



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

Meeting #: 21-013

Date: September 9, 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. August 12, 2021

5. COMMUNICATIONS

6. DELEGATION REQUESTS

7. CONSENT ITEMS

7.1. City Auditor Reporting of Serious Matters to Council (Case #39691) (AUD21007)
(City Wide)

8. STAFF PRESENTATIONS

9. PUBLIC HEARINGS / DELEGATIONS

10. DISCUSSION ITEMS

10.1. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Changing the Standing Committee to which the LGBTQ Advisory Committee Reports

10.2. Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13)

10.3. Governance Review Sub-Committee Report 21-006 - August 24, 2021

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

*14.1. Fraud and Waste Report #32153 - Update (AUD21009) (City Wide)

Pursuant to Section 9.1, Sub-sections (b), (d) and (e) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (b), (d) and (e) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees; labour relations or employee negotiations; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 21-012

**9:30 a.m.
August 12, 2021
Council Chambers
Hamilton City Hall**

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

Absent: Councillor B. Clark - Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. CONSENT ITEMS (Item 7)

(Pearson/Johnson)

That the following Consent Items, be received:

- (a) 2019 Audited Financial Statements for City of Hamilton Business Improvement Areas (BIAs) (FCS21038) (City Wide) (Item 7.1)**
- (b) Ward Specific Funding Initiatives Update as of December 31, 2020 (FCS21064) (City Wide) (Item 7.3)**

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

2. Governance Review Sub-Committee Report 21-004 - June 25, 2021 (Item 10.1)

(Pearson/Johnson)

- (a) Poll Results – Recording of Advisory Committee Meetings (FCS21054) (City Wide) (Outstanding Business List Item) (Item 7.1)**

That Report FCS21054, respecting Poll Results – Recording of Advisory Committee Meetings, be received.

- (b) **Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058) (City Wide) (Outstanding Business List Item) (Item 10.1)**
- (i) That Council approve the request for two (2) additional FTEs to support the provision of ongoing virtual participation of Members of Council and virtual delegations at Standing Committee and Sub-Committee meetings supported by the Office of the City Clerk, be referred to the 2022 budget deliberations for consideration;
 - (ii) That staff be directed to acquire the technology (equipment and the programming of software) to reconfigure the Council Chamber in order to conduct Hybrid meetings on an ongoing basis, to be funded from the Tax Stabilization Reserve at a cost not exceed \$30,000;
 - (iii) That staff be directed to acquire the technology (equipment and the programming of software) to reconfigure Room 264 in order to conduct Hybrid meetings on an ongoing basis, to be funded from the Tax Stabilization Reserve at a cost not exceed \$30,000; and,
 - (iv) That Council approve the amendments to the Procedural By-Law 21-021 outlined in **REVISED** Appendix "A" to permanently allow Virtual Participation for Members of Council, Standing Committees, Sub-Committees, Citizen Advisory Committees, and delegations.

Result: Main Motion, As Amended CARRIED by a vote of 6 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
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

3. Governance Review Sub-Committee Report 21-005 - July 14, 2021 (Item 10.2)

(VanderBeek/Pearson)

- (a) **2022 Municipal Election: Voting Methods and Tabulating By-law (FCS21073) (City Wide) (Outstanding Business List Item) (Item 10.1)**
- (i) That the draft By-law attached as Appendix "A" to Governance Review Sub-Committee Report 21-005, to permit the continued use of optical scanning vote tabulators for the purpose of counting votes in municipal elections, and to permit the use of a special vote by mail as an alternative voting method that does not require electors

to attend at a voting place in order to vote, which has been prepared in a form satisfactory to the City Solicitor, be approved;

- (ii) That a one-time increase of \$125,000 to the Election Expense Reserve (112206) be funded through the Tax Stabilization Reserve, to support a special vote-by-mail initiative for the 2022 municipal election; and,
- (iii) That the annual contribution to the Election Expense Reserve (112206) be increased by \$31,250 to cover the increased costs to deliver a special vote-by-mail for future municipal elections, be referred to the 2022 Operating Budget deliberations for consideration.

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

4. Review: Ward 3 Capital Reserve Administrative Oversight (AUD21008) (City Wide) (Item 10.3)

(Johnson/Collins)

- (a) That Report AUD21008, respecting the Review: Ward 3 Capital Reserve Administrative Oversight Report, be received;
- (b) That the Management Responses as detailed in Appendix "A" be approved; and,
- (c) That the General Manager of Finance and Corporate Services be directed to implement the Management Responses (attached as Appendix "A" to ReportAUD21008) and report back to the Audit, Finance and Administration Committee by May 2022 on the nature and status of actions taken in response to the review report.

