



City of Hamilton
AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
AGENDA

Meeting #: 21-019
Date: November 4, 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. October 21, 2021 - Revised

5. COMMUNICATIONS

5.1. Correspondence from the Hamilton Waterfront Trust respecting their December 31, 2020 Audited Financial Statements

Recommendation: Be Received.

6. DELEGATION REQUESTS

7. CONSENT ITEMS

7.1. Immigrant and Refugee Advisory Committee - No Quorum Notes - October 14, 2021

7.2. Workplace Mental Health and Wellbeing Strategy (2019-2021) (HUR21013) (City Wide)

8. STAFF PRESENTATIONS

9. PUBLIC HEARINGS / DELEGATIONS

10. DISCUSSION ITEMS

10.1. Citizen Committee Report - Status of Women Advisory Committee - Renaming the Committee and Changes to the Terms of Reference and Mandate

11. MOTIONS

11.1. Timely Access to View Confidential Documents

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

14.1. Commercial Relationship Between City of Hamilton and Garda Canada Security Corporation also known as GardaWorld Canada Security Corporation also known as GardaWorld Corporation (LS20025(a) / FCS20083(a)) (City Wide)

Pursuant to Section 9.1, Sub-sections (e) and (f) of the City's Procedural By-law 21-021 and Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act*, 2001, as amended, as the subject matters pertain to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 21-018

9:30 a.m.
October 21, 2021
Council Chambers
Hamilton City Hall

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

Absent: Councillor B. Johnson – Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. 2023 Development Charges Background Study – Procurement Policy 11 Request (FCS21085) (City Wide) (Item 10.1)

(Clark/Pearson)

- (a) That a new Development Charges Background Study for all City services be initiated, at an appropriate time, subject to the Growth Related Integrated Development Strategy (GRIDS) 2 process, to support a new Development Charges By-law in accordance with the *Development Charges Act, 1997*;
- (b) That the single source procurement of Watson & Associates Economists Ltd. as external consultants for the City's 2023 Development Charges Background Study, pursuant to Procurement Policy #11 – Non-competitive Procurements within the planned budget of \$900 K in Capital Project 3382155301 "Development Charges By-law Studies" be approved; and,
- (c) That the General Manager, Finance and Corporate Services, be authorized to negotiate, enter into and execute a contract and any ancillary documents required to procure Watson & Associates Economists Ltd. as the consultant to complete the 2023 Development Charges Background Study in a form satisfactory to the City Solicitor.

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

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

2. Options for Relief from Municipal Charges for the Taxi Industry (LS21020(a)) (City Wide) (Added Item 10.2)

(VanderBeek/Wilson)

- (a) That Report LS21020(a), respecting Options for Relief from Municipal Charges for the Taxi Industry, be received;
- (b) That Government Relations staff be directed to begin discussions with the relevant Ministries, Association of Municipalities of Ontario and other municipalities to collaborate on challenges that the Taxi and Snow Plow industries are facing with insurance and report back to the Audit, Finance & Administration Committee; and
- (c) That staff be directed to obtain input from local Taxi brokers and appropriate Snow Plow representatives prior to sending the letters attached as Appendix "A" and "B" to Report LS21020(a), respecting Options for Relief from Municipal Charges for the Taxi Industry.

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

YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 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 Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options (For today's meeting)

10. DISCUSSION ITEMS

10.2 Options for Relief from Municipal Charges for the Taxi Industry (LS21020(a)) (City Wide) (Outstanding Business List Item)

12. NOTICES OF MOTION

12.1 Timely Access to View Confidential Documents

13. GENERAL INFORMATION / OTHER BUSINESS

13.1 Amendments to the Outstanding Business List:

- 13.1.a. Item to be Removed:
Options for Relief from Municipal Charges for the Taxi and Snow Plow Industries (LS21020) (City Wide)
Added: June 3, 2021 at AF&A - Item 7.4
Competed: October 21, 2021 at AF&A - Item 10.2
OBL Item: 21-H

14. PRIVATE AND CONFIDENTIAL

- 14.1 Commercial Relationship Between City of Hamilton and Garda Canada Security Corporation also known as GardaWorld Canada Security Corporation also known as GardaWorld Corporation (LS20025(a) / FCS20083(a)) (City Wide) - WITHDRAWN

(Pearson/VanderBeek)

That the agenda for the October 21, 2021 Audit, Finance and Administration Committee meeting be approved, as amended.

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

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

(b) DECLARATIONS OF INTEREST (Item 3)

Councillor Ferguson declared an interest to Item 6.1, Delegation Request from Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options as his family has an interest in the taxi industry.

Councillor Ferguson declared an interest to Item 9.1, Delegation from Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options as his family has an interest in the taxi industry.

Councillor Ferguson declared an interest to Item 10.2, Report LS21020(a), respecting Options for Relief from Municipal Charges for the Taxi Industry as his family has an interest in the taxi industry.

Councillor Ferguson declared an interest to Item 13.1, Amendments to the Outstanding Business List, Items Considered Complete and Needing Removed: Options for Relief from Municipal Charges for the Taxi and Snow Plow Industries (LS21020) (City Wide), as his family has an interest in the taxi industry.

