Water, Storm and Waste Water | Records relating to the ongoing operation, inspection, maintenance, service programs of water infrastructure which may include but is not limited to: sewers, resevoirs, towers, water treatment plants, water mains, pumping stations, CSO infrastructure and other assets in the distribution system. | C + 2 C + 5 | ES-01 - 18 ES-02 & ES-03 - 3 P | ES-01 - C + 20 ES-02 & ES-03 - C + 5 P | Y | ES-02 & ES-03 - Y N | Public Works | |
| ES | 01 | 01 | Preventative Maintenance - Water, Storm and Waste Water | Records relating to the preventative maintenance of water infrastructure. | C + 5 | P | P | N | N | Public Works | |
| ES | 04 | 01 | Urban Forestry Planning and Management | Records relating to the management and preservation of trees and forests located in City of Hamilton parks, cemeteries and Right-of-Way. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis. | T+2 | 18 | T + 20 | N | N | Public Works | T = End of life of asset |
| ES | 08 | 01 | Garbage Collection and Routes | Records relating to solid waste garbage collection and route pick-ups within the City of Hamilton. This includes garbage collection from residential, commercial, and industrial sites. | C+1 | 9 | C+10 | N | Y | Public Works | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|-----------------------------------|---|--------|----------|-----------------|--------------|-----------------|------------------------|--|
| ES | 08 | 02 | Waste Disposal and Landfill Areas | Records relating to the maintenance and use of landfills for disposal of routine and hazardous waste materials. Landfills are ground depressions which accommodate wastes and isolate them from the surrounding environment. Also includes information on disposal user fees for commercial, industrial, and restaurant organizations, waste disposal statistics and reports, and correspondence. | C+2 | P | P | N | Y | Public Works | |
| ES | 08 | 03 | Resource Recovery Centres | Records relating to the provisions and operation of Resource Recovery Centres. These facilities accept and process solid waste materials, remove contaminants, and recover recyclable materials wherever possible. | C+2 | P | P | N | Y | Public Works | |
| ES | 08 | 04 | Composting | Records relating to the composting of food waste, leaves and other organic wastes. Composting refers to the decomposition of plant remains, and other once-living materials, to form organic plant nutrients. Includes information on residential backyard composting and use of composter equipment. | T | 15 | T+15 | N | N | Public Works | T = Completion of statistical reporting. |
| ES | 08 | 05 | Waste Recycling | Records relating to the reduction, reuse, and recycling of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. May also include information about recycling operations at transfer stations. | C+1 | 9 | C+10 | N | Y | Public Works | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--------------------------------|--|--------|----------|-----------------|--------------|-----------------|------------------------|-----------------------------------|
| ES | 08 | 06 | Household Hazardous Wastes | Records relating to the collection and processing of household hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. | C+1 | 9 | C+10 | N | Y | Public Works | |
| ES | 08 | 07 | Transfer Stations Operations | Records relating to the operations of transfer stations, which serve as drop-off points for waste haulers. . | C+2 | P | P | N | Y | Public Works | |
| ES | 12 | | Water Quality | Records relating to the testing, control, and monitoring of drinking water quality. Water Quality testing is required by the SDWA and its Regulations, an approval, municipal drinking water licence or order, including an OWRA approval or OWRA order. | T+2 | 13 | T+15 | N | N | Public Works | |
| ES | 12 | 01 | Water Supply | Records relating to the City's supply of potable water for drinking and commercial purposes. | T+2 | 13 | T+15 | N | N | Public Works | |
| ES | 12 | 02 | Spill Investigations | Records relating to water quality investigations of spills that occur within the City of Hamilton | T | 16 | T+16 | N | Y | Public Works | T = Completion of investigation. |
| ES | 13 | | Corporate Energy Policy | Records relating to the development of the Corporate Energy Policy. | S | 10 | S+10 | Y | Y | Public Works | |
| ES | 13 | 01 | Energy and Commodity Contracts | Records relating to the purchase, sale, delivery and storage of Energy Commodities and the consideration of price hedging for Energy Commodities. | S | P | P | Y | N | Public Works | |
| ES | 13 | 02 | Energy and Commodity Data | Records relating to energy usage spending and baseline tracking. | C+10 | P | P | N | N | Public Works | Baseline tracking begins in 2005. |
| ES | 14 | | Energy Retrofit Projects | Records relating to the design and construction of retrofit projects. | T+2 | 4 | T+6 | N | Y | Public Works | T = End of Warranty Period. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|-----------------------------|---|--------|--------------------|------------------------|--------------|-----------------|------------------------|--------------------------|
| HR | 13 | | Employee Terminated Records | Records associated with employment terminations other than retirement | T | 6 20 | T+6 T+20 | N | N | Human Resources | T=last day of employment |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---|--|--------|----------|-----------------|--------------|-----------------|------------------------|------------------------|
| LA | 01 | | Appeals and Hearings (including OMB LPAT & Property Standards) | Records associated with appeals, hearings and decisions from legal proceedings, documentation and transcripts. | T | 6 | T + 6 | Y | Y | Legal | T=Resolution of appeal |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|-------------------------------|---|--------|----------|-----------------|--------------|-----------------|---------------------------------|---------|
| PC | 03 | 01 | Cemetery Burial Plot Records | Records relating to burial permits, contracts, cremation certificates, maps, plot ownership records (deeds), lot cards, interment registers, and indexes for municipal cemeteries and abandoned cemeteries, land registry. | C | P | P | N | Y | Cemeteries | |
| PC | 04 | 01 | Park and Cemetary Maintenance | Records relating to the maintenance and routine operation of municipal cemeteries, parkland, playgrounds, and open spaces. May include information on staffing requirements, timesheets, conditions, facility statistics, and suggested improvements, such as path paving and lighting. | C+2 | 18 | C+20 | N | N | Parks & Recreation & Cemeteries | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|--|---------------------|-------------------|---------------------|--------------|-----------------|------------------------|---------------------------------|
| PE | 01 | 02 | By-law Enforcement - Other | Records associated with inspections for enforcement of the zoning by-law, property standards by-law, licensing by-law, heat by-law, noise by-law, yard waste and maintenance by-law and vital services by-law. This record series includes Order to Comply and Notices of Violation issued under the authority of municipal by-laws and legal action resulting from enforcement of these by-laws and Action Requests received by the municipality. | T 2 | P 6 | P 8 | N | Y | Originating Department | T= Issuance of Order |
| PE | 01 | 03 | Mobile Sign Permits | Records associated with the issuance of mobile sign permits granted to a business or an individual. | T | 25 | T+25 | N | N | Originating Department | T= Termination of permit |
| PE | 02 | | Hazardous Materials Transportation and Storage | Records associated with hazardous materials storage and regulation in City facilities. Records relating to the handling, transportation and storage of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. | S C+1 | 0 2 | S C+3 | N | N | Originating Department | |
| PE | 06 | | Investigations | Records associated with protection and enforcement services investigations (NOT including Human/Animal Contact Exposure Investigations, see PE 06 01) | C+2 | 8 | 10 | N | Y | Originating Department | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---|---|-------------------|--------------------|----------------------|--------------|-----------------|---------------------------|--|
| PE | 06 | 01 | Human/Animal Contact Exposure Investigations | Records associated with Human/Animal Contact Exposure Investigations, including officer notes, Amanda files, and officer investigation documents. | T+2 | 4 | T+6 | N | N | Animal Control | |
| PE | 07 | 01 | Licences/Permits - Trade, Establishment, Mobile | Records associated with licences issued or denied to citizens and businesses, excluding marriage licences. This record series includes expired licences. This record series also includes the records of staff at Residential Care Facilities and applications for licences. | T | P 25 | P T+25 | N | Y | Parking & By-law Services | T=Licence Issuance T=termination and/or expiry of licence, or date of denial |
| PE | 07 | 02 | Licensing Inspections | Records associated with inspections for establishment and mobile licences including insurance records, and certificates of safety. This series also includes inspection reports from the Traffic Department, Public Health Services (Public Health Inspectors and Nursing Inspectors, Fire Prevention and Community Services - Subsidy and Hostels and MLE Inspectors. NOTE: Does not include Taxi/Vehicle Inspections (see PE 07 04) | C+2 | 15 | C+17 | N | N | Parking & By-Law Services | |
| PE | 07 | 03 | Licensing - Lotteries | Records associated with charities licenced or denied to run municipal lotteries | 2 4 | 2 3 | 4 7 | N | N | Licensing | |
| PE | 07 | 04 | Taxi/Vehicle Inspection and Enforcement | Records associated with vehicle inspections for licensed taxis, etc., including orders to comply, officer investigation notes, Amanda files, and orders filed with the court. | T | 25 | T+25 | N | N | Licensing | T=Termination of investigation/order/court order |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|--------|--------------------|-----------------------|--------------|-----------------|---------------------------|--|
| PE | 08 | 02 | Building Plans and Specifications | Records associated with the issuance of Building Permits issued under the Building Code Act. This record series includes plans, specifications, and other correspondence. | C+2 | 15 P | C+17 P | N | N | Building | |
| PE | 08 | 05 | Building Permits Plans and Specifications, Other | Records associated with the issuance of permits issued under authority other than the Building Code Act. This record series includes plans, specifications, and other correspondence. | C+2 | 15 P | C+17 P | N | N | Building | |
| PE | 13 | | Animal Control | Records associated with animal control. This records series includes licensing, files associated with the investigation of animal abuse, animal adoptions, animal confiscation, notices to comply with an order, and notices to pet owners. | C+2 | 3 4 | C+5 C+6 | N | N | Animal Control | |
| PE | 14 | 01 | Protective Equipment | Records relating to protective equipment used by various departments. Also includes maintenance and history files on equipment. | T | 2 | T+2 | N | N | Originating Department | T = Disposal of equipment. |
| PE | 15 | | Taxicab Driver/Owner Training Courses | Records associated with taxicab driver/owner training courses. Records include taxi licences, driver records, driver photos, owner information, and classes attended by drivers for the purpose of driving a taxi. | T | 25 | T+25 | N | N | Licensing | T=Termination of taxicab licence |
| PE | 16 | | Provincial Offences Investigations | Records associated with Provincial Offences Act Investigations by Municipal Law Enforcement, including orders to comply, officer investigation notes, Amanda files, and orders filed with the court. | T+2 | 5 | T+7 | N | N | Parking & By-law Services | T=Termination of investigation/order/court order |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|-----------------------|---------------------|------------------------|-------------------|-------------------|------------------------|--|
| TS | 01 | 01 | Lighting Installation and Maintenance | Records relating to the types and maintenance of lighting devices used to illuminate streets and pedestrian crossovers. | T+2 | 13 | T+15 | N | N | Public Works | T = Removal of Asset. |
| TS | 03 | | Public Transit Operations | Records associated with the public transit systems with the City and connecting regional route schedules. Records relating to the operation of public transit | T C+2 | T+6 7 | T+6 C+9 | Y N | Y N | Public Works | |
| TS | 03 | 02 | Transit Customer Experience and Innovation | Records related to accessible transit service (ATS) and public consultation | C+1 | 10 | C+11 | N | N | Public Works | |
| TS | 03 | 03 | Transit Revenue | Records relating to fare and revenue collection | C+1 | 6 | C+7 | N | N | Public Works | |
| TS | 03 | 04 | Public Transportation Planning | Records relating to public transportation route planning. | C+2 | 10 | C+12 | N | N | Public Works | |
| TS | 03 | 05 | Public Transportation Scheduling | Records relating to public transportation scheduling | C+2 | 10 | C+12 | N | N | Public Works | |
| TS | 03 | 06 | Public Transportation Infrastructure | Records relating to public transportation infrastructure | C+2 | 17 | C+19 | Y | N | Public Works | |
| TS | 04 | 01 | Infrastructure Design and Construction | Records relating to the design and construction of horizontal and vertical infrastructure including roads, bridges, sidewalks, cycling paths, landfills, sanitary and storm sewers, waterfront, parks, trails. | T+2 | 13 | T+15 | N | Y | Public Works | T = End of Warranty Period or completion of construction, whichever is longer. Planning comments are maintained until project is undertaken and completed. |
| TS | 06 | | Road Maintenance - Regular Maintenance | Records relating to the maintenance of roads that includes culverts, minor road surface repairs, curbs, medians, sidewalks, etc. It also includes ploughing, grading, salting and the removal of snow from the City main roadway, bike lanes and sidewalks, which are undertaken to ensure public safety, and securing manhole covers. | T T + 2 | 6 13 | T+6 T+15 | Y | N | Public Works | T=Completion of project/Maintenance and repairs completed. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---|--|---------------------|--------------------|--------------------------|-------------------|-----------------|------------------------|-------------------------|
| TS | 06 | 01 | Roads Maintenance - Water/Wastewater/Storm water Assets | Records relating to the maintenance of City roads. This includes the ongoing maintenance of culverts, catch basins, storm sewers, water mains, curbs, and medians. May include information on grading, minor road surface repairs, and securing safe use of manholes. | T+2 | 3 | T+5 | N | N | Public Works | T = Life of Asset |
| TS | 06 | 02 | Roads Inventory Management | Records relating to the management of roads inventory and classification data, which list road names and areas. These data document the status and condition of City roads, including both major arterial roads and minor roads. | S | P | P | N | N | Public Works | |
| TS | 06 | 02 | Road Maintenance Standards and Reports | Records relating to the inspection and reporting on the maintenance standards within the road right-of-way, specified by the municipal act, or standards modified by council approval. Including but not limited to maintenance standards for lighting, sidewalks, bike lanes, roadways, traffic signs and signals, bridges deck spalls, winter patrol regulatory signs, weather monitoring. | S + 2 | 13 | S + 15 | Y | Y | Public Works | |
| TS | 06 | 03 | Road Assumptions and Reversions | Records relating to issues and decisions concerning road assumptions and reversions. Road assumptions concern roads for which the City assumes responsibility for maintenance, whereas road reversions concern roads for which non-municipal organizations assume maintenance responsibility (e.g. roads running through private property). | T | 15 | T+15 | N | Y | Public Works | T = Completion of case. |
| TS | 07 | | Traffic Signs and Signals Equipment | Records relating to the manufacture, installation, and inspections of traffic signs and signals equipment. | T T+2 | 6 13 | T+6 T + 15 | Y N | N | Public Works | T = Removal of Asset. |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|--|---|-----------------------|---------------------|---------------------------|--------------|-----------------|------------------------|---|
| TS | 08 | | Traffic Control Signals, Pedestrian Crossovers, and Turn Lanes/Intersections | Records associated with the control of speed and flow of traffic by traffic signals, stop and yield sign intersections, and pedestrian crossover signals. Records relating to the investigative and analytical decision-making processes used to determine the need to install, improve, or remove traffic control signals (TCS), pedestrian crossovers (PXO), and turn lanes at intersections. | T T + 2 | 40 13 | T+40 T + 15 | Y | N | Public Works | T = Modification of installation T = End of life of asset |
| TS | 09 | 01 | Temporary Road and Lane Closures | Records relating to temporary road closures for purposes of construction and events such as parades and movie filming. | T | 15 | T+15 | N | N | Public Works | T = Expiration of granted order. |
| TS | 10 | 01 | Bridge Maintenance | Records relating to the routine and ongoing maintenance and repairs of City bridges. | T+2 | 13 | T+ 15 | Y | Y | Public Works | T = Maintenance and repairs completed. |
| TS | 13 | | Sidewalk Maintenance | Records associated with the maintenance of sidewalks including construction and repairs. Records relating to the sidewalk inspection program, sidewalk maintenance, temporary and permanent repairs of City sidewalks. Excludes winter maintenance (see TS 06) | C T+2 | 2 13 | C+2 T+15 | N | N | Public Works | T = Maintenance or orders completed, or till next inspection cycle. |
| TS | 14 | | Motor Vehicle Accident Reports Investigations | Records relating to motor vehicle accident reports and investigations including road conditions, lighting, etc. as well as investigative and analytical decision-making processes used to determine the need to install, improve, or remove traffic control signals (TCS), pedestrian crossovers (PXO), and turn lanes at intersections. | T | 4 | T+4 | N | N | Public Works | T=completion of investigation and Corrective Actions |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---|---|--------|----------|-----------------|--------------|-----------------|------------------------|---------|
| TS | 15 | | Engineering Drawings and Specifications | Records relating to the production, use, and storage of master copies of engineering drawings. Engineering drawings demonstrate design solutions and define instrumentation requirements. | S | P | P | Y | Y | Public Works | |
| TS | 15 | 01 | Engineering Business Planning Programs | Records relating to citywide or large geographic area studies, material reviews, program specific consulting and business planning records | C+2 | P | P | Y | Y | Public Works | |
| TS | 15 | 02 | Engineering Standards, Policies and Quality Assurance | Records relating to standards, policies, and quality assurance for engineering projects | S | P | P | Y | Y | Public Works | |