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

5. 2020 Reserve Report (FCS21063) (City Wide) (Item 10.4)

(Pearson/Wilson)

- (a) That the 2020 Reserve Report and the 2020 Reserves Detail Report, with 2019 Comparative figures and 2021-2023 Projections, attached as Appendix "A" to Report FCS21063, be received;
- (b) That a Neonatal Interfacility Reserve Policy, attached as Appendix "C" to Report FCS21063, be approved and that the reserve be established subject to the terms outlined in the Policy; and,
- (c) That a Community Paramedicine LTC Reserve Policy, attached as Appendix "D" to Report FCS21063, be approved and that the reserve be established subject to the terms outlined in the Policy.

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - 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 change to the agenda:

5. COMMUNICATIONS

5.2 Gabriel Nicholson, respecting Ward Specific Funding Initiatives Update as of December 31, 2020 (FCS21064) (City Wide).

Recommendation: Be received and referred to consideration of Item 7.3, Ward Specific Funding Initiatives Update as of December 31, 2020 (FCS21064) (City Wide).

(Pearson/VanderBeek)

That the agenda for the August 12, 2021 Audit, Finance and Administration Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - 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) July 8, 2021 (Item 4.1)

(Johnson/Wilson)

That the Minutes of the July 8, 2021 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

(d) COMMUNICATIONS (Item 5)

(VanderBeek/Pearson)

That Communications 5.1 to 5.2, be approved, as follows:

(i) Correspondence from David Broom, respecting Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (Item 5.1)

Recommendation: Be received and referred to consideration of Item 10.1, Governance Review Sub-Committee Report 21-004.

(ii) Gabriel Nicholson, respecting Ward Specific Funding Initiatives Update as of December 31, 2020 (FCS21064) (City Wide) - Item 7.3. (Added Item 5.2)

Recommendation: Be received and referred to consideration of Item 7.3, Ward Specific Funding Initiatives Update as of December 31, 2020 (FCS21064) (City Wide).

Result: Motion CARRIED by a vote of 6 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
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins
YES - Ward 1 Councillor Maureen Wilson

(e) CONSENT ITEMS (Item 7)

(Pearson/Johnson)

That the following Consent Items (Item 7), be received:

(i) Various Advisory Committee Minutes (Item 7.2):

- (1) Immigrant and Refugee Advisory Committee - June 10, 2021 (Item 7.2(a))
- (2) Committee Against Racism - April 27, 2021 (Item 7.2(b))
- (3) Hamilton Mundialization Advisory Committee - May 19, 2021 (Item 7.2(c))

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

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

(f) DISCUSSION ITEMS (Item 10)

(i) Governance Review Sub-Committee Report 21-004 – June 25, 2021 (Item 10.1)

The Chair advised that public notice was given for the amendments to the City of Hamilton Procedural By-law 21-021 to permanently allow virtual participation for members of Council, Standing Committees, Sub-Committees, Citizen Advisory Committees and delegations, Item 2 of the Governance Review Sub-Committee Report 21-004, inviting interested parties to make virtual representations at today's meeting. There were no registered speakers.

(Pearson/Johnson)

(a) Poll Results – Recording of Advisory Committee Meetings (FCS21054) (City Wide) (Outstanding Business List Item) (Item 7.1)

That Report FCS21054, respecting Poll Results – Recording of Advisory Committee Meetings, be received.

- (b) Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058) (City Wide) (Outstanding Business List Item) (Item 10.1)**
- (i) That Council approve the request for two (2) additional FTEs to support the provision of ongoing virtual participation of Members of Council and virtual delegations at Standing Committee and Sub-Committee meetings supported by the Office of the City Clerk, be referred to the 2022 budget deliberations for consideration;
 - (ii) That staff be directed to acquire the technology (equipment and the programming of software) to reconfigure the Council Chamber in order to conduct Hybrid meetings on an ongoing basis, to be funded from the Tax Stabilization Reserve at a cost not exceed \$30,000;
 - (iii) That staff be directed to acquire the technology (equipment and the programming of software) to reconfigure Room 264 in order to conduct Hybrid meetings on an ongoing basis, to be funded from the Tax Stabilization Reserve at a cost not exceed \$30,000; and,
 - (iv) That Council approve the amendments to the Procedural By-Law 21-021 outlined in **REVISED** Appendix “A” to permanently allow Virtual Participation for Members of Council, Standing Committees, Sub-Committees, Citizen Advisory Committees, and delegations.

(Pearson/Ferguson)

Amendment to Item 2 of Governance Review Sub-Committee Report 21-004 respecting Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058) (City Wide)

WHEREAS, the Municipal Act 2001, as amended, section 240 Subject to the procedure by-law passed permits “the head of council may at any time call a special meeting; and (b) upon receipt of a petition of the majority of the members of council, the clerk shall call a special meeting for the purpose and at the time mentioned in the petition”;

WHEREAS, the current Procedural By-law 21-021 is silent on section 240 and the Mayor may require the holding of a special meeting of the Council without notice, in order to consider and deal with urgent and extraordinary matters; and

WHEREAS, the deadline for a Request to Speak with a pre-recorded video was inadvertently omitted from the Procedural By-Law 21-021 and from the proposed amendments considered by Governance Review Sub-Committee on June 25, 2021.

