



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 22-007

**Date:** March 24, 2022

**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

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**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. February 17, 2022

**5. COMMUNICATIONS**

5.1. Correspondence from Stephanie Bertolo, respecting their resignation from the Women and Gender Equity Committee

Recommendation: Be received.

- 5.2. Correspondence from Trent Jarvis, Hamilton Waterfront Trust, respecting an update to the Audit, Finance and Administration Committee in April or May of 2022

Recommendation: Be received.

## 6. DELEGATION REQUESTS

## 7. CONSENT ITEMS

- 7.1. Various Advisory Committee Minutes:

- 7.1.a. Immigrant and Refugee Advisory Committee - September 9, 2021

- 7.1.b. Immigrant and Refugee Advisory Committee - November 11, 2021

- 7.1.c. Immigrant and Refugee Advisory Committee - December 9, 2021

- 7.1.d. Immigrant and Refugee Advisory Committee - No Quorum Notes - February 10, 2022

- 7.1.e. Hamilton Mundialization Committee - September 15, 2021

- 7.1.f. Hamilton Mundialization Committee - October 19, 2021

- 7.1.g. Hamilton Mundialization Committee - November 17, 2021

- 7.1.h. Hamilton Mundialization Committee - January 19, 2022

- 7.1.i. Status of Women Advisory Committee - May 27, 2021

- 7.1.j. Status of Women Advisory Committee - September 23, 2021

- 7.1.k. Women and Gender Equity Committee - January 27, 2022

- 7.2. Report of the 2021 Remuneration and Expenses as Required under Section 284 of the Municipal Act (FCS22008) (City Wide)

- 7.3. 2021 Fourth Quarter Request for Tenders and Proposals Report (FCS21008(c)) (City Wide)

- 7.4. 2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide)

- 7.5. 2021 Fourth Quarter Non-compliance with the Procurement Policy Report (FCS21010(c)) (City Wide)

- 7.6. Annual Tax Arrears as of December 31, 2021 (FCS22011) (City Wide)
- 7.7. Annual Assessment Appeals as of December 31, 2021 (FCS22010) (City Wide)
- 7.8. Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015(a)) (Outstanding Business List Item)

**8. PRESENTATIONS**

**9. PUBLIC HEARINGS / DELEGATIONS**

**10. DISCUSSION ITEMS**

- 10.1. Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide)
- 10.2. Development Charges Stakeholders Sub-Committee Report 22-001 - February 28, 2022
- \*10.3. Citizen Committee Report - Hamilton Women and Gender Equity Committee - 2021 Funds to Move to Reserve - WITHDRAWN
- \*10.4. Citizen Committee Report - Hamilton Women and Gender Equity Committee - Transfer From Reserve - WITHDRAWN

**11. MOTIONS**

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

13.1. Amendments to the Outstanding Business List:

13.1.a. Items Considered Complete and Needing to Be Removed:

Support for the NCCM Recommendations brought forward by the National Council of Canadian Muslims

Added: August 13, 2021 at Council - Item 6.2

Removed: March 24, 2022 at AF&A - Item 7.9

OBL Item: 21-L

**14. PRIVATE AND CONFIDENTIAL**

14.1. Cellular Services and Devices Contract Extension (FCS22020) (City Wide)

Pursuant to Section 9.1, Sub-section (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-section (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

14.2. City Auditor Reporting of Serious Matters to Council (Case #50695) (AUD22002) (City Wide)

Pursuant to Section 9.1, Sub-sections (a) and (e) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (a) and (e) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

14.3. Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc. (PW22019 / FCS22028 / LS22018) (City Wide)

Pursuant to Section 9.1, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (e), (f) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor/client privileges, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**15. ADJOURNMENT**



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 22-004

9:30 a.m.

February 17, 2022

Council Chambers

Hamilton City Hall

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

### THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

**1. Roads Value for Money Audit: Management Update (PW22007) (City Wide) (Outstanding Business List Item) (Item 7.2)**

**(Powers/Ferguson)**

That Report PW22007, respecting Roads Value for Money Audit: Management Update, be received.

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

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

**2. Print and Mail Services Contract Extension (FCS22017) (City Wide) (Item 7.3)**

**(Ferguson/Johnson)**

- (a) That Council approve the single source procurement, pursuant to Procurement Policy #11 – Non-competitive Procurements, and extend the current contracts for the Supply and Delivery of Various Print and Mail Services until June 30, 2022; and,
- (b) That the General Manager, Finance and Corporate Services be authorized to negotiate and execute the amendment to the contracts and any ancillary documents required to give effect thereto with Swiaty Investments Inc. O/A Minuteman Press, Ontario Ltd. 1602247 o/a Stirling Print Solutions, 723318 Ontario Inc. o/a Athens Printing Art, 1215553 Ontario Limited o/a Allegra and Pegasus Direct Mail Worx Inc. in a form satisfactory to the City Solicitor.

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

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

**3. Citizen Committee Report - Aboriginal Advisory Committee Respecting Renaming the Committee (Item 10.1)**

**(Clark/Powers)**

- (a) That the Aboriginal Advisory Committee be renamed the Indigenous Advisory Committee; and
- (b) That the amended Terms of Reference and Mandate attached as Appendix "A" to Citizen Committee Report - Aboriginal Advisory Committee respecting Renaming the Committee, be approved.

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

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

**4. Discontinuation of Water Billing Services by Alectra Utilities (FCS21082(a)) (City Wide) (Item 10.2)**

**(Ferguson/Wilson)**

- (a) That staff be authorized and directed to negotiate and enter into, on behalf of the City of Hamilton, a Transition Agreement with Alectra Utilities Corporation to facilitate the termination of water billing services from Alectra Utilities Corporation by December 31, 2024;
- (b) That the Mayor and City Clerk be authorized and directed to execute all necessary documentation to execute a Transition Agreement with Alectra Utilities Corporation with content acceptable to the General Manager of Finance and Corporate Services and in a form satisfactory to the City Solicitor;
- (c) That the Mayor and City Clerk be authorized and directed to execute all necessary documentation to execute a Collaboration Agreement between the City of Hamilton and any or all of the cities of Guelph, Markham and

Vaughan, with content acceptable to the General Manager of Finance and Corporate Services and in a form satisfactory to the City Solicitor;

- (d) That the single source procurement of Kaihen Inc. as external consultants for the Water Billing Transition Project, pursuant to Procurement Policy #11 – Non competitive Procurements be approved;
- (e) 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 Kaihen Inc. as the consultant to support the Water Billing Transition Project in a form satisfactory to the City Solicitor;
- (f) That the preliminary phase cost of the Water Billing Transition Project with an upset limit of \$200,000, be funded equally from the Waterworks Capital reserve (108015) and the Sanitary Sewer Capital reserve (108005).

**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 Russ Powers  
YES - Ward 1 Councillor Maureen Wilson

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

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

**(Johnson/Clark)**

That the agenda for the February 17, 2022 Audit, Finance and Administration Committee meeting be approved, as presented.

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

YES - Ward 13 Councillor Arlene VanderBeek  
YES - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor Russ Powers  
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) February 3, 2022 (Item 4.1)**

**(Ferguson/VanderBeek)**

That the Minutes of the February 3, 2022 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

**(d) CONSENT ITEMS (Item 7)**

**(i) Women and Gender Equity Advisory Committee Minutes - November 25, 2021 (Item 7.1)**

**(Powers/Ferguson)**

That the November 25, 2021 minutes of the Women and Gender Equity Advisory Committee, be received.

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

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

**(e) PRIVATE AND CONFIDENTIAL (Item 14)**

Committee determined that discussion of Item 14.1 was not required in Closed Session, so the item was addressed in Open Session, as follows:

**(i) Closed Minutes – February 3, 2022 (Item 14.1)**

**(Ferguson/VanderBeek)**

(a) That the Closed Session Minutes of the February 3, 2022 Audit, Finance and Administration Committee meeting, be approved as presented; and,



- (b) That the Closed Session Minutes of the February 3, 2022 Audit, Finance and Administration Committee meeting, remain confidential.

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

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

**(f) ADJOURNMENT (Item 15)**

**(Johnson/Ferguson)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:04 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 Russ Powers  
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Councillor Pearson, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk



Tuesday February 15, 2021

To the Audit, Finance and Administration Committee,

Please accept this letter as my formal resignation from the Women & Gender Equity Committee. I have greatly appreciate the opportunity to serve on this committee and as chair. However, as a result of moving to Toronto, I will be resigning my position. I am proud of all the work that the committee has been able to accomplish over our term and I wish them continued success in the future.

Thank you,  
Stephanie Bertolo



**McRae, Angela**

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**From:** Jarvis, Trent  
**Sent:** March 15, 2022 1:16 PM  
**To:** McRae, Angela  
**Cc:** Wplessl Ham water Front; Bernie Mueller; Partridge, Judi; Farr, Jason; Pauls, Esther; cuthbertm@hamiltonwaterfront.com  
**Subject:** AF&A Meeting Deferral  
**Importance:** High

Good afternoon Angela,

The Hamilton Waterfront Trust Board is appreciative of the opportunity to provide Audit, Finance, and Administration Committee with an update regarding the HWT's strategic plan and financial performance. While the HWT did forward on the Trust's 2020 audited financial statements in November 2021, the Board is in the midst of reviewing the HWT Strategic Plan. Consequently, the Board is requesting the opportunity to complete our strategic planning discussions, and provide AF&A an update in April or May of 2022. The Board has asked that HWT staff defer their presentation, before AF&A, until such time as more comprehensive information can be provided. We appreciate the Committee's patience to-date.

Regards,

Trent

**Trent Jarvis**, B.Ed., OCD (Co-op)





Hamilton

## **Minutes**

### **IMMIGRANT & REFUGEE ADVISORY COMMITTEE**

September 9, 2021

6:30pm-8:30pm

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

All electronic meetings can be viewed at:

City's YouTube Channel:

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

**Present:** Rami Safi (Chair) Dina Honig (Vice-Chair), Aref Alshaikhahmed, Leslyn Gombakomba, Jennie Hamilton, Dorar Abuzaid, Khursheed Ahmed, Ammira Ali, Eisham Abdulkarim, Grace Maciak, Councillor Maureen Wilson

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

### **Absent with Regrets :**

#### **1. WELCOME & INTRODUCTIONS**

R. Safi provided a round of welcome and introductions.

#### **2. CEREMONIAL ACTIVITIES (Item 1)**

A. Alshaikhahmed gave a Land Acknowledgement

Committee members observed a moment of silence for the 215 residential school graves recently found in Kamloops British Columbia. Also, for the families in London, Ontario and Ancaster, Hamilton that lost their lives to racial violence.

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### **3. APPROVAL OF AGENDA (Item 2)**

Added item 10.4: Workplan to be added as a discussion item.

**(D.Honig/A. Alshaikhahmed)**

That the Agenda of September 9, 2021 be approved with amendments.

**CARRIED**

### **4. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item i. Minutes of May 13, 2021**

**(D.Honig/A. Alshaikhahmed)**

That the Minutes of May 13, 2021 be approved.

**CARRIED**

### **5. DISCUSSION ITEMS (Item 10)**

#### **i. Business arising from previous minutes (Item 10.1)**

#### **Mental Health Supports for Immigrants &**

**Refugees:** R. Safi addressed the committee to advise that he is still working on securing a presentation from Sue Phipps of the Canadian Mental Health Association.

#### **Citizen committee report respecting Urban Indigenous Strategy:**

Staff provided an update that the CCR was received and approved by the Audit, Finance & Administrative Standing Committee. Staff to disseminate a copy of meeting minutes for reference.



**ii. All Advisory Event (Item 10.2)**

Committee members discussed participating in the all advisory event. A working group, consisting of D. Honig, J. Hamilton & E. Karim was created to work on the presentation to be delivered at the All Advisory Committee Event.

**(A. Alshaikhahmed/K. Ahmed)**

That D. Honig, J. Hamilton & E. Karim will create a working group that will be in charge of the committee's presentation to be delivered at the All Advisory Event on September 27<sup>th</sup> at 4:00pm.

**iii. Virtual Collaborative Roundtable Event (Item 10.3)**

Committee members received an invitation the Advisory Committee for Persons with Disabilities' Transportation Working Group, to participate the the upcoming Virtual Collaborative Roundtable Event regarding transportation during the pandemic. After much discussion, the committee decided not to participate in the event.

**iv. Workplan (Added Item 10.4)**

Will be added as an agenda item for October, 2021 meeting. Staff to disseminate a copy to new members.

**6. MOTIONS (Item 11)****i. Approval of All Advisory Committee Event Date and Selection of a Presenter (Item 11.1).****(J. Hamilton/L. Gombakomba)**

That the Immigrants & Refugees Committee select R. Safi & D. Honig to represent the committee at the All Advisory Event and deliver a 5 minute presentation

respecting the committee's mandate, challenges and current initiatives.

## **7. ADJOURNMENT (Item 15)**

**(K. Ahmed/J. Hamilton)**

That the Meeting for the Immigrant and Refugee Committee be adjourned at 8:28pm.

Next Meeting: Thursday, October 14, 2021



Hamilton

## **Minutes**

### **IMMIGRANT & REFUGEE ADVISORY COMMITTEE**

November 11, 2021

6:30pm-8:30pm

Due to the COVID-19 and the Closure of City Hall  
All electronic meetings can be viewed at City's YouTube Channel:

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

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**Present:** Rami Safi (Chair) Dina Honig (Vice-Chair), Aref Alshaikhahmed, Leslyn Gombakomba, Jennie Hamilton, Dorar Abuzaid, Khursheed Ahmed, Ammira Ali, Eisham Abdulkarim, Grace Maciak, Councillor Maureen Wilson

**Also Present:** Cole Gately – Staff Liaison, Diversity & Inclusion  
Jessica Bowen – Supervisor, Diversity & Inclusion

#### **1. WELCOME & INTRODUCTIONS**

R. Safi provided a round of welcome and introductions.

#### **2. CEREMONIAL ACTIVITIES (Item 1)**

A. Alshaikhahmed gave a Land Acknowledgement.

#### **3. APPROVAL OF AGENDA (Item 2)**

**(D.Honig/A. Alshaikhahmed)**

That the Agenda of November 11, 2021 be approved as presented.

**CARRIED**

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

**i. Minutes of September 9, 2021 (Item 4.1)**

**(D.Honig/A. Alshaikhahmed)**

That the Minutes of September 9, 2021 be approved.

**CARRIED**

**5. STAFF PRESENTATION (Item 9)**

**i. Aine Leadbetter & Conor Flood, Elections and Print & Mail, Respecting the 2022 election, alternative voting methods, and accessibility (Item 9.1)**

Aine Leadbetter and Conor Flood, from Elections and Print and Mail, at the City of Hamilton, provided presentation to the Immigrants and Refugees Committee regarding the 2022 municipal election and solicited feedback on improving the electoral process, enhancing accessibility, communication and alternative voting methods. Committee members provided feedback as requested.

**(D. Honig/A. Alshaikhahmed)**

That the presentation from Aine Leadbetter & Conor Flood, Elections and Print & Mail, Respecting the 2022 election, alternative voting methods, and accessibility be received.

**CARRIED**

**(J. Hamilton/ E. Karim )**

That Aine Leadbetter and Conor Flood, from Elections and Print and Mail, at the City of Hamilton be invited to a future meeting to continue discussion regarding 2022 municipale elections process. **CARRIED**

## **6. DISCUSSION ITEMS (Item 10)**

### **i. 2022 Budget (Item 10.1)**

Committee members reviewed the 2022 draft budget and discussed initiatives to support in the new year. The committee agreed to mirror the 2021 budget amounts and request additional reserve funds for supporting engagement of Immigrants and Refugees in cultural activities across Hamilton

**(D. Honig/A. Alshaikhahmed)**

That the 2022 Committee budget be approved.

**CARRIED**

### **ii. Plan of Action (Item 10.2)**

Discussion deferred to allow more time for discussion.

**(J. Hamilton/K. Ahmed)**

That the plan of action discussion be deferred to the December meeting to allow for more time for discussion.

**CARRIED**

### **iii. All Advisory Event**

Committee members discussed the All Advisory Event. They suggested the event should happen twice per year, as it was good to meet and share frustrations and wins.

## **7. ADJOURNMENT (Item 15)**

**(K. Ahmed/J. Hamilton)**

That the Meeting for the Immigrant and Refugee Committee be adjourned.

**CARRIED**

Next Meeting: Thursday, December 9, 2021.





Hamilton

**Minutes**  
**IMMIGRANT & REFUGEE ADVISORY COMMITTEE**

December 9, 2021

6:30pm-8:30pm

Due to the COVID-19 and the Closure of City Hall  
All electronic meetings can be viewed at City's YouTube Channel:

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

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**Present:** Rami Safi (Chair) Dina Honig (Vice-Chair), Aref Alshaikhahmed, Dorar Abuzaid, Khursheed Amed, Eisham Karim, Grace Maciak.

**Regrets:** Jennie Hamilton, Leslyn Gombakomba, Ammira Ali, Councillor Maureen Wilson

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

**1. WELCOME & INTRODUCTIONS**

R. Safi provided a round of welcome and introductions.

**2. CEREMONIAL ACTIVITIES (Item 1)**

D. Abuzaid gave a Land Acknowledgement.

**3. APPROVAL OF AGENDA (Item 2)**

**(K. Amed/A. Alshaikhahmed)**

That the Agenda of November 11, 2021 be approved as presented.

**CARRIED**

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**  
**i. Minutes of November 11, 2021 (Item 4.1)**

**(A. Alshaikhahmed/D.Honig)**

That the Minutes of November 11, 2021 be approved.

**CARRIED**

**5. COMMUNICATION (Item 5)**

**i. Minutes – All Advisory Event (Item 9.1)**

**(A. Alshaikhahmed/R. Safi)**

That the That the Minutes of the All Advisory Event be received.

**CARRIED**

**6. DISCUSSION ITEMS (Item 10)**

**i. Business Arising from Previous Minutes (Item 10.1)**

Committee members inquired about the status of the 2022 budget. Staff provided a brief update that the 2022 budget has been forwarded to the Audit, Finance and Administration committee for review.

**ii. Committee Action Plan (Item 10.2)**

Committee members discussed how to best implement the committee's action plan. They also discussed potential community partnerships based on community services and alignment with committee's mandate. Discussion to continue at the next meeting. Committee members to bring back ideas/areas of concern they would like the committee to address.



**iii. Committee Member LOA**

Committee members discussed the request for a leave of absence from committee member for 3 months.

**(D. Abuzaid/K. Ahmed)**

That the Leave of absence of D. Honig be approved as requested.

**CARRIED**

**7. ADJOURNMENT (Item 15)**

**(K. Ahmed/ A. Alshaikhahmed)**

That the Meeting for the Immigrant and Refugee Committee be adjourned.

**CARRIED**





Hamilton

NOTES

**Immigrant and Refugee Advisory Committee**

Wednesday, February 10, 2022

6.30pm

Due to the COVID-19 and the Closure of City Hall  
Electronic meeting can be viewed at City's YouTube Channel

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

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Present: Jennie Hamilton (Chair), Aref Alshaikhahmed, Khursheed Ahmed,  
Ammira Ali, Grace Maciak

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Absent with

Regrets: Rami Safi, Dina Honig, Dorar Abuzaid, Leslyn Gombakomba,  
Eisham Abdulkarim (Vice Chair), Councillor Maureen  
Wilson

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Also present: Cole Gately, Staff Liaison

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-01, at 6.45pm the Staff Liaison to the Immigrant and Refugee Advisory Committee advised those in attendance that quorum had not been achieved within 15 minutes after the time set for the Committee meeting. Therefore, the Staff Liaison noted the names of those in attendance and the meeting stood adjourned.

Next meeting: Thursday, March 10, 2022 at 6.30pm. via Webex.

Respectfully submitted,

Cole Gately  
Staff Liaison  
City Manager's Office





Hamilton

## **Minutes**

### **Hamilton Mundialization Advisory Committee**

**Wednesday, September 15, 2021**

**6:00pm – 8:00 p.m.**

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

### **YouTube Live Stream**

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

**Regrets:** Anthony Macaluso

**Absent:** Freja Gray

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

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#### **1. Ceremonial Activities (Item 2)**

R. Baptista provided the Land Acknowledgment.

#### **2. Approval of the Agenda (Item 3)**

**(R. Ende/B. Semkow)**

That the agenda of September 15, 2021 be approved as presented.

**CARRIED**

### **3. Approval of Minutes (Item 4)**

#### **i. Minutes of June 16, 2021**

##### **(B. Semkow/R. Ende)**

That the minutes of June 16, 2021 be approved, as presented.