| Primary | Secondary | Tertiary | Series Title | Scope Notes | Active | Inactive | Total Retention | Vital Record | Archival Record | Responsible Department | Remarks |
|---------|-----------|----------|---------------------------------------|---|--------|----------|-----------------|--------------|-----------------|------------------------|---|
| VE | 01 | | Fleet Management | Records associated with vehicles that the municipality leases, owns and operates. Records relating to the management and maintenance of leased or owned city vehicles. May include cars, trucks, vans, garbage collection vehicles, snow removal vehicles, street cleaning vehicles, busses etc. | T | 2 | T+2 | N | N | Public Works | T= After disposal of vehicle T = Life of asset. |
| VE | 02 | | Transportable and Mobile Equipment | Records associated with mobile equipment. Records relating to transportable equipment (equipment not intended to be carried by a person nor intended for fixed installation) and mobile equipment. | T | 2 | T+2 | N | N | Fleet Services | T=After disposal of vehicle T=Life of Equipment |
| VE | 05 | | Garage Reports- Management | Records associated with the management of City vehicle garages. This series includes gasoline tickets, garage issues, vehicle usage cards and vehicle report cards. Records relating to the management of City vehicle garages including inspections and maintenance. | C +1 | 0 1 | C+1 | N | N | Fleet Services | |
| VE | 05 | 03 | Vehicle Inspections | Records relating to vehicle inspections conducted by the City and other organizations. | C | 2 | T + 2 | N | N | Fleet Services | T=Termination of asset/vehicle |
| VE | 05 | 04 | Vehicle Fuel Records | Records relating to fuel usage records for City vehicles. Notes: Liquid Fuels Handling Code – Document Ref. No.: FS-235-18 1. Clause 1.2.4 is revoked and the following substituted: 1.2.4. Except for section 3.2.2, any record required to be created, maintained or retained by this Code shall be kept for seven years. | C | 6 | C + 6 | N | N | Fleet Services | |



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

| | |
|---------------------------|---|
| TO: | Chair and Members Audit, Finance and Administration Committee |
| COMMITTEE DATE: | April 22, 2021 |
| SUBJECT/REPORT NO: | Tax and Rate Operating Budget Variance Report as at December 31, 2020 and Budget Control Policy (FCS20069(b)) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Kayla Petrovsky Fleming (905) 546-2424 Ext. 1310 Duncan Robertson (905) 546-2424 Ext. 4744 |
| SUBMITTED BY: | Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department |
| SIGNATURE: | |

RECOMMENDATION(S)

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

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**SUBJECT: Tax and Rate Operating Budget Variance Report as at
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- (d) That, subject to finalization of the 2020 audited financial statements, the Disposition of 2020 Year-End Operating Budget Surplus / Deficit be approved as follows:

Table 1

| DISPOSITION / RECONCILIATION OF YEAR-END SURPLUS/ (DEFICIT) | \$ | \$ |
|---|----------------|-----------------------|
| Corporate Surplus from Tax Supported Operations | | \$ 55,325,707 |
| Disposition to/from Self-Supporting Programs & Agencies | | \$ (6,063,995) |
| Less: Police (Transfer to Police Reserve) | \$ (2,690,482) | |
| Less: Library (Transfer to Library Reserve) | \$ (3,333,841) | |
| Less: Farmers Market (Transfer to Hamilton Farmers Market Reserve) | \$ (39,672) | |
| Balance of Corporate Surplus | | \$ 49,261,712 |
| Less: Transfer to Tax Stabilization Reserve | | \$ (2,000,000) |
| Less: Transfer to Early Years System Reserve | | \$ (3,000,000) |
| Add: Transfer from HEF Capital Project Reserve | | \$ 903,318 |
| Less: Transfer to fund 2021 "Rent Ready" Program | | \$ (1,000,000) |
| Less: Transfer to fund Menstrual Products Affordability Pilot Program | | \$ (121,000) |
| Less: Transfer to Climate Change Reserve | | \$ (1,500,000) |
| Less: Transfer to 2022 Capital Budget - Recreation Facilities Discretionary Block (Unallocated Capital Levy Reserve) | | \$ (700,000) |
| Less: Transfer to ATS Reserve for PRESTO Agreement | | \$ (162,872) |
| Less: Transfer to fund Red Hill Creek Inquiry | | \$ (5,000,000) |
| Less: Transfer to Sick Leave Liability - General Reserve | | \$ (1,300,000) |
| Less: Transfer to fund shortfall in Development Charge Exemptions | | \$ (15,100,000) |
| Less: Hamilton Status of Women Advisory Committee - Donation of Remaining 2020 Budget Allocation | | \$ (3,996) |
| Less: Transfer to COVID-19 Emergency Reserve | | \$ (20,277,162) |
| Balance of Tax Supported Operations | | \$ - |
| Corporate Deficit from Rate Supported Operations | | \$ (4,592,662) |
| Add: Transfer from the Rate Supported Water Reserve | | \$ 10,211,949 |
| Less: Transfer to the Rate Supported Wastewater Reserve | | \$ (5,619,287) |
| Balance of Rate Supported Operations | | \$ - |

- (e) That, the Outstanding Business List Item requiring the General Manager, Finance and Corporate Services, to report back on the potential use of City reserves to address the 2020 deficit related to the financial impact of COVID-19 be considered complete.

EXECUTIVE SUMMARY

Staff has committed to provide Council with three variance reports for the Tax Supported and Rate Supported Operating Budgets during the fiscal year (Spring / Fall / Year-End). This is the final submission for 2020 based on the operating results as of December 31, 2020 (unaudited). Appendix "A" to Report FCS20069(b) summarizes the Tax Supported Operating Budget year-end variances by department and division while Appendix "B" to Report FCS20069(b) summarizes the year-end variances of the Rate Supported Operating Budget by program.

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The Tax Supported and Rate Supported operations ended the year with a positive variance of \$55.3 M and an unfavourable variance of \$4.6 M, respectively, with Safe Restart Funding.

Through the Safe Restart Agreement with the federal government, funding was provided by the Ontario Government to municipalities to address operating pressures related to the COVID-19 pandemic. A Tax Supported Operating Budget Surplus was \$25.8 M before the Safe Restart Funding is applied. A total of \$29.5 M in Safe Restart Funding (SRF) was applied in 2020 resulting in a Tax Supported Operating Budget surplus of \$55.3 M. The Safe Restart funding composed of \$12.2 M for Transit and \$17.3 M was utilized across other divisions within the City.

The \$25.8 M surplus is composed of City Departments / Other (\$14.9 M favourable), Boards and Agencies (\$5.4 M favourable) and Capital Financing (\$5.5 M favourable). The surplus in Tax Supported Operating Budget is spread across several departments and is related to gapping surpluses, operational efficiencies and limits on discretionary spending. For the Rate Supported Operating Budget, the deficit is related to unfavourable variances from operating expenditures of \$7.1 M, partially offset by favourable Capital Financing of \$2.1 M and a favourable revenue variance of \$426 K.

Additional details are presented in the Analysis and Rationale for Recommendation(s) section of page 7 of Report FCS20069(b).

The year-end disposition of the Operating Budget Surplus with Safe Restart Funding of \$50.7 M summarized in Table 2 is detailed in Recommendation (b) (Table 1) of Report FCS20069(b).

Table 2

| CONSOLIDATED CORPORATE SURPLUS/ (DEFICIT) | \$ |
|--|-----------------------|
| Tax Supported Programs | |
| Police | \$ 2,690,482 |
| Library | \$ 3,333,841 |
| Capital Financing | \$ 5,517,752 |
| Other Tax Supported Programs | \$ 43,783,632 |
| Total Tax Supported Surplus | \$ 55,325,707 |
| Rate Supported Programs | \$ (4,592,662) |
| Consolidated Corporate Surplus/ (Deficit) | \$ 50,733,045 |

The City of Hamilton has policies, obligations, future requirements and past practices that guide decisions around the disposition of the year-end operating budget surplus. This proposed disposition of the 2020 surplus is highlighted below.

**SUBJECT: Tax and Rate Operating Budget Variance Report as at
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Tax Supported Operating Budget Variances

- Year-end variances for Police, Library and Farmers' Market to be allocated to their own reserves as per their policies.
- Tax Stabilization Reserve (Reserve #110046) – transfer of \$2 M to assist with addressing non-COVID-19 related pressures in 2022 and beyond such as any significant contractual updates or changes in Provincial cost sharing arrangements.
- Early Years System Reserve (Reserve #112218) – transfer of \$3 M to assist with ongoing pressures for funding reductions under the Provincial Funding Agreement and to offset municipal contributions for administration due to provincial changes in cost share requirements. Additionally, the transfer will be used to support the affordability grant program, which reduces the cost for families accessing child care for children 0 to 3.8 years. The Early Years System Reserve was originally established to support the transition from the previous Best Start Initiative and lessen the impact to the City of Hamilton resulting from changes in provincial direction.
- 2021 "Rent Ready" Program – Council approved \$1.0 M of the 2020 surplus to fund the 2021 "Rent Ready" Program – Motion 12.3, Emergency and Community Services Committee, December 10, 2020.
- Menstrual Products Affordability Pilot Program – Per Report HSC2001, \$121 K is to be transferred to fund Pilot Program.
- Climate Change Reserve – Staff recommends \$1.5 M be transferred to the Climate Change Reserve. The usage of the funds is subject to policy development in 2021. Staff will report back through the Climate Change Action Group on use of funds in the reserve. The Climate Change Action Group will be looking at ways to leverage these funds for new capital works that advance the City's climate change action goals or to partake in additional grant funding opportunities.
- 2022 Capital Budget Unallocated Capital Levy Reserve #108020 – Recreation Facilities Discretionary Block – Staff recommends \$700 K be transferred to the 2022 Capital Budget to fund Discretionary Block Funding for Recreation Facilities. This is the surplus pertaining to recreation facility operations as a result of closures during the COVID-19 pandemic. It is recommended that this amount be reinvested into the state-of-good-repair for those facilities.
- ATS Reserve (Reserve #110023) – Staff recommends \$162,872 be transferred to the reserve to fund previously committed and approved PRESTO capital equipment.

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- Red Hill Creek Inquiry – Staff recommends \$5.0 M be transferred to the Red Hill Judicial Review account (Project #2055919101).
- Sick Leave Liability – General Reserve – Staff recommends \$1.3 M be transferred to the General Reserve (Reserve #112035). The current obligation under the City's sick leave benefit plan for certain employee groups is well in excess of the reserves established to provide for this liability. The \$1.3 M is related to surplus provision for vacation liability.
- Development Charge Exemptions – Staff recommends \$15.1 M be transferred to fund the 2020 shortfall in discretionary tax supported development charge exemptions. Total Development Charge Exemptions, including both Rate and Tax Supported statutory and discretionary exemptions, were \$41.3 M in 2020 as outlined in Appendix "F" to Report FCS20069(b). The total budget for 2020 was \$16.5 M, leaving a funding shortfall of \$24.8 M. The funding shortfall in discretionary exemptions was primarily driven by non-residential development including industrial rate reductions and agricultural use.
- Hamilton Status of Women Advisory Committee (HSWAC) – Per the recommendation in the Citizen Committee Report at its meeting on February 4, 2021, the remaining \$3,996 in surplus for the HSWAC is to be donated across various charitable organizations and community support groups as outlined in the report.
- Hamilton Entertainment Facilities – HEF Program deficit of \$903 K to be funded from the Hamilton Entertainment Facilities Capital Projects Reserve (Reserve #100025).
- The remainder of the tax supported operating budget surplus (\$20.3 M) is recommended to be transferred to the COVID-19 Emergency Reserve (Reserve #110053) for the purposes of funding ongoing pressures related to economic recovery and resumption of services beyond the funding commitments made by senior levels of government to the end of 2021.

Rate Supported Operating Budget Variance

- The Rate Supported Operating Budget deficit of \$4.6 M is made up of a surplus in wastewater of \$5.6 M and a deficit in water of \$10.2 M. There are separate Rate Supported Reserves for each of the water, wastewater and stormwater programs.
- Deficit of \$10.2 M from water operations to be offset by a transfer from the Water Reserve (#108015).
- Surplus in wastewater / storm operations of \$5.6 M to be transferred to Wastewater Reserve (#108005).

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- The 2021 Rate Supported Budget, approved a rate increase of 4.28%, comprised largely of capital financing requirements. Staff will monitor and report to Council any opportunities to leverage the surplus through any future Federal / Provincial stimulus programs, including those that may arise as a result of the COVID-19 pandemic, or alternatively, reviewing the City's future rate supported debt forecast, as the City approaches the 2022 budget process.

2020 Budget Complement Control

In accordance with the "Budget Control Policy" and "Budgeted Complement Control Policy", staff is submitting thirty recommended items. The complement transfers, identified in Appendix "C" to Report FCS20069(b), moves budgeted complement from one department / division to another to accurately reflect where the staff complement is allocated within the department / division for the purpose of delivering programs and services at desired levels.

There are five budget transfers, identified in Appendix "C" to Report FCS20069(a), that moves budget from one division to another within the same cost category. Completing the transfers simplifies the budget review process for the following year by ensuring comparable budget data.

There is also one item recommended for removal and one fully funded position addition. Both complement adjustments have no impact on the levy.

In addition, staff is recommending one item where temporary positions with 24-month terms or greater are being extended as identified in Appendix "D" to Report FCS20069(b) with no impact on the levy.

Alternatives for Consideration – See Page 24

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The financial information is provided in the Analysis and Rationale for Recommendation(s) section of Report FCS20069(b).

Staffing: Staffing implications of Report FCS20069(b) are detailed in Appendix "C", which outlines the 2020 staff complement transfers from one department / division to another with no impact on the levy and Appendix "D" which outlines the extensions of temporary positions with 24-month terms or greater with no impact on the levy.

Legal: Not Applicable

HISTORICAL BACKGROUND

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The COVID-19 pandemic has resulted in many changes affecting human behavior and impacting the world's economic condition. In response, the City's operations have changed considerably with facility closures, program cancellations and modification of services provided.

In late April 2020, at a meeting of the Mayors and Chairs of the Greater Toronto and Hamilton Area (GTHA), the Treasurers were asked to prepare a high-level forecast of financial implications resulting from the COVID-19 pandemic. The goal was to share consistent information on COVID-19 financial implications to aid in discussions with the Provincial and Federal governments, as well as, to share information on cost containment measures in mitigating the financial impact.

Staff has previously provided Council (through the Committee of the Whole, General Issues Committee and Audit, Finance and Administration Committee) two updates on the financial implications of the COVID-19 pandemic response through Reports FCS20040 and FCS20040(a), as well as, two variance reports on the 2020 Tax and Rate Operating Budget with projections on the City's year-end position through reports FCS20069 and FCS20069(a).

On July 27, 2020, the Ontario Government announced an Historic Agreement to Support Municipalities and Transit. The Ontario government, in partnership with the federal government, is providing up to \$4.0 B in urgently needed one-time assistance to Ontario's 444 municipalities. This funding is intended to help municipalities continue to effectively deliver critical public services, such as public transit and shelters, as the Province continues down the path of renewal, growth and economic recovery.

On August 12, 2020, the Ontario government announced details of the up to \$1.6 B of the first round of emergency funding for municipalities under the Federal - Provincial Safe Restart Agreement.

Through the Safe Restart Agreement with the federal government, \$695 M will help municipalities address operating pressures related to the COVID-19 pandemic through the first round of emergency funding and over \$660 M will support transit systems. The Province has also provided an additional \$212 M through the Social Services Relief Fund (SSRF), bringing the total to \$510 M to help vulnerable people find shelter under the program.