THEREFORE BE IT RESOLVED:

That Appendix "A" to Item 2 attached to Governance Review Sub-Committee Report 21-004 respecting Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058) (City Wide), be revised to include the following additional **amendments** to the Procedural By-Law 21-021:

(i) **SECTION 3 – COUNCIL MEETINGS**

3.4 Special Meetings of Council

- (1) In addition to scheduled Council meetings, the Mayor may, at any time, summon a special meeting of Council by giving written direction to the Clerk stating the date, time, and purpose of the special meeting.
- (2) The Clerk shall summon a special meeting of Council when requested to do so in writing by a majority of Members of Council.
- (3) The Clerk shall give each Member of Council, or their designated staff, notice of a special meeting of Council at least 2 days before the time appointed for such meeting by:
 - (a) delivering a written notice personally;
 - (b) delivering such notice at their residence or place of business; or
 - (c) facsimile transmission or electronic mail to such residence or place of business.
- (4) The written notice to be given under subsection 3.4(3) shall state the nature of the business to be considered at the special meeting of Council and no business other than that which is stated in the notice shall be considered at such meeting.
- (5) Notwithstanding subsection 3.4(4), other business may be considered at a special meeting with at least two-thirds of the Members of Council present and voting in the affirmative.

(6) The Clerk shall prepare the Order of Business for a special meeting of Council with the appropriate selection of agenda categories from subsection 3.11.

(7) ***Notwithstanding subsection 3.4(3), on urgent and extraordinary occasions, with the consent of the majority of all the Members of Council, recorded in the Minutes, a special meeting of the Council may be called by the Mayor without notice to consider and deal with such urgent and extraordinary matters.***

(ii) **SECTION 5 – COMMITTEE MEETINGS**

5.12 Delegations

(1) **INP** Persons who wish to appear as a delegation at an IN-PERSON meeting will appear in-person to address a Committee

ELE Persons who wish to appear as a delegation at a VIRTUAL/ HYBRID meeting will appear virtually to address a Committee

(a) Persons wishing to delegate on a matter that is not listed on a Committee agenda, shall make a request in writing to the Clerk and the Clerk shall list the delegation request on the respective Committee's upcoming agenda. The requester will be notified of the date of the meeting where their delegation will be heard following Council's ratification of the Committee's Report.

(b) Persons wishing to delegate on a matter that is listed on the Committee agenda, shall make a request in writing to be listed as a delegation to the Clerk no later than 12:00 noon the business day before the meeting. If the Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday before.

(c) Persons wishing to delegate with a pre-recorded video on a matter that is listed on the Committee agenda, shall make a request in writing to be listed as delegate to the Clerk no later than 12:00 noon two business days before the meeting. If the Committee is meeting on Monday, the deadline will be 12:00 noon on the Thursday before.

(d) All delegates (appearing VIRTUALLY or IN-PERSON) shall complete the "Request to Speak to a Committee of Council" form (available on the City's website at

<https://www.hamilton.ca/council-committee/council-committee-meetings/request-speak-committee-council>.

- (5) An IN-PERSON or VIRTUAL delegation **or a delegate with a pre-recorded video** of one or more persons, shall be limited to an oral presentation of not more than five minutes.

(Johnson/Wilson)

That the amendment be **amended** to remove the words “to consider and deal with such urgent and extraordinary matters” from the end of subsection (7), as follows:

- (7) ***Notwithstanding subsection 3.4(3), on urgent and extraordinary occasions, with the consent of the majority of all the Members of Council, recorded in the Minutes, a special meeting of the Council may be called by the Mayor without notice. ~~to consider and deal with such urgent and extraordinary matters.~~***

Result: Amendment to the Amendment DEFEATED by a vote of 2 to 4, as follows:

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

Result: Amendment CARRIED by a vote of 4 to 2, as follows:

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

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

(g) ADJOURNMENT (Item 15)

(Pearson/Johnson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:49 a.m.

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

YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - 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



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 9, 2021
SUBJECT/REPORT NO:	City Auditor Reporting of Serious Matters to Council (Case #39691) (AUD21007) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107
SUBMITTED BY:	Charles Brown, CPA, CA, CPA (Illinois) City Auditor Office of the City Auditor
SIGNATURE:	

COUNCIL DIRECTION

On June 24, 2020, Council directed the City Auditor (OCA) to implement a policy on Reporting of Serious Matters to Council. The policy outlines specific situations that require the City Auditor to make a report to Audit, Finance and Administration Committee in order to proactively inform Council about serious matters uncovered through investigations launched under the Fraud, Waste and Whistleblower process or in the course of audits or other engagements.