**CARRIED**

### **4. Discussion Items (Item 10)**

#### **i. Business arising from previous minutes (Item 10.1)**

**Twinned Cities:** Staff provided an update that a citizen committee report would be required to recommend a new twinned city to city council.

Committee members discussed if the committee should pursue adding a new twinned city. Members suggested rebuilding relationships with current twinned Cities and seeking direction from Audit, Finance & Administration committee. Members also discussed reviewing and updating current twinning guidelines.

##### **(R. Baptista/J. Lukas)**

That the twinning guidelines be added as an agenda item for the October meeting and that all committee members will review the committee's current powerpoint presentation.

**CARRIED**

**ii. All Advisory Event Presentation (Item 10.2)**

R.Ende provided an update that he and A. Macaluso will be set to present at the All Advisory Event.

**iii. Virtual Collaborative Roundtable Event (Item 10.3)**

The committee received an invitation from ACPD's Transportation Working Group to participate in a virtual collaborative roundtable event regarding changes to public transit during the pandemic and beyond.

**(R.Ende/R. Baptista)**

That B. Semkow and J. Lukas will represent the Hamilton Mundialization Committee at the ACPD's Transportation Working Groups' Virtual Collaborative Event on October 14, 2021, 1-3pm.

**CARRIED**

**iv. Photography Contest (Item 10.4)**

Staff confirmed with the communications department, that the committee could reactive the photo contest webpage. Committee members agreed to host a photography contest. A working group was created to lead contest and review the information from the previous contest.

**(R. Baptista/P.Semkow)**

That J. Lukas, R. Ende and T.Morris (staff support) will form a working group to organize the Hamilton Mundialization committee's photography contest.

**CARRIED**

## **5. Other Business (Item 13)**

J.Lukas advised that the Ghandi Peace Festival will be virtually on October 2, 2021. All are welcomed to attend. A flyer with event information will be disseminated.

## **6. Adjournment (Item 15)**

**(B. Semkow/P. Semkow)**

That the Mundialization Committee meeting be adjourned at 7:23 p.m.

**CARRIED**





Hamilton

## **Minutes**

### **Hamilton Mundialization Advisory Committee**

**Wednesday, October 19, 2021**

**6:00pm – 8:00 p.m.**

**Due to the COVID-19 and the Closure of City Hall All electronic meetings can be viewed the City's YouTube Channel:**

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

### **YouTube Live Stream**

---

**Present:** Anthony Macaluso, Pat Semkow, Bob Semkow, Rein Ende, Jan Lukas, Rosemary Baptista.

**Regrets:** Councillor VanDerbeek

**Absent:** Freja Gray

**Also Present:** Cole Gately, Staff Liaison, Diversity & Inclusion

Taline Morris, Admin Assistant Diversity & Inclusion

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## **1. Ceremonial Activities (Item 2)**

A. Macaluso provided the Land Acknowledgment.

**2. Approval of the Agenda (Item 3)**

**(A. Macaluso/R. Ende)** That the agenda of October 19, 2021 be approved as presented.

**CARRIED**

**3. Approval of Minutes (Item 4)**

**i. Minutes of September 15, 2021**

**(R. Ende/J. Lukas)**

That the minutes of September 15, 2021 be approved, as presented.

**CARRIED**

**4. Communications (Item 5)**

**i. Social Determinants of Health in COVID-19 correspondence (Item 5.1)**

**(J. Lukas/R. Baptista)**

That the Social Determinants of Health in COVID-19 correspondence from the clerk's office be received.

**CARRIED**

**5. Discussion Items (Item 10)**

**i. 2022 Budget (Item 10.1)**

Committee members discussed the 2022 budget. Requested amounts will mirror 2021 budget. Special events will include the Kids for Kaga Grant and the photography contest.

**(R. Ende/R. Baptista)**

That the Hamilton Mundialization Committee approve the 2022 budget as presented.

**CARRIED**

**ii. Twinning Guidelines (Item 10.2)**

R. Baptista indicated she had been contacted by the Canadian foreign Affairs Officer representing Brazil, who was interested in presenting to the committee respecting possibly twinning. R. Baptista, on behalf of the committee, will refer minister to the mayor's office, as any petitioning for a future twinning initiative must be initiated through the Mayor's office.

**iii. Photography Contest (Item 10.3)**

Committee members discussed themes for the photography contest. The contest submission deadline is December 31, 2021. The categories will be historical buildings or location, nature and people. One winner of each category will win \$250. There will also be an overall winner of an additional \$250. A. Macaluso, as chair, will edit 2019 contest information, then provide to staff for posting on the city's website.

**6. Other Business (Item 13)**

J.Lukas and R. Semkow provided feedback that the Virtual Collaborative Roundtable Event went well and was informative. J. Lukas has requested a copy of an HSR report that was presented at the Event. HSR did not share the report but is willing to do a committee presentation.

Committee members also provided feedback on the All Advisory Event. They found it very informative and suggested it should be a yearly event.

**7. Adjournment (Item 15)**

**(B. Semkow/P. Semkow)**

That the Mundialization Committee meeting be adjourned at 6:45 p.m.

**CARRIED**

**Hamilton Mundialization Advisory Committee Minutes - November 17, 2021**



Hamilton

**Minutes**

**Hamilton Mundialization Advisory Committee**

**Wednesday, November 17, 2021**

**6:00pm – 8:00 p.m.**

**Due to the COVID-19 and the Closure of City Hall all electronic meetings can be viewed on the**

**City's YouTube Channel:**

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

**YouTube Live Stream**

---

**Present:** Anthony Macaluso, Pat Semkow, Bob Semkow, Rein Ende, Jan Lukas, Rosemary Baptista.

**Regrets:** Councillor Van Der Beek

**Also Present:** Cole Gately, Staff Liaison, Diversity & Inclusion

Taline Morris, Admin Assistant Diversity & Inclusion

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**1. Ceremonial Activities (Item 2)**

A. Macaluso provided the Land Acknowledgment.

**2. Approval of the Agenda (Item 3)**

**(A. Macaluso/R. Ende)**

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

**CARRIED**

**Hamilton Mundialization Advisory Committee Minutes - November 17, 2021****3. Approval of Minutes (Item 4)****(i) Minutes of October 19, 2021****(R. Ende/J. Lukas)**

That the minutes of October 19, 2021 be approved, as presented.

**CARRIED****4. Discussion Items (Item 10)****i. Business Arising from Previous Minutes (Item 10.1)**

No discussion.

**ii. Photography Contest (Item 10.2)**

Committee members discussed status of the photography contest. A. Macaluso previously provided final edits to photo contest information to staff for posting on the City's website. The information has been submitted to the website department for posting.

The contest submission deadline is January 7, 2022. The categories will be historical buildings or location, nature and people. One winner of each category will win \$250. There will also be an overall winner of an additional \$250.

**5. Adjournment (Item 15)****(B. Semkow/P. Semkow)**

That the Mundialization Committee meeting be adjourned at 6:15pm

**CARRIED**

Chair, Anthony Macaluso  
Staff Liaison, Cole Gately

**Hamilton Mundialization Advisory Committee  
Minutes – January 19, 2022**



Hamilton

**Minutes**

**Hamilton Mundialization Advisory Committee  
Wednesday, January 19, 2022**

**6:00pm – 8:00 p.m.**

**Due to COVID-19 and the Closure of City Hall all  
electronic meetings can be viewed on the  
City's YouTube Channel:**

**<https://www.youtube.com/user/InsideCityofHamilton>  
YouTube Live Stream**

---

**Present:** Anthony Macaluso, Pat Semkow, Bob Semkow, Rein Ende, Jan Lukas, Rosemary Baptista.

**Regrets:** Councillor Van der Beek

**Also Present:** Cole Gately, Staff Liaison, Diversity & Inclusion

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**1. Ceremonial Activities (Item 2)**

A. Macaluso provided the Land Acknowledgment.

**2. Approval of the Agenda (Item 3)**

**(J. Lukas/R. Ende)**

That the agenda of January 19, 2022 be approved as presented.

**CARRIED**

**Hamilton Mundialization Advisory Committee  
Minutes – January 19, 2022**

**3. Approval of Minutes (Item 4)**

**(i) Minutes of November 17, 2021**

**(R. Baptista/J. Lukas)**

That the minutes of November 17, 2021 be approved, as presented.

**CARRIED**

**4. Communications (Item 5)**

Anthony Macaluso provided informal thanks to Taline Morris for her service to Hamilton Mundialization Committee. She is leaving her position at the end of January.

**5. Discussion Items (Item 10)**

**i. Business Arising from Previous Minutes (Item 10.1)**

No discussion.

**ii. Election of Chair, Vice Chair and Recording Secretary (Item 10.2)**

**(R. Semkow/R. Baptista)**

(a) That A. Macaluso be appointed as Chair of the Hamilton Mundialization Committee for 2022; and

(b) That R. Baptista be appointed as Vice-Chair of the Hamilton Mundialization Committee for 2022.

**CARRIED**

The position of Recording Secretary remains available. Members will take on the role in rotation



**Hamilton Mundialization Advisory Committee  
Minutes – January 19, 2022**

as Recording Secretary if a volunteer cannot be found.

**iii. Photography Contest (Item 10.3)  
(J. Lukas/A. Macaluso)**

The Committee discussed the photography contest, the deadline date of which was January 7, 2022.

Judges comprise outside relevant groups plus one member of the committee. Jan Lukas has a list of groups who may be interested.

Rein Ende has a scoring sheet for judges to use, which will be emailed out in advance.

Once a winner and runner up have been selected, the winning entries will be shared publicly.

Jan Lukas knows many photographers, so she will be able to help find interested judges, and she will reach out to staff and the Chair with names. The Committee can also reach out to last year's judges to gauge interest.

**CARRIED**

**6. Adjournment (Item 15)**

**(J. Lukas/R. Semkow)**

That the Mundialization Committee meeting be adjourned at 6:21pm

**CARRIED**

Chair, Anthony Macaluso  
Staff Liaison, Cole Gately





Hamilton

**Minutes**

**Status of Women Advisory Committee**

**Thursday, May 27, 2021**

**6:00pm-8:00pm**

**Due to the COVID-19 and the Closure of City Hall All electronic meetings can be viewed at: City's YouTube Channel:**

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

**Virtual Meeting**

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**Present:** Stephanie Bertolo, Yulena Wan, Jan Lukas, Anna Davey

**Regrets:** Autumn Getty, Deanna Allain

**Absent:** Stephanie Frisina

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

Kim Manderson - Diversity and Inclusion Office

Taline Morris (Admin Assistant) Diversity & Inclusion Office

Aine Leadbetter, Manager of Elections and Print and Mail

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**1. Welcome/Introductions**

A round of introductions and welcoming of members.

**2. Ceremonial Activities (Item 1)**

S. Bertolo provided the Land Acknowledgement

**3. Approval of the Agenda (Item 2)**

**(J. Lukas/A. Davey)**

- (a) That the Status of Women Committee approve the agenda of May 27, 2021 as presented; and
- (b) That the presentation by Aine Leadbetter be moved up to after the approval of the minutes.

**CARRIED**

#### **4. Approval of Minutes (Item 4)**

##### **i. April 22, 2021 (Item 4.1)**

##### **(J. Lukas/Y.Wan)**

That the Status of Women Committee approves the Minutes of April 22, 2021 as presented. **CARRIED**

#### **5. Staff Presentations (Item 9)**

##### **i. Aine Leadbetter, Manager of Elections and Print and Mail, Office of the Clerk, Corporate Services, City of Hamilton. (Item 9.1)**

Aine Leadbetter, Manager of Elections and Print and Mail, at the City of Hamilton, provided a PowerPoint presentation to the Status of Women Committee regarding the 2022 municipal elections and solicited feedback on improving the electoral process, enhancing accessibility, communication and alternative voting methods. Committee members provided feedback as requested. Staff to disseminate copy a copy of the PowerPoint presentation.

##### **(J. Lukas/Y. Wan)**

That the presentation by Aine Leadbetter, Manager of Elections and Print and Mail, be received.

**CARRIED**

#### **6. Discussion Items (Item 10)**

##### **i. Business Arising from Previous Minutes (Item 10.1)**

**Donation of funds from 2020 budget:** B. Pocop updated that the donations of funds from the committee's 2020 budget was approved and are being processed to go to the committee organizations.

**Menstrual Product Pilot Project:** B. Pocop provided an update that, as requested, the report regarding the status update of the menstrual product pilot project, was disseminated.

**Communications:** B. Pocop reported that in response to the committee's inquiry about using social media platforms to communicates, the Clerk's office advised that all

communications should be provided to the staff liaison for forwarding to the communications department.

(/)

**That the information respecting Business Arising from Previous Minutes, be received.**

**CARRIED**

**ii. Workplan (Item 10.2)**

Committee members reviewed the workplan and discussed partnering with community organizations that run 'elect more women' campaigns.

**(S. Bertolo/Y. Wan)**

That the Status of Women approve the workplan with the addition of an 'elect more women' campaign.

**CARRIED**

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

Committee members reviewed the citizen committee report regarding the name change as well as the, committee's mandate and strategic objectives. All reports were previously circulated.

The Status of Women Committee was recessed at 7:19pm due to loss of quorum.

**7. Adjournment (Item 15)**

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 18-270 at 7:36 p.m. the Staff Liaison to the Committee advised those in attendance that the Status of Women Committee had not regained quorum within 15 minutes after quorum was lost, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.





Hamilton

**Minutes**

**Status of Women Advisory Committee**

**Thursday, September 23, 2021**

**6:00pm-8:00pm**

**Due to the COVID-19 and the Closure of City Hall All electronic meetings can be viewed at: City's YouTube Channel:**

**<https://www.youtube.com/user/InsideCityofHamilton>  
Virtual Meeting**

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**Present:** Stephanie Bertolo, Yulena Wan, Jan Lukas, Deanna Allain.

**Regrets:** Anna Davey

**Absent:** Autumn Getty

**Also Present:** Kim Manderson - Staff Liaison

Betsy Pocop – Diversity and Inclusion Office

Taline Morris - Admin Assistant

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**1. Welcome/Introductions**

A round of introductions and welcoming of members.

**2. Ceremonial Activities (Item 1)**

S. Bertolo provided the Land Acknowledgement

**3. Approval of the Agenda (Item 2)**

Added items to 10.1: CCR respecting changes to the committee's name, mandate and Strategic objectives; and

update on the All Advisory Event to be added under business arising from previous minutes.

Added Item 10.4: Motion respecting adding more members to the committee.

Added item 13.1: Member resignation to be added as Other Business.

**(S. Bertolo/D. Allain)**

That the Agenda of September 23, 2021 be approved with amendments.

**CARRIED**

**4. Approval of Minutes (Item 4)**

**i. Minutes of May 27, 2021**

**(J. Lukas/D. Allain)**

That the Status of Women Committee approves the Minutes of May 27, 2021 as presented.

**CARRIED**

**ii. Minutes of August 17, 2021**

**(D. Allain/S.Bertolo)**

That the Status of Women Committee approves the Minutes of August 17, 2021 as presented.

**CARRIED**

**5. Communications (Item 5)**



**i. Social Determinants of Health in COVID-19 (Item 5.1)**

The Social Determinants of Health in COVID-19 is an information report from the clerk's office.

**(D. Allain/S. Bertolo)**

That the Social Determinants of Health in COVID-19 report, be received.

**CARRIED**

**6. Discussion Items (Item 10)**

**i. Business Arising from Previous Minutes (Item 10.1)**

**Name Change Report:** Committee members reviewed the final draft of the citizen committee report respecting changes to the committee's name, mandate and the strategic objectives.

**(D. Allain/ S. Bertolo)**

That the citizen committee report respecting changes to the committee's name, mandate and strategic objectives be submitted to Audit, Finance and Administration standing committee.

**CARRIED**

**All Advisory Committee Event:** S. Bertolo provided an update that the presentation respecting the committee's mandate, challenges and current initiatives will be all set for the all advisory event.

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

Completed.

**iii. Motion respecting adding more members to the committee (Added Item 10.4)**

**(D.Allain/ S.Bertolo)**

WHEREAS, the Status of Women committee has seen a steady decline in membership since the beginning of its term.

WHEREAS, the Status of Women committee prioritizes hearing from as many community members as possible through participation in the committee.

WHEREAS, the LGBTQ committee previously pursued adding members to their committee through a recruitment centred around a equity, diversity and inclusion framework.

AND WHEREAS, the Status of Women committee seeks to include more women and gender diverse individuals in this advisory role and empower them to engage with their local government through committee work.

THEREFORE, BE IT RESOLVED;

A) That council proceed with a similar model to the LGBTQ committee approach to pursue adding members to the Status of Women committee, and;

B) That the committee be permitted to welcome new members to the maximum permitted which is 15.

**CARRIED**

**7) Genera Information/Other Business (Item 13)**

**i. Stephanie Frisina (Added Item 13.1)**

**(S. Bertolo/ D. Allain)**

That the Status of Women Committee receive the resignation of S. Frisina.

**CARRIED**

**8)Adjournment (Item 15)**

**(S. Bertolo/ D. Allain)**

That the Status of Women Committee be adjourned at 6:43p.m.





Hamilton

**Minutes**

**Hamilton Women and Gender Equity Committee**

**Thursday, January 27, 2022**

**6:00pm-8:00pm**

**Due to the COVID-19 and the Closure of City Hall All electronic meetings can be viewed at: City's YouTube Channel:**

**<https://www.youtube.com/user/InsideCityofHamilton>  
Virtual Meeting**

---

**Present:** Stephanie Bertolo, Yulena Wan, Jan Lukas, Anna Davey

**Regrets:** Autumn Getty, Deanna Allain

**Also Present:** Kim Manderson - Staff Liaison  
Taline Morris - Admin Assistant

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**1. CEREMONIAL ACTIVITIES**

**1.1 Land Acknowledgement**

S. Bertolo provided the Land Acknowledgement

**2. APPROVAL OF THE AGENDA****(J.Lukas/Y. Wan)**

That the Agenda of January 27, 2022 be approved as presented.

**CARRIED****3. DECLARATION OF INTEREST**

No Declaration of Interest received

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING****i. Minutes of November 25, 2021****(J.Lukas/Y.Wan)**

That the Hamilton Women and Gender Equity Committee approve the Minutes of November 25, 2021 as presented.

**CARRIED****5. DELEGATION REQUESTS****i. Hamilton Health Sciences- Community Input**

Staff advised that a request has been received from Hamilton Health Sciences for representation of this committee. Staff have advised HHS that a Delegation Request is required. Staff to update when Delegation Request is received.

**6. DISCUSSION ITEMS****i. Business Arising from Previous Minutes**

**a. Recruitment**

Staff advised that Council approved an update to the Appointing of Citizens to the Volunteer Advisory Committees allowing vacancies that occur within the 12 months of the end of the Term of Council to be filled if there are remaining applicants on file. Staff advised that the Clerk's Office is currently reviewing if there are applicants remaining on file and will advise Staff on next steps. Staff to update when next steps are known for consideration of the committee.

**b. Citizen Committee Report- AF&A**

Staff advised that the Citizen Committee report entitled: Reinstatement of COVID- 19 Encampment Protocol was received by the Audit and Finance Administration Committee.

The Chair and/or representation from the Women and Gender Equity Committee is invited to attend a future meeting of the Audit, Finance & Administration Committee or the Emergency & Community Services Committee to present on the Citizen Committee Report.

S. Bertolo advised that the Emergency & Community Services Committee is likely the more appropriate committee to make a presentation and that S. Bertolo would attend but D. Allain should present as it was her motion. S. Bertolo offered other Committee members to also attend.

Staff will work with the Chair of the Hamilton Women and Gender Equity Committee to bring

the delegation to an upcoming meeting of the Standing Committee.

**ii. 2022 Meeting dates**

Staff advised that September and October meetings will be impacted with the Election period as Committee will not be meeting. Staff advise that Committee should consider confirming meeting dates for August and September to ensure any actions are to the Standing Committee ahead of time. Consideration can be made to moving the September meeting.

**(S. Bertolo/A. Davey)**

That the Hamilton Women and Gender Equity Committee move the September meeting to meet on September 8, 2022.

**CARRIED**

**7. GENERAL INFORMATION/OTHER BUSINESS**

**i. Women of Distinction Awards**

J. Lukas- requested information about the Committee support for the Women of Distinction Awards.

Y.Wan advised that the committee in previous years has purchased a table to attend the Awards. This year it will be done virtually, and the committee can purchase a table (virtual room) for the committee to attend as a group. In previous years following a motion, the invoice would be sent to the City for payment.

**(S. Bertolo/A. Davey)**



That the Hamilton Women and Gender Equity Committee purchase a table for the 2022 Women of Distinction Awards.