On September 9, 2020, the General Issues Committee received Report FCS20071, Federal and Provincial Government Municipal Funding Announcements Update, which provided information on the Safe Restart Funds and other government funding announcements. In addition, the General Issues Committee received Report FCS20088 on October 21, 2020, authorizing staff to prepare, execute and submit any required documentation to support the City's application for Phase 2 funding under the Safe Restart Agreement.

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The General Issues Committee received Report FCS20088(a) on March 24, 2021 which outlined the City's allocation of \$11.7 M in municipal relief for Phase 2 of the Safe Restart Agreement, as well as, \$18.7 M in funding for 2021 under the COVID-19 Recovery Funding for Municipalities Program.

The Ontario Provincial Government made many other COVID-19 funding announcements during 2020 for Public Health Services, Long Term Care, Paramedics, Housing and Children's Services of approximately \$54.5 M.

Staff has committed to provide Council with three variance reports on the Tax and Rate Operating Budget during the fiscal year (Spring / Fall / Final). This is the final submission for 2020 based on the operating results as at December 31, 2020. Council approval is required to allocate year-end surplus / deficit to / from reserves.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Not Applicable

RELEVANT CONSULTATION

Staff in all City of Hamilton departments and boards provided the information in Report FCS20069(b).

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The following provides an overview of the more significant issues affecting the 2020 Tax and Rate Operating Budget Surpluses. Appendix "A" to Report FCS20069(b) summarizes the Tax Supported Operating Budget year-end variances by department and division and Appendix "B" to Report FCS20069(b) summarizes the Rate Supported Operating Budget results by program.

Table 3 provides a summary of the departmental results as at December 31, 2020. The final Tax Supported Operating Budget Surplus before applying Safe Restart Funding amounted to \$25.8 M or approximately 2.5% of the net levy. After Safe Restart Funding was applied, the surplus amounted to \$55.3 M or approximately 6.0% of the net levy.

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Table 3

| | 2020 Approved Budget | 2020 Year-End Actuals | Pre Safe Restart Funding | | Post Safe Restart Funding | |
|---|----------------------------|-----------------------------|-----------------------------|-------------|------------------------------|-------------|
| | | | Variance | | Variance | |
| | | | \$ | % | \$ | % |
| TAX SUPPORTED | | | | | | |
| Planning & Economic Development | 29,143 | 30,420 | (1,277) | (4.4)% | 3,207 | 11.0% |
| Healthy and Safe Communities | 246,916 | 233,172 | 13,744 | 5.6% | 14,433 | 5.8% |
| Public Works | 256,381 | 250,209 | 6,172 | 2.4% | 21,187 | 8.3% |
| Legislative | 5,095 | 4,662 | 433 | 8.5% | 482 | 9.5% |
| City Manager | 12,285 | 11,662 | 623 | 5.1% | 872 | 7.1% |
| Corporate Services | 34,663 | 32,986 | 1,677 | 4.8% | 2,113 | 6.1% |
| Corporate Financials / Non Program Revenues | (26,242) | (21,465) | (4,777) | (18.2)% | 2,355 | 9.0% |
| Hamilton Entertainment Facilities | 4,097 | 5,790 | (1,693) | (41.3)% | (903) | (22.0)% |
| TOTAL CITY EXPENDITURES | 562,338 | 547,436 | 14,902 | 2.6% | 43,746 | 7.8% |
| Hamilton Police Services | 170,817 | 168,689 | 2,128 | 1.2% | 2,690 | 1.6% |
| Library | 31,572 | 28,238 | 3,334 | 10.6% | 3,334 | 10.6% |
| Other Boards & Agencies | 15,921 | 16,027 | (106) | (0.7)% | 38 | 0.2% |
| City Enrichment Fund | 6,088 | 6,088 | (0) | (0.0)% | (0) | (0.0)% |
| TOTAL BOARDS & AGENCIES | 224,398 | 219,042 | 5,356 | 2.4% | 6,062 | 2.7% |
| CAPITAL FINANCING | 137,423 | 131,906 | 5,517 | 4.0% | 5,517 | 4.0% |
| TOTAL OTHER NON-DEPARTMENTAL | 361,821 | 350,948 | 10,873 | 3.0% | 0 | 0.0% |
| TOTAL TAX SUPPORTED | 924,159 | 898,384 | 25,775 | 2.8% | 55,325 | 6.0% |

Since the onset of the COVID-19 pandemic, there have been numerous announcements from the Federal and Provincial governments regarding funding opportunities to address financial pressures for individuals and organizations. Appendix “E” to Report FCS20069(b) provides a summary of the \$206 M in announced funding to the City of Hamilton, to date, in order to address the ongoing impact of the pandemic in 2020 and 2021. In total, \$61.3 M was recognized in 2020, \$3.1M was not required and \$141.3 M will be available in 2021 with limitations around timing of use.

Safe Restart Agreement – Transit

On August 12, 2020, the City received confirmation of \$17.2 M of immediate funding through the “Safe Restart Agreement: Municipal Transit Funding – Phase 1” to support COVID-19 pressures incurred from April 1, 2020 to September 30, 2020. These financial pressures include reduced revenues from farebox, advertising, parking and contracts, as well as, added expenses related to cleaning, new contracts, labour, driver protection, passenger protection and other capital costs.

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Based on reporting instructions received from the Province, savings in specialized transit (DARTS) is to be netted against the 2020 operating deficit for conventional transit. With the DARTS service operating at 10% to 15% of pre-COVID-19 levels throughout the summer, annual savings are \$10.0 M. Taking that into consideration, a net amount of \$12.2 M is eligible to be recognized in 2020. The remaining \$5.0 M has been set aside in the Safe Restart Agreement Reserve to be utilized to fund ongoing COVID-19 financial pressures for Transit for the period from January 1, 2021 to March 31, 2021.

The City of Hamilton received an allocation of \$21.5 M in Phase 2 funding, which covers the period from October 1, 2020 and March 31, 2021. It is currently anticipated that the carry over funds from Phase 1 will be sufficient to offset transit pressures during this period and that Phase 2 funding will not be leveraged.

Phase 3 funding was confirmed in a letter from the Ministry of Transportation on March 3, 2021 for the period between April 1, 2021 and December 31, 2021 for a total allocation to the City of \$16.8 M. The City will be required to return any unused funding, including interest, at the end of the eligibility period. The Province may also, at its sole discretion and on a case-by-case basis, grant extensions to the Phase 3 eligibility period for costs incurred after December 31, 2021 to January 1, 2023.

Safe Restart Agreement – Municipal

In a letter dated August 12, 2020, the Province advised the City of Hamilton of its Phase 1 funding allocation of \$27.6 M under the Safe Restart Agreement to support the operating costs and pressures related to COVID-19. Based on eligible expenses and lost revenues, the City has recognized \$17.4 M in 2020 and carried the remaining \$10.2 M in Safe Restart Funding forward to 2021 to address ongoing pressures as a result of the pandemic.

An additional \$11.7 M was provided to the City under the Phase 2 allocation for the purpose of assisting with COVID-19 operating costs and pressures in 2021 on December 16, 2020. Combined with the unused portion from Phase 1, \$21.9 M of Safe Restart Agreement – Municipal funding will be available to December 31, 2021.

Additional to the Safe Restart Agreement, the Province of Ontario announced a \$500 M funding commitment to municipalities under the 2022 COVID-19 Recovery Funding for the Municipalities Program. The City of Hamilton's share under this program is \$18.7 M, which can be used to address general municipal COVID-19 costs and pressures in 2021. Remaining funds at the end of 2021 will be put into a reserve to support potential COVID-19 costs and pressures in 2022.

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Social Service Relief Fund

In late March 2020, the Province announced the \$200 M Social Services Relief Fund (SSRF) in response to the ongoing COVID-19 crisis to allow communities to expand a wide range of services and supports for vulnerable populations, based on local need, to better respond to the emergency. The City of Hamilton received an initial \$6.9 M under this program.

On August 12, 2021, the SSRF was expanded by an additional \$362 M as part of the federal-provincial Safe Restart Agreement. Under Phase 2 of the program, the City of Hamilton has received an allocation of \$11.3 M, as well as, an application for an additional \$6.4 M. The SSRF Phase 2 includes an operating component and two new capital components with the objectives of mitigating ongoing risk for vulnerable people, encouraging long-term housing-based solutions to homelessness post COVID-19 and enhancing rent assistance provided to households in rent arrears due to COVID-19. In accordance with program guidelines and eligibility requirements, \$13.0 M in revenue from the SSRF was recognized in 2020.

On March 10, 2021, the City received a letter from the Ministry of Municipal Affairs and Housing announcing phase 3 of the SSRF and the City's allocation of \$12.3 M for the period of March 1, 2021 up to December 31, 2021. Combining this with the carryover amounts from phases 1 and 2, a total of \$23.9 M will be available for use in 2021 and is expected to be fully leveraged.

Tax Supported Operating Budget

Appendix "A" to Report FCS20069(b) summarizes the Tax Supported Operating Budget variances by department and division.

In order to contain costs and associated budget deficits with the COVID-19 pandemic response, the Senior Leadership Team and Council adopted several measures including the suspension of scheduling for part-time casual labour in affected program areas, not hiring the full complement of student and seasonal positions and restrictions on hiring for non-essential positions. As a result, corporate-wide gapping detailed in Table 4 is \$26.2 M, in comparison to the Council approved target of \$4.9 M, resulting in a surplus of \$21.3 M, well above historical levels.

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Table 4

| NET GAPPING BY DEPARTMENT | GAPPING | | 2020 ACTUAL | VARIANCE |
|---------------------------------------|------------------|-------------------|-------------------|------------------|
| | TARGET (\$000's) | GAPPING (\$000's) | GAPPING (\$000's) | (\$000's) |
| Planning & Economic Development | \$ 853 | \$ | 3,030 | \$ 2,177 |
| Healthy and Safe Communities | \$ 952 | \$ | 13,069 | \$ 12,117 |
| Public Works | \$ 2,202 | \$ | 8,100 | \$ 5,898 |
| Legislative | \$ 84 | \$ | (279) | \$ (363) |
| City Manager | \$ 225 | \$ | 358 | \$ 133 |
| Corporate Services | \$ 633 | \$ | 1,918 | \$ 1,285 |
| Consolidated Corporate Savings | \$ 4,950 | \$ | 26,196 | \$ 21,246 |

Each department's gapping variance (target versus projection) is detailed in the following sections, along with other departmental highlights.

Planning and Economic Development Department

Planning and Economic Development reported a favourable variance of \$3.2 M. Safe Restart funding of \$4.5 M was applied mainly in the Transportation, Planning and Parking Division to assist with foregone parking revenues due to COVID-19 (\$3.4 M), and in the Licensing and By-Law Services Division to assist in foregone revenues such as animal tag revenue, merchandise sales and surrender fees (\$990 K). Without Safe Restart Funding, the department reported an unfavourable deficit of \$1.3 M for the year-end.

The Transportation, Planning and Parking Division had an unfavourable variance before Safe Restart Funding of \$3.2 M. This is due to foregone revenues of \$4.4 M mainly related to COVID. In addition, there was a \$100 K pressure due to new parking lot lease expenses. This was offset slightly by favourable variances due to savings in various contractual costs of \$878 K mainly related to COVID, gapping of \$266 K and savings in training / conferences and associated costs.

Tourism and Culture had a surplus of \$1.5 M as a result of gapping savings and savings in contractual costs from facility closures, cancellations of special events and vacancies related to COVID-19. The Tourism Industry Association of Ontario provided a federal grant of \$279 K, offsetting the COVID-19 revenue shortfalls.

A favourable variance of \$528 K in the Planning Division is due to gapping, savings in training / conferences and associated costs, materials and supplies and consulting costs due to COVID-19. Safe Restart Funding of \$9 K for additional cleaning and operating supplies due to COVID-19 was applied to the division.

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The Licensing and By-Law Services Division has an unfavourable variance of \$340 K before Safe Restart Funding of \$990 K was applied. The deficit is due to a reduction in revenues of \$677 K mainly related to COVID-19. Favourable variances of \$144 K due to gapping, \$114 K in various materials and supplies, \$56 K in training / conferences and associated costs and \$55 K in vehicle costs helped to reduce some of the deficit.

The remaining divisions have a combined surplus of \$289 K. The majority of this is attributable favourable gapping.

The Planning and Economic Development departmental gapping target, included in the explanations above, is \$0.9 M for the year of 2020. As at December 31, 2020, the actual year-end gapping amount is \$3.0 M, resulting in a deficit of \$2.2 M.

Healthy and Safe Communities Department

Overall, the Healthy and Safe Communities Department experienced a favourable variance of \$14.4 M after Safe Restart Funding of \$688 K was applied. The main driver for this is a result of reduced expenditures across several divisions due to COVID-19 closures and various non-Safe Restart funding received.

Hamilton Paramedic Service experienced a deficit of \$58 K due to not using the transfer from reserve to fund the 2020 ambulance enhancement and employee-related costs for historically overspent accounts including statutory holiday pay and vacation pay.

The Hamilton Fire Department had a positive variance of \$1.5 M due to overall employee related costs.

Public Health Services had a surplus of \$2.0 M as a result of \$1.1 M received in additional Annual Service Plan (ASP) funding over budget (includes ASP programs, Raccoon Rabies and Public Health Inspector (PHI) Students), \$913 K in gross expenditures above ASP 100% cap funded expenditures due to COVID-19 and \$307 K savings in levy due to gapping in Dental and Residential Care Facility, partially offset by unused budgeted contribution (\$278 K) from the Public Health Services Reserve.

Long Term Care Division had a favourable variance of \$206 K due to nursing management gapping, unbudgeted / additional provincial subsidies to fund COVID related costs (Pay Equity, Direct Care Funding, Minor Capital Funding) and cost savings due to the COVID response requirement to close the Adult Day Program from March to December and Meals-on-Wheels from May to August.

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After applying \$630 K of Safe Restart Funding to the Recreation division, the divisional surplus amounted to \$4.4 M for 2020. The Safe Restart Funding was used to fund the unfavourable variance related to the Quad Pad operations. The overall divisional surplus was a result of scheduled closure for renovations at Valley Park Recreation Centre, Riverdale Recreation Centre and Parkdale Outdoor Pool.

An additional \$2.6 M in operating cost savings attributed to closures of programs due to COVID-19, \$1.1 M in employee costs savings due to their redeployment to other programs supporting the COVID-19 response and an additional \$6.1 M of employee related cost savings due to program closures. A surplus of \$530 K in golf course fees and \$600 K in facility cost savings due to COVID requirements and community response to COVID also added to the surplus. This was partially offset by \$7.5 M in foregone revenue.

The Ontario Works division had a surplus of \$1.6 M due to Provincial funding received in excess of 2020 approved budget to provide relief for COVID-19 costs. Further savings of \$662 K in net gapping due to hiring delays as a result of COVID-19 and the transition of employment services to the Ministry of Labour, Training and Skills Development, \$777 K savings in client benefits due to the Employment transition and COVID closures. Discretionary and low-income costs of \$434 K are due to a lack of referrals to the program from Doctors / Dentists due to COVID. This favourable variance is offset by projects completed to improve client service in the new environment including digitization costs (\$463 K), renovation (\$482 K) and relocation costs to minimize the office footprint from four buildings to two and COVID costs (\$430 K) to support virtual delivery of services.

The Children's Services and Neighbourhood Development Division had a surplus of \$3.3 M mostly due to \$3.0 M of provincial funding received to cover COVID-19 related expenses. Additional favourable variance of \$264 K is due to savings from various operating cost savings including \$100 K in gapping partially offset by \$58 K in unbudgeted utility costs.

Housing Services had a surplus of \$1.5 M due to \$1.1 M in savings resulting from the Social Housing prior year reconciliations for revenue rents, \$185 K in in-year Mortgage and Property Tax Adjustments, \$2.5 M favourability in Rent supplements and Housing Stability benefits that are underspent due to CERB payments and \$100 K in transportation savings, partially offset by \$2.5 M in COVID-19 related costs.

The Healthy and Safe Communities departmental gapping target is \$1.0 M for the 2020 year. The actual year-end gapping amount is \$13.2 M, resulting in a surplus of \$12.2 M.