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

(i) October 7, 2021 (Item 4.1)

(Pearson/Wilson)

That the Minutes of the October 7, 2021 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

(d) DELEGATION REQUESTS (Item 6)

Councillor Ferguson relinquished the Chair to Councillor Pearson.

(i) Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options (For today's meeting) (Added Item 6.1)

(Clark/VanderBeek)

That the delegation request from Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options, be approved for today's meeting.

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

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

(e) PUBLIC HEARINGS / DELEGATIONS (Item 9)

(i) Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options (Added Item 9.1)

Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, addressed the Committee respecting Item 10.2, the Report on Taxi Industry Options.

(Clark/VanderBeek)

That the delegates be granted an additional five minutes for their delegation.

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

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

(Clark/Wilson)

That the delegation from Ron Vankleef and Anthony Rizzutto, Hamilton Cab and Blue Line Tax, respecting Item 10.2, Report on Taxi Industry Options, be received.

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

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

For disposition of this matter, please refer to Item 2 and (f)(i).

Councillor Ferguson assumed the Chair.

(f) DISCUSSION ITEMS (Item 10)

Councillor Ferguson relinquished the Chair to Councillor Pearson.

(i) Options for Relief from Municipal Charges for the Taxi Industry (LS21020(a)) (City Wide) (Outstanding Business List Item) (Added Item 10.2)

Report LS21020(a), respecting the Options for Relief from Municipal Charges for the Taxi Industry, **was amended** by adding new sub-sections (b) and (c), to read as follows:

(Clark/Pearson)

(b) That Government Relations staff be directed to begin discussions with the relevant Ministries, Association of Municipalities of Ontario and other municipalities to collaborate on challenges that the Taxi and Snow Plow industries are facing with insurance and report back to the Audit, Finance & Administration Committee; and

- (c) ***That staff be directed to obtain input from local Tax brokers and appropriate Snow Plow representatives prior to sending the letters attached as Appendix "A" and "B" to Report LS21020(a), respecting Options for Relief from Municipal Charges for the Taxi Industry.***

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

YES - Ward 13 Councillor Arlene VanderBeeck
CONFLICT - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 1 Councillor Maureen Wilson

Councillor Ferguson assumed the Chair.

(g) NOTICES OF MOTION (Item 12)

Councillor Clark introduced the following Notice of Motion:

(i) Timely Access to View Confidential Documents (Added Item 12.1)

WHEREAS, Council access to confidential documents takes inordinately long; and,

WHEREAS, there is no policy informing or directing staff to enable Councillors to view confidential documents;

THEREFORE, BE IT RESOLVED:

That staff be directed to create a Procedure to enable Council timely access to confidential documents such as Memorandums of Understanding, Contracts and Agreements.

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

Councillor Ferguson relinquished the Chair to Councillor Pearson.

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

(Clark/Wilson)

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

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

Options for Relief from Municipal Charges for the Taxi and Snow Plow Industries (LS21020) (City Wide)
Added: June 3, 2021 at AF&A - Item 7.4

Completed: October 21, 2021 at AF&A - Item 10.2
OBL Item: 21-H

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

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

Councillor Ferguson assumed the Chair.

(i) ADJOURNMENT (Item 15)

(Pearson/Clark)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:30 a.m.

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

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
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



SENT BY EMAIL

September 30, 2021

Stephanie Paparella
Legislative Co-ordinator
Office of the City Clerk
71 Main Street West, 1st Floor
Hamilton, ON
L8P 4Y5

Subject: December 31, 2020 Audited Financial Statements

Please find attached, audited financial statements for the Hamilton Waterfront Trust for the year ended December 31, 2020.

Annual financial statement is required to be forwarded to your attention by the Hamilton Waterfront Trust. This statement is meant to fulfill the requirement for information under the deed agreement item (12) signed by the Corporation of the City of Hamilton and The Hamilton Harbour Commissioners dated November 24, 2000.

Yours truly,



Werner Plessl
Executive Director
Hamilton Waterfront Trust

cc: Janette Smith, City Manager
Mike Zegarac, GM Finance & Corporate Services
Brian McMullen, Director, Financial Planning, Administration and Policy

Hamilton Waterfront Trust
Consolidated Financial Statements
For the year ended December 31, 2020

Hamilton Waterfront Trust
Consolidated Financial Statements
For the year ended December 31, 2020

Contents

| | |
|---|---------------|
| Independent Auditor's Report | 2 - 3 |
| Consolidated Financial Statements | |
| Statement of Financial Position | 4 |
| Statement of Operations and Changes in Net Assets | 5 |
| Statement of Cash Flows | 6 |
| Notes to Financial Statements | 7 - 10 |



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Independent Auditor's Report

To the Board of Directors of
 Hamilton Waterfront Trust

Opinion

We have audited the consolidated financial statements of Hamilton Waterfront Trust and its subsidiaries (the "Group"), which comprise of the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Group as at December 31, 2020, and its results of operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Group's consolidated financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
September 28, 2021

