



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

Meeting #: 21-008

Date: May 20, 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. May 6, 2021

5. COMMUNICATIONS

6. DELEGATION REQUESTS

6.1. Terri Johns, T Johns Consulting, respecting Surety Bonds (For a future meeting)

6.2. Sergio Manchia, Urbancore Group of Companies, respecting Surety of Bonds Report (For a future meeting)

- *6.3. Cameron Kroetsch, Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Advisory Committee, respecting Item 10.3, Accessible Captioning for Advisory Committee Meetings (For today's meeting)
- *6.4. Cameron Kroetsch, Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Advisory Committee, respecting the LGBTQ Advisory Committee's Citizen Committee Report regarding Recognition of Pride in the City of Hamilton (For today's meeting)

7. CONSENT ITEMS

- 7.1. Reserve / Revenue Fund Investment Performance Report - December 31, 2020 (FCS21042) (City Wide)
- 7.2. Hamilton Future Fund Investment Performance Report - December 31, 2020 (FCS21043) (City Wide)
- 7.3. Cemetery Trust Accounts Investment Performance Report - December 31, 2020 (FCS21044) (City Wide)
- 7.4. 2020 Provincial Offences Administration Annual Report (FSC21046) (City Wide)
- *7.5. Various Advisory Committee Minutes:
 - *7.5.a. Hamilton Mundialization Advisory Committee - February 17, 2021
 - *7.5.b. Status of Women Advisory Committee - March 25, 2021
 - *7.5.c. Immigrant and Refugee Advisory Committee - March 11, 2021
 - *7.5.d. Immigrant and Refugee Advisory Committee - April 8, 2021

8. STAFF PRESENTATIONS

10. DISCUSSION ITEMS

- 10.1. Proposed Write-off for Provincial Offences (FCS21040) (City Wide)
- 10.2. Information Security Policy Report (FCS21039) (City Wide)
- 10.3. Accessible Captioning for Advisory Committee Meetings (FCS21050) (City Wide) (Outstanding Business List Item)
- *10.4. Citizen Committee Report - Immigrant and Refugee Advisory Committee - Education of Urban Indigenous Strategy to Immigrant and Refugees communities
- *10.5. Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041) (City Wide)

- *10.6. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Recognition of Pride in the City of Hamilton

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 - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Accessible Captioning for Meetings of the LGBTQ Advisory Committee

Item was referred to staff to report back with additional information, the financial implications, and other considerations.

Added: February 18, 2021 at AF&A - Item 10.1

Completed: May 20, 2021 at AF&A - Item 10.3

OBL Item: 21-C

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 21-007

9:30 a.m.

May 6, 2021

Council Chambers

Hamilton City Hall

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

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. **Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* (FCS21035) (Ward 5) (Item 7.1)**

(Collins/Johnson)

That property taxes in the amount of **\$5,608.85** for 310 Beach Boulevard, Hamilton (Roll #2518 050 511 02440 0000) be written off under Section 354 of the *Municipal Act, 2001* and that Hamilton Beach Rescue Unit Inc., be refunded the property taxes paid in error.

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

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

2. **Development Charges Annual Indexing – Effective July 6, 2021 (FCS21033) (City Wide) (Item 7.2)**

(Wilson/Johnson)

That Report FCS21033, respecting Development Charges Annual Indexing – Effective July 6, 2021, be received.

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

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

3. Archiving of City Council Videos (FCS21053 / CM21007) (City Wide) (Added Item 7.4)

(Pearson/Wilson)

That Report FCS21053 / CM21007, respecting the Archiving of City Council Videos, be received.

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

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

4. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Delegations regarding Citizen Committee Reports (Item 10.1)

(Pearson/VanderBeek)

That the Citizen Committee Report from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee, respecting delegations regarding Citizen Committee Reports, be received.

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

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

5. Governance Review Sub-Committee Report 21-003 - April 30, 2021 (Added Item 10.2)

(Pearson/Johnson)

(a) Council/Staff Relationship Policy (FCS21045 / CM21005) (City Wide) (Outstanding Business List Item) (Item 8.1)

That the Council/Staff Relationship Policy attached as Appendix "A" as amended to Governance Review Sub-Committee Report 21-003 to include 'or unreasonable' after 'undue' to Item 5 under Principles, be approved.

(b) Advisory Committee for Persons with Disabilities Logo (Item 10.1)

That the secondary logo for the Advisory Committee for Persons with Disabilities (ACPD), be approved.

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

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

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

6. DELEGATION REQUESTS

- 6.1 Mike Collins-Williams, West End Homebuilders' Association, respecting Pay on Demand Modern Surety Bonds (For a future meeting)
- 6.2 Stephanie Kuntz, Marsh Canada, respecting Development Bonds as a Security for Development Agreements (For a future meeting)

7. CONSENT ITEMS

- 7.4 Archiving of City Council Videos (FCS21053 / CM21007) (City Wide) (Outstanding Business List Item)

10. DISCUSSION ITEMS

- 10.2 Governance Review Sub-Committee Report 21-003 - April 30, 2021

13. GENERAL INFORMATION / OTHER BUSINESS

- 13.1 Amendment to the Outstanding Business List

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

Records Retention By-law Amendment (FCS21034)
That staff be directed to report back outlining the City's current practice for the retention of the video recordings of Council, Sub-Committee, and Advisory Committee meetings.

Added: April 22, 2021 at AF&A - Item 7.3
Completed: May 6, 2021 at AF&A - Item 7.4
OBL Item: 21-F

(Pearson/Johnson)

That the agenda for the May 6, 2021 Audit, Finance and Administration Committee meeting be approved, as amended.

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

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
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) April 22, 2021 (Item 4.1)

(Johnson/VanderBeek)

That the Minutes of the April 22, 2021 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

(d) DELEGATION REQUESTS (Item 6)

(Clark/VanderBeek)

That the following Delegation Requests, be approved for a future meeting:

- (i) Mike Collins-Williams, West End Homebuilders' Association, respecting Pay on Demand Modern Surety Bonds (Added Item 6.1)
- (ii) Stephanie Kuntz, Marsh Canada, respecting Development Bonds as a Security for Development Agreements (Added Item 6.2)

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

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

(e) CONSENT ITEMS (Item 7)

(i) Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001 (FCS21035) (Ward 5) (Item 7.1)*

(Collins/Johnson)

That the recommendation to Report FCS21035, respecting the Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* **be amended** by replacing \$5,422.18 with **\$5,608.85**, to read as follows:

That property taxes in the amount of ~~\$5,422.18~~ **\$5,608.85** for 310 Beach Boulevard, Hamilton (Roll #2518 050 511 02440 0000) be written off under Section 354 of the Municipal Act and that Hamilton Beach Rescue Unit Inc. be refunded the property taxes paid in error.

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

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

For disposition of this matter, refer to Item 1.

(ii) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee Minutes - March 16, 2021 (Item 7.3)

(Pearson/VanderBeek)

That the minutes of the March 16, 2021 meeting of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee, be received.

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

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

**(iii) Archiving of City Council Videos (FCS21053 / CM21007) (City Wide)
(Added Item 7.4)**

(Wilson/Clark)

That Clerk's staff be directed to contact the City's Advisory Committee's to survey their membership as to whether they would be comfortable having their meetings recorded and retained, and report back to the Governance Review Sub-Committee.

Result: Motion CARRIED by a vote of 6 to 1, as follows:

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NO - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

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

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

(i) Amendment to the Outstanding Business List (Added Item 13.1)

(Pearson/Johnson)

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

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

Records Retention By-law Amendment (FCS21034)

That staff be directed to report back outlining the City's current practice for the retention of the video recordings of Council, Sub-Committee, and Advisory Committee meetings.

Added: April 22, 2021 at AF&A - Item 7.3

Completed: May 6, 2021 at AF&A - Item 7.4

OBL Item: 21-F

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

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

YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

(g) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes – April 22, 2021

(Collins/VanderBeek)

- (a) That the Closed Session Minutes of the April 22, 2021 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the April 22, 2021 Audit, Finance and Administration Committee meeting, remain confidential.

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

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

(h) ADJOURNMENT (Item 15)

(Johnson/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:12 p.m.

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

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

Request to Speak to Committee of Council

Submitted on Wednesday, May 5, 2021 – 2:11 pm

==Committee Requested==

Committee: Audit, Finance and Administration Committee

==Requestor Information==

Name of Individual: Terri Johns

Name of Organization: T Johns Consulting

Contact Number: 905 531 0684

Email Address: tjohns@tjohnsconsulting.com

Mailing Address: 310 Limeridge Rd. W. – Suite 6
Hamilton, ON L9C 2V2

Reason(s) for delegation request: To speak to the Audit Finance and Administration Committee as the President of T. Johns Consulting with respect to Surety Bonds

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

Request to Speak to Committee of Council

Submitted on Friday, May 7, 2021 – 2:27 pm

==Committee Requested==

Committee: Audit, Finance and Administration Committee

==Requestor Information==

Name of Individual: Sergio Manchia

Name of Organization: Urbancore Group of Companies

Contact Number: 905-540-4280

Email Address: sergio@urbancore.info

Mailing Address: 3 Studebaker Place, Unit 1
Hamilton, ON L8L 0C8

Reason(s) for delegation request: Surety of Bonds Report

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

Request to Speak to Committee of Council

Submitted on Wednesday, May 19, 2021 – 8:11 am

==Committee Requested==

Committee: Audit, Finance and Administration Committee

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization: LGBTQ Advisory Committee

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: To delegate to the Item 10.3, Accessible Captioning for Advisory Committee Meetings (FCS21050), for the May 20, 2021 meeting

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

Request to Speak to Committee of Council

Submitted on Wednesday, May 19, 2021 – 8:11 am

==Committee Requested==

Committee: Audit, Finance and Administration Committee

==Requestor Information==

Name of Individual: Cameron Kroetsch

Name of Organization: LGBTQ Advisory Committee

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: To delegate to the LGBTQ Advisory Committee's Citizen Committee Report regarding Recognition of Pride in the City of Hamilton, for the May 20, 2021 meeting

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Reserve / Revenue Fund Investment Performance Report – December 31, 2020 (FCS21042) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gerald T. Boychuk (905) 546-2424 Ext. 4321 Brandon A. Teglas (905) 546-2424 Ext. 4363
SUBMITTED BY:	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable.

INFORMATION

The investment portfolio for the City of Hamilton's (City's) Reserve / Revenue Fund (comprised of reserve / revenue funds, capital account balances and unused operating funds) had an earnings rate of 2.71% for the 12 months ending December 31, 2020 and had an average earnings rate of 2.79% over the past five years. The earnings rate includes interest and lending revenues but excludes realized and unrealized capital gains / losses.

The City's portfolio generated \$29,565,852 in bond interest, net realized capital gains / losses, lending revenue and bank interest over the 12 months ending December 31, 2020. The average dollar amount generated over the last five years is \$28.51M. The return of \$29,565,852 was realized on an average asset cost of \$1,272,582,265 (made up of \$948,005,433 for the investment portfolio plus \$288,005,317 for the City's bank account balance plus \$31,098,798 for the One Fund Equity and Universe Corporate Bond) giving a percentage return on cost of 2.32%. Bond lending revenues of \$262,239 are included in the earnings rate of 2.71%. Net unrealized capital gains were \$66,460,354 as at December 31, 2020.

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

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

**SUBJECT: Reserve / Revenue Fund Investment Performance Report –
December 31, 2020 (FCS21042) (City Wide) – Page 2 of 4**

For the 12 months ending December 31, 2020, the overall return (includes bond interest, bond lending revenues, realized capital gains / losses and unrealized capital gains / losses) was 7.16% and the return on the benchmark was 5.51%, resulting in an out-performance of 165 basis points. Over the past five years, the overall return has averaged 3.35% per annum, out-performing the average return on the benchmark over the same five-year period of 2.33% by 102 basis points. For the one-year period ending December 31, 2020, the out-performance of the investment portfolio relative to the benchmark is attributed to its longer duration, resulting in mid-term and long-term bonds outperforming short-term bonds.

By comparison, the overall returns for the One Fund portfolios (offered by the Association of Municipalities of Ontario and the Municipal Finance Officers' Association), over the 12-month period ending December 31, 2020 were 5.29% for bonds and 0.85% for money market. If the City's Policy had been used in these funds (i.e. 90% bonds and 10% money market), then the overall return would have been 2.32% less than the actual return of 7.16%, or 4.84%. On an average portfolio market value of \$1,006 M, (excluding One Fund Equity and bank account balances), the incremental return of 2.32% resulted in incremental revenue of approximately \$2.31 M. The One Fund's under-performance is attributed to its policy of investing in short-term bonds. The FTSE TMX All-Government Mid Index returned 9.69% and the FTSE TMX Short Government Index returned 4.85%.

Table 1 summarizes the investment return indicators.

Table 1 - Investment Return Indicators (for information purposes only)

	12 Months ended 12/31/2020	12 Months ended 12/31/2019	12 Months ended 12/31/2018	12 Months ended 12/31/2017	12 Months ended 12/31/2016
Policy Target	5.51%	3.42%	1.79%	0.42%	0.52%
City's Portfolio	7.16%	4.97%	1.82%	1.29%	1.49%
One Fund – Bonds	5.29%	2.61%	1.51%	-0.15%	0.68%
One Fund – Money Market	0.85%	1.68%	1.43%	0.60%	0.50%
FTSE TMX – Short Government	4.85%	2.40%	1.96%	-0.38%	0.35%
FTSE TMX – Mid Government	9.69%	4.92%	2.12%	0.46%	0.87%
Bond Lending Revenue	\$262,239	\$322,520	\$284,474	\$231,169	\$155,754
Earnings Rate (Excludes Capital Gains/Losses)	2.71%	2.80%	2.85%	2.79%	2.78%
City's Return One Fund Investment (Equity)	4.87%	2.98%	2.24%	9.85%	14.18%

Note: Some figures may have been restated from presentation in previous years.

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**SUBJECT: Reserve / Revenue Fund Investment Performance Report –
December 31, 2020 (FCS21042) (City Wide) – Page 3 of 4**

The investments in the portfolio, excluding the One Fund Equity investment, consist of 100% bonds and 0% money market. During the year ending December 31, 2020, the interest rate earned in the City's bank account was greater than the interest rate earned on Treasury Bills and Banker's Acceptances (with term to maturity less than five years) and therefore, funds that were earmarked for short-term expenses were held in the City's bank account. As at December 31, 2020, the duration of the portfolio was 4.04 years compared with 4.49 years as at December 31, 2019. This was due to the net decline in bond holdings (maturities) and increase in Bank holdings through the year.

On December 31, 2020, the market value of the investment portfolio was \$978,394,942 (excluding One Fund Equity and bank balances), a decrease of \$22,388,459 compared to \$1,000,783,401 as at December 31, 2019.

As at December 31, 2020, the One Fund equity holdings market value was \$47.688 M (or 4.87% of the market value of the Reserve Fund including the One Fund but excluding bank balances). Over the 12-month period ending December 31, 2020, the City's investment returned 19.56%.

Table 2 shows the changes in Canadian interest rates over the past 24 months.

**Table 2
Canadian Interest Rates**

Canada Benchmark Bond	Interest Rate January 4, 2021	Interest Rate January 2, 2020	Interest Rate January 2, 2019
One Month (T-Bill)	0.04%	1.63%	1.63%
2 year	0.20%	1.66%	1.86%
5 year	0.39%	1.62%	1.85%
10 year	0.68%	1.62%	1.92%

As can be seen in Table 2, interest rates declined precipitously through 2020 for all terms up to 10 years. The decline in rates from the previous year ranged from 1.59% in the one month (T-bill) to a low of 0.94% in the 10-year bond. These are historically low rates and are expected to be the norm for a year or so depending upon recovery from the COVID-19 pandemic and international relations.

In the month of March, the Bank of Canada dropped the central bank rate four times to a low of 0.25%. The rates at year's end in all maturities were at historic lows. Currency values generally decline when rates decline but the exchange rate of US Dollars (USD) to Canadian Dollars (CAD) started 2020 at approximately \$1.29 and dropped to \$1.27 at year end 2020. Oil dropped to below \$40 US per barrel in May and moved to single digit lows in the period to early June, finishing the year at \$52 US per barrel.

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**SUBJECT: Reserve / Revenue Fund Investment Performance Report –
December 31, 2020 (FCS21042) (City Wide) – Page 4 of 4**

The Gross Domestic Product (GDP) rate growth forecast of 1.6% was not achieved for the year. It has been confirmed as an actual -5.4% for 2020 due to a poor last quarter, which is expected, at this time, to be rectified in the last half of 2021. GDP growth is forecast to improve about +4.0% if COVID-19 and variants are ultimately controlled. The expectation is for a significant boost in consumption.