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Public Works Department

Overall, the Public Works department had a surplus of \$21.2 M after Safe Restart Funding of \$15 M was applied. There were several factors across the divisions that lead to the overall surplus.

Lost revenues for Transit for 2020 amounted to \$24.8 M in as a result of the COVID-19 emergency, which include lost revenues under the University / College Transit Pass (UCTP) agreements. In addition, cleaning and disinfectant of buses and installation of operator bio-shields to allow for front door boarding have contributed to increased costs of \$1.4 M. Fuel savings of \$2.0 M, commission savings of \$1.4 M and DARTS contract agreement savings of \$10.0 M helped to offset the COVID-19 related impacts. Unredeemed ticket revenue of \$1.75 M was also recognized as revenue due to paper fare media no longer being valid. In addition, \$12.2 M was utilized from the Safe Restart Agreement – Phase 1 Transit stream, with the remaining \$4.7 M to be carried into 2021 to help mitigate ongoing financial pressures related to COVID-19. Transit ended the year with a surplus of \$5.0 M after applying Safe Restart Funding.

Transportation Operations and Maintenance had a surplus of \$7.8 M after applying Safe Restart Funding of \$275 K. The surplus is driven by gapping (\$3.4 M) and the Winter Season Roads Maintenance Program (\$4.7 M). The number of severe winter storm events was down from 2019 resulting in savings in salt and sand of \$1.6 M, contractor activation costs of \$1.3 M and general vehicle maintenance of \$1.2 M.

Environmental Services ended 2020 with a surplus of \$4.6 M after applying Safe Restart Funding of \$912 K. One of the main drivers of the surplus was gapping resulting from a temporary freeze on hiring of student and seasonal positions (\$1.6 M). Additionally, there were combined operating savings of \$1.6 M in Forestry and Horticulture and Parks due to the shutdown of parks during the state of emergency.

The Transfer Station and Community Recycling Centre saw an increase as a result of minimum vehicle fee rate increase and an increase in visits from residents cleaning house during COVID-19 shut down. Total visits were up 14.7% over same time last year and tonnage has increased by 0.4% over same time last year. This resulted in a surplus of \$1.3 M. In addition, the Waste Collection Contract is also projecting a \$1.1 M surplus. The annual escalation factor was budgeted at 0.63%, however, the actual escalation factor is (4.98%). The main driver for the escalation factor decreasing is the reduction in diesel prices.

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Energy, Fleet and Facilities (EFF) Division had an overall favourable variance of \$1.5 M mainly due to savings due to closed City facilities due to COVID-19 of \$1.6 M, \$1.4 M in avoided costs at Tim Hortons Field as a result of COVID-19 closure. This was partially offset by COVID-19 pressures for increased labour, cleaning and PPE at facilities and overlapping lease payments due to delay in construction as a result of COVID-19. Safe Restart Funding of \$1.6M was applied resulting in a total divisional surplus of \$3.1 M.

Engineering Services had a positive variance of \$615 K attributable to revenue realized in the Corridor Management program and various activities administered by this section in addition to higher than budgeted Road Cut Administrative Program fees and Permit Revenues.

The remaining PW-General Administration division had \$34 K in overtime relating to staff working specifically on COVID-19 activities, PPE, specialized cleaning and equipment due to COVID-19. This was offset by funding from Safe Restart Agreement.

The Public Works departmental gapping target, included in the explanations above, was \$2.2 M for the 2020 year. The actual year-end gapping amount is \$8.1 M, resulting in an annual surplus of \$5.9 M.

Legislative

After applying \$49 K in Safe Restart Funding, mainly to offset costs as a result of implementing remote meetings, the overall departmental surplus for 2020 was \$482 K. This was the result of savings in conferences, meeting expenses, consulting and contractual expenses and contingency budgets, offset by COVID expenses and corporate gapping targets. In addition, unspent ward office and volunteer committee budgets further drove a favourable variance.

The Legislative departmental gapping target was \$84 K for the year of 2020. The actual year-end gapping amount is -\$279 K, resulting in a deficit of \$363 K.

City Manager's Office

The City Manager's Office had a favourable variance of \$0.9 M. The majority of this was in the Human Resources Division (\$922 K). The main drivers of the favourable variance were gapping, savings in training, legal and contractual expenditures.

Safe Restart Funding of \$249 K was applied to the unfavourable variance in the CMO-Admin division mainly for overtime costs for communications staff due to COVID-19.

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The City Manager's Office departmental gapping target, included in the explanations above, was \$0.2 M for the 2020 year. The actual year-end gapping amount is \$0.3 M, resulting in a surplus of \$0.1 M.

Corporate Services Department

Corporate Services finished 2020 with a positive variance of \$2.1 M. This was mainly the result of favourable variances of \$1.0 M in Financial Services, Taxation and Corporate Controller Division, \$680 K in the Information Technology Division and \$244 K in Financial Planning, Administration and Policy Division. The variance in Financial Services, Taxation and Corporate Controller Division was due to gapping (\$619 K), bank fees and HST recovery work (\$124 K), arrears and processing fees (\$114 K) and tax certificates (\$99 K) offset by unfavourable tax registration fees (\$273 K). The variance in Information Technology division is mainly a result of gapping, savings in radio equipment, license fees and radio network maintenance, offset by COVID related expenses. The variance in Financial Planning, Administration and Policy Division is primarily due to employee related savings from gapping.

Safe Restart Funding of \$436 K was applied to the department, most significantly in the Customer Service, POA and Financial Integration Division (\$119 K) in addition to the Information Technology Division (\$206 K) to offset COVID-19 expenditures related to cleaning, PPE, Temp staff, VPN firewall hardware and software, plexiglass, additional laptop computers and retrofitting courtrooms.

The remaining divisions experienced minor favourable variances attributed to gapping.

The Corporate Services departmental gapping target, included in the explanations above, was \$0.6 M for the 2020 year. The actual year-end gapping amount is \$1.9 M, resulting in a surplus of \$1.3 M.

Corporate Financials / Non Program Revenues

Corporate Financials / Non Program Revenues show a \$2.3 M combined favourable variance after Safe Restart Funding of \$7.1 M was applied. Contributing factors are identified as follows:

- Non-Program Revenues: Dividends from Hamilton Utilities Corporation and Alectra Dividends were lower than anticipated as a result of COVID-19. Safe Restart Funding was applied to offset the \$1.1 M deficit.
- Non-Program Revenues: Shared revenues from the Ontario Lottery and Gaming Commission were low due to the closure of casinos and racetrack slots by the Province of Ontario. Safe Restart Funding was applied to reduce the \$4.2 M deficit.

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- Non-Program Revenues: Tax remissions and write-offs resulted in a \$1.1 M deficit based on appeals processed.
- Non-Program Revenues: POA revenues were lower than expected due to 2020 court closures, resulting in a \$2.8 M deficit.
- Non-Program Revenues: The favourable variance of \$1.3 M in Payments in Lieu is due to a reduction in realized write-offs.
- Non-Program Revenues: Supplementary taxes exceeded budgeted by \$3.1 M.

Corporate Initiatives: \$0.9 M unfavourable variance as a result of unrecoverable staffing costs from capital programs.

Hamilton Entertainment Facilities (HEF)

HEF had an unfavourable variance of \$903 K after applying \$790 K of Safe Restart Funding. This was a result of decreased revenues due to COVID-19.

Capital Financing

Capital financing had an overall positive variance of \$5.5 M as a result of timing differences in cash flow assumptions in the Capital Budget. As approved in the 2021 Tax Supported Capital Budget (Report FCS20101), \$5.1 M from the 2020 Capital Financing surplus was transferred to the Unallocated Capital Levy Reserve, prior to year-end, to fund initiatives in the 2021 Capital Budget. Without this transfer, the overall Capital Financing surplus would be \$10.6 M.

Boards and Agencies

Boards and Agencies had a surplus of \$6.1 M after applying \$707 K in Safe Restart Funding.

The main surpluses are attributable to both Library and Hamilton Police Services.

Library had a favourable variance of \$3.3 M as a result of staffing vacancies going unfilled (gapping), pages being put on declared emergency leave and less spending on physical collections due to COVID-19 shutdown in addition to service restrictions.

After applying \$562 K in Safe Restart funding, Hamilton Police Services had a surplus of \$2.7 M. The Hamilton Police Serviced Board will provide Council with an analysis on its variance at a later date.

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The Hamilton Farmers' Market had an unfavourable variance of \$105 K due a revenue shortfall and COVID-19 related expenditures offset by savings in advertising and programming costs, parking rent and gapping. Safe Restart Funding of \$145 K was used to offset the deficit incurred from additional security and cleaning costs.

The Library, Police and Farmers' Market surpluses are recommended to be transferred to their own reserves.

Disposition of Tax Supported Operating Budget Surplus

The City of Hamilton has policies, obligations, future requirements and past practice that guide decisions around the disposition of the year-end operating budget surplus. As outlined in Recommendation (b) of Report FCS20069(b), staff recommends that the Tax Supported Operating Budget Surplus of \$55.3 M be distributed to various reserves as per the following paragraphs.

This proposed disposition of the 2020 surplus is highlighted below:

- Year-end variances for Police, Library and Farmers' Market to be allocated to their own reserves as per their policies.
- Tax Stabilization Reserve (Reserve #110046) – transfer of \$2 M to assist with addressing non-COVID-19 related pressures in 2022 and beyond such as any significant contractual updates or changes in Provincial cost sharing arrangements.
- Early Years System Reserve (Reserve #112218) – transfer of \$3 M to assist with ongoing pressures for funding reductions under the Provincial Funding Agreement and to offset municipal contributions for administration due to provincial changes in cost share requirements. Additionally, the transfer will be used to support the affordability grant program, which reduces the cost for families accessing child care for children 0 to 3.8 years. The Early Years System Reserve was originally established to support the transition from the previous Best Start Initiative and lessen the impact to the City of Hamilton resulting from changes in provincial direction.
- 2021 "Rent Ready" Program – Council approved \$1.0 M of the 2020 surplus to fund the 2021 "Rent Ready" Program – Motion 12.3, Emergency and Community Services Committee, December 10, 2020.
- Menstrual Products Affordability Pilot Program – Per Report HSC2001, \$121 K is to be transferred to fund Pilot Program.
- Climate Change Reserve – Staff recommends \$1.5 M be transferred to the Climate

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- Change Reserve. The usage of the funds is subject to policy development in 2021. Staff will report back through the Climate Change Action Group on use of funds in the reserve. The Climate Change Action Group will be looking at ways to leverage these funds for new capital works that advance the City's climate change action goals or to partake in additional grant funding opportunities.
- 2022 Capital Budget Unallocated Capital Levy Reserve #108020 – Recreation Facilities Discretionary Block – Staff recommends \$700 K be transferred to the 2022 Capital Budget to fund Discretionary Block Funding for Recreation Facilities. This is the surplus pertaining to recreation facility operations as a result of closures during the COVID-19 pandemic. It is recommended that this amount be reinvested into the state-of-good-repair for those facilities.
- ATS Reserve (Reserve #110023) – Staff recommends \$162,872 be transferred to reserve to fund previously committed and approved PRESTO capital equipment.
- Red Hill Creek Inquiry – Staff recommends \$5.0 M be transferred to the Red Hill Judicial Review account (Project #2055919101).
- Sick Leave Liability – General Reserve – Staff recommends \$1.3 M be transferred to the General Reserve (Reserve #112035). The current obligation under the City's sick leave benefit plan for certain employee groups is well in excess of the reserves established to provide for this liability. The \$1.3 M is related to surplus provision for vacation liability.
- Development Charge Exemptions – Staff recommends \$15.1 M be transferred to fund the 2020 shortfall in discretionary tax supported development charge exemptions. Total Development Charge Exemptions, including both Rate and Tax Supported statutory and discretionary exemptions, were \$41.3 M in 2020 as outlined in Appendix "F" to Report FCS20069(b). The total budget for 2020 was \$16.5 M, leaving a funding shortfall of \$24.8 M. The funding shortfall in discretionary exemptions was primarily driven by non-residential development including industrial rate reductions and agricultural use.
- Hamilton Status of Women Advisory Committee (HSWAC) – per the recommendation in the Citizen Committee Report at its meeting on February 4, 2021, the remaining \$3,996 in surplus for the HSWAC is to be donated across various charitable organizations and community support groups as outlined in the report.
- Hamilton Entertainment Facilities – HEF Program deficit of \$903 K to be funded from the Hamilton Entertainment Facilities Capital Projects Reserve (Reserve #100025).

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- The remainder of the tax supported operating budget surplus (\$20.3 M) is recommended to be transferred to the COVID-19 Emergency Reserve (Reserve #110053) for the purposes of funding ongoing pressures related to economic recovery and resumption of services beyond the funding commitments made by senior levels of government to the end of 2021.

In 2020, a COVID-19 Emergency Reserve (Reserve #110053) was established for the purposes of funding ongoing pressures related to economic recovery and resumption of services beyond the funding commitments made by senior levels of government to the end of 2021. The Reserve will hold the necessary funds to assist in immediate financial needs, as well as, potential delayed recovery that will potentially exist in future years. A transfer of the remaining 2020 surplus (\$20.3 M) is proposed to be done to COVID-19 Emergency Reserve.

Rate Supported Operating Budget

For 2020, the Rate supported operating budget finished the year with an unfavourable variance of \$4.6 M due to unfavourable operating expenditures of \$7.1 M, partially offset by favourable Capital Financing of \$2.1 M and a favourable revenue variance of \$426 K.

Revenues

Overall revenues had a surplus of \$426 K or 0.18% mainly due to the favourable variance in rate revenues. Non-rate revenue had an unfavourable variance of \$621 K.

The Industrial Commercial and Institutional metered water revenues were negatively affected by COVID-19 related shutdowns in the spring and summer of 2020 resulting in a year-end deficit of \$6.5 M. However, this deficit was entirely offset by the residential metered water revenue year-end surplus that resulted from increased consumption demand due to the combination of residents working and learning from home, and a dry summer. Water hauler and 3rd party sales as well as Overstrength and Sewer Surcharge Agreements lead to a favourable variance of \$1.1M, partially offset by a deficit in non-rate revenues in Permits & Lease Agreements of \$878 K mainly due to the delay in issuing permits as a result of the COVID-19 pandemic.

Expenditures

The Rate expenditures had a total net unfavourable variance of \$5 M or 2.15% of the 2020 Budget. The main driving factors of the unfavorable variance of \$7.1 M in operating expenditures along with the surplus of \$2.1 M in capital financing costs are shown in Table 5.

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**Table 5
City of Hamilton
Rate Budget Operating Expenditures Variance Drivers**

| Expenditure Type | Variance (\$000's) |
|--|-------------------------------|
| Contractual | (3,397) |
| Materials & Supplies / Buildings & Grounds | (2,426) |
| Financial Charges | (745) |
| Agencies & Support Payments | 685 |
| Reserve & Capital Recoveries | (671) |
| Consulting | (509) |
| Capital Financing / Capital Expenditures | (170) |
| Employee Related | 110 |
| Total Operating Expenditures | (7,123) |
| | |
| Debt Charges | 5,573 |
| DC Debt Charges Recoveries | (3,287) |
| Reserve Transfers | (182) |
| Capital Financing | 2,104 |
| | |
| Total Expenditures | (5,019) |

Contractual expenditures had an unfavourable variance of \$3.4 M largely due to the new Biosolids facility, Chedoke Creek study, emergency flood response and the increased operating and maintenance expenditures to support the Storm Program to meet compliance standards. Both the Biosolids facility and the Storm Program variances were adjusted as part of the 2021 Budget process to reflect changing services levels.

Consulting expenditures had an unfavourable variance of \$509 K largely due to the increased operating and maintenance expenditures to support the Storm Program to meet compliance standards.

Savings in the employee related costs of \$110 K are mainly due to a decrease in discretionary training and conference spending during the COVID-19 pandemic. In 2020, the gapping target of \$1.4 M was achieved. The cancellation of community events during the pandemic, resulted in additional savings of \$179 K. Additional PPE, enhanced cleaning and signage, third party laboratory sampling were required during the pandemic, resulting in \$117 K of expenditures.

