



**City of Hamilton**  
**AUDIT, FINANCE AND ADMINISTRATION COMMITTEE**  
**AGENDA**

**Meeting #:** 22-008  
**Date:** April 7, 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>

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<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. March 24, 2022
5. COMMUNICATIONS

- 5.1. Correspondence from Paul Paradis, Ross & McBride LLP, respecting a request for extension of Development Charge Demolition Credits, Hamilton Central Business Park - Formerly 440 Victoria Ave. N. now Studebaker Place and Ferris St. - DCR Holdings Inc.

Recommendation: Be received and referred to the General Manager of Finance and Corporate Services for a report back to Audit, Finance and Administration Committee.

- 5.2. Correspondence from Trent Jarvis, Chair, Hamilton Waterfront Trust, respecting his retirement from the Hamilton Waterfront Trust Board of Trustees

Recommendation: Be received.

## **6. DELEGATION REQUESTS**

## **7. CONSENT ITEMS**

- 7.1. Various Advisory Committee Minutes:

- 7.1.a. Hamilton Aboriginal Advisory Committee - May 6, 2022

- 7.1.b. Hamilton Aboriginal Advisory Committee - June 3, 2021

- 7.1.c. Hamilton Aboriginal Advisory Committee - September 2, 2021

- 7.1.d. Hamilton Aboriginal Advisory Committee - October 7, 2021

- 7.1.e. Hamilton Aboriginal Advisory Committee - November 4, 2021

- 7.1.f. Hamilton Aboriginal Advisory Committee - December 2, 2021

- 7.1.g. Hamilton Aboriginal Advisory Committee - January 6, 2022

- 7.1.h. Hamilton Aboriginal Advisory Committee - February 3, 2022

- 7.1.i. Committee Against Racism - No Quorum Notes - March 22, 2022

- 7.1.j. Hamilton Women and Gender Equity Advisory Committee - February 24, 2022

- 7.2. Fraud, Waste and Whistle Blower Semi-Annual Update (AUD22003) (City Wide)

- 7.3. Annual Occupational Injury & Illness Claims Report 2021 (HUR22002) (City Wide)

- 7.4. Annual Employee Attendance Report 2021 (HUR22003) (City Wide)

8. STAFF PRESENTATIONS
9. PUBLIC HEARINGS / DELEGATIONS
10. DISCUSSION ITEMS
11. MOTIONS
12. NOTICES OF MOTION
13. GENERAL INFORMATION / OTHER BUSINESS
14. PRIVATE AND CONFIDENTIAL

14.1. Closed Minutes - March 22, 2022

Pursuant to Section 9.1, Sub-sections (a), (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (a), (e), (f) and (k) 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; 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.

14.2. Grightmire Arena Lessons Learned Audit (AUD22004) (City Wide)

Pursuant to Section 9.1, Sub-section (f) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

15. ADJOURNMENT





## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 22-007

9:30 a.m.  
March 24, 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. **Correspondence from Trent Jarvis, Hamilton Waterfront Trust, respecting an update to the Audit, Finance and Administration Committee in April or May of 2022 (Item 5.2)**

**(Clark/VanderBeek)**

- (a) That the correspondence from Trent Jarvis, Hamilton Waterfront Trust, respecting an update to the Audit, Finance and Administration Committee in April or May of 2022, be received; **and,**
- (b) ***That staff be directed to develop a scope of work and report back to the Audit, Finance and Administration Committee on April 21, 2022 on an independent third party audit review to verify the financial strength of the Hamilton Waterfront Trust on a going forward basis, with an invitation to the Chair of the Hamilton Waterfront Trust to attend; and,***
- (c) ***That the Executive Director of the Hamilton Waterfront Trust be requested to attend the April 7, 2022 Audit, Finance and Administration Committee meeting to present.***

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

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

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

**(VanderBeek/Ferguson)**

That Report FCS22008, respecting Report of the 2021 Remuneration and Expenses as Required under Section 284 of the *Municipal Act*, 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

**3. 2021 Fourth Quarter Request for Tenders and Proposals Report (FCS21008(c)) (City Wide) (Item 7.3)**

**(Wilson/Powers)**

That Report FCS22008(c), respecting 2021 Fourth Quarter Request for Tenders and Proposals Report, 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

**4. 2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide) (Item 7.4)**

**(Powers/Ferguson)**

That Report FCS22009(c), respecting 2021 Fourth Quarter Emergency and Non-competitive Procurements Report, 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

**5. 2021 Fourth Quarter Non-compliance with the Procurement Policy Report (FCS21010(c)) (City Wide) (Item 7.5)**

**(Johnson/VanderBeek)**

That Report FCS22010(c), respecting 2021 Fourth Quarter Non-compliance with the Procurement Policy Report, 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

**6. Annual Tax Arrears as of December 31, 2021 (FCS22011) (City Wide) (Item 7.6)**

**(Powers/Wilson)**

That Report FCS22011, respecting Annual Tax Arrears as of December 31, 2021, be received.

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

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

**7. Annual Assessment Appeals as of December 31, 2021 (FCS22010) (City Wide) (Item 7.7)**

**(Johnson/Ferguson)**

That Report FCS22010, respecting Annual Assessment Appeals as of December 31, 2021, be received.

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

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

**8. Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015(a)) (Item 7.8)**

**(Clark/Powers)**

(a) That Report CM21015(a), respecting Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2, be received; and

**(b) *That staff be directed to develop a communication plan for the Anti-Islamophobia Public Awareness Campaign with collaboration from the Muslim community and the Hamilton Anti-Racism Resource Center, along with identifying resources available for this plan and report back to the May 5, 2022 Audit, Finance and Administration Committee.***

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

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

**9. Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide) (Item 10.1)**

**(Powers/Ferguson)**

(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; and,

(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.

**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

**10. Development Charges Stakeholders Sub-Committee Report 22-001 -  
February 28, 2022 (Item 10.2)**

**(VanderBeek/Johnson)**

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

That Report FCS22015 respecting Community Benefits Charges Budget,  
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

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

**(Johnson/VanderBeek)**

(a) That the direction provided to staff in Closed Session, respecting Report  
FCS22020, Cellular Services and Devices Contract Extension be approved  
and remain confidential until negotiations are completed, and a Contract is  
in place; and,

(b) That Report FCS22020 respecting the Cellular Services and Devices  
Contract Extension and any Appendices remain confidential.

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

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

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

**(Wilson/VanderBeek)**

That Report AUD22002 respecting the City Auditor Reporting of Serious Matters to Council (Case #50695), remain confidential.

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

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

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

**(Clark/Powers)**

- (a) That the direction provided to staff in Closed Session, respecting Report PW22019 / FCS22028 / LS22018, Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc., be approved and released publicly following approval by Council; and,
- (b) That Report PW22019 / FCS22028 / LS22018 respecting the Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc. remain confidential.

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

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

**FOR INFORMATION:**

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

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

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

- 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

Items 10.3 and 10.4 were WITHDRAWN as it was determined by Finance Staff that these Citizen Committee Reports were not necessary for their financial process.

**(Ferguson/Johnson)**

That the agenda for the March 24, 2022 Audit, Finance and Administration Committee meeting be approved, as amended.

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

YES - Ward 13 Councillor Arlene VanderBeek  
YES - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
YES - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 5 Councillor 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 17, 2022 (Item 4.1)**

**(Powers/Wilson)**

That the Minutes of the February 17, 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) COMMUNICATIONS (Item 5)**

**(i) Correspondence from Stephanie Bertolo, respecting their resignation from the Women and Gender Equity Committee (Item 5.1)**

**(Wilson/Clark)**

(a) That the correspondence from Stephanie Bertolo, respecting their resignation from the Women and Gender Equity Committee, be received; **and,**

- (b) ***That staff be directed to prepare a letter on behalf of the Women and Gender Equity Committee in appreciation for their service.***

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

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

**(e) CONSENT ITEMS (Item 7)**

**(Powers/Johnson)**

That the following Various Advisory Committee Minutes, be received:

- (i) Immigrant and Refugee Advisory Committee - September 9, 2021 (Item 7.1(a))
- (ii) Immigrant and Refugee Advisory Committee - November 11, 2021 (Item 7.1(b))
- (iii) Immigrant and Refugee Advisory Committee – December 9, 2021 (Item 7.1(c))
- (iv) Immigrant and Refugee Advisory Committee – No Quorum Notes – February 10, 2022 (Item 7.1(d))
- (v) Hamilton Mundialization Committee - September 15, 2021 (Item 7.1(e))
- (vi) Hamilton Mundialization Committee – October 19, 2021 (Item 7.1(f))
- (vii) Hamilton Mundialization Committee – November 17, 2021 (Item 7.1(g))
- (viii) Hamilton Mundialization Committee – January 19, 2022 (Item 7.1(h))
- (ix) Status of Women Advisory Committee – May 27, 2021 (Item 7.1(i))
- (x) Status of Women Advisory Committee – September 23, 2021 (Item 7.1(j))
- (xi) Women and Gender Equity Committee - January 27, 2022 (Item 7.1(k))

**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

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

**(i) Amendment to the Outstanding Business List:**

**(Clark/Wilson)**

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

**(a) Item Considered Complete and Needing to Be Removed:**

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

**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

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

**(Powers/Johnson)**

That the Committee move into Closed Session for Items 14.1 to 14.3, pursuant to Section 9.1, Sub-sections (a), (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (a), (e), (f) and (k) 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; 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.

**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

**(i) Cellular Services and Devices Contract Extension (FCS22020) (City Wide) (Item 14.1)**

Staff were provided direction in Closed Session.

For further disposition of this Item, Refer to Item 11.

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

For disposition of this Item, Refer to Item 12.

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

Staff were provided direction in Closed Session.

For further disposition of this Item, Refer to Item 13.

**(h) ADJOURNMENT (Item 15)**

**(Wilson/Ferguson)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 12:09 p.m.

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

YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson

YES - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark

YES - Ward 5 Councillor 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



**Paul D. Paradis**  
**Direct Line (905) 572-5811**  
**Email: [paul.paradis@rossmcbride.com](mailto:paul.paradis@rossmcbride.com)**

March 14, 2022

By Email: [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

By Regular Mail

Office of the City Clerk  
Members of City Council  
City of Hamilton  
71 Main Street West, City Hall  
Hamilton, ON L8P 4Y5

Dear Sirs/Mesdames:

**RE: Request for Extension of Development Charge Demolition Credits  
Hamilton Central Business Park – Formerly 440 Victoria Avenue North; now  
Studebaker Place and Ferrie Street, Hamilton  
DCR Holdings Inc.**

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We are legal counsel for DCR Holdings Inc. (“DCR”) which has been actively engaged for more than a decade in one of the largest brownfield redevelopments in the City of Hamilton. The redevelopment site comprises 26 acres of employment land formerly known as 440 Victoria Avenue North and, with the construction of a new public road, is now municipally known as Studebaker Place and Ferrie Street.

The site was formerly occupied by the sprawling Otis Elevator and Studebaker factory buildings. Relying in large part on the future benefit of development charge demolition credits to partially offset the substantial demolition costs, DCR obtained two demolition permits dated July 26 and September 6, 2012. Then over a period of approximately 1.5 years, DCR undertook a major phased demolition of the former factory buildings comprising a total of 653,496 square feet. In respect of the demolition, the City issued development charge demolition credits of 653,496.59 square feet for a period of five (5) years, with 340,987.98 square feet scheduled to expire July 26, 2017 and 312,508.61 square feet scheduled to expire September 6, 2017.

Subsequent to completing the extensive demolition in two phases over a period of 1.5 years, draft subdivision plan approval for the site was obtained in April, 2014. An extensive environmental remediation of the site was also carried out which culminated in City approval of

a Peer Reviewed Risk Assessment Report on April 12, 2017. During this time, DCR also coordinated with City Staff to complete the detailed engineering design of the proposed 18 Lot industrial/commercial subdivision, including construction of the required servicing and new public road known as Studebaker Place, culminating in the registration of a Plan of Subdivision on October 4, 2017. Please note that it was only at this point in time that DCR was in a position to begin marketing the subdivision Lots to individual purchasers who would then prepare and submit their site plan applications to the City for their proposed industrial/commercial developments on the subdivision Lots.

In May, 2017, DCR made application to the City for an extension of the development charge demolition credits and after consideration, the City extended the credits for a further period of five (5) years such that 340,987.98 square feet will expire July 26, 2022 and 312,508.61 square feet will expire September 6, 2022.

At this time, DCR is requesting a further extension of the demolition credits for a minimum of three (3) years and, if deemed appropriate by the City, up to five (5) years to facilitate and incentivize the redevelopment of the site and afford sufficient time for submission and approval of site plan development applications to the City and issuance of building permits for commencement of construction upon the individual subdivision Lots. In this regard, as indicated, it was only after registration of the plan of subdivision in late 2017 that individual Lots could be marketed for sale to purchasers. Three Lots within the subdivision were sold during 2018 and 2019. However, the onslaught of Covid in the spring of 2020 seriously impacted the sale of Lots in the subdivision and three conditional offers to purchase Lots did not proceed due to Covid concerns. However, on a positive note, we are pleased to advise that in January, 2022 a reputable developer purchased the remaining 15 Lots in the subdivision and is currently in the process of preparing a site plan application for the development of the entire remaining 15 Lots as a mix of self-storage, warehousing and industrial condominiums. We are advised that the new developer intends to submit a site plan application within the next 6-12 months and is hoping to commence construction upon obtaining site plan approval.

We understand that DC By-law 14-153 provides for DC demolition credits for a period of five (5) years following demolition permit issuance. Given the large scale, complex nature of the brownfield redevelopment of this site and given that the development team worked in a timely manner from commencement of demolition in 2012 through substantial environmental remediation of the site and final registration of the plan of subdivision in the fall of 2017, the City deemed it appropriate to extend the demolition credits to the current expiry dates of July and September 2022. Notwithstanding the major difficulty in the marketing and sale of the subdivision Lots through the two year plus Covid period during the five year extension period of the demolition credits, as indicated, a sale of the remaining 15 Lots to a purchaser for final development of the Lots was achieved in January 2022, and with the important incentive of the potential available demolition credits, which was factored into the sale price for the Lots, as indicated, such developer now intends to submit a detailed and site-wide site plan application for the final redevelopment of the complete site within the year. A further extension of the



demolition credits for a further five (5) years, or in the alternative, even a three (3) year period, will provide a critical catalyst and incentive to complete the redevelopment of this site.

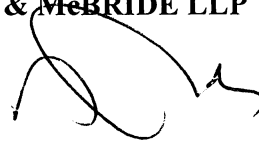
We would like to thank Members of Council and Staff from the Planning and Economic Development Departments for their ongoing support and assistance in this collaborative effort to complete this landmark brownfield remediation and redevelopment project in the City of Hamilton.

We trust the above request is in order. Please do not hesitate to contact the undersigned should you have any questions or require any further information.

Yours very truly

**ROSS & McBRIDE LLP**

Per:



**Paul D. Paradis**

PDP:adc

cc: Councillor Nrinder Nann – Ward 3 – Via Email: [ward3@hamilton.ca](mailto:ward3@hamilton.ca)

cc: Jason Thorne, General Manager, Planning & Economic Development – Vial Email: [jason.thorne@hamilton.ca](mailto:jason.thorne@hamilton.ca)

cc: Kirk Weaver, Manager, Budgets & Financial Policy- Vial Email: [kirk.weaver@hamilton.ca](mailto:kirk.weaver@hamilton.ca)

cc: Anders Knudsen, Solicitor – Via Email: [anders.knudsen@hamilton.ca](mailto:anders.knudsen@hamilton.ca)



Good morning everyone,

I want to thank you all for the opportunity to work with you on the Hamilton Waterfront Trust. It is no longer possible for me to continue in this volunteer capacity and effective immediately, I need to retire my membership on the Trust. I have given it my utmost attention and energy, as well as possible, and I hope you found my contribution valuable.

I have come to know Werner as a talented project manager, responsible business leader, and infinitely knowledgeable Executive Director of the HWT, and the City, in that time. Moreover, his dedication to the City of Hamilton and interest in beautifying and sharing our waterfront are unwavering and unmatched. Mary Ann is gifted in her knowledge of the HWT operation and her uncanny ability to remain calm and keep us on track. Thank you, Mary Ann, for everything you have done for me and for the board members during my tenure. Thank you to all Councillors, past and present, with whom I have served on this committee. Your insight, on a macro scale, has given us all the opportunity to envision a waterfront that will be enjoyed by generations to come.

Be well everyone and again, thank you for the opportunity to volunteer for the city we all love and cherish.

Sincerely,

Trent





# Hamilton

## CITIZEN COMMITTEE MEMBER RESIGNATION FORM

I, Trent Jarvis, would like to submit my resignation, effective Immediately, 20 22, from the Hamilton Waterfront Trust (Board), for the following reason(s):

- My circumstances have changed and I know longer have the time to effectively participate on the Committee.
- Personal reasons.
- Other (please explain briefly):

Please refer to email sent to Legislative Clerk, Angela McRae, dated March 31, 2022.

### Additional Comments (optional)

City Solicitor's office is in receipt of my board retirement letter, submitted for action, March 28, 2022.