**CARRIED**

**ii. 30th Annual Ancaster Food Drive**

J. Lukas advised that the 30<sup>th</sup> Annual Ancaster Food Drive is being held virtually again this year, that the amount of people accessing food banks has increased and requested support from the committee. Further information can be found at [www.ancastercommunityfooddrive.ca](http://www.ancastercommunityfooddrive.ca)

**iii. YWCA- Elections Event**

S. Bertolo to follow up with the YWCA event organizers as no further information has been received.

**8. ADJOURNMENT**

**(S. Bertolo/ Y.Wan)**

That the Hamilton Women and Gender Equity Committee be adjourned at 6:30p.m.

Respectfully submitted,

Stephanie Bertolo, Chair  
Hamilton Women and Gender Equity Committee

Kim Manderson,  
Human Rights Specialist, Talent & Diversity  
City Manager's Office, Human Resources.





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24 <sup>th</sup> , 2022
<b>SUBJECT/REPORT NO:</b>	Report of the 2021 Remuneration and Expenses as Required under Section 284 of the Municipal Act (FCS22008) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bev Neill (905) 546-2424 Ext. 6274
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Not Applicable

### INFORMATION

Under the *Municipal Act, 2001*, the Treasurer must submit to Council before the 31<sup>st</sup> of March each year, an itemized statement of the remuneration and expenses paid to each Member of Council and citizen appointees to various local boards in the preceding year.

Appendix "A" of Report FCS22008 provides the remuneration paid to the Mayor and Members of Council in respect to his or her services as a member of Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.

As per the direction of Council, staff forwarded the expenses reflected in this report to Members of Council for their review.

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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: Report of the 2021 Remuneration and Expenses as Required under  
Section 284 of the Municipal Act (FCS22008) (City Wide) - Page 2 of 2**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS22008 – 2021 Remuneration Summary

Appendix "B" to Report FCS22008 – Expense Details of Council

BN/dw

<b>City of Hamilton</b>			
<b>2021 SUMMARY</b>			
	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
	\$	\$	\$
Members of Council	1,687,553.25	7,231.55	1,694,784.80
Conservation Authorities	25,453.30	119.88	25,573.18
Hamilton Police Services Board	36,831.05	-	36,831.05
Hamilton Public Library Board	-	-	0.00
Committee of Adjustment/Land Division Committee	19,600.00	8,160.87	27,760.87
Trade License Board	6,125.00	-	6,125.00
Hamilton Utilities Corporation	272,250.00	183.00	272,433.00
Association of Municipalities of Ontario	-	-	0.00
CityHousing Hamilton Corporation	-	-	0.00
Hamilton Farmer's Market	-	-	0.00
Alectra	95,750.00	-	95,750.00
Royal Botanical Gardens	-	-	-
<b>Total</b>	<b>2,143,562.60</b>	<b>15,695.30</b>	<b>2,159,257.90</b>

## City of Hamilton

(a) Remuneration paid pursuant to Section 284 of the Municipal Act and By-law 01-023. Expenses paid pursuant to Section 283 (1), (2) and (3) of the Municipal Act.

<u>Council Member</u>	<u>Remuneration *</u>	<u>Expenses ***</u>	
		Council Representation	Other
		(AMO, FCM etc.)	(Mileage, Community Events etc.)
	\$	\$	\$
F. Eisenberger	193,621.09	-	2,374.02
B. Clark	102,082.71	-	-
C. Collins	64,774.22	-	1,318.23
J. Danko	102,082.71	-	-
J. Farr	102,082.71	-	356.95
L. Ferguson	102,082.71	-	205.18
T. Jackson	102,082.71	-	144.74
B. Johnson	102,082.71	-	653.21
S. Merulla	102,082.71	-	-
N. Nann	102,082.71	-	-
J. Partridge	102,082.71	1,494.36	313.83
E. Pauls	102,082.71	-	-
M. Pearson	102,082.71	-	371.03
R. Powers	7,854.42	-	-
A. VanderBeek	102,082.71	-	-
T. Whitehead	94,228.29	-	-
M. Wilson	102,082.71	-	-
<b>Total</b>	<b>1,687,553.25</b>	<b>1,494.36</b>	<b>5,737.19</b>

\* Actual remuneration paid to Mayor and Councillors.

## City of Hamilton

**\*\*\* Expense Notes**

**Mayor Eisenberger** - Other expenses \$2,374.02 includes attendance to the Big City Mayor's meeting

**Councillor Clark** - Other Expenses - \$0

**Councillor Collins** - Other Expenses - \$1318.23

**Councillor Danko** - Other Expenses - \$0

**Councillor Farr** - Other Expenses - \$356.95

**Councillor Ferguson** - Other Expenses - \$205.18

**Councillor Jackson** - Other Expenses - \$144.74

**Councillor Johnson** - Other Expenses - \$653.21

**Councillor Merulla** - Other Expenses - \$0

**Councillor Nann** - Other Expenses - \$0

**Councillor Partridge** - Other Expenses - \$1808.19 includes attendance at FCM Board Meeting, Ottawa, delegate for Mayor Eisenberger

**Councillor Pauls** - Other Expenses - \$0

**Councillor Pearson** - Other Expenses - \$371.03

**Councillor Powers** - Other Expenses - \$0

**Councillor VanderBeek** - Other Expenses - \$0

**Councillor Whitehead** - Other Expenses - \$0

**Councillor Wilson** - Other Expenses - \$0

## City of Hamilton

**(b) Conservation Authorities**

Remuneration and expenses paid pursuant to Section 284 of the Municipal Act. The Conservation Authority pays the expenses below directly to the appointees.

**Hamilton Conservation Authority**

<b><u>Appointee</u></b>	<b><u>Remuneration</u></b>	<b><u>Expenses</u></b>
	\$	\$
D. Bowman	1,350.00	32.40
B. Clark	-	-
J. Cimba	1,125.00	51.84
C. Collins	-	-
L. Ferguson	-	-
T. Jackson	-	-
C. Janzen	825.00	12.96
S. Moccio	3,000.00	22.68
R. Powers	-	-
E. Pauls	-	-
M. Topalovic	1,200.00	-
<b>Total</b>	<b>7,500.00</b>	<b>119.88</b>

**Grand River Conservation Authority**

<b><u>Appointee</u></b>	<b><u>Remuneration</u></b>	<b><u>Expenses</u></b>
	\$	\$
M. Adili	1,075.48	0.00
<b>Total</b>	<b>1,075.48</b>	<b>-</b>

**Halton Region Conservation Authority**

<b><u>Appointee</u></b>	<b><u>Remuneration</u></b>	<b><u>Expenses</u></b>
	\$	\$
J. Di Maio	750.00	0
Z. Jawed	300.00	0.00
J. Partridge	-	0.00
<b>Total</b>	<b>1,050.00</b>	<b>0.00</b>

**Niagara Peninsula Conservation Authority**

<b><u>Appointee</u></b>	<b><u>Remuneration</u></b>	<b><u>Expenses</u></b>
	\$	\$
S. Beattie	1217.60	-
B. Clark	989.30	-
B. Johnson	6891.52	-
B. Wright	1065.40	-
<b>Total</b>	<b>10,163.82</b>	<b>-</b>

**Niagara Escarpment Commission**

<b><u>Appointee</u></b>	<b><u>Remuneration</u></b>	<b><u>Expenses</u></b>
	\$	\$
B. Clark	5,664.00	-
<b>Total</b>	<b>5,664.00</b>	<b>-</b>



## City of Hamilton

(c) Hamilton Police Services Board

Remuneration and expenses paid pursuant to Section 284 of the Municipal Act and By-law 01-039.

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses **</u>
	\$	\$
F. Eisenberger	-	-
J. Farr	-	-
T. Jackson	-	-
M. Athulathmudali	9,132.24	-
D. MacVicar	-	-
P. Mandy	9,434.33	-
R. Elms	9,132.24	-
A. Bennink	9,132.24	-
<b>Total</b>	<b>36,831.05</b>	<b>-</b>

\*\*

Expenditures authorized by the Hamilton Police Services Board and funded from the Police Services Board budget.

NOTE: No expenses were incurred during 2021

(d) Hamilton Public Library Board

Remuneration and expenses paid pursuant to Section 284 of the Municipal Act and By-laws 1-74 and 01-038.

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
G. Batra	-	-
E. Bowen	-	-
R. Coruzzi	-	-
H. Dhaliwal	-	-
J. Kirkpatrick	-	-
C. Klassen	-	-
S. Laurie	-	-
J. Partridge	-	-
M. Pearson	-	-
L. Serviss	-	-
L. Spence-Smith	-	-
N. Van Velzen	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

## City of Hamilton

(e) Committee of Adjustment/Land Division Committee

Remuneration and expenses paid pursuant to Section 284 (1) of the Municipal Act and By-laws 01-049 and R98-030.

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
M. Dudzic	1,900.00	268.45
L. Gaddy	1,500.00	816.56
N. Mleczko	2,200.00	503.86
D. Serwatak	2,000.00	2,331.08
D. Smith	2,000.00	1,552.29
M. Smith	3,100.00	1,129.85
B. Charters	2,300.00	0.00
M. Switzer	2,200.00	1442.55
T. Lofchik	2,400.00	116.23
<b>Total</b>	<b>19,600.00</b>	<b>8,160.87</b>

(f) Trade License Board

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
D. Hardie	525.00	-
R. Lalli	1,575.00	-
J. Lane	525.00	-
M. Marsalla	700.00	-
B. Nuttall	1,400.00	-
G. Penko	700.00	-
M. Reiley	700.00	-
<b>Total</b>	<b>6,125.00</b>	<b>-</b>

## City of Hamilton

**(g) Hamilton Enterprises Holding Corporation**

<b>Board Member</b>	<b>Honorariums</b>	<b>Meeting Fees</b>	<b>Expenses</b>
	\$	\$	
C. Wessel	18,000.00	11,625.00	183.00
E. DiDonato	3,375.00	3,750.00	-
G. McCamus	16,875.00	14,250.00	-
J. Kamula	13,500.00	18,750.00	-
L. Tugman	28,000.00	21,000.00	-
L. Gallinger	4,500.00	2,250.00	-
S. Merulla	13,500.00	6,000.00	-
T. Thoma	13,500.00	10,875.00	-
<b>Total</b>	<b>111,250.00</b>	<b>88,500.00</b>	<b>183.00</b>

**Hamilton Utilities Corporation**

<b>Board Member</b>	<b>Honorariums</b>	<b>Special Meeting Fees</b>	<b>Expenses</b>
	\$	\$	\$
C. Wessel	3,000.00	7,875.00	
L. Tugman	5,000.00	21,375.00	
S. Merulla	3,000.00	6,375.00	
J. Kamula	3,000.00	12,000.00	
G. McCamus	3,000.00	7,875.00	
<b>Total</b>	<b>17,000.00</b>	<b>55,500.00</b>	<b>-</b>

## City of Hamilton

(h) Association of Municipalities of Ontario

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
L. Ferguson (ROMA)	-	-
<b>Total</b>		

(i) CityHousing Hamilton Corporation

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
J. Aird	-	-
J. Farr	-	-
N. But	-	-
T. Jackson	-	-
A. Harris	-	-
N. Nann	-	-
P. Reid	-	-
M. Wilson	-	-
F. Eisenberger	-	-
<b>Total</b>	-	-

(j) Hamilton Farmer's Market

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
W. Arndt	-	-
E. Bowen	-	-
E. Miller	-	-
S. Waterman	-	-
G. Albin	-	-
E. Pauls	-	-
S. Coleman	-	-
C. Chiarelli	-	-
R. Jepson	-	-
S. Bennison	-	-
A. Miller	-	-
<b>Total</b>	-	-

(k) Alectra Utilities

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
S. Donnelly	54,500.00	-
F. Eisenberger	41,250.00	-
<b>Total</b>	<b>95,750.00</b>	-

(l) Royal Botanical Gardens

<u>Appointee</u>	<u>Remuneration</u>	<u>Expenses</u>
	\$	\$
L. Ferguson	-	-
J. Zheng	-	-
K. Scott	-	-
<b>Total</b>	-	-

**Mayor Fred Eisenberger**

2021	Total Expense	# of Attendees	ProRated Expense
Meeting Expense - Hamilton Club take out - March 30/21	\$ 21.47	1	\$ 21.47
Meeting Expense - Hamilton Club take out - April 15/21	\$ 22.60	1	\$ 21.60
Meeting Expense - Hamilton Club take out - June 2/21	\$ 22.60	1	\$ 22.60
Meeting Expense - Hamilton Club take out - June 3/21	\$ 13.56	1	\$ 13.56
Meeting Expense - Hamilton Club - August 19/21	\$ 88.00	2	\$ 44.00
Meeting Expense - Charred Rotisserie, Exit Lunch Aug 30/21	\$ 59.89	2	\$ 29.95
Meeting Expense - La Prep - Nov 8/21	\$ 22.37	6	\$ 3.73
Meeting Expenses - Skip the Dishes - Nov 9/21	\$ 22.75	4	\$ 5.69
Meeting Expenses - Hamilton Club - Nov 11/21	\$ 175.34	5	\$ 35.07
Meeting Expense - Symposium, Nov 2/21	\$ 63.19	2	\$ 31.60
Meeting Expense - Bread Bar, Nov 10/21	\$ 60.00	2	\$ 30.00
Meeting Expense - Southcote 53 Exit Lunch, Dec 7/21	\$ 44.60	2	\$ 22.30
Meeting Expense - Seasoned, Dec 3/21	\$ 66.44	2	\$ 33.22
Meeting Expense - Ancaster Mill, Dec 9/21	\$ 108.14	2	\$ 54.07
Meeting Expenses - The Ship - Dec 17/21	\$ 16.95	1	\$ 16.95
Fuel charges	\$ 699.02		\$ 699.02
407 Charges	\$ 250.82		\$ 250.82
Big City Mayor's Conference - Ottawa - October 12-14/21			
- Transportation	\$ 499.98		\$ 499.98
- Accomodation	\$ 538.39		\$ 538.39
<b>TOTAL</b>	<b>\$ 2,796.11</b>		<b>\$ 2,374.02</b>

**Councillor Wilson - Ward 1**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -	0	\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Coucillor Farr - Ward 2**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
Mileage January - December 2021	\$ 356.95		\$ 356.95
<b>TOTAL</b>	<b>\$ 356.95</b>		<b>\$ 356.95</b>

**Councillor Nann - Ward 3**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Merulla - Ward 4**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Collins - Ward 5**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
Mileage January - July 2021	\$ 623.63		\$ 623.23
Conference - CUTRIC March 29, 2021	\$ 295.00		\$ 295.00
Training - AMO September 2021	\$ 400.00		\$ 400.00
<b>TOTAL</b>	<b>\$ 1,318.63</b>		<b>\$ 1,318.23</b>

**Councillors Powers- Ward 5**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Jackson - Ward 6**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
Event Ticket - YWCA Jan 28/21	\$ 250.00	2	\$ 125.00
Meeting Expense - Donut Diner Dec 4/21	\$ 19.71	2	\$ 9.86
Meeting Expense - Donut Diner Dec 11/21	\$ 19.76	2	\$ 9.88
<b>TOTAL</b>	<b>\$ 289.47</b>		<b>\$ 144.74</b>

**Councillor Pauls - Ward 7**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Danko - Ward 8**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Clark - Ward 9**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Pearson - Ward 10**

2021	<u>Total Expense</u>	<u># of Attendees</u>	<u>ProRated Expense</u>
Mileage March - August, 2021 and November	\$ 371.03		\$ 371.03
<b>TOTAL</b>	<b>\$ 371.03</b>		<b>\$ 371.03</b>

**Councillor Johnson - Ward 11**

2021	Total Expense	# of Attendees	ProRated Expense
Mileage January - November, 2021	\$ 653.21		\$ 653.21
<b>TOTAL</b>	<b>\$ 653.21</b>		<b>\$ 653.21</b>

**Councillor Ferguson - Ward 12**

2021	Total Expense	# of Attendees	ProRated Expense
Mileage January - November, 2021	\$ 120.18		\$ 120.18
Membership Royal Botanical Gardens	\$ 65.00		\$ 65.00
Membership Ancaster Agricultural Society	\$ 20.00		\$ 20.00
<b>TOTAL</b>	<b>\$ 205.18</b>		<b>\$ 205.18</b>

**Councillor Vanderbeek - Ward 13**

2021	Total Expense	# of Attendees	ProRated Expense
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Whitehead - Ward 14**

2021	Total Expense	# of Attendees	ProRated Expense
NIL	\$ -		\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>

**Councillor Partridge - Ward 15**

2021	Total Expense	# of Attendees	ProRated Expense
FMC Board Meeting - Council Representative Ottawa November 22 - 25, 2021 Transportation - Vehicle Accommodation	\$ 545.16 <u>\$ 949.20</u>		\$ 1,494.36
Event Ticket - Mardi Gras Interval House Jan 21/21	\$ 100.00	2	\$ 50.00
Event Ticket - Women of Distinction - Feb 2/21	\$ 125.00	1	\$ 125.00
Meeting - Women's Summit - Evolve - Feb 24/21	\$ 69.98	1	\$ 69.98
Event Ticket - Mother's Day Interval House, Apr 19/21	\$ 100.00	2	\$ 50.00
Meeting - William's Café - July 15/21	\$ 37.69	2	\$ 18.85
<b>TOTAL</b>	<b>\$ 1,927.03</b>		<b>\$ 1,808.19</b>





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	2021 Fourth Quarter Request for Tenders and Proposals Report (FCS21008(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

### INFORMATION

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Cooperative Procurements for the fourth quarter of 2021.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the City of Hamilton Procurement Policy. Those items with a status of “Under Review” will remain on the Report until such time an award is made. Request for Tenders and Request for Proposals listed under the “Cooperative Procurements” section was entered into by the City of Hamilton (City) via a cooperative procurement in accordance with the City’s Procurement Policy, Section 4.12 – Cooperative Procurements.