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: Tax and Rate Operating Budget Variance Report as at
December 31, 2020 and Budget Control Policy (FCS20069(b))
(City Wide) – Page 23 of 24**

Materials and Supplies had an unfavourable variance of \$2.3 M largely due to increased fluids and chemical spending used in the water and wastewater treatment at the Woodward Plant and the increased usage of water distribution parts and supplies, such as post hydrants. Building and Ground had an unfavourable variance of \$141 K due to the increased natural gas consumption in the new Biosolids facility. Fluid and chemical and natural gas consumption variances were adjusted in the 2021 budget for forecasted changes in production volumes.

Agencies and Support Payments had a favourable variance of \$685 K mainly due to the Protective Plumbing Program (3P). As a result of the COVID-19 economic shut-down, the Protective Plumbing Program (3P) service providers were unable to perform the required services. The pandemic, combined with less adverse weather in early 2020, resulted in lower than expected uptake in the 3P Program. The Program is expected to return to previous levels of intake once lockdown measures are lifted.

Reserve and Capital Recoveries had an unfavourable variance of \$671 K due to less recoveries from capital to align the nature of work to the appropriate budget. Capital Expenditures had an unfavourable variance of \$170 K mainly due to the new 703 Highway 8 site location.

Financial Charges had an unfavourable variance of \$745 K largely due to the increase in insurance premiums and additional property taxes of new water and wastewater site locations. Financial Charges variances were adjusted in the 2021 budget for forecasted changes in insurance and property taxes.

Capital Financing costs have a net overall favourable variance of \$2.1 M. The surplus in debt charges of \$5.6 M was offset by the Development Charges (DC) debt charge recoveries of \$3.3 M. The debt charge surplus is due to the difference in budgeted and forecasted interest rates and the increased timeframe for issuing debt. Local Improvement funds were transferred to the reserves for a net of \$182 K.

Appendix “B” to Report FCS20069(b) summarizes the Rate Budget results by program.

Disposition of Rate Supported Operating Budget Surplus:

The City of Hamilton has policies, obligations, future requirements and past practice that guide decisions around the disposition of the year-end operating budget surplus.

**SUBJECT: Tax and Rate Operating Budget Variance Report as at
December 31, 2020 and Budget Control Policy (FCS20069(b))
(City Wide) – Page 24 of 24**

Staff recommends that the Rate Supported Operating Budget Net Deficit of \$4.6 M be transferred as follows:

- Deficit of \$10.2 M from water operations proposed to be transferred from the water reserve.
- Surplus of \$5.6 M from wastewater / storm operations to be transferred to wastewater reserve.

ALTERNATIVES FOR CONSIDERATION

Table 1 in the Recommendation(s) section of Report FCS20069(b) identifies the recommended disposition of the surplus / deficit. Council may provide alternative direction to staff for the disposition of the surplus / deficit.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS20069(b) – City of Hamilton Tax Operating Budget Variance Report as at December 31, 2020

Appendix “B” to Report FCS20069(b) – City of Hamilton Combined Water, Wastewater and Storm Systems Rate Operating Budget Variance Report as at December 31, 2020

Appendix “C” to Report FCS20069(b) – City of Hamilton Budget Amendment Schedule

Appendix “D” – City of Hamilton Budgeted Complement Temporary Extension Schedule

Appendix “E” to Report FCS20069(b) – City of Hamilton COVID-19 Grant Funding from Senior Levels of Government

Appendix “F” to Report FCS20069(b) – 2020 Development Charges Exemption Summary

KP/DR/dt

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| | 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | | Comments/Explanations |
|--|----------------------------|-----------------------------|------------------------------------|---------------|---------------------------------|---|--------------|--|
| | | | \$ | % | | \$ | % | |
| PLANNING & ECONOMIC DEVELOPMENT | | | | | | | | |
| General Manager | 963 | 852 | 111 | 11.5% | 0 | 111 | 11.5% | Favourable variance in gapping savings due to temporary vacancies. |
| Transportation Planning and Parking | 1,753 | 4,952 | (3,199) | (182.5)% | (3,376) | 178 | 10.1% | Unfavourable variance due to foregone revenues of \$4.4 M mainly related to COVID. In addition to a \$100 K pressure due to new parking lot lease expenses. Offset slightly by favourable variance due to savings in various contractual costs of \$878 K mainly related to COVID, gapping of \$266 K and savings in training/conferences and associated costs. Unfavourable variance offset by Safe Restart Funding of \$3.4 M for foregone parking revenue due to COVID restrictions and EOC decision to suspend paid parking for several months. |
| Building | 1,057 | 1,074 | (17) | (1.6)% | (18) | 1 | 0.0% | Favourable variance of \$74 K in net gapping and \$173 K budget that was not transferred to reserve due to divisional deficit. Offset by unfavourable variance in zoning and property reports revenues of \$235 K. Unfavourable variance offset by \$18 K in Safe Restart Funding for additional cleaning and operating supplies due to COVID-19. |
| Economic Development | 5,382 | 5,298 | 84 | 1.6% | (5) | 89 | 1.7% | Favourable variance of \$153 K in net gapping, savings of \$142 K in various contractual costs, \$95 K in Training/Conferences and associated costs and \$47 K in Materials and Supplies. Offset by unfavourable variance of \$370 K in real estate fees. Safe Restart Funding for additional cleaning and operating supplies due to COVID-19 was applied to the division. |
| Growth Management | 324 | 320 | 4 | 1.2% | (85) | 89 | 27.5% | Favourable variance of \$695 K in net gapping, cost allocations of \$100 K and material and supplies of \$73 K. Unfavourable variance due to decline in grading revenues of \$636 K and additional transfer to reserves of \$260 K for HIA revenues based on 2019 rent. \$85 K in Safe Restart Funding was applied to assist with foregone rent revenue at the Hamilton International Airport (lower airport traffic due to COVID restrictions). |
| Licensing & By-Law Services | 6,728 | 7,068 | (340) | (5.1)% | (990) | 650 | 9.7% | Unfavourable variance due to reduction in revenues of \$677 K mainly related to COVID. Favourable variance of \$144 K due to gapping, \$114 K in various materials and supplies, \$56 K in training/conferences and associated costs and \$55 K in vehicle costs. Safe Restart Funding of \$990 K was applied due to Foregone COVID-19 revenue: Animal Tags, Merchandise Sales, Shelter Pound Fees, Surrender Fees; increased veterinary costs as a result of COVID; increased computer hardware for staff to work from home. |
| Planning | 3,719 | 3,200 | 519 | 14.0% | (9) | 528 | 14.2% | Favourable variance of \$156 K in net gapping, \$109 K savings in training/conferences and associated costs, \$103 K in Materials and Supplies and \$93 K in consulting costs. Safe Restart Funding for additional cleaning and operating supplies due to COVID-19 was applied to the division. |
| Tourism & Culture | 9,217 | 7,655 | 1,562 | 16.9% | 0 | 1,562 | 16.9% | Favourable variance due to savings in net gapping of \$540 K, contractual costs of \$385 K due to closures and cancellation of events, federal grant to offset COVID impact of \$259 K, building and ground costs of \$239K, materials and supplies \$183K and training/conference and associated costs of \$92 K. Unfavourable variance due to lost revenues of \$252 K. |
| TOTAL PLANNING & ECONOMIC DEVELOPMENT | 29,143 | 30,420 | (1,277) | (4.4)% | (4,484) | 3,207 | 11.0% | |
| HEALTHY AND SAFE COMMUNITIES | | | | | | | | |
| HSC Administration | 2,941 | 2,955 | (14) | (0.5)% | (27) | 13 | 0.4% | Favourable variance due to unspent budgeted costs resulting from COVID impact of working from home offset by additional staffing costs such as sick pay and maternity leave top up. COVID costs of \$27K (OT pay, cleaning, and supplies) offset by funding from the Municipal Safe Restart Fund. |
| Children's Services and Neighbourhood Dev. | 10,964 | 7,657 | 3,307 | 30.2% | (32) | 3,338 | 30.4% | Favourable variance due mostly to \$3 M surplus realized as a consequence of provincial funding received to cover COVID related expenses. Additional favourable variance due of \$264 K in savings from various operating cost savings including \$100 K in gapping offset by (\$58 K) in unbudgeted utility costs. |
| Ontario Works | 11,917 | 10,283 | 1,634 | 13.7% | 0 | 1,634 | 13.7% | Favourable variance due to \$1.1 M, 100% Funding received in excess of budget to provide relief for COVID costs. Further savings of \$662 K in net gapping due to hiring delays as a result of COVID and the transition of Employment services, \$777 K savings in Client Benefits due to the Employment transition and COVID closures. Also \$434 K in Discretionary and Low Income costs due to lack of referrals as a consequence of COVID. This favourable variance is offset by projects completed to improve client service in the new environment including (\$463 K) Digitization costs, (\$482 K) Renovation and relocation costs to minimize office footprint from four buildings to two and (\$430K) COVID costs to support virtual delivery of services. |
| Housing Services | 44,266 | 42,804 | 1,462 | 3.3% | 0 | 1,462 | 3.3% | Favourable variance due to \$1.1 M in savings resulting from the Annual Information Return adjustments and \$185 K in-year Mortgage and Prop Tax Adjustments, \$2.5 M favourability in Rent supplements and Housing Stability benefits that are underspent due to CERB payments, \$100 K transportation savings offset by (\$2.5 M) COVID costs. |
| Long Term Care | 10,916 | 10,710 | 206 | 1.9% | 0 | 206 | 1.9% | Favourable variance due to Nursing management vacancies and pay differentials; unbudgeted/additional provincial subsidies to fund COVID related costs (Pay Equity, Direct Care Funding, Minor Capital Funding); cost savings due to the COVID response requirement to close the Adult Day Program from March to December and Meals-on-Wheels from May to August. |

- () Denotes unfavourable variance.

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| | 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | | Comments/Explanations |
|---|----------------------------|-----------------------------|------------------------------------|-------------|---------------------------------|---|-------------|---|
| | | | \$ | % | | \$ | % | |
| Recreation | 33,953 | 30,212 | 3,741 | 11.0% | (630) | 4,371 | 12.9% | Favourable variance due to \$1.1 M due to Scheduled Closure for renovations at Valley Park Rec, Riverdale Rec and Parkdale Outdoor Pool. An additional \$2.6 M in Operating Cost savings attributed to closures of programs due to COVID. \$1.1 M savings in employee costs savings due to their redeployment to other programs supporting COVID response, additional \$6.1 M of Employee Related Cost due to program closures. Favourable variance of \$530 K in Golf Course fees and \$600 K in Facility cost savings due to COVID requirements and community response to COVID. Offset by (\$181 K) in additional costs primarily for cleaning costs as a result of COVID absorbed by Recreation's overall surplus and (\$7.5 M) in Foregone Revenue. There was an unfavourable variance in the Quad Pad operations of (\$630 K) which has been funded from the Municipal Safe Restart fund. |
| Hamilton Fire Department | 93,317 | 91,862 | 1,455 | 1.6% | 0 | 1,455 | 1.6% | Favourable variance due to overall employee related costs, offset partially with essential operating costs. |
| Hamilton Paramedic Service | 25,645 | 25,703 | (58) | (0.2)% | 0 | (58) | (0.2)% | Unfavourable variance due to not using the transfer from reserve to fund the 2020 enhancement and employee related costs for historically overspent accounts including stat pay and vacation pay. Offset partially by savings in vehicle fuel and other various operating expenses. |
| Public Health Services | 12,997 | 10,985 | 2,012 | 15.5% | 0 | 2,012 | 15.5% | Favourable variance due to \$1.1 M received in additional ASP (Annual Service Plan) funding over budget (includes ASP programs, Raccoon Rabies and Public Health Inspector (PHI) Students), \$913 K in gross expenditures above ASP cap funded 100% due to COVID and \$307 K savings in levy due to gapping in Dental and Residential Care Facility, partially offset by unused (\$278 K) PHS Reserve. |
| TOTAL HEALTHY AND SAFE COMMUNITIES | 246,916 | 233,172 | 13,744 | 5.6% | (688) | 14,433 | 5.8% | |
| PUBLIC WORKS | | | | | | | | |
| PW-General Administration | 704 | 738 | (34) | (4.8)% | (34) | 1 | 0.1% | \$34 K in overtime relating to staff working specifically on COVID-19 activities, PPE, specialized cleaning and equipment due to COVID-19. Offset by Funding from Safe Restart Agreement. |
| Energy Fleet and Facilities | 12,674 | 11,209 | 1,465 | 11.6% | (1,616) | 3,081 | 24.3% | Favourable variances of: · \$1.6 M - Funding from Safe Restart Agreement · \$1.6 M - Savings due to closed City facilities due to COVID-19 · \$1.4 M - Avoided costs at the Tim Hortons Field (THF) facility was closed due to COVID-19 pandemic · \$151 K - Savings in discretionary spending freeze (advertising & promotion, training, travel, conferences, meeting expenses, employee recognition) Partially offset by unfavourable variances of: · (\$718 K) - COVID-19 pressures for increased labour, cleaning and PPE at facilities and overlapping lease payments due to delay in construction as a result of COVID-19 · (\$640 K) - Foregone revenue for Stadium |
| Engineering Services | 0 | (615) | 615 | 100.0% | 0 | 615 | 100.0% | Favourable surplus attributed to Road Cut Administrative Program fees and Permit Revenues along with other user fee revenues collected for various Corridor Management activities administered by this section. |

- () Denotes unfavourable variance.

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | |
|----------------------------|-----------------------------|------------------------------------|------|---------------------------------|--|------|
| | | \$ | % | | \$ | % |
| 82,426 | 78,741 | 3,685 | 4.5% | (912) | 4,597 | 5.6% |

Environmental Services

Comments/Explanations

Favourable variances of:

- \$912 K - Funding from Safe Restart Agreement
- \$1.6 M - Gapping primarily relating to seasonal staff and students not hired or delayed in hiring due to COVID-19 hiring freeze
- \$1.3 M - TS/CRC revenues, increase as a result of minimum vehicle fee rate increase and an increase in visits from residents cleaning house during COVID-19 shut down. Total visits up 14.7% over same time last year and tonnage has increased by 0.4% over same time last year
- \$1.1 M - Waste Collection Contract - annual escalation factor was budgeted at 0.63%; actual escalation factor is -4.9839%
- \$638 K - Savings in Hydro due to lower usage resulting from COVID-19 (lighting not provided for sports fields)
- \$850 K - Forestry & Horticulture operating costs not incurred due to COVID-19 shutdown period and restart
- \$780 K - Parks operating and contractual costs not incurred due to COVID-19 shutdown period and restart
- \$478 K - Savings in fuel resulting in actual rates lower expected
- \$291 K - Savings in training/travel/conferences due to discretionary spending freeze due to COVID-19

Partially offset by unfavourable variances of:

- (\$2.0 M) - Net unfavourable impact due to recycling program comprised of increased maintenance, glass market fees, and freight costs, COVID-19 forgone revenue due to merchant capacity revenues not realized and losses in recycling program revenues, partially offset by higher than expected RPRA Subsidy.
- (\$543 K) - Increased contractual costs due to TS/CRC Contract Dispute. Hiring of temporary contractor at higher rates than contractor.
- (\$456 K) - Increase costs in organics processing and CCF condition assessment and wood amendment. Additional costs outside of contract due to changes in Environmental Compliance Agreement with the Ministry of Environment, Conservation and Parks
- (\$230 K) - Forgone revenues for event bookings at the Gage Park Tropical House due to COVID-19
- (\$225 K) - Incremental costs for operating deficit due to Wild Water Works closure
- (\$119 K) - PPE and other supplies for staff and COVID-19 specialized cleaning
- (\$120 K) - Customized signs for Parks & Cemeteries advising of COVID-19 changes and vehicle expenses for vehicles used for COVID-19 distancing measures.