The Reserve Fund portfolio of securities has significant holdings of high-quality securities. The Fund out-performed its benchmark by 165 bps (1.65%) by returning 7.16% through 2020. As a strategy going forward, the assumptions are that the economy will recover, COVID-19 will be controlled, a new normal will arrive but not immediately and interest rates will rise.

GB/BT/dt



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Hamilton Future Fund Investment Performance Report – December 31, 2020 (FCS21043) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gerald T. Boychuk (905) 546-2424 Ext. 4321 Brandon A. Teglas (905) 546-2424 Ext. 4363
SUBMITTED BY:	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable.

INFORMATION

The City of Hamilton Future Fund portfolio of investments had an earnings rate of 2.43% for the 12 months ending December 31, 2020 and an average earnings rate of 2.57% over the past five years. The earnings rate includes interest and lending revenues but excludes realized and unrealized capital gains / losses.

The City of Hamilton Future Fund's portfolio generated approximately \$1,231,573 in bond interest, net realized capital gains / losses and lending revenue over the last 12 months ending December 31, 2020. The total return of \$1,231,573 was realized on an investment at an average cost of \$48,693,441, giving a percentage return on cost of 2.53%. Bond lending revenues of \$10,738 are included in the earnings rate of 2.43%. Interest, net realized capital gains / losses and lending income over the last five years have averaged \$1.14 million annually.

As at December 31, 2020, net unrealized capital gain was \$3,646,858 and a net capital loss of \$7,567 was realized over the past 12 months. The duration of the portfolio of investments was 4.72 years as at December 31, 2020 compared with 5.41 years as at December 31, 2019.

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

**SUBJECT: Hamilton Future Fund Investment Performance Report –
December 31, 2020 (FCS21043) (City Wide) – Page 2 of 3**

As of December 31, 2020, the market value of the portfolio was \$51,831,393 compared with \$48,113,985 as at December 31, 2019, an increase of \$3,717,408.

For the 12 months ending December 31, 2020, the overall return (includes interest, bond lending revenue, realized and unrealized capital gains / losses) was 7.75%, outperforming the benchmark return of 5.51% by 224 basis points. Over the past five years, the overall return has averaged 3.66% per annum, outperforming the average benchmark return over the same five-year period of 2.33% by 133 basis points. The outperformance of the Hamilton Future Fund relative to the benchmark over the last five years is attributed mostly to its overweight position over the last couple of years in longer term bonds.

The overall returns for the One Fund (offered by the Association of Municipalities of Ontario and the Municipal Finance Officers Association) for the year ending December 31, 2020 was 14.73% for the Equity Portfolio, 5.29% for bonds and 0.85% for money market. If the City's Policy had been used in these funds (i.e. 90% bonds and 10% money market), the overall return would have been 4.84% or 291 basis points less than the overall return of 7.75%. Using an average portfolio market value of \$50,772,109 for the past 12 months, an increase of 2.91% in overall return resulted in a revenue increase of approximately \$1,477,468. The FTSE TMX Mid-Government Index returned 9.69% and the FTSE TMX Short Government Index returned 4.85%.

Table 1 summarizes the investment return indicators.

**Table 1
Investment Return Indicators (for information purposes only)**

	12 Months ended 12/31/2020	12 Months ended 12/31/2019	12 Months ended 12/31/2018	12 Months ended 12/31/2017	12 Months ended 12/31/2016
Policy Target	5.51%	3.42%	1.79%	0.42%	0.52%
Hamilton Future Fund Portfolio	7.75%	5.47%	1.95%	1.50%	1.61%
One Fund – Bonds	5.29%	1.68%	1.51%	-0.15%	0.68%
One Fund – Money Mkt.	0.85%	2.61%	1.43%	0.60%	0.50%
FTSE TMX – Short Government	4.85%	2.40%	1.96%	-0.38%	0.35%
FTSE TMX – Mid Government	9.69%	4.92%	2.12%	0.46%	0.87%
Bond Lending Revenue	\$10,738	\$18,094	\$14,128	\$9,479	\$6,071
Earnings Rate (Excludes Capital Gains / Losses)	2.43%	2.58%	2.62%	2.55%	2.66%

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**SUBJECT: Hamilton Future Fund Investment Performance Report –
December 31, 2020 (FCS21043) (City Wide) – Page 3 of 3**

Table 2 summarizes the changes in Canadian interest rates over the past 24 months.

**Table 2
Canadian Interest Rates**

Canada Benchmark Bond	Interest Rate January 4, 2021	Interest Rate January 2, 2020	Interest Rate January 2, 2019
One Month (T-Bill)	0.04%	1.63%	1.63%
2 year	0.20%	1.66%	1.86%
5 year	0.39%	1.62%	1.85%
10 year	0.68%	1.62%	1.92%

As can be seen in Table 2, interest rates declined precipitously through 2020 for all terms up to 10 years. The decline in rates ranged from 1.59% in the one month (T-bill) to a low of 0.94% in the 10-year bond. These are historically low rates and are expected to be the norm for a year or so depending upon recovery from the COVID-19 pandemic and international relations.

In the month of March, the Bank of Canada dropped the central bank rate four times to a low of 0.25%. The rates at year's end in all maturities were at historic lows. Currency values generally decline when rates decline but the exchange rate of US Dollars (USD) to Canadian Dollars (CAD) started 2020 at approximately \$1.29 and dropped to \$1.27 at year end 2020. Oil dropped to below \$40 US per barrel in May and moved to single digit lows in the period to early June, finishing the year at \$52 US per barrel.

The Gross Domestic Product (GDP) rate growth forecast of 1.6% was not achieved for the year. It has been confirmed as an actual -5.4% for 2020 due to a bad last quarter, which is expected at this time to be rectified in the last half of 2021. GDP growth is forecast to improve about +4.0% if COVID-19 and variants are ultimately controlled. The expectation is for a significant boost in consumption.

The Future Fund portfolio of securities has significant holdings of high-quality securities. The Fund outperformed its benchmark by 224 bps (2.24%) by returning 7.75% through 2020. As a strategy going forward, the assumptions are that the economy will recover, COVID-19 will be controlled, a new normal will arrive but not immediately and interest rates will rise.

GB/BT/dt

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INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Cemetery Trust Accounts Investment Performance Report – December 31, 2020 (FCS21044) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gerald T. Boychuk (905) 546-2424 Ext. 4321 Brandon A. Teglas (905) 546-2424 Ext. 4363
SUBMITTED BY:	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable.

INFORMATION

Over the 12-month period ending December 31, 2020, the earnings rates are 2.98% for the Cemetery Care and Maintenance Trust, 3.17% for the Cemetery Monument Care Trust and 3.01% for the Cemetery Pre-Need Assurance Trust. These earning rates include interest and lending revenue but exclude realized and unrealized capital gains / losses.

Over the same period, the overall returns based on market value (which include interest, lending revenue, realized and unrealized capital gains / losses) are 8.25% for the Cemetery Care and Maintenance, 9.55% for the Cemetery Monument Care and 9.03% for the Cemetery Pre-Need Assurance. The overall return for the benchmark (or Policy return) is 8.68%. As a result, the Cemetery Care and Maintenance under-performed the benchmark by 43 basis points, while the Cemetery Monument Care out-performed the benchmark by 87 basis points. The Cemetery Pre-Need Assurance out-performed the benchmark by 35 basis points.

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**SUBJECT: Cemetery Trust Accounts Investment Performance Report –
December 31, 2020 (FCS21044) (City Wide) – Page 2 of 3**

As of December 31, 2020, the total portfolio market values are \$13,552,078 (with \$1,487,080 of net unrealized capital gains) for the Cemetery Care and Maintenance Trust, \$1,303,879 (with \$204,040 of net unrealized capital gains) for the Cemetery Monument Care Trust and \$3,441,730 (with \$431,400 of net unrealized capital gains) for the Cemetery Pre-Need Assurance Trust.

The following Table shows the investment return indicators.

Investment Return Indicators (for information purposes only)			
	12 Months ended 12/31/2020	12 Months ended 12/31/2019	12 Months ended 12/31/2018
Earnings Rate (Excluding Unrealized Capital Gains or Loss)			
Cemetery Care and Maintenance	2.98%	3.12%	1.87%
Cemetery Monument Care	3.17%	3.39%	1.49%
Cemetery Pre-Need Assurance	3.01%	3.23%	1.59%
Total Return			
Cemetery Care and Maintenance	8.25%	5.93%	1.88%
Cemetery Monument Care	9.55%	7.10%	1.49%
Cemetery Pre-Need Assurance	9.03%	6.44%	1.59%
Policy Target (FTSE TMX Canada Universe Bond)	8.68%	6.87%	1.41%
Bond Lending Revenue			
Cemetery Care and Maintenance	\$ 3,397	\$ 3,045	\$ 3,033
Cemetery Monument Care	\$ 210	\$ 339	\$ 320
Cemetery Pre-Need Assurance	\$ 713	\$ 743	\$ 691
Income Earned*			
Cemetery Care and Maintenance	\$ 394,102	\$ 382,712	\$ 372,106
Cemetery Monument Care	\$ 39,365	\$ 38,259	\$ 37,591
Cemetery Pre-Need Assurance	\$ 98,499	\$ 98,135	\$ 93,537
Ending Portfolio Market Value			
Cemetery Care and Maintenance	\$ 13,552,078	\$ 13,224,970	\$ 10,833,356
Cemetery Monument Care	\$ 1,303,879	\$ 1,228,412	\$ 957,241
Cemetery Pre-Need Assurance	\$ 3,441,730	\$ 3,252,248	\$ 2,542,373

*Does not include interest earned in the bank account on balances.

**SUBJECT: Cemetery Trust Accounts Investment Performance Report –
December 31, 2020 (FCS21044) (City Wide) – Page 3 of 3**

The year started with stable short-term interest rates, with all accounts holding longer-term higher coupon bonds. The previous year had ended with a softening economic environment due to international and domestic problems arising in all major economies. A new problem arose late in 2019 with the COVID-19 virus which was recognized in early 2021 as a pandemic, shutting down economies and interfering with trade relations, travel and inter-actions amongst countries.

In early March, the Bank of Canada realized that problems with slowing trade, income, and economic growth should be addressed by cutting rates and implemented short-term interest rate cuts of 0.25% on March 3rd with three more 0.50% cuts through the month, taking the bank rate down to 0.25% and remained there through the year end.

The drastic and quick response coupled with the layered COVID-19 conditions created a reduction in rates throughout all bond maturities, moving downward to historic low rates with unprecedented price changes which favoured all the Cemetery accounts.

Going forward, rates are being stable at these historically low levels and are forecast to increase marginally and slowly over time. With COVID-19 and variants acting as a block to recovering lost growth, the strategy will be to slowly add under 10-year terms depending upon conditions and outlook.

GB/BT/dt



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	2020 Provincial Offences Administration Annual Report (FSC21046) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Denis Desrosiers (905) 546-2424 Ext. 5718
SUBMITTED BY:	Cindy Mercanti Director, Customer Service, POA and Financial Integration Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Not Applicable

INFORMATION

The 2020 Annual Report, attached to Report FCS21046 as Appendix “A”, is a summary that highlights the activities and operations of the Provincial Offences Administration (POA) throughout the year. It is provided every year and includes a performance snapshot, summary of financial results, overview of achievements for the previous year and insight into the coming year’s strategic initiatives.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS21046 – 2020 Provincial Offences Administration Annual Report

DD/dt

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2020 Provincial Offences Administration Annual Report

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BACKGROUND

Provincial Offences Administration (POA) administers to charges from approximately 40 enforcement agencies for all acts and regulations under the *Provincial Offences Act*. A charge going to court can result in many different dispositions which do not result in a fine. A charge can be withdrawn, dismissed or suspended all of which result in zero revenue for the City. An Early Resolution meeting can result in an agreed upon plea to a reduced charge and / or a reduced fine. Charges filed are varied and cover a broad range of legislative enforcement from speeding to careless driving under the *Highway Traffic Act* (inclusive of Red Light Camera), charges under City of Hamilton By-laws (excluding parking offences), *Liquor License Act*, *Trespass to Property Act*, *Compulsory Automobile Insurance Act*, the *Environmental Protection Act* and *Occupational Health and Safety Act*, to name a few.

POA administers Part I and Part III offences under the *Provincial Offences Act* which are filed by Enforcement Agencies. Administrative Penalty System (APS) offences are not administered by POA.

A Part I offence is commonly referred to as a "ticket" and is most often issued at the time of the offence. When a Part I offence notice is issued, the defendant can either plead guilty and pay the fine, request an early resolution meeting with a prosecutor or request a trial. A Part III offence is considered a more serious offence and requires the defendant to appear before a Justice of the Peace.

POA is located at 50 Main Street East, which accommodates administrative offices and four courtrooms. POA is comprised of the following services: Court Administration, Court Support, Collections and Prosecution (reporting through Legal Services).

Court Administration responsibilities include:

- processing fine payments and requests for extension of time to pay
- scheduling early resolution meetings and trials
- updating court documents
- receiving and processing all new charges
- appeals and re-openings of charges

Court Support responsibilities include:

- ensuring courtroom decorum and capture of the official court record
- production of transcripts, as requested
- management of court documents and exhibits
- swearing in of witnesses and interpreters
- arraigning the defendant on charges

Collections responsibilities include:

- pursuit of the collection of overdue fines
- searching for current address and phone information to assist in contact with defendants
- updating database system for collection activity

Each year, POA solicits an independent audit of the financial statements for the Provincial Offences Office. As per the Memorandum of Understanding (MOU) between Her Majesty the Queen in Right of Ontario as represented by the Attorney General and the City of Hamilton, the completed audit is submitted annually to the Attorney General and the Ministry of Finance.

POA SNAPSHOT

The following provides a 2020 snapshot of POA performance:



\$9.7 M
in Revenue
(net provincial transfers)



\$70.4 M
Outstanding accounts receivable



\$(-.3) M
Contribution
to Net Levy

\$2.6 M

Revenue collected from
defaulted accounts receivable



1,051
Trials Requested



9,764
Early Resolution (ER)
Meetings Requested



86,736
Charges Received

2020 KEY INITIATIVES

In 2020, several continuous improvement initiatives were implemented:

- Implemented COVID-19 protocols to support Public Health guidelines including social distancing, masking, hand washing / sanitizing and active screening
- In partnership with the Ministry of the Attorney General and identified stakeholders, prepared for the introduction of virtual trials
- Enhanced accessibility and usability of online POA electronic forms
- Implemented remote interpretations in the courtrooms
- Added pre-authorized payments to facilitate regular monthly payments resulting from Extension of Time to Pay applications

2021 KEY INITIATIVES

Several continuous improvement initiatives are being launched for 2021:

- Implement a virtual court platform to support remote proceedings and trials
- Initiate the electronic filing of automated enforcement charges
- Prepare for the download of responsibilities resulting from the proclamation of various sections of Bill 177 by supporting the examination of Fail to Respond dockets, re-opening applications and requests for extension of time to pay by the Clerk of the Court

EMERGING TRENDS

The following changes to the legislative environment will impact POA:

- **Bill 177** sets out legislative reforms to the *Provincial Offences Act* that modernize and streamline processes. Bill 177 would amend two key areas of the POA Court process:
 - give the Province the authority to transfer Part III prosecutions from the Ministry of the Attorney General to municipal partners; and
 - give the Clerk of the Court additional powers and duties that are currently performed by Justices of the Peace.

There will be costs associated with the download of Part III prosecutions, as well as, additional duties of the Clerk of the Court. The timing of the download of Part III prosecutions is dependent on an amendment to the MOU. Duties of the Clerk of the Court are delayed until 2021. The financial impact of Bill 177 will need to be reflected in future operating budgets.

- **Administrative Penalty System (APS)** is an alternative process which allows the municipality to manage certain types of disputes rather than utilize the provincial court system. Municipal By-law disputes account for 1% of total charges filed. Electronic Speed Enforcement and Red Light Camera offences are being considered for inclusion in APS, however, no decision has been made.
- **Bill 197** the *COVID-19 Economic Recovery Act, 2019*, permits the electronic filing of court related documents, enhancing provisions for re-openings removing the need to have documents commissioned. The Act permits any party to a court proceeding to appear remotely in a virtual court environment. This Act has caused courts to pivot to a virtual environment resulting in significant equipment investments and additional staffing.