Trent Jarvis  
Signature

March 31, 2022  
Date



**From:** Trent Jarvis  
**To:** [McRae, Angela](#)  
**Cc:** [Kyne, Michael](#)  
**Subject:** RE: Hamilton Waterfront Trust Retirement Notice  
**Date:** March 31, 2022 1:15:11 PM  
**Attachments:** [Citizen Committee Resignation Form.pdf](#)

---

Hello Angela,

Thank you for your email. I am unavailable for a discussion on my retirement notice for the Hamilton Waterfront Trust (Board).

I am recently aware of the language in the HWT Deed of Trust regarding the requirement of 30 days-notice to exit the board. My retirement notice, was sent to the Executive Director of the Trust on March 28, 2023 for distribution to Board members and to the City. I was pleased to assist the City for the remainder of the 2014-2018 Term of Council in my appointment to the Trust, as noted in City Council Minutes 18-005 March 28, 2018. I consider it an honour to have served the City four years beyond the 2014-2018 Term of Council, that I agreed to. Surely that service supersedes 30 day's-notice. To support the City's procedural processes, I have attached the Citizen Committee Resignation Form (Appendix "G" of the City of Hamilton *Advisory Committee Procedural Handbook*) in which I declare my retirement/resignation is effective immediately, given the aforesaid extended service to the City which I earnestly hope will be respected.

Sincerely,

Trent

---

**From:** McRae, Angela <Angela.McRae@hamilton.ca>  
**Sent:** Thursday, March 31, 2022 9:21 AM  
**To:** Jarvis, Trent  
**Cc:** Kyne, Michael <Michael.Kyne@hamilton.ca>  
**Subject:** Hamilton Waterfront Trust Retirement Notice  
**Importance:** High

**\*\*\* EXTERNAL EMAIL ALERT - BE AWARE \*\*\***

Good Morning Mr. Jarvis,

Would you be available tomorrow (at your convenience) for a short WebEx call respecting your retirement notice for the Hamilton Waterfront Trust?

Please advise as to what time might work for you. Alternatively, if tomorrow doesn't work - we could arrange something for Monday.

Sincerely,

Angela

**Angela McRae**  
**Legislative Coordinator**

City of Hamilton, Office of the City Clerk  
71 Main Street West, 1st Floor  
Hamilton, ON L8P 4Y5  
Ph. (905) 546-2424 ext. 5987  
Fax. (905) 546-2095

**Vision:**

The Legislative Division is Dedicated to Excellence in the Provision of Service to the Community, Corporation & Council with Integrity, Accuracy and Transparency.

**Mission:**

The Legislative Division aims to strengthen and promote local government by facilitating the proceedings of City Council and its Committees, fulfilling the requirements of various Provincial statutes and educating the public to make it understandable and accessible.



**From:** [Jarvis, Trent](#)  
**To:** [McRae, Angela](#)  
**Cc:** [Kyne, Michael](#); [Wplessl](#)  
**Subject:** RE: Hamilton Waterfront Trust Retirement  
**Date:** Notice April 2, 2022 12:30:14 PM  
**Importance:** High

---

Good morning Angela,

I wanted to send this email to clear up any miscommunication or misunderstanding. As you are aware, I am unable to continue my volunteer role on the HWT. I have every intention of respecting the 30-day notice (from March 28, 2002) to the best of my ability. I affirm that my citizen volunteerism with the Hamilton Waterfront Trust board has concluded. I submitted the Citizen Committee Member Resignation Form, as required in the guidelines, in support of my retirement letter of March 28 and as it relates to appropriate resignation protocol for citizen volunteers.

I am puzzled by the disconnect and/or apparent rejection of my decision. The notion of compelling one to volunteer seems counterintuitive.

I sincerely hope that my dedicated service to the City of Hamilton will be formally recognized, rather than forgotten, as a result of my exit not lining up with the four-year term of Council. My entry into volunteerism with the City was encouraged, supported, and accepted outside of a four-year term of Council. To be clear, I have served for four years, nonetheless. I sincerely hope there will be no negative impact on my reputation as a committed volunteer in this community or the working relationship I value with the City of Hamilton.

In the future, my hope is that there will be a time when I can resume volunteerism for the City of Hamilton, and I trust I will be welcome to do so. I have been an active community contributor my entire adult life and have received praise from Council members (and staff) on the HWT for my professional conduct and ability as a board member.

Sincerely,

Trent



**MINUTES**  
**Aboriginal Advisory Committee**  
**Thursday, May 6, 2021 – 5:30 P.M.**

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

All electronic meetings can be viewed at:

City's YouTube Channel:

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

**Present:** Marilyn Wright, Chair  
 Connie Bellamy, Vice-chair  
 Patty Lawlor, Secretary (ally/non-voting)  
 Allan Loft, Member  
 Scott Cruickshank, Member  
 Cat Cayuga, Member

**Also Present:** Cole Gately, Diversity and Inclusion Facilitator, Human Resources (staff)  
 Taline Morris, Admin. Assistant II, Talent and Diversity, Human Resources (staff)  
 Jessica Bowen, Supervisor, Diversity and Inclusion, Human Resources (staff)  
 Shelly Hill, Senior Project Manager, Urban Indigenous Strategy, Healthy and Safe Communities (staff)  
 Nicole Jones, Project Manager, Indigenous Initiatives, Healthy and Safe Communities (staff)

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

**(i) Call to Order**

M. Wright called the meeting to order at 5:40 p.m.

**(ii) Opening Address**

A. Loft provided the ceremonial opening.

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

Changes to the agenda:

- removal of item 10.3 (Equity Toolkit) due to it being a duplication of 10.1.b. (Feedback to Empower Strategy Group).
- addition of new items:
  - Minutes-related Report (10.5.)
  - Difficulty with Virtual Meetings (13.1.)
  - Business Arising from Committee Meetings (13.2.)
  - E-mail Address Update for Committee Chair (13.3)

**(C. Bellamy/A. Loft)**

That the agenda for the May 6, 2021 meeting of the Aboriginal Advisory Committee be approved as amended.

**CARRIED****3. DECLARATIONS OF INTEREST (Item 3)**

There were none.

**4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS (Item 4)****(i) Minutes of February 4, 2021 (Item 4.1)****(ii) Minutes of March 4, 2021 (Item 4.2)****(C. Bellamy/S. Cruickshank)**

That the minutes of the February 4, 2021 and March 4, 2021 meetings of the Aboriginal Advisory Committee be approved as presented.

**CARRIED****5. COMMUNICATIONS (Item 5)****(I) Transfer of AAC to New Division (Item 5.1)**

J. Bowen informed the Aboriginal Advisory Committee that:

- staff support for the Aboriginal Advisory Committee will be transferring from the City's Diversity and Inclusion portfolio to its Healthy and Safe Communities division;
- S. Hill and N. Jones will be taking on the roles that C. Gately and T. Morris have played;
- C. Gately and T. Morris will continue to provide support for another month or two as S. Hill, N. Jones, and the Aboriginal Advisory Committee make the transition.

Committee and staff discussion focused on:

- the nature of the motivation for the change;
- whether other citizen advisory committees were also being moved out of the Diversity and Inclusion division;
- the impact the change would have on further discussion about an amalgamation of the Aboriginal Advisory Committee and the Urban Indigenous Strategy's Coordinating Circle;
- administrative and performance impacts on the Urban Indigenous Strategy staff.

J. Bowen advised the Committee to capture its reaction and feedback in the meeting's minutes.

The Committee's key concerns were:

- that decision-making didn't include consultation with the Aboriginal Advisory Committee;
- the impact new committee support duties may have on moving the work of the Urban Indigenous Strategy forward;
- the removal of the Aboriginal Advisory Committee from the Diversity and Inclusion division's radar.

M. Wright asked S. Hill and N. Jones if they had anything to add. They did not.

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

## **7. CONSENT ITEMS (Item 7)**

## **8. PUBLIC HEARINGS / DELEGATIONS (Item 8)**

## **9. STAFF PRESENTATIONS (Item 9)**

### **(i) Urban Indigenous Strategy Update (Item 9.1)**

N. Jones reported on events upcoming for National Indigenous Peoples Day and National Indigenous History Month. The focus is a Celebration of Youth Art Exhibit. Key activities will promote and modestly reward art in its many forms and formats.

The program is seeking:

- pre-taped video remarks for a YouTube virtual event celebrating National Indigenous Peoples Day on June 21. The submission deadline is June 1 at noon;
- Committee members' help to promote awareness of programming by distributing to their networks a flyer N. Jones will send them;
- sponsors to fund modest, pre-paid gift card "honoraria" for youth artists.

individual Aboriginal Advisory Committee members will follow up with N. Jones about whether they will submit video remarks.

Pre-paid gift cards may have a hidden cost in the form of an activation fee that reduces the value of the card for its recipient. N. Jones will look further into the matter to ensure best expenditure of funds available and full understanding of the actual gift card value to recipients.

T. Morris confirmed that the Committee currently has \$3,552.00 in its budget.

The Committee will support the youth honoria sponsorship campaign financially, in keeping with past practice of supporting the Urban Indigenous Strategy's National Indigenous Peoples' Day celebrations.

**(C. Bellamy/S. Cruickshank)**

That the Aboriginal Advisory Committee contribute \$500.00 to the Urban Indigenous Strategy team's campaign to acknowledge youth involvement in the celebration of National Indigenous Peoples Day and National Indigenous History Month.

**CARRIED**

T. Morris will look into and report back on whether, in addition to the motion, a Citizen Committee Report is required to support the expenditure.

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

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

**(a) Invitation to Councillor Nann to Attend an Advisory Committee Meeting (Item 10.1.a.)**

T. Morris will follow up with Councillor Nann's office for a response to the Committee's invitation to her to attend its May or June 2021 meeting.

**(b) Feedback to Empower Strategy Group on *Equity, Diversity & Inclusion Handbook*. (Item 10.1.b.)**

T. Morris will follow up with the Diversity and Inclusion Division to determine whether it will acknowledge and/or comment on the Committee's input to the draft document: *Equity, Diversity & Inclusion Handbook*.

**(c) Report on March 10 Coordinating Circle Meeting (Item 10.1.c.)**

C. Bellamy and P. Lawlor attended the telephone meeting on behalf of the Committee. M. Wright also attended but in her capacity as a Coordinating Circle member.

A key outcome was S. Hill's proposal to create an Ad Hoc Committee with members of the Aboriginal Advisory Committee and the Coordinating Circle to review both groups' Terms of Reference to inform further discussion about amalgamation potential.

Since S. Hill had left the meeting, N. Jones will follow up with her regarding Ad Hoc Committee next steps.

In response to a question about what impact the shift of staff support from the Diversity and Inclusion unit to the Healthy and Safe Communities unit will

have in terms of Aboriginal Advisory Committee leadership and decision-making, J. Bowen stated that the Aboriginal Advisory Committee will continue to advise staff rather than be advised by staff.

**(ii) Member Resignation (Item 10.2)**

T. Morris advised that L. Workman had submitted a letter of resignation.

**(A. Loft/C. Bellamy)**

That the Aboriginal Advisory Committee accepts L. Workman's resignation.

**CARRIED**

**(iii) 2021 Banner Display (Item 10.4)**

T. Morris reported that:

- banner display for June 20-26, 2021 is confirmed;
- there hasn't been a response yet to her request to retrieve the existing banner for the purpose of confirming its wording.

Time is now short for ordering a replacement banner if wording is outdated.

C. Gately will locate the banner and report to M. Wright before the next Committee meeting.

**(iv) Minutes-related Report (Added Item 10.5)**

A report on minutes-related discussion with and correspondence between a designated Committee member and staff in March resulted in two decisions:

- not to rescind approval of the minutes of February 4, 2021 and March 4, 2021;

**(C. Bellamy/S. Cruickshank)**

That the February 4, 2021 and March 4, 2021 Minutes remain approved as presented.

**CARRIED**

- to have a Committee member, on a trial basis, take on the Secretary role for May and June 2021.

T. Morris advised that the Committee would have to elect its secretary.

C. Bellamy nominated P. Lawlor to serve as interim secretary for May and June 2021. There were no other nominations

**(S. Cruickshank/A. Loft)**

P. Lawlor elected Secretary of the Aboriginal Advisory Committee for the period May-June 2021.

**CARRIED**

The Committee will revisit the Secretary situation in September.

**11. MOTIONS (Item 11)**

**12. NOTICES OF MOTION (Item 12)**

**13. GENERAL INFORMATION / OTHER BUSINESS (Item 13)**

**(i) Difficulty with Virtual Meetings (Added Item 13.1)**

Further to brief discussion about newspaper article, "LGBTQ committee meeting 'improperly' closed: report" (Hamilton Spectator, May 1, 2021, p. A7), the Committee noted that it hasn't received a response to the questions and concerns it submitted to staff shortly after the Webex orientation sessions in September 2020.

T. Morris will follow up again with the appropriate City office for a response.

**(ii) Business Arising Task List from Committee Meetings (Added Item 13.2)**

Staff has confirmed that :

- minutes can include a Business Arising Task List item on agendas;
- the Committee is responsible for developing and maintaining the list.

P. Lawlor advised that she will distribute the first list prior to the next meeting.

**(iii) E-mail Address Update for the Chair (Added Item 13.3)**

M. Wright will send Committee members and staff her new e-mail address.

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

**15. ADJOURNMENT (Item 15)**

**(C. Bellamy/S. Cruickshank)**

That, there being no further business, the meeting be adjourned at 7:40 p.m.

**CARRIED**



Patty Lawlor, Secretary  
Aboriginal Advisory Committee

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Next Meeting: June 3, 2021



**MINUTES**  
**Aboriginal Advisory Committee**  
**Thursday, June 3, 2021 – 5:30 P.M.**

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

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

- Present:** Marilyn Wright, Chair  
Connie Bellamy, Vice-chair  
Patty Lawlor, Secretary (ally/non-voting)  
Scott Cruickshank, Member
- Regrets:** Allan Loft, Member
- Also Present:** Cole Gately, Diversity and Inclusion Facilitator, Human Resources (staff)  
Taline Morris, Admin. Assistant II, Talent and Diversity, Human Resources (staff)  
Jessica Bowen, Supervisor, Diversity and Inclusion, Human Resources (staff)  
Shelly Hill, Senior Project Manager, Urban Indigenous Strategy, Healthy and Safe Communities (staff)  
Nicole Jones, Project Manager, Indigenous Initiatives, Healthy and Safe Communities (staff)  
Aine Leadbetter, Manager, Elections and Print/Mail (staff)  
Councillor Nrindar Nann (guest)

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

**(i) Call to Order (Item 1.1)**

M. Wright called the meeting to order at 5:45 p.m. and welcomed guests, A. Leadbetter and Councillor N. Nann.

**(ii) Opening Address (Item 1.2)**

M. Wright provided the ceremonial opening. She also spoke about the 215 children whose unmarked graves were reported, as discovered, this past week at a former residential school in Kamloops, British Columbia.

**(iii) One-minute Silence (Added Item 1.3)**

The Committee observed a one-minute silence as a gesture of respect for:

- the 215 souls that never made it to adulthood;
- the health of a country that allowed this.

## 2. APPROVAL OF AGENDA (Item 2)

The following agenda items accommodate an unnumbered and omitted item:

Item 10.3	Member Resignation
Item 10.4	Committee Membership
Item 10.5	Election-related Opportunities for Community
Item 10.6	Date of September 2021 Meeting
Item 10.7	LRT
Item 10.8	Residential School Finding – 215 Children
Item 16	Adjournment

The following items are added:

Ceremonial Activities 1.3	One-minute Silence
Discussion Item 10.9	Staff Monitoring of and Reporting on Committee Members' E-connection Status During Electronic Meetings
Discussion Item 10.10	Survey about Recording and Retaining Advisory Committee Meetings
General Information / Other Business 13.3	Truth and Reconciliation Day Update
General Information / Other Business 13.4	Potential Reallocation of King George School
Adjournment 15.1	Closing Address

### (C. Bellamy/S. Cruickshank)

That the agenda for the June 3, 2021 meeting of the Aboriginal Advisory Committee be approved as amended.

**CARRIED**

M. Wright noted that the Committee's agendas could be streamlined by removing template headings that are consistently not applicable to the Committee.

## 3. DECLARATIONS OF INTEREST (Item 3)

There were none.

## 4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS (item 4)

J. Bowen confirmed that it was possible to defer approval of the minutes.

### (C. Bellamy/S. Cruickshank)

That the minutes of the May 6, 2021 meeting of the Aboriginal Advisory Committee be deferred to the Committee's September 2021 meeting.

**CARRIED**

To ensure minutes continuity for September, there was agreement that P. Lawlor will continue to serve as Secretary in September.

5. **COMMUNICATIONS (Item 5)**
6. **DELEGATION REQUESTS (Item 6)**
7. **CONSENT ITEMS (Item 7)**
8. **PUBLIC HEARINGS / DELEGATIONS (Item 8)**
9. **STAFF PRESENTATIONS (Item 9)**

**(i) Urban Indigenous Strategy Update (Item 9.1)**

N. Jones provided updates on the following initiatives:

- National Indigenous History Month; and National Indigenous Day
- celebration of Youth Art Exhibit;
- Committee's response to request for pre-taped video remarks for the YouTube virtual event celebrating National Indigenous Peoples Day

In response to M. Wright's inquiry about the experience-to-date of the transfer of the of Committee support from Diversity and Inclusion to Healthy and Safe Communities, S. Hill assured the Committee that:

- it should not experience any staff support changes;
- the Urban Indigenous Strategy program is able to accommodate the new workload.