Hamilton Waterfront Trust Consolidated Statement of Financial Position

| December 31 | 2020 | 2019 |
|---|---------------------|---------------------|
| Assets | | |
| Current | | |
| Cash | \$ 278,786 | \$ 472,697 |
| Accounts receivable (Note 2) | 185,270 | 59,775 |
| Inventories and prepaid expenses | 28,221 | 28,221 |
| Current portion of note receivable (Note 5) | 166,000 | 233,000 |
| | 658,277 | 793,693 |
| Capital assets (Note 3) | 1,312,804 | 1,384,156 |
| Note receivable (Note 5) | 988,669 | 1,109,249 |
| | \$ 2,959,750 | \$ 3,287,098 |

Liabilities and Net Assets

| | | |
|--|---------------------|---------------------|
| Current | | |
| Accounts payable and accrued liabilities | \$ 486,529 | \$ 687,047 |
| Current portion of deferred capital contributions (Note 4) | 40,273 | 40,273 |
| | 526,802 | 727,320 |
| Deferred revenue - City of Hamilton | 380,049 | 436,049 |
| Deferred capital contributions (Note 4) | 1,131,242 | 1,171,515 |
| | 2,038,093 | 2,334,884 |
| Net assets | 921,657 | 952,214 |
| | \$ 2,959,750 | \$ 3,287,098 |

On behalf of the Board:


 _____ Director


 _____ Director

Hamilton Waterfront Trust Consolidated Statement of Operations and Changes in Net Assets

| For the year ended December 31 | 2020 | 2019 |
|---|-------------------|-------------------|
| Revenue | | |
| Investment income | \$ 2,674 | \$ 3,397 |
| City of Hamilton contract and management income | 46,602 | 59,445 |
| Other income | 4,669 | 13,300 |
| Hamiltonian Tour Boat | 15,826 | 36,929 |
| Williams Fresh Cafe | 637,677 | 1,428,213 |
| Hamilton Scoops | 74,191 | 163,488 |
| Kids Fest | - | 19,192 |
| Hamilton Trolley | 24,407 | 27,783 |
| Waterfront Grill | 24,513 | 47,167 |
| HWT Centre | 5,512 | 94,007 |
| Outdoor Ice Rink | 330,862 | 319,059 |
| Skate Rental | 59,092 | 136,856 |
| Waterfront Development, City of Hamilton management contract | 683,151 | 374,992 |
| Waterfront Wheels | 5,765 | 12,541 |
| | 1,914,941 | 2,736,369 |
| Expenses | | |
| Advertising and promotion | 1,023 | 664 |
| Bad debts | 45,167 | 67,461 |
| Bank charges | 2,427 | 4,088 |
| Building expenses | 765 | 10,458 |
| Dues and memberships | 585 | 2,570 |
| Equipment expenses | 1,631 | 1,853 |
| Insurance | 6,054 | 5,400 |
| Office expenses | 17,533 | 35,785 |
| Professional fees | 50,696 | 25,812 |
| Salaries and benefits | 326,788 | 274,510 |
| Telephone | 8,159 | 9,348 |
| Travel | 990 | 147 |
| Other expenses | 7,891 | 11,789 |
| Hamiltonian Tour Boat | 14,791 | 34,484 |
| Williams Fresh Cafe | 744,636 | 1,372,964 |
| Hamilton Scoops | 58,894 | 121,669 |
| Kids Fest | - | 12,219 |
| Hamilton Trolley | 28,959 | 31,023 |
| Fishing Derby | - | 13,026 |
| Waterfront Grill | 34,732 | 51,651 |
| HWT Centre | 24,156 | 50,464 |
| Outdoor Ice Rink | 330,766 | 315,147 |
| Skate Rental | 19,337 | 72,544 |
| Waterfront Development, City of Hamilton management contract | 516,942 | 388,239 |
| Waterfront Wheels | 12,151 | 12,828 |
| | 2,255,073 | 2,926,143 |
| Deficiency of revenue over expenses before amortization and other revenue (expenses) | (340,132) | (189,774) |
| Other revenue (expenses) | | |
| Amortization of capital assets | (71,352) | (72,761) |
| Amortization of deferred capital contributions | 40,273 | 40,273 |
| Government assistance (Note 7) | 340,654 | - |
| Expenses associated with tenant dispute | - | (759,008) |
| | 309,575 | (791,496) |
| Deficiency of revenue over expenses for the year | (30,557) | (981,270) |
| Net assets, beginning of year | 952,214 | 1,933,484 |
| Net assets, end of year | \$ 921,657 | \$ 952,214 |

The accompanying notes are an integral part of these consolidated financial statements.

Hamilton Waterfront Trust Consolidated Statement of Cash Flows

| For the year ended December 31 | 2020 | 2019 |
|---|-------------------|-------------------|
| Cash flows from operating activities | | |
| Deficiency of revenue over expenses for the year | \$ (30,557) | \$ (981,270) |
| Adjustments to reconcile deficiency of revenue over expenses to net cash used in operating activities | | |
| Amortization of capital assets | 71,352 | 72,761 |
| Amortization of deferred capital contributions | (40,273) | (40,273) |
| Changes in non-cash working capital balances | | |
| Accounts receivable | (125,496) | 125,290 |
| Accounts payable and accrued liabilities | (200,519) | (94,826) |
| Deferred revenue | (56,000) | (22,781) |
| | (381,493) | (941,099) |
| Cash flows from financing activity | | |
| Repayment of note receivable | 187,582 | 859,900 |
| Decrease in cash during the year | (193,911) | (81,199) |
| Cash, beginning of year | 472,697 | 553,896 |
| Cash, end of year | \$ 278,786 | \$ 472,697 |

The accompanying notes are an integral part of these consolidated financial statements.