CHARGES FILED

In 2020, POA received 86,736 charges of which, approximately 95% of the charges filed resulted from Hamilton Police Services, automated enforcement and the Ontario Provincial Police (OPP).

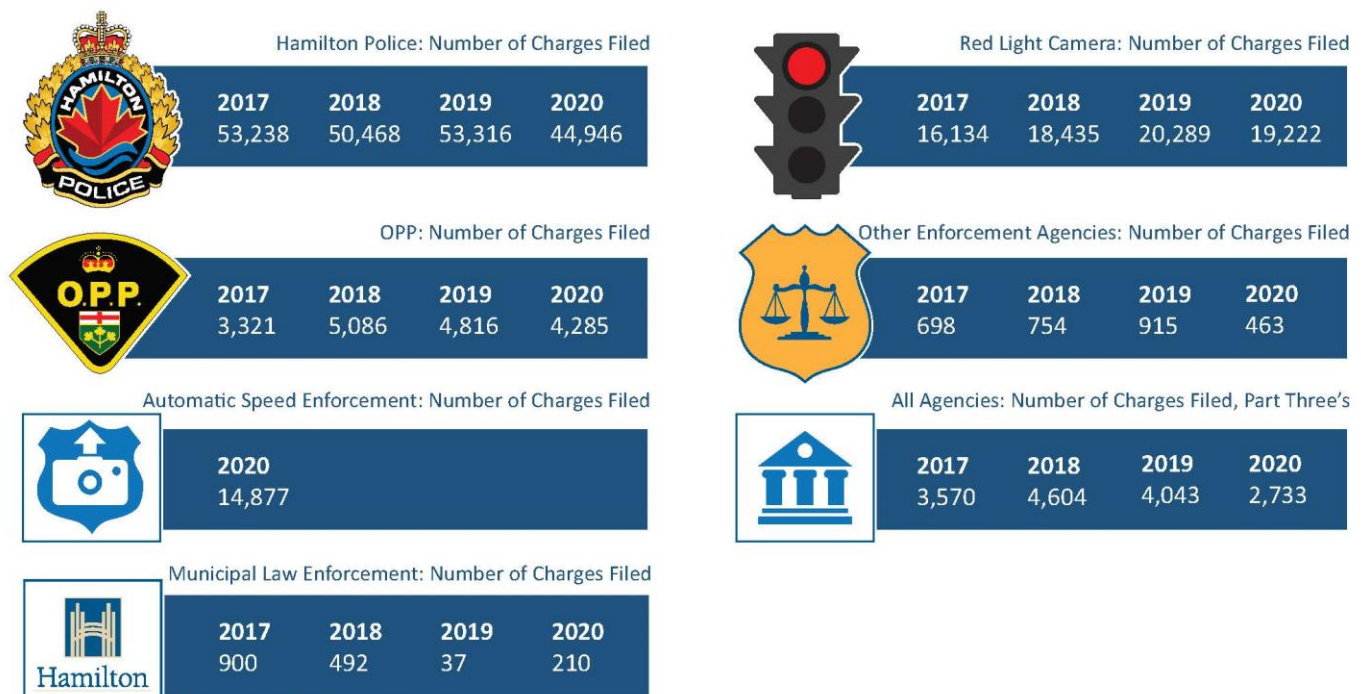
Total Charges Filed

2016	2017	2018	2019	2020
83,818	77,861	79,839	83,416	86,736

The number of charges filed has been increasing over the three-year period from 2018 to 2020. The majority (95%) of charges filed relate to the *Highway Traffic Act*.

The table below depicts Part I's and Part III's, by enforcement agency, as a percentage of charges filed over a four-year period.

% of Charges Filed by Agency (Part I and Part III)



*Part One's only (volumes moved to APS)

For 2020, the proportion of charges filed are as follows:

- 52% Hamilton Police Services
- 39% automated enforcement
- 5% OPP
- 70% of Part III charges are filed by Hamilton Police Services

In 2018, Municipal Law Enforcement (MLE) charges commenced its transition to the Administrative Penalty System (APS) office, resulting in a decline of charges processed through POA. Part III's continue to be processed within POA.

TRIALS

Trials and matters are scheduled five days a week in four courtrooms. No in-person trials were scheduled after March 17, 2020 due to public safety measures enacted due to COVID-19.

Courtroom Hours				
	2017	2018	2019	2020*
All	1,959	1,685	1,774	1,051

* 2020 courtroom utilization only represents in-court hours until March 17, 2020 and the resumption of Early Resolution beginning September 7, 2020.

EARLY RESOLUTION

This process is intended to provide resolution to court matters without a trial. Of all Part I's filed, 11% (approximately 9,764) result in a request for an Early Resolution meeting with a prosecutor. Early Resolution was suspended from March 17 to September 7, 2020.

% of Early Resolution Hearings Scheduled					
	2016	2017	2018	2019	2020
Part 1	17%	15%	14%	16%	11%

FAIL TO RESPOND

In 2020, 4.6% of all Part I certificates of offence filed were placed on a Fail to Respond (failed to respond to any settlement or dispute options) docket. Administratively, this process takes more time as the tickets need to be reviewed by a Justice of the Peace before a conviction and notice can be issued. Under Bill 177, tasks associated with the Fail to Respond process would be downloaded to POA.

Fail to Respond					
	2016	2017	2018	2019	2020
Part 1	30%	29%	28%	28%	4.6%

Due to COVID-19 and the extension of court timelines ordered by the Chief Justice of the Ontario Court of Justice, resulted in no Fail to Respond convictions registered after March 17, 2020.

REVENUES

POA administers and collects fines where revenue is disbursed to other City business units such as Animal Services, Building Division, Licensing and By-law Services and Traffic Engineering and Operations (Red Light Camera charges). Red Light Camera revenue is transferred to Public Works, less any Service Ontario fees and an administrative cost. Similarly, Licensing and By-law Services and Building Division revenue is transferred to Planning and Economic Development, less an administrative cost.

Dedicated Fines, Victim Fine Surcharge, expenses associated with Part III prosecutions prosecuted by the Province and any POA fines levied against the City are payable to the Ministry of the Attorney General. Fines collected for other POA sites (i.e. Brantford, Burlington, etc.) are paid quarterly to the appropriate municipality. The remaining revenue is used to offset administration costs and contribute to the net levy. Payments can be made at any POA court office, over the phone, online via Paytickets (third party vendor), at Hamilton Municipal Service Centers and at Service Ontario locations.

Revenues for 2020 declined over previous years due to the suspension of court processes because of COVID-19. An order suspending timelines was made March 17, 2020 by the Chief Justice of the Ontario Court of Justice, which effectively put Fail to Respond convictions on hold for the remainder of the year. Fewer convictions resulted in decreased revenues. The resumption of Early Resolution on September 7, 2020 did not have a significant impact on revenues. Revenues, post pandemic, are expected to recover.

	Gross Revenue	Net Contribution
2016	\$12,685,559	\$2,952,091
2017	\$12,153,945	\$2,872,089
2018	\$12,352,242	\$2,975,996
2019	\$13,597,869	\$3,052,708
2020	\$10,523,446	\$(328,234)

COLLECTIONS

Internal collections were responsible for collecting \$1,532,213.77 and the external collection agencies collected \$1,058,012.43 for a total of \$2,590,226.20 in 2020. This represents a decrease in overall collections of \$3,152,436.80 over 2019. COVID-19 court closures and the order made by the Chief Justice of the Ontario Court of Justice extending timelines for all court processes have impacted collections efforts across the Province. In 2017, the Province introduced legislation to improve collection efforts (inability to renew plates and drivers' licenses for driving-based offences) to encourage payment. POA has leveraged this opportunity by redirecting defaulted Red Light Camera and Automated Speed Enforcement collections to plate denial (up to a two-year process) saving the cost of the external agency fee.

Fines that qualify are added to the defendant's property taxes (tax roll). Since the introduction of tax rolling by POA in 2017, \$553,268 in outstanding fines has been added to the tax roll. For a defaulted fine to be tax rolled, property ownership must be confirmed. Specific business units, such as Licensing and By-law Services have the authority to deny issuing or renewing a license if a fine is outstanding.

As of December 31, 2020, there were approximately 90,903 defaulted fine records for a total outstanding default amount of \$70,481,483.

Write-offs for Deceased Persons, which are an automatic write-off by the Ministry of the Attorney General, totaled \$423,593.



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, February 17, 2021

6:00pm – 8:00 p.m.

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

YouTube Live Stream

Present: Anthony Macaluso, Pat Semkow, Bob Semkow, Rein Ende, Rosemary Baptista, Jan Lukas, Councillor VanDerbeek

Absent: Freja Gray

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

1. Ceremonial Activities

A Macaluso provided the Land Acknowledgment.

2. Approval of the Agenda

(R. Baptista/B. Semkow)

That the agenda of February 17, 2021 be approved as presented.

CARRIED

3. Approval of Minutes

i. Minutes of January 20, 2021

(R. Ende/B. Semkow)

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

CARRIED

4. Discussion Items

i. Correspondence from the Clerk's Office respecting Citizen Committee Reports (Item 10.1)

(R. Baptista/ B. Semkow)

That the Hamilton Mundialization Committee receives the correspondence from the Clerk's office respecting Citizen Committee Reports.

CARRIED

ii. All Advisory Committee Event (Item 10.2)

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 Mundialization committee, that dates have not been set yet, however, the Clerk's office is looking for feedback on whether this is something the committee would be interested in.

Committee member unanimously agreed that the All Advisory Committee event is a great initiative. They would like to participate in the event, to showcase

the great work that the mundialization committee does as the committee is not well known.

5.2 World Citizenship Awards

(R. Ende/ R. Baptista)

MOTION: 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

5.3 Carretto Cart

- Committee members inquired to understand if insurance payment for the Carretto Cart had been approved. Staff to investigate and report back to requestor.

6. Adjournment

(B. Semkow / P. Semkow)

That the Mundialization Committee meeting be adjourned at 6:15 p.m.

CARRIED

Next Meeting: Wednesday March 17, 2021



Hamilton

Minutes

Status of Women Advisory Committee

Thursday, March 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, Stephanie Frisina

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. Ceremonial Activities (Item 1)

S. Bertolo provided the Land Acknowledgement

3. Approval of the Agenda (Item 2)

i. March 25, 2021

(D. Allain/J. Lukas)

That the Status of Women Committee approves the agenda of March 25, 2021 as presented.

CARRIED

4. Approval of Minutes (Item 4)

i. February 25, 2021

(D. Allain/J. Lukas)

That the Status of Women Committee approves the minutes of February 25, 2021 as presented.

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

- **Women of Distinction Awards:** Y. Wan reported that 1000 people tuned in from across North America. \$61,000 was raised the night of the event, for a grand total of over \$230,000. The Courage of COVID was the theme and women received recognition in 7 different categories. Committee members that attended the event expressed that they had a great time at a very well planned and executed event.
- **All Advisory Committee Event.** S.Bertolo inquired if there were updates regarding this event. Staff advised no significant updates at this time. Feedback will be compiled into a report by Clerk's office then sent to standing committee.
- **Menstrual Products Pilot Project:** S.Bertolo reported that a citizen committee report is required prior to making a statement to the media. Committee Members agreed that S. Bertolo will draft and submit the citizen committee report on behalf of the status of women committee.

ii. Gender Based Budgeting (Item 10.2)

Committee members further discussed inviting a staff member from the City, to attend a meeting to discuss the budgeting practices at the City of Hamilton, including if a gender equity lens is used. As requested, Y. Wan summarized information contained in articles such as The Equity and Economic impacts of 2017 Operating Budget, that was emailed to committee members ahead of today's meeting. B.Pocop to forward the above documents and committee questions to the finance department in preparation for the presentation at a future committee meeting.

iii. **Terms of Reference (Item 10.3)**

Committee members discussed changing the name of the Status of Women Committee. The following names were suggested as options:

- Status of Women Committee Plus
- The Women and Gender Equity Committee.

J. Lukas advised she is not in not in favour of changing the name of the committee and Y. Wan suggested keeping alignment with the federal chapter of the Status Women Committee. The committee will present both name options to council for consideration by way of a citizen committee report.

(S. Bertolo/D. Allain)

That the status of women committee put forward to council, a change in the terms of reference, to change the name of the Status of Women Committee, to the Status of Women Plus or the Women and Gender Equity Committee.

In Favour: S. Bertolo, A. Getty, Y. Wan, D. Allain

Opposed: J. Lukas

CARRIED

iv. **Equity Toolkit (Item 10.4)**

B. Pocop advised the purpose of this agenda item is to provide feedback to the Author and to the City regarding the contents of the handbook/toolkit. The following feedback was provided by committee members:

- More exploration needed on intersectionality of gender and race
- The word Black should be capitalised when referring to Black women

Committee members to send remaining edits to Staff by next meeting.

v. **Workplan – Working Group (Item 10.5)**

Committee members discussed connecting with the LGBTQ Advisory Committee and their staff liaison to obtain more information about the recruitment process they recently

underwent. J. Lukas shared that diversity should also consider diversity in age and asked that the Seniors Advisory Committee also be contacted.

6. General Information/ Other Business (Item 13)

J. Lukas shared that Tampon Tuesday, through United Way is launching on March 30, 2021 and the menstrual product pilot project, through the City of Hamilton is set to begin April 1, 2021. Selected facilities will begin to distribute free menstrual products to all who are in need.

Committee members discussed the 2021 goals for the committee and identified possible causes to support in the community. S. Bertolo to compile workplan ideas for next meeting.

Committee members inquired about updates regarding the donations of funds from the committees 2020 budget to community organizations. Staff advised that there are no updates available at this time.

7. Adjournment (Item 15)

(A. Getty/ J. Lukas)

That the Status of Women Committee meeting be adjourned at 7:42 p.m.

Next meeting scheduled for April 22, 2021.



Hamilton

Minutes

IMMIGRANT & REFUGEE ADVISORY COMMITTEE

March 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, Grace Maciak, Councillor Maureen Wilson

Also Present: Cole Gately- Staff Liaison, Diversity & Inclusion, Office
 Taline Morris- Admin Assistant, Diversity & Inclusion
 Shelly Hill - Senior Project Manager, Urban Indigenous Strategy
 Nicole Jones,- Urban Indigenous Strategy

Regrets : Leslyn Gombakomba

1. WELCOME & INTRODUCTIONS

R. Safi provided a round of welcome and introductions.

2. CEREMONIAL ACTIVITIES (Item 1)

A. Alshaikhahmed gave a land acknowledgement

3. APPROVAL OF AGENDA (Item 2)

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

4. DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest reported.

5. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(D. Honig/ A. Alshaikhahmed)

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

CARRIED

6. STAFF PRESENTATIONS (Item 9)

i. Urban Indigenous Strategy Program Presentation (Item 9.1)

Shelly Hill Senior Project Manager and Nicole Jones, Project Manager of the Urban Indigenous Strategy, presented to the Advisory Committee for Immigrants and Refugees about the work of the Urban Indigenous Strategy in the City of Hamilton, with the aid of a powerpoint presentation.

N. Jones reported that in 2015 Hamilton City Council passed a motion to develop the Aboriginal Justice Strategy, later renamed the Urban Indigenous Strategy. Some key objectives include; indentifying actions within municipal jurisdictions, Honor Indigenous people history, promote a geater understanding to Hamiltonions through public education and awareness.

According to the 2016 census data, Hamilton has over 17, 000 Indigenous residents. On July 8, 2019 the Urban Indigenous Strategy was fully endorsed by the City of Hamilton. Through community consultation, a list of 40 recommendations, divided into three categories (land, people and spirit) has been created to improve and direct the work of the stragety. Since being endorsed by the City of Hamilton, the Urban Indigenous Strategy has created an implementation

plan which incorporates values, history and teachings of Indigenous people. More information can be found at www.hamilton.ca/urbanindigenouststrategy.

(R. Sami/ A. Alshaikhahmed)

That the presentation from the Urban Indigenous Strategy be received.

CARRIED

7. DISCUSSION ITEMS (Item 10)

i. Business arising from previous minutes (10.1)

Staff provided update to previously asked questions. Members inquired if Audit, finance and administration required an additional update or progress report from the committee. Staff advised no other reports were required.

Members also requested an update regarding recruitment of new committee members. Staff advised that the clerk's office is organizing a recruitment.. Staff also updated that virtual delegations are now accepted.

ii. Collaboration with Community Agencies (Item 10.2)

Committee members discussed the future goals of the committee and putting the information learned through presentations into action, and collaborating with community agencies.

Members suggested a motion recommending that City council provide education about Indigenous affairs and history to immigrants and refugees in the City and to allocate financial and human resources needed to the Urban Indigenous Strategy to provide this education. Staff advised that a citizen committee report would be

required. Staff will distribute a copy of the citizen committee report template to committee members.