**(ii) Aine Leadbetter – Manager, Elections and Print/Mail (Item 9.2)**

A. Leadbetter informed the Committee about the research, consultation, and logistical work she's responsible for in relation to planning for the municipal elections upcoming in 2022 and 2026.

In response to questions from Committee members, she acknowledged that:

- she doesn't yet have data about the election participation of Hamilton's Aboriginal population but plans to work with City Lab to acquire some;
- she'll be looking into how best to connect with the urban Aboriginal homeless population;
- she's aware of how important it is to deal with people's post-COVID concerns about "safe" transportation and location criteria.

The Committee suggested that she work with the Urban Indigenous Strategy team to promote targeted voting strategies to the city's urban Aboriginal population.

A. Leadbetter confirmed that she'll e-mail her presentation to Committee members.

## 10. DISCUSSION ITEMS (Item 10)

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

Committee and staff members reported on the status of tasks assigned to them at the May 6, 2021 meeting.

Tasks not yet completed will roll over into the task list resulting from this meeting.

### (ii) Monthly Urban Indigenous Strategy Reporting (Item 10.2)

The Committee secretary requested that the Urban Indigenous Strategy program's monthly oral report become a written report each month in the interests of providing Committee members with advance notice and reducing the minutes workload for the Committee's volunteer secretary. The written report would be part of the agenda package distributed prior to the meeting and included in the minutes package.

S. Hill indicated that the program will comply with the request.

### (iii) Membership Resignation (Item 10.3)

N. Jones advised that C. Cayuga had submitted a letter of resignation.

#### (C. Bellamy/S. Cruickshank)

That the Aboriginal Advisory Committee accepts C. Cayuga's resignation.

**CARRIED**

### (iv) Committee Membership (Item 10.4)

Committee members:

- noted that Committee membership has fallen below the number of appointees allowed for in the Committee Terms of Reference;
- agreed to address the matter of recruitment at the Committee's September meeting.

### (v) Election-related Opportunities for Community (Item 10.5)

Deferred due to time constraints.

### (vi) Date of September 2021 Meeting (Item 10.6)

There was agreement to meet on Thursday, September 2 prior to Labour Day.

**(vii) LRT (Item 10.7)**

Councillor Nann reported that an announcement about LRT funding may be forthcoming.

There was agreement to defer further LRT discussion to the Committee's September meeting.

**(viii) Residential School Finding – 215 Children (item 10.8)**

S. Hill reported that the Urban Indigenous Strategy program assisted the City's Communications department with the City's "Every Child Matters" statement related to the finding of unmarked graves at the Kamloops, British Columbia Residential School site.

In response to M. Wright's inquiry about the City's internal message to staff relating to ongoing training, Councillor Nann replied that, to date, she has had a social meeting with the Mayor and that the Hamilton sign at City Hall plaza may be lit in orange lights.

Discussion about whether the Committee can issue its own statement resulted in Councillor Nann confirming that the Committee can advise Council by making a statement about what happened and presenting recommendations. The statement would need to be submitted by noon on June 8, 2021 to make Council's agenda.

There was agreement that Committee members will meet independently on the weekend to draft a Committee statement for submission to Council.

**(ix) Staff Monitoring of and Reporting on Committee Members' E-connection Status During Electronic Meetings (Added Item 10.9)**

Since not all Committee members have equal audio/visual access during e-meetings, there was agreement that staff will provide the following support:

- advise Committee members if staff mutes anyone;
- let Committee members know when anyone's connection drops during the meeting;
- provide backup note-taking support if the secretary's connection drops.

**x) Survey about Recording and Retaining Advisory Committee Meetings (Added Item 10.10)**

Deferred due to time constraints.

**11. MOTIONS (Item 11)****(i) Approval of All Advisory Committee Event Date and Selection of a Presenter**

N. Jones reported that:

- the date and time for the All Advisory Committee virtual event is Monday, September 27, 2021 from 4:00 – 6:00 p.m.;
- all Committee members are welcome to attend;
- the Committee is welcome to designate a member to make a five-minute presentation on behalf of the Committee.

**(M. Wright/S. Cruickshank)**

That Connie Bellamy will deliver a five-minute presentation on behalf of the Aboriginal Advisory Committee at the All Advisory Committee Event on September 27, 2021.

**CARRIED**

**12. NOTICES OF MOTION (Item 12)****13. GENERAL INFORMATION/OTHER BUSINESS (Item 13)****(i) Secretary Report (Added Item 13.1)**

Deferred due to time constraints.

**(ii) Bird-Friendly Cities (Item 13.2)**

Deferred due to time constraints.

**(iii) Truth and Reconciliation Day Update (Added item 13. 3)**

Deferred due to time constraints.

**(iv) Potential Reallocation of King George School (Added Item 13.4)**

Councillor Nann reported that:

- City Council's backing the Hamilton Regional Indian Centre and Ontario Aboriginal Housing Services proposal to convert the former King George School into affordable housing;
- the building's currently vacant;
- there's no anchor tenant or partners at present;
- discussion includes a community hub (i.e., arts and education) aspect
- discussion includes the handing over of land.

Councillor Nann offered to her make her speaking notes available to the Committee. The Committee accepted her offer.



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

**15. ADJOURNMENT (Item 15)**

**(i) Closing Address (Added item 15.1)**

At M. Wright's request, N. Jones provided the ceremonial closing.

**(ii) ADJOURNMENT (Item 15.1)**

**(C. Bellamy/S. Cruickshank)**

That, due to exceeded time limits, the meeting be adjourned at 7:50 p.m.

**CARRIED**

---

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

---

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Next Meeting: September 2, 2021



**MINUTES**  
**Aboriginal Advisory Committee**  
**Thursday, September 2, 2021 – 5:30 P.M.**

Due to COVID-19 and the Closure of City Hall,  
all electronic meetings can be viewed at:

City's YouTube Channel:

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

- Present:** Marilyn Wright, Chair  
Connie Bellamy, Vice-chair  
Patty Lawlor, Secretary (ally/non-voting)  
Scott Cruickshank, Member
- Regrets:** Allan Loft, Member
- Also Present:** Shelly Hill, Senior Project Manager, Urban Indigenous Strategy, Healthy and Safe Communities (staff)  
Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)  
Kim VanderMeulen, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)

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

**(i) Call to Order (Item 1.1)**

M. Wright called the meeting to order at 6:05 p.m. after WebEx access problems resolved.

**(ii) Opening Address (Item 1.2)**

M. Wright welcomed attendees and asked the Creator to be with everyone throughout the meeting.

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

The following agenda item is deleted due to duplication with Discussion Item 10.4: Communications Item 5.1. Virtual Collaborative Round Table Event

The following items are added:

Discussion Item 10.11 Residential School Letter of Support

**(C. Bellamy/S. Cruickshank)**

That the agenda for the September 2, 2021, meeting of the Aboriginal Advisory Committee be approved as amended.

**CARRIED**

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

**4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS (item 4)**

**(i) Minutes of May 6, 2021 (Item 4.1)**

**(C. Bellamy/S. Cruickshank)**

That the minutes of the Committee's May 6, 2021, meeting be accepted as presented.

**CARRIED**

**(ii) Minutes of June 3, 2021 (Item 4.2)**

**(C. Bellamy/M. Wright)**

That the minutes of the Committee's June 3, 2021, meeting be accepted as presented.

**CARRIED**

**5. COMMUNICATIONS (Item 5)**

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

**7. CONSENT ITEMS (Item 7)**

**8. PUBLIC HEARINGS / DELEGATIONS (Item 8)**

**9. STAFF PRESENTATIONS (Item 9)**

**(i) Urban Indigenous Strategy Update (Item 9.1)**

S. Hill provided the following updates:

Strategy Implementation

In July, Council approved a report recommending that staff undertake a review of City landmarks and monuments to determine opportunities to honour the Indigenous community in accordance with the Urban Indigenous Strategy's action plan item #12. Approval included engaging First Peoples Group to conduct the review. Staff will bring the review report back to Council in the new year.

Strategy Renaming

To be more inclusive, the "Urban Indigenous Strategy" may be renamed "Indigenous Relations Strategy."

### Strategy Staffing

The position (Project Manager, Indigenous Initiatives) recently vacated by N. Jones will be filled. S. Hill acknowledged N. Jones' contributions during her time with the Urban Indigenous Strategy program.

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

### **(i) Update on Tasks Arising from June 3, 2021, Meeting (Item 10.1)**

Committee and staff members reported on the status of tasks assigned to them at the June 3, 2021, meeting.

Tasks not yet completed will roll over into the task list resulting from this meeting.

The list resulting from this meeting will include new tasks arising from this meeting.

### **(ii) Secretary Report (Item 10.2)**

P. Lawlor reported that considerable time investment and consultation with the City's Legislative Coordinator is resulting in progress related to recording minutes.

She thanked C. Bellamy for collaborating on agenda planning for the September meeting.

### **(iii) Secretary Status as of October 2021 (Item 10.3)**

P. Lawlor advised that she has completed her trial run as secretary but is willing to continue for the October meeting, if she's not on vacation.

There was agreement that, as required, committee members will take turns serving as secretary.

### **(iv) AAC Presentation at Upcoming All Advisory Committees Event in September (Item 10.4)**

There was agreement that C. Bellamy will use the Committee's five minutes at the meeting on September 27 to read the Committee's updated residential school letter of support. If time permits, she'll ask other committees about their recruitment strategies.

### **(v) Committee Terms of Reference and Current Membership (Item 10.5)**

Committee membership is below the level allowed under its Terms of Reference.

There was agreement to follow up on A. Loft's inquiry about his current membership status.

**(vi) National Truth and Reconciliation Day (September 30) (Item 10.6)**

In response to a question about Urban Indigenous Strategy plans for the day, S. Hill reported that:

- the Urban Indigenous Strategy is working with Hamilton Public Library on several online initiatives
- the HAMILTON sign at City Hall will be lit orange
- "Every Child Matters" T-shirts will be available
- there will be "learning" programming for City staff.

C. Bellamy noted that D. Pike, freelance columnist for the Hamilton Spectator and Senior Social Planner for the Social Planning and Research Council, has been posting Truth and Reconciliation report recommendations daily on facebook.

**(vii) June Banner "Refresh" and Banner Booking for 2022 (Item 10.7)**

There was agreement that:

- prompt banner display booking for 2022 is critical
- banner wording is outdated and needs updating
- replacement banner decisions must be high priority for Committee
- issues related to banner storage need resolution.

Brief discussion about a new banner included:

- the need for key messaging
- upgrade to graphics and colour
- importance of versatility: possible multiple banners with varying dimensions and messages

**(viii) City Survey about Recording and Retaining Committee Meetings (Item 10.8)**

P. Lawlor registered her concern that the Committee as-a-whole was not consulted for the survey.

**(ix) Election-related Opportunities for the Aboriginal Community (Added Item 10.9)**

C. Bellamy spoke to the importance of the Committee:

- encouraging voting for all levels of government
- promoting engagement in the election process through election-related employment opportunities.

**(x) Committee Recruitment (Item 10.10)**

Discussion resulted in a request to staff for:

- current policy/procedure/parameters as they relate to recruitment for this committee
- information about recruitment spending by any of the City's Advisory Committees
- information about how "in camera" or "Private and Confidential" discussions take place in our virtual meeting environment.

Preliminary discussion about potential recruitment support identified the following possibilities:

- Coalition of Hamilton Indigenous Leadership (CHIL)
- Other Aboriginal agencies in the city
- Urban Indigenous Strategy's mailing list
- McMaster University's Indigenous Studies Program

**(xi) Residential School Letter of Support (Added Item 10.11)**

Discussion underscored the committee's disappointment with the City's handling of the Committee's residential school letter of support in June and July.

There was agreement to:

- update the letter to acknowledge developments since drafting the original letter and resubmit it to the Mayor and Council
- seek approval to post the updated letter on the committee's page on the City's website
- determine whether the committee needs approval to distribute the letter more broadly.

**11. MOTIONS (Item 11)****12. NOTICES OF MOTION (Item 12)****13. GENERAL INFORMATION/OTHER BUSINESS****(i) Hamilton Indigenous Unity Rally (New Item)**

M. Wright reported that:

- she attended the rally on August 14, 2021, at City Hall
- attendance was good, including Aboriginal and non-Aboriginal supporters, some City Councilors, and MP Matthew Green.

**(ii) Renaming the Committee (New Item)**

S. Cruickshank noted that the Committee's name uses outdated language (i.e., Aboriginal). He proposed that the committee discuss an appropriate update at a future meeting and, if agreed upon, seek approval for the change.

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

**15. ADJOURNMENT (Item 15)**

**(i) Closing Address (Item 15.1)**

At M. Wright's request, N. Jones provided the ceremonial closing.

**(ii) ADJOURNMENT (Item 15.2)**

**(C. Bellamy/S. Cruickshank)**

That the meeting be adjourned at 8.00 p.m.

**CARRIED**

---

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

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Marilyn Wright, Chair  
Aboriginal Advisory Committee

Next Meeting: October 7, 2021



**MINUTES**  
**Aboriginal Advisory Committee**  
**Thursday, October 7, 2021 – 5:30 P.M.**

Due to COVID-19 and the Closure of City Hall,  
all electronic meetings can be viewed at:

City's YouTube Channel:

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

**Present:** Marilyn Wright, Chair  
Connie Bellamy, Vice-chair  
Patty Lawlor, Secretary (Ally/non-voting)  
Scott Cruickshank, Member

**Absent:** Allan Loft, Member

**Also Present:** Shelly Hill, Manager, Indigenous Relations, Healthy and Safe Communities (staff)  
Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)  
Kim VanderMeulen, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)

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

**(i) Land Acknowledgment**

Discussion resulted in agreement to add the City of Hamilton Land Acknowledgment to each meeting's ceremonial activities, effective immediately.

M. Wright made the acknowledgment.

**(ii) Call to Order (Item 1.1)**

M. Wright called the meeting to order at 5:47 p.m.

**(iii) Opening Address (Item 1.2)**

M. Wright asked for the Creator's guidance to accomplish all we plan to do with good minds, hearts, tongues, and hearts.

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

There was agreement to remove one of the duplicate item 10.1 entries.

**(C. Bellamy/S. Cruickshank)**

That the agenda for the October 7, 2021 meeting be approved as amended.

**CARRIED**

M. Wright questioned why C. Gately's name still appears in the agenda header.

S. Baldwin reported that staff has submitted a request for an update.

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

None

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

**(i) Minutes of September 2, 2021 (Item 4.1)**

S. Hill requested the correction of her position title. Her title is Manager.

**(C. Bellamy/S. Cruickshank)**

That the minutes of the Committee's September 2, 2021 meeting be approved as amended.

**CARRIED**

**5. CONSENT ITEMS (Item 7)**

M. Wright requested an explanation of this agenda category at the November meeting.

**6. STAFF PRESENTATIONS (Item 9)**

**(i) Urban Indigenous Strategy Update (Item 9.1)**

S. Hill reported on events that took place since the Committee's September meeting: Orange Shirt Day and a Red Dress exhibit at City Hall.

**(ii) Urban Indigenous Strategy Reporting to the Committee**

P. Lawlor asked about the written staff report. After discussion, there was agreement that S. Hill will continue to report verbally until the City fills the program's vacant position.

S. Hill asked whether Urban Indigenous Strategy staff had always reported on a regular basis to the Committee. M. Wright confirmed that it had.

## 7. DISCUSSION ITEMS (Item 10)

### (i) Update on Tasks Arising from September 2, 2021, Meeting (Item 10.1)

Committee and staff members reported on the status of tasks assigned to them at the Sept. 2, 2021, meeting.

Tasks not yet completed will roll over into the task list resulting from this meeting.

The list resulting from this meeting will include new tasks arising from this meeting.

M. Wright expressed appreciation to P. Lawlor, acknowledging the list's value as a helpful support resource for the Committee.

#### 2022 Bring Forward Item:

- Equity Toolkit Feedback

S. Hill reported that the Equity Toolkit was part of the recommendation report approved at Council last Wednesday. Staff were directed to make the updates based on all the feedback collected and to ensure alignment with the new Equity, Diversity and Inclusion Framework. That work will be completed in 2022 and we will ensure the Volunteer Advisory Committees have another opportunity to review prior to finalizing.

### (ii) Residential School Letter of Support Update (Item 10.2)

M. Wright reported:

- on the process of updating the Committee's letter of support to reflect ongoing residential school discoveries and delivering the letter, through staff, to the Mayor and City Council
- that when technical difficulties prevented her from reading the letter virtually at the Council meeting, Councillor Nann read it on behalf of the Committee.

Discussion resulted in the following decisions:

- post the letter on the Committee's City web page, if possible
- arrange for distribution of the letter to Indigenous community agencies
- the Committee should promote awareness of its work by communicating more regularly with the City and relevant community agencies on significant issues.

The Committee accepted, with thanks, S. Hill's offer to post the letter on the site: [hamilton.ca/indigenous](http://hamilton.ca/indigenous).

**(iii) All Advisory Committees Event on September 27, 2021 (Item 10.3)**

C. Bellamy, M. Wright, and P. Lawlor attended the full virtual meeting and reported on their experiences.

M. Wright thanked C. Bellamy for making the Committee's presentation which focused on the residential school letter of support.