Hamilton Waterfront Trust Notes to Consolidated Financial Statements

December 31, 2020

1. Significant Accounting Policies

Nature of Business

The purpose of the Hamilton Waterfront Trust (the "Organization") is to improve and develop lands around the Hamilton Harbour and to encourage the local community to enjoy the Bay area. Hamilton is a culturally and ethnically diversified mosaic. Therefore, the Organization helps to promote the image of Hamilton to businesses and individuals over a wide radius.

Following a strategic review undertaken by the Board of Directors, it was decided to restructure the Organization to become a not-for-profit organization effective November 21, 2016. As part of the reorganization on that same date, HWT Inc., a wholly-owned subsidiary, was incorporated.

The Organization is incorporated under the Ontario Corporations Act, and now have a continuance under the Canada Not-for-Profit Corporations Act.

The Organization is registered under the Income Tax Act (Canada) (the "Tax Act") and, as such, is exempt from income taxes.

Basis of Accounting and Presentation

The consolidated financial statements of the Organization have been prepared using Canadian accounting standards for not-for-profit organizations.

These consolidated financial statements include the accounts of the Organization and HWT Inc. All significant intercompany transactions and balances have been eliminated.

Revenue Recognition

The Organization follows the deferral method of accounting for contributions.

Unrestricted revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred capital contributions related to capital assets represent the unamortized and unallocated amount of grants received for the purchase of capital assets. The amortization of capital contributions is recorded as revenue in the statement of operations.

The Organization recognizes all other revenue when services are performed or goods are sold, there is no uncertainty as to the customer acceptance, the price to the buyer is fixed or determinable and collection is reasonably assured.

Hamilton Waterfront Trust Notes to Consolidated Financial Statements

December 31, 2020

1. Significant Accounting Policies (Continued)

Capital assets

Capital assets are recorded at cost. Amortization is based on their estimated useful life using the following methods and rates or terms:

| | | |
|-------------------------|---|--|
| Boat | - | 15 years straight-line |
| Building | - | 5% declining balance |
| Computer equipment | - | 30% declining balance |
| Dock | - | 5% declining balance |
| Furniture and equipment | - | 20% declining balance |
| Trolleys | - | 15 years straight-line |
| Leasehold improvements | - | straight-line over the term of the lease |

Government Assistance

During the year, the Organization made periodic application for financial assistance under the Canada Emergency Wage Subsidy ("CEWS") program in order to recover certain payroll expenditures. Government assistance received during the year for current expenses is shown as other income. When government assistance is received which relates to expenses of future periods, the amount is deferred and amortized to income as the related expenses are incurred.

Use of Estimates

The preparation of consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amount of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. Subsequently, financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are charged to the financial instrument for those measured at amortized cost.

2. Accounts Receivable

| | <u>2020</u> | <u>2019</u> |
|---------------------------|-------------------|------------------|
| Trade accounts receivable | \$ 252,751 | \$ 127,236 |
| Impairment allowance | (67,481) | (67,461) |
| | <u>\$ 185,270</u> | <u>\$ 59,775</u> |

Hamilton Waterfront Trust Notes to Consolidated Financial Statements

December 31, 2020

3. Capital Assets

| | 2020 | | 2019 | |
|-------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| | Cost | Accumulated Amortization | Cost | Accumulated Amortization |
| Boat | \$ 52,156 | \$ 45,518 | \$ 52,156 | \$ 42,042 |
| Building | 17,016 | 8,443 | 17,016 | 7,992 |
| Computer equipment | 42,844 | 42,107 | 42,844 | 41,755 |
| Dock | 15,522 | 10,155 | 15,522 | 8,385 |
| Furniture and equipment | 209,092 | 188,828 | 209,092 | 178,989 |
| Trolleys | 335,782 | 214,277 | 335,782 | 193,025 |
| Leasehold improvements | 2,542,155 | 1,392,435 | 2,542,155 | 1,358,223 |
| | \$ 3,214,567 | \$ 1,901,763 | \$ 3,214,567 | \$ 1,830,411 |
| Net book value | | \$ 1,312,804 | | \$ 1,384,156 |

4. Deferred Capital Contributions

Restricted capital contributions are amortized on the same basis as the underlying capital assets.

| | 2020 | 2019 |
|---|---------------------|---------------------|
| Balance, beginning of year | \$ 1,211,788 | \$ 1,252,061 |
| Less: contributions recognized as revenue | (40,273) | (40,273) |
| | 1,171,515 | 1,211,788 |
| Less: current portion | (40,273) | (40,273) |
| Balance, end of year | \$ 1,131,242 | \$ 1,171,515 |

Hamilton Waterfront Trust Notes to Consolidated Financial Statements

December 31, 2020

5. Note Receivable

Effective January 1, 2018, the Organization's lease on the Parks Discovery Centre with the City of Hamilton was terminated. In consideration of the Organization entering into this arrangement, The City of Hamilton agreed to pay an early surrender fee in the form of a note. The note receivable bears interest at 4% per annum and is payable in equal annual instalments of \$166,000 (2019 - \$230,000) inclusive of interest, with final payment made on January 1, 2032.