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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: 2021 Fourth Quarter Request for Tenders and Proposals Report  
(FCS21008(c)) (City Wide) - Page 2 of 2**

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Appendix "A" to Report FCS21008(c) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a cooperative procurement. Award information is current as of January 8, 2022.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS21008(c) – 2021 Fourth Quarter Request for Tenders and Proposals Report

PV/dw

**CITY OF HAMILTON**  
 Summary of Tenders and Proposals Issued – October 1, 2021 – December 31, 2021

**Contracts Awarded**

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C11-07-21	Proposal for Professional Engineering Consultant Services Required for the Waterdown Watermain Trunk Twinning Schedule B Municipal Class Environmental Assessment (EA) and Conceptual Design	05/20/2021	GM BluePlan Engineering Ltd.	Project Specific	\$332,908.00
C13-31-21	Tender for Contractors Required for Refrigerant Plant Control Upgrades at City of Hamilton Arenas	05/31/2021	Black and McDonald Ltd.	Project Specific	\$285,232.40
C11-34-21	Proposal for Professional Engineering Consultant Services Required for the Carlisle Water Storage Facility Municipal Class Environmental Assessment and Conceptual Design	07/12/2021	R.V. Anderson Associates Ltd.	Project Specific	\$406,788.00
C11-44-21	Tender for Supply and Delivery of Mixed Concrete to Various Locations within the City of Hamilton	08/03/2021	Dufferin Concrete Division of CRH Canada Inc.	1 year + 4 options	\$361,252.00
C11-43-21	Proposal for Consultant Required to Complete a Parks Master Plan for the City of Hamilton	08/09/2021	O2 Planning and Design Inc.	Project Specific	\$251,755.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C11-40-21	Proposal for Design Visioning and Visual Analysis for Albion Falls South Access and Viewing Platform Project	08/16/2021	Seferian Design Group Ltd.	Project Specific	\$40,995.00
C5-08-21	Proposal for Air Quality Improvement Projects	08/17/2021	University of Toronto Hamilton-Wentworth Green Venture	Project Specific	\$7,000.00 \$11,700.00
C13-50-21	Tender for Prequalified Contractors Required for the Kenilworth (HDR01) Reservoir East Cell and Soil Removal Upgrades (Phase 2)	09/01/2021	Torbear Contracting Inc.	Project Specific	\$6,819,984.00
C11-50-21	Tender for Fabrication and Installation of a Scale Model of the Woodward Water and Wastewater Treatment Plants	09/03/2021	Monolith Architectural Models	Project Specific	\$60,400.00
C5-14-21	Tender for Provision of Ophthalmic Services for the Special Supports Program	09/06/2021	1087332 Ontario Ltd. o/a Optical Clearance Outlet	1 year + 4 options	\$1,399,445.00
C11-53-21	Tender for Winter Sidewalk and Transit Stop Maintenance Operations required within the City of Hamilton	09/07/2021	Forest Ridge Landscaping Inc.	5 years + 2 options	\$3,158,880.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C13-38-21	Tender for General Contractor Required for the Removal and Replacement of Existing Play Structure and Other Park Amenities at R.T. Steele Park	09/16/2021	Ciccarelli Contractors Inc.	Project Specific	\$397,088.88
C11-47-21	Tender for Locksmith Services Required for the City of Hamilton	09/17/2021	Royal Security Solutions Inc.	1 year + 4 options	\$740,875.00
C3-06-21	Proposal for Professional Arts Administration Services for the City of Hamilton Arts Awards Program Implementation	09/21/2021	Cobalt Connects Creativity	Project Specific	\$22,477.00
C15-71-21 SL	Tender for Street Lighting System Replacement Along Cootes Drive	09/24/2021	Ark-Tech Contracting Ltd.	Project Specific	\$440,759.00
C18-25-21	Tender for Contractor to Supply and Install Heat Recovery Ventilation Units at 20 and 30 Congress Crescent, Hamilton for CityHousing Hamilton	09/28/2021	Glenn Richardson Plumbing and Heating Ltd.	Project Specific	\$1,259,586.50
C18-31-21	Tender for Contractor Required for Foundation Repairs at 980 Upper Ottawa Street and 66 Larch Street in Hamilton for CityHousing Hamilton	09/28/2021	Rainforces Ltd.	Project Specific	\$152,934.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C18-19-21	Tender for Preventative Maintenance, Demand and Emergency Repair Services and Replacement of Gas Fired Furnaces for CityHousing Hamilton Properties	09/29/2021	High Efficiency Cooling and Heating Inc.	1 year + 4 options	\$1,509,387.40
C9-05-21	Tender for General Contractor Required for Hamilton Police Station 10 Structural Repairs	10/08/2021	Caird-Hall Construction Inc.	Project Specific	\$86,000.00
C13-58-21	Tender for General Contractors Supply and Installation of Steel Siding at Dundas Grightmire Arena	10/14/2021	M Pigott Contracting Inc.	Project Specific	\$189,618.71
C5-16-21	Tender for the Supply and Delivery of Medical Oxygen Cylinders	10/15/2021	Vitalaire Canada Inc.	1 year + 4 options	\$162,000.00
C15-10-21 TR	Tender for York Boulevard - Bicycle Barrier Curbs	10/22/2021	Coco Paving Inc.	Project Specific	\$172,295.00
C18-21-21	Tender for Contractor Required for Emergency Generator Replacement at 30 Sanford Avenue South and 120 Strathcona Avenue North in Hamilton for CityHousing Hamilton	10/27/2021	Supply Point Inc.	Project Specific	\$781,000.00
C12-14-21	Tender for Supply, Installation and Removal of Decals	10/28/2021	Premier Printing and Signs Ltd.	1 year + 4 options	\$300,750.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C12-16-21	Tender for Preventative Maintenance, Demand, Emergency, and Repair Services for Overhead Doors, and Dock Levelers	11/02/2021	Wilcox Door Service Inc.	1 year + 4 options	\$2,783,225.00
C11-59-21	Tender for Supply and Delivery of Various Water Distribution Parts for the City of Hamilton	11/05/2021	EMCO Waterworks	1 year + 4 options	\$1,719,505.71
C13-53-21	Tender for General Contractor for Central Park Redevelopment at 168 Bay Street North, Hamilton	11/05/2021	Stonecast Contracting Ltd.	Project Specific	\$2,144,131.45
C11-46-21	Tender for Supply and Delivery of Traffic Control Devices and Signs to Various Locations	11/08/2021	Maximum Signs	1 year + 3 options	\$48,666.60
C18-36-21	Tender for Contractor Required for Make-up Air Replacement Units at 25 Lynden Avenue (Dundas) in Hamilton for CityHousing Hamilton	11/09/2021	HVAC for Life Inc.	Project Specific	\$240,574.00
C15-32-21 H	Tender for Permanent Restoration of Pavement Cuts in Asphalt and Concrete Pavements (Prequalified GC's Only)	11/16/2021	Coco Paving Inc.	16 months + 3 options	\$36,324,200.00
C15-69-21 H	Tender for Southcote Road Pulverization	11/16/2021	Coco Paving Inc.	Project Specific	\$448,600.00

### Contracts Awarded

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Vendor</b>	<b>Term</b>	<b>Award Amount</b>
C5-15-21	Tender for the Supply and Delivery of Wireless Headsets for Hamilton Fire Department	11/17/2021	Omni Provincial Electronics (ONT) Inc.	1 year + 1 option	\$472,192.00
C11-54-21	Tender for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services at Water and Wastewater Treatment Facilities	11/23/2021	Compass Mechanical Group Ltd.	1 year + 4 options	\$667,233.00
C15-34-21 BR	Tender for Bridge 457 Valley Inn - Bridge Replacement	11/23/2021	Clearwater Structures Inc.	Project Specific	\$541,305.00



### Contracts Cancelled

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Reason for Cancellation</b>
C12-12-21	Proposal for Preventative Maintenance, Demand, Emergency, and Repair Services for Overhead Doors, and Dock Levelers	07/09/2021	This Request for Proposals was cancelled as no compliant bids were received. A new Request for Tenders was issued and awarded on November 24, 2021 under C12-16-21.
C11-27-21	Tender for Supply and Delivery of Landscape, Tilt and Equipment Trailers	07/27/2021	The Request for Tenders was cancelled as no bids were received. A new Request for Tenders was issued on October 5, 2021 under C11-57-21.
C15-57-21 BR	Tender for Bridge 282 - Longwood Road Over Highway 403 - Rehabilitation	09/30/2021	The Request for Tenders was cancelled as the all the bids received were over budget. A new Request for Tenders with revised specifications will be issued in Q1 of 2022.

### Contracts Pending Award

<b>Contract Reference</b>	<b>Contract Title</b>	<b>Closing Date (mm/dd/yyyy)</b>	<b>Contract Status</b>
C12-08-21	Proposal for Provision of Janitorial Cleaning Services	09/20/2021	Closed and Under Review
C11-22-21	Proposal for Consulting Services for the creation of an AMR and/or AMI (Automatic Meter Reading / Advanced Metering Infrastructure) Project	09/24/2021	Closed and Under Review
C13-54-21	Tender for General Contractors Required for Waterdown Library Reading Terrace Roof Replacement	09/30/2021	Closed and Under Review
C11-14-21	Proposal for Route Optimization Consultation and Analysis Required for Snow Plowing and Patrol	12/03/2021	Closed and Under Review
C11-57-21	Tender for Supply and Delivery of Landscape, Tilt, Equipment and Shoring Trailers	12/03/2021	Closed and Under Review

### Cooperative Procurements

City Contract Reference	Contract Title	Cooperative Group	Effective Date (mm/dd/yyyy)	Vendor	Term	Estimated City Spend
No cooperative contracts were engaged in the fourth quarter of 2021						





## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Council has directed Procurement to report on the use of Sections 4.10 and 4.11 of the Procurement Policy on a quarterly basis.

### INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the fourth quarter of 2021.

The Policy for Non-Competitive Procurements is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The “Emergency Procurement/Non-Competitive Procurement Form” is completed by the Client Department and approved by the General Manager.

Committee and Council are advised that procurements made under a Policy 10 due to COVID-19 have not been reported in this quarterly report. All COVID-19 related procurements will be reported separately by staff.

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**SUBJECT: 2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide) - Page 2 of 4**

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During the fourth quarter of 2021, there were 84 purchases totalling \$6,319,363.44 and 2 totalling \$63,326.46 in revenue, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS21009(c).

The breakdown are as follows:

- 3 purchases totalling \$860,014.60 were issued under Policy 10, as "Emergency" purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchase represents the largest dollar amount in this category:
  - Purchase Order 98213 for \$779,541.81 was issued to Fairway Electrical Services Inc. for the generator rental, maintenance and generator fuel supply to keep operations going at the Materials Recycling Facility at 1579 Burlington Street East as a result of severe damage to the underground feed cables due to arcing/tracking. Due to the extent of the damage, a temporary generator was installed until the repairs were completed.
- 30 purchases totalling \$2,378,818.01 represent short-term "Extensions" of current contracts which have expired, and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchases represent the largest dollar amounts in this category:
  - Purchase Order 98054 for \$1,250,000.00 was issued to Super Shine Janitorial Services Ltd. for the supply and delivery of corporate Janitorial Services at various Facilities locations. Procurement has been working with all stakeholders throughout the City to revise and update a new Request for Proposals document and ensure the new terms are compliant with the procurement process and health and safety standards. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
  - Purchase Order 96798 for \$216,495.63 was issued to ServiceMaster Contract Services for the supply and delivery of corporate Janitorial Services at various Recreation locations. Procurement has been working with all stakeholders throughout the City to revise and update a new Request for Proposals document and ensure the new terms are compliant with the procurement process and health and safety standards. This extension was required to provide sufficient time to complete the procurement process and award a new contract.
  - Purchase Order 97988 for \$172,000.00 was issued to Wilcox Door Service Inc. for the supply and delivery of preventative maintenance, demand, emergency and repair services for Overhead Doors and Dock Levers. A Request for

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**SUBJECT: 2021 Fourth Quarter Emergency and Non-competitive Procurements  
Report (FCS21009(c)) (City Wide) - Page 3 of 4**

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Proposals was completed and the only submission received did not provide a technical proposal and failed to meet the benchmark. This extension was required to provide sufficient time to complete the procurement process and award a new contract.

- Purchase Order 95245 for \$130,120.00 was issued to Paragon Systems to provide sample testing and reports for Cured in Place Pipe (CIPP) samples from various rehabilitation projects during 2020-2021. A request for tender was supposed to be issued in 2021, however was delayed due to staffing shortages. This extension was required in order to complete sample testing for the remainder of 2021 and to provide enough time to complete the procurement process and award a new contract.
- 53 purchases totalling \$3,080,530.83 were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amounts in this category:
  - Purchase Order 91268 for \$249,832.50 was issued to R V Anderson Associates (RVA) Ltd. for additional project management, contract administration and resident site inspection services for Kenilworth Reservoir (HDR01) Phase 2 construction activities as a result of contaminated soil being found at the site. RVA is currently designing the soil removal and replacement and East cell concrete repairs and is familiar with the scope and the additional services required during construction.
  - Purchase Order 85215 for \$195,000.00 was issued to DTAH to provide contract administration services for the Confederation Beach Park, Sports Park Phase 2-3 project. DTAH was awarded the consulting services assignment for all phases of the project in 2017 however, the funds for contract administration were used up in phase 1 and there are insufficient funds to complete the rest of the project. As a result, additional funds are required to have DTAH complete the work.
  - Purchase Order 94328 for \$179,950.00 was issued to R V Anderson Associates (RVA) Ltd. for professional engineering consultant services required for the Garner Road Water Pumping Station Upgrades. Additional engineering services are required to support a capital delivery initiative and undertake a pilot to engage pre-qualified general contractors to conduct a constructability review prior to issuing a Request for Tender and for investigative and design services for a temporary bypass system required to facilitate rehabilitation of the water pumping station. To maintain project continuity, keep on schedule and minimize additional costs, it is in the best interest of the City to have RVA continue providing consulting services for the additional scope.

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**SUBJECT: 2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide) - Page 4 of 4**

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- Purchase Order 98078 for \$169,531.58 was issued to the Ministry of Transportation (MTO) for the supply and delivery of City of Hamilton’s share of cost for the 2021 Transportation Tomorrow Survey (TTS). The City, MTO, Metrolinx, Toronto Transit Commission and other regional municipalities are partnering for undertaking the 2021 TTS which is conducted every five years by the MTO through a competitive bidding process. The MTO provides for fifty percent of the TTS cost and the rest is shared between partners.
  
- Purchase Order 98218 for \$165,000.00 was issued to Verto Inc. for the supply and delivery of a digital twin technology software to assist in the scheduling of COVID-19 vaccination appointments which is required due to the urgency of procuring a suitable software solution to support the mass immunization clinics in the City until the end of August 2022. Verto Inc. was previously vetted by the City of Hamilton and met both privacy and security requirements.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS21009(c) – Fourth Quarter Emergency and Non-Competitive Procurements Report.

PV/dw



2021 Fourth Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
<b>Corporate Services</b>				
No PO	EXTN	\$0.00	723318 Ontario Inc. o/a Athens Printing	City Clerk
No PO	EXTN	\$0.00	1215553 Ontario Limited o/a Allegra	City Clerk
No PO	EXTN	\$0.00	1602247 Ontario Limited o/a Stirling Print Solutions	City Clerk
No PO	SGLE	(Revenue) \$38,326.46	AIM Recycling Burlington	Financial Services and Taxation
No PO	EXTN	\$0.00	City View Bus Sales and Service	Financial Services and Taxation
No PO	EXTN	\$0.00	Crescent Oil	Financial Services and Taxation
No PO	EXTN	\$0.00	Metro Freightliner	Financial Services and Taxation
No PO	EXTN	\$0.00	Petro Canada	Financial Services and Taxation
No PO	EXTN	\$0.00	Ron's Transmission Services Inc.	Financial Services and Taxation
No PO	EXTN	\$0.00	Safety Kleen	Financial Services and Taxation
No PO	EXTN	\$0.00	Swiaty Investments Inc. o/a Minuteman Press Stoney Creek	City Clerk
91690	EXTN	\$12,500.00	Whistleblower Security Inc.	Finance Corporate Management Service
98560	SGLE	\$12,500.00	Escribe Software Ltd.	City Clerk
98242	SGLE	\$21,800.00	Flycast Partners Inc.	Information Technology
90165	EXTN	\$50,000.00	DirectWorx	City Clerk
98617	SGLE	\$141,386.91	Microsoft Canada Inc.	Information Technology
<b>Healthy and Safe Communities</b>				
98509	SGLE	\$13,598.98	Tulsa Dental Products LLC	Medical Officer of Health
97813	EXTN	\$13,855.00	Super Shine Janitorial Services Ltd.	Hamilton Fire Department
98391	SGLE	\$19,164.57	Leslie Emergency Vehicles Ltd.	Emergency Services
98456	SGLE	\$20,000.00	Hamilton Regional Indian Centre	Housing Services
98073	EXTN	\$20,847.38	Hamilton Physiotherapy Clinic	Lodges
93012	EXTN	\$25,000.00	The Uniform Group Inc.	Hamilton Fire Department
98006	SGLE	\$25,000.00	Ecosystem Informatics Inc.	Medical Officer of Health
98152	SGLE	\$25,000.00	Injoy Productions	Medical Officer of Health
98510	SGLE	\$28,000.00	A.J. Stone Company Ltd.	Hamilton Fire Department

2021 Fourth Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
98508	SGLE	\$38,500.00	Vallen Canada Inc.	Hamilton Fire Department
97979	SGLE	\$38,700.00	Objectif Lune	Ontario Works
98675	SGLE	\$50,000.00	Matthews Equipment Ltd.	Hamilton Fire Department
98218	SGLE	\$165,000.00	Verto Inc.	Medical Officer of Health
96798	EXTN	\$216,495.63	ServiceMaster Contract Services	Recreation
<b>Library</b>				
98597	SGLE	\$13,598.00	Elm USA Inc.	Library
98601	SGLE	\$33,930.00	Pantheon Systems Inc.	Library
98307	EMER	\$35,000.00	13484980 Canada Inc.	Library
98272	SGLE	\$42,140.00	Canon Canada Inc.	Library
<b>Planning and Economic Development</b>				
98064	SGLE	\$15,000.00	East Mountain Animal Hospital	Licensing and By-law Services
98640	SGLE	\$15,303.75	Family Heir-Loom Weavers Inc.	Tourism and Culture
No PO	EXTN	(Revenue) \$25,000.00	1810552 Ontario Inc. o/a Trotters Towing	Transportation Planning and Parking
97826	SGLE	\$50,000.00	Harper's Property Maintenance	Transportation Planning and Parking
97827	EXTN	\$50,000.00	All Season Landscaping and Maintenance	Licensing and By-law Services
98457	EXTN	\$50,000.00	Millen Road Animal Hospital	Transportation Planning and Parking
98621	EXTN	\$50,000.00	All Season Landscaping and Maintenance	Licensing and By-law Services
98471	SGLE	\$75,000.00	Murray Advisory Services	Economic Development
98078	SGLE	\$169,531.58	Ministry of Transportation	Transportation Planning and Parking
<b>Police</b>				
94070	EXTN	\$3,000.00	Sunshine Building Maintenance Inc.	Police
98250	SGLE	\$8,584.18	Dell Canada Inc.	Police
98470	SGLE	\$10,600.00	Mega-Tech Holdings Ltd.	Police
98210	SGLE	\$17,251.25	Rampart International Corp.	Police
98566	SGLE	\$20,000.00	Canadian Ammunition Disposal Service	Police
98595	SGLE	\$20,000.00	Intergraph Canada Ltd.	Police

2021 Fourth Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
98167	SGLE	\$148,960.00	Christy Hovercraft Canada Ltd.	Police
<b>Public Works</b>				
98395	SGLE	\$13,237.59	Noratek Solutions Inc.	Environmental Services
98561	SGLE	\$13,750.00	MMW Traffic Services and Solutions Inc.	Transportation Operations and Maintenance
95964	EXTN	\$15,000.00	Linde Canada	Hamilton Water
98146	SGLE	\$15,000.00	Ba Consulting Group Ltd.	Transit
98290	SGLE	\$15,000.00	Ball Superior	Environmental Services
95796	EXTN	\$20,000.00	Airon HVAC Service Ltd.	Water and Wastewater
98267	SGLE	\$20,000.00	Kone Inc.	Energy, Fleet and Facilities Management
98274	SGLE	\$20,000.00	Dicaro and Associates Inc.	Hamilton Water
98380	SGLE	\$20,174.25	Mandel Scientific Company Inc.	Hamilton Water
98661	SGLE	\$30,240.00	Sunshine Building Maintenance Inc.	Energy, Fleet and Facilities Management
98157	SGLE	\$33,000.00	Work Equipment Ltd.	Energy, Fleet and Facilities Management
97960	SGLE	\$34,390.00	Terrapin Water	Water and Wastewater
98377	SGLE	\$34,616.40	Green Collar Landscaping	Water and Wastewater
98584	SGLE	\$35,000.00	Electromega Ltd.	Transportation Operations and Maintenance
98579	SGLE	\$40,000.00	Orange Traffic Inc.	Transportation Operations and Maintenance
95778	SGLE	\$40,870.50	WSP Canada Inc.	Environmental Services
98556	EMER	\$45,472.79	Mattina Mechanical Ltd.	Operations & Waste Management
95142	EXTN	\$50,000.00	Letco Ltd.	Energy, Fleet and Facilities Management
98025	SGLE	\$59,999.40	Industrial Scientific Canada ULC	Hamilton Water
98610	EXTN	\$75,000.00	Westwood Painting Services Inc.	Energy, Fleet and Facilities Management
98611	EXTN	\$75,000.00	Northern Painters	Energy, Fleet and Facilities Management
88170	SGLE	\$75,900.00	McMaster University	Transit
88463	SGLE	\$91,294.00	R V Anderson Associates Ltd.	Hamilton Water
97987	SGLE	\$100,000.00	Binns Lock and Key Centre	Energy, Fleet and Facilities Management
98394	EXTN	\$100,000.00	Solenis Canada ULC	Hamilton Water

2021 Fourth Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
92967	SGLE	\$100,210.00	GM BluePlan Engineering Ltd.	Hamilton Water
86314	SGLE	\$110,516.97	Stantec Consulting Ltd.	Hamilton Water
95245	EXTN	\$130,120.00	Paragon Systems	Engineering Services
98021	SGLE	\$150,000.00	Ottawa Key Shop	Energy, Fleet and Facilities Management
98337	SGLE	\$164,000.00	R.E. Poisson Engineering	Hamilton Water
97988	EXTN	\$172,000.00	Wilcox Door Service Inc	Energy, Fleet and Facilities Management
94328	SGLE	\$179,950.00	R V Anderson Associates Ltd.	Hamilton Water
85215	SGLE	\$195,000.00	DTAH	Environmental Services
91268	SGLE	\$249,832.50	R V Anderson Associates Ltd.	Hamilton Water
98213	EMER	\$779,541.81	Fairway Electrical Services Inc.	Energy, Fleet and Facilities Management
98054	EXTN	\$1,250,000.00	Super Shine Janitorial Services Ltd.	Energy, Fleet and Facilities Management

PO No.	Type	Amount	Name	Department/Division
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# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	2021 Fourth Quarter Non-Compliance with the Procurement Policy Report (FCS21010(c)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Patricia Vasquez (905) 546-2424 Ext. 5972
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services & Corporate Controller Corporate Services
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-Compliance Forms.

## INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the fourth quarter of 2021.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the fourth quarter of 2021, there were sixteen (16) instances relating to the use of Policy 19, totalling \$290,237.70. The instances are summarized in Appendix "A" to Report FCS21010(c).

## APPENDICES AND SCHEDULES ATTACHED

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**SUBJECT: 2021 Fourth Quarter Non-compliance with the Procurement Policy  
Report (FCS21010(c)) (City Wide) - Page 2 of 2**

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Appendix "A" to Report FCS21010(c) – 2021 Fourth Quarter Non-compliance with the Procurement Policy Report

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## 2021 Fourth Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
<b>Corporate Services</b>			
98350	\$15,025.00	Compugen Inc.	Information Technology
No PO	\$479.99	Canada Computers and Electronics	Strategic Partnerships and Communications
<b>Healthy and Safe Communities</b>			
93492	\$50,000.00	Maggas Medical Inc.	Hamilton Paramedic Service
96279	\$30,000.00	S.T.O.P. Restaurant Supply	Lodges/Procurement
98504	\$4,865.00	Hamilton Physiotherapy Clinic	Lodges
98503	\$2,884.00	Hamilton Physiotherapy Clinic	Lodges
98178	\$800.09	Stericycle, ULC	Hamilton Fire Department
<b>Planning and Economic Development</b>			
98151	\$52,700.00	ASI Group Ltd.	Tourism and Culture
98063	\$18,700.00	East Mountain Animal Hospital	Licensing and By-law Services
97629	\$15,000.00	Sustainability Solutions Group Workers	Planning
<b>Public Works</b>			
No PO	\$32,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management
98562	\$22,555.52	Merlo Electric Inc.	Environmental Services
98266	\$15,760.00	KQM Manufacturing Inc. o/a TM Steel	Energy, Fleet and Facilities Management
97975	\$13,026.00	Crozier Enterprises Ltd.	Energy, Fleet and Facilities Management
97977	\$12,642.10	Anco Chemicals Inc.	Energy, Fleet and Facilities Management
No PO	\$3,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management



**2021 Fourth Quarter Non-Compliance with the Procurement Policy Report**

PO No.	Amount	Name	Division	Comments
<b>Corporate Services</b>				
98350	\$15,025.00	Compugen Inc.	Information Technology	Contract C17-09-17 Supply and delivery of Compugen Installation and Deployment Services for HP Servers. The vendor provided professional services for the installation and deployment of servers. These services are not included in the scope of work within the current vendor agreement C17-09-17. The procurement of these services was made without the proper procurement authority (i.e. competitive process or an approved Policy 11).
No PO	\$479.99	Canada Computers and Electronics	Strategic Partnerships and Communications	Procurement of an ultra wide monitor was made from a retail store rather than through the approved corporate contract for End user Computing Devices C17-01-17. The procurement of this good was made without the proper procurement authority.
<b>Healthy and Safe Communities</b>				
93492	\$50,000.00	Maggas Medical Inc.	Hamilton Paramedic Service	Contract C5-21-15 Supply and Delivery of Medical Oxygen for Fire and Paramedics expired Sept. 30, 2021. Although these goods are required to ensure continuous operations, the procurement was made without a new contract in place or without the proper procurement authority. A new contract has been recently awarded.
96279	\$30,000.00	S.T.O.P. Restaurant Supply	Lodges/Procurement	Current Policy #11 for the procurement of disposable products and kitchen supplies and equipment expired. Although these goods are required to ensure continuous operations at the Lodges, the procurement was made without a new contract in place or without the proper procurement authority.
98504	\$4,865.00	Hamilton Physiotherapy Clinic	Lodges	Contract C5-21-14 Supply and Delivery of Onsite Physiotherapy Services for Macassa Lodge expired and Policy 11s were issued to extend the contract through the pandemic. Although these services were required to ensure continuous service to Lodge residents, the procurement was made without a new contract in place or without the proper procurement authority. Council approval is now in place to continue with these services.
98503	\$2,884.00	Hamilton Physiotherapy Clinic	Lodges	Contract C5-21-14 Supply and Delivery of Onsite Physiotherapy Services for Wentworth Lodge expired and Policy 11s were issued to extend the contract through the pandemic. Although these services were required to ensure continuous service to the Lodge residents, the procurement was made without a new contract in place or without the proper procurement authority. Council approval is now in place to continue with these services.
98178	\$800.09	Stericycle, ULC	Hamilton Fire Department	The total cost of services to provide the supply, delivery and pick-up of biohazard waste containers and bags exceeded the amount allowable for Low Dollar Valued Procurements. Although these services were required to ensure continuous safe operations, the procurement of this service was made without a new contract or without the proper procurement authority. A new contract is now in place for this service.

Planning and Economic Development				
98151	\$52,700.00	ASI Group Ltd.	Tourism and Culture	The provision of Engineering Services at 240 Burlington Street East, including the procurement of radar monitoring services, had been provided by this vendor for a number of years and the cumulative value spent to 2020 exceeded the allowable amount for a Policy #11 Non-competitive Procurement single source (\$250,000). These services were conducted from May to October 2021 and were procured without a contract in place or without the proper procurement authority.
98063	\$18,700.00	East Mountain Animal Hospital	Licensing and By-law Services	Contract for the supply and delivery of after hours veterinary services. Due to shortages of veterinarians on duty with the City's current vendor, Animal Services officers have had to resort to procuring after hour veterinary services for injured and distressed domestic animals from other veterinary vendors. Although these animal services are regulated and must be provided to injured animals, the procurement of the services were made without a new contract in place or without the proper procurement authority. Animal Services Management is working with Procurement regarding the vendor's performance and considering alternatives.
97629	\$15,000.00	Sustainability Solutions Group Workers	Planning	The original scope of services to provide an update of the City's Net Zero Greenhouse Gas (GHG) Emissions model to reflect different growth options as part of the GRIDS 2 Project was amended to include additional services. The procurement of these additional services were made without the proper procurement authority.
Public Works				
No PO	\$32,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of concrete works at King Forest Golf Course #1. Expansion of the original scope of work was made prior to without the proper procurement authority.
98562	\$22,555.52	Merlo Electric Inc.	Environmental Services	Provision of power supply work for new LED Lighting at Mohawk Sports Park Diamond No. 3. The corporate contract for electrical services expired. These electrical services required for this project were procured without a new contract in place or without the proper procurement authority.
98266	\$15,760.00	KQM Manufacturing Inc. o/a TM Steel	Energy, Fleet and Facilities Management	Supply and installation of a new handrail at the Fire Training Centre Complex. A request for quotations was issued and awarded without utilizing the City's templated RFQ document as required under the Procurement Policy.
97975	\$13,026.00	Crozier Enterprises Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of new water fountains at Kinsmen Park and the Rail Trail Beach Hut. The supply and installation of wall mounted fountains were procured through a single source and without the proper procurement authority.
97977	\$12,642.10	Anco Chemicals Inc.	Energy, Fleet and Facilities Management	Supply and delivery of glycol to First Ontario Centre. The total cost for the supply and delivery of glycol for use at the First Ontario Centre ice plant exceeded the amount allowable for Low Dollar Valued Procurements. Although this good was required for the ice plant to be operational, the purchase of this good was made without a contract or without the proper procurement authority.
No PO	\$3,400.00	Finesse Contracting Ltd.	Energy, Fleet and Facilities Management	Supply and delivery of concrete works at King Forest Golf Course #2. The processing of invoices for work completed was incorrectly processed as a Low Dollar Value Procurement rather than an expansion of the original scope of work. Payment for the work was made without the proper procurement authority.



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance & Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	Annual Tax Arrears as of December 31, 2021 (FCS22011) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maria Di Santo (905) 546-2424 Ext. 5254 Rob Divinski (905) 546-2424 Ext. 6196
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## INFORMATION

Property taxation is the main source of revenue for municipalities to fund their operations. The City of Hamilton (City) must ensure that this primary source of revenue is protected and monitored closely. This Report focusses on the level of annual property tax arrears over the last five years and the resulting collection efforts employed by Taxation staff. The information in this Report is as of December 31, 2021, and therefore is inclusive of any impacts the ongoing pandemic may have had on property tax arrears.

The total arrears have continued to decrease over the last two years. The 2021 arrears are approximately \$3.7 million lower than 2020. This is in addition to the \$2 million reductions in 2020 when compared to 2019. The continued decrease in arrears experienced in 2021 was because Council approved Property Tax Assistance Program (which waived penalties, interest and administrative fees in response to the pandemic) was only applicable for a limited time in 2020, with no similar relief provided in 2021. One factor that may be contributing to the lower total arrears is the increase in the number of ownership changes that have occurred in the past two years. In 2021, there were approximately 14,500 ownership changes, compared to 10,000, 10,500 and 12,000 in 2018, 2019 and 2020 respectively. Despite this, the decline in total arrears, unfortunately, does not translate into fewer properties in arrears. The number of reminder notices, as well as water arrears charges added to the tax roll, continues to be high.

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**SUBJECT: Annual Tax Arrears as of December 31, 2021 (FCS22011) (City Wide) -  
Page 2 of 16**

Table 1 is an analysis of the tax arrears from 2017 to 2021.

**Table 1**

**5 Year Analysis of Tax Arrears**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
Total Arrears <sup>1</sup>	\$71,970,200	\$75,636,548	\$77,609,940	\$73,737,453	\$68,792,042
Increase/(Decrease) Over Previous Year	(\$3,666,338)	(\$1,973,932)	\$3,872,487	\$4,945,411	(\$13,978,592)
Percentage Increase/(Decrease)	(4.85%)	(2.54%)	5.25%	7.19%	(16.89%)
Current Taxes Levied <sup>2</sup> Plus Additions to Tax Roll	\$1,171,479,507	\$1,148,205,282	\$1,109,605,356	\$1,077,755,612	\$1,049,614,426
Increase/(Decrease) Over Previous Year	\$23,274,255	\$38,599,926	\$31,849,744	\$28,141,186	\$10,140,719
Percentage Increase/(Decrease)	2.03%	3.48%	2.96%	2.68%	0.98%
% of Total Arrears to Current Taxes Levied	6.14%	6.59%	6.99%	6.84%	6.55%
<b>Municipal Benchmarking Network Canada (MBNC) – Current Year's Tax Arrears as a % of Current Year Levy</b>					
Hamilton	TBD	3.6%	3.9%	4.1%	3.9%
Municipal Average <sup>3</sup>	TBD	3.2%	2.6%	2.5%	2.5%
<b>Municipal Benchmarking Network Canada (MBNC) – Prior Year's Tax Arrears as a % of Current Year Levy</b>					
Hamilton	TBD	2.7%	2.7%	2.6%	2.4%
Municipal Average <sup>3</sup>	TBD	2.0%	1.7%	1.6%	1.7%

**Total Arrears<sup>1</sup>** is inclusive of current and prior years, penalty and interest charges and charges added to the tax roll (i.e. water arrears, property standards charges, etc.). Exclusive of supplementary/omitted billings levied but not due as of December 31<sup>st</sup> of each respective year.

**Current Taxes Levied<sup>2</sup>** is exclusive of supplementary/omitted billings levied but not due as of December 31<sup>st</sup> of each respective year.

**Municipal Average<sup>3</sup>** of comparator Municipalities across Canada.

As identified in Table 1 above, 2021 saw a decrease in total arrears of approximately \$3.7 million, compared to 2020. The percentage of total arrears to current taxes levied of 6.14% in 2021 is the lowest in the last five years.

One of the reasons for the decrease in total arrears can be attributed to the record amount of property sales in the City of Hamilton over the last two years. Ownership changes in the tax software in 2021 of 14,499 is over 2,500 higher than 2020 (11,973) and almost 4,000 higher than 2019 (10,503). These are significant increases compared to what was seen previously. For example, the increase seen in 2019 was 550 more ownership changes than the year prior. Since one of the requirements on any sale of a

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property is that the property taxes must be paid in full on the closing of the sale, it is expected that the increase in sales over the last few years would have a dramatic impact on the overall decrease of outstanding tax arrears across the City as a whole. How this project in future years, is difficult to predict currently.

When looking at the results of the Municipal Benchmarking Network Canada (MBNC), although the City of Hamilton continues to be above the average of the comparator municipalities, the gap between Hamilton and the average is narrowing.

It should be noted that the total arrears on the tax roll are not exclusively for property taxes, but also includes penalty and interest charges, as well as other charges added to the tax roll (i.e. water arrears charges, property standards charges, development charges, POA charges, etc.). Where allowable under the *Municipal Act*, charges are added to the tax roll and collected in the same manner as property taxes. Although this practice simply transfers the arrears to the tax roll, it is an efficient and effective method of collecting non-property tax arrears. Charges added to the tax roll continue to increase even though the overall arrears have decreased.

Table 2 identifies the total amount of charges added to the tax roll on an annual basis. This amount increases every year, except for 2020, which was primarily due to the waiving of fees as approved by Council in response to the pandemic (Property Tax Assistance Measures (FCS20038)). The waiving of fees was not extended into 2021, and as such, charges added to the tax roll continued to increase in 2021.

**Table 2**

**5 Year Analysis of Charges added to Tax Roll**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
Charges added to Tax Roll	\$7,658,050	\$6,154,450	\$6,653,770	\$5,226,180	\$4,146,590
\$ Increase/ (Decrease) Over Previous Year	\$1,503,590	(\$499,320)	\$1,427,590	\$1,079,590	\$1,086,010
% Increase/ (Decrease) Over Previous Year	24%%	-8%	27%	26%	35%

It should be noted that water arrears continue to be the most significant charge added to the tax roll. Over the last five years (2017-2021), on average, water arrears attribute to 69% of the total annual charges added to the tax roll. In 2021 alone, water arrears made up 73% of the total charges added. Water arrears are transferred to the tax roll weekly. In 2021, an average of 450 water arrear charges were added weekly to the tax roll.

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**Breakdown of Tax Receivable by Property Class**

Table 3 provides a breakdown of the annual Taxes Receivable by major property class and the respective share to the overall total Taxes Receivable. The second portion of Table 3 identifies the number of properties with a balance owing at the end of the year, by major property class, and the respective share to the overall total number of properties with a balance owing at year-end.

**Table 3  
5 Year Analysis of Tax Receivable by Major Property Class**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
Taxes Receivable <sup>1</sup>	<b>\$84,394,273</b>	<b>\$87,610,501</b>	<b>\$88,844,463</b>	<b>\$83,598,660</b>	<b>\$79,954,701</b>
Vacant Land	\$4,559,714 5.40%	\$3,851,997 4.40%	\$3,376,527 3.80%	\$2,944,401 3.52%	\$2,580,918 3.23%
Farm/Managed Forest	\$2,226,561 2.64%	\$2,300,603 2.63%	\$2,402,659 2.70%	\$1,590,046 1.90%	\$1,931,372 2.42%
Residential	\$46,195,729 54.74%	\$51,386,229 58.65%	\$53,397,051 60.10%	\$50,275,034 60.14%	\$48,675,560 60.88%
Commercial	\$15,709,208 18.61%	\$15,765,595 18.00%	\$15,233,912 17.15%	\$16,311,790 19.51%	\$14,458,260 18.08%
Industrial	\$15,518,357 18.39%	\$14,253,920 16.27%	\$14,306,901 16.10%	\$12,435,451 14.88%	\$12,143,278 15.19%
Other	\$184,704 0.22%	\$52,160 0.06%	\$127,414 0.14%	\$41,939 0.05%	\$165,313 0.21%
<b># of Properties</b>	<b>19,605</b>	<b>18,868</b>	<b>21,968</b>	<b>19,288</b>	<b>17,582</b>
Vacant Land	533 2.72%	491 2.60%	525 2.39%	565 2.93%	645 3.67%
Farm/Managed Forest	461 2.35%	390 2.07%	487 2.22%	392 2.03%	382 2.17%
Residential	17,452 89.02%	16,814 89.11%	19,618 89.30%	17,191 89.13%	15,395 87.56%
Commercial	879 4.48%	870 4.61%	996 4.53%	802 4.16%	825 4.69%
Industrial	256 1.31%	287 1.52%	325 1.48%	333 1.73%	329 1.87%
Other	24 0.12%	16 0.08%	17 0.08%	5 0.03%	6 0.03%

**Tax Receivable<sup>1</sup>** is inclusive of supplementary/omitted billings levied but not due as of December 31<sup>st</sup> of each respective year and exclusive of credit balances or balances under \$5 as of December 31<sup>st</sup> of each respective year.

As shown in Table 3 above, the decrease in Taxes Receivable is primarily driven by the Residential property class. However, the reduction in the taxes receivable from 2020 to 2021 did not translate into a similar reduction in the number of properties with an amount owing. The number of properties increased compared to 2020. For Residential properties, although this class continues to account for approximately 89% of the total

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number of properties with a balance owing, the total amount owing has declined, with 2021 taxes receivable of \$46.2 million, being the lowest in the last five years.

It should be noted that Table 3 identifies all properties with a tax receivable of greater than \$5.00, therefore it is not an indication of the severity of a property's arrears. Some of the properties identified may be due to an unpaid charge added to the tax roll, unpaid penalty and interest as a result of a late payment or simply one missed instalment. For example, of the 19,605 properties with a balance at the end of 2021:

- 6,436, or 33% of these properties have a balance owing between \$5 and \$100;
- 1,955, or 10% of these properties have a balance owing between \$100 and \$250;
- 1,454, or 7% of these properties have a balance owing between \$250 and \$500;
- 866, or 4% of these properties have a balance owing between \$500 and \$750;
- 660, or 3% of these properties have a balance owing between \$750 and \$1,000;

Approximately 58% of the 19,605 properties with a balance owing at the end of 2021 had a balance owing of \$1,000 or less. With the 2021 average Residential tax bill of \$4,358, this could translate into simply one missed instalment.

**Breakdown of Property Tax Arrears by Ward**

To get a better indication of the severity of arrears, one must look at properties in 3 or more years in arrears. Table 4 is a breakdown of the number and percentage of properties by Ward that are in 3+ years arrears.

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Table 4

**Property Breakdown of Arrears per Ward**

Ward	January, 2022		January, 2021		January, 2020		January, 2019	
	# of properties in 3yrs+ arrears <sup>1</sup>	% of total ward	# of properties in 3yrs+ arrears <sup>1</sup>	% of total ward	# of properties in 3yrs+ arrears <sup>1</sup>	% of total ward	# of properties in 3yrs+ arrears <sup>1</sup>	% of total ward
1	65	0.61%	90	0.85%	97	0.94%	84	0.82%
2	101	1.13%	117	1.31%	125	1.44%	102	1.19%
3	221	1.60%	259	1.89%	290	2.14%	265	1.96%
4	138	0.94%	162	1.10%	176	1.20%	190	1.29%
5	77	0.63%	95	0.78%	104	0.87%	93	0.78%
6	80	0.64%	99	0.79%	119	0.95%	112	0.89%
7	82	0.58%	105	0.75%	134	0.96%	121	0.87%
8	74	0.65%	93	0.82%	83	0.74%	89	0.79%
9	98	0.81%	116	0.98%	101	0.88%	91	0.85%
10	89	0.57%	112	0.72%	130	0.87%	145	0.98%
11	72	0.66%	92	0.87%	108	1.09%	93	0.89%
12	122	0.72%	150	0.89%	160	0.96%	153	0.95%
13	80	0.64%	98	0.79%	112	0.90%	99	0.79%
14	57	0.57%	70	0.71%	82	0.83%	66	0.67%
15	71	0.60%	106	0.91%	134	1.23%	112	1.05%
<b>TOTAL</b>	<b>1,427</b>	<b>0.76%</b>	<b>1,764</b>	<b>0.94%</b>	<b>1,955</b>	<b>1.06%</b>	<b>1,815</b>	<b>1.00%</b>

# of properties in 3yrs+ arrears<sup>1</sup> is exclusive of supplementary/omitted billings completed in the second half of the year which may include billing for prior 2 years. Inclusive of properties with tax lien registered on title.

**2016 Census<sup>2</sup>** - Source: 2016 Statistics Canada semi-custom table by City of Hamilton (New) Ward Boundaries

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For comparison purposes, Table 4a identifies the average household income and owner versus renter split, as per the 2016 Census. Updated 2021 Census information is not yet available.