C. Bellamy remarked on the high calibre of visual presentations made by some committees.

P. Lawlor commented on some of the concerns many of the committees identified that are similar to our committee experience. They include:

- challenges of working in pandemic (i.e., virtual) conditions,
- maintaining membership numbers,
- meeting quorum
- records maintenance and access to records
- needing more clarity around advocacy
- need for more staff support for identifying shared committee concerns and linking committees on such matters
- inconsistency related to responses from staff, councillors, and council to committee outreach.

She also noted that the City plans to update the Advisory Committee Procedural Handbook within the year.

Discussion resulted in agreement to:

- communicate support for all-committees meetings either semi-annually or annually
- send thanks to C. Kroetsch, chair of the LGBTQ Advisory Committee, for proposing the first all-committees meeting
- ensure all Committee members are aware of all committees and their chairs
- ensure all Committee members have access to the 2020 edition of the Advisory Committee Procedural Handbook.

**(iv) Committee Membership Update (Item 10.4)**

There was agreement to follow up further with A. Loft about his member status.

**(v) Committee Recruitment (Item 10.5)**

There was agreement to ask the Legislative Coordinator whether the Committee can initiate recruitment efforts at this time.

**(vi) 2022 Banner Booking (Item 10.6)**

Discussion addressed the increased number of significant Indigenous occasions, including:

- National Indigenous History Month (June)
- National Indigenous Peoples Day (June 21)
- National Day for Truth and Reconciliation, aka Orange Shirt Day (September 30)
- National Day of Action for Missing and Murdered Indigenous Women, Girls and 2SLGBTQ+ People (October 4).

There was agreement to continue the discussion about one or more banner bookings at the Committee's November meeting.

**(vii) New Banner Planning (Item 10.7)**

Discussion addressed the following considerations:

- we need to retire the existing banner due to outdated wording
- what are current banner display site options?
- given the number of Indigenous occasions and potential sites do we need more than one banner with different wording and sizing?
- should stronger visual appeal be part of replacement banner planning?
- what potential is there for the development of a Committee logo?
- what potential is there for collaborating with the Urban Indigenous Strategy program?
- what funding is available from the Committee's current term and reserve allocations?

There was agreement to look further into the matter during October and report at the Committee's November meeting.

**(viii) Committee Name Reconsideration (Item 10.8)**

S. Cruickshank noted that he had raised this item further to discussion with elders and the naming of Hamilton's own strategy for urban indigenous peoples.

Due to time constraints, there was agreement to defer this to the Committee's November meeting as a high priority discussion item.

**(ix) Location of Committee's Approved Minutes (Added Item 10.9)**

P. Lawlor noted that she didn't find the approved minutes on the City's Aboriginal Advisory Committee web page and asked where Committee members or members of the public would find them.

Staff advised that the Committee's approved minutes are available through the Office of the City Clerk.

**(x) Aboriginal Advisory Committee Page on City's Website (Item 10.10)**

Discussion resulted in agreement:

- that the Committee needs a platform for its voice on various positions
- to obtain information about whether the page is restricted to current content or has potential for more scope.

Staff advised that the City is planning to upgrade its website and, in the meantime, the Urban Indigenous Strategy may be able to better support a Committee presence.

**(xi) Secretary for November and December 2021 (Added Item 10.11)**

Discussion resulted in agreement that P. Lawlor will continue as Secretary for November and December.

**8. GENERAL INFORMATION / OTHER BUSINESS**

**(i) Hamilton's Water Problems (New Item)**

M. Wright requested that this item be put on the Committee's November agenda.

**9. ADJOURNMENT (Item 15)**

**(i) Closing Address (Item 15.1)**

M Wright wished everyone a good and safe Thanksgiving. She noted that the Creator helps everyone but also encouraged everyone to remember the less fortunate.

**(ii) ADJOURNMENT (Item 15.2)**

**(C. Bellamy/S. Cruickshank)**

That the meeting be adjourned at 8.00 p.m.

**CARRIED**

---

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

---

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Next Meeting: November 4, 2021



# Hamilton

## **MINUTES**

### **Aboriginal Advisory Committee**

**Thursday, November 4, 2021 – 5:30 P.M.**

Due to COVID-19 and the Closure of City Hall,  
all electronic meetings can be viewed at:

City's YouTube Channel:

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

- Present:** Marilyn Wright, Chair  
 Connie Bellamy, Vice-chair  
 Patty Lawlor, Secretary (Ally/non-voting)  
 Allan Loft, Member  
 Scott Cruickshank, Member
- Absent with Regrets:** Shelly Hill, Manager, Indigenous Relations, Healthy and Safe Communities (staff)
- Also Present:** Jennifer DiDomenico, Senior Project Manager, Indigenous Relations, Healthy and Safe Communities (staff)  
 Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)  
 Kim VanderMeulen, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)

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

### **(i) Land Acknowledgment (Item 1.1)**

P. Lawlor made the acknowledgment.

### **(ii) Call to Order (Item 1.2)**

C. Bellamy called the meeting to order at 5:43 p.m.

### **(iii) Opening Address (Item 1.3)**

A. Loft said a prayer of Thanksgiving to the Creator in Mohawk and English.

November 4, 2021

Aboriginal Advisory Committee  
Minutes 21-11

## 2. APPROVAL OF AGENDA (Item 2)

The Chair advised of the following changes to the agenda:

- Add as 5.2: Code of Conduct for Citizen Members of Committees
- Add as 10.9: Recruitment
- Add as 13.1: Committee Officers Identification on City Website
- Add as 13.2: Aboriginal Advisory Committee on City Website
- Add as 13.3: Access to Approved Minutes
- Add as 13.4: Point in Time Count of Homelessness

**(M. Wright/S. Cruickshank**

That the agenda for the November 4, 2021 meeting of the Aboriginal Advisory Committee be approved as amended.

**CARRIED**

## 3. DECLARATIONS OF INTEREST (Item 3)

None

## 4. APPROVAL OF MINUTES OF PREVIOUS MEETING (item 4)

**(i) Minutes of October 7, 2021 (Item 4.1)**

**(M. Wright/S. Cruickshank)**

That the minutes of the October 7, 2021 meeting of the Aboriginal Advisory Committee be approved as presented

**CARRIED**

## 5. COMMUNICATIONS (Item 5)

**(i) Mandatory COVID-19 Vaccination Verification Policy (Item 5.1)**

J. DiDomenico responded to questions from Committee members about correspondence from W. Matthew Sutcliffe, Director, Employee Health, forwarded to them on October 28, 2021, by K. VanderMeulen.

J. DiDomenico confirmed that:

- the City's request to Advisory Committee members may be prompted by plans to return to in-person meetings
- members who don't meet the specified deadline can still participate in virtual meetings.



November 4, 2021

Since not all members had received and reviewed the correspondence, staff committed to resending the correspondence with key information highlighted.

**(ii) Code of Conduct for Citizen Members of the Committee (New)**

Not all members had time to review correspondence from L. Kolar, Legislative Coordinator, Office of the City Clerk, forwarded to them on November 3, 2021, by K. VanderMeulen.

Concerns raised included:

- item not included on the meeting agenda until requested by a member
- November 30<sup>th</sup> deadline prevents discussion at next committee meeting
- lack of background information about the significant expansion of the Code of Conduct

Staff clarified that there are two opportunities to respond.

Staff committed to requesting background information for distribution to Committee members prior to the November 30, 2021 deadline.

**6. CONSENT ITEMS (Item 7)**

**(I) Explanation of Section (Item 7.1)**

J. DiDomenico explained that the section allows for the grouping of routine business and items that committees can accept in a single motion rather than multiple ones. The purpose of the grouping is to save time, allowing more meeting time for items requiring discussion.

**7. STAFF PRESENTATIONS (Item 9)**

**(i) Urban Indigenous Strategy Update (Item 9.1)**

J. DiDomenico reported:

- on recent promotional priorities, including Treaties Recognition Week (November 1-7) and International Inuit Day (November 7)
- that the search for the Indigenous Initiatives Project Manager position is underway.

On S. Hill's behalf, J. DiDomenico proposed that, going forward:

- the Urban Indigenous Strategy Staff Presentation be a quarterly item on agendas or more frequent, if needed.
- the Urban Indigenous Strategy will provide an annual program summary in writing.

The Committee accepted the proposal with agreement that the Urban Indigenous Strategy program will deliver its first written program summary (2021) and quarterly presentation in February 2022.

## 8. DISCUSSION ITEMS (Item 10)

### (i) Update on Tasks Arising from October 7, 2021 Meeting of the Aboriginal Advisory Committee (Item 10.1)

Committee and staff members reported on the status of tasks assigned to them at the October 7, 2021 meeting.

Tasks not yet completed will roll over into the task list resulting from this meeting.

The list resulting from this meeting will include new tasks assigned at this meeting.

There was additional discussion on the following items:

#### (a) Current Membership Status of A. Loft

In response to his request, M. Wright confirmed to A. Loft that he continues to be a member in good standing.

#### (b) Funding Currently Available to the Aboriginal Advisory Committee

J. DiDomenico reported that:

- the Committee's term balance is \$3,500
- the Committee's reserve funding is \$7,600
- the cost for displaying the banner at City Hall in June 2021 was \$371 and has not yet been deducted from the Committee's term balance.

P. Lawlor noted that it appears that the Committee's \$500 contribution to the Urban Indigenous Strategy's youth programming in June 2021 has not yet been deducted.

#### (c) Posting of the Committee's Updated Residential School Letter on City Website

J. DiDomenico advised that, until the City upgrades its website in 2022 allowing for more information on the Aboriginal Advisory Committee page, the Urban Indigenous Strategy's page would be the best place to post the letter.

**(d) Letter of Support for Semi-annual or Annual All Advisory Committees Meetings**

Staff advised the Committee to submit its letter to K. VanderMeulen who will forward it to the Clerk's Office

**(ii) Committee Name Reconsideration (Item 10.2)**

Discussion resulted in a decision to refer this item to the Committee's next term.

**(iii) Committee Membership and Quorum (Item 10.3)**

The current Committee has five members. One is a non-voting ally.

J. DiDomenico confirmed that quorum for the current Committee is two voting members. (Source: Advisory Committee Procedural Handbook, Updated July 2020, p. 6.)

**(iv) Committee Banner (Item 10.4)**

**(a) Sub-committee Report (Item 10.4(a))**

M. Wright reported that she and S. Hill have not yet met.

**(b) Project Budget (Item 10.4(b))**

M. Wright will take Committee budget information to her meeting with S. Hill.

**(c) Banner Planning Timeline (Item 10.4(c))**

Deferred to December meeting.

**(d) Logo & Graphics (Item 10.4(d))**

Deferred to December meeting.

**(v) Private and Confidential / In-camera Discussions (Item 10.5)**

There was agreement that M. Wright and P. Lawlor will discuss the matter further and report back to the Committee.

**(vi) Visioning for Final Year of Term (Item 10.6)**

Deferred to December meeting.

**(vii) Hamilton's Water Problems (Item 10.7)**

M. Wright spoke about

- the seriousness of water problems in Hamilton and on reserves
- concern about insufficient remedial action
- what the Committee may be able to do to help increase awareness about and action related to the problems.

Action suggestions included:

- sending a letter of concern to City Councillors and appropriate City departments
- organizing and inviting City politicians and staff to a panel discussion or meeting in the New Year with the City's Indigenous peoples
- drafting a statement about the need for a code of conduct and process, possibly under religious auspices
- drafting a plan of action at the Committee's December meeting.

There was agreement that M. Wright will discuss the matter with S. Hill at their meeting.

**(viii) 2022 Budget Preparation (Item 10.8)**

J. DiDomenico advised that the Committee needs to prepare and submit its 2022 budget before the end of December.

Staff will include the form in the agenda package for the December meeting.

**(ix) Recruitment (Item 10.9)**

Deferred to December meeting.

**9. GENERAL INFORMATION / OTHER BUSINESS (Item 13)****(i) Committee Officers Listings on City Website (Added Item 13.1)**

In response to an inquiry about why the City's advisory committee web pages don't identify committee officers, staff advised that the Committee can use the City's "Web Request" feature to ask staff to add the information.

**(i) Aboriginal Advisory Committee on City Website (Added Item 13.2)**

Deferred to December Meeting

November 4, 2021

Aboriginal Advisory Committee  
Minutes 21-11

**(iii) Access to Approved Minutes (Added Item 13.3)**

Deferred to December Meeting

**(iv) Point in Time Count of Homelessness (Added Item 13.4)**

M. Wright noted that the City's Housing Services Division and the local Indigenous community will jointly conduct the count from November 15 through November 19. There will be an Indigenous-led Magnet Event on November 17 at Beasley Park to promote survey participation by Indigenous community members.

**10. ADJOURNMENT (Item 15)**

**(i) Closing Address (Item 15.1)**

A. Loft said a prayer in Mohawk, Anishinabe, and English, concluding with encouragement to continue praying for more care for the homeless and those in need.

**(M. Wright/A. Loft)**

That there being no further business, the meeting of the Aboriginal Advisory Committee be adjourned at 8:10 p.m.

**CARRIED**

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

Next Meeting: December 2, 2021





Hamilton

**MINUTES**  
**Aboriginal Advisory Committee**  
**Thursday, December 2, 2021 – 5:30 P.M.**

Due to COVID-19 and the Closure of City Hall,  
 all electronic meetings can be viewed at:

City's YouTube Channel:

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

**Present:** Marilyn Wright, Chair  
 Connie Bellamy, Vice-chair  
 Patty Lawlor, Secretary (Ally/non-voting)  
 Allan Loft, Member  
 Scott Cruickshank, Member

**Also Present:** Shelly Hill, Manager, Indigenous Relations, Healthy and Safe Communities (staff)  
 Beth Dockstator, Project Manager, Indigenous Initiatives, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division, (staff)  
 Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)

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

**(i) Land Acknowledgment (Item 1.1)**

M. Wright made the acknowledgment.

**(ii) Call to Order (Item 1.2)**

M. Wright called the meeting to order at 5:58 p.m.

**(iii) Opening Address (Item 1.3)**

A. Loft said a prayer of Thanksgiving to the Creator in Mohawk and English.

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

The Chair advised of the following changes to the agenda:

December 2, 2021

Aboriginal Advisory Committee  
Minutes 21-12

- Correct 10.4.c. to read: Private and Confidential/In Camera Meetings (M. Wright/P. Lawlor)

**(C. Bellamy/A. Loft)**

That the agenda for the December 2, 2021, meeting of the Aboriginal Advisory Committee be approved as amended.

**CARRIED**

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

None

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

**(i) Minutes of November 4, 2021 (Item 4.1)**

The Chair requested the following amendment to 7 (i), second paragraph, first bullet: the Urban Indigenous Strategy Staff Presentation be a quarterly item on agendas or more frequent, if needed.

**(C. Bellamy/A. Loft)**

That the minutes of the November 4, 2021, meeting of the Aboriginal Advisory Committee be approved as amended

**CARRIED**

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

**(i) Update on Tasks Arising from November 4, 2021, Meeting of the Aboriginal Advisory Committee (Item 10.1)**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(ii) Presentation of Committee Communications (Item 10.2)**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(iii) City Website (Item 10.3)**

**(a) Committee Officers Listings on Advisory Committee Page (Item 10.3.a)**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(b) Aboriginal Advisory Page (Item 10.3.b)**



Deferred to the Aboriginal Advisory Committee's next meeting.

**(iv) Meeting Reports (Item 10.4)**

**(a) Banner Collaboration (M. Wright/S. Hill) (Item 10.4(a))**

M. Wright reported that she and S. Hill had met to discuss the potential collaboration. Items they discussed included:

- that a collaboration between the Aboriginal Advisory Committee and the Indigenous Relations program strengthens initiatives
- whether one or multiple banners is preferable due to the number of events/occasions (e.g., dates in May, June, September)
- whether a logo is advantageous
- advisability of a logo competition

Following the report, discussion resulted in the following decisions:

- continue the banner collaboration discussion at the Aboriginal Advisory Committee's January 2022 meeting
- bring back the matter of an Aboriginal Advisory Committee name change to the Committee's January 2022 meeting for further discussion.

In response to a question, S. Hill confirmed that Indigenous Relations program collaborations with the Aboriginal Advisory Committee will be on a cost sharing basis.

**(b) Hamilton Water Problems (M. Wright/S. Hill) (Item 10.4(b))**

M. Wright led discussion about concerns about water problems in Hamilton.

Discussion resulted in agreement to:

- develop a list of questions for City staff for further discussion at the Aboriginal Advisory Committee's January 6, 2022, meeting
- further discuss organizing a community forum/meeting in Spring 2022 to discuss water issues from a more Indigenous perspective.

**(A. Loft /S. Cruickshank)**

That, with the assistance of Indigenous Relations program staff, the Aboriginal Advisory Committee will invite an appropriate representative from the City of Hamilton to attend the Aboriginal Advisory Committee's meeting on February 3, 2022 to discuss the water problems in Hamilton.

**CARRIED**

December 2, 2021

Aboriginal Advisory Committee  
Minutes 21-12

**(c) Private and Confidential/In Camera Meetings (M. Wright/P. Lawlor)  
(Item 10.4(c))**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(v) Recruitment Clarification (Item 10.5)**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(vi) Visioning for Final Year of Term (Item 10.6)**

Deferred to the Aboriginal Advisory Committee's next meeting.