(R.Safi/ A. Alshaikhahmed)

That the following recommendation be added to the strategic plan of the Urban Indigenous Strategy:

- (a) That an education program be provided to the Immigrants and Refugees community respecting Indigenous affairs and history, including the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and
- (b) That the strategic planning around this education program for Immigrants and Refugees include financial and human resource allocations.

CARRIED

The citizen committee report will be discussed at next meeting.

8. GENERAL INFORMATION/OTHER BUSINESS(Item 13)**i. Mental Health support for Immigrants and Refugees (Item 13.1)**

Committee members discussed the need for mental health support within the immigrant and refugee community. R. Safi to invite member of the Canadian Mental Health Association to present on how they are reaching out to marginalized communities with different languages and different resources.

(R.Safi/ D. Honig)

That staff be directed to arrange a presentation from the Canadian Mental Health Association to discuss barriers to accessing mental health services within the immigrants and refugee communities and mental health services available specifically for immigrants and refugees.

CARRIED

9. ADJOURNMENT (Item 15)

(R. Safi)

That the Meeting for the Immigrant and Refugee Committee be adjourned at 8:24pm

Next Meeting: Thursday, April 8, 2021



Hamilton

Minutes

IMMIGRANT & REFUGEE ADVISORY COMMITTEE

April 8, 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, Grace Maciak,
Councillor Maureen Wilson

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

Absent with Regrets : Leslyn Gombakomba

1. WELCOME & INTRODUCTIONS

R. Safi provided a round of welcome and introductions.

2. CEREMONIAL ACTIVITIES (Item 1)

A. Alshaikhahmed gave a Land Acknowledgement

3. APPROVAL OF AGENDA (Item 2)

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

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

i. Minutes of March 11, 2021 (Item 4.1)

(D. Honig/ A. Alshaikhahmed)

That the Immigrant and Refugee Committee approves that Minutes of March 11, 2021 with amendments to motion respecting the Citizen Committee Report on the Urban Indigenous Strategy

CARRIED

5. DISCUSSION ITEMS (Item 10)

i. Citizen committee report respecting Urban Indigenous Strategy (Item 10.2)

Committee members reviewed and provided edits to the citizen committee report previously completed by D. Honig on behalf of the Advisory Committee for Immigrants and Refugees. The goal of the citizen committee report is to recommend that council provide education about Indigenous affairs and history to immigrant and refugee communities through the Urban Indigenous Strategy. It is being requested that The City allocate financial and human resources needed as required for the Urban Indigenous Strategy to reach out to immigrant and refugee communities. Staff to finalize report with committee's amendments to prepare for submission to the clerk's office.

ii. Mental Health support for Immigrants and Refugees (Item 10.3)

Committee members previously discussed inviting a mental health professional to present on the need for mental health support within the immigrant and refugee community. R. Safi updated the committee that he has contacted the Canadian Mental Health Association and is working on securing a presentation for either the May or June meeting.

iii. COVID -19 in Marginalized Communities (Item 10.4)

Committee members discussed effective ways to provide updates regarding COVID-19 and vaccines to the immigrant and refugee communities. Some challenges that have been identified include non-english speakers navigating the vaccine lines, non status holding immigrants being afraid of being vaccinated and deported, and committee members without Ontario Health Insurance Plan OHIP getting access to vaccinations. R. Safi to clarify approach to City's approach to address above concerns.

6. GENERAL INFORMATION/ OTHER BUSINESS (Item 13)

Committee members discussed creating workplan for 2021, specifically, investigating how community agencies are

currently supporting immigrants and refugees. A. Alshaikhahmed to create draft workplan for on behalf of the committee to be reviewed at the next meeting.

(A. Alshaikhahmed/D. Honig)

That A. Alshaikhahmed will create a draft workplan for 2021 on behalf of the advisory committee for immigrants and refugees.

CARRIED

7. ADJOURNMENT (Item 15)

(R. Safi)

That the Meeting for the Immigrant and Refugee Committee be adjourned at 8:06pm.

Next Meeting: Thursday, May 13, 2021



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Customer Service and POA Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Proposed Write-off for Provincial Offences (FCS21040) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Denis Desrosiers (905) 546-2424 Ext. 5718
SUBMITTED BY:	Cindy Mercanti Director, Customer Service, POA and Financial Integration Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

That staff be authorized to write-off the following outstanding Provincial Offences fines deemed uncollectible, in the total amount of \$1,626,850.61:

- (a) \$1,202,687.97 in uncollectible fines with a sentence date of December 31, 2013 and prior;
- (b) \$569.16 in underpayments from April 1, 2020 through March 31, 2021;
- (c) \$423,593.48 in fines held by persons deceased in 2020.

EXECUTIVE SUMMARY

In accordance with the Provincial Offences Administration (POA) Write-off Procedure and the Memorandum of Understanding, POA is requesting that 6,068 files amounting to \$1,626,850.61 be written off. Fines are written off based on the age of the accounts receivable and ability to collect. Files which are seven years or older are identified for write-off consideration. If a fine is written off, it does not absolve a convicted offender from the requirement to pay the fine as debts to the Crown are not forgiven. Reasons that accounts become uncollectible include debtor cannot be located and bankruptcy or business closure.

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

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

**SUBJECT: Proposed Write-off for Provincial Offences (FCS21040) (City Wide) –
Page 2 of 4**

The approval to write-off these fines will reduce the accounts receivables owing to the City of Hamilton and allow our collection staff to concentrate their efforts in pursuing more recent fines for which there is a higher probable rate of collection.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Accounts Receivable write-offs are reflected as a decrease in Accounts Receivable and an increase in Bad Debt.

Staffing: None

Legal: If approved by Council, staff will advise the Ministry of the Attorney General of this recommendation and request that they be authorized to purge these files from the Ministry database (ICON).

HISTORICAL BACKGROUND

POA utilizes several collection methods which include internal collection efforts, external collection agencies, tax rolling, garnishments and writs. The value of the receivable falls rapidly as a function of time and the longer the debt has been owed, the less likely POA is to collect.

In 2018, the Province introduced legislation to improve collection efforts (inability to renew plates and drivers' licenses for driving-based offences) that has helped encourage payment.

Internal collections were responsible for collecting \$1,532,213.77 and the external collection agencies collected \$1,058,012.43 in 2020. This represents a decrease in overall collections by the internal staff and the collection agencies of \$1,735,073.80 over 2019. In response to the pandemic, collections efforts were amended due to a court order extending timelines, thereby resulting in lower in-year collection revenues.

The year-end outstanding receivables balance, including the 2020 proposed write-off, totalled \$70,481,483.00. Outstanding receivables include new charges (convicted fines) plus defaulted fines.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The recommendation follows existing corporate, provincial policies, procedures and standard accounting practices respecting the write-off of uncollectible monies.

**SUBJECT: Proposed Write-off for Provincial Offences (FCS21040) (City Wide) –
Page 3 of 4**

RELEVANT CONSULTATION

Internal stakeholders consulted include staff in the departments of Corporate Services and Planning and Economic Development.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Staff anticipates the amount of the write-offs to be \$1,626,850.61 in uncollectible fines with a due date of December 31, 2013 and prior and underpayments (pay less than is due) of \$569.16 from April 1, 2020 through March 31, 2021. An example of an underpayment would be the \$5 fee added to the balance associated with the fail to respond docket. However, in the meantime, the fine was paid. There is an additional amount of \$423,593.48, representing persons that were deceased in 2020, that held unpaid fines. The total amount of \$1,626,850.61 includes the Victim Fine Surcharge which is payable to the Province of Ontario.

All offences filed with POA are pursued by way of enforcement if they are not paid by their due date. Enforcement includes suspension of a driver's licence, denial of licence plate renewal, referral to our external collection agency and civil enforcement. Outstanding fines are tracked through our collections database, wherein chronic offenders can be identified, based upon criteria that anyone with more than three offences in a one-year period is classified as chronic.

The approval to write-off these fines will reduce the accounts receivables owing to the City of Hamilton and allow our collection staff to concentrate their efforts in pursuing more recent fines for which there is a higher probable rate of collection. After writing off the proposed amount of \$1,626,850.61, the remaining outstanding accounts receivables balance will be \$68,854,632.39.

POA is requesting that 6,068 files amounting to \$1,626,850.61 be written off. Fines are written off based on the age of the accounts receivable and ability to collect. If a fine is written off, it does not absolve a convicted offender from the requirement to pay the fine as debts to the Crown are not forgiven. Files can be re-activated in ICON if a payment is received.

Write Off History

	# of Files	\$ Written Off	Year End Outstanding Balance
2016	3,924	\$1,541,755	\$61,636,843
2017	5,870	\$1,200,569	\$64,740,574
2018	5,581	\$1,173,573	\$69,937,030
2019	5,739	\$1,385,639	\$71,744,079
2020	6,068	\$1,626,850	\$68,854,632

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**SUBJECT: Proposed Write-off for Provincial Offences (FCS21040) (City Wide) –
Page 4 of 4**

ALTERNATIVES FOR CONSIDERATION

The Ministry of the Attorney General has issued a directive to all POA offices in the Province to establish and maintain write-off policies and procedures. Given the Council approved write-off procedure, there are no alternatives for consideration.

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

None.

DD/dt



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Information Technology Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Information Security Policy Report (FCS21039) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Emilia Jasnic (905) 546-2424 Ext. 5704
SUBMITTED BY:	Maria McChesney Director, Information Technology Corporate Services
SIGNATURE:	

RECOMMENDATION

That the Information Security Policy, attached as Appendix “A” to Report # FCS21039 be approved.

EXECUTIVE SUMMARY

The City is responsible to protect confidentiality, integrity and availability of information systems and data in order to provision and manage city services. Staff are obligated to protect personal information under the Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA). The Information Security Policy, attached as Appendix A, establishes accountability, roles and responsibilities and direction to support staff through legislated requirements and guidelines. In addition, the Information Security Policy is required to ensure compliance to industry standards such as the Payment Card Industry Data Security Standard (PCI DSS).

The City is committed to protecting the security of information systems and data and the Information Security Policy, attached as Appendix A, establishes accountability, roles and responsibilities, and provides direction for information security management at the City of Hamilton modelled after *ISO/IEC 27001:2013 - Information Technology — Security Techniques — Information Security Management Systems — Requirements* (the “ISO Standard”).

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SUBJECT: Information Security Policy Report (FCS21039) (City Wide)
- Page 2 of 3

ISO/IEC 27000 Series Standards are dedicated to the Information Security. The ISO Standard is an Information Security Program Framework that provides requirements for establishing, implementing, maintaining and continually improving Information Security Management Systems. The Framework defines areas of focus in building an Information Security Program. This consists of policies, procedures, processes, and activities that organizations should implement in order to have a robust Information Security Program.

ISO/IEC 27002 Information Technology – Security techniques – Code of practice for information security controls provides guidance for implementing ISO/IEC 27001. The Information Technology (IT) Division of the Corporate Services Department is committed to implementing the City's Information Security Program by following the guidance from this Program Framework.

Once the Information Security Policy is approved, operational support documentation and processes will be developed, and training will be provided to all impacted city staff and elected officials.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: The Information Technology (IT) Division of the Corporate Services Department will work on aligning Standard Operating Procedures to the Information Security Policy. The IT Security Team will develop role-based information security awareness training for all city staff and elected officials.

Legal: N/A

HISTORICAL BACKGROUND

In 2020, the Information Technology (IT) Division of the Corporate Services Department in partnership with the Clerk's Office, Legal, Risk Management, Procurement Divisions in the Corporate Services Department, the Privacy Officer from the Public Health Division of Healthy and Safe Communities Department and Corporate Communications of the City Manager's Office, formed the Information Privacy and Security Committee. The Information Privacy and Security Committee and its membership were endorsed by Senior Leadership Team (SLT) in October 2020.

The IT Security Team has reviewed and updated existing Information Security Policies and created a new comprehensive suite of Policies that together make up the Information Security Policy. The Information Security Policy will be the overarching Policy.

SUBJECT: Information Security Policy Report (FCS21039) (City Wide)
- Page 3 of 3

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Information Technology (IT) Division of the Corporate Services Department will work on aligning Standard Operating Procedures with the PHIPA. Policy – Section 12:

Security - 12 (1) A Health Information Custodian shall take steps that are reasonable in the circumstances to ensure that personal health information in the Custodian's custody or control is protected against theft, loss and unauthorized use or disclosure and to ensure that the records containing the information are protected against unauthorized copying, modification or disposal. 2004, c. 3, Sched. A, s. 12 (1).

The City of Hamilton holds a Health Information Custodian status under PHIPA legislations for the purposes of Hamilton Paramedic Services and Long-Term Care homes and the Medical Officer of Health holds this status with respect to public health.

Payment Card Industry Data Security Standard (PCI DSS):
 Requirement 12: Maintain a Policy that addresses information security for all personnel.

RELEVANT CONSULTATION

This Policy has been approved by the Information Privacy and Security Committee and Senior Leadership Team in March and April 2021.

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

Appendix "A" to Report FCS21039 - Information Security Policy

EJ/sn



Information Security Policy

POLICY STATEMENT

The main goals of information security are to preserve:

1. *Confidentiality*: ensuring that information is accessible only to those who are authorized to have access.
2. *Integrity*: safeguarding the accuracy and completeness of information and processing methods.
3. *Availability*: ensuring that authorized users have access to information when needed.

This document follows the guidelines given in *ISO/IEC 27002*, the international standard on *Security techniques, Code of practice for information security controls* and it provides Information Technology (IT) security policy direction to all Authorized Users through the following:

1. IT security solutions that are based on risk management principles for selecting, verifying, maintaining, monitoring and adjusting safeguards from the inception of any program, application, system or digital service;
2. A Management Framework that will ensure accountability, responsibility and support for the protection of digital information, information systems, process control systems, information services and process control assets;
3. Processes that will permit the management of IT Security to support maintenance of system security profiles that include the confidentiality, integrity and availability of IT and Process Control Systems for all users and partners;
4. Development, implementation and maintenance of appropriate controls, guidelines and procedures to address the confidentiality, integrity and availability of digital information, process control and information systems and information services;
5. Direction and guidance to system developers, analysts, external IT contractors and verification authorities for their tasks so that stipulated IT security requirements are met on an on-going basis;
6. Development of programs and resources to support the implementation and maintenance of a balanced security program.

PURPOSE

The purpose of this Policy is to provide management direction and support for information security at the City of Hamilton in accordance with business requirements and relevant laws and regulations.

To define the Policies and Procedures for any individual or

	<p>organization that connects to the City of Hamilton's information technology and process control systems or services.</p> <p>Establishing the roles and responsibilities for ensuring the principles in this Policy are implemented and maintained.</p>
SCOPE	This Policy applies to all City of Hamilton employees, staff of elected officials, and all other organizations and individuals who are authorized by the City to use IT Resources.
DEFINITIONS	The following terms referenced in this Policy are defined as:
Authorized Users	<p>Authorized Users: includes all persons who are authorized by City of Hamilton to access and use the City's Process Control and IT Resources for legitimate business purposes.</p> <p>IT Resources includes all:</p> <ul style="list-style-type: none"> • Computer software, hardware and equipment owned or issued by the City, including desktops, laptops, tablets, notebooks, servers, process control devices or smart phones (such as iPhone or Android devices); • Telephones (including IP, cellular or traditional phones), and other audio/voice devices and networks, including voicemail; • Video conferencing systems and equipment; • Scanners, printers and fax machines and peripheral devices and removable media associated with the computer (such as USB drives, CDs, DVDs, etc.); • Transmission methods and services employed by the City's computer hardware and equipment, including wired, wireless and cellular networks, whether accessed from within the City's premises or elsewhere; • Internet and e-mail systems; • Data, information and other work products such as computer programs, databases, spreadsheets, etc., created and/or maintained in using these IT resources; and • City related data and information that is accessed, stored, created, processed, transmitted or filed in an electronic device. <p>Availability: Information is available to authorized persons as agreed.</p> <p>Integrity: Ensuring information has not been altered accidentally or deliberately, and it is accurate and complete.</p> <p>Information Security: Maintaining confidentiality, integrity and availability of information, process control facilities and data processing facilities.</p>

	<p>ISO/IEC 27000 Series Standards: Defined Standards by the International Organization for Standardization (ISO) and by the International Electrotechnical Commission (IEC) to manage information security.</p> <p>Malware: A generic term for several different types of malicious code.</p> <p>Threat: Potential cause of an unwanted incident, which may result in harm to the business.</p> <p>Vulnerability: The weakness of an asset that can be exploited by one or more threats.</p> <p>Risk: A combination of the likelihood of an event and its consequence.</p> <p>Storage media: Devices or other media that store data, application and user information.</p> <p>Non-public Information: means information that is exempt or is potentially exempt from disclosure under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, R.S.O. 1990, c. M.56 or the <i>Personal Health Information Protection Act, 2004</i>, S.O. 2004, c. 3, Schedule A, or that is otherwise deemed confidential. (Refer to Policy IT-04 “Data Classification” for further information about the classification and use of City data.)</p> <p>Confidential Information includes, but is not limited to, Cardholder Data as defined in the <i>Payment Card Industry Data Security Standard</i>, Personal Health Information as defined in the <i>Personal Health Information Protection Act, 2004</i>, S.O. 2004, c. 3, Sched. A or Personal Information as defined in the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, R.S.O. 1990, c. M.56.</p>
<p>TERMS & CONDITIONS</p>	<p>The Director of Information Technology Division is responsible for maintaining IT Security Policies, Standards and Practices that will put this Information Technology Security Policy into practice and provide direction for those charged with security program implementation and management.</p> <p>In compliance with ISO/IEC 27002, the City’s information security procedures will include, but not be limited to the following security standards and objectives:</p> <ol style="list-style-type: none"> 1. Computer and Technology Acceptable Use Policy This Policy defines the requirements regarding the use of information and the City’s IT Resources. These requirements are intended to help protect the

confidentiality, integrity and availability of the City's systems and data.