- Pose a security threat (e.g. cybersecurity exposure) to the organization's information systems/hardware/software applications or involves major privacy breach
- Threaten public safety
- Involve potential fraud over \$100,000
- Could have a significant adverse impact on the City's vulnerable populations
- Result in investigation by OCA and referral to the Police
- In the judgement of the City Auditor are deemed to be of a significant risk to the Corporation

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: City Auditor Reporting of Serious Matters to Council
(Case #39691) (AUD21007) (City Wide)****Page 2 of 2**

This report of a serious matter is the fifth report that implements the new policy. The criteria being applied is that after investigation by the OCA this matter resulted in a referral to the Police.

INFORMATION REPORT SUMMARY

In late July 2021 the Office of the City Auditor received a Fraud and Waste Hotline report from the Customer Service and POA Division (Customer Service). The report was made to notify the OCA of a suspicious “cheque” that was received by Customer Service and flagged for further review during processing by Customer Service front line staff.

The “cheque” was not submitted for processing to the City of Hamilton’s financial institution. The item was segregated, and a detailed review was performed, with staff from Customer Service, Financial Services, Corporate Security and the OCA contributing their respective knowledge and expertise. This item was found to have several irregular characteristics.

Per the Council-approved Fraud Policy and Protocol, of which the Office of the City Auditor has responsibility for, an item such as this suspicious “cheque” falls within the scope of the Protocol.

Upon completion of the internal review, the Office of the City Auditor reported this matter to the Hamilton Police Service in early August 2021 as it is the OCA’s opinion that this item may be in contravention of the Criminal Code.

As part of ongoing continuous improvement efforts, Customer Service completed a review of Standard Operating Procedures (SOP) to ensure there is a consistent process for handling suspicious or unfamiliar items. The OCA, Legal Services, Financial Services and Corporate Security were consulted during this review.

The Office of the City Auditor would like to commend the staff in Customer Service for detecting this suspicious “cheque” during their routine processing work.

APPENDICES AND SCHEDULES ATTACHED

None.



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:	August 17, 2021
Re:	Changing the Standing Committee to which the LGBTQ Advisory Committee Reports

Recommendations

That the City of Hamilton change the Standing Committee to which the LGBTQ Advisory Committee Reports from the Audit, Finance and Administration Committee to the Emergency and Community Services Committee, including updating the Procedural By-law (21-021) and any Standing Committee mandates or terms of reference that might be impacted by this change.

Background

The LGBTQ Advisory Committee (LGBTQAC) has been discussing this change for over a year and feels that the mandate of the Emergency and Community Services Committee (ECS), including the complement of City staff that assist ECS in its deliberations, would be in a better position to support the LGBTQAC than the Audit, Finance and Administration Committee (AFA), to which the LGBTQAC currently reports.

Analysis / Rationale

A number of the recommendations, discussions, and motions put forward by the LGBTQAC during this term of Council have much more closely aligned with the mandate of ECS than AFA, in the Committee's opinion. Apart from some language in AFA's mandate, that the LGBTQAC understands was specifically included to set up an Advisory Committee reporting structure, there is nothing linking the work of the LGBTQAC to the core mandate of AFA.

Community services, more broadly, align with not only the work that the LGBTQAC has done in this term of Council but with its own mandate, terms of reference, and list of outstanding business items.

This is not an unprecedented recommendation, as AFA's own mandate suggests the following with respect to the Advisory Committee for Persons with Disabilities -

"To act as liaison to the Access & Equity volunteer advisory committees (with the exception of the Advisory Committee for Persons with Disabilities reporting to the General Issues Committee)"

The Advisory Committee for Persons with Disabilities, a Sub-Committee that clearly falls under the purview of "Access & Equity advisory committees" reports to the General Issues Committee (GIC).

Aside from this example, it's important to note that the Hamilton Cycling Committee, which has brought forward recommendations related to access and equity, reports to PW. In fact, of the current 14 official Advisory Committees listed on the City of Hamilton's website, 8 of them do not report to AFA. They are -

- Arts Advisory Commission - reports to GIC
- Food Advisory Committee - reports to Board of Health
- Hamilton Cycling Committee - reports to PW
- Hamilton Veterans Committee - reports to ECS
- Housing and Homelessness Advisory Committee - reports to ECS
- Keep Hamilton Clean and Green Committee - reports to PW
- Seniors Advisory Committee - reports to ECS
- Waste Management Advisory Committee - reports to PW



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
 Economic Development Division
 and
 Transportation Planning and Parking Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	September 9, 2021
SUBJECT/REPORT NO:	Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13)
WARD(S) AFFECTED:	Wards 1, 2, 3, 4, 7, 8, 12, and 13
PREPARED BY:	Julia Davis (905) 546-2424 Ext. 2632
SUBMITTED BY: SIGNATURE:	Norm Schleeahn Director, Economic Development Planning and Economic Development Department
SUBMITTED BY: SIGNATURE:	Brian Hollingworth Director, Transportation Planning and Parking Planning and Economic Development Department

RECOMMENDATION

- (a) That each of the City's eleven Business Improvement Areas (BIAs) that participate annually in the Parking Revenue Sharing Program (PRSP) be provided a one-time grant in 2021 that is equal to the amount they received in 2020 through the PRSP, with the exception of the Locke Street BIA which would receive an amount equivalent to their 2019 Parking Revenue Sharing grant;
- (b) That the total grant amount of \$124,563.09 be funded from the Economic Development Investment Reserve (Account No. 112221).