**(vi) 2022 Budget Submission (Item 10.7)**

M. Wright reviewed the Aboriginal Advisory Committee's 2021 budget and the "City of Hamilton 2022 Advisory Committees Budget Submission Form."

In response to a question, S. Hill replied that the City of Hamilton had not provided staff with any budget planning direction based on the ongoing COVID-19 situation.

Discussion resulted in agreement that:

- Councillor Nann is not a member of the Aboriginal Advisory Committee but City Council's liaison with the Committee
- the Aboriginal Advisory Committee budget submission for 2022 will be for the same funding approved for 2021

**(C. Bellamy/S. Cruickshank)**

That the Aboriginal Advisory Committee's 2022 Budget Submission be approved as presented.

**CARRIED**

**(viii) Access to Approved Minutes (Item 10.8)**

Deferred to the Aboriginal Advisory Committee's January 2022 meeting.

**(ix) Meeting Dates for 2022 (Item 10.9)**

Discussion resulted in agreement to continue meeting on the first Thursday of the month, including January 6, 2022.

**6. GENERAL INFORMATION / OTHER BUSINESS (Item 13)**

**(i) Update on Search for the Indigenous Initiatives Project Manager (Item 13.1)**

S. Hill introduced B. Dockstator, the new Project Manager, Indigenous Initiatives, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division.

B. Dockstator reviewed her background and expressed her interest in meeting and working with Aboriginal Advisory Committee members.

M. Wright welcomed B. Dockstator on behalf of the committee. Committee members introduced themselves.

S. Hill confirmed that S. Baldwin will continue to provide the Committee with support while B. Dockstator settles into her position.

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

### (i) **Closing Address (Item 15.1)**

Omitted due to time constraints.

### (ii) **Adjournment (Item 15.2)**

M. Wright expressed best wishes to everyone for Christmas, the New Year, and a safe and happy holiday.

### **(C. Bellamy/S. Cruickshank)**

That the meeting of the Aboriginal Advisory Committee be adjourned at 8:15 p.m.

**CARRIED**

Approved: January 6, 2022

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

Next Meeting: January 6, 2022





# Hamilton

## **MINUTES**

### **Aboriginal Advisory Committee Thursday, January 6, 2022 – 5:30 P.M.**

Due to COVID-19 and the Closure of City Hall,  
all electronic meetings can be viewed at:

City's YouTube Channel:

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

**Present:** Marilyn Wright, Chair  
Connie Bellamy, Vice-chair  
Patty Lawlor, Secretary (Ally/non-voting)  
Allan Loft, Member  
Scott Cruickshank, Member

**Also Present:** Shelly Hill, Manager, Indigenous Relations Team, Healthy and Safe Communities (staff)  
Beth Dockstator, Project Manager, Indigenous Initiatives, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division, (staff)  
Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)

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

### **(i) Land Acknowledgment (Item 1.1)**

M. Wright began with the City of Hamilton Land Acknowledgment.

### **(ii) Call to Order (Item 1.2)**

M. Wright called the meeting to order at 5:38 p.m.

### **(iii) Opening Address (Item 1.3)**

A. Loft spoke briefly about the four medicines (tobacco, cedar, sweetgrass, and sage) before saying a prayer of Thanksgiving to the Creator in Mohawk and English.

January 6, 2022

Aboriginal Advisory Committee  
Minutes 22-01

## 2. APPROVAL OF AGENDA (Item 2)

**(C. Bellamy/S. Cruickshank)**

That the agenda for the January 6, 2022 meeting of the Aboriginal Advisory Committee be approved as presented.

**CARRIED**

## 3. DECLARATIONS OF INTEREST (Item 3)

None

## 4. APPROVAL OF MINUTES OF PREVIOUS MEETING (item 4)

**(i) Minutes of December 2, 2021 (Item 4.1)**

**(C. Bellamy/A. Loft)**

That the minutes of the December 2, 2021 meeting of the Aboriginal Advisory Committee be approved as presented.

**CARRIED**

## 5. DISCUSSION ITEMS (Item 10)

**(i) Update on Tasks Arising from the November 4 and December 2, 2021 Meetings of the Aboriginal Advisory Committee (Item 10.1)**

Committee and staff members reported on the status of tasks assigned to them at the November 4 and December 2, 2021 meetings.

The list resulting from this meeting will include any tasks not yet completed as well as new tasks assigned at this meeting.

**(ii) Renaming of the Aboriginal Advisory Committee (Item 10.2)**

Discussion about contemporizing the Committee's name included consideration of the following replacements for "Aboriginal:"

- Indigenous
- First Peoples
- First Nations, Métis, and Inuit.

**(P. Lawlor/A. Loft)**

That the members of the Aboriginal Advisory Committee recommend changing the Committee's name to "Indigenous Advisory Committee" for the purposes of keeping up with the times and having consistency with the City of Hamilton's Urban Indigenous Strategy and Indigenous Relations program.

**CARRIED**

Next step: submit a Citizen Committee Report recommending the name change to the Audit, Finance, and Administration Standing Committee.

**(iii) Replacement Banner/s and Collaboration with Indigenous Relations (Item 10.3)**

Discussion resulted in the following agreements:

- the Aboriginal Advisory Committee will collaborate with Indigenous Relations team to promote awareness of significant Indigenous days and events
- the Aboriginal Advisory Committee will replace its outdated banner with a single banner designed to be suitable for all significant Indigenous days and events
- the banner will feature logos representing both the Aboriginal Advisory Committee and Indigenous Relations
- both the Aboriginal Advisory Committee and Indigenous Relations will collaborate on banner design and development, and contribute funds for banner production.

Next steps: investigate booking options for banner display, initiate logo and banner design and development, and obtain estimates for logo and banner production costs.

**(iv) Hamilton Water Issues (Item 10.4)**

**(a) Review Questions for Guests (Item 10.4.a)**

Committee discussion identified key areas of concern for the questions it will provide to guests prior to the Aboriginal Advisory Committee's February 2022 meeting.

Next steps: review, refine, and submit questions to Indigenous Relations team.

**(b) Guests Invitation: Next Steps (Item 10.4.b)**

Discussion resulted in agreement that staff:

- will be better able to determine appropriate guests once it has received the Aboriginal Advisory Committee's questions
- will inform the Aboriginal Advisory Committee who the guests will be prior to the Committee's February meeting.

**(c) Community Forum/Meeting in Spring 2022 (Item 10.4.c)**

Deferred due to time constraints.

**(v) Budget Submission Update (Item 10.5)**

S. Hill reported that Council approved the 2022 Aboriginal Advisory Committee budget, as submitted.

**(vi) Presentation of Committee Communications (Item 10.6)**

Discussion, based on the presentation of the Aboriginal Advisory Committee's Residential School Findings letter in September 2021, resulted in:

- agreement that the Aboriginal Advisory Committee requires letterhead to reinforce the credibility of such communications
- confirmation that other Advisory Committees have and use committee-specific letterhead to good effect
- noting that the logo to be developed for banner use may also work for letterhead.

Next steps: obtain and review the other Advisory Committees' letterheads for discussion at the Committee's March meeting

**(vii) Access to Aboriginal Advisory Committee's Approved Minutes (Item 10.7)**

Information provided by staff for accessing the Committee's approved minutes did not lead to the minutes.

Next steps: follow up with staff and report back to the full Committee.

**(viii) Recruitment Clarification (Item 10.8)**

Time constraints allowed only for providing notice that there are recruitment-related matters to consider.

Next step: draft and circulate a briefing note to Committee members to expedite discussion of this matter at the Aboriginal Advisory Committee's April 2022 meeting.

**(ix) Private and Confidential Agenda Items and In Camera Meetings (Item 10.9)**

Time constraints allowed only for providing notice of communications progress with the Clerk's office on this matter.

Next step: draft and circulate a briefing note to Committee members to expedite discussion of this matter at the Aboriginal Advisory Committee's April 2022 meeting.



**(x) City Website (Item 10.10)****a) Officer Listings on Advisory Committee Pages (Item 10.10.a)**

Time constraints allowed only for tabling the question: is there a reason Advisory Committee website pages don't identify the committee chairs, vice-chairs, and secretaries?

Next step: investigate and report back at the Aboriginal Advisory Committee's April 2022 meeting.

**b) Aboriginal Advisory Committee Page**

Discussion resulted in agreement that the Aboriginal Advisory Committee would appreciate a proactive, rather than reactive, consultation when the City begins its process of updating Advisory Committee webpages this year.

Next step: Inform appropriate staff, report back on the project timeline, and schedule a visit for an upcoming Aboriginal Advisory Committee meeting.

**(xi) Visioning for Final Year of Aboriginal Advisory Committee Term (Item 10.11)****a) Increase Indigenous Awareness Via City Hall "HAMILTON" Sign**

Discussion resulted in agreement to revisit the possibility of permanently modifying the HAMILTON sign located on City Hall plaza to incorporate an Indigenous element. Brainstorming resulted in the following ideas:

- dotting the "i" with a medicine wheel
- incorporating a medicine wheel into the "o"
- possibly using lens technology to achieve the effects.

Next step: resume research and report back to the full Committee for further consideration.

**6. GENERAL INFORMATION / OTHER BUSINESS (Item 13)****(i) Planning for February 2022 Meeting**

Discussion resulted in agreement that:

- the Aboriginal Advisory Committee meeting will focus almost entirely on the Hamilton water issues discussion with guest staff

- the Committee may invite an Indigenous Elder or water advocate to provide Indigenous context for water care and concerns.

Next steps: work with staff to adapt the agenda, and identify and invite an Elder or water advocate

**7. ADJOURNMENT (Item 15)**

**(i) Closing Address (Item 15.1)**

A. Loft said a prayer in Mohawk and English.

**(ii) Adjournment (Item 15.2)**

**(M. Wright/C. Bellamy)**

That the meeting of the Aboriginal Advisory Committee be adjourned at 8:01 p.m.

**CARRIED**

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

Next Meeting: February 3, 2022



# Hamilton

## MINUTES

### Aboriginal Advisory Committee Thursday, February 3, 2022 – 5:30 P.M.

Due to COVID-19 and the Closure of City Hall,  
all electronic meetings can be viewed at:

City's YouTube Channel:

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

#### Present:

Marilyn Wright, Chair  
Connie Bellamy, Vice-chair  
Patty Lawlor, Secretary (Ally/non-voting)  
Allan Loft, Member  
Scott Cruickshank, Member

#### Also Present:

Jennifer DiDomenico, Senior Project Manager, Indigenous Relations,  
Healthy and Safe Communities (staff)  
Shelly Hill, Manager, Indigenous Relations Team, Healthy and Safe  
Communities (staff)  
Beth Dockstator, Project Manager, Indigenous Initiatives, Healthy and Safe  
Communities, Children's Services and Neighbourhood Development  
Division, (staff)  
Sonya Baldwin, Program Secretary, Healthy and Safe Communities,  
Children's Services and Neighbourhood Development Division (staff)

#### Guests:

Laurie Minor, Administrative Assistant, Faculty of Education, Wilfrid Laurier  
University, Métis Sharing Circle Facilitator, and Water Advocate  
Cari Vanderperk, Director of Watershed Management, Public Works  
Nick Winters, Director (Acting), Hamilton Water, Public Works

### 1. CEREMONIAL ACTIVITIES (Item 1)

#### (i) Land Acknowledgment (Item 1.1)

C. Bellamy began with the City of Hamilton Land Acknowledgment.

#### (ii) Call to Order (Item 1.2)

M. Wright called the meeting to order at 5:30 p.m.

#### (iii) Opening Address/Prayer (Item 1.3)

A. Loft said a prayer of thanksgiving to the Creator in Mohawk and English.

**(iv) Welcome Guests and Introductory Remarks**

M. Wright welcomed everyone and asked them to introduce themselves.

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

**(C. Bellamy/S. Cruickshank)**

That the agenda for the February 3, 2022 meeting of the Aboriginal Advisory Committee be approved as presented.

**CARRIED**

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

None

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

**(i) Minutes of January 6, 2022 (Item 4.1)**

Deferred to the Aboriginal Advisory Committee's meeting on March 3, 2022 to accommodate the meeting's guest presentations.

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

**(i) Indigenous Presentation (Item 9.1)**

L. Minor, Faculty of Education, Wilfrid Laurier, spoke about the Indigenous relationship with water and her personal experience of and involvement with the Water Walkers movement. She emphasized the role of water in Indigenous creation stories, the Indigenous acknowledgment that water has a spirit, and the Indigenous commitment to responsibility for future generations. She expressed concern about water issues in Hamilton observing that where there is "sick" water, there are sick people.

**(C. Bellamy/S. Cruickshank)**

That the presentation respecting Indigenous relationship with water be received.

**CARRIED**

**(ii) Public Works Presentation on Hamilton Water Management and Water Issues (Item 9.2)**

N. Winters and C. Vanderperk attended the meeting to respond to a list of 10 water-related questions and concerns the Aboriginal Advisory Committee had pre-submitted to Public Works. Due to the nature of the subject, the discussion it prompted, and time constraints, it was possible to address only five of the Committee's 10 questions.

M. Wright thanked L. Minor, N. Winters, and C. Vanderperk for sharing their time and knowledge.

**(A. Loft/C. Bellamy)**

That the evening's presentation respecting Hamilton's water management and water issues be received, and that the Public Works staff return to a future Aboriginal Advisory Committee to address the remaining questions.

**CARRIED**

Next Steps:

- Arrange for completion of dialogue with N. Winters and C. Vanderperk
- Consider planning a water walk instead of a water symposium
- Identify City Department better suited to respond to #3 questions about the process involved in consulting with/seeking input from Aboriginal/Indigenous communities
- Provide committee members with examples, including dates, of Indigenous consultations
- Ensure committee members receive slides or links to slides used to respond to Question #4
- Refer Question Q5c to Planning and Economic Development.

**6. NOTICES OF MOTION (Item 12)**

**(i) Aboriginal Advisory Committee Honorarium/Gift for Guest Speaker (Item 12.1)**

M. Wright advised that she will bring a motion forward at the Aboriginal Advisory Committee's meeting on March 3, 2022 respecting approval for an honorarium/gift for L. Minor.

**7. ADJOURNMENT (Item 15)**

**(i) Closing Address (Item 15.1)**

A. Loft acknowledged the work done during the meeting and said a prayer of thanksgiving in Mohawk and English.

**(ii) Adjournment (Item 15.2)**

**(C. Bellamy)/A. Loft**

That the meeting of the Aboriginal Advisory Committee be adjourned at 8:06 p.m.

February 3, 2022

Aboriginal Advisory Committee  
Minutes 22-02

**CARRIED**

Marilyn Wright, Chair  
Aboriginal Advisory Committee

Patty Lawlor, Secretary  
Aboriginal Advisory Committee

Next Meeting: March 3, 2022



Hamilton

NOTES

**Committee Against Racism**

Tuesday, March 22, 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:

Simone McWatt, Phillip Jeffrey, Shamini Jacob, Taimur Qasim

Also Present: Sunil Angrish

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-021, as amended, at 7PM the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 15 minutes after the time set for the Committee Against Racism, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Sunil Angrish, Project Manager, Community Inclusion & Equity,  
Government and Community Relations, City Manager's Office







Hamilton

**Minutes**

**Hamilton Women and Gender Equity Committee**

**Thursday, February 24, 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**

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**Present:** Yulena Wan, Jan Lukas, Autumn Getty, Deanna Allain

**Regrets:** Anna Davey

**Also Present:** Kim Manderson - Staff Liaison  
Sadhna Jayatunge – Customer Experience  
Coordinator, Transit

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**1. CEREMONIAL ACTIVITIES**

**1.1 Land Acknowledgement**

D.Allain provided the Land Acknowledgement

**2. APPROVAL OF THE AGENDA (ITEM 2)****Staff advised of the following change to the agenda:**

- (i) Resignation - Chair of Hamilton Women and Gender Equity Committee S. Bertolo (Item 2.1)

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

That the Agenda of February 24, 2022 be approved as amended.

**CARRIED**

- (ii) Resignation - Chair of Hamilton Women and Gender Equity Committee S. Bertolo (Item 2.1)

**(A.Getty/D.Allain)**

That the Resignation of the S. Bertolo, Chair of the Hamilton Women and Gender Equity Committee, be received.

**CARRIED**

**3. DECLARATION OF INTEREST (ITEM 3)**

None.

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

- i. **January 27, 2021 (Item 4.1)**

**(Y.Wan/D.Allain)**

That the Hamilton Women and Gender Equity Committee approve the Minutes of January 27, 2021 as presented.

**CARRIED**

## 5. COMMUNICATIONS (ITEM 5)

### i. Citizen email received- Concerns about Dr. Jordan Peterson coming to First Ontario Centre (Item 5.1)

(D.Allain/A. Getty)

That the Citizen email received- Concerns about Dr. Jordan Peterson coming to First Ontario Centre, be received.

**CARRIED**

Committee discussed the jurisdictional operation of First Ontario and whether or not the committee could intervene.

Staff advised Committee that the correspondence was sent to share information and concerns about the event at First Ontario.

## 6. CONSENT ITEMS (ITEM 7)

### (i) APPOINTMENT OF CHAIR AND VICE CHAIR (Added Item 7.1)

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

(a) That Deanna Allain be appointed Chair to the Hamilton Women and Gender Equity Committee for 2022; and

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

(b) That Autumn Getty be appointed Vice-Chair to Hamilton Women and Gender Equity Committee for 2022.