2. **Mobile Devices Policy**

This Policy defines the guidelines to ensure the security of mobile devices.

3. **Remote Work Security Policy**

This Policy defines the requirements to ensure the security teleworking.

4. **Human Resources Security Policy**

This Policy defines the requirements to ensure that employees and contingent workers understand their responsibilities and are suitable for the roles for which they are hired and to protect the City of Hamilton information as part of the process of changing or terminating employment.

5. **Information Asset Management Policy**

This Policy provides the guidelines to ensure proper record maintenance and asset tagging of all IT equipment; to classify and define protection requirements for the City's data; to ensure that information receives an appropriate level of protection in accordance with its importance to the City of Hamilton.

6. **Access Management Policy**

This Policy defines a standard to limit access to information and information processing facilities according to the business and security requirements, to ensure authorized user access, to prevent unauthorized access to systems and services and to make Authorized Users accountable to safeguard their authentication information.

7. **Cryptography Policy**

This Policy defines the information security controls that are required to implement and manage cryptographic solutions according to the business and security requirements.

8. **Physical and Environmental Security Policy**

This Policy defines the requirements for the physical security of the City of Hamilton's information technology systems and to ensure that physical security of all City of Hamilton's information processing facilities is built and maintained.

9. **Operations Security Policy**

This Policy defines the requirements for implementing

	<p>correct and secure operations of information processing facilities, protection from malware, protection against the loss of data, appropriate recording of events that generate evidence and vulnerability management.</p> <p>10. Network and Communications Security Policy This policy defines the requirements to ensure the protection of information in networks and to maintain the security of information transferred within the City of Hamilton and with any external entities.</p> <p>11. System Acquisition, Development and Maintenance Policy The procedures in this section outline the security requirements for the procurement of information and process control systems, software development and maintenance, and use of test data.</p> <p>12. Technology Service Provider Policy This Policy defines the guidelines to ensure that access to City of Hamilton facilities, systems and information assets by Technology Service Providers is appropriately controlled so that confidentiality, integrity, availability and accountability of information and assets remain intact.</p> <p>13. Information Security Incident Management Policy To implement an information security incident management process to identify and resolve information security incidents related to the City of Hamilton quickly and effectively, while minimizing their impact and reducing the risk of similar information security incidents from occurring.</p> <p>14. Information Security Aspects of Business Continuity Management Policy This Policy defines the requirements and recommendations to embed the information security continuity into business continuity plans to ensure availability of all information systems and assets supporting the City of Hamilton business functions.</p> <p>15. Security Compliance Policy This section identifies and documents information security obligations including business records, intellectual property, and privacy. This security procedure describes the legal and contractual commitments, security reviews and audits requirements.</p>
<p>RESPONSIBILITIES (if applicable)</p>	<p>Within the City of Hamilton, Security is everyone’s responsibility. The City of Hamilton, as a contracting authority, is legally responsible for ensuring contractors and</p>

	<p>partners are acting in accordance with these policies while executing work in the City of Hamilton's name.</p> <p>This policy will be reviewed on a regular basis and updated as needed by the IT Security Manager. Reviews will consider:</p> <ul style="list-style-type: none"> • Its effectiveness, as demonstrated by the nature, number and impact of security incidents. • The cost and impact of controls on business efficiency. • The effects of changes in risk; technology; available controls; regulatory and legal requirements; and industry best practice. <p>The City Manager and the Senior Management Team will be required to approve significant changes to the policy.</p> <p>The Director of Information Technology Division is responsible for establishing, monitoring and ensuring compliance with Information Technology Security Policies and Standards.</p> <p>The Information Technology Division has the authority to implement the Information Technology Security Policy, oversees threat and vulnerability assessments and advises on safeguards and other elements of risk management throughout the life cycle of process control and information systems.</p> <p>The Clerk's Division and Privacy Officers ensure that input is provided for privacy assessments, as part of risk management.</p> <p>All City of Hamilton Authorized Users are required to complete the training provided by the IT Division Security Awareness Program and notify management of actual or suspected policy breaches. These notifications should be sent to the Service Desk so that appropriate IT Security resources can be engaged.</p> <p>The Information Technology Division will designate auditors to undertake broad-based IT security audits on a periodic basis to ensure an objective third party view on the success of the security program.</p> <p>Manager, IT Security is responsible for ensuring the conduct of IT security reviews and reporting to the Information Technology Leadership Team about the findings of the IT security program.</p>
<p>COMPLIANCE</p>	<p>All requirements specific in Information Security Policies are mandatory. Any deviation from a mandatory requirement in Information Security Policy must be approved by the IT Security Team.</p> <p>All process control and information security exemption requests</p>

	<p>must be assessed by the IT Security Team and then reviewed by the Information Technology Leadership team for approval.</p> <p>All process control and information security exemptions requests and approvals must be logged by the IT Security Team.</p> <p>Information security exemptions may be requested and granted for any length of time. However, all approved exemptions must be reviewed by the IT Security Team at a minimum, every two years, to ensure that the level of risk has not increased or that new risks have not appeared.</p>
RELATED	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. <i>ISO/IEC - 27002:2013 Security techniques, Code of practice for information security controls</i> 2. <i>Computer and Technology Acceptable Use Policy</i> 3. <i>Mobile Devices Security Policy</i> 4. <i>Remote Work Security Policy</i> 5. <i>Human Resources Security Policy</i> 6. <i>Information Asset Management Policy</i> 7. <i>Access Management Policy</i> 8. <i>Cryptography Policy</i> 9. <i>Physical and Environmental Security Policy</i> 10. <i>Operations Security Policy</i> 11. <i>Network and Communications Security Policy</i> 12. <i>System Acquisition, Development and Maintenance Policy</i> 13. <i>Technology Service Provider Policy</i> 14. <i>Information Security Incident Management Policy</i> 15. <i>Information Security Aspects of Business Continuity Management Policy</i> 16. <i>Security Compliance Policy</i>
HISTORY	<p>The following stakeholders were consulted in the creation or revisions made to this Policy: Information Technology Leadership Team Information Privacy and Security Committee</p> <p>This policy is dated <<Insert Date here, if available>></p>



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
City Clerk's Office

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Accessible Captioning for Advisory Committee Meetings (FCS21050)
WARD(S) AFFECTED:	(City Wide)
PREPARED BY:	Janet Pilon Manager, Legislative Services / Deputy Clerk Ext. 4304
SUBMITTED BY:	Andrea Holland City Clerk
SIGNATURE:	

RECOMMENDATION

- (a) That staff be directed to implement closed captioning and live streaming through the City's website for all Advisory Committee meetings through the acquisition of an encoder from eSCRIBE Software Ltd., in the amount of \$87,450 + applicable HST, for a three (3) year term, be approved, to be funded as follows:
- (i) Year One - \$32,750 + applicable HST (includes one-time implementation fees of \$5,400 + applicable HST from June 2021 to June 2022) from Account Number 56132 300100 (Operating Budget); and,
 - (ii) Years Two and Three - \$27,350 + applicable HST (annually) from Account Number 56132 300100 (Operating Budget);
- (b) That the General Manager of Finance and Corporate Services be authorized to enter into and execute any required Contract and any ancillary documents required to give effect thereto with eSCRIBE Software Ltd., in a form satisfactory to the City Solicitor.

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: Accessible Captioning for Advisory Committee Meetings (FCS21050)
(City Wide)**

Page 2 of 4

EXECUTIVE SUMMARY

Staff as directed by the Audit, Finance & Administration Committee on February 18, 2021 have considered the accessible captioning for Advisory Committee meetings, and are recommending as per the Multi-Year Accessibility Plan that all Advisory Committee meetings be closed captioned in order to provide persons with disabilities the means to access Advisory Committee meetings as they do the City's Council, Standing Committee and Sub-Committee meetings.

The closed captioning of the Advisory Committee meetings through an encoder will enable the live streaming of these meetings through the City's website.

The additional encoder will also be available for the live streaming of City events on the City's website, when it is not in use for the Advisory Committee meetings.

Alternatives for Consideration – See Page X or Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: An additional encoder has one-time implementation costs in the amount of \$5,400 + applicable HST (Live streaming and Closed Captioning setup and training) to be funded from the operating budget and the annual subscription fees of \$27,350 + applicable HST (Live streaming and Closed Captioning) to be funded from the operating budget.

Staffing: Advisory Committee agendas are currently prepared and published through eSCRIBE, therefore, there will be minimal training required for the staff liaisons in order for their Advisory Committee meetings to be live streamed through the eSCRIBE encoder on the City's website.

Legal: There are no legal implications.

HISTORICAL BACKGROUND

At the February 18, 2021, Audit, Finance & Administration Committee meeting Committee received and referred the Citizen Committee Report from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee respecting Accessible Captioning for Meetings of the LGBTQ Advisory Committee to staff to report back to the Audit, Finance and Administration Committee with additional information, the financial implications, and other considerations.

The recommendation within the Citizen Committee Report, reads as follows:

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SUBJECT: Accessible Captioning for Advisory Committee Meetings (FCS21050)
(City Wide) Page 3 of 4

That the City of Hamilton (City) provide accessible captioning as part of its virtual meeting software either through Cisco Webex or through another software provider for all future meetings of the LGBTQ Advisory Committee (LGBTQAC), and that the City, if it has not done so already, consult with the Advisory Committee for Persons with Disabilities (ACPD) to get their input and feedback about this as soon as possible and before implementing this recommendation.

The City currently close captions all of its Council, Standing Committee and Sub-Committee meetings through eSCRIBE.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Multi-Year Accessibility Plan contains six strategic goals demonstrating the City's commitment to fulfilling the requirements of the Integrated Accessibility Standards Regulation. Each strategic goal addresses a key aspect of how we are designing, delivering and implementing policies, programs, services, resources and opportunities to persons with disabilities in an equitable manner that respects their dignity and independence, as well as takes into account the person's disability.

As per Strategic Goal Three which states that the City of Hamilton is committed to ensuring that information and communication and supports including the City's website and self-service kiosks are fully accessible and available in accessible formats, staff are committed to providing persons with disabilities access to meeting proceedings in an alternate format that respects their dignity and independence, as well as takes into account the person's disability.

RELEVANT CONSULTATION

As per the direction, consultation with the the Advisory Committee for Persons with Disabilities (ACPD) was based on the Committee's input to the Multi-Year Accessibility Plan, which supports the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee's recommendation.

Information Technology was consulted with respect the proposed configuration from eSCRIBE for the live streaming of the Advisory Committee meetings and other events when the encoder is not in use, through WebEx to the City's website. Information Technology found the configuration acceptable.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Based on staff's commitment to providing persons with disabilities access to meeting proceedings in an alternate format that respects their dignity and independence, as well

SUBJECT: Accessible Captioning for Advisory Committee Meetings (FCS21050)
(City Wide) Page 4 of 4

as takes into account the person's disability, staff are recommending the close captioning of all Advisory Committee meetings.

ALTERNATIVES FOR CONSIDERATION

None

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

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

APPENDICES AND SCHEDULES ATTACHED

None



Hamilton

CITIZEN COMMITTEE REPORT

To:	Audit, Finance & Administration Committee
From:	Advisory Committee for Immigrants and Refugees <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> (Rami Safi, Chair)
Date:	May 7, 2021
Re:	Education of Urban Indigenous Strategy to Immigrant and Refugees communities.

Recommendation:

WHEREAS, advisory committees are required to read a land acknowledgement at the beginning of each meeting which provides some education about the land we live on and,

WHEREAS, the Urban Indigenous Strategy presented to the Immigrant and Refugees Advisory Committee on March 11, 2021 on the implementation of the Urban Indigenous strategy and outreach to the Aboriginal community.

THEREFORE, BE IT RESOLVED:

That the following recommendation be added to the strategic plan of the Urban Indigenous Strategy:

- (a) That an education and awareness program be provided to the Immigrants and Refugees community respecting Indigenous affairs and history, including the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and
- (b) That the strategic planning around this education program for Immigrants and Refugees include financial and human resource allocations.

Background:

The motion was passed at the at the March 11, 2021 committee meeting, following a presentation from The Urban Indigenous Strategy.

Analysis/Rationale:

While born Canadians are exposed to indigenous history and struggles through school, stories in books, and online information throughout their lives, immigrants who come to Canada do not have the same exposure. We believe that in order for true immigrants' integration and immersion in Canadian lives and particularly to the city of Hamilton history and heart, they must also be exposed to and immersed in the indigenous experience as it unfolded in Hamilton through time.

For that to happen, the city needs to put in the time and resources needed to be able to educate new Canadians on indigenous affairs



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

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rosaria Morelli (905) 546-2424 Ext. 1390
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

That Report FCS21041, "Treasurer's Investment Report 2020 Fiscal Year by Aon", as provided to Council, be forwarded to the Hamilton Future Fund Board of Governors, for information.

EXECUTIVE SUMMARY

In accordance with the *Municipal Act, 2001*, the regulations thereunder and the City of Hamilton's Statement of Investment Policies and Procedures (the "City's SIPP"), the Treasurer of the City of Hamilton (General Manager, Finance and Corporate Services) is presenting to Council the City of Hamilton Reserve Funds Treasurer's Investment Report 2020 Fiscal Year (the "Treasurer's Report"), attached as Appendix "A" to Report FCS21041.

The Treasurer's Report is an investment report for the City of Hamilton Reserve Fund and the Hamilton Future Fund (the "Funds") for the City's fiscal year ending December 31, 2020 and is prepared by Aon on behalf of the Treasurer of the City of Hamilton.

All investments met the eligibility requirements as prescribed by Ontario Regulation 438/97 ("O. Reg. 438/97") and were made in accordance with the investment policies and goals, the City's SIPP, adopted by the City of Hamilton.

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**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 2 of 9**

Investment Performance of the Funds

Report FCS21042 provides details of the investment performance of the Reserve Fund as at December 31, 2020. Report FCS21043 provides details of the investment performance of the Hamilton Future Fund as at December 31, 2020.

The market rates of return for the 12-month period ending December 31, 2020 were 7.16% for the Reserve Fund and 7.75% for the Hamilton Future Fund. The Reserve Fund outperformed the benchmark rate of return of 5.51% by 1.65%, attributed mostly to its overweight position in longer-dated bonds, which outperformed shorter-dated bonds during the year 2020. The Hamilton Future Fund outperformed the benchmark rate of return of 5.51% by 2.24%, attributed mostly to its overweight position in longer-dated bonds.

Market rate of return is based on security market value and includes net unrealized gains and losses, net realized gains and losses and income. The market rate of return is provided by RBC Investor & Treasury Services ("RBCITS"), which is also the City's custodian.

The annual rates of return on average cost for the 12-month period ending December 31, 2020 were 2.32% for the Reserve Fund and 2.53% for the Hamilton Future Fund. The rate of return on average cost uses original cost to value the securities and includes both income and net realized gains and losses but excludes net unrealized gains and losses.

Investment in City of Hamilton Securities

During the fiscal year 2020, the City was invested in its own long-term securities, which had a market value of \$6.5 M or a proportion of 0.63% of the total market value of the Reserve Fund as at December 31, 2020. As at December 31, 2019, the proportion was 0.31%.