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: Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13) - Page 2 of 5

EXECUTIVE SUMMARY

The City of Hamilton (the City) is committed to supporting its local Business Improvement Areas (BIAs) as one component of its broader economic recovery planning. The BIAs are established through the coordination and request of the local business community, legislated through the *Municipal Act 2001* and are governed through a Board of Management which is a Local Board. Working in partnership with the BIAs, the City supports through dedicated staff, marketing and promotion, and various funding programs.

The BIAs are primarily self-funded through a levy placed on each commercial property located within a BIA. The City has also historically supplemented this funding through initiatives such as an annual Contribution to Operating Grant Program (\$89,100 per year total) and an annual grant for holiday programming (\$1,000 per BIA), as well as, a special COVID-recovery grant in 2021 of \$10,000 per BIA.

Another regular funding source for eleven of the City's BIAs since 2011 has been a Parking Revenue Sharing Program (PRSP) with the Hamilton Municipal Parking System (HMPS) which has consistently provided surplus parking revenues to the eleven participating BIAs each year (10% of HMPS's Prior Year's Net Annual Operating Surplus to a maximum of \$167,280 per year). The BIAs have come to rely on this annual funding to support their core programming including cleanliness, beautification, decorations, promotions, and placemaking initiatives.

Due to COVID-19, the HMPS did not realize a net operating surplus in 2020, which, therefore, creates a significant potential funding shortfall for the eleven participating BIAs in 2021. As a result, staff are recommending that each of the City's eleven BIAs who participate annually in the PRSP be provided a one-time grant in 2021 that is equal to the amount they received in 2020 through the PRSP, with the exception of the Locke Street BIA which would receive an amount equivalent to their 2019 Parking Revenue Sharing Grant.

The request for funding is to be made for 2021 only given the pressures presented by COVID-19 and would not be precedent setting for future years.

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The amount of the funding, totalling \$124,563.09, be funded from the Economic Development Investment Reserve (Account No. 112221).

SUBJECT: Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13) - Page 3 of 5

Staffing: There are no associated staffing implications.

Legal: There are no associated legal implications.

HISTORICAL BACKGROUND

Due to the unique circumstances surrounding COVID-19, the BIAs in Hamilton have had to realign their budgets, projects and priorities to support their memberships. As a component of this, the BIAs have been very reliant on past funding opportunities, one of which being the PRSP, to build their plans for promotion and recovery from the pandemic.

The Policy for Parking Revenue Sharing was approved by Council on September 29, 2010 and has been a significant grant to the eleven participating BIAs every year since. The PRSP with the HMPS which has consistently provided surplus parking revenues to the participating BIAs each year (10% of HMPS's Prior Year's Net Annual Operating Surplus to a maximum of \$167,280 per year).

Due to COVID-19, the HMPS did not realize a net operating surplus in 2020 which therefore creates a significant potential funding shortfall for the eleven participating BIAs in 2021. The participating BIAs have come to rely on their share of parking revenues to support their core programming including cleanliness and beautification, decorations, promotions, and placemaking.

The request for funding is to be made for 2021 only given the pressures presented by COVID-19 and would not be precedent setting for future years.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

- Ancaster Village BIA;
- Barton Village BIA;
- Concession Street BIA;
- Downtown Dundas BIA;
- Downtown Hamilton BIA;
- International Village BIA;
- King West BIA;
- Locke Street BIA;

SUBJECT: Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13) - Page 4 of 5

- Main West Esplanade BIA;
- Ottawa Street BIA;
- Westdale Village BIA; and,
- Hamilton Municipal Parking System Staff.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

With the uncertainty and pressures of COVID-19, many planned expenditures and projects within the BIAs have been changed or cancelled for 2021. BIAs are continuing to review their budgets and funding sources as they pivot, and shift plans due to the pandemic.

Understanding the significance of the PRSP to the BIAs staff has been in consultation with the BIAs and the consensus is that they are relying on this funding to be used for 2021 programming and beyond.

To support the eleven BIAs that participate in the PRSP, which include the Ancaster Village, Barton Village, Concession Street, Downtown Dundas, Downtown Hamilton, International Village, King West, Locke Street, Main West Esplanade, Ottawa Street, and Westdale Village BIAs, staff are recommending a one-time grant equivalent to the 2020 allocation they received, other than the Locke Street BIA who it is recommended receive a grant equal to their 2019 allocation. The Locke Street BIA underwent a significant capital infrastructure project involving complete road reconstruction in 2019 which negatively impacted their allocation in 2020 under the PRSP and does not reflect the amounts historically received.

The allocations recommended to each of the BIAs is included in Appendix "A" to Report PED21161.