Transit

| | | | | | | |
|--------|--------|---------|--------|----------|-------|------|
| 77,932 | 85,030 | (7,098) | (9.1%) | (12,178) | 5,080 | 6.5% |
|--------|--------|---------|--------|----------|-------|------|

Unfavourable variances due to:

- (\$24.8 M) - Fare Revenue due to COVID-19 emergency affecting ridership, increased refunds and cancellation of UCTP fees
- (\$1.4 M) - Enhanced cleaning of buses, special Aegis microbe shield application, and installation of operator bio-shields to allow for front door boarding due to COVID-19, and other operating costs

Offset by favourable variances, Safe Restart Funding and MTEC funding of:

- \$12.7 M - Safe Restart Agreement - Phase 1 funds recognized and \$464 K from the Municipal Transit Enhanced Cleaning (MTEC) funding program to balance the division budget in 2020
- \$1.75 M - Unredeemed ticket revenue now recognized as revenue due to paper fare media no longer being valid
- \$1.3 M - (COVID-19) Favourable net gapping of \$7.53 M in Salaries/Wages offset by unfavourable Overtime (\$2.3 M), Sick Time (\$2.9 M), Unfavourable vacation payouts (\$382 K) and (\$615 K) in other payroll related costs such as salary reallocation, retroactive pay, stat holiday pay and maternity top up
- \$10.0 M - DARTS Contract savings due to service at 10-15% until September, then increasing to approximately 25% through to December.
- \$1.3 M - Related to Taxi Contract savings (\$873 K Taxi Scrip, \$425 K Transcab)
- \$2.0 M - Fuel savings due to lower consumption and lower than budgeted prices
- \$1.4 M - PRESTO and Ticket Distribution commission savings due to COVID-19 emergency and elimination of paper media in November
- \$852 K - Savings in additional areas such as Advertising and Promotion, NGV Station Maintenance, Printing and Reproduction, Operating Equipment, Training and Conferences due to discretionary spending freeze
- \$823 K - Net savings due to the delay to Year 5 of the 10 Year Local Transit Strategy as a result of COVID-19

- () Denotes unfavourable variance.

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| | 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | |
|--|----------------------------|-----------------------------|------------------------------------|-------------|---------------------------------|---|-------------|
| | | | \$ | % | | \$ | % |
| Transportation Operations & Maintenance | 82,645 | 75,106 | 7,539 | 9.1% | (275) | 7,814 | 9.5% |
| TOTAL PUBLIC WORKS | 256,381 | 250,209 | 6,172 | 2.4% | (15,015) | 21,187 | 8.3% |
| LEGISLATIVE | | | | | | | |
| Legislative General | (367) | (276) | (91) | (24.7)% | (49) | (42) | (11.4)% |
| Mayors Office | 1,164 | 1,034 | 130 | 11.2% | 0 | 130 | 11.2% |
| Volunteer Committee | 127 | 78 | 49 | 38.9% | 0 | 49 | 38.9% |
| Ward Budgets | 4,171 | 3,826 | 345 | 8.3% | 0 | 345 | 8.3% |
| TOTAL LEGISLATIVE | 5,095 | 4,662 | 433 | 8.5% | (49) | 482 | 9.5% |
| CITY MANAGER | | | | | | | |
| Office of the City Auditor | 1,139 | 960 | 179 | 15.7% | 0 | 179 | 15.7% |
| CMO - Admin | 430 | 592 | (162) | (37.6)% | (249) | 88 | 20.4% |
| Comms And Govt Relations | 2,606 | 2,571 | 35 | 1.4% | 0 | 35 | 1.4% |
| Digital Innovations And S/Partnerships | 402 | 754 | (352) | (87.5)% | 0 | (352) | (87.5)% |
| Human Resources | 7,708 | 6,786 | 922 | 12.0% | 0 | 922 | 12.0% |
| TOTAL CITY MANAGER | 12,285 | 11,662 | 623 | 5.1% | (249) | 872 | 7.1% |
| CORPORATE SERVICES | | | | | | | |
| City Clerk's Office | 2,732 | 2,865 | (133) | (4.9)% | (87) | (46) | (1.7)% |
| Customer Service, POA and Fin'l Integration | 5,518 | 5,503 | 15 | 0.3% | (119) | 134 | 2.4% |
| Financial Serv, Taxation and Corp Controller | 4,148 | 3,117 | 1,031 | 24.9% | (7) | 1,038 | 25.0% |
| Legal Services and Risk Management | 3,408 | 3,399 | 9 | 0.3% | (1) | 10 | 0.3% |
| Corporate Services - Administration | 324 | 271 | 53 | 16.2% | (1) | 53 | 16.5% |
| Financial Planning, Admin & Policy | 4,905 | 4,677 | 228 | 4.7% | (15) | 244 | 5.0% |

Comments/Explanations

Favourable variances of:
 : \$275 K - Funding from Safe Restart Agreement
 : Divisional net gapping savings of \$3.4 M due to seasonal staff/student not hired or delayed as a result of the COVID-19 hiring freeze, staff vacancies attributed to restructuring and normal staff turnover (retirements, job transfers, seasonal hiring, etc.):
 o Winter Season Roads Maintenance Program net gapping of \$789 K
 o Summer Season Roads Maintenance Program net gapping of \$1.58 M
 o Transportation Operations net gapping of \$1.1 M
 : \$4.7 M - Surplus in the Winter Season Roads Maintenance Program. The number and severity of winter events was down from 2019, resulting in savings in material usage of \$1.6 M, contractor activation costs of \$1.3 M, Winter vehicle costs \$1.2 M (mainly fuel \$54.5K and fleet savings \$300 K), and employee related of \$789 K.

Partially offset by unfavourable variances of:
 : (\$275 K) - Unfavourable variances due to unanticipated COVID-19 costs related to the shutdown that includes employee overtime to manage the pandemic, vehicle expenses due to increased vehicles on the road to adhere to social distancing guidelines, cleaning to ensure a safe work environment, protective clothing and other operating supply costs

Savings in conferences, meeting expenses and contingency budgets, offset by COVID expenses and corporate gapping targets. Safe Restart Funding of \$49 K applied for increased costs for implementing remote meetings (\$30 K); advertising (\$8 K) and additional furniture (\$5 K)

Unspent Consulting, Contractual, Special events and conferences due to COVID-related cancellations and restrictions.

Unspent Committee budgets due to COVID-related restrictions.

Unspent Ward budgets due to office closure and other COVID related cancellations.

Favourable net gapping of \$216 K offset by additional costs of (\$49 K) for technical audits.

Unfavourable variance due to net gapping of \$51 K, additional consulting costs of \$46 K for Hate Prevention/Mitigation and COVID related expenditures for entire CMO of \$250 K. Safe Restart Funding mainly for overtime costs for communications staff due to COVID-19 was applied against the unfavourable variance.

Unfavourable net gapping of \$159 K offset by \$175 K saving for Intergovernmental & special events.

Unfavourable net gapping of \$87 K, revenue shortfall of \$260 K & \$50 K related to HARRC.

Favourable net gapping of \$214 K, \$320 K in Training costs, \$160 K in Legal costs, \$90 K in contractual costs and \$81 K in reserve recoveries.

Unfavourable variance due to net gapping of (\$47K) and reduction in print recoveries of (\$60K). \$87 K in Safe Restart Funding was applied to the division to help reduce expenditures associated with cleaning, PPE, and audio/visual costs for online Council meetings.

Favourable variance due to net gapping of \$197K partially offset by additional call consolidation internal debt repayment of (\$191K) and COVID expenditures of (\$118K). \$119 K in Safe Restart Funding was applied to the division to assist in offsetting costs related to cleaning, PPE, plexiglass, additional laptop computers & retrofitting courtrooms.

Favourable variance due to net gapping of \$619 K, bank fees and HST recovery work of \$124 K, arrears processing fees of \$114 K and tax certificates of \$99 K. Unfavourable variance in tax registration fees of (\$237 K).

Favourable variance due to entries completed after year end close.

Favourable variance due to contractual/consulting savings of \$31 K and HRPI revenues received of \$14 K.

Favourable variance due to gapping savings of \$251K. Mainly offset by reduction in interest earned of (\$88K) due to decrease in deferral agreements.

- () Denotes unfavourable variance.

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| | 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | | Comments/Explanations |
|--|----------------------------|-----------------------------|------------------------------------|----------------|---------------------------------|---|----------------|---|
| | | | \$ | % | | \$ | % | |
| Information Technology | 13,628 | 13,154 | 474 | 3.5% | (206) | 680 | 5.0% | Favourable variance due to gapping of \$290 K, savings in radio equipment of \$167 K, license fees of \$177 K and radio network maintenance of \$197 K. Offset by Safe Restart Funding (\$206 K) for COVID related expenses such as cleaning, PPE, Temp staff, and VPN firewall hardware & software costs. |
| TOTAL CORPORATE SERVICES | 34,663 | 32,986 | 1,677 | 4.8% | (436) | 2,113 | 6.1% | |
| CORPORATE FINANCIALS | | | | | | | | |
| Corporate Pensions, Benefits & Contingency | 15,943 | 15,114 | 829 | 5.2% | (1,860) | 2,689 | 16.9% | Mainly due to WSIB Benefit costs exceeding budgeted recoveries. |
| Corporate Initiatives | 5,151 | 6,129 | (978) | (19.0)% | 0 | (978) | (19.0)% | Mainly due to 2016 and 2017 deloitte recovery (GST/HST Adjustments) and Exchange rate dollars |
| TOTAL CORPORATE FINANCIALS | 21,094 | 21,243 | (149) | (0.7)% | (1,860) | 1,711 | 8.1% | |
| HAMILTON ENTERTAINMENT FACILITIES | | | | | | | | |
| Operating | 4,097 | 5,790 | (1,693) | (41.3)% | (790) | (903) | (22.0)% | Deficit is a result of decreased revenues due to COVID-19. |
| TOTAL HAMILTON ENTERTAINMENT FACILITIES | 4,097 | 5,790 | (1,693) | (41.3)% | (790) | (903) | (22.0)% | |
| TOTAL CITY EXPENDITURES | 609,674 | 590,143 | 19,531 | 3.2% | (23,572) | 43,103 | 7.1% | |
| CAPITAL FINANCING | | | | | | | | |
| Debt-Healthy & Safe Communities | 2,339 | 1,973 | 366 | 15.7% | 0 | 366 | 15.7% | |
| Debt-Infrastructure Renewal Levy | 13,429 | 13,429 | 0 | 0.0% | 0 | 0 | 0.0% | |
| Debt-Corporate Financials | 81,913 | 84,212 | (2,299) | (2.8)% | 0 | (2,299) | (2.8)% | |
| Debt-Planning & Economic Development | 194 | 26 | 168 | 86.3% | 0 | 168 | 86.3% | |
| Debt-Public Works | 38,695 | 31,414 | 7,281 | 18.8% | 0 | 7,281 | 18.8% | |
| TOTAL CAPITAL FINANCING | 136,570 | 131,053 | 5,517 | 4.0% | 0 | 5,517 | 4.0% | Capital financing had an overall positive variance of \$5.5 M as a result of timing differences in cash flow assumptions in the Capital Budget. As approved in the 2021 Tax Supported Capital Budget (Report FCS20101), \$5.1 M from the 2020 Capital Financing surplus was transferred to the Unallocated Capital Levy Reserve, prior to year-end, to fund initiatives in the 2020 Capital Budget. Without this transfer, the overall Capital Financing surplus would be \$10.6 M. |
| BOARDS & AGENCIES | | | | | | | | |
| Police Services | | | | | | | | |
| Operating | 170,817 | 168,689 | 2,128 | 1.2% | (562) | 2,690 | 1.6% | HPS will provide explanation to the Board at a later date. |
| Capital Financing | 662 | 662 | (0) | (0.1)% | 0 | (0) | (0.1)% | |
| Total Police Services | 171,479 | 169,351 | 2,128 | 1.2% | (562) | 2,690 | 1.6% | |
| Other Boards & Agencies | | | | | | | | |
| Library | 31,572 | 28,238 | 3,334 | 10.6% | 0 | 3,334 | 10.6% | Favourable variance as a result of staffing vacancies going unfilled (gapping), pages being put on declared emergency leave, and less spending on physical collections due to COVID-19 shutdown and service restrictions. |
| Conservation Authorities | 8,196 | 8,196 | (0) | (0.0)% | 0 | (0) | (0.0)% | |
| Hamilton Beach Rescue Unit | 134 | 133 | 1 | 0.5% | 0 | 1 | 0.5% | |
| Royal Botanical Gardens | 635 | 635 | 0 | 0.0% | 0 | 0 | 0.0% | |
| MPAC | 6,843 | 6,845 | (2) | (0.0)% | 0 | (2) | (0.0)% | |
| Farmers Market | 113 | 218 | (105) | (92.7)% | (145) | 40 | 35.3% | Savings in advertising and programming costs of \$41 K, parking rent of \$8 K and gapping of \$33 K. Offset by revenue shortfall of \$45 K and COVID-related expenses (\$145 K). |
| Total Other Boards & Agencies | 47,493 | 44,265 | 3,228 | 6.8% | (145) | 3,373 | 7.1% | |
| Capital Financing - Other Boards & Agencies | 191 | 191 | 0 | 0.0% | 0 | 0 | 0.0% | |
| City Enrichment Fund | 6,088 | 6,088 | (0) | (0.0)% | 0 | (0) | (0.0)% | |

- () Denotes unfavourable variance.

CITY OF HAMILTON
TAX OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31 2020
 (\$ 000's)

| | 2020 Approved Budget | 2020 Actuals December | 2020 Actuals vs Approved Budget | | 2020 Safe Restart Funding | Revised Variance With Safe Restart Funding | | Comments/Explanations |
|------------------------------------|----------------------------|-----------------------------|------------------------------------|---------------|---------------------------------|---|-------------|---|
| | | | \$ | % | | \$ | % | |
| TOTAL BOARDS & AGENCIES | 225,251 | 219,896 | 5,355 | 2.4% | (707) | 6,062 | 2.7% | |
| TOTAL EXPENDITURES | 971,495 | 941,092 | 30,403 | 3.1% | (24,278) | 54,681 | 5.6% | |
| NON PROGRAM REVENUES | | | | | | | | |
| Provincial Funding | (292) | 0 | (292) | (100.0)% | 0 | (292) | (100.0)% | Unbudgeted Provincial Funding for Community Investment Fund |
| Payment In Lieu | (16,026) | (17,321) | 1,295 | 8.1% | 0 | 1,295 | 8.1% | Higher Payments in Lieu |
| Penalties and Interest | (11,000) | (11,318) | 318 | 2.9% | 0 | 318 | 2.9% | Higher Interest and Penalties Received |
| Right of Way | (3,228) | (3,227) | (1) | (0.0)% | 0 | (1) | (0.0)% | |
| Senior Tax Credit | 567 | 536 | 31 | 5.4% | 0 | 31 | 5.4% | |
| Supplementary Taxes | (9,925) | (13,037) | 3,112 | 31.4% | 0 | 3,112 | 31.4% | Supplementary taxes exceeded budget |
| Tax Remissions and Write Offs | 9,600 | 10,660 | (1,060) | (11.0)% | 0 | (1,060) | (11.0)% | Based on appeals processed |
| Hydro Dividend and Other Interest | (5,300) | (4,211) | (1,089) | (20.6)% | (1,089) | 0 | 0.0% | Dividends from Hamilton Utilities Corporation and Alectra were lower than anticipated as a result of COVID-19. Safe Restart Funding was applied to reduce the variance. |
| Investment Income | (4,100) | (4,100) | 0 | 0.0% | 0 | 0 | 0.0% | Reductions in investment income reduced contributions to reserves |
| Slot Revenues | (5,200) | (1,019) | (4,181) | (80.4)% | (4,181) | 0 | 0.0% | The closure of casinos and racetrack slots by the Province of Ontario resulted in lost revenues. Safe Restart Funding was applied to reduce the variance. |
| POA Revenues | (2,432) | 328 | (2,760) | (113.5)% | 0 | (2,760) | (113.5)% | Revenue shortfall due to 2020 court closure. |
| Total Non Program Revenues | (47,336) | (42,708) | (4,628) | (9.8)% | (5,271) | 643 | 1.4% | |
| TOTAL LEVY REQUIREMENT | 924,159 | 898,384 | 25,775 | 2.8% | (29,549) | 55,325 | 6.0% | |

- () Denotes unfavourable variance.