**CARRIED**

D.Allain assumed the role of Chair.

A.Getty confirm and assume the role of Vice-Chair.

## **7. STAFF PRESENTATIONS (ITEM 9)**

### **i. Women Driving Change at HSR- Virtual Event (Item 9.1)**

Sadhna Jayatunge, Customer Experience Coordinator, Transit addressed Committee with a presentation respecting the Women Driving Change event at Hamilton Street Railway with the aid of a digital flyer that was distributed to committee.

The presentation included the following information:

- 24% of HSR Operators are Women, would like to increase to 55% to represent ridership.
- Last year 30% of applicants were Women.
- March 8, 2022 a virtual event is being held to coincide with International Women's Day. Information will be made available on the City of Hamilton website.

Sadhna advised she has been in contact with the YWCA and wide outreach and employment agencies.

Sadhna will advise Staff if the event will be recorded and if so, a link will be provided to the committee.

#### **(A.Getty/D.Allain)**

That the presentation respecting the Women Driving Change at HSR- Virtual Event, be received.

**CARRIED**

## **8. DISCUSSION ITEMS (ITEM 10)**

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

**a. Representation to ECS or AF&A on CCR**

Staff advised that the Citizen Committee Report went to the Audit and Finance Administration Committee.

The Audit, Finance and Administration Committee has invited the Chair and/or Representation from the advisory committee to attend an upcoming meeting.

The Chair and Vice-Chair of the advisory committee are available to attend and will work with staff on the timing of the next Audit, Finance and Administration Committee meeting.

**9. GENERAL INFORMATION/OTHER BUSINESS (ITEM 13)**

**i. Women's Canadian Club of Hamilton- Request for Committee Member to speak at International Women's Day Event (Item 13.1)**

A Request was received from the Women's Canadian Club of Hamilton for the Chair of the Committee to present at the International Women's Day Event. This type of request requires delegation approval from the AF&A Standing Committee. Due to timelines for this process, members of the advisory committee will not be able to participate.

Staff advised that individual members could attend, but not represent the committee.

Another request for the Committee to speak at the 2023 International Women's Day Event. The advisory committee cannot commit to attending the event at this time.

**ii. HWGEC- 2021 Budget - Motion to move funds to reserve (Item 13.2)**

The advisory committee discussed moving funds to the reserve account.

Staff advised that in order to move the funds to the reserve a motion is required.

Staff gave the following financial information:

- For a 2021 the year-end transfer amount is \$1,857.20
- The maximum amount for the Reserve fund is \$7,000
- The Reserve balance was \$5,142.80 at end of 2021, but with the transfer of \$1,857.20 there is a total reserve of \$7,000.

**(Y.Wan/A.Getty)**

That remaining funds from the 2021 HWGEC Budget be allocated into the HWGEC Reserve, to the upmost allowable amount.

**CARRIED**

**iii. 2022 Diversity Calendar (Item 13.3)**

Staff asked the advisory committee to review the calendar, and to keep in mind the current mandate of the committee.

The Review of the 2022 Diversity Calendar will be brought forward to the next meeting.

The advisory committee asked that staff advise them on the use of the calendar, and report back to the next meeting.

**iv. Women of Distinction Awards (Added Item 13.3)**

The committee asked for an update on the status of the event.

Y.Wan advise that Committee passed motion to attend the Women of Distinction Awards at the January meeting. A.Getty confirmed that she would also like to join the other committee members in attendance.

Committee discussed number of attendees permitted, and if seats can be extended to members of the community. Y.Wan to send details.

**v. Elect More Women Conference (Added Item 13.4)**

D.Allain asked Staff if there have been any discussions between YWCA and Staff about the event. Staff confirm discussions were between Chair and YWCA.

**vi. International Women's Day – OPSEU Event (Added Item 13.5)**

A.Getty advised that she has been asked to participate in a panel discussion for International Women's Day. The focus of the panel discussion is on inclusion.

D.Allain requested details to be able to attend. A.Getty advised that attendance can be shared but not for participation given the event is being held for staff.

**10. ADJOURNMENT (ITEM 15)**

**(D.Allain/A.Getty)**

That the Hamilton Women and Gender Equity Committee be adjourned at 7:00 p.m.

**CARRIED**

Respectfully submitted,


Deanna Allain, 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>	April 7, 2022
<b>SUBJECT/REPORT NO:</b>	Fraud, Waste, and Whistleblower Semi-Annual Update (AUD22003) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107  Cindy Purnomo Stuive (905) 546-2424 Ext. 2257
<b>SUBMITTED BY:</b>	Charles Brown CPA, CA City Auditor Office of the City Auditor
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

By-law 19-181 (Whistleblower By-law), Section 19 – Responsibility of the City Auditor requires reporting to Council semi-annually, in the aggregate, on the number, nature and outcome of disclosures of serious wrongdoing made under this By-law.

On June 27, 2018, Council directed the City Auditor to implement a Fraud and Waste Hotline with intake performed by an independent third party as part of a three-year pilot project. The City's Fraud and Waste Hotline launched in July 2019. The second Fraud and Waste Annual Report (AUD21010) was presented to the Audit, Finance and Administration Committee on November 18, 2021. Report AUD21010 fulfilled the semi-annual reporting requirement for January to June 2021, as it contained the information required by the Whistleblower By-law.

### INFORMATION

This Information Report contains information about the number, nature and outcome of Whistleblower disclosures relating to By-law 19-181, along with information about Fraud

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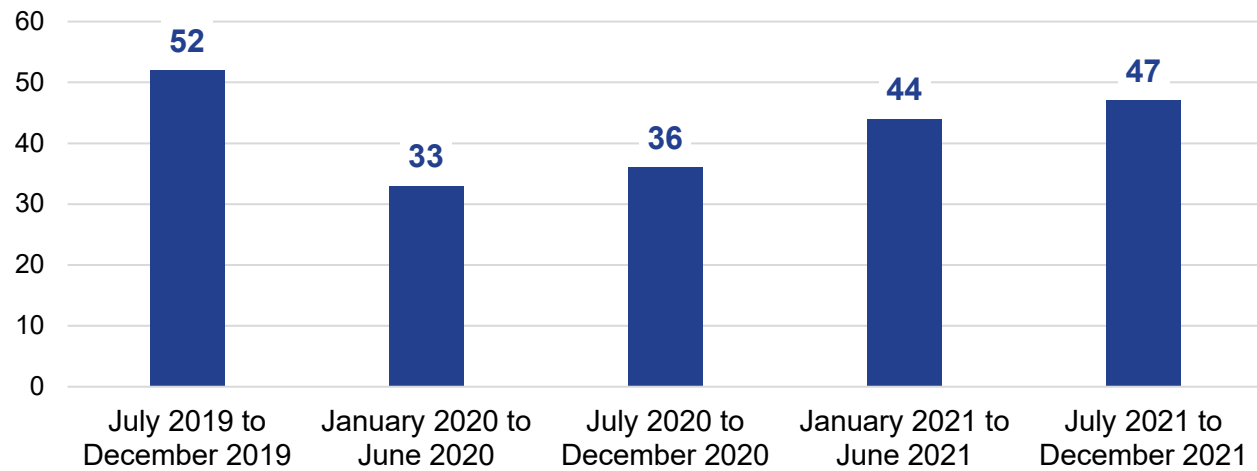
**SUBJECT: Fraud, Waste, and Whistleblower Semi-Annual Update  
(AUD22003) (City Wide)**

Page 2 of 7

and Waste reports received from July 2021 to December 2021, along with historical information.

**FRAUD AND WASTE REPORT VOLUME SINCE HOTLINE LAUNCH**

**Fraud and Waste Report Volume**



**SEMI-ANNUAL SUMMARY (July 2021 to December 2021)**

**Report Type**

The following table shows Fraud and Waste reporting activity for the second half of 2021 and the disposition of each report, including the number that resulted in an investigation being undertaken.

Report Type	Volume
No Response Required/Not Enough Information/Out of Jurisdiction	4
Referral - No Action Required	12
Referral - Response Required	20
Investigations Launched	9
Assessment In Progress	2
<b>Total Reports (July to December 2021)</b>	<b>47</b>

**SUBJECT: Fraud, Waste, and Whistleblower Semi-Annual Update  
(AUD22003) (City Wide)**

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**Report Category**

A wide variety of reports were received by the Office of the City Auditor for the six-months July 2021 to December 2021. The most common report categories were the following:

<b>Report Category</b>	<b>Volume</b>
Multiple Categories Applicable	15
Social Services – Fraud/Wrongdoing	7
Employee Time Theft or Misconduct	5
Conflict of Interest	4
Fraud/Wrongdoing	4
Improper Financial Reporting/Budgeting	2
Out of Jurisdiction	2
Waste	2
Contractor/Vendor Wrongdoing	1
Public Safety	1
Reprisal	1
Service Complaint/Concern	1
Other	2
<b>Total Reports (July to December 2021)</b>	<b>47</b>

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**SUBJECT: Fraud, Waste, and Whistleblower Semi-Annual Update  
(AUD22003) (City Wide)**

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**Investigations Launched – Types**

The following table shows a breakdown of the subject matter of the investigation for those launched for reports received from July 2021 to December 2021.

Types of Investigations Launched		Volume
 Fraud		0
 Waste/Mismanagement		4
 Combined Fraud and Waste/Mismanagement		0
In Progress (Type to be determined)		5
<b>Total Investigations (July to December 2021)</b>		<b>9</b>

Each investigation is unique and has a customized approach. The length of time to complete an investigation varies depending on the number of allegations, the scope of the investigation, and the complexity of the matter being investigated.

In the second half of 2021, the most common type of investigation was waste/mismanagement, with five investigations in the early stages of investigation and the type is not yet finalized. It should be noted that the definition of fraud is narrower than waste/mismanagement. Fraud encompasses any array of irregularities and illegal acts characterized by intentional deception (forgery, alteration of documents, misrepresentation of information, misappropriation, unauthorized use, disappearance, destruction of assets, authorizing payment for goods/services not received, improper handling of money, false claims, violations of Code of Conduct).

Waste involves taxpayers not receiving reasonable value for money in connection with any government funded activities, due to mismanagement or an inappropriate or careless act or omission by those with control over or access to government resources. Importantly, waste goes beyond fraud and doesn't necessarily involve a violation of law.

Waste relates primarily to poor management, imprudent expenditure, inadequate oversight or abuse of policy and includes incurring unnecessary costs or risks due to ineffective practices, systems or controls.

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**SUBJECT: Fraud, Waste, and Whistleblower Semi-Annual Update  
(AUD22003) (City Wide)**

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**Whistleblower By-law Disclosures**

The following table lists the number of Hotline reports that involve reporting by a qualifying Whistleblower. The comparative data is for the time period since the Fraud and Waste Hotline launched in July 2019.

 <b>Qualifying Disclosures</b>				
July 2021 to December 2021	January 2021 to June 2021	July 2020 to December 2020	January 2020 to June 2020	July 2019 to December 2019
1	2	1	0	2

Under By-law 19-181 (Whistleblower By-law), Section 6 – Requirements with Respect to a Qualifying Disclosure, the employee making the disclosure of serious wrongdoing identified themselves and their position with the City; the employee making the disclosure of serious wrongdoing has reasonable grounds to believe there has been serious wrongdoing by one or more employees; the employee making the disclosure of serious wrongdoing does so in good faith; the employee’s disclosure of serious wrongdoing was made to the City Auditor.

In the six-month period from July 2021 to December 2021, one report was determined to be a qualifying disclosure per the Whistleblower By-law, as assessed by the Office of the City Auditor. There are also three reports where assessment is in progress, if any are found to be a qualifying disclosure they will be reported in future periods.

The report category is Multiple Categories Applicable (Vendor/Contractor Wrongdoing and Other-Quality Assurance). The outcome is not yet available as the investigation is in progress.

**Employees**

<b>Reports Self-Identified as Employee</b>				
July 2021 to December 2021	January 2021 to June 2021	July 2020 to December 2020	January 2020 to June 2020	July 2019 to December 2019
55%	57%	61%	33%	54%

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**SUBJECT: Fraud, Waste, and Whistleblower Semi-Annual Update  
(AUD22003) (City Wide)**

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The Office of the City Auditor continues to encourage employees and management to submit reports and thanks all those that submitted reports for this reporting period, and for their cooperation during report assessments and investigations. Additional information about anonymous reports and reports submitted by management will be included in the annual report.

**Serious Matters Reporting**

All items qualifying as a “Serious Matter” per the “City Auditor Reporting of Serious Matters to Council Policy” for the reporting period have been previously reported to Council. As at December 31, 2021, there were five items that qualified under this Policy since it was approved by Council in July 2020.

<b>Serious Matters Reported to Council</b>		
July 2021 to December 2021	January 2021 to June 2021	July 2020 to December 2020
1	1	3

**Annual Report**

A more detailed annual report containing additional analysis, case samples and outcomes will be completed after the twelve-month period of July 2021 to June 2022 has ended. The Fraud and Waste Annual Report is expected be submitted to the Audit, Finance, and Administration Committee in early 2023 due to the October 2022 Municipal Election.

**HOW TO SUBMIT A REPORT**

The Fraud and Waste Hotline is available for the public, employees, and vendors that do business with the City of Hamilton.



The Fraud and Waste Hotline accepts reports through the following methods:

- **Online:** [www.hamilton.ca/fraud](http://www.hamilton.ca/fraud) A “Submit Report” button links to the third-party vendor page
- **Email:** [cityofhamilton@integritycounts.ca](mailto:cityofhamilton@integritycounts.ca)
- **Phone:** 1-888-390-0393
- **Mail:** PO Box 91880, West Vancouver, BC V7V 4S4
- **Fax:** 1-844-785-0699

If any reports are received directly by the Office of the City Auditor by telephone, email, fax, mail, or the web-based suggestions form ([www.hamilton.ca/audit](http://www.hamilton.ca/audit)) these complaints are entered directly into the Hotline case management system and assessed similar to any other report.

**APPENDICES AND SCHEDULES ATTACHED**

None.







## INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	April 7, 2022
<b>SUBJECT/REPORT NO:</b>	Annual Occupational Injury & Illness Claims Report 2021 (HUR22002) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Matthew Sutcliffe (905) 546-2424 Ext. 2655 David Lindeman (905) 546-2424 Ext. 5657
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

Human Resources staff reports on the City's Workplace Safety and Insurance Board (WSIB) experience to the Audit Finance and Administration Committee on an annual basis. At the direction of Council, this report is to include an annual information update on the experience of the City, including identifying the City's lost-time injury rate, areas experiencing higher numbers of incidents, as well as providing strategies to reduce incidents in those areas. Council also asked that severity rates be included in the data. This report provides an overview of that information for the period of January to December 2021, with relevant comparisons from 2017 through 2021.

### INFORMATION

The City experienced an increase in work-related lost time incidents in 2021. Specifically:

- New lost time incidents increased from 321 in 2020 to 378 in 2021
  - 62 of the claims in 2021 were related to COVID-19 compared to 17 in 2020
- Total days lost increased from 12,907 to 14,055 (an 8.8% increase from 2020)
- Lost-time injury rate increased from 5.34 to 6.03 (a 13% increase from 2020)
- Total WSIB costs increased from \$9,354,472 to \$10,409,980 (an 11.3% increase from 2020)

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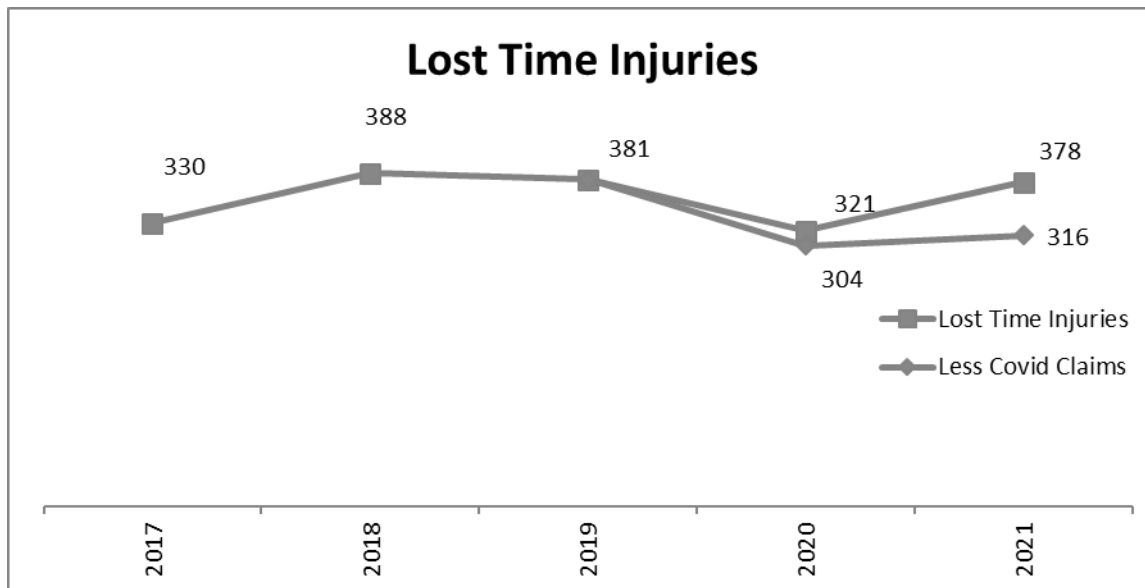
The following tables and graphs provide an overview of the City's WSIB claims experience over the past 5 years.