As per the existing PRSP criteria, this grant can be spent on eligible expenditures which include:

- Purchase and maintenance of street furniture on the public road allowance (benches, planters, banners, way-finding and parking signage; litter containers etc.);
- Costs for cleaning and maintaining the public road allowance including hiring of individuals;
- Purchase and maintenance of hanging flower baskets;
- Christmas decorations and their maintenance including storage costs;
- Promotion of the Business Improvement Areas and their events;
- Art projects in the public realm;
- Beautification initiatives on streets/parks/pedestrian nodes;

SUBJECT: Offsetting Parking Revenue Losses for the City's Business Improvement Areas (PED21161) (Wards 1, 2, 3, 4, 7, 8, 12, and 13) - Page 5 of 5

- Free parking initiatives;
- Purchase of graffiti products;
- Improvements in municipal parking lots not necessarily within BIA boundaries (machines/meters, signage, lighting, planters etc.);
- Maintenance of gateways on public road allowance not necessarily within BIA boundaries;
- Maintenance of municipal parking lots not necessarily within BIA boundaries; and,
- Special event costs not including the hiring of an events coordinator.

ALTERNATIVES FOR CONSIDERATION

Committee and Council can decide to not allocate the funding recommended in Report PED21161, for the eleven BIAs that would normally benefit from this Program. The budgets of these BIAs would be negatively impacted, and recovery efforts and support programming would have to be decreased or eliminated.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

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

Economic Prosperity and Growth

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

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report PED21161 - Business Improvement Areas Parking Revenue Sharing Program Allocations for 2021

JD/jrb

**Appendix “A” to Report PED21161
Page 1 of 1**

**Business Improvement Area Parking Revenue Sharing Program Allocations for
2021**

To support the eleven BIAs that regularly participate in the Parking Revenue Sharing Program, staff are recommending a one-time grant equivalent to the 2020 allocation they received, other than the Locke Street BIA who it is recommended receive a grant equal to their 2019 allocation. The allocations to each participating BIA as per this criteria will be as follows:

BIA Name	2021 Allocation
Ancaster Village	\$5,283.45
Barton Village	\$10,192.27
Concession Street	\$14,271.77
Downtown Dundas	\$24,568.94
Downtown Hamilton	\$11,250.33
International Village	\$12,362.71
King West	\$822.79
Locke Street	\$11,774.03
Main West	\$1,084.64
Ottawa Street	\$16,884.50
Westdale Village	\$16,067.66
Total	\$124,563.09



Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE

REPORT 21-006

Tuesday, August 24, 2021

9:30 am

Council Chambers

Hamilton City Hall

Present: Councillors M. Wilson (Vice-Chair), B. Clark, L. Ferguson, and A. VanderBeek

Absent: Councillors M. Pearson – Personal, T. Whitehead – Leave of Absence

THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 21-006 AND RESPECTFULLY RECOMMENDS:

1. Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide) (Item 10.1)

That Appendix “A” to Governance Review Sub-Committee Report 21-006, Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget, be approved.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

5. COMMUNICATIONS

- 5.1 Correspondence from Viv Saunders, respecting Ward Office Budgets and Policy Guidelines

Recommendation: Be received and referred to consideration of Item 10.1, Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide).

6. DELEGATION REQUESTS

- 6.1 Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council (For today's meeting)

10. DISCUSSION ITEMS

- 10.2 Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to Governance Review Sub-Committee, respecting Special Meetings of Council

The August 24, 2021 Agenda of the Governance Review Sub-Committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 4)

(i) July 14, 2021 (Item 4.1)

The Minutes of the July 14, 2021 meeting of the Governance Review Sub-Committee was approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from Viv Saunders, respecting Ward Office Budgets and Policy Guidelines (Added Item 5.1)

The correspondence from Viv Saunders, respecting Ward Office Budgets and Policy Guidelines, was received and referred to consideration of Item 10.1, Councillor Ward Office Budgets and Policy Guidelines for Eligible Expenses for Elected Officials (FCS18083(c)) (City Wide).

(e) DELEGATION REQUESTS (Item 6)

(i) Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council (For today's meeting) (Added Item 6.1)

The delegation request from Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council, was approved for today's meeting.

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

(i) Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council (Added Item 9.1)

Cameron Kroetsch addressed the Committee respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council.

The delegation from Cameron Kroetsch, respecting the Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to the Governance Review Sub-Committee, regarding Special Meetings of Council, was received.

(g) DISCUSSION ITEMS (Item 10)

- (i) Proposed Amendment to the Procedural By-law Referred by Council on August 13, 2021 to Governance Review Sub-Committee, respecting Special Meetings of Council (Added Item 10.2)**

The following *Amendment* was DEFEATED:

That Council approve the proposed *amendment* to Sub-Section 3.4, Special Meetings of Council of Procedural By-law 21-021, as follows:

3.4 Special Meetings of Council

- (7) *Notwithstanding subsection 3.4(3), on urgent and extraordinary occasions, with the consent of the majority of all the Members of Council, recorded in the Minutes, a special meeting of the Council may be called by the Mayor without notice to consider and deal with such urgent and extraordinary matters.***

(h) ADJOURNMENT (Item 15)

There being no further business, the Governance Review Sub-Committee meeting adjourned at 11:04 a.m.