6. Financial Instrument Risks

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The Organization's financial instruments that are exposed to concentrations of credit risk relate primarily to its accounts receivable and note receivable balances. This risk has not changed from the prior year.

Liquidity Risk

Liquidity risk is the risk that the Organization encounters difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Organization will not have sufficient funds to settle a transaction on a due date; will be forced to sell financial assets at a value which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from the Organization's accounts payable and accrued liabilities. This risk has not changed from the prior year.

7. COVID-19

On March 11, 2020, the World Health Organization declared the outbreak of a novel coronavirus ("COVID-19") as a global pandemic, which continues to spread throughout Canada and around the world. As a direct result of the COVID-19 pandemic, the Organization experienced a reduction in revenue that qualified it for financial assistance from the CEWS government incentive program in the amount of \$320,654. Furthermore, the Organization recognized \$20,000 in financial assistance received as part of the forgivable portion of the Canada Emergency Business Account ("CEBA") loan.

Management is actively monitoring and planning for contingencies in the event that there is continued effect on the financial condition, liquidity, operations, suppliers, sector and workforce of the Organization. During this time, the Organization continues to operate. The Organization is not able to estimate the potential future effects of the COVID-19 outbreak on its operations, financial condition or liquidity at this time.



Hamilton

NOTES

ADVISORY COMMITTEE FOR IMMIGRANTS AND REFUGEES

Thursday, October 14, 2021

6:30 p.m. – 8:30 p.m.

Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's YouTube Channel

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

Present: Rami Safi, Aref Alshaikhahmed, Khursheed Amed,
Ammira Ali, Councillor Maureen Wilson.

Absent with

Regrets: Dina Honig, Jennie Hamilton, Dorar Abuzaid,
Grace Maciak

Absent: Leslyn Gombakomba, Eisham Abdulkarim

Also, Present: Cole Gately, Diversity & Inclusion Facilitator
Taline Morris, Admin. Diversity and Inclusion

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-021 at 7:00 p.m. the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Advisory Committee for Immigrants and Refugees, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Cole Gately, Diversity & Inclusion Facilitator



INFORMATION REPORT

| | |
|---------------------------|---|
| TO: | Chair and Members Audit, Finance and Administration Committee |
| COMMITTEE DATE: | November 4, 2021 |
| SUBJECT/REPORT NO: | Workplace Mental Health and Wellbeing Strategy (2019-2021) (HUR21013) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Matthew Sutcliffe (905) 546-2424 Ext. 2655 David Lindeman (905) 546-2424 Ext. 5657 |
| SUBMITTED BY: | Lora Fontana Executive Director Human Resources |
| SIGNATURE: | |

COUNCIL DIRECTION:

At its meeting of May 16, 2019, the Audit, Finance and Administration Committee approved Report HUR19010 which included the following directions:

- (a) That staff be directed to execute the Workplace Mental Health and Wellbeing Strategy (2019-2021), that continues to foster, promote and support overall health and wellbeing, encourage dialogue and remove stigma associated with mental illness; and
- (b) That staff report back to the Audit, Finance and Administration Committee on the progress made on implementing the strategy on a periodic basis.

INFORMATION:

The City recognizes that mental health and wellbeing is fundamental to overall health, and that the workplace has an important role to play in maintaining and promoting mental health and wellness. Human Resources has established a comprehensive strategy aligned with best practices and national standards.

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)****Page 2 of 8**

Human Resources last reported to Committee on November 5, 2020. The following report highlights the activities undertaken to execute our workplace mental health and wellbeing strategy.

In 2016, Council and Senior Leadership Team (SLT) approved a Workplace Mental Health and Wellbeing Strategy 2016-2018. The strategy set out specific objectives for the organization and included the establishment of a Workplace Mental Health Action Committee (WMHAC) to advise on implementation of the strategy and make recommendations to improve our policies and programs.

The goals of the Workplace Mental Health and Wellbeing Strategy remain to:

1. Raise awareness of mental health and wellbeing and reduce stigma associated with mental illness
2. Align the strategy with our People and Performance Plan
3. Provide People Leaders with the skills, knowledge, tools and supports they need to create a workplace that supports positive mental health and wellbeing
4. Provide employees with the skills, knowledge, tools and supports they need to improve personal resilience and achieve optimal mental health and wellbeing
5. Create a sustainability plan

The strategy is based on the framework from the *Psychological Health and Safety: An Action Guide for Employers (2012)*. This Mental Health Commission of Canada guide, created by the Commission, identifies actions an employer can take to enhance and protect employee psychological health and safety. The actions are evidence-based, practical and flexible.

Due to the demands on all staff caused by the City's collective response to the pandemic, the WMHA Committee was only able to meet once this year. As well, the City's Workplace Wellness Specialist, who would normally oversee the Workplace Mental Health and Wellbeing Strategy and the work of the WMHAC, was reassigned to COVID-19-related occupational health duties.