The increase in proportion from 0.31% to 0.63% is primarily attributed to the purchase, on November 3, 2020, of the fixed income security issued by City of Hamilton with coupon of 1.75%, maturity date of November 3, 2032 and par value of \$3,447,000. This security was issued on November 3, 2020 by the City of Hamilton as part of its serial debenture issuance in 2020: City of Hamilton Issue of \$51,705,000 Debentures Dated November 3, 2020 and Due November 3, 2021 to 2035.

Other than this transaction, the City had no other transactions in or disposals of its own securities during the fiscal year 2020 and the City was not invested in its own short-term securities as was the case during fiscal year 2019.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 3 of 9**

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Not Applicable.

Staffing: Not Applicable.

Legal: Not Applicable.

HISTORICAL BACKGROUND

In accordance with O. Reg. 438/97 and the City's SIPP, the Treasurer of the City shall prepare and present to Council each year, an investment report on the management of the City's Funds during the prior fiscal year that complies with section 8 (Investment report) of O. Reg. 438/97 and shall contain, but not be limited to, the following information:

- a statement about the performance of the investments for the Funds;
- a listing of the types of securities in which the portfolio invested during the period covered by the report;
- a listing of the securities and their credit ratings held by the portfolio at the date of the report;
- a description of the estimated proportion of the total investments of the City that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale of each security;
- a statement by the Treasurer as to whether or not, in his opinion, all investments are consistent with the investment policies and goals (the City's SIPP) adopted by the City;
- a statement by the Chief Investments Officer as to whether or not, in his or her opinion all investments are consistent with the investment policies and goals (the City's SIPP) adopted by the City;
- such other information that Council may require or that, in the opinion of the Treasurer, should be included.

The Investment report, prepared by Aon on behalf of the Treasurer, is the Treasurer's Report and is attached as Appendix "A" to Report FCS21041.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 4 of 9**

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

In accordance with the *Municipal Act, 2001* and the City's SIPP, the Treasurer shall prepare and present to Council each year an investment report on the management of the City's Funds during the prior fiscal year.

RELEVANT CONSULTATION

On behalf of the Treasurer, Aon prepared the Treasurer's Report, attached as Appendix "A" to Report FCS21041.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Funds' Performance (Page 4 of the Treasurer's Report)

The market rates of return for the Reserve Fund and the Hamilton Future Fund are provided by RBCITS. Table 1 includes these performance returns of the Funds along with the benchmark return over each of the quarters of 2020 and over the one-year and three-year periods ending December 31, 2020 as follows:

**Table 1
Funds' Performance (%) and Comparison with Benchmark**

	Q1 2020 %	Q2 2020 %	Q3 2020 %	Q4 2020 %	1 Year %	3 Years %
Benchmark	2.84	2.15	0.26	0.18	5.51	3.56
Reserve Fund	2.31	3.39	0.84	0.47	7.16	4.63
Hamilton Future Fund	2.37	3.78	0.83	0.59	7.75	5.03
Reserve Fund Minus Benchmark	-0.53	1.24	0.58	0.29	1.65	1.07
Hamilton Future Fund Minus Benchmark	-0.47	1.63	0.57	0.41	2.24	1.47

The benchmark for the Funds is composed of 10% of the FTSE Canada 91-day Treasury Bill Index, 62.5% of the FTSE Canada Short-Term All-Government Bond Index and 27.5% of the FTSE Canada All-Government Bond Index.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 5 of 9**

For the one-year period ending December 31, 2020, the Reserve Fund outperformed the benchmark by 1.65% and the Hamilton Future Fund outperformed the benchmark by 2.24%. The outperformance of the Reserve Fund and of the Hamilton Future Fund is attributed to the overweight position in longer-dated bonds, which outperformed shorter-dated bonds during 2020.

During the year in 2020, interest rates declined dramatically due to the extraordinary monetary policy support by the Bank of Canada in response to the COVID-19 pandemic. The yield on the Government of Canada bond with a term to maturity of 10 years was 1.70% at December 31, 2019, dropped to a low of 0.43% in early August 2020 and was 0.68% on December 31, 2020.

As noted in last year's Treasurer's Report (Report FCS20042 respecting Treasurer's Investment Report 2019 Fiscal Year by Aon) and implemented in last year's Treasurer's Report, Aon has discontinued performing the review and confirmation of performance returns given that RBCITS has been reporting accurate performance historically as confirmed by Aon. This change was implemented because it had been seen that in the Treasurer's Reports prepared by Aon over the last ten years, Aon had reviewed and confirmed, for accuracy, the performance returns calculated by RBCITS. Aon's role in reviewing the performance determined by RBCITS had been intended as a temporary, not permanent, measure.

Types of Securities (Page 5 and Page 6 of the Treasurer's Report)

The types of securities (and the entities who issue them) which municipalities are permitted to invest in are prescribed by legislation and regulations, including O. Reg. 438/97. Most of these securities and their issuers have been included by the City in its approved list of issuers, which is set out in the Sector and Issuer Limitations in the City's SIPP and is given on Page 5 and Page 6 of the Treasurer's Report.

Portfolio Securities (Page 7, Page 8, Page 9 and Page 10 of the Treasurer's Report)

As at December 31, 2020, the total market value (including net accruals) of the securities in the Reserve Fund was \$1,027,634,980 of which \$53,374,313 consists of investments in the One Investment Program.

One Investment Program is jointly run by CHUMS (a subsidiary of the Municipal Finance Officers' Association of Ontario) and Local Authority Services (a corporation of the Association of Municipalities of Ontario).

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 6 of 9**

As at December 31, 2020, the City held shares with a market value of \$47,687,919 in the One Investment Program Canadian Equity Portfolio and held shares with a market value of \$5,686,393 in the One Investment Program Canadian Corporate Bond Portfolio.

As at December 31, 2020, the total market value (including net accruals) of the securities in the Hamilton Future Fund was \$53,575,031 of which \$1,928,328 consists of investments in the One Investment Program Canadian Equity Portfolio.

During the fiscal year 2020, the City was invested in its own long-term securities, which had a market value of \$6.5 M or a proportion of 0.63% of the total market value of the Reserve Fund as at December 31, 2020. As at December 31, 2019, the proportion was 0.31%.

The increase in proportion from 0.31% to 0.63% is primarily attributed to the purchase, on November 3, 2020, of the fixed income security issued by City of Hamilton with coupon of 1.75%, maturity date of November 3, 2032 and par value of \$3,447,000. This security was issued on November 3, 2020 by the City of Hamilton as part of its serial debenture issuance in 2020: City of Hamilton Issue of \$51,705,000 Debentures Dated November 3, 2020 and Due November 3, 2021 to 2035.

Other than this transaction, the City had no other transactions in or disposals of its own securities during the fiscal year 2020, and the City was not invested in its own short-term securities, as was the case during fiscal year 2019.

Restrictions (Page 11 and Page 12 of the Treasurer's Report)

Table 2, taken from the Treasurer's Report, shows that as at December 31, 2020, on a combined basis, the Funds were being managed in accordance with the minimum quality requirements, maximum quantity restrictions and all other imposed restrictions.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 7 of 9**

**Table 2
Restrictions**

		Policy Complied With Yes / No
Constraints		
The City shall not invest more than 25% of the portfolio in short-term debt issued or guaranteed by the City		Yes
Total investment in "A" or equivalent rated debt on purchase must not exceed 35% of the market value of the City's bond portfolio		Yes
The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars with exception of investments specified in Section 4.07 and footnote 6 of Appendix "A" of the SIPP		Yes
The City shall not invest in a security issued or guaranteed by a school board or similar entity unless the money raised by issuing the security is to be used for school purposes		Yes
		Policy Complied With Yes / No
Permitted Ranges	(%)	
Federal issues	0-100	Yes
Provincial holdings in aggregate	0-100	Yes
Single province exposure	0-50	Yes
Individual non-federal / non-provincial holdings*	0-10	Yes
Non-federal / non-provincial holdings in aggregate	0-50	Yes
Municipal issues*		
Individual muni issue rated "AAA"	0-10	Yes
Individual muni issue rated "AA"	0-10	Yes
Individual muni issue rated "A"	0-5	Yes
Municipal holdings in aggregate	0-30	Yes
Banks and Credit Unions in aggregate	0-50	Yes
Short-term securities	0-50	Yes
Portfolio duration	1-6 Years	Yes

* Except for City of Hamilton issues which have an upper limit of 25%

Table 3, which is not contained in the Treasurer's Report, shows the Funds' credit exposure with respect to the approved issuers given in the City's SIPP.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 8 of 9**

**Table 3
Credit Exposure¹ (%) – As at December 31, 2020**

Issuer or Sector	Reserve Fund	Hamilton Future Fund ²	Combined Maximum Funds	Limit %
STIF	0.0%	0.8%	0.0%	N/A
Canada				
Direct	1.0%	0.0%	1.0%	100%
Guarantee	7.2%	0.0%	6.8%	25%
Provinces				
Ontario	9.2%	21.8 %	9.9%	50%
Other (rated AA or higher)	34.1%	42.8%	34.5%	100%
Other (rated A)	3.7%	6.5%	3.8%	20%
Municipalities				
Hamilton	0.7%	0.0%	0.7%	25%
Other	19.2%	15.5%	19.0%	30%
Banks and Credit Union				50%
Schedule I	18.2%	9.2%	17.7%	50%
Credit Union	2.1%	0.0%	2.0%	8%
Asset Backed Securities	0.0%	0.0%	0.0%	25%
Corporate Bonds	0.0%	0.0%	0.0%	15%
Commercial Paper and Asset Backed Commercial Paper (ABCP)	0.0%	0.0%	0.0%	20%
One Investment Program				15%
Canadian Equity Portfolio	4.0%	3.4%	4.0%	10%
Canadian Corporate Bond Portfolio	0.6%	0.0%	0.6%	10%
Total	100.0%	100.0%	100.0%	

Notes to Table 3:

¹ Credit Exposure refers to the par value of holdings in individual issuers or sectors as a percentage of the total par value of holdings in the fund.

² For the Hamilton Future Fund, Credit Exposure does not reflect the shares of the Hamilton Utilities Corporation, which are held in the Hamilton Future Fund custodial account with RBCITS.

**SUBJECT: Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041)
(City Wide) – Page 9 of 9**

Activity and Transactions (Page 13 of the Treasurer's Report)

During the fiscal year 2020, the total dollar amount of cash inflows for the Reserve Fund were \$171.5 M, consisting of \$90.6 M in sales and maturities, \$27.5 M in investment income and \$53.4 M in contributions / transfers. Cash outflows were also \$171.5 M and consisted of \$26.3 M in purchases and \$145.2 M in distributions.

During the fiscal year 2020, the total dollar amount of cash inflows for the Hamilton Future Fund were \$7.4 M, consisting of \$5.0 M in sales and maturities, \$1.1 M in investment income and \$1.3 M in contributions / transfers. Cash outflows were also \$7.4 M and consisted of \$6.2 M in purchases and \$1.2 M in distributions.

Certificate by Chief Investments Officer (Page 14 of the Treasurer's Report)

The Chief Investments Officer has certified on page 14 of the Treasurer's Report that the Funds were managed in compliance with the *Municipal Act, 2001*, and in accordance with the terms, conditions and guidelines stipulated in the City's SIPP.

ALTERNATIVES FOR CONSIDERATION

None.

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 FCS21041 – City of Hamilton – Reserve Funds Treasurer's Investment Report 2020 Fiscal Year

RM/dt

City of Hamilton—Reserve Funds Treasurer’s Investment Report 2020 Fiscal Year

May 2021

Contents

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Types of Securities	5
Portfolio Securities as at December 31, 2020	7
Activity and Transactions	13
Certificate by Chief Investments Officer	14

Introduction

As the acting Investment Consultant, Aon is engaged to prepare, on behalf of the Treasurer of the City of Hamilton ("City"), an investment report, referred to as the Treasurer's Report ("the report"), relating to the activities of the City of Hamilton Reserve Fund and the Hamilton Future Fund ("the Funds") during the prior fiscal year. The report will be presented to City Council in the second quarter of every calendar year.

The report is part of a broader governance oversight of the Funds, which includes financial audits, used to evaluate and monitor the various responsibilities that have been delegated by the Treasurer of the City of Hamilton ("City Treasurer") and City Council. More specifically, the overall objective of the report is to ensure that the Funds are managed in accordance with existing legislation that was in effect in 2020 and the guidelines set out in the Statement of Investment Policies and Procedures for the City of Hamilton Reserve/Revenue Funds and Trust Accounts ("SIP&P").

The report has been written in accordance with Section 1.11 of the SIP&P and shall contain:

- A statement about the performance of the portfolio of investments of the City during the period covered by the report;
- A listing of the types of securities in which the portfolio invested during the period covered by the report;
- A listing of the securities and their credit ratings held by the portfolio as at the date of the report;
- A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale of each security;
- A statement by the Chief Investments Officer ("CIO") as to whether or not, in his or her opinion, all investments are consistent with the SIP&P adopted by the City;
- A statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the SIP&P adopted by the City¹; and
- Any other information that the council may require or that, in the opinion of the City Treasurer, should be included.

This report addresses only the activities of the City of Hamilton Reserve Fund and the Hamilton Future Fund. The Trust Accounts are not covered by this report.

¹ In the executive summary of the staff report, Treasurer's Investment Report 2020 Fiscal Year by Aon (FCS21041) (City Wide), to which this report is attached as Appendix "A", the City treasurer states whether all investments met the eligibility requirements as prescribed by the Ontario Regulation 438/97 ("O. Reg. 438/97") and were made in accordance with the investment policies and goals adopted by the City of Hamilton's SIP&P.

Reserve Fund Performance and Future Fund Performance

The returns of the Funds are determined by RBC Investor & Treasury Services (“RBC”), who is also the City’s custodian, on a daily basis for the City of Hamilton Reserve Fund and on a monthly basis for the Hamilton Future Fund.

The Funds’ performance objective, as outlined in Section 4.10 of the SIP&P, is to outperform a benchmark portfolio constructed from a blend of returns composed of 62.5% of the FTSE Canada All-Government Short-Term Bond Index, 27.5% of the FTSE Canada All-Government Bond Index and 10.0% of FTSE Canada 91-Day Treasury Bill Index.

Benchmark	%
FTSE Canada All-Government Short-Term Bond Index	62.5
FTSE Canada All-Government Bond Index	27.5
FTSE Canada 91-Day Treasury Bill Index	<u>10.0</u>
	100.0

The performance returns of the Funds over each of the quarters of 2020, and over the one-, two-, three- and four-year periods ending December 31, 2020 are as follows:

City of Hamilton Reserve Fund—Performance² %

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	One Year	Two Years (annualized)	Three Years (annualized)	Four Years (annualized)
Reserve Fund	2.31	3.39	0.84	0.47	7.16	6.06	4.63	3.78
Benchmark	2.84	2.15	0.26	0.18	5.51	4.46	3.56	2.77
Value Added	-0.53	1.24	0.58	0.29	1.65	1.60	1.07	1.01

Over a one-year period, the City of Hamilton Reserve Fund’s return of 7.16% outperformed the benchmark return of 5.51% by 165 basis points.

Hamilton Future Fund—Performance² %

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	One Year	Two Years (annualized)	Three Years (annualized)	Four Years (annualized)
Future Fund	2.37	3.78	0.83	0.59	7.75	6.60	5.03	4.13
Benchmark	2.84	2.15	0.26	0.18	5.51	4.46	3.56	2.77
Value Added	-0.47	1.63	0.57	0.41	2.24	2.14	1.47	1.36

Over a one-year period, the Hamilton Future Fund’s return of 7.75% outperformed the benchmark return of 5.51% by 224 basis points.

² Performance is exclusive of the One Investment Program. The Reserve Fund has approximately 4.6% and 0.6% of the total Reserve Fund invested in the One Canadian Equity Portfolio and One Corporate Bond Portfolio respectively. The Hamilton Future Fund has approximately 3.6% of the total Future Fund invested in the One Canadian Equity Portfolio.