Respectfully submitted,

Councillor M. Wilson, Vice-Chair
Governance Review Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

SECTION 1 – POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS

POLICY STATEMENT	Expenses incurred by elected officials, while acting as members of Council, are paid by the City.
APPROVAL	Once Council has approved the annual budget, specific approval of individual expenditures is not required. Elected officials are responsible for monitoring their own budgets through the operating budget variance reporting process.
PURPOSE	This Policy establishes types of expenses, which will be paid by the City from the Council approved budgets. Specific restrictions identify those expenses which will not be paid by the City.
SCOPE	<p>This Policy applies to all expenses incurred annually, unless otherwise noted in this Policy, by the elected officials while conducting official City business and performing their duties as elected officials.</p> <p>Valid municipal expenditures will be paid by the City and should be charged to the correct account, regardless of whether there is a budget for that account. Elected officials are accountable for their expenditures, in aggregate, not by individual account line. This Policy is intended to provide flexibility to elected officials in managing their own budgets and programming.</p> <p>Supporting documentation required for payment for services or goods provided is:</p> <ol style="list-style-type: none"> 1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or 2. If there is no invoice, a short description of the good or service and purpose of the purchase is required. <p>Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>
CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING	<p>As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials.</p> <p>A statement of the expenses and revenues is available to the Councillors on a monthly basis and is reported to Council with the Corporate Operating Budget Variance Reports. Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)	<p>Current budget expense accounts are intended to cover all expenses incurred by elected officials, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office; communication with constituents; business entertainment and staff recognition; promotion; local travel; and attendance at functions on City business.</p> <p>Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.</p>
Election Campaign Expenses	<p>Expenses incurred to produce or distribute election campaign literature or materials will not be paid for by the City. In addition, newsletters may not be distributed after August 31 of an election year.</p>
Sponsorship	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the City.</p> <p>Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees. Sponsorships / donations are limited to \$350 per named organization per year.</p> <p>During an election year, sponsorships and donations will not be allowed from the first day that nominations can be filed for candidates, until the day after the election.</p>
CAPITAL RELATED EXPENSES	<p>Expenses for minor capital equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City Hall.</p> <p>Each elected official is provided with a computer (either desktop, laptop, tablet and / or smartphone) and access to a printer. The Councillors' Administrative Assistants and staff in the Office of the Mayor are each provided with a computer and access to a printer in accordance with City standards. Any additional computer equipment may be ordered through the Information Technology Division, Corporate Services Department.</p> <p>All capital purchases must adhere to the City's Procurement Policy.</p> <p>When the elected official is no longer in office, capital equipment must be returned to the City per Procurement Policy.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)	Detailed procedures for accessing the City's PeopleSoft financial system and for submitting incidental expense claims are available from the Financial Services Division, Corporate Services Department.
Reimbursement	Requests for reimbursement of out-of-pocket expenses should be submitted by using the Statement of Mileage and Other Expenses Form. Out-of-pocket expenses include items such as business meals and parking. Purchase of tickets to community events should be requested through a Cheque Requisition payable to the event organization and not through reimbursement requests.
Supporting Documentation	Original receipts and supporting documentation are to be provided with the request for reimbursement indicating: <ol style="list-style-type: none"> 1. the type of expense; 2. date and purpose of event or meeting attended (if applicable); and 3. identification of all individuals whose expenses are being reimbursed. The appropriate account number within the applicable current budget must be provided with the request.
Petty Cash	The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for administering the petty cash for their respective offices in accordance with the corporate procedures for petty cash. Original receipts and supporting documentation must be provided with the request for reimbursement as outlined above.
Cheque Requisition	Goods or services that are not ordered through the City's PeopleSoft financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