**Table 1: Lost Time Injuries, Shifts Lost and Costs 2017 – 2021**

Year	Average Eligible Employee Headcount	WSIB Shifts Lost	New Lost Time Injuries	Total WSIB Costs
2017	8,194	7,689	330	\$6,236,790
2018	8,302	10,361	388	\$8,731,432
2019	8,304	13,072	381	\$9,927,740
2020	8,183	12,907	321	\$9,354,472
2021	8,380	14,055	378*	\$10,409,980

\* Note: 62 of the claims in 2021 were related to COVID-19 (compared to 17 in 2020)

**Graph 1: Lost Time Injuries 2017 to 2021**



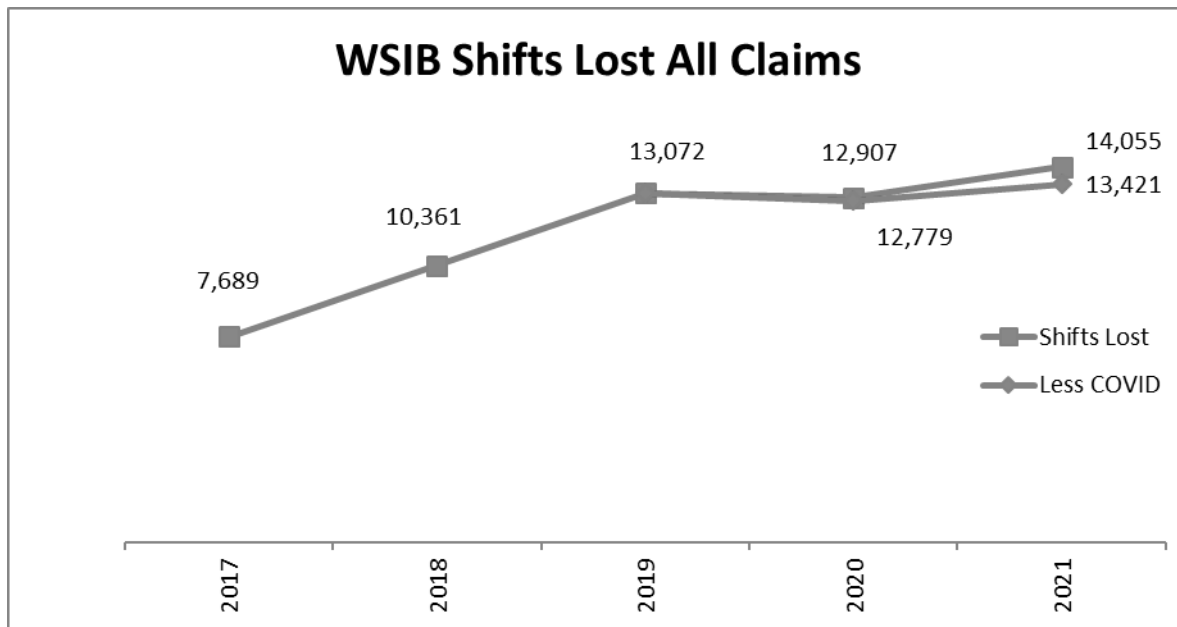
The number of Lost Time claims increased to 378 in 2021 from 321 in 2020 (+17.6%).

Note: 62 of the claims in 2021 were related to COVID-19 (compared to 17 in 2020), resulting in an approximate 265% increase in Lost Time claims of this category.

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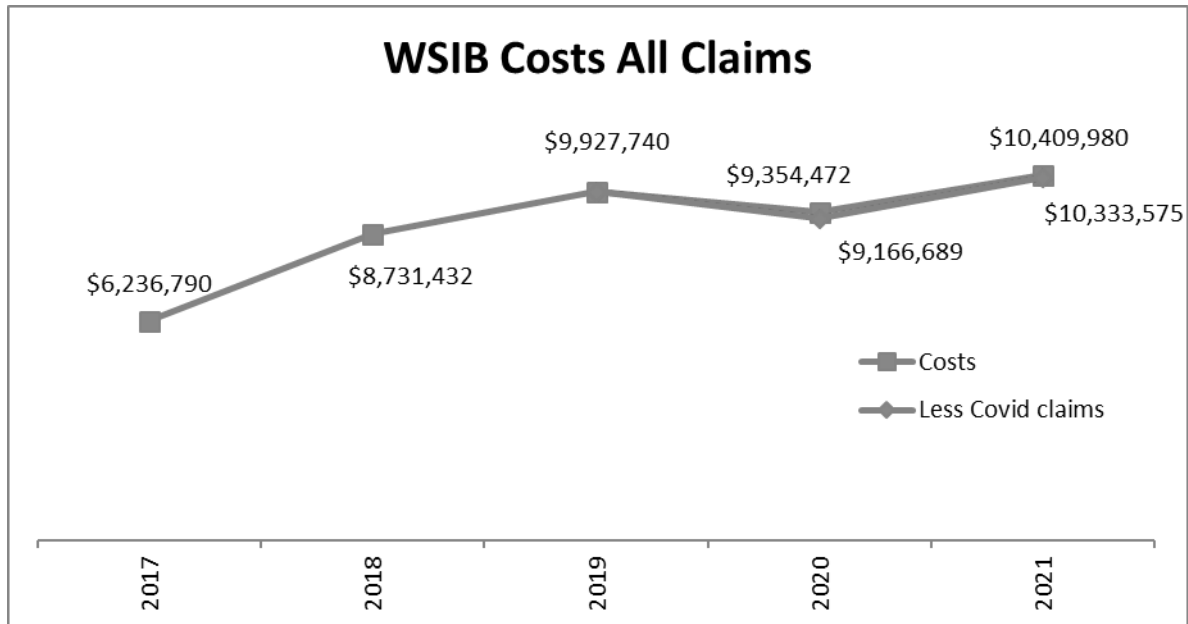
**Graph 2: WSIB Shifts Lost 2017 to 2021**



The number of days (shifts) lost to WSIB absences increased in 2021 compared to 2020. While some of these increases are directly attributable to COVID-19, overall Shifts Lost increased by approximately 5% when COVID-related data is removed.

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**Graph 3: WSIB Costs 2017 to 2021**



The costs related to WSIB claims increased in 2021 compared to 2020. Table 2 below, provides lost time injury data expressed as a Lost Time Injury Rate per 100 employees i.e. ( $\#$  of lost time injuries/(total hours worked/2,000) $\times$ 100) and considers all hours worked by our employees and divides the total by 2,000 hours to approximate a full-time equivalent (or “FTE”) employee count. This calculation accounts for differences in hours worked amongst employees (including part-time vs full-time employees) to get a more accurate indicator of the total hours worked and exposure to risk instead using a straight headcount. The table also provides an indication of the severity of injuries by looking at the average days lost per claim. (Lost Time Injury Rates and Severity calculations are also provided by department in Table 5).

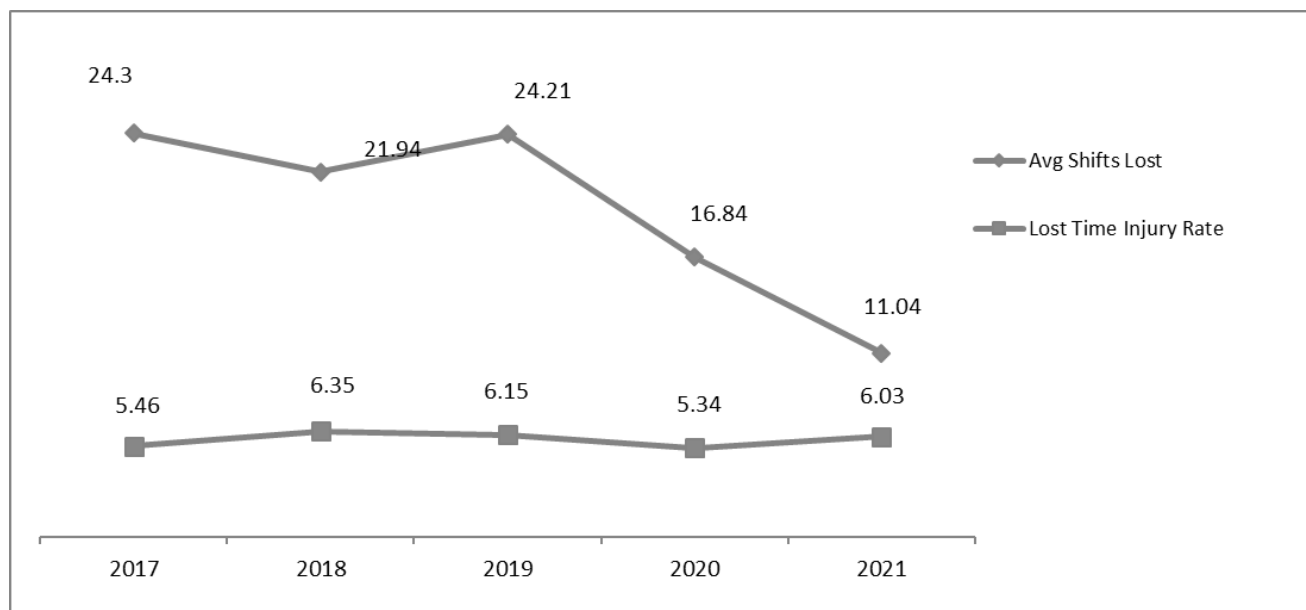
**Table 2: Lost Time Injury Rates and Average Days Lost 2017 - 2021**

Year	Lost Time Injury Rate	Average of Days Lost per Injury*
2017	5.46	24.30
2018	6.35	21.94
2019	6.15	24.21
2020	5.34	16.84
2021	6.03	11.04

\*Calculated as of February 22, 2022. These amounts will go up as several claims are still open and the employees have not returned to work.

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**Graph 4: 5 year trend of Lost Time Injury Rate and Average Days Lost (severity)**



Some claims included in Graph 4 are still open, and shifts lost associated with those claims will add to average shifts lost over time. Some serious injuries will result in lost time that will impact results over the course of multiple years.

**Table 3: Lost Time Injury Types 2021**

Injury Type	Lost Time Injuries	% of Total Injuries
Musculoskeletal Disorder	138	36.51%
Occupational Exposure - Chemical/Biological	68	17.99%
Slip or Trip	44	11.64%
Mental Health	29	7.67%
Struck By	26	6.88%
Violence	15	3.97%
Motor Vehicle Accident	13	3.44%
Fall or Jump	11	2.91%
Struck Against	7	1.85%
Other	7	1.85%

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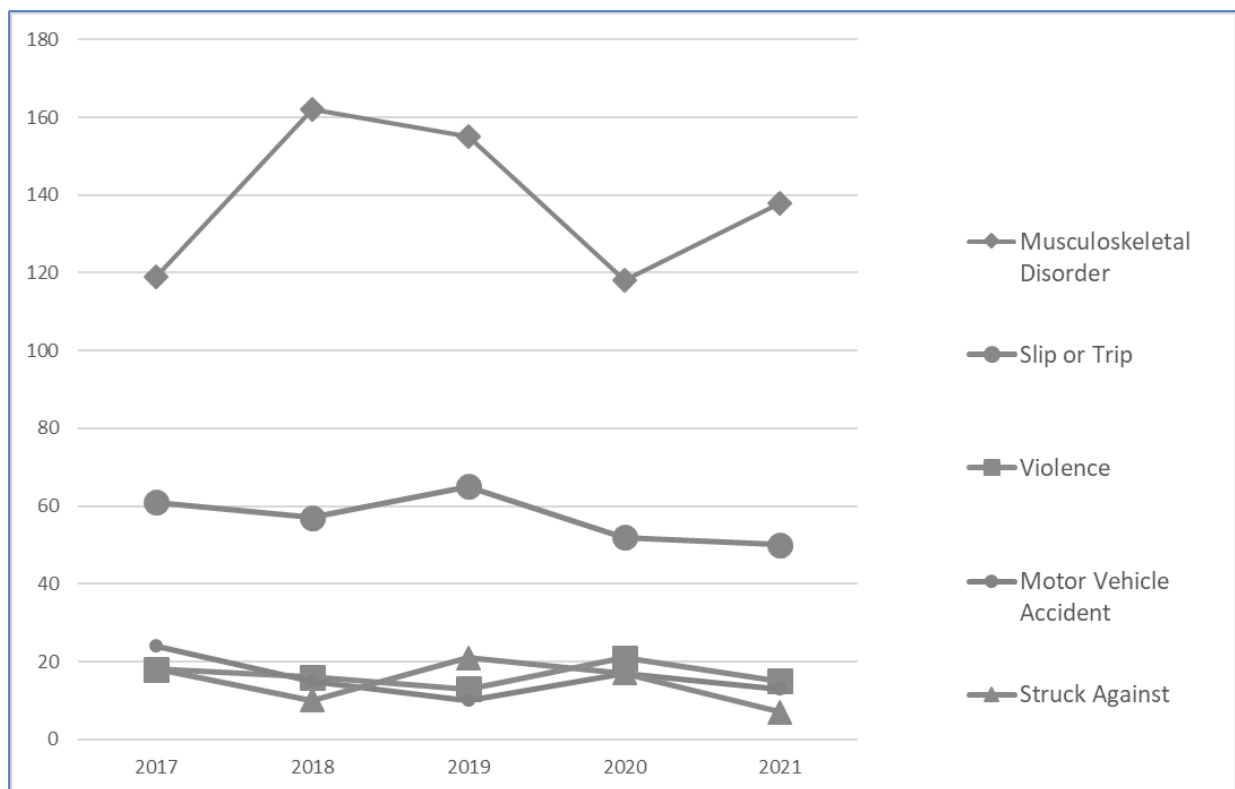
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Injury Type	Lost Time Injuries	% of Total Injuries
Caught In/On/Between Objects	6	1.59%
Hazard	4	1.06%
Allergies	3	0.79%
Animal/Insect	2	0.53%
Occupational Disease	2	0.53%
Recurrence	1	0.26%
Fire/Explosion/Electrical	1	0.26%
Sharps - Medical	1	0.26%

**Graph 5: 5 year Trends for the Top 5 Injury Types**



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**Table 4: Breakdown of Injury Type Totals for the 5-year Period 2017-2021**

<b>Top 10 Injury Types by Total Incident Count</b>	
Musculoskeletal Disorder	682
Slip or Trip	278
Struck By	110
Mental Health	105
Occupational Exposure - Chemical/Biological	97
Violence	83
Motor Vehicle Accident	78
Struck Against	71
Other	59
Fall or Jump	58

<b>Top 10 Injury Types by Total Days Lost</b>	
Mental Health	9,770
Musculoskeletal Disorder	7,562
Violence	4,885
Slip or Trip	4,050
Motor Vehicle Accident	2,323
Struck Against	1,156
Struck By	1,039
Occupational Exposure - Chemical/Biological	988
Fall or Jump	868
Occupational Disease	662

<b>Top 10 Injury Types by Average Days Lost per Incident</b>	
Mental Health	93
Violence	59
Motor Vehicle Accident	30
Struck Against	16
Occupational Disease	15
Fall or Jump	15
Slip or Trip	15
Musculoskeletal Disorder	11
Fire/Explosion/Electrical	10
Occupational Exposure - Chemical/Biological	10

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Analysis of the above tables shows that Musculoskeletal Disorders remain the leading type of injury experienced by our employees followed by Slips and Falls. Much of our injury prevention work has focused on reducing the risks associated with ergonomic hazards and poor body mechanics.

The tables also illustrate that other types of claims, although they occur less frequently compared to Musculoskeletal Disorders and Slips and Falls, appear to be more serious in nature and result in longer periods away from work and a slower return to work. These types of injuries include Mental Health claims, incidents of Violence, and Motor Vehicle Accidents. The prevention of injuries in these areas also remains a priority.

**Workplace COVID-19 Claims (WSIB)**

In 2021, 62 Lost Time claims were filed with the WSIB. These claims occurred in the following departments:

32	Long-term Care
11	Public Works
10	Hamilton Fire Department
3	Hamilton Paramedic Services
3	City Housing Hamilton
1	Corporate Services
1	Public Health Services

**Overall Lost Time Injuries by Department 2017 to 2021**

The table below include departmental statistics related to lost time injury counts and rates and shifts lost for new claims.