**Table 4a**

Ward	2016 Census <sup>1</sup>	
	Average Household Income	Owner/ Renter split in %
1	\$75,762	48%/52%
2	\$51,190	24%/76%
3	\$54,269	47%/53%
4	\$66,128	70%/30%
5	\$66,755	51%/49%
6	\$85,514	71%/29%
7	\$76,818	68%/32%
8	\$85,828	73%/27%
9	\$108,602	88%/12%
10	\$106,049	90%/10%
11	\$105,468	94%/6%
12	\$150,262	93%/7%
13	\$113,930	81%/19%
14	\$95,966	77%/23%
15	\$136,351	88%/12%
<b>TOTAL</b>	<b>\$87,775</b>	<b>68%/32%</b>

**2016 Census<sup>1</sup>** - Source: 2016 Statistics Canada semi-custom table by City of Hamilton (New) Ward Boundaries

Table 4 shows that although all wards have properties in significant arrears, the number of properties in significant arrears as of January 2022 have decreased across all the wards. Total properties in three years arrears has decreased roughly 19% from 1,764 properties in January 2021 to 1,427 properties in January 2022. The average percentage of properties in arrears has also seen a decrease from 0.94% in 2021 to 0.76% in 2022. This is the lowest percentage since we have been reporting these figures, which averaged 1.00% in 2019.

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Like prior years, Ward 3 continues to have the highest percentage of properties in 3 years arrears at 1.60% as of January 2022, while Wards 10 and 14 have the lowest at 0.57%. Over the four-year period:

- All wards have seen a reduction in properties in arrears from 2021
- Ward 15 saw the highest reduction from 2021 to 2022 at 0.31%
- Ward 3 had the highest percentage overall at 1.60%, however, the Ward also witnessed the second-highest decrease from 2021 to 2022 at 0.29%
- Wards 4 and 10 have seen a consistent yearly reduction since 2019

As of January 2022, the percentage of properties in 3 years arrears by ward ranged between 0.57% and 1.60% of the total number of properties in each ward, an improvement from January 2021 where the average ranged between 0.71% and 1.89% of the total number of properties in each ward.

Of the 1,427 properties identified in Table 4 above, approximately 175 properties have a lien already registered on title, with the remainder being at risk of a lien being registered in 2022, should the arrears not be adequately addressed. Approximately 89% of these properties are Residential or Residential with a Commercial component.

As far as demographics are concerned, staff do not have a “profile” of a taxpayer in arrears. Based on discussions with taxpayers, the reasons for being in arrears vary, however some common reasons include:

- Estate issues whereby the family is in the process of dealing with the estate or it is currently occupied by a surviving family member that is simply not addressing the property taxes or not expediting the settling of the estate promptly.
- Rental properties (i.e. single-family homes/condos not owner-occupied) where the property owner is assuming the tenant is paying the property taxes
- Charges added to the tax roll (i.e. water arrears, property standards charges, provincial offences fines, development charges, etc.)
- Taxpayers in financial hardship (i.e. due to job loss, divorce, illness or the death of one of the owners or family, etc.). These cases are referred to the Compassionate Appeal process, requiring taxpayers to apply annually by the application deadline and provide the required financial records and/or attending physician’s statement
- Taxpayers making incorrect/misinformed assumptions (i.e. assuming they are paying their property taxes through their mortgage, assuming they are in good standing on their monthly pre-authorized payment plan, assuming another family member/partner is paying the property taxes, etc.)
- Opting to pay just the minimum required to discharge the lien or to avoid the City registering a lien. As such, these taxpayers are always in arrears and continue to incur significant penalties and interest charges monthly.

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- Remnant parcels, non-buildable lots, vacant properties.
- Pending assessment appeal (i.e. choosing not to fully pay the taxes levied by assuming a successful outcome to their appeal that will eventually clear the arrears once processed).
- Opting to enter into a 2-year extension agreement once they are registered.

**Residential Tax Assistance Programs**

Unfortunately, there is a limited number of programs to assist taxpayers falling into arrears due to lower ability to pay. For the most part, the onus is on the taxpayer to contact the City to discuss options and available programs. Information is available on the City's website, as well as included in the tax information brochure mailed out with both the Interim and Final tax bills. The programs available to residential property owners include:

**Seniors (65+) Tax Rebate** – the 2021, rebate was \$200, requiring income of \$36,900 or lower and an assessed residential property value of \$495,800 or lower. Prior year taxes must be paid in full. In 2021 there were approximately 3,000 seniors that received the rebate.

**Deferral of Tax Increase for Low-Income Senior or Low-Income Persons with Disability** – the deferral requires an income of \$36,900 or lower and prior year taxes paid/deferred in full. In 2021 8 applications were approved to defer the property tax increase. As of December 31, 2021, there were 35 taxpayers with a deferral. Some taxpayers apply every year to defer the annual increase, while others have only applied once or applied periodically. Repayment of the deferral typically occurs on the sale of the property.

**Full Deferral for Low-Income Senior or Low-Income Persons with Disability** – the program allows for the deferral of the full property taxes, however requires an income of \$36,900 or lower and prior year taxes paid/deferred in full. In 2021 18 applicants deferred their 2021 property taxes. This number has remained relatively steady, except for 2018, being the first year of this program, with only 4 applicants. Of the 18 applicants in 2021, 3 new deferrals had not applied to defer their property taxes in the past. In 2021, 4 applicants repaid their full deferral amount. As of December 31, 2021, there are 22 taxpayers with a full deferral.

**Compassionate Appeals for Extreme Poverty or Sickness** – in 2021, the City received 25 applications. Of the 25 applications received, only four were awarded relief (ranging from 54% to 100% relief of their 2020 total property taxes), with the remaining (21 applications) being dismissed or withdrawn, either due to failure to appear or the income was too high. The average age of the applicants is 54 years old. Concerning

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the four applicants that were awarded relief, these applicants were from Wards 3, 4, 6 and 13.

The above relief programs have been available for many years, however, except for the Seniors Tax Rebate, there is minimal take-up.

**Penalty and Interest Analysis**

Table 5 identifies the penalty and interest charges applied to the tax roll accounts for amounts not paid by the due dates. In adherence to By-law 13-136 "A By-law to Set Penalty and Interest Rates", taxpayers are charged a penalty of 1.25% on the first day of default, then the interest of 1.25% per month (15% per year) thereafter, to all property taxes (inclusive of other charges added to the tax roll) past due, until paid in full. Penalty and interest charges are added the on first of the month, for the full month. The penalty and interest rate charged is the maximum allowable under the *Municipal Act* and is consistent with what most Ontario Municipalities charge. The high-interest rate acts as a deterrent for most taxpayers to avoid paying late or accumulating arrears, however, some taxpayers continue to pay late or allow the arrears to grow, regardless of the penalty and interest charges incurred.

As identified in Table 5 below, over the last five years, penalty and interest revenue have averaged approximately \$11.6M per year. The 2020 penalty and interest charges of \$11.5M were approximately \$550,000 less than the amount charged in 2019, yet still comparable to penalty and interest charges added to the tax roll in 2017 and 2018. The reduction experience in 2020 was primarily due to the Council-approved waiving of penalty and interest charges as per staff report Property Tax Assistance and Other Measures (FCS20038). The 2021 penalty and interest charges, where there was no further waiving of penalty and interest charges, reverted to 2019 levels.

**Table 5**

**5 Year Analysis of Penalty and Interest Charges**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
P&I charges added to the Tax Roll <sup>1</sup>	\$12,030,300	\$11,459,885	\$12,012,070	\$11,290,901	\$11,368,557
\$ Increase/(Decrease) over Previous Year	\$570,416	(\$552,185)	\$721,169	(\$77,656)	(\$1,166,206)
%Increase/(Decrease) over Previous Year	4.98%	(4.60%)	6.39%	(0.68%)	(9.30%)

**P&I charges added to the Tax Roll<sup>1</sup>** is net of adjustments (i.e. write-off of current year penalty and interest due to misapplied payment, reduction of taxes due to successful appeal, etc.)

Although there was a reduction in 2020, primarily due to the waiving of penalty and interest charges in response to the pandemic, significant revenue continues to be

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generated through penalty and interest charges for late payments. This is a cost borne exclusively by taxpayers who do not pay by the due dates. The City's collection efforts ultimately have an impact on this revenue. The more aggressive the City's collection efforts are, the less revenue in penalty and interest.

**Tax Collection Efforts**

The following identifies the steps taken by Taxation staff to ensure the protection and collection of property tax arrears, while adhering to requirements under the *Municipal Act, 2001*. There are several steps taken to ensure the City's taxes receivable are protected and ultimately collected:

- Arrears are indicated on both tax billings (Interim tax bill mailed out in early February and Final tax bill mailed out in early June)
- Setting the penalty and interest rate at the maximum allowable under the *Municipal Act* (1.25% per month / 15% per year) – this rate is identified on all tax bills and reminder notices, so taxpayers are aware of the cost of falling into arrears
- From 2015 - 2019, the City's practise was to issue four reminder notices per year (in March, May, July and October, being the months following each instalment due date). Staff report "Strategies to Reduce Property Tax Arrears (FCS19077)" approved by Council recommended increasing the frequency from the existing four reminder notices per year to seven reminder notices per year effective January 1, 2020. The additional three mailings are in August, November and December. The additional reminders do appear to have a positive effect on collections.
- An annual letter is sent in January to all properties in 3+ years in arrears, advising the taxpayer a lien will be registered should the arrears not be dealt with. Taxpayers are made aware that should a lien be registered, any interested parties registered on title, such as a mortgage company, will be notified of the arrears.
- For taxpayers who ignore the 3+ years in arrears letters, liens are registered on title and notices are sent to anyone on the title, including mortgage holders. The approved user fee to cover the City's costs for the registration of delinquent accounts is also added to the tax roll account. Tax staff monitor all properties in 3+ years in arrears, registering liens in order of largest arrears. Due to the pandemic, there was a freeze in registrations for a large part of 2020. Staff

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resumed registration of liens in September 2020. In 2021, registration volumes returned to pre-covid levels.

- On average, the City runs two tax sales per year. This is the last step in the collection of property tax arrears. For the most part, arrears are settled before the tax sale, by either the property owner or their mortgage company. For properties that do go to tax sale, the arrears are paid by the proceeds of the successful bidder. Due to the pandemic, no tax sales were held in 2020 or 2021.

When analysing arrears and arriving at an acceptable level of collection, the level of arrears compared to the assessed value of the property will be considered to minimize all risk of eventually collecting the arrears, should the City need to proceed to tax sale. For the most part, a property's assessed value far exceeds their property tax arrears.

Table 6 identifies the number of reminder notices mailed out in March, May, July and October and commencing in 2020 also in August, November and December, as well as, the number of properties in arrears as of year-end.

**Table 6**

**5 Year Analysis of Reminder Notices issued**

	2021	2020	2019	2018	2017
# of March Reminders	18,956	19,342	18,995	18,409	19,859
# of May Reminders	22,599	29,614	21,610	21,514	22,723
# of July Reminders	22,438	26,707	21,111	20,516	21,125
# of Aug Reminders	15,345	16,062	N/A	N/A	N/A
# of Oct Reminders	25,499	25,518	22,978	23,298	24,544
# of Nov Reminders	17,255	17,363	N/A	N/A	N/A
# of Dec Reminders	13,138	13,617	N/A	N/A	N/A
# of Properties billed <sup>1</sup>	183,685	180,917	178,841	177,258	175,961
# of Properties in Arrears at year-End	19,604	18,868	21,968	19,288	17,582
% of Properties in Arrears	10.67%	10.43%	12.28%	10.88%	9.99%

# of Properties billed<sup>1</sup> in the June final property tax billing for each respective taxation year.

As Table 6 illustrates above, the number of reminder notices issued is consistent year over year, except for the May and July reminders in 2020, where some taxpayers took

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advantage of the waiving of penalty and interest and did not pay by the due date. Reminder notices are mailed to all taxpayers with a balance of \$50 or greater.

There is typically an increase in reminder notices mailed out in May and October, due to taxpayers forgetting the second instalment of their Interim or Final property tax bill. A newspaper ad is also published in the local paper to remind taxpayers of the upcoming instalment due date. Regardless of this collection effort, some taxpayers will continue to misplace or lose their tax bills, sell/purchase property and pay on their previous roll number in error, or simply ignore the reminder notices until they risk being registered with a tax lien.

As shown in Table 6, the additional reminders have assisted in collections, as the number of reminder notice mailed out during these months were significantly lower than the other months. By the end of 2021, approximately 10.7% of the total number of properties billed had not paid their property taxes in full, a slight increase from 2020, however an improvement from 2019 where 12.3% of the properties had not paid their property taxes in full.

### **Tax Registration**

Table 7 on the following page breaks down the number of properties yearly, that is in arrears three years or more. The annual 3+ years in arrears letters (typically mailed out mid to late January), elicit several responses ranging from promises to pay, payment arrangements, payment of the minimum amount required to discharge the lien (third year in arrears) and payment in full. Unfortunately, some taxpayers simply ignore the City's letter.

Taxation staff sorts and monitors these arrears into different categories (i.e. properties with payment arrangements, properties that will pay in full, properties that can only settle the third year, properties that have not contacted the City, etc.). Staff then begin to register liens on those who have ignored their arrears and our letter, starting with the properties with the largest arrears. Staff also monitor arrears of taxpayers who have made promises and move them into the registration process if those promises are not kept. It has been the practice of Taxation staff to show compassion for taxpayers in financial difficulty and will work with the taxpayer to allow them some time, within reason, to sort out their financial affairs.

The tax registration and sale of properties are regulated under Part XI of the *Municipal Act, 2001*. Once a property is eligible to be registered, an extensive title check is required to determine who is registered on the title. Once the lien is registered, Taxation staff must send notices within 60 days to all parties registered on title. The full cost of this process is added to the tax roll account, as per the annual Council approved user fee by-law. In many cases, Mortgage companies will act to protect their interest and work with the taxpayer on the arrears or use their Power of Sale legislation.

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If the tax arrears are not addressed on receiving the Notice of Registration, then Final Notices must be sent after 280 days of registering a lien. A tax sale cannot take place before one year (365 days) has passed since the registration of the lien.

In 2020, there was a freeze in registrations under Ontario Regulation 73/20. All deadlines about the Municipal Act and Municipal Tax Sale rules were suspended from March 16, 2020, to September 11, 2020. Taxation staff resumed registering liens once the 180-day suspension period expired.

Table 7 identifies how many properties, per year, receive 3+ years in arrears letters versus how many are registered.

**Table 7**

**5 Year Analysis of Tax Registration / 3+ years in Arrears Letters issued**

	2021	2020	2019	2018	2017
3+ years in Arrears letters <sup>1</sup>	1,172	1,275	1,181	1,203	1,288
Increase / (Decrease) over Prior Year	(103)	94	(22)	85	4
Properties Registered with Tax Lien	415	210	452	360	310
% in Arrears for 3+ years Registered with Tax Lien	35.4%	16.5%	38.3%	29.9%	24.1%

**3+ years in Arrears letters<sup>1</sup>** mailed out in January of each respective year. Properties in receipt of a letter exclude properties that recently were issued a supplementary/omitted tax bill (which may include billing for prior 2 years), properties with a tax lien already registered on title, properties on the arrears pre-authorized payment plan, properties with arrears less than \$250 and properties on an approved payment plan which will clear their 3<sup>rd</sup> year arrears amount prior to the end of Q3 in the current year.

As reflected in Table 7 above, over the last five years, Taxation staff typically register approximately 310 to 450 liens per year. Due to the pandemic, the registration of 210 liens in 2020 was the City's lowest over the last five years. This was due to the freeze in registering liens under Ontario Regulation 73/20. Although the number of 3+ Years in Arrears letters sent in 2021 was the lowest over the last five-year period, staff still registered over 400 liens, with the percentage of liens registered to be the second-highest over this period at 35.4%. Staff on average have registered liens on 28.60% of the letters issued over the last five-year period.

Although the *Municipal Act* was amended in 2017 to allow the registration of liens for properties in 2+ years arrears, staff are not recommending doing so at this time. Doing so would increase the number of properties that could potentially be registered by over 2.5 times. Based on existing resources, Taxation staff will continue to register at three years in arrears. As the City has priority lien status and ultimately can collect the

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property taxes levied, any proposed change to the status quo would need to balance the expected resulting reduction in total tax arrears with the added costs for additional staff resources required, potential loss of penalty and interest revenue and impacts to taxpayers in financial difficulty.

**Tax Sale of Properties**

The actual tax sale of a property is the final step of the process and one with serious consequences. When a property goes to tax sale, several of the properties generally get rectified by the owners and pulled from the tax sale. Every effort possible is made to allow property owners to keep their properties by settling the arrears themselves. For many of the properties that go to tax sale, properties may also have large property standard charges and/or water arrears added to the tax roll, as well as Federal and/or Provincial liens. The City must also deal with estate issues where no will exists. A further issue is where slivers of properties have been created and have been over-valued, and where the only means to rectify the problem is through the tax sale process.

Of the properties that end up going through to the final bidding process of a tax sale, there are three potential results:

1. They sell for at least the minimum bid (taxes owing including all charges and fees added to the tax roll) and the City recovers all that is owed.
2. They do not sell (no acceptable bids are received) and the property is not vested to the City due to liability concerns. These properties are then dealt with by the City's process for potentially contaminated properties or re-evaluated by the Municipal Property Assessment Corporation (MPAC) to a reasonable value for unbuildable land and left in the current owner's name.
3. They do not sell (no acceptable bids are received) and the property is vested to the City. City Real Estate staff would then attempt to sell the properties vested, at which time a report goes to Council to write-off any difference between what it sold for and the property taxes owing.

Table 8 confirms that most property tax arrears are eventually settled, with relatively very few properties required to proceed to tax sale. As shown below, no tax sales were held in 2020 or 2021 due to the pandemic. It is expected that tax sales may resume in 2022.

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**Table 8****5 Year Analysis of Tax Sales**

	2021	2020	2019	2018	2017
Letters sent advising of impending tax sale	0	0	40	37	42
Properties advertised for tax sale	0	0	20	18	8
<b>% to Tax Sale</b>	<b>N/A</b>	<b>N/A</b>	<b>50.0%</b>	<b>48.6%</b>	<b>19.0%</b>
Rectified by Taxpayer	0	0	16	14	5
<b>%Rectified</b>	<b>N/A</b>	<b>N/A</b>	<b>80.0%</b>	<b>77.8%</b>	<b>62.5%</b>
<b>Sold at Tax Sale</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>% Sold at Tax Sale</b>	<b>N/A</b>	<b>N/A</b>	<b>20.0%</b>	<b>22.2%</b>	<b>37.5%</b>
No Bids Received	0	0	0	0	0
<b>% with No Bids</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
Sold at a later date by Real Estate	0	0	0	0	0

As shown in Table 8 above, most arrears are rectified by the taxpayer even after the property is advertised for tax sale. The actual number of properties that eventually are sold at a tax sale to collect the arrears ranges from just 3 to 4 properties per year over the last 3 years where the City held tax sales. This represents less than 0.002% of the total number of properties.

**APPENDICES AND SCHEDULES ATTACHED**

None

MD/dw

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# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance & Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	Annual Assessment Appeals as of December 31, 2021 (FCS22010) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maria Di Santo (905) 546-2424 Ext. 5254 David Janaszek (905) 546-2424 Ext. 4546
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services and Taxation and Corporate Controller Corporate Services Department
<b>SIGNATURE:</b>	

## INFORMATION

### Introduction

This staff report is intended to keep Council apprised of the trends in assessment appeals over the last five years. The information in this Report is as of December 31, 2021, and therefore is inclusive of any impacts the current covid-19 pandemic may have had on the City of Hamilton (City's) supplementary/omitted tax revenues or on appeals. It should also be noted that the appeals processed in 2021 would have commenced well before the City started taking a more active role in appeals. The appeals in which the City is now actively participating in are in the early stages of the appeals process.

At a high level, the pandemic did not appear to have a negative impact on the Municipal Property Assessment Corporation (MPAC)'s ability to capture growth or on the Assessment Review Board (ARB)'s ability to proceed through the appeal process. The City, MPAC and the ARB were able to successfully adjust work processes to continue required tasks and avoid significant delays, while still adhering to Public Health guidelines. However, the pandemic does appear to have some impact on appeals being filed (where the property owner is seeking relief due to covid) and supplementary / omitted revenues (projects taking longer to complete due to the lack of readily available materials and labour).

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### Assessment Base Growth

Assessment growth is the change in the assessment base due to the addition of new developments, as well as changes in the assessment of existing properties.

Table 1 below shows the positive gains over the last five years due to supplementary/omitted billing revenues. Under the *Assessment and Municipal Acts*, assessments and property taxes can be retroactively billed after the final roll is returned for the current year (referred to as supplementary taxes) and the prior two years (referred to as omitted taxes).