**CITY OF HAMILTON
COMBINED WATER, WASTEWATER, AND STORM SYSTEMS
RATE OPERATING BUDGET VARIANCE REPORT AS AT DECEMBER 31, 2020**

| | 2020 Approved Budget | 2020 Actuals at Dec.31st | 2020 Actuals vs. Approved Budget | |
|---|----------------------------|--------------------------------|-------------------------------------|------------------|
| | | | \$ | % |
| <u>OPERATING EXPENDITURES:</u> | | | | |
| Divisional Administration & Support | 2,308,041 | 2,662,032 | (353,991) | (15.34%) |
| Woodward Upgrades | 1,477,230 | 1,454,887 | 22,343 | 1.51% |
| Customer Service | 314,950 | 297,744 | 17,206 | 5.46% |
| Outreach & Education | 1,239,577 | 993,190 | 246,387 | 19.88% |
| Service Co-ordination | 3,576,310 | 3,464,063 | 112,247 | 3.14% |
| Engineering Systems & Data Collection | 1,460,982 | 1,559,184 | (98,202) | (6.72%) |
| Compliance & Regulations | 976,984 | 971,505 | 5,479 | 0.56% |
| Laboratory Services | 3,660,204 | 3,681,403 | (21,199) | (0.58%) |
| Environmental Monitoring & Enforcement | 1,892,256 | 1,926,901 | (34,645) | (1.83%) |
| Water Distribution & Wastewater Collection | 21,828,939 | 24,627,665 | (2,798,726) | (12.82%) |
| Plant Operations | 22,862,849 | 27,632,091 | (4,769,242) | (20.86%) |
| Plant Maintenance | 10,669,800 | 10,673,727 | (3,927) | (0.04%) |
| Capital Delivery | 1,875,011 | 1,755,481 | 119,530 | 6.37% |
| Sustainable Initiatives | 1,431,094 | 1,333,690 | 97,404 | 6.81% |
| Infrastructure Planning & System Design | 2,377,476 | 2,474,315 | (96,839) | (4.07%) |
| Gapping Target | (1,448,840) | (1,400,348) | (48,492) | 3.35% |
| Wastewater Abatement Program | 1,150,040 | 1,095,407 | 54,633 | 4.75% |
| Alectra Utilities Service Contract | 5,600,000 | 5,634,278 | (34,278) | (0.61%) |
| Corporate & Departmental Support Services | 6,977,580 | 7,247,944 | (270,364) | (3.87%) |
| Utilities Arrears Program | 500,080 | 51,472 | 448,608 | 89.71% |
| Sewer Lateral Management Program | 300,000 | 257,978 | 42,022 | 14.01% |
| Hamilton Harbour Remedial Action Plan | 382,550 | 287,453 | 95,097 | 24.86% |
| Protective Plumbing Program (3P) | 1,250,000 | 709,723 | 540,277 | 43.22% |
| Financial Charges | 86,019 | 140,000 | (53,981) | (62.75%) |
| | 92,749,132 | 99,531,785 | (6,782,653) | (7.31%) |
| Capital and Reserve Recoveries | (6,029,550) | (5,689,607) | (339,943) | (5.64%) |
| Sub-Total | 86,719,582 | 93,842,178 | (7,122,596) | (8.21%) |
| <u>Capital and Reserve Impacts on Operating</u> | | | | |
| <u>Contributions to Capital</u> | | | | |
| Water Quality Initiatives | 50,296,000 | 50,296,000 | - | 0.00% |
| Wastewater | 52,673,000 | 52,673,000 | - | 0.00% |
| Stormwater | 15,685,000 | 15,685,000 | - | 0.00% |
| Sub-Total Contributions to Capital | 118,654,000 | 118,654,000 | - | 0.00% |
| <u>Contributions for DC Exemptions</u> | | | | |
| Water Quality Initiatives | 2,240,000 | 4,419,693 | (2,179,693) | (97.31%) |
| Wastewater | 4,080,000 | 2,233,246 | 1,846,754 | 45.26% |
| Stormwater | 1,680,000 | 1,347,061 | 332,939 | 19.82% |
| Sub-Total Contributions for DC Exemptions | 8,000,000 | 8,000,000 | - | 0.00% |
| <u>Capital Debt Charges</u> | | | | |
| Water Quality Initiatives | 8,593,943 | 7,362,881 | 1,231,062 | 14.32% |
| Wastewater | 11,514,374 | 8,256,310 | 3,258,064 | 28.30% |
| Stormwater | 3,399,997 | 2,315,643 | 1,084,354 | 31.89% |
| DC Debt Charges Recoveries | (3,826,205) | (538,937) | (3,287,268) | (85.91%) |
| Sub-Total Debt Charges | 19,682,108 | 17,395,897 | 2,286,211 | 11.62% |
| Sub-Total Capital Financing | 146,336,108 | 144,049,897 | 2,286,211 | 1.56% |
| Reserve Transfers | (43,888) | 138,313 | (182,201) | (415.15%) |
| Sub-Total Capital and Reserve Impacts on Operating | 146,292,220 | 144,188,210 | 2,104,010 | 1.44% |
| TOTAL EXPENDITURES | 233,011,802 | 238,030,388 | (5,018,586) | (2.15%) |

REVENUES:

Rate Revenue

| | | | | |
|---|--------------------|--------------------|------------------|--------------|
| Residential | 102,226,242 | 108,630,789 | 6,404,547 | 6.27% |
| Industrial/Commercial/Institutional/Multi-res | 112,557,622 | 106,076,293 | (6,481,329) | (5.76%) |
| Haldimand / Halton | 2,735,900 | 2,472,994 | (262,906) | (9.61%) |
| Raw Water | 125,000 | 121,068 | (3,932) | (3.15%) |
| Non-Metered | 580,000 | 1,034,700 | 454,700 | 78.40% |
| Private Fire Lines | 1,850,000 | 1,695,697 | (154,303) | (8.34%) |
| Hauler / 3rd Party Sales | 1,225,000 | 1,890,903 | 665,903 | 54.36% |
| Overstrength Agreements | 2,892,902 | 3,299,182 | 406,280 | 14.04% |
| Sewer Surcharge Agreements | 5,806,726 | 5,823,894 | 17,168 | 0.30% |
| Sub-Total Utility Rates | 229,999,392 | 231,045,520 | 1,046,128 | 0.45% |

Non-Rate Revenue

| | | | | |
|-----------------------------------|------------------|------------------|------------------|-----------------|
| Local Improvement Recoveries | 275,850 | 150,309 | (125,541) | (45.51%) |
| Permits / Leases / Agreements | 1,365,050 | 488,001 | (877,049) | (64.25%) |
| Investment Income | 450,000 | 450,000 | - | 0.00% |
| General Fees and Recoveries | 921,510 | 1,303,896 | 382,386 | 41.50% |
| Sub-Total Non-Rate Revenue | 3,012,410 | 2,392,206 | (620,204) | (20.59%) |

TOTAL REVENUES

| | | | |
|--------------------|--------------------|----------------|--------------|
| 233,011,802 | 233,437,726 | 425,924 | 0.18% |
|--------------------|--------------------|----------------|--------------|

NET DEFICIT

| | | |
|----------|------------------|--------------------|
| - | 4,592,662 | (4,592,662) |
|----------|------------------|--------------------|

**CITY OF HAMILTON
BUDGET AMENDMENT SCHEDULE**

STAFF COMPLEMENT CHANGE

Complement Transfer to another division or department ^(1,2)

| ITEM # | TRANSFER FROM | | | | TRANSFER TO | | | |
|--------|---|---|--|----------------------|-----------------------|------------------------------------|--|-----|
| | Department | Division | Position Title (2) | FTE | Department | Division | Position Title (2) | FTE |
| 1.0 | Public Works | Engineering Services | PM Fac & Parks Infrastr | 1.0 | Public Works | Energy, Fleet & Facilities | PM Fac & Parks Infrastr | 1.0 |
| | Explanation: To approve the transfer between Divisions within Public Works. Efficiencies gained by directly reporting to Facilities Capital section. | | | | | | | |
| 1.1 | Public Works | Engineering Services | Infrastr Progr Technologist | 1.0 | Public Works | Energy, Fleet & Facilities | Infrastr Progr Technologist | 1.0 |
| | Explanation: To approve the transfer between Divisions within Public Works. Efficiencies gained by directly reporting to Facilities Capital section. | | | | | | | |
| 1.2 | Public Works | Engineering Services | Infrastructure Programming Technologist | 1.0 | Public Works | Engineering Services | Proj Mgr-Subsurf Infrastructure | 1.0 |
| | Explanation: To convert 1 FTE Infrastructure Programming Technologist (grade L, CUPE 5167) position to a Project Manager -Subsurface Infrastructure (grade 6, CUPE 1041). The Project Manager position is more applicable to the required functions and level of expertise required of this position. | | | | | | | |
| 1.3 | Public Works | Environmental Services | Admin Secty Forestry Student Admin Secty-Student Student Local 5 | 0.33 0.33 0.34 | Public Works | Environmental Services | Sr. Project Manager - Quality Management | 1.0 |
| | Explanation: To convert 3 part-time student positions (CUPE 5167) totalling 1 FTE to a Senior Project Manager - Quality Management (grade 6, non-union) to implement a Quality Management system team to align with the Public Works model. Funded from within existing operating budget. | | | | | | | |
| 1.4 | Public Works | Environmental Services | Waste Collection Operator | 1.0 | Public Works | Environmental Services | Quality Management Coordinator | 1.0 |
| | Explanation: To convert 1 FTE Waste Collection Operator (grade F, CUPE 5167) to a Quality Management Coordinator (grade 5, non-union) to implement a Quality Management system team to align with the Public Works model. Funded from within existing operating budget. | | | | | | | |
| 1.5 | Public Works | Energy, Fleet & Facilities | Operator CUP | 1.0 | Public Works | Energy, Fleet & Facilities | Facility Planning Analyst | 1.0 |
| | Explanation: To convert 1 FTE Operator CUP (grade H) to a Facility Planning Analyst (grade 5). To be funded within existing operating budget. This position is required to ensure the optimization of real estate utilization. | | | | | | | |
| 1.6 | Public Works | Energy, Fleet & Facilities | Spec Clerk | 1.0 | Public Works | Energy, Fleet & Facilities | Sr Contracts Analyst Facilities/Energy Cap | 1.0 |
| | Explanation: To approve convert 1 FTE Spec Clerk (Grade F) to a Sr Contract Analyst (Grade 5). Position funded within existing Capital Budget. Position will provide efficiencies within the Facilities Capital section. | | | | | | | |
| 1.7 | Public Works | Engineering Services | Infra Prog Techl - Co Op Student | 1.0 | Public Works | Engineering Services | Infrastructure Programming Technologist | 1.0 |
| | Explanation: To convert 1 FTE Co-op Student position to a Infrastructure Programming Technologist (CUPE 5167, grade L). Position funded within existing Capital Budget. The Technologist position is more applicable to the required functions and level of expertise required within the scope of responsibilities. | | | | | | | |
| 1.8 | Public Works | Engineering Services | Techl Transp Transit Coop | 1.0 | Public Works | Engineering Services | Project Manager of Bridges and Structures | 1.0 |
| | Explanation: To convert 1 FTE Co-op Student position to a Project Manager (CUPE 1041, grade 6). Position funded within existing Capital Budget. The Project Manager position is required to deliver expanded bridges and structures program delivery functions, management of projects and programs in states of major maintenance and minor rehabilitation. | | | | | | | |
| 1.9 | City Manager's Office | Strategic Partnerships & Communications | Dir - Enterprise Management | 1.0 | City Manager's Office | Government and Community Relations | Dir - External Relations | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.0 | City Manager's Office | Strategic Partnerships & Communications | Mgr - Community Initiatives | 1.0 | City Manager's Office | Government and Community Relations | Mgr - Community Initiatives | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.1 | City Manager's Office | Strategic Partnerships & Communications | Snr Proj Manager - Comm Initiatives | 1.0 | City Manager's Office | Government and Community Relations | Snr Proj Manager - Comm Initiatives | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.2 | City Manager's Office | Strategic Partnerships & Communications | Admin/ CEF Coordinator | 1.0 | City Manager's Office | Government and Community Relations | Admin/ CEF Coordinator | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |

| ITEM # | TRANSFER FROM | | | | TRANSFER TO | | | |
|--------|--|---|------------------------------|-----|-----------------------|------------------------------------|----------------------------------|-----|
| | Department | Division | Position Title (2) | FTE | Department | Division | Position Title (2) | FTE |
| 2.3 | City Manager's Office | CMO Admin | Chief Digital Officer | 1.0 | City Manager's Office | Digital & Innovations Office | Chief Digital Officer | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.4 | City Manager's Office | Strategic Partnerships & Communications | Admin Assistant II | 1.0 | City Manager's Office | Digital & Innovations Office | Admin Assistant II | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.5 | City Manager's Office | Strategic Partnerships & Communications | Corp Initiatives Prog Mgr | 1.0 | City Manager's Office | Digital & Innovations Office | Corp Initiatives Prog Mgr | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.6 | City Manager's Office | Strategic Partnerships & Communications | Mgr - Revenue Generation | 1.0 | City Manager's Office | Digital & Innovations Office | Mgr - Coporate Partnerships | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.7 | City Manager's Office | Strategic Partnerships & Communications | Account Coordinator | 1.0 | City Manager's Office | Digital & Innovations Office | Account Coordinator | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.8 | City Manager's Office | CMO Admin | Dir - Communications | 1.0 | City Manager's Office | Communications & Strat Initiatives | Dir - Comms & Strat Iniatitives | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 2.9 | City Manager's Office | Strategic Partnerships & Communications | Mgr - Communications | 1.0 | City Manager's Office | Communications & Strat Initiatives | Mgr - Communications | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.0 | City Manager's Office | Strategic Partnerships & Communications | Communication Officers | 3.0 | City Manager's Office | Communications & Strat Initiatives | Communication Officers | 3.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.1 | City Manager's Office | Strategic Partnerships & Communications | Communication Officer | 1.0 | City Manager's Office | Communications & Strat Initiatives | Video Producer | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.2 | City Manager's Office | Strategic Partnerships & Communications | Snr Comms Officer | 3.0 | City Manager's Office | Communications & Strat Initiatives | Snr Comms Officer | 3.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.3 | City Manager's Office | Strategic Partnerships & Communications | Snr Digital Officer | 1.0 | City Manager's Office | Communications & Strat Initiatives | Snr Digital Officer | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.4 | City Manager's Office | Strategic Partnerships & Communications | Digital Comms Officer | 2.0 | City Manager's Office | Communications & Strat Initiatives | Digital Comms Officer | 2.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.5 | City Manager's Office | Strategic Partnerships & Communications | Digital Comms Admin | 1.0 | City Manager's Office | Communications & Strat Initiatives | Digital Comms Admin | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.6 | City Manager's Office | Strategic Partnerships & Communications | Creative Design Lead | 1.0 | City Manager's Office | Communications & Strat Initiatives | Creative Design Lead | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.7 | City Manager's Office | Strategic Partnerships & Communications | Graphic Designers | 5.0 | City Manager's Office | Communications & Strat Initiatives | Graphic Designers | 5.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.8 | City Manager's Office | Strategic Partnerships & Communications | Social Media Mktg & Creative | 1.0 | City Manager's Office | Communications & Strat Initiatives | Mgr Social Media Mtkg & Creative | 1.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |
| 3.9 | City Manager's Office | Strategic Partnerships & Communications | Marketing Officers | 2.0 | City Manager's Office | Communications & Strat Initiatives | Marketing Officers | 2.0 |
| | Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | | |

BUDGET RESTATEMENT

Budget Transfer to another division or department

| ITEM # | TRANSFER FROM | | | TRANSFER TO | | |
|--|-----------------------|--|----------------|-----------------------|--|----------------|
| | Department | Division | Amount | Department | Division | Amount |
| 1.0 | City Manager's Office | Strategic Partnership & Communications | \$2,136,559.00 | City Manager's Office | Communications & Strategic Initiatives | \$2,136,559.00 |
| Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | |
| 1.1 | City Manager's Office | CMO Admin | \$298,770.00 | City Manager's Office | Digital & Innovation Office | \$298,770.00 |
| Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | |
| 1.2 | City Manager's Office | CMO Admin | \$223,547.00 | City Manager's Office | Communications & Strategic Initiatives | \$223,547.00 |
| Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | |
| 1.3 | City Manager's Office | Strategic Partnership & Communications | \$838,104.00 | City Manager's Office | Government and Community Relations | \$838,104.00 |
| Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | |
| 1.4 | City Manager's Office | Strategic Partnership & Communications | (\$191,183.00) | City Manager's Office | Digital & Innovation Office | (\$191,183.00) |
| Explanation: To reflect divisional changes within City Manager's Office with no impact to net levy. | | | | | | |

Note - Above budget transfers remain in the same cost category.