In 2019, the WMHAC provided SLT with recommendations. In response to the recommendations from WMHAC, SLT supported taking specific actions that form the Workplace Mental Health and Wellbeing Strategy 2019-2021 approved by Council. Work has continued to address those recommendations over the last two years.

**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)****Page 3 of 8**

1. SLT to complete either one of the Leadership Mental Health Training Modules - The Working Mind people leader training or Mental Health@Work certificate program.
 - All members of SLT have completed one or both of the Leadership Mental Health Training Modules. New members of SLT will be registered in the program as required.
2. Mental health and wellbeing considerations will be incorporated into change management training and processes and sufficient resources allocated to mitigate mental health hazards associated with workplace change.
 - Employee mental health and well being is a key consideration in the Hamilton@Work COVID-19 RECOVERY: Future Work Models & Return to the Workplace Strategy. The strategy recognizes that all employees need support as the City transitions to a return to the workplace and new work models. Leaders must consider the health, safety and psychological well-being of staff both working on or off-site.
3. Mental health promotion and stigma reduction campaigns to be held annually in May and October with SLT visible participation.
 - The City Manager provided messages in support of employee mental health not only during Canadian Mental Health Week but also throughout the year. Key messaging was on the importance of all employees monitoring their mental health and wellbeing and accessing the resources and services when needed.
 - Senior Leadership team also ensured that messages to their department emphasized employee mental health and well-being. It was often a topic at departmental meetings and events.
 - The theme of Mental Health Week was understanding our emotions. Staff was provided an overview of the topic and access to a number of related resources to help improve their mental health and better understand their emotions. Those resources included:
 - LifeSpeak featured modules on resilience and mindfulness
 - Our internal Shifting Minds video-based campaign focusing on how employees think about themselves and others and how employees seek the required support they need.
 - Respect
 - Rethink
 - Reconnect
 - Renew
 - Resources

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)**

Page 4 of 8

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- ResilientME online program from the Public Sector Health & Safety Association
 - Webinars and talks from the Canadian Mental Health Association – Hamilton
4. Undertake review of questions and ensure that key indicators are incorporated into the questions within Our People survey (OPS) in 2020
- The OPS was rescheduled to 2021. The content and design of the survey addressed indicators of employee mental health and well-being and ensure resources are in place for leaders to respond to survey results for their teams. The results of the 2021 OPS will be available in Q1 of 2022.
5. Human Resources to review the non-union benefit package and consider adding more flexibility in choosing benefits that will improve access to psychological services.
- The non-union, CUPE 5167 and Hamilton Fire benefit packages were redesigned in 2019 to offer improved access to psychological support by increasing the annual benefit amount from \$100 to \$1,000, removing the cap on per-session billing amounts and changing eligible services to include Clinical Psychologist, Psychiatrist, Psychotherapist, or Social Worker. Use of this benefit by staff and eligible dependants has increased yearly.
 - The redesign of the non-union benefits plan is currently being reviewed by the Senior Leadership Team, and is expected to be launched in January, 2023.
6. SLT to set targets to train more employees in The Working Mind or Road to Mental Readiness training programs.
- The Working Mind program switched to online delivery due restrictions on gathering in response to the pandemic. Due to limited availability of instructors and resources to organize sessions, only on frontline worker program has been delivered so far in 2021.
 - Hamilton Paramedic Services and the Hamilton Fire Department provide the Road to Mental Readiness training for first responders to all of their staff.
 - Additionally, 48 people leaders completed the Mental Health@Work Certificate Training for Leaders is provided through Queen's University and Mournau Shepell in 2021.

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)****Page 5 of 8**

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7. Human Resources to examine current recruitment, job design and return-to-work processes and update where applicable to include cognitive demands.
 - Interview questions have been reviewed to ensure questions are used to probe managing cognitive demands where applicable. Return to Work Services is undertaking cognitive demands analysis, when required, during the return-to-work and accommodation processes.
 8. Promote the Manager Mental Health Toolkit through Howi and other platforms.
 - The tool kit has prominence under People Leader Resources in Howi. Any upcoming redesign of the web site will ensure that the tool kit remains a highlighted resource for People Leaders.
 9. Human Resources to begin tracking nature of illness and injury, when available for short-term sick absences using current disability management software.
 - In 2020, Short-Term Disability claims analysis was been piloted and information provided to work groups where the volume of mental health related absences is high. The data indicated that mental health was the leading cause of absences in 2020.
 - In 2021, it is anticipated that mental health will continue to be the top diagnostic category of all long-term disability claims received by Manulife on behalf the City. The City's rate of incidence is approximately 36% versus the industry comparison groups' incidence rate of 38%.
 10. Replace the existing Zero Tolerance Program with a new program targeting, preventing and responding to bad behaviour, harassment and violence against staff and users of city services.
 - A working group is developing policies that will cover expectations for the public and staff behaviour in our workplaces and procedures to respond to acts of unwanted behaviour, harassment and violence. A new workplace harassment policy has been drafted and will be finalized in late 2021 or early 2022.
 11. Develop and distribute checklists that staff can use to assess their individual and group respectfulness and civility in order to build better working relationships on their teams.
 - The resource will be integrated into the new Zero Tolerance Program (Item 10).