**Table 1**  
**Five Year Analysis of Supplementary / Omitted Tax Revenues**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
Supplementary/Omitted Revenues	\$10,831,700	\$13,093,600	\$10,525,700	\$10,394,300	\$11,211,100
Loss due to Appeals	(\$15,831,800)	(\$8,460,200)	(\$5,462,200)	(\$3,888,500)	(\$7,229,500)*
Net – Supplementary Revenues less Appeals	(\$5,000,100)	\$4,633,400	\$5,063,500	\$6,505,800	\$3,981,600

\*Exclusive of City Housing properties exemption from property taxes in 2017 (Municipal Capital Facility by-law)

The five-year average for supplementary/omitted municipal property tax revenue is approximately \$11.2 million. This revenue is contingent on the volume of new development, the type of development, the length of construction, and ultimately MPAC's ability to timely reflect the new development on the assessment roll. As shown above, the 2020 supplementary/omitted revenues of \$13.1 million are the highest over the last five years. The supplementary/omitted revenues in 2021 of \$10.8 million were significantly lower than 2020, and more in line with revenues recognized in 2017-2019.

Typically, Residential assessment growth accounts for most of the overall revenue, however, that was not the case in 2021. Had it not been for a few large non-residential developments captured by MPAC in late 2021, the 2021 supplementary/ omitted revenues would have been the lowest in the last five years. The ongoing pandemic could be seen as an influencing factor. Staff report 2021 Assessment Growth (FCS22014) (February 25, 2022, General Issues Committee), cited the following for the lower growth seen in the Residential property class for 2021: "*Construction activity, not only in Hamilton but across the country, has been affected by the COVID-19 pandemic resulting in a lack of readily available materials (reduced output, delays in deliveries) and labour (required social distancing, reduced workforce) which has led to project delays of several weeks.*"

To further impact the overall net 2021 position, was a significant number of large appeals processed in 2021. The above table shows that in 2017-2020, the City's

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supplementary and omitted tax revenues has resulted in a net positive increase in municipal property taxes when considering the offsetting losses due to appeals. However, that was not the case in 2021, which, on the contrary, resulted in a net loss of \$5 million. The significant amount of appeals processed in 2021 far exceeded the revenue from supplementary and omitted billings in the same year.

### Assessment Base Erosion

Assessment base erosion is the depletion of the assessment base due to assessment appeals, requests for reconsideration and *Municipal Act* tax applications.

The figures reflected in Table 2 are municipal property tax reductions from the following processes: Assessment Review Board (ARB) appeals, MPAC Request for Reconsideration (RfR), Post Roll Amended Notices (PRAN) and *Municipal Act* tax applications (under section 357/358 of the *Municipal Act*).

**Table 2**  
**5 Year Analysis of Appeals/Tax Reduction by Property Type**

	12/31/2021	12/31/2020	12/31/2019	12/31/2018	12/31/2017
Loss due to Appeals	-\$15,831,800	-\$8,460,200 <sup>3</sup>	-\$5,462,200	-\$3,888,500 <sup>2</sup>	-\$19,842,700 <sup>1</sup>
<b>Taxes Lost by Property Type</b>					
Commercial	-\$9,893,400 62.5%	-\$2,593,800 30.7%	-\$3,384,600 62.0%	-\$1,573,200 <sup>2</sup> 40.5%	-\$4,095,000 20.6%
Taxable to Exempt	-\$321,400 2.0%	-\$586,800 6.9%	-\$164,000 3.0%	-\$41,600 1.1%	-\$12,646,400 <sup>1</sup> 63.7%
Farm/Managed Forest	-\$490,500 3.1%	-\$526,600 6.2%	-\$247,400 4.5%	-\$266,400 6.9%	-\$217,000 1.1%
Industrial	-\$3,605,000 22.8%	-\$1,898,900 22.4%	-\$560,400 10.3%	-\$1,019,000 26.2%	-\$1,506,500 7.6%
Residential	-\$1,521,500 9.6%	-\$2,854,100 <sup>3</sup> 33.7%	-\$1,105,800 20.2%	-\$988,400 25.4%	-\$1,377,800 6.9%

<sup>1</sup> inclusive of \$12.6M loss due to City Housing exemption (via Municipal Capital Facility by-law)

<sup>2</sup> inclusive of \$550,000 benefit due to the settlement of the City's appeal of Flamboro Downs

<sup>3</sup> inclusive of \$1.1M loss due to retirement of roll number for large residential development (this amount was offset through Supplementary/Omitted tax revenue).

Appeals on a property's value is a constant risk to the City's assessment base. As such, through the budget process, the City recognizes that assessments will be challenged and lost. The expected loss of property tax revenue due to the reduction of assessment values is budgeted annually (2021 budget = \$7.3 million), with additional allowances set aside for more significant, multi-year appeals. The five-year average municipal property tax revenue loss due to the combined impacts of Assessment

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Review Board (ARB) appeals, MPAC Request for Reconsideration (RfR), Post Roll Amended Notices (PRAN) and *Municipal Act* tax applications (under section 357/358 of the *Municipal Act*) equates to approximately \$8.1 million, or just over 0.8% of the 2021 Municipal tax levy. This 5-year average municipal property tax revenue loss takes into account the higher-than-normal amount of appeals processed in 2021 and is exclusive of the anomalies noted in Table 2 (being the City Housing exemptions processed in 2017, the Flamboro Downs positive settlement processed in 2018 and the retirement of the roll for the large development fully offset by supplementary/omitted tax revenue in 2020). The 5-year average before 2021 (for 2016-2020) was significantly lower, at \$6.9 million.

As can be seen from Table 2, the actual loss in Municipal property tax dollars can vary widely from year to year and by property class. As such, it is difficult to predict annual losses, as the loss would depend on when the appeal/request for reconsideration is ultimately resolved. As appeals are typically filed for the same property every tax year, an increase in the municipal property tax revenue loss is typically experienced in the year in which significant multi-year appeals are settled.

The 2021 loss of \$15.8 million is the highest in the last five years, after adjusting the 2017 appeals to exclude the City Housing Exemption. Not only is 2021 the highest, but it is significantly higher than the prior four years (two to three times the loss in previous years). This reflects a large number of appeals resolved in 2021 with high assessed values and/or multiple assessment cycles, resulting in a larger impact on municipal tax revenue.

Some of the more significant ARB appeals resolved in 2021 include ArcelorMittal Dofasco (for taxation years 2017-2021); Centre Mall on Barton (for taxation years 2013-2021); SmartCentres Hamilton Southeast (Walmart) (for taxation years 2009-2021); Fortinos (Rymal Rd) (for taxation years 2009-2016 and 2018-2021); Mountain Shopping Plaza (for taxation years 2017-2020); Home Depot, Best Buy, Michaels etc (Stone Church Rd) (for taxation years 2017-2021); Eastgate Mall (for taxation years 2017-2020); Canada Bread (for Taxation years 2018-2021); South Hamilton Square (for taxation years 2013-2020) and Jackson Square (portion) (for taxation years 2017-2020). These 10 appeals alone (both due to the assessed value and/or the number of years that were settled) account for 55% of the total \$15.8 million municipal tax loss experienced in 2021. It should be noted that although the City is now more actively involved in appeals, the appeals process in 2021 commenced prior to the City's more active involvement. These would be the type of appeals the City would participate in moving forward.

The new Rules of Practice and Procedure ("Rules") introduced by the ARB in 2017, coupled with further changes to expedite appeals filed prior to 2017 (by adapting a new shortened 18-week timeline for the Schedule of Events ("SOE") to ensure most of the

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older “Legacy” appeals were dealt with by 2021) may be one reason for the higher volume of appeals processed in 2021. In addition, the ARB implemented further revisions to the Rules and effective April 1, 2021, the SOE for appeals within the General stream, which consists of non-residential properties, was further reduced from 66 to 40 weeks which is also likely contributed to the closure of many outstanding appeals in 2021.

The extent to which the ongoing pandemic may result in the significant increase of successful appeals is unknown at this time, however, MPAC has publicly stated that any Request for Reconsideration received for the 2020 and 2021 taxation years that specifically sites Covid-19 as the reason for a reduction in the property’s value, would be rejected. The rationale is that any influence the Covid-19 pandemic may have on property values were not in effect on January 1, 2016, being the current valuation date. On the City’s part, numerous Municipal Act Appeals citing covid were received in 2021 and subsequently denied. Some of these have proceeded to appeal to the City’s rejection of the ARB. These appeals are pending.

In 2019, City Council approved By-law 19-098 “Delegation of Authority to the Treasurer and Deputy Treasurers with Respect to the Adjustment of Taxes and Payments In lieu of Taxes” which delegated authority to staff to hold meetings, provide notice and make decisions for the adjustment of property taxes about Municipal Act Appeals (Section 357 and 358 of the Municipal Act) and Apportionments (Section 356 of the Municipal Act). Due to the pandemic, City staff were able to proceed with these meetings virtually.

Municipal Act Appeals (Section 357 and 358):

In 2021, staff held six virtual meetings, resulting in the processing of 215 tax applications under section 357/358 of the *Municipal Act*. These applications resulted in a total loss of \$918,800, of which \$636,100 was the municipal portion. This \$636,100 reduction in municipal taxes is included in the 2021 appeal loss of \$15.8 million in Table 2 of this Report. It is important to note that some of the assessment reductions under section 357/358 of the *Municipal Act* may in turn lead to assessment growth. Where a property’s assessment is reduced due to a fire or demolition, assessment subsequently may increase due to a renovation or new development ultimately leading to an increase in property taxes. Some of these losses also pertain to City acquired properties changing from taxable to exempt.

In 2021, 27 Municipal Act Appeal applications were received citing covid under “Damaged by Demolition or otherwise - 357(1) (d) (ii)”. Consistent with the documentation received by MPAC and the Province, all these applications were denied by the City. The rationale is that damage due to covid is not physical, which is the intent of the relevant section of the Municipal Act. Some of the applications denied have proceeded to appeal the City’s decision to the ARB. These appeals are pending however the City will be actively participating in these appeals.

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Apportionments (Section 356):

Current assessment, and therefore the resulting property taxes levied, may not recognize that a property has been subject to a land severance. The apportionment of land taxes levied for a particular year(s) may need to be apportioned amongst newly created parcels of land. Section 356 of the *Municipal Act, (2001)* permits such an apportionment. When original blocks of land are severed into newly created lots, there is no overall financial impact or property tax loss to the City, as taxes owing against the original parcel of land are transferred to the new parcels. MPAC produces severance information forms for the assessment originally levied on the original parcels of land and identifies the split of assessment amongst the newly created lots.

In 2021, staff held three virtual meetings for the approval of tax apportionments, resulting in the processing of 11 tax apportionments into 39 newly created rolls (inclusive of the originating roll). Although there is no financial impact to the City, following this process, property taxes often increase for the newly created parcels resulting from an increase in the property's assessment due to new construction or development that has occurred. The volume of tax apportionments processed in 2021 was significantly lower than 2020, as the large volume in 2020 was due to the clean-up of prior years' backlog.

Portions of properties that become public roadways are processed under the apportionment process as Land, not Assessed. These have a minimum dollar impact. Apportionments processed as Land not Assessed in 2021 resulted in a minimal \$14,500 municipal tax loss.

**Current State of Assessment Appeals at the City**

Assessment appeals are not unique to the City of Hamilton. The issue of the loss of commercial and industrial assessments is province-wide. As the Municipal Property Assessment Corporation (MPAC) is responsible for the property assessment, municipal property tax revenues hinge on how well their assessment holds up when challenged by taxpayers and highly trained assessment consultants. It is a common practice for assessment consultants to automatically file appeals on business properties, regardless of the assessment returned by MPAC. As the assessment of business properties is complex, with multiple variables, assessment consultants simply need to prove the inaccuracy of one of these variables which, in most cases, may ultimately warrant some type of reduction in the assessed value.

Table 3 below shows the number of properties with outstanding ARB appeals by CVA (Current Value Assessment) Cycle:

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**Table 3**

**Outstanding appeals by Assessment Value and Number**

	<b>2021- 2017 Assessment Cycle (2016 CVA)</b>	<b>2016 – 2013 Assessment Cycle (2012 CVA)</b>	<b>2012 – 2009 Assessment Cycle (2008 CVA)</b>	<b>2008 – 2006 Assessment Cycle (2005 CVA)</b>
CVA under Appeal	4,298,800,473	54,608,282	0	0
# of properties by taxation year <sup>1</sup>	420	6	0	0

<sup>1</sup> a property will be identified multiple times if the appeal extends multiple taxation years

Table 3 highlights the magnitude of the number of current outstanding appeals for properties within the City of Hamilton. The assessment values in Table 3 are the cumulative property values under appeal. Since the same property can be appealed every year, it also includes the assessed value of the same property for every year an appeal is filed (i.e. 4 times in the 4-year assessment cycle). Some of these appeals will be withdrawn or settled for no reduction, while others may be settled anywhere from a loss of 1% to 30% of the assessment, leading to a loss in municipal property tax dollars.

Due to the significant amount of appeals processed in 2021, these figures have declined significantly compared to prior years. Currently, the largest appeals pertain to retail properties, shopping centres/plazas and industrial properties.

Due to the Province postponing the reassessment, current property values are still based on a valuation date of January 1, 2016. This has facilitated settled appeals carrying the settled (lower) value onward to future years and therefore, for the most part, subsequent appeals are not filed. This will change once the next reassessment occurs, as it is expected most large non-residential properties would file an appeal, regardless of the outcome of the appeal on the 2016 value. To date, the Province has not announced when the next reassessment will occur or the valuation date in which properties will be valued.

### **Proactive Assessment Base Management Program**

As approved by Council, the City is more actively participating in appeals. This unfortunately does not mitigate appeals already settled or commenced, however will hopefully mitigate future impacts. The City commenced a more active role in the appeal process for significant appeals where Statement of Issues was received in early 2021.

The roster of assessment professionals, as per approved recommendations in the staff report "Use of External Services for Tax Assessment & Appeals (FCS20005)", was established in June 2021, with the first assignment issued in late 2021. This roster will be used to help manage the City's assessment base in conjunction with existing Taxation staffing resources. The external costs incurred in 2021 were minimal (\$3,100)

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simply due to the late start. It is expected these costs will increase significantly in 2022. Staff will continue to report on the external costs incurred, resulting from the City's more active participation, in the annual assessment appeals report.

As reflected on Appendix "A" to Report FCS22010 ("Listing"), effective January 1, 2021, the City is actively participating in Assessment Act appeals for 26 properties, representing a total estimated potential municipal tax loss of \$15,836,000. The City's more active participation in these appeals is intended to mitigate this potential municipal tax loss as much as possible, and in some cases, where the City is, in turn, seeking an increase to the value returned by MPAC, a potential gain. As shown in Appendix "A", these appeals are primarily for commercial and industrial properties. Two of the appeals were withdrawn and closed in 2021, thereby mitigating 100% (or \$456,000) of their respective estimated potential municipal tax loss.

In addition, Appendix "A" to Report FCS22010 ("Listing") also identifies four Assessment Act appeals that the City was actively participating in prior to January 1, 2021, two of which were resolved through settlement, thereby mitigating the estimated potential municipal tax loss by \$1,385,000. Included in this list is the Assessment Act appeal for the Stelco property which was initiated by the City in early 2018. This appeal progressed to a full hearing in February 2022. It is anticipated that the ARB will release its decision for the Stelco appeal in the latter half of 2022.

Actively participating in appeals is just one component of protecting and growing the assessment base. Once fully developed, the Proactive Assessment Base Management Program will also include, but is not limited to, the following activities:

- Work with MPAC on proactively managing assessment base
- Analysis of the assessment roll with specific attention to exempt properties, annual changes, under-assessed properties, and property tax classifications
- Review of supplementary and omitted assessment
- Study of assessment to sale ratio
- Analysis of vacant land value and property tax classification to zoning
- Tracking of building permits, draft plans of subdivision, condo plans and severances
- Review of City-owned properties
- Initiate appeals to the ARB for issues that cannot be addressed by other means

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – Assessment Act ARB Appeals Property Listing ("Listing")

MD/dw

## Assessment Act ARB Appeals Property Listing ("Listing")

### Pre-2021 (City was initially participating)

Property Address	Property Type	Appeal Status	Total Estimated Potential Municipal Tax Loss	Total Municipal Tax Loss Mitigated (net of external costs)	
				\$	%
386 Wilcox St <sup>1</sup>	Industrial	Open	\$0	TBD	TBD
745 Nebo Rd	Industrial	Closed - Settlement	\$1,640,000	\$1,197,000	73.0%
4-50 Horseshoe Cres	Commercial	Closed - Settlement	\$626,000	\$188,000	30.0%
501-565 Sanatorium Rd	Commercial	Open	\$812,000	TBD	TBD
<b>Total to Date</b>			<b>\$3,078,000</b>	<b>\$1,385,000</b>	

### Effective Jan 1, 2021 (City's more active participation)

Property Address	Property Type	Appeal Status	Total Estimated Potential Municipal Tax Loss	Total Municipal Tax Loss Mitigated (net of external costs)	
				\$	%
181 John St N	Multi-residential	Closed - Withdrawn	\$372,000	\$372,000	100.0%
1266 South Service Rd	Commercial	Closed - Withdrawn	\$84,000	\$84,000	100.0%
130 Mud St E	Commercial	Open	\$946,000	TBD	TBD
52-76 Dundas St E	Commercial	Open	\$353,000	TBD	TBD
675 Upper James St <sup>1</sup>	Commercial	Open	\$366,000	TBD	TBD
14 Martindale Cres	Commercial	Open	\$148,000	TBD	TBD
999 Upper Wentworth St	Commercial	Open	\$5,976,000	TBD	TBD
2110-2140 Rymal Rd E	Commercial	Open	\$698,000	TBD	TBD
515 Victoria Ave N	Industrial	Open	\$373,000	TBD	TBD
40 Bay St S	Commercial	Open	\$199,000	TBD	TBD
68 George St	Commercial	Open	\$118,000	TBD	TBD
130-150 King St E	Commercial	Open	\$1,331,000	TBD	TBD
640 Mohawk Rd W	Commercial	Open	\$580,000	TBD	TBD
80-90 Dundas St E	Commercial	Open	\$245,000	TBD	TBD
1 King St W	Commercial	Open	\$200,000	TBD	TBD
158-166 Upper Mount Albion Rd	Commercial	Open	\$184,000	TBD	TBD
116 King St W	Commercial	Open	\$148,000	TBD	TBD
75 Centennial Pky N	Commercial	Open	\$1,016,000	TBD	TBD
1565 Upper James St	Commercial	Open	\$340,000	TBD	TBD
617-659 Parkdale Ave	Commercial/Industrial	Open	\$285,000	TBD	TBD
669 Nebo Rd	Industrial	Open	\$442,000	TBD	TBD
286 Sanford Ave N	Commercial	Open	\$292,000	TBD	TBD
1151-1171 Upper James St	Commercial	Open	\$58,000	TBD	TBD
505 Woodward Ave <sup>1</sup>	Industrial	Open	\$419,000	TBD	TBD
0 Industrial Dr	Industrial	Open	\$270,000	TBD	TBD
210 Centennial Pky N <sup>1</sup>	Commercial	Open	\$393,000	TBD	TBD
<b>Total to Date</b>			<b>\$15,836,000</b>	<b>\$456,000</b>	


<sup>1</sup> The City is seeking an increase to the value returned by MPAC





Hamilton

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015(a)) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Sunil Anrigh Project Manager, Community Inclusion & Equity (905) 546-2424 ext. 4073 Pauline Kajiura Manager, Community Initiatives (905) 977-1589
<b>SUBMITTED BY:</b>	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION:

At its meeting on August 13, 2021, Council approved the following motion:

That the Director of Government Relations and Community Engagement be directed to work with local leaders of the National Council of Canadian Muslims to determine what dedicated local funding may be required to fulfil community-based anti-Islamophobia initiatives and report back to the Audit, Finance and Administration Committee, to undertake NCCM Recommendation 56:

56. Municipalities provide dedicated funding for local community-based anti-Islamophobia initiatives.
- (d) That the Director of Government Relations and Community Engagement be directed to report back to the Audit, Finance and Administration Committee on local anti-Islamophobic public awareness campaigns and

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**SUBJECT: Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015 (a))**  
**Page 2 of 5**

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options respecting a potential program(s) for training young Muslim leaders for the future, to undertake NCCM Recommendations 58 and 61:

- 58. Municipalities dedicate specific funding for anti-Islamophobia public awareness campaigns.
- 61. Develop models for training young Muslim leaders for the future such as Youth Fellowship program in Toronto.

**INFORMATION:**

The City of Hamilton recognizes the rise of hate crimes, including those focused on the Muslim community, both within the municipality and across Canada. This includes a recent Islamophobic attack in the City of Hamilton, allegedly by a Cambridge man, on the wife and daughter of Imam Kamal Gurgi of Hamilton's downtown mosque.