SECTION 2 – GUIDELINES

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Councillor Ward Budget Process and Guidelines	N/A	N/A	<p>The methodology for developing the Councillor Ward Office Budgets is included in a separate document, "Methodology for Developing Elected Officials Office Budget and Ward Councillor Office Budget." (Appendix "A" to Report FCS18083(a))</p> <p>Councillors may submit requests for access to the Legislative Contingency Fund to Council for approval during the course of the year.</p> <p>Councillors will be required to reimburse the City for any expenditures exceeding their approved Ward budget. This excludes costs of backfilling for sick absences and maternity / parental leave and associated benefit costs. Those costs associated with backfilling sick absences and maternity / parental leave will not be required to be reimbursed as per the Staffing description within this policy.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Office Equipment and Operating Supplies (Note 1)	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Common office equipment (shredder, fax machine, photocopier) in accordance with corporate standards.</p>	<p>Expenses for shared office consumables (stationery, office supplies, etc.).</p> <p>Shared office equipment (shredder, one fax machine, photocopier).</p> <p>Computer hardware (in accordance with corporate standards) for the receptionist.</p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.</p>
Staffing (Note 2)	Compensation costs for all staff in the Office of the Mayor.	Compensation costs for one shared receptionist and associated vacation coverage.	<p>Compensation costs for all staff in the Councillor's office.</p> <p>Costs of vacation coverage for staff of the Councillor's office.</p> <p>Costs of backfilling sick absences and maternity / parental leave, as well as, associated benefit costs will not be budgeted and actual backfilling expenses incurred will be excluded from overall expenditures in the Councillor's Office Ward Budget. In the case of such absences, the replacement must provide a similar level of service and as such the costs of backfilling should be comparable to the original costs.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Parking: <ul style="list-style-type: none"> • Parking for elected officials is provided free of charge. • Parking for staff must be obtained or purchased in accordance with the corporate policy for parking. 	Parking expenses for qualifying staff of the Office of the Mayor.		Parking expenses for any qualifying staff of the Councillor's office.
Training / Strategic Planning	Training costs for staff in the Office of the Mayor. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.	Costs for Council orientation, strategic planning and professional development. Training costs for one shared receptionist.	Training costs for all staff of the Councillor's office. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
<p>Communication with Constituents: Expenses incurred in the communication of City and / or ward issues or items of interest to constituents</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.</p> <p>Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>	<p>Costs of one telephone line for the receptionist.</p> <p>Costs of one shared fax line for all Councillors will be paid when the use is for City business.</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.</p> <p>Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>
<p>Constituency Office</p>	<p>N/A</p>	<p>N/A</p>	<p>All costs associated with a constituency office outside of City Hall, 71 Main Street West.</p>
<p>Donations</p>	<p>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</p>	<p>N/A</p>	<p>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Promotion	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</p> <p>Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</p>	N/A	<p>Costs for City souvenir items (mementoes) are available for distribution at the discretion of the individual Councillor.</p> <p>Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.</p>
Business Entertainment / Staff Recognition	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>	N/A	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Original receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Local Travel Allowance	<p>Mileage and parking for the Mayor for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the Mayor's home and City Hall will not be paid by the City.</p>	N/A	<p>Mileage and parking for Councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</p> <p>Mileage to and from the elected official's home and City Hall will not be paid by the City.</p>
Attendance at Functions / Conferences	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be provided as outlined above.</p> <p>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</p>	N/A	<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Original receipts and supporting documentation are to be as outlined above.</p> <p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
	Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.		
Attendance at Functions / Conferences (Cont'd)	Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.	<p>Where the elected official is representing the City as a member of a board (excluding local boards such as Police Board), expenses incurred to attend functions and / or conferences related to this membership, as follows:</p> <ul style="list-style-type: none"> • FCM (2 members of Council) • AMO (2 members of Council) • Other (International Children's Games). 	<p>All other expenses incurred to attend functions and / or conferences.</p> <p>Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p>
Memberships	N/A	The cost of memberships for Council as a whole (i.e., Federation of Canadian Municipalities, Association of Municipalities of Ontario, etc.).	N/A

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Meeting Expenses	Expenses for meetings involving staff in the Office of the Mayor.	<p>Expenses for meetings of Council as a whole. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>Expenses for meetings of committees established by Council. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>The Office of the City Clerk will be responsible for set up requirements for meetings of Council and Committee meetings.</p>	Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.

**Policy and Guidelines for Eligible Expenses for Elected Officials:
 Budget for the Office of the Mayor, Legislative Budget
 and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
		Expenses for use of City Hall by community groups. Staff in the Facilities Section of the Public Works Department will be responsible for arranging for any refreshments and set up requirements for these functions and administering this budget allocation.	
Hosting of Conferences with Municipal Subject Content	N/A	Expenses representing contributions to events hosted by organizations with a municipal affiliation as approved by Council.	N/A

**Policy and Guidelines for Eligible Expenses for Elected Officials:
Budget for the Office of the Mayor, Legislative Budget
and Councillor Ward Office Budget**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Internal Charge-backs or Cost allocations	Expenses related to services provided in-house, such as printing and photocopying and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the budget for the Office of the Mayor provided with the requisition, if required, and no additional reporting is required.	Costs of liability insurance for general public liability, errors and omissions liability, comprehensive crime and conflict of interest for elected officials	Expenses related to services provided in-house, such as printing, photocopying, office space outside of City Hall (71 Main Street West) and the purchase of items through the City's PeopleSoft financial system will be charged to the account number in the individual Councillor's ward office budget provided with the requisition, if required, and no additional reporting is required.

Note 1: Office related furniture, fixtures, and equipment (FFE) including electronics purchased or reimbursed from the City Budget must remain the property of the City. An inventory of office related FFE must be maintained and tracked by the Administrative Assistant. At the end of every Council term, the completed list must be submitted to the Office of the City Clerk.

Note 2: Contracts including offers of employment can only be signed by the Mayor and Elected Officials once they are sworn in.