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)**

Page 6 of 8

12. Human Resources to identify best practices by benchmarking with other municipalities through established networks like the Single-Tier Municipal Group and Association of Municipalities of Ontario.

- A survey was undertaken early in 2020 that identified that our programming and priorities is in line with other similar employers. There is consistency as we are all following the national standards for workplace mental health.

13. Corporate Communications to include workplace mental health in its development of improved communication channels, to ensure that mental health and wellbeing resources are known and easy to find.

- Corporate Communications and Human Resources have worked closely together to connect employees to mental health resources. Areas on eNet and Howi are dedicated to these internal and external resources.
- Connecting employees to mental health resources will also be an important part of the plans to return remote workers back to the workplace.

14. WMHAC to remain in place, meet quarterly and mental health and wellness champions to be recruited and supported

- Due to the demands on all staff caused by the collective response to pandemic, the WMHA Committee was only able to meet once this year. As well, the Workplace Wellness Specialist, who would normally oversee of Workplace Mental Health and Wellbeing Strategy and the work of the WMHAC, was reassigned to COVID-19-related occupational health duties. A meeting is planned to take place before the end of the year.

ADDITIONAL INFORMATION

Responding to the Impact of the Pandemic on Staff

It is important to recognize the impact the extended period of pandemic restrictions, changes to work and home routines, and isolation has had on the mental health and well-being of our employees. Staff at all levels of the organization have experienced anxiety and stress and continue to need support to respond positively to challenges at work and at home. Frontline staff have been given tools to stay resilient and manage stress. People leaders have been given tools manage change and recognize when team members are struggling. These supports are critical as we move into the next phase of our recovery plan.

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)**

Page 7 of 8

Our employee and family assistance provider, Homewood Health, has been a key partner in assisting employees in making connections to resources and services that can help them achieve improved mental health and wellbeing. Homewood Health also assists our people leaders in creating supportive, effective teams and workplaces. Homewood Health is developing new tools to help manage a transition back to work and create effective virtual teams.

As new resources are identified and developed, they will be brought online and made available to staff. Our Workplace Mental Health Advisory Committee will help ensure actions are aligned with our Workplace Mental Health Strategy and our goal to create psychologically healthy and safe workplaces.

LifeSpeak

Employees and their families continue to access LifeSpeak On Demand. This web-based program is an expert-led online streaming video resource dealing with a wide variety of health, family, eldercare, personal growth and development, and work-life balance topics. Employees and their families are able to access the support they need to overcome hurdles and accomplish goals.

It's interesting to compare the 2021 usage and topics to date (Q3) to usage in 2020 and 2019. It would appear that staff has an overall better state of mental health and wellbeing now than during the early stages of the pandemic. After sharp increases in access to modules related to mental health and stress management in 2020, staff are now more likely to access LifeSpeak for professional development and leadership assistance although many are still looking for assistance with stress management and resilience.

| Topics | 2019 | 2020 | 2021 to Q3 |
|--------------------------------|-------------|-------------|-------------------|
| Professional Development | 1,000 | 927 | 1,263 |
| Leadership & Management Skills | 441 | 777 | 681 |
| Stress Management & Resilience | 353 | 1,214 | 603 |
| Mental Health | 260 | 2,805 | 153 |
| Physical Conditions & Diseases | 98 | 1,357 | 55 |
| Parenting and Caregiving | 7 | 953 | 49 |
| Other | 629 | 1,474 | 346 |
| Total usage | 2,788 | 9,507 | 3,150 |

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**SUBJECT: Workplace Mental Health and Wellbeing Strategy (2019-2021)
(HUR21013) (City Wide)**

Page 8 of 8

Homewood Health

The utilization rate for the City's Employee and Family Assistance Program is projected to be 14.42% for 2021 which is in line with Homewood Health's other municipal government clients. Most individuals are accessing counselling services. Utilization rates for 2020 and 2019 were 13.63% and 14.65%, respectively.

Top 5 Counselling Services Utilized (number of cases to the end of September 2021):

| Counselling Services | 2019 | 2020 | 2021 to Q3 |
|-----------------------------|-------------|-------------|-------------------|
| Psychological | 448 | 415 | 338 |
| Marital/Relationship | 143 | 116 | 76 |
| Family | 76 | 57 | 55 |
| Work | 73 | 58 | 46 |
| Crisis/Trauma | 23 | 34 | 30 |
| Other | 51 | 711 | 24 |
| Total usage | 814 | 711 | 569 |

There is a marked increase in Psychological counselling services which reflects the continued state of the psychological health of our employees, and likely also reflects increased usage in response to the recently enhanced benefit available for employees.

Homewood Health also delivered online workshops to department teams. The requested workshops included:

- Assertiveness: Negotiating Respectful Interpersonal Boundaries
- Building Resilience: Understanding Challenges, Learning Strategies, and Accepting Change
- Improving Workplace Communication
- The Art of Relaxation
- The Journey to Wellness: One Step at a Time
- The Science of Happiness

Future Strategy Objectives

WMHAC will meet to discuss recommendations and objectives for a strategy going forward. These will be presented and approved by the Senior Leadership Team in the first quarter of 2022. The Workplace Mental Health and Wellbeing Strategy (2022 – 2024) will be presented to Council in 2022.