Hamilton City Council was requested to respond to recommendations respecting the municipal portion of the National Canadian Council of Muslims (NCCM) National Action Summit on Islamophobia. These were brought forward by a contingent of Hamilton's Muslim leaders brought forward to Council on July 19, 2021. Muslim leaders in Hamilton requested Council's endorsement and commitment to several of the municipal recommendations in the NCCM's report.

Following the August 13, 2021 Council motion, City staff and officials engaged with the NCCM and Muslim leaders across Hamilton to discuss opportunities to address the recommendations outlined in the NCCM's July 19, 2021 report as per Council's directive. To that end, City staff and officials met with the Hamilton Team Leader for NCCM throughout September, and most recently November 10, 2021 to discuss collaborative opportunities.

The Mayor's Office and City staff held the first meeting to strike the Mayor's Anti-Islamophobia Advisory Group with a wide cross section of members of the Muslim community across Hamilton on September 28, 2021. This included NCCM's Advocacy Officer and the Hamilton Team Leader. Staff are currently working with national and local members of NCCM to ensure that subsequent meetings are fully representative of the Muslim community.

City staff also provided recommendations to NCCM about potential provincial and federal funding streams that may assist in supporting the delivery of this programming and potential events.

Subsequently, the Mayor's office and City staff met with NCCM staff on November 10, 2021 to discuss upcoming actions and steps with the Mayor's Anti-Islamophobia



**SUBJECT: Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015 (a))**  
**Page 3 of 5**

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Advisory Group. Further meetings with NCCM and local leaders are being planned for 2022.

### **NCCM Recommendations 56 and 58**

With regards to NCCM recommendation 56 and 58, currently the City of Hamilton provides funding support to many community-based organizations and more recently, funding provided to the Hamilton Anti-Racism Resource Centre (HARRC), both of which have a focus on addressing hate and encouraging participation and civic engagement in Hamilton by reducing systemic barriers faced by racialized communities. Many community partners that access City funds have held programs and events aimed at encouraging civic engagement, and have run programs geared towards the Muslim and the broader BIPOC (Black, Indigenous, People of Colour) community in Hamilton, including the Hamilton Civic Leadership Program and the Black Youth Mentorship Program.

A variety of current funding opportunities exist for local organizations to launch campaigns that raise awareness and work to prevent Islamophobia, including the City of Hamilton's City Enrichment Fund. Additionally, there are several recently launched funding opportunities, provincially and federally, including the Ontario Anti-Racism Anti-Hate Grant Program and the Government of Canada's Anti-Racism Action Program. As of 2022, the City Enrichment Fund is currently under review to determine a means to track Equity, Diversity and Inclusionary (EDI) elements of applicants and programs submitted for consideration in order to ensure the program is administered and funds distributed in a more equitable manner.

In 2017, at the suggestion of the Mayor's office, the Hamilton Immigration Partnership Council (HIPC), in partnership with the Hamilton Centre for Civic Inclusion (HCCI) and the Ontario Council of Agencies Serving Immigrants (OCASI) launched #HamiltonforAll. The campaign's goal of making the City more hospitable to immigrants and refugees, and encouraging community members to engage with newcomers, was based on a similar program in Toronto called Toronto for All.

More recently, in February 2022, the local community coalition No Hate in the Hammer, which includes representatives from the City of Hamilton among others, hosted a discussion on Islamophobia as part of their speaker series, *Creating a Community Response to Hate: A Virtual Speaker Series*.

### **NCCM recommendation 61**

Pertaining to NCCM recommendation 61, the City of Hamilton's Human Resources department does not currently have a specific program or campaign designed to recruit individuals of a particular religious faith. The department does, however, engage with

**SUBJECT: Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015 (a))**  
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more than 50 community partners and organizations to circulate recruitment opportunities within various communities. Additionally, the City does hire and place several hundred students and youth in employment opportunities throughout the City each year through several programs, including the Summer Student Program, the Public Health Post-Secondary Student Placement Program, the High School Co-op Student Program, and lastly the Post-Secondary Student Placement Program. There are opportunities to better engage with and encourage Muslim youth to apply for these positions.

Moreover, *CityLab*, a partnership between the City of Hamilton and local post-secondary educational institutions, provides opportunities for City leaders and staff to work with students and academics from local universities and colleges on various projects. Over 2000 students have engaged in the program with over 100 projects across Hamilton. Additionally, the non-profit *Model City Hall Hamilton* has hosted events and conferences in Hamilton for youth, dedicated to encouraging youth participation in local politics. The City of Hamilton has acted as a partner in the past, and several City Councillors contributed their time in supporting the conference. Two conferences have taken place with approximately 80 participants at each. Again, there are opportunities here to directly target Muslim participants.

The City of Hamilton's Youth Strategy presents further opportunities. The Strategy has previously engaged with Muslim youth, as in 2018 when they ran a targeted engagement at the Hamilton Mosque that was co-facilitated with the Youth Strategy's steering committee. In addition, they have a strong connection with local Mosques and organizations including Empowerment Squared, the Newcomer Youth Centre, and several other groups serving Muslims in Hamilton. The strategy has been very successful in engaging with youth in Hamilton, and they have indicated they are open to supporting any department within the City of Hamilton with a desire to connect with Muslim youth in Hamilton.

### **The City of Hamilton's Hate Prevention, Mitigation and Community Initiatives Action Plan**

Approved by Council in December 2021, the City of Hamilton's Hate Prevention, Mitigation and Community Initiatives Action Plan outlines a number of steps the City of Hamilton is undertaking to address issues of hate within the city, including Islamophobia. This includes that staff be directed to engage with local organizations that are culturally-specific and serve equity-deserving groups or groups disadvantaged by discrimination, to determine opportunities for City staff to coordinate and accelerate existing initiatives, in response to the hate prevention and mitigation recommendations. This comprises a number of items, including the City's internal human resources Equity Diversity and Inclusion (EDI) workplan, and partner organizations such as the Hamilton Anti-Racism Resource Centre, the Hamilton Centre for Civic Inclusion, and the No Hate

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in the Hammer Coalition in order to ensure that City policies and programming are informed by the hate prevention and mitigation recommendations presented by Sage Solutions and endorsed by Council in August 2021.

Further, through Council's Equity, Diversity and Inclusion Term of Council Priority, the City commits to creating and nurturing environment that is welcoming and inclusive, where equity-deserving communities feel safe, supported and have an enhanced sense of belonging through strengthened community capacity, City responsiveness, and inclusive engagement opportunities.

Further, the Hamilton Community Safety and Well-Being Plan is currently being implemented. Approved by Council in July 2021, the plan names hate incidents as one of its six local priorities. These include goals to reduce individual and organizational incidents of Islamophobia, anti-Black and anti-Indigenous racism, xenophobia, anti-Semitism, transphobia, homophobia, and other forms of discrimination.

## **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.

### **Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

### **Culture and Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

### **Our People and Performance**

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

## **APPENDICES AND SCHEDULES ATTACHED**

N/A





**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
**Financial Services and Taxation Division**

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	March 24, 2022
<b>SUBJECT/REPORT NO:</b>	Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Bev Neill (905) 546-2424 Ext. 6274
<b>SUBMITTED BY:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000 in the total amount of \$6,327.85 attached as Appendix "A" to Report FCS22009, be received for information;
- (b) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectable General Accounts Receivable over \$1,000 in the total amount of \$114,132.26 attached as Appendix "B" to Report FCS22009.
- (c) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectable Farmers Market Receivables in the total amount of \$14,297.74 attached as Appendix "C" to Report FCS22009.
- (d) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectable Lodges Receivables in the total amount of \$78,402.24 attached as Appendix "D" to Report FCS22009.

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**SUBJECT: Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide)-  
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**EXECUTIVE SUMMARY**

A listing of uncollectible General Accounts Receivable accounts totalling \$6,327.85 and valued at less than \$1,000 each have been written-off since the last report in April 2021 and is attached as Appendix “A” to Report FCS22009 for Council approval. These amounts have been allowed for in the 2021-year end allowance for doubtful accounts. Therefore, the write-offs of these receivables will not be reflected in the 2022 actual expenditures.

A listing of uncollectible General Accounts Receivable accounts totalling \$114,132.26 and valued at over \$1,000 each is attached as Appendix “B” to Report FCS22009 for Council approval. Upon approval, the Accounts Receivable Section will remove the accounts from the Aged Trial Balance and prepare the necessary accounting entries. These amounts have been allowed for in the 2021-year end allowance for doubtful accounts. Therefore, the write-offs of these receivables will not be reflected in the 2022 actual expenditures.

A listing of uncollectible Hamilton Farmers Market Accounts Receivable accounts totalling \$14,297.74 is attached as Appendix “C” to Report FCS22009 for Council approval. Upon approval, the Accounts Receivable Section will remove the accounts from the Aged Trial Balance and prepare the necessary accounting entries. These amounts have been allowed for in the 2021-year end allowance for doubtful accounts. Therefore, the write-offs of these receivables will not be reflected in the 2022 actual expenditures.

A listing of uncollectible Lodges Accounts Receivable accounts totalling \$78,402.24 is attached as Appendix “D” to Report FCS22009 for Council approval. Upon approval, the Accounts Receivable Section will remove the accounts from the Aged Trial Balance and prepare the necessary accounting entries. These amounts have been allowed for in the 2021-year end allowance for doubtful accounts. Therefore, the write-offs of these receivables will not be reflected in the 2022 actual expenditures.

**Alternatives for Consideration – See Page 4**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The Accounts Receivables write-offs have been allowed for in the 2021-year end allowance for doubtful accounts. Therefore, the write-off of these receivables will not be reflected in the 2022 actual expenditures.

**Staffing:** None.

**Legal:** None

**SUBJECT: Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide)-  
Page 3 of 4**

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**HISTORICAL BACKGROUND**

This report is being brought forward in accordance with the Accounts Receivable Write-Off Policy, approved by City Council on February 9, 2005, Council Report #05-003, Item 4.

The Write-Off Policy sets the following authorization levels for account write-offs:

- Up to \$500 - Director, Financial Services or designate
- Between \$500 and \$1,000 - General Manager, Finance and Corporate Services or designate
- Greater than \$1,000 - City Council Approval

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Accounts Receivable Write-Off Policy.

**RELEVANT CONSULTATION**

Originating departments have been advised of the accounts that will be written-off as they pertain to their department's operations.

- Hamilton Farmers Market Administration provided the write-off items that pertain to their operations.
- Lodges Administration provided the write-off items that pertain to their operations.

**ANALYSIS AND RATIONALE FOR RECOMMENDATIONS**

All avenues of collection regarding the receivables being recommended for write-off have been exhausted.

Collection procedures include, but are not limited to:

- Mailing written non-payment reminders, such as, statements, demand letters, etc.
- Verbal request by telephone or, in person, where applicable
- Negotiating revised payment terms
- Cross-referencing against the Accounts Payable System
- Drawing on securities held, such as, Letter of Credit, Bonds, etc., if applicable
- Recovery through the tax system by transferring uncollectible items as permitted in our By-Laws
- Legal action
- Use of a Collection Agency

**SUBJECT: Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide)-  
Page 4 of 4**

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**ALTERNATIVES FOR CONSIDERATION**

Accounts that are written-off will be removed from the active listing. If future information is received that would aid in the collection of these written-off amounts, active collection would be resumed.

**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.

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS22009 - Write-off of General Accounts Receivable 2021  
Less than \$1,000.

Appendix “B” to Report FCS22009 - Write-off of General Accounts Receivable 2021  
Over \$1,000.

Appendix “C” to Report FCS22009 – Write-off of Hamilton Farmers Market Receivable  
2021

Appendix “D” to Report FCS22009 – Write-off of Lodges Receivable 2021



**Write-off of General Accounts Receivable 2021 Less than \$1,000**

<b>Customer ID</b>	<b>Customer Name</b>	<b>Amount</b>	<b>Description</b>
100159	Bell	\$ 184.85	Finance Charges
100236	Cardi Construction	\$ 44.07	Finance Charges
100258	Goodlife Corporation	\$ 350.34	Finance Charges
100815	Mountainview Excavating	\$ 112.47	Finance Charges
102073	Catholic Family Services of	\$ 186.47	Finance Charges
102128	McDonald's Restaurant of Canada Limited	\$ 38.76	Finance Charges
106170	Dundas Farmers Market	\$ 53.10	Finance Charges
108930	McMaster University	\$ 713.65	Finance Charges
111266	Defaveri Construction	\$ 524.33	Finance Charges
112961	Pattison Enterprises Limited	\$ 484.46	Finance Charges
115775	Country Style Food Services Inc.	\$ 796.94	Finance Charges
115776	Hydro One Networks Inc.	\$ 152.60	Finance Charges
116010	Recipes Unlimited Corporation	\$ 445.78	Finance Charges
117426	Mezza Cafe Inc.	\$ 20.65	Finance Charges
118678	Charles and Hunt Inc.	\$ 239.24	Finance Charges
118783	Oxford College	\$ 156.80	Finance Charges
119013	Cornerstone Preschool	\$ 40.39	Finance Charges
119459	Courts Administration Service	\$ 47.51	Finance Charges
119788	2590545 Ontario Inc	\$ 71.92	Finance Charges
120158	Independent Electricity System	\$ 50.57	Finance Charges
120232	Triple Crown Enterprises Ltd.	\$ 37.21	Finance Charges
120281	Charlton Group (1573335 Ontario	\$ 66.08	Finance Charges
120368	SG Constructors	\$ 75.60	Finance Charges
101140	Teranet Collateral Management	\$ 23.27	Finance Charges
110144	Union Gas Company, Lands Department	\$ 16.95	Not collectable as per PW
114584	Jackson Waterworks	\$ 640.34	Owner Deceased
120099	467 Charlton Ave. Inc.	\$ 753.50	Bankrupt
		<b>\$ 6,327.85</b>	



**Write-off of General Accounts Receivable 2021 Over \$1,000**

<b>Customer ID</b>	<b>Customer Name</b>	<b>Amount</b>	<b>Description</b>
113127	Bell Mobility	\$ 2,537.08	Finance Charges
119887	Bell Canada	\$ 1,387.85	Finance Charges
116968	Global Spectrum Facility Management	\$ 13,614.48	Finance Charges
118200	Victoria Manor I	\$ 6,153.95	Bankrupt
120360	Victoria Manor II	\$ 10,236.70	Bankrupt
119910	John Lourenco	\$ 1,445.16	Exhausted collections
117542	Union Gas	\$ 78,757.04	Not collectable as per PW
		<b>\$ 114,132.26</b>	



**Write-off of Hamilton Farmers Market Receivable 2021**

<b>Customer ID</b>	<b>Customer Name</b>	<b>Amount</b>	<b>Description</b>
117509	Gourmet Veggie Foods	\$ 1,191.81	Exhausted Collections
118755	My Xuan Tieu	\$ 1,590.64	Exhausted Collections
119244	Whitley Flowers	\$ 7,618.26	Exhausted Collections
119253	Best on Bread	\$ 3,354.30	Exhausted Collections
119843	Baby's Bath and Boutique	\$ 542.73	Exhausted Collections
		<b>\$ 14,297.74</b>	



**Write-off of Lodges Receivable 2021**

<b>Customer ID*</b>	<b>Amount</b>	<b>Description</b>
WL	\$ 127.77	Accommodations
WL	\$ 20.00	Personal Trust
WL	\$ 29.10	Personal Trust
WL	\$ 38.30	Personal Trust
WL	\$ 19.94	Personal Trust
WL	\$ 19.75	Personal Trust
WL	\$ 0.40	Personal Trust
WL	\$ 1.00	Personal Trust
WL	\$ 0.75	Personal Trust
WL	\$ 127.50	Personal Trust
WL	\$ 1.50	Personal Trust
WL	\$ 8.55	Personal Trust
WL	\$ 4.88	Personal Trust
WL	\$ 20.00	Personal Trust
WL	\$ 12.85	Personal Trust
WL	\$ 12.70	Personal Trust
WL	\$ 14.00	Personal Trust
WL	\$ 142.50	Personal Trust
ML	\$ 337.04	Accommodations
ML	\$ 859.80	Personal Trust
ML	\$ 32.00	Personal Trust
WL	\$ 27,461.66	Accommodations
WL	\$ 2,318.00	Accommodations
WL	\$ 2,065.65	Accommodations
ML	\$ 15,695.14	Accommodations
ML	\$ 8,048.71	Accommodations
ML	\$ 4,523.02	Accommodations & Personal Trust
ML	\$ 4,074.94	Accommodations
ML	\$ 3,412.62	Accommodations & Personal Trust
ML	\$ 2,203.89	Accommodations
ML	\$ 1,253.23	Accommodations
ML	\$ 5,515.05	Accommodations & Personal Trust
	<b>\$ 78,402.24</b>	

**NOTES**

Amounts listed have been allowed for in the December 2021 year end allowance, these write-offs will not affect the 2022 budget.

\* Individual's identifiable information left off at request of Council







## **DEVELOPMENT CHARGES STAKEHOLDERS SUB-COMMITTEE**

**REPORT 22-001**

**February 28, 2022**

**9:30 a.m.**

**Council Chambers**

**Hamilton City Hall**

**71 Main Street West**

**Present:** P. Szachlewicz (Hamilton Chamber of Commerce) (Acting Chair),  
Councillors M. Wilson, J. Farr, M. Pearson, B. Johnson, B. Clark,  
M. Collins-Williams (West End Home Builders Association),  
C. Henderson (Realtors Association of Hamilton-Burlington),  
James Summers, Sean Ferris (Citizen Members)

**Absent:** Councillors J.P. Danko (Chair) - Personal  
Councillors T. Whitehead – Personal

### **THE DEVELOPMENT CHARGES STAKEHOLDERS SUB-COMMITTEE PRESENTS REPORT 22-001 AND RESPECTFULLY RECOMMENDS:**

**1. Community Benefits Charges (FCS22015) (City Wide) (Item 10.1)**

That Report FCS22015 respecting Community Benefits Charges Budget, be received.

**CARRIED**

### **FOR INFORMATION:**

**(a) APPROVAL OF THE AGENDA (Item 2)**

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

**1. DELEGATION REQUESTS (Item 6)**

6.1 Karl Andrus, Hamilton Community Benefits Network, respecting Community Benefits Charges (Item 10.1) (For today's meeting)

6.2 Ian Borsuk, Environment Hamilton, respecting Community Benefits Charges (Item 10.1) (For today's meeting)

The agenda of the February 28, 2022 meeting was approved as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

Sean Farris declared a disqualifying interest for item 10.1, Community Benefits Charges, as his field of employment relates to affordable housing.

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

**(i) March 11, 2021 (Item 4.1)**

The Minutes of the March 11, 2021 meeting were approved as presented.

**(d) DELEGATION REQUESTS (Item 6)**

**(i) Various Delegation Requests (Added Item 6.1 and 6.2)**

The following Delegation Request was approved for today's meeting:

6.1 Karl Andrus, Hamilton Community Benefits Network, respecting Community Benefits Charges (Item 10.1).

The following Delegation Request was approved for today's meeting:

6.2 Ian Borsuk, Environment Hamilton, respecting Community Benefits Charges (Item 10.1).

**(e) PUBLIC HEARINGS / DELEGATIONS (Item 9)**

**(i) Various Delegation Requests (Added Item 9.1 and 9.2)**

The following Delegations addressed the Committee respecting Community Benefits Charges (Item 10.1):

(a) Karl Andrus, Hamilton Community Benefits Network (Added Item 9.1)

(b) Ian Borsuk, Environment Hamilton (Added Item 9.2)

The following Delegations respecting Community Benefits Charges (Item 10.1), were received:

(a) Karl Andrus, Hamilton Community Benefits Network (Added Item 9.1)

(b) Ian Borsuk, Environment Hamilton (Added Item 9.2)

**(f) DISCUSSION ITEMS (Item 10)**

**(i) Community Benefits Charges (FCS22015) (City Wide) (Item 10.1)**

Gary Scandlan of Watson & Associates Economists Limited, addressed Committee with the aid of a PowerPoint presentation.

The presentation from Gary Scandlan of Watson & Associates Economists Limited respecting the Community Benefits Charges report, was received.

Staff was directed to report back to the April 12, 2022 Development Charges Stakeholders Sub-Committee meeting, with a report on what demographic details can be obtained from the people participating in the public engagement process through the Engage Hamilton website, including but not limited to the participant's Ward.

For disposition of this matter, see Item 1.

**(g) ADJOURNMENT (Item 15)**

There being no further business, the Development Charges Stakeholders Sub-Committee adjourned at 11:20 a.m.

Respectfully submitted,

Paul Szachlewicz, Acting Chair  
Development Charges  
Stakeholders Sub-Committee

Lisa Kelsey  
Legislative Coordinator  
Office of the City Clerk