Types of Securities

The City is only allowed to invest in securities permitted under Ontario Regulation 438/97: Eligible Investments, Related Financial Agreements and Prudent Investment under the Municipal Act, 2001, S.O. 2001, c. 25, that was in effect during 2020. As per Section 4.02 of the SIP&P, an Approved List of Investments ("Approved List") has been established by the City Treasurer and the CIO. All investments on the Approved List meet the eligibility requirements as prescribed by Ontario Regulation 438/97. The Approved List is as follows:

Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by

Government of Canada
Canadian Provincial Government
Government of Canada Agency
Canadian Provincial Agency
Country other than Canada
Canadian Municipality, including City of Hamilton
School Board in Canada
Municipal Finance Authority of British Columbia
Canadian Corporation
Banks in Canada
Infrastructure Ontario
International Bank for Reconstruction and Development
Inter-American Development Bank
Supranational Financial Institution
Supranational Governmental Organization

Deposit Receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by

Banks in Canada
Credit Union with Guarantee

Asset Backed Securities (ABS)

Asset Backed Securities
Asset Backed Commercial Paper (ABCP)

Negotiable Promissory Notes or Commercial Paper (other than ABS)

Forward Rate Agreements

One Investment Program³

Security – gift in a will or non-charitable donation, and Shares of a Corporation as per footnotes 13 and 14 in Appendix A of the SIP&P.

³ The One Investment Program is jointly run by CHUMS (a subsidiary of the Municipal Finance Officers' Association of Ontario) and Local Authority Services (a corporation of the Association of Municipalities of Ontario).

We have reviewed the custodian statements as well as the transactions that have occurred to determine the types of securities that were held by the Funds during the 2020 period. We can confirm that the types of securities that were held in the City of Hamilton Reserve Fund and the Hamilton Future Fund during 2020 are as listed as follows:

The types of securities held by the City of Hamilton Reserve Fund were as follows:

City of Hamilton Reserve Fund—Types of Securities

Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by

- Government of Canada
- Canadian Provincial Government
- Government of Canada Agency
- Canadian Municipality, including City of Hamilton
- Municipal Finance Authority of British Columbia

Deposit receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by

- Banks in Canada
- Credit Union with Guarantee

One Investment Program

- Canadian Equity Portfolio
- Canadian Corporate Bond Portfolio

The types of securities held by the Hamilton Future Fund were as follows:

Hamilton Future Fund—Types of Securities

Bonds, Debentures, Promissory Notes, Other Evidence of Indebtedness Issued by or Guaranteed by

- Canadian Provincial Government
- Canadian Municipality

Deposit Receipts, Deposit Notes, Certificate of Deposits, Acceptances Issued by or Guaranteed by

- Banks in Canada

One Investment Program

- Canadian Equity Portfolio

In addition to the above list of securities, the Hamilton Future Fund has some monies invested in a private placement of 2,000 common shares of the Hamilton Utilities Corporation. As well, as at December 31, 2020, approximately 7.1% of funds were invested in a Short-Term Investment Fund (“STIF”) of RBC.⁴ All securities were expressed or payable in Canadian dollars. The types of securities held by the City of Hamilton Reserve Fund and the Hamilton Future Fund during 2020 were all part of the Approved List.

⁴ STIFs are an allowed investment vehicle as per section: 6.02 Permitted Investment, sub section: 3, on page 21 of the SIP&P.

Portfolio Securities as at December 31, 2020

City of Hamilton Reserve Fund

Below are The City of Hamilton Reserve Fund securities and credit ratings⁵ as at December 31, 2020. As shown in the list below, the City of Hamilton Reserve Fund also held equity and fixed income investments through the One Investment Program. The City's Reserve Fund investment in the One Investment Program Canadian Equity Portfolio had a market value of \$47.7 million and book value of \$38.0 million; the City's investment in the One Investment Program Canadian Corporate Bond Portfolio had a market value of \$5.7 million and book value of \$5.6 million.

As at December 31, 2020, City of Hamilton Reserve Fund held a market value of \$6.5 million or 0.63% of the Fund in City of Hamilton securities. Over the last year, the market value of City of Hamilton securities increased by \$3.3 million from \$3.2 million as at December 31, 2019. The increase was primarily due purchase of a City of Hamilton (coupon: 1.75%, maturity: 3/11/2032) fixed income security with Par value of \$3.447 million with a settlement date of November 3, 2020.

Date	Issuer Name	Coupon Rate	Maturity Date	Market Price	Credit Rating	Portfolio Market Value (\$)	Market Value (%)
Federal and Federal Guarantee Bonds							
31-Dec-20	Government of Canada	2.75%	1-Jun-22	103.66	AAA	10,365,520.10	1.01%
31-Dec-20	Canada Housing Trust	2.65%	15-Mar-22	102.93	AAA	22,643,869.38	2.20%
31-Dec-20	Canada Housing Trust	2.35%	15-Jun-23	104.94	AAA	20,988,860.60	2.04%
31-Dec-20	Canada Housing Trust	2.55%	15-Mar-25	108.35	AAA	10,835,344.70	1.05%
31-Dec-20	Canada Housing Trust	1.90%	15-Sep-26	106.71	AAA	11,737,739.75	1.14%
31-Dec-20	Canada Housing Trust	2.35%	15-Jun-27	109.95	AAA	5,497,288.55	0.53%
Provincial and Provincial Guarantee Bonds							
31-Dec-20	Province of Alberta	2.55%	15-Dec-22	104.40	AA	20,879,475.60	2.03%
31-Dec-20	Province of Alberta	2.65%	1-Sep-23	105.92	AA	6,355,065.54	0.62%
31-Dec-20	Province of Alberta	2.35%	1-Jun-25	107.30	AA	8,047,186.43	0.78%
31-Dec-20	Province of Alberta	2.20%	1-Jun-26	107.25	AA	6,434,908.14	0.63%
31-Dec-20	Province of Alberta	2.55%	1-Jun-27	109.80	AA	8,784,111.84	0.85%
31-Dec-20	Province of Alberta	2.90%	1-Dec-28	113.02	AA	4,520,756.68	0.44%
31-Dec-20	Province of Alberta	2.90%	20-Sep-29	113.23	AA	16,419,030.20	1.60%
31-Dec-20	Province of British Columbia	3.25%	18-Dec-21	102.93	AAA	22,644,917.46	2.20%
31-Dec-20	Province of British Columbia	2.70%	18-Dec-22	104.74	AAA	8,378,885.52	0.82%
31-Dec-20	Province of British Columbia	2.30%	18-Jun-26	108.24	AAA	10,824,134.00	1.05%
31-Dec-20	Province of British Columbia	2.55%	18-Jun-27	110.51	AAA	8,841,158.96	0.86%
31-Dec-20	Province of Manitoba	3.85%	1-Dec-21	103.31	AA	20,661,040.60	2.01%
31-Dec-20	Province of Manitoba	2.55%	2-Jun-23	105.22	AA	17,360,681.75	1.69%
31-Dec-20	Province of Manitoba	2.45%	2-Jun-25	107.73	AA	12,388,938.50	1.21%
31-Dec-20	Province of Manitoba	2.55%	2-Jun-26	109.11	AA	15,820,702.92	1.54%
31-Dec-20	Province of Manitoba	2.60%	2-Jun-27	110.25	AA	3,307,517.67	0.32%
31-Dec-20	Province of Manitoba	2.75%	2-Jun-29	112.23	AA	5,611,421.05	0.55%
31-Dec-20	Province of New Brunswick	3.35%	3-Dec-21	102.88	AA	5,143,887.85	0.50%
31-Dec-20	Province of New Brunswick	2.85%	2-Jun-23	105.91	AA	13,953,295.47	1.36%
31-Dec-20	Province of New Brunswick	2.60%	14-Aug-26	109.50	AA	5,474,903.30	0.53%
31-Dec-20	Province of New Brunswick	2.35%	14-Aug-27	108.63	AA	7,060,968.40	0.69%

⁵ Credit ratings are provided by RBC. Credit rating data is collected from 3 major rating agencies (S&P, Moody's and DBRS) if available. "AA" includes AA-, AA, AA+ or an equivalent rating. "A" includes A-, A, A+ or an equivalent rating. Rating field will be blank if no rating is available. All results are based on highest available rating.

31-Dec-20	Province of Newfoundland	1.95%	2-Jun-22	102.35	A	3,070,532.16	0.30%
31-Dec-20	Province of Newfoundland	2.30%	2-Jun-25	106.75	A	5,337,670.70	0.52%
31-Dec-20	Province of Newfoundland	3.00%	2-Jun-26	110.98	A	16,647,035.10	1.62%
31-Dec-20	Province of Newfoundland	2.85%	2-Jun-28	111.68	A	4,467,334.44	0.43%
31-Dec-20	Province of Newfoundland	2.85%	2-Jun-29	111.92	A	5,596,048.95	0.54%
31-Dec-20	Province of Newfoundland	3.30%	17-Oct-46	116.49	A	3,494,708.61	0.34%
31-Dec-20	Province of Nova Scotia	2.15%	1-Jun-25	106.47	AA	3,194,057.25	0.31%
31-Dec-20	Province of Nova Scotia	2.10%	1-Jun-27	107.27	AA	7,508,603.97	0.73%
31-Dec-20	Province of Ontario	3.15%	2-Jun-22	104.09	AA	33,310,288.32	3.24%
31-Dec-20	Province of Ontario	2.85%	2-Jun-23	105.95	AA	21,189,220.20	2.06%
31-Dec-20	Province of Ontario	2.60%	2-Jun-27	110.40	AA	23,183,738.55	2.26%
31-Dec-20	Province of Ontario	2.90%	2-Jun-28	113.25	AA	16,987,138.05	1.65%
31-Dec-20	Province of Quebec	3.50%	1-Dec-22	106.13	AA	13,797,331.99	1.34%
31-Dec-20	Province of Quebec	3.00%	1-Sep-23	106.94	AA	2,138,803.14	0.21%
31-Dec-20	Province of Quebec	3.75%	1-Sep-24	111.77	AA	5,588,515.95	0.54%
31-Dec-20	Province of Quebec	2.60%	6-Jul-25	108.90	AA	2,352,150.47	0.23%
31-Dec-20	Province of Quebec	2.50%	1-Sep-26	109.41	AA	21,882,805.60	2.13%
31-Dec-20	Province of Quebec	2.75%	1-Sep-27	111.91	AA	11,190,915.70	1.09%
31-Dec-20	Province of Quebec	2.75%	1-Sep-28	112.76	AA	6,765,810.00	0.66%
31-Dec-20	Province of Saskatchewan	3.20%	3-Jun-24	109.06	AAA	15,268,191.54	1.49%
31-Dec-20	Province of Saskatchewan	2.65%	2-Jun-27	110.50	AA	17,679,638.88	1.72%
31-Dec-20	New Brunswick Municipal Finance Corp	2.90%	14-Jun-21	101.12	AA	3,415,698.48	0.33%
31-Dec-20	New Brunswick Municipal Finance Corp	3.30%	15-May-23	106.16	A	3,670,839.90	0.36%
31-Dec-20	New Brunswick Municipal Finance Corp	2.95%	8-Dec-23	106.53	A	4,909,967.70	0.48%

Municipal Bonds

31-Dec-20	City of Barrie	2.40%	20-Jun-29	107.43	AA	3,547,305.58	0.35%
31-Dec-20	City of Hamilton	5.05%	19-Jun-21	102.19	AA	3,125,031.36	0.30%
31-Dec-20	City of Hamilton	1.75%	3-Nov-32	99.36	AA	3,424,835.79	0.33%
31-Dec-20	City of London	2.10%	16-Mar-24	104.49	AAA	1,044,920.00	0.10%
31-Dec-20	City of London	2.65%	2-Apr-27	108.81	AAA	5,679,621.00	0.55%
31-Dec-20	City of Montreal	3.50%	1-Sep-23	108.08	AA	8,322,187.64	0.81%
31-Dec-20	City of Montreal	3.00%	1-Sep-25	110.16	AA	6,609,552.48	0.64%
31-Dec-20	City of Montreal	2.75%	1-Sep-26	109.98	AA	4,399,391.80	0.43%
31-Dec-20	City of Montreal	3.00%	1-Sep-27	112.36	AA	4,494,221.68	0.44%
31-Dec-20	City of Montreal	2.30%	1-Sep-29	107.93	AA	10,792,651.50	1.05%
31-Dec-20	City of Montreal	3.15%	1-Dec-36	115.74	AA	4,629,498.48	0.45%
31-Dec-20	City of Montreal	3.50%	1-Dec-38	120.66	AA	12,065,805.50	1.17%
31-Dec-20	City of Ottawa	2.00%	23-Apr-23	103.38	AAA	5,336,423.98	0.52%
31-Dec-20	City of Ottawa	3.05%	23-Apr-46	114.49	AAA	4,007,235.44	0.39%
31-Dec-20	City of Toronto	3.50%	6-Dec-21	103.05	AA	5,152,612.00	0.50%
31-Dec-20	City of Toronto	3.40%	21-May-24	109.49	AA	14,233,476.01	1.39%
31-Dec-20	City of Toronto	2.40%	7-Jun-27	108.84	AA	10,884,282.90	1.06%
31-Dec-20	City of Toronto	3.50%	2-Jun-36	120.86	AA	3,625,736.94	0.35%
31-Dec-20	City of Vancouver	3.45%	2-Dec-21	102.97	AAA	8,237,467.36	0.80%
31-Dec-20	City of Vancouver	3.75%	24-Oct-23	109.17	AAA	4,366,754.28	0.42%
31-Dec-20	City of Vancouver	2.85%	3-Nov-27	112.12	AAA	4,484,788.76	0.44%
31-Dec-20	City of Winnipeg	4.10%	1-Jun-45	132.37	AA	4,235,912.38	0.41%

31-Dec-20	Municipal Finance Authority of BC	4.15%	1-Jun-21	101.63	AAA	14,228,358.20	1.38%
31-Dec-20	Municipal Finance Authority of BC	2.15%	3-Jun-24	105.50	AAA	5,528,304.33	0.54%
31-Dec-20	Municipal Finance Authority of BC	3.05%	23-Oct-28	114.67	AAA	10,951,293.08	1.07%
31-Dec-20	Municipal Finance Authority of BC	2.55%	9-Oct-29	111.30	AAA	11,018,334.00	1.07%
31-Dec-20	Niagara Regional Municipality	3.00%	3-Jul-25	109.24	AA	3,277,140.00	0.32%
31-Dec-20	Quebec City	3.15%	8-Dec-25	110.77	AA	2,769,368.10	0.27%
31-Dec-20	Regional Municipality of Peel	3.50%	1-Dec-21	102.99	AAA	12,358,443.48	1.20%
31-Dec-20	Regional Municipality of Peel	2.30%	2-Nov-26	107.80	AAA	5,928,941.59	0.58%
31-Dec-20	Regional Municipality of Halton	3.30%	2-Jun-23	106.61	AAA	6,769,544.50	0.66%
Schedule I Banks							
31-Dec-20	Bank of Montreal	3.40%	23-Apr-21	100.94	AA	10,094,425.40	0.98%
31-Dec-20	Bank of Montreal	2.12%	16-Mar-22	102.09	AA	2,041,837.98	0.20%
31-Dec-20	Bank of Montreal	2.27%	11-Jul-22	102.81	AA	2,056,225.72	0.20%
31-Dec-20	Bank of Montreal	2.89%	20-Jun-23	105.76	AA	7,402,913.49	0.72%
31-Dec-20	Bank of Montreal	2.70%	11-Sep-24	107.25	AA	5,362,722.20	0.52%
31-Dec-20	Bank of Montreal	4.61%	10-Sep-25	117.47	AA	4,111,372.44	0.40%
31-Dec-20	Bank of Montreal	3.19%	1-Mar-28	113.88	AA	15,373,519.88	1.50%
31-Dec-20	Bank of Nova Scotia	3.27%	11-Jan-21	100.04	AA	5,001,865.90	0.49%
31-Dec-20	Bank of Nova Scotia	2.87%	4-Jun-21	101.08	AA	4,043,393.04	0.39%
31-Dec-20	Bank of Nova Scotia	2.36%	8-Nov-22	103.51	AA	5,175,369.25	0.50%
31-Dec-20	Bank of Nova Scotia	2.98%	17-Apr-23	105.52	AA	7,386,642.13	0.72%
31-Dec-20	Bank of Nova Scotia	2.29%	28-Jun-24	105.57	AA	4,222,867.00	0.41%
31-Dec-20	Bank of Nova Scotia	2.62%	2-Dec-26	109.43	AA	17,509,185.76	1.70%
31-Dec-20	Bank of Nova Scotia	3.10%	2-Feb-28	113.14	AA	5,656,987.85	0.55%
31-Dec-20	Canadian Imperial Bank	2.04%	21-Mar-22	102.03	AA	1,020,293.89	0.10%
31-Dec-20	Canadian Imperial Bank	2.30%	11-Jul-22	102.87	AA	7,200,550.77	0.70%
31-Dec-20	Canadian Imperial Bank	2.97%	11-Jul-23	106.05	AA	3,181,552.59	0.31%
31-Dec-20	Canadian Imperial Bank	3.30%	26-May-25	110.87	AA	22,174,061.20	2.16%
31-Dec-20	Royal Bank of Canada	2.00%	21-Mar-22	101.98	AA	5,098,994.15	0.50%
31-Dec-20	Royal Bank of Canada	2.95%	1-May-23	105.56	AA	10,555,745.10	1.03%
31-Dec-20	Royal Bank of Canada	4.93%	16-Jul-25	118.40	AA	5,920,023.25	0.58%
31-Dec-20	Toronto Dominion Bank	2.05%	8-Mar-21	100.32	AA	6,520,824.57	0.63%
31-Dec-20	Toronto Dominion Bank	2.62%	22-Dec-21	102.23	AA	5,111,430.00	0.50%
31-Dec-20	Toronto Dominion Bank	3.23%	24-Jul-24	108.95	AA	22,879,767.33	2.23%
Cash and Cash Equivalents							
31-Dec-20	Cash						
31-Dec-20	First Ontario Credit Union	1.05%	14-Oct-21	100.00		20,000,000.00	1.95%
One Investment Program							
31-Dec-20	Canadian Equity Portfolio					47,687,919.33	4.64%
31-Dec-20	Canadian Corporate Bond Portfolio					5,686,393.47	0.55%
Total Fund						1,027,634,980.44	100.00%

Hamilton Future Fund

Below are the Hamilton Future Fund securities and credit ratings⁶ as at December 31, 2020. As shown in the list below, the Hamilton Future Fund also held equity investments through the One Investment Program. The Hamilton Future Fund investment in the One Investment Program Canadian Equity Portfolio had a market value of \$1.9 million and book value of \$1.5 million. In addition to the securities below, 2,000 common shares of Hamilton Utilities Corporation were also held in the portfolio as at December 31, 2020. These shares are not listed in the total portfolio shown below.