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CITIZEN COMMITTEE REPORT

| | |
|--------------|--|
| To: | Chair and Members Audit, Finance & Administration Committee |
| From: | Stephanie Bertolo Status of Women Committee <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> (to be signed by the Chair) |
| Date: | October 14, 2021 |
| Re: | Renaming the Status of Women Committee and Changes to the Terms of Reference and Mandate |

Recommendation:

That the Terms of Reference and Mandate of the Status of Women Committee be amended as follows:

- That the Status of Women Committee be renamed the Women and Gender Equity Committee;
- That the Mandate include the following:
 - The Women and Gender Equity Committee for the City of Hamilton acts as an Advisory Committee on matters pertaining to gender inequities faced by women, trans, and non-binary individuals. It achieves this mandate by providing Council input on matters of municipal concern and evaluating the City on its related efforts
- That the strategic objectives of the Women and Gender Equity Committee include language around trans and non-binary individuals and gender equity, as follows:
 - Define, investigate, study and make recommendations on issues of gender equity of the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff and City of Hamilton Committees.
 - Inform citizens of the City of Hamilton on issues affecting women, trans, and non-binary individuals.

SUBJECT: Renaming the Status of Women Committee and Changes to the Terms of Reference and Mandate
Page 2 of 2

- Actively supporting the public participation of women, trans, and non-binary individuals in all aspects of civil life
- Advise citizens of the City of Hamilton of decisions made by City Council which may impact on women, trans, and non-binary individuals including matters of social concern and those referred to City Council by this Committee.

Background:

Since the beginning of the Status of Women Committee's term in 2019, its members have discussed ways in which it could be more inclusive. One area of focus is gender inclusivity for all individuals who are women, trans, and non-binary. The current language describing the Committee only represents women. As such, the Committee recommends Council change its name and mandate to be more inclusive of trans and non-binary individuals. The Committee recommends the name the "Women and Gender Equity Committee." Additionally, the Committee recommends the mandate be modified from "To act as an Advisory Committee on matters pertaining to women and to provide input with respect to matters of municipal concern." to "The Women and Gender Equity Committee for the City of Hamilton acts as an Advisory Committee on matters pertaining to gender inequities faced by women, trans, and non-binary individuals. It achieves this mandate by providing Council input on matters of municipal concern and evaluating the City on its related efforts."

During the March 25, 2021 meeting the Committee passed a motion to recommend Council change the terms of reference to rename the committee. Following this, the Committee passed a motion on **June 24, 2021** to change the Committee's mandate.

Analysis/Rationale:

Renaming the Status of Women Committee and modifying its mandate will demonstrate the gender inclusivity the Committee works to embody and that it is a space welcoming of trans and non-binary voices. The Committee already works to use gender-inclusive language and approach in all meetings and committee activities. However, the name of the committee should best reflect its actions. Approving this name change will also demonstrate Council's commitment to being a more inclusive environment and encourage participation from citizens who are currently underrepresented in the municipal environment.

The name "Women and Gender Equity Committee" more explicitly highlights a commitment to gender equity. It also aligns with the name change of the Status of Women Canada in 2018, which is now known as Women and Gender Equality Canada.

**SUBJECT: Renaming the Status of Women Committee and Changes to the Terms of
Reference and Mandate
Page 3 of 2**

The modifications to the mandate are more in line with what the Committee aims to achieve, uses more inclusive language, and provides a more detailed explanation of its work.

HAMILTON WOMEN AND GENDER EQUITY COMMITTEE

TERMS OF REFERENCE (Updated)

MANDATE:

The Women and Gender Equity Committee for the City of Hamilton acts as an Advisory Committee on matters pertaining to gender inequities faced by women, trans, and non-binary individuals. It achieves this mandate by providing Council input on matters of municipal concern and evaluating the City on its related efforts.

STRATEGIC OBJECTIVES:

Define, investigate, study and make recommendations on issues of concern affecting women, trans and non-binary individuals of the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff and City of Hamilton Committees.

Inform citizens of the City of Hamilton on issues affecting women, trans and non-binary individuals.

Actively encourage women, trans and non-binary individuals to participate in all aspects of society and support them in their life choices.

Advise citizens of the City of Hamilton of decisions made by City Council which may impact on women, trans and non-binary individuals including matters of social concern and those referred to City Council by this Committee.

CITY OF HAMILTON

MOTION

Audit, Finance and Administration Committee: November 4, 2021

MOVED BY COUNCILLOR B. CLARK.....

SECONDED BY COUNCILLOR.....

Timely Access to View Confidential Documents

WHEREAS, Council access to confidential documents takes inordinately long; and,

WHEREAS, there is no policy informing or directing staff to enable Councillors to view confidential documents;

THEREFORE, BE IT RESOLVED:

That staff be directed to create a Procedure to enable Council timely access to confidential documents such as Memorandums of Understanding, Contracts and Agreements.