FTE Additions / Removals

| ITEM # | FTE Details | | | FTE |
|---|------------------------------|----------------------------|--|-------|
| | Department | Division | Position Title (2) | |
| 1.0 | Healthy and Safe Communities | Hamilton Paramedic Service | Paramedic Stores Clerk | 1.0 |
| Explanation: To better align with each other's unique business needs and daily operation requirements at Stores, Hamilton Paramedic Service (HPS) and Hamilton Fire Department (HFD) have agreed to separate these duties with the goal to improve the overall function of the warehouse operations to support both departments and further enhance the overall operations within the City of Hamilton. While HPS and HFD will still have some shared responsibility and accountability for managing shared stock items that both departments currently use, HPS will require its own Storekeeper for their unique business needs. | | | | |
| 1.1 | Public Works | Engineering Services | LRT Employees (1 Sr Pri Mgr, 2 Pri Mgrs, 3 | (6.0) |
| Explanation: Reduction of 6 FTE in Engineering Services as a result of the LRT Office closing. | | | | |

Note - Complement transfers include the transfer of corresponding budget.

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.

**CITY OF HAMILTON
 BUDGETED COMPLEMENT TEMPORARY EXTENSION SCHEDULE**

TEMPORARY POSITION EXTENSIONS

Extensions to temporary positions with terms of 24 months or greater as per the Budgeted Complement Control Policy

| ITEM # | TRANSFER FROM | | | | TRANSFER TO | | | |
|---|-----------------------------------|-----------------|-----------------------|------------|-----------------------------------|-----------------|-----------------------|------------|
| | <u>Department</u> | <u>Division</u> | <u>Position Title</u> | <u>FTE</u> | <u>Department</u> | <u>Division</u> | <u>Position Title</u> | <u>FTE</u> |
| 1 | Planning and Economic Development | Planning | 3D Model Specialist | 1.0 | Planning and Economic Development | Planning | 3D Model Specialist | 1.0 |
| <p>Explanation: The 3D Model Specialist position is funded through the capital budget account 8121957900 as approved in the 2019 capital budget and additional funding was approved in 2021 through the capital budget process. The temporary position was hired in July 2019 and the 24 month term will end July 2021. The 3D modeling program continues beyond the 24 months; staff are requesting to extend the temporary 3D Model Specialist position for the remainder of the project as long as funding is approved.</p> | | | | | | | | |

City of Hamilton
COVID-19 Grant Funding from Senior Levels of Government
March 2021

| Grant Funding From Senior Levels of Government | Total Announcements (\$) | Amount used in 2020 (\$) | To Be Returned (\$) | Amount Available in 2021 (\$) |
|--|--------------------------|--------------------------|---------------------|-------------------------------|
| Transit | | | | |
| Enhanced Cleaning Grant | 464,000 | 464,000 | | - |
| Safe Restart Agreement - Phase 1 Transit ³ | 17,211,723 | 12,178,099 | | 5,033,624 |
| Safe Restart Agreement - Phase 2 Transit ³ | 21,534,976 | | | 21,534,976 |
| Safe Restart Agreement - Phase 3 Transit | 16,822,206 | | | 16,822,206 |
| Subtotal Transit | 56,032,905 | 12,642,099 | - | 43,390,806 |
| General Municipal | | | | |
| Safe Restart Agreement - Phase 1 Municipal | 27,614,200 | 17,371,698 | | 10,242,502 |
| Safe Restart Agreement - Phase 2 Municipal | 11,677,000 | | | 11,677,000 |
| ICIP - COVID-19 Resilience Infrastructure Stream | 7,434,008 | - | | 7,434,008 |
| COVID-19 Recovery Funding for Municipalities Program ¹ | 18,681,919 | | | 18,681,919 |
| Subtotal General Municipal | 65,407,127 | 17,371,698 | - | 48,035,429 |
| Housing Services | | | | |
| Reaching Home Initiative - Phase 1 | 2,651,550 | 1,696,703 | | 954,847 |
| Reaching Home Initiative - Phase 2 | 5,306,800 | 114,680 | | 5,192,120 |
| FCM - Community Response Fund for Vulnerable Persons | 345,500 | - | | 345,500 |
| Mental Health and Addictions-Related Support Services ³ | 302,208 | - | | 302,208 |
| Housing - Temporary Pandemic Pay ² | 1,615,164 | 1,615,164 | | - |
| Social Services Relief Fund - Phase 1 ³ | 6,880,800 | 6,715,877 | | 164,923 |
| Social Services Relief Fund - Phase 2 ¹ | 11,323,812 | 6,310,262 | | 5,013,550 |
| Social Services Relief Fund - Phase 2 Additional Allocation ¹ | 6,395,900 | - | | 6,395,900 |
| Social Services Relief Fund - Phase 3 | 12,301,538 | | | 12,301,538 |
| CMHC Rapid Housing Initiative ¹ | 10,760,585 | 2,000,000 | | 8,760,585 |
| Subtotal Housing Services | 57,883,857 | 18,452,686 | - | 39,431,171 |
| Public Health and Emergency Services | | | | |
| Community Mental Health & Addictions ³ | 177,899 | 119,190 | | 58,709 |
| Public Health - Temporary Pandemic Pay ² | 311,800 | 27,067 | 284,733 | - |
| Public Health Case and Contact Management Solution | 33,400 | 33,400 | | - |
| Public Health Funding and Accountability Agreement ² | 6,054,200 | 4,000,000 | 2,054,200 | - |
| School-Focused Nurses Initiative ³ | 2,300,000 | 839,790 | | 1,460,210 |
| Paramedics - critical medical supplies for front-line staff | 2,543,126 | 2,543,126 | | - |
| Paramedics - COVID-19 Response Support for Community Services ³ | 136,646 | - | | 136,646 |
| Paramedics - COVID-19 COVID Assessment Center (SJH) | 204,071 | 204,071 | | - |
| Paramedics - COVID-19 Mobile Swabbing (SJH) | 156,420 | 156,420 | | - |
| Paramedics - COVID-19 Remote Patient Monitoring (SJH) ³ | 151,453 | 46,975 | | 104,478 |
| Paramedics - Temporary Pandemic Pay ² | 1,558,200 | 1,077,061 | 481,139 | - |
| LHIN Agreement - Mobile Integrated Health | 257,153 | - | | 257,153 |
| Subtotal Public Health and Emergency Services | 13,884,368 | 9,047,100 | 2,820,072 | 2,017,196 |
| Other Social Services | | | | |
| Long-Term Care Prevention and Containment Funding ³ | 1,856,000 | 1,585,681 | | 270,319 |
| LTC Temporary Pandemic Pay ² | 1,713,620 | 1,483,261 | 230,359 | - |
| Tourism Industry Association of Ontario - Regional Relief Recovery Fund | 279,313 | 279,313 | | - |
| Infection Prevention and Control ³ | 371,740 | 54,249 | | 317,491 |
| PSW Temporary Wage Enhancement ³ | 698,211 | 341,106 | | 357,105 |
| Children's Services - Federal Safe Restart Funding | 7,506,502 | - | | 7,506,502 |
| Subtotal Other Social Services | 12,425,386 | 3,743,610 | 230,359 | 8,451,417 |
| Total City of Hamilton | \$ 205,633,642 | \$ 61,257,192 | \$ 3,050,431 | \$ 141,326,019 |

1 - Contains funding for eligible capital expenditures

2 - Funding amounts were for specific deliverables and time periods that are now concluded. Remaining amount at the end of the eligibility period is to be returned.

3 - Amount available in 2021 is subject to end of eligibility period March 31, 2021

CITY OF HAMILTON
2020 Development Charges Exemption Summary
One Year History

| | 2020 |
|---------------------------------|----------------------|
| DC Exemptions By Area | |
| Hamilton | \$ 17,596,731 |
| Stoney Creek | 1,011,190 |
| Flamborough | 5,271,469 |
| Ancaster | 4,671,298 |
| Glanbrook | 12,682,093 |
| Dundas | 74,586 |
| Total Exemptions By Area | \$ 41,307,367 |

| | |
|---|----------------------|
| DC Act Statutory Exemptions | |
| Residential Intensification | \$ 3,972,243 |
| 50% Industrial expansion | 3,564,391 |
| Subtotal DC Act Statutory Exemptions | \$ 7,536,634 |
| Council Authorized | |
| Residential Exemptions | |
| Affordable Housing | \$ - |
| Student Residence | 489,308 |
| Redevelopment for residential facility | 20,045 |
| Laneway House / Garden Suite | 43,489 |
| Non-Residential Exemptions | |
| Industrial rate reduced from max | 19,057,768 |
| Stepped non-industrial rates | 52,844 |
| Non-industrial expansion | 4,843 |
| Agricultural Use | 3,161,098 |
| Place of Worship | 750,922 |
| Residential & Non-residential Exemptions | |
| Downtown Hamilton CIPA | 8,694,113 |
| Downtown Public Art | - |
| Heritage Building | - |
| Transition Policy | 1,496,304 |
| Council Granted | - |
| Subtotal Council Authorized Exemptions | \$ 33,770,733 |
| Total Exemptions By Development Type | \$ 41,307,367 |

| Funding Source | |
|-----------------------|---------------|
| Rates | Tax |
| \$ 3,518,159 | \$ 4,018,475 |
| \$ 10,153,036 | \$ 23,617,697 |
| \$ 13,671,194 | \$ 27,636,172 |
| \$ 8,000,000 | \$ 8,500,000 |
| \$ 5,671,194 | \$ 19,136,172 |
| \$ 3,518,159 | \$ 4,018,475 |
| \$ 2,153,036 | \$ 15,117,697 |

| | |
|-------------------------------------|----------------------|
| DC Exemption Funding | |
| Exemptions funded from Rates Budget | \$ 8,000,000 |
| Exemptions funded from Tax Budget | 8,500,000 |
| Total DC Exemption Funding | \$ 16,500,000 |

| | |
|--------------------------------------|----------------------|
| Net total unfunded Exemptions | \$ 24,807,367 |
|--------------------------------------|----------------------|

Unfunded Statutory
Unfunded Discretionary



**CITY OF HAMILTON
OFFICE OF THE CITY AUDITOR**

| | |
|---------------------------|--|
| TO: | Chair and Members Audit, Finance and Administration Committee |
| COMMITTEE DATE: | April 22, 2021 |
| SUBJECT/REPORT NO: | Cyber Security Audit (AUD21004) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Sophy Lan Lian CISA (905) 546-2424 Ext. 7398 Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107 Charles Brown CPA, CA, CPA (Illinois) (905) 546-2424 Ext. 4469 |
| SUBMITTED BY: | Charles Brown City Auditor Office of the City Auditor |
| SIGNATURE: | |

Discussion of Confidential Appendices “A”, “B”, “C”, “D” and “E” to this report in Closed Session, would be pursuant to Section 9.1, Sub-section (a) of the City’s Procedural By-law 21-021 and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

RATIONALE FOR CONFIDENTIALITY

Appendices “A”, “B”, “C”, “D” and “E” to Report AUD21004 are being considered in Closed Session as they contain information that pertains to the information technology security posture of critical City infrastructure, related technology applications and the underlying data.

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.

RATIONALE FOR MAINTAINING CONFIDENTIALITY

The City Auditor recommends that Appendices “A”, “B”, “C”, “D” and “E” to Report AUD21004 remain confidential, because in addition to the rationale noted above, the City Auditor in their capacity as an Auditor General for compliance and value for money audits (as approved by Council per Report AUD19005) has a duty of confidentiality as per the *Municipal Act, 2001 Section 223.22*.

RECOMMENDATION (CLOSED SESSION)

None.

RECOMMENDATION (OPEN SESSION)

- (a) That Confidential Appendices “A”, “C” and “E” to Report AUD21004, respecting the Cyber Security Audit be received;
- (b) That the Management Responses, as detailed in Confidential Appendices “B” and “D” of Report AUD21004 be approved;
- (b) That the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Responses (attached as Confidential Appendix “B” to Report AUD21004) implemented;
- (c) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Responses (attached as Confidential Appendix “D” to Report AUD21004) implemented; and
- (d) That the Appendices “A”, “B”, “C”, “D” and “E” to Report AUD21004, respecting Cyber Security Audit Report, and Cyber Security Recommendations and Management Responses, remain confidential and restricted from public disclosure.

EXECUTIVE SUMMARY

Over the past few years, cyber security attacks to municipalities in Canada and the United States have become a regular and unwelcome occurrence. It was important and necessary that the City of Hamilton’s Office of the City Auditor conduct a comprehensive

cyber security audit to assess the City's current cyber security position and make recommendations for how to prevent cyberattacks from happening to the City of Hamilton.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None.

Staffing: None.

Legal: None.

HISTORICAL BACKGROUND

The Office of the City Auditor Work Plan 2019-2022 (AUD19007) included a project on Cyber Security. It was determined by the City Auditor that an audit was the most appropriate type of project to address the risks associated with cyber security.

It should also be noted that a review of Information Security and Identity and Access Management was completed by the OCA (then known as the Audit Services Division) and was received by the Audit, Finance and Administration Committee in May 2014. Report AUD14014 did not have a follow up audit performed. Given that information technology is a field that changes rapidly, rather than performing a follow up, the Cyber Security audit was included in the Council-approved 2019-2022 Work Plan. The audit was completed and addresses many of same topic areas as AUD14014, with an expanded scope of work to include vulnerability scanning and penetration testing.

Audits for Software Asset Management (AUD12001) and Hardware Asset Management (AUD15024) were previously completed and received by the Audit, Finance and Administration Committee.

Some of the findings from AUD21004 are similar to the findings in AUD12001, AUD14004, and AUD15024.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

City of Hamilton Information Technology Security Policy
IT Password Policy
User Account Policy
Security Incident Response Policy
Payment Card Industry Data Security Standard (PCI DSS)
Environmental Protection Act
Municipal Freedom of Information and Protection of Privacy Act
Ontario Water Resources Act
Personal Health Information Protection Act, 2004
Safe Drinking Water Act, 2002

RELEVANT CONSULTATION

Confidential Appendix “B” to Report AUD21004 includes management responses which were provided by the Information Technology (IT) Division in the Corporate Services Department.

Confidential Appendix “D” to Report AUD21004 includes management responses which were provided by the Hamilton Water Division in the Public Works Department.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The Office of the City Auditor (OCA) took a holistic approach by looking at many facets important to IT security. The audit incorporated a comprehensive testing strategy involving 2 major components – assessment of risk exposures using recognized frameworks - and technical testing performed by outside experts. The testing and evaluation conducted by the Office of the City Auditor team was supplemented with specialty technical expertise obtained from an external firm, Valencia IIP Advisors Ltd. (Valencia) who conducted vulnerability scanning and penetration testing to assess the exposure to outside hacking of the City’s network.

The overall objectives of this audit were to:

- Assess the cyber security risks and exposure at City of Hamilton
- Assess the security level of the City’s network
- Assess the cyber security risk for critical systems

- Assess and evaluate the compliance level of the City's network using the NIST framework
- Assess and evaluate the access control management of the City's network

IT is complex and requires the successful coordination of people, processes, planning, and governance. Our audit report contains findings and recommendations for all four of these areas.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Confidential Appendix "A" to Report AUD21004 - Cyber Security Audit Report

Confidential Appendix "B" to Report AUD21004 - Cyber Security Recommendations and Management Responses

Confidential Appendix "C" to Report AUD21004 - Hamilton Water Cyber Assessment

Confidential Appendix "D" to Report AUD21004 - Hamilton Water Cyber Assessment Recommendations and Management Responses

Confidential Appendix "E" to Report AUD21004 - Cyber Security Audit Presentation