Date	Issuer Name	Coupon Rate	Maturity Date	Market Price	Credit Rating	Portfolio Market Value (\$)	Market Value (%)
Provincial and Provincial Guarantee Bonds							
31-Dec-20	Province of Alberta	0.02	6-Jan-25	107.30	AA	2,145,916.38	4.01%
31-Dec-20	Province of Alberta	0.02	1-Jun-26	107.25	AA	2,144,969.38	4.00%
31-Dec-20	Province of British Columbia	0.03	18-Dec-22	104.74	AAA	4,503,650.97	8.41%
31-Dec-20	Province of Manitoba	0.03	2-Jun-27	110.25	AA	2,205,011.78	4.12%
31-Dec-20	Province of Manitoba	0.03	28-Jun-21	113.68	A	1,136,767.03	2.12%
31-Dec-20	Province of Newfoundland	0.03	26-Jun-21	110.98	A	2,219,604.68	4.14%
31-Dec-20	Province of Newfoundland	0.03	17-Oct-46	116.49	A	1,164,902.87	2.17%
31-Dec-20	Province of Nova Scotia	0.02	1-Jun-25	106.47	AA	2,129,371.50	3.97%
31-Dec-20	Province of Nova Scotia	0.02	1-Sep-30	106.36	AA	2,127,216.22	3.97%
31-Dec-20	Province of Ontario	0.03	6-Feb-22	104.09	AA	2,081,893.02	3.89%
31-Dec-20	Province of Ontario	0.03	2-Jun-23	105.95	AA	4,237,844.04	7.91%
31-Dec-20	Province of Ontario	0.03	5-Feb-25	108.33	AA	2,274,845.71	4.25%
31-Dec-20	Province of Ontario	0.03	2-Jun-27	110.40	AA	2,207,975.10	4.12%
31-Dec-20	Province of Quebec	0.03	1-Sep-27	111.91	AA	2,797,728.93	5.22%
31-Dec-20	New Brunswick Municipal Financial Corp	0.03	30-Nov-22	104.82	AA	2,096,460.00	3.91%
Municipal Bonds							
31-Dec-20	City of London	0.03	7-Mar-25	107.04	AAA	321,114.00	0.60%
31-Dec-20	City of Montreal	0.03	25-Sep-21	110.16	AA	2,285,803.57	4.27%
31-Dec-20	City of Montreal	0.03	1-Sep-27	112.36	AA	1,123,555.42	2.10%
31-Dec-20	City of Montreal	0.03	1-Dec-36	115.74	AA	1,157,374.62	2.16%
31-Dec-20	City of Toronto	0.02	24-Jun-26	108.24	AA	1,948,235.81	3.64%
31-Dec-20	City of Toronto	0.02	7-Jun-27	108.84	AA	1,088,428.29	2.03%
Schedule I Banks							
31-Dec-20	Bank of Nova Scotia	0.03	2-Feb-28	113.14	AA	848,548.18	1.58%
31-Dec-20	Canadian Imperial Bank	0.02	21-Mar-22	102.03	AA	3,060,881.67	5.71%
31-Dec-20	Canadian Imperial Bank	0.03	26-May-25	110.87	AA	554,351.53	1.03%
Cash and Cash Equivalents							
31-Dec-20	CLASSIFIED STIF I			10.00		3,784,252.51	7.06%
31-Dec-20	Cash					-	0.00%
One Investment Program							
31-Dec-20	Canadian Equity Portfolio					1,928,327.78	3.60%
Total Fund						53,575,030.99	100.00%

⁶ Credit ratings are provided by RBC. Credit rating data is collected from 3 major rating agencies (S&P, Moody's and DBRS) if available. "AA" includes AA-, AA, AA+ or an equivalent rating. "A" includes A-, A, A+ or an equivalent rating. Rating field will be blank if no rating is available. All results are based on highest available rating.

Restrictions		
Constraints		Policy Complied with Yes/No
The City shall not invest more than 25% of the portfolio in short-term debt issued or guaranteed by the City.		Yes
Total Investment in 'A' or equivalent rated debt on purchase most not exceed 35% of the market value of the City's bond portfolio.		Yes
The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars with exception of investments specified in Section 4.07 and footnote 6 of Appendix "A" of the SIP&P.		Yes
The City shall not invest in a security issued or guaranteed by a school board or similar entity unless the money raised by issuing the security is to be used for school purposes.		Yes
Permitted ranges	(%)	
Federal issues	0-100	Yes
Provincial holdings in aggregate	0-100	Yes
Single province exposure	0-50	Yes
Individual non-federal/non provincial holdings *	0-10	Yes
Non-federal/non provincial holdings in aggregate	0-50	Yes
Municipal issues *		
- individual muni issue rated "AAA"	0-10	Yes
- individual muni issue rated "AA"	0-10	Yes
- individual muni issue rated "A"	0-5	Yes
Municipal holdings in aggregate	0-30	Yes
Banks and Credit Unions in aggregate	0-50	Yes
Short-term securities	0-50	Yes
Portfolio duration	1-6 Years	Yes

* Except for City of Hamilton issues which have a limit of 25%

As at December 31, 2020 on a combined basis, the Funds were being managed in a manner that is consistent with the minimum quality requirements, maximum quantity restrictions and all other restrictions imposed on the Funds. Securities lending is allowed, and as such, monies were loaned during the year for the purpose of generating revenues for the Funds. In managing the securities lending program, RBC complied with the constraints described in the Securities Lending Letter Agreement dated as of January 6, 2003, as amended. (The most recent amendment dated effective as of March 1, 2019). The ratings were assumed to be the same for all issues of an issuer. Throughout the year, reports are provided by RBC to the CIO on a weekly basis, showing the securities that the City invested in for the Reserve Fund and the Hydro Fund together with each security's market value.

In addition, on monthly basis, RBC provides CIO with compliance reports⁷, indicating whether or not the Funds were consistent with terms, conditions and guidelines stipulated in the SIP&P. Securities that not consistent with the terms, conditions and guidelines stipulated in the SIP&P are reviewed and action is taken to remedy the situation as soon as possible.

Aon has reviewed these compliance reports for 2020 and confirms the compliance reports indicate the Funds were consistent with the terms, condition and guidelines stipulated in the SIP&P at each month end throughout 2020.

⁷ Starting in 2019, the City engaged RBC as an independent third party to provide monthly compliance reports as part of their overall engagement with RBC. These reports assist the City to identify any potential deviations from a compliance perspective. These reports are exclusive of the One Investment Program, however, with inclusion of the One Investment Program the Funds remain in compliance with the terms, conditions and guidelines as stipulated in the SIP&P. The City is working with RBC to incorporate the One Investment Program investments in the monthly compliance reports, which is expected to be implemented in the second half of 2021.

Activity and Transactions

Activity every month consists of:

- 1) Cash Inflows: Proceeds from bond maturities and sales, contributions/transfers and investment income; and
- 2) Cash Outflows: Funds for bond purchases, distributions and other required outflows.

For the City of Hamilton Reserve Fund, cash inflows were \$171.5 million, consisting of \$90.6 million in sales and maturities, \$27.5 million in investment income and \$53.4 million in contributions/transfers. Cash outflows were also \$171.5 million and consisted of \$26.3 million in purchases and \$145.2 million in distributions.

For the Hamilton Future Fund, cash inflows were \$7.4 million, consisting of \$5.0 million in sales and maturities, \$1.1 million in investment income and \$1.3 million in contributions/transfers. Cash outflows were also \$7.4 million and consisted of \$6.2 million in purchases and \$1.2 million in distributions.

The records of each activity are summarized in the custodial statements of RBC on a monthly basis. Aon uses these monthly statements to record and reconcile all of the transactions noted above.

Certificate by Chief Investments Officer

This Certificate by the Chief Investments Officer applies to the City of Hamilton Reserve Fund and the Hamilton Future Fund ("the Funds").

The undersigned hereby confirms that throughout the reporting period of 2020:

1. The management of the Funds was in accordance with all the terms, conditions and guidelines stipulated in the SIP&P in effect during 2020.
2. The Funds were managed in compliance with the Municipal Act, 2001, S.O. 2001, c. 25, and Ontario Regulation 438/97 that was in effect in 2020.
3. The Chief Investments Officer, who manages the Funds, complied at all times and in all respects with the Code of Ethics and Standard of Professional Conduct as promulgated by the CFA Institute.
4. The Chief Investments Officer managed the Funds' assets with the care, diligence and skill that an investment manager of ordinary prudence would use in dealing with the assets of these types of Funds.

Certified by,



Gerald T. Boychuk
Chief Investments Officer
City of Hamilton



CITIZEN COMMITTEE REPORT

To:	Audit, Finance and Administration Committee; General Issues Committee; and City Council
From:	LGBTQ Advisory Committee <div style="text-align: right;">_____ Cameron Kroetsch, Chair</div>
Date:	May 18, 2021
Re:	Recognition of Pride in the City of Hamilton

Recommendations

That the City of Hamilton raise the Pride (social justice flag), Trans, and Indigenous flags, as has been done at its request in the past through the Flag Protocol (Governance Review Sub-Committee Report 11-003), in recognition of Pride in the City of Hamilton, throughout the month of June.

Background

The City of Hamilton's LGBTQ Advisory Committee has held an event at City Hall to recognize Pride for many years, though it did not hold an event in either 2019 or 2020.

In 2019, given concerns raised by members of Two Spirit and LGBTQIA+ communities, the Committee recommended that the City of Hamilton not raise the Pride, Trans, and Indigenous flags and not hold a flag raising ceremony.

In order to have a public discussion about the Committee's decision, and in an effort to bring the community's voices together, the Committee planned an event, with a panel of speakers, to discuss its decision. The event was held on June 18, 2019 in Council Chambers. While the intention of the event had been to unpack and discuss the

Committee's decision around the flag raising publicly, the program for the event was greatly altered in light of the violent attack on Pride 2019 (just three days prior).

The event was held in Council Chambers and facilitated by the Committee's Chair. It was a very impactful and thoughtful discussion attended by hundreds of Hamiltonians. The feedback that was shared that day overwhelmingly supported the Committee's decision and gave the community a chance to speak out about the violent attack on Pride 2019.

The Committee publicly stated that it would conduct further outreach with members of Two Spirit and LGBTQIA+ communities in time for Pride 2020 before making a recommendation about that year's flag raising and event. Due to circumstances outside of the Committee's control, virtual meetings were not permitted to take place between April and July 2020, so the Committee was unable to advance the discussion or make any decisions related to Pride 2020. The Committee chose not to meet in person in March 2020 after hearing news of the pandemic and to ensure all members of the Committee were safe.

After the permitted resumption of Advisory Committee meetings in August, the LGBTQ Advisory Committee met virtually in September and began to discuss the issue of a survey amidst a backlog of items that needed to be addressed. After addressing the backlog of items, the Committee planned a survey that was disseminated from April 29, 2021 to May 13, 2021. The results of that survey are available through the Committee's May 18, 2021 meeting Agenda.

Overall, the survey results concurred with the recommendation as outlined above.

The LGBTQ Advisory Committee will plan a public virtual event in place of its June 15, 2021 meeting.

The event scheduled for June 15, 2021 will take place as follows -

- In recognition of Pride in the City of Hamilton, the Committee will hold a virtual event to recognize Pride, as it has done many times in the past in person. This event will be held in place of a flag raising ceremony.
- The event will be made as accessible as possible given the City of Hamilton's resources and given the budget available to the LGBTQ Advisory Committee,

which will fund the event and cover honoraria for speakers.

- The Chair, in collaboration with other members of the Committee, will invite members from Two Spirit and LGBTQIA+ communities to speak at the event. The Committee will aim to feature voices from members of these communities who have been traditionally underrepresented.
- Members of City Council will be invited to attend the event in order to listen to the speakers and the roundtable discussion (but not as speakers themselves). The event will be focused on hearing from members of Two Spirit and LGBTQIA+ communities.
- The program will be as follows -
 - An introduction from the Chair, including introductions of speakers
 - Speakers will each be given a set amount of time to speak
 - Roundtable discussion at the end

Analysis / Rationale

The results of the survey, in their entirety, are available to review as part of the Agenda for the LGBTQ Advisory Committee's May 18, 2021 meeting.

This was the first time that the Committee conducted a survey of this kind and it was clear from the results that there was some misunderstanding from survey respondents as a result of the wording of some of the questions.

It was, for instance, unclear whether or not respondents realized that they were answering questions about the City of Hamilton's recognition of Pride or if they were answering questions about events planned more widely in the city by Pride Hamilton.

It was clear that some respondents thought it was the latter, which had an impact on the results. Overall, the responses appear contradictory to one another in places with some comments in favour of and others against the Committee's current recommendation.

In part, the Committee's recommendation reflects some of these results, but this is not the only reason that the Committee put forward its recommendation. As stated at the

May 18, 2021 meeting, there were a number of other factors which distinguished this year's recommendation from the recommendation that was made on May 15, 2019. They are as follows -

- The Committee's previous decision to recommend that the City of Hamilton not raise the Pride, Trans, and Indigenous flags and not hold an event to recognize Pride in 2019 was highly contextual to the events that were unfolding at that time.
- Our Committee was formed and met for the first time officially to elect its Chair on May 15, 2019, just 2 weeks before the start of Pride month, and on the same day it was tasked with making this recommendation. This left the Committee little time to plan an event or seek wider community feedback.
- Several of the incidents that were outlined as part of the Committee's recommendation in 2019 stemmed from media stories and other reports which detailed issues that had a significant impact on Hamilton's Two Spirit, LGBTQIA+, and other marginalized communities. The Committee felt a responsibility to make its decision given that context.
- At the time of the Committee's 2019 recommendation, the matters it raised in its recommendation were unresolved. The Committee made its decision based on the information it had at the time.
- When the Committee made its initial recommendation in 2019, the violent attack on Pride 2019 had not yet taken place. Since that time, there have been many incidents which have had a negative impact on members of Hamilton's marginalized communities.
- The results of the community survey put out by the Committee favoured making the recommendation as outlined above. Members of the Committee expressed that it was important to honour the feedback provided and to make the recommendation as outlined above.
- The current pandemic has had a disproportionately negative impact on members of marginalized communities. Members of the Committee reflected on the importance of displaying flags as a symbol of hope during a time of great uncertainty.

- In April 2021, the Halton District Catholic School Board (HDCSB) made a decision not to raise Pride flags at its schools. This decision received widespread attention and, in response, all 9 of the HDCSB's schools proudly made social media posts denouncing this decision through a "virtual flag raising". There was overwhelming support from school communities and members of the wider community, including in Hamilton, to see the flags flown. Members of the Committee highlighted how important it can be to see symbols, like flags, raised to support those who are in the process of coming out.