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**Table 5: Overall Lost Time Injuries 2017 to 2021**

	Lost Time Injuries				
	2017	2018	2019	2020	2021
City Housing Hamilton	8	4	10	3	4
City Manager's Office	0	0	0	1	1
Healthy and Safe Communities	160	221	228	184	236
Corporate Services	0	2	2	2	2
Planning & Economic Development	12	10	9	11	9
Public Works	150	151	132	120	126
<b>Corporation Total</b>	<b>330</b>	<b>388</b>	<b>381</b>	<b>321</b>	<b>378</b>

	Lost Time Injury Rate				
	2017	2018	2019	2020	2021
City Housing Hamilton	6.36	3.22	7.77	2.24	2.96
City Manager's Office	0.00	0.00	0.00	0.86	0.89
Healthy and Safe Communities	7.09	8.64	8.81	7.38	8.72
Corporate Services	0.00	0.47	0.47	0.46	0.46
Planning & Economic Development	2.19	1.74	1.50	2.05	1.68
Public Works	6.70	6.65	5.73	5.33	5.48
<b>Corporation Total</b>	<b>5.46</b>	<b>6.35</b>	<b>6.15</b>	<b>5.34</b>	<b>6.03</b>

	Shifts Lost, New Lost Time Injuries				
	2017	2018	2019	2020	2021
City Housing Hamilton	88	23	98	8	21
City Manager's Office	0	0	0	1	25
Healthy and Safe Communities	676	1,177	1,406	939	1,526
Corporate Services	0	6	147	10	3
Planning & Economic Development	213	119	57	124	64
Public Works	1,125	1,278	1,245	1,210	1,129
<b>Corporation Total</b>	<b>2,102</b>	<b>2,603</b>	<b>2,953</b>	<b>2,292</b>	<b>2,768</b>

*\*Calculated as of February 22, 2022. These amounts will go up as some claims are still open and the employees have not returned to work.*

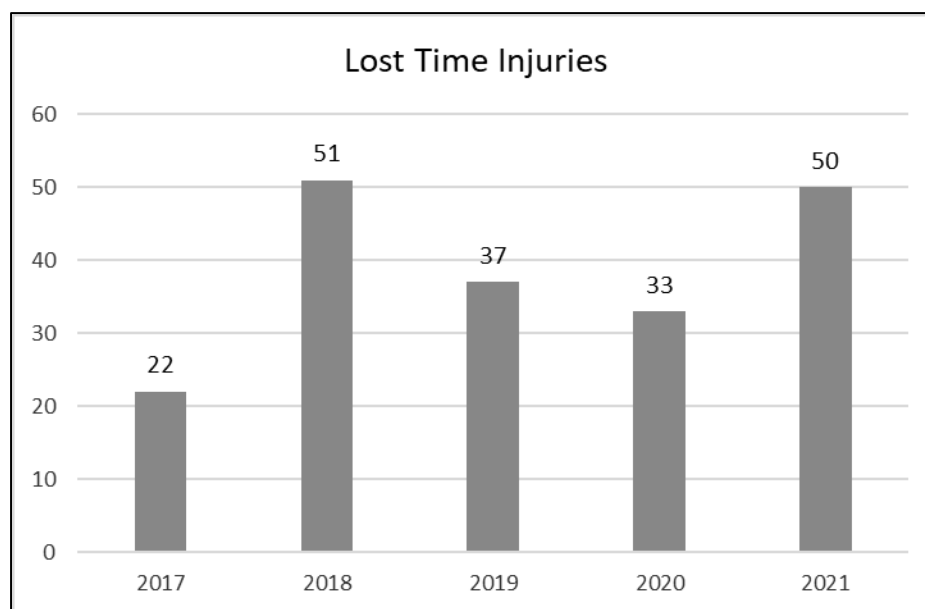
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	Average Days lost per new injury*				
	2017	2018	2019	2020	2021
City Housing Hamilton	9.93	5.5	11.20	4.00	5.25
City Manager's Office	0	0	0	1.00	25.00
Healthy and Safe Communities	11.61	24.25	24.64	10.97	10.14
Corporate Services	0	3.00	70.33	5.00	3.00
Planning & Economic Development	46.33	14.75	14.32	20.92	14.22
Public Works	37.00	19.43	24.26	26.08	13.77
<b>Corporation Total</b>	<b>24.30</b>	<b>21.94</b>	<b>24.21</b>	<b>16.84</b>	<b>11.40</b>

**Areas of Focus**

As per Council direction, this report provides related data from specific operational areas as follows.

**Graph 6: Hamilton Fire Department Overall Lost Time 2017 to 2021**



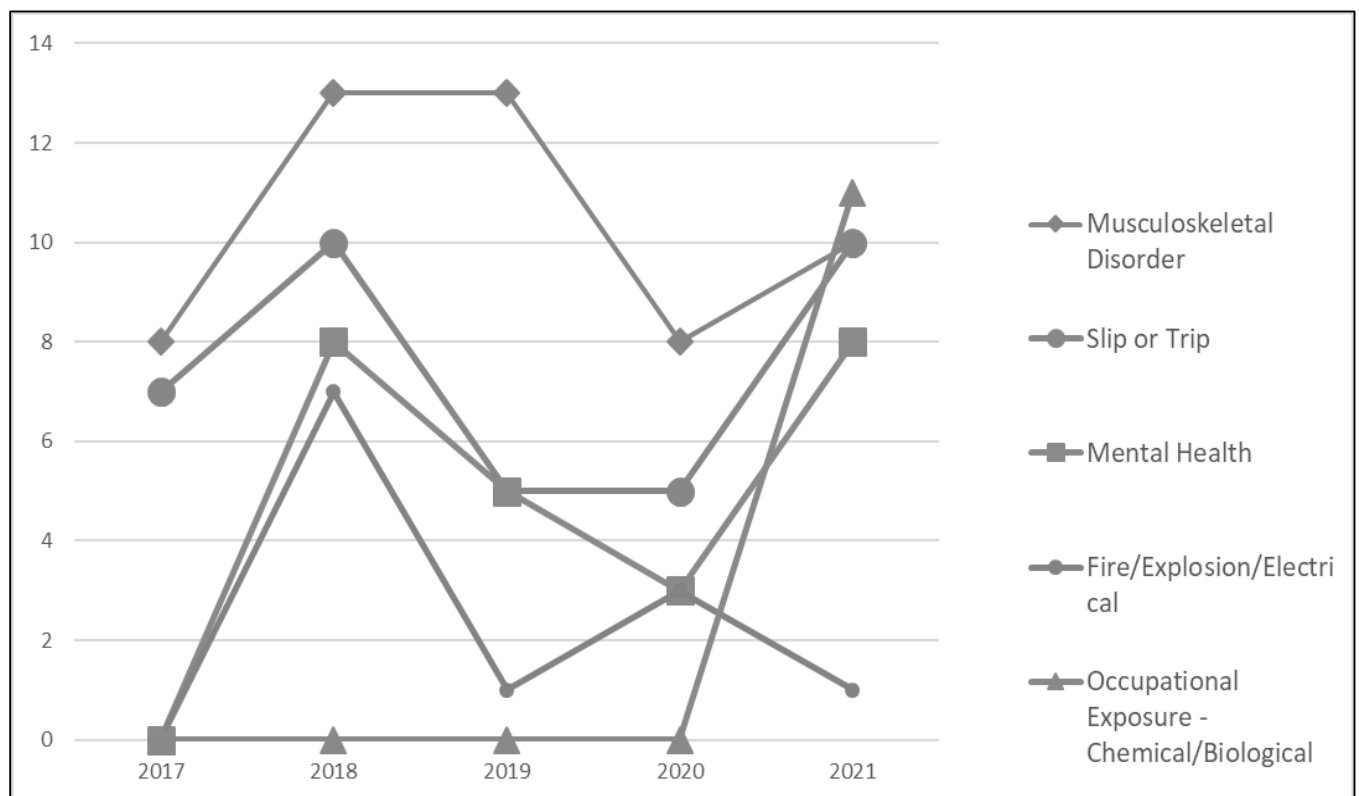
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**Table 6: Lost Time Injury Types 2021 – Hamilton Fire**

Occupational Exposure - Chemical/Biological	11*
Musculoskeletal Disorder	10
Slip or Trip	10
Mental Health	8
Struck By	3
Other	2
Caught In/On/Between Objects	2
Occupational Disease	2
Fire/Explosion/Electrical	1
Struck Against	1

\* 10 claims related to COVID-19

**Graph 7: 5 year Trends for the Top 5 Injury Types – Hamilton Fire**



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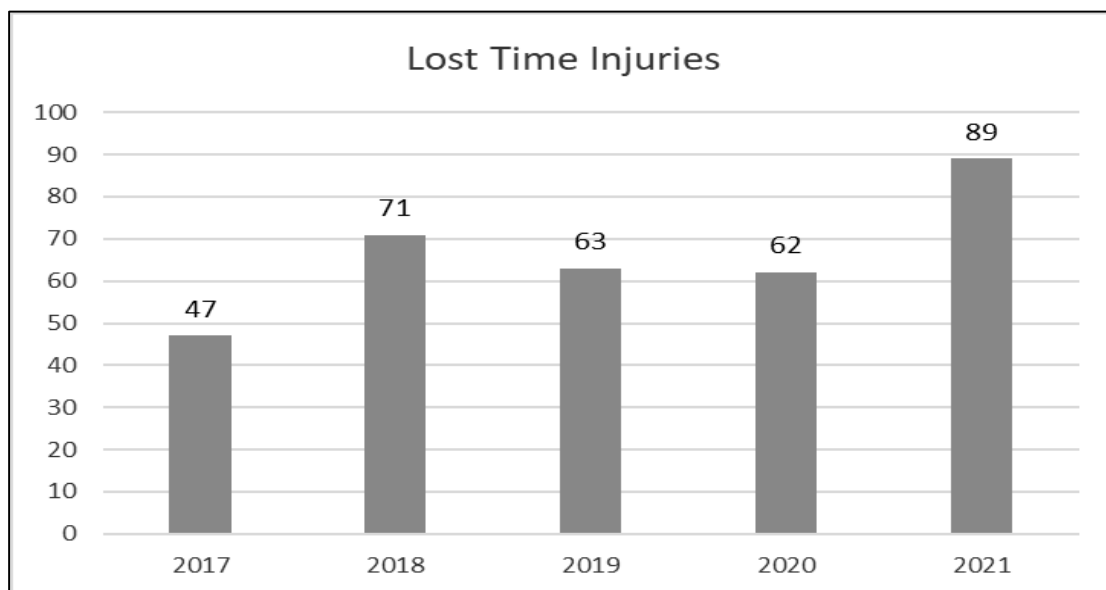
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Fire Department leadership, in concert with Health, Safety and Wellness, targeted prevention of lost-time claims due to Mental Health throughout this pandemic. Initiatives that included the continued delivery of the Mental Health Commission of Canada's Road to Mental Readiness workplace mental health training program to firefighters utilizing certified in-house trainers.

In response to the ongoing challenges created by the COVID-19 pandemic in 2021, the service had a heightened level of caution while responding to calls. Ongoing training emphasized protective measures and stressed the importance of being diligent with infection control practices at all times. Even with training and knowledge of protective measures required, Occupational Exposures proved to be the highest frequency type of injury encountered by the service.

**Graph 8: Long-term Care Homes Overall Lost Time 2017 to 2021**



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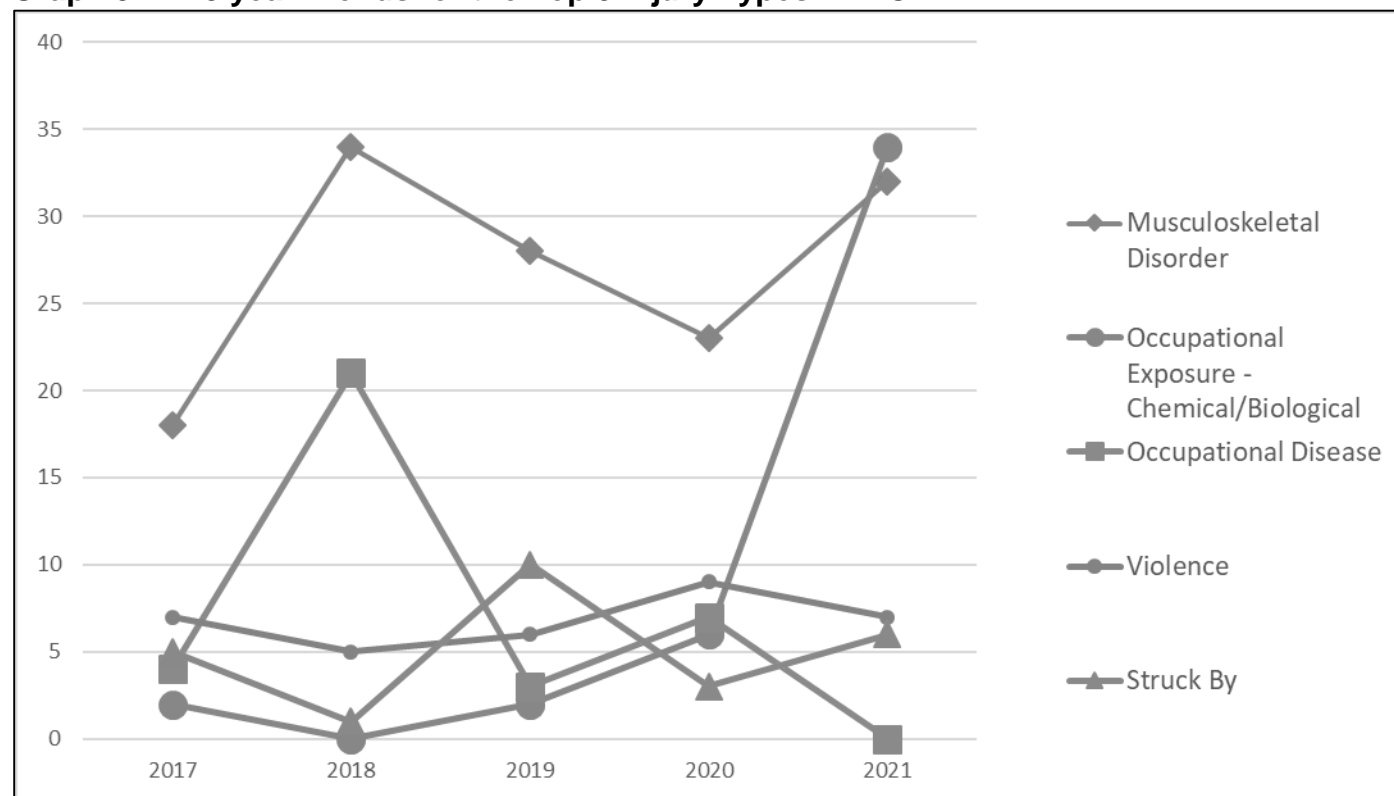
**Table 8: Lost Time Injury Types 2021 – Long-term Care**

Occupational Exposure - Chemical/Biological	34*
Musculoskeletal Disorder	32
Violence	7
Struck By	6
Slip or Trip	3
Fall or Jump	2
Allergies	2
Caught In/On/Between Objects	1
Struck Against	1
Other	1

\* 32 claims related to COVID-19

As with Hamilton Fire Services, Musculoskeletal Disorder-related injuries were surpassed by Occupational Exposures. This is a direct consequence of providing services during the pandemic, resulting in a marked increase in Occupational Exposures arising as a result of COVID-19.

**Graph 9: 5 year Trends for the Top 5 Injury Types – LTC**



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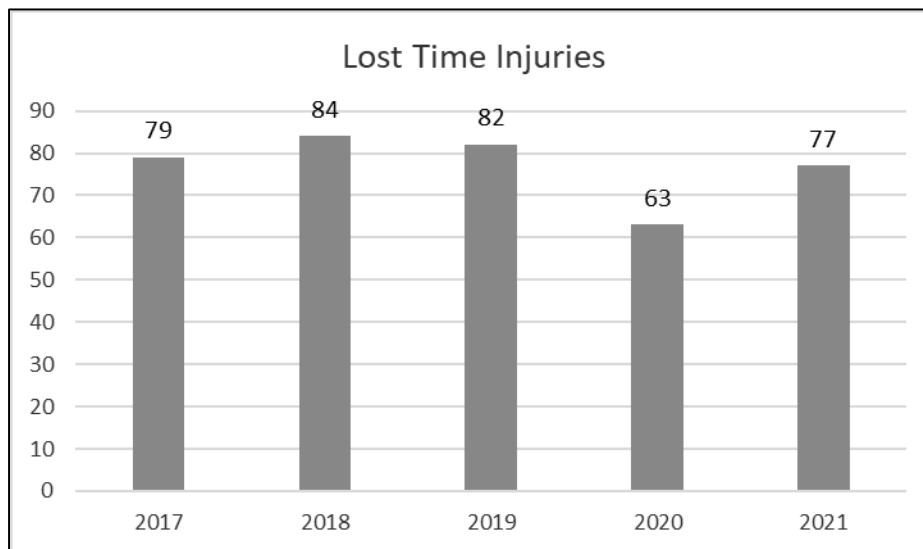
To assist in preventing violence related incidents, leadership at the long-term care facilities (Macassa and Wentworth Lodges) improved tracking of violence events and responding to incidents. These incidents are reviewed and followed up on by Nurse Leaders. Staff are provided with mandatory training on dementia and responsive behaviours to create safer interactions with residents. Behavioural Support Ontario resources were available on-site to assess individual residents to identify triggers and develop care plans used by employees to help them better manage their response to behaviours from residents.

Additional patient transfer equipment (lifts and slings) were added to reduce musculoskeletal disorder incidents. Lift and Transfer training is in place to evaluate and improve individual competency with lifting policy compliance and proper techniques. Improvements were made to medication and treatment carts to reduce the forces needed to move them throughout the facilities.

Wellness initiatives were introduced, such as a 30 day wellness challenge, to engage employees and support employee mental health and well-being.

New roles created in response to the pandemic (screening and rapid testing) provided an opportunity for returning injured and ill staff to work sooner as they transitioned back to their original positions.

**Graph 10: Hamilton Street Railway (HSR) Overall Lost Time 2017 to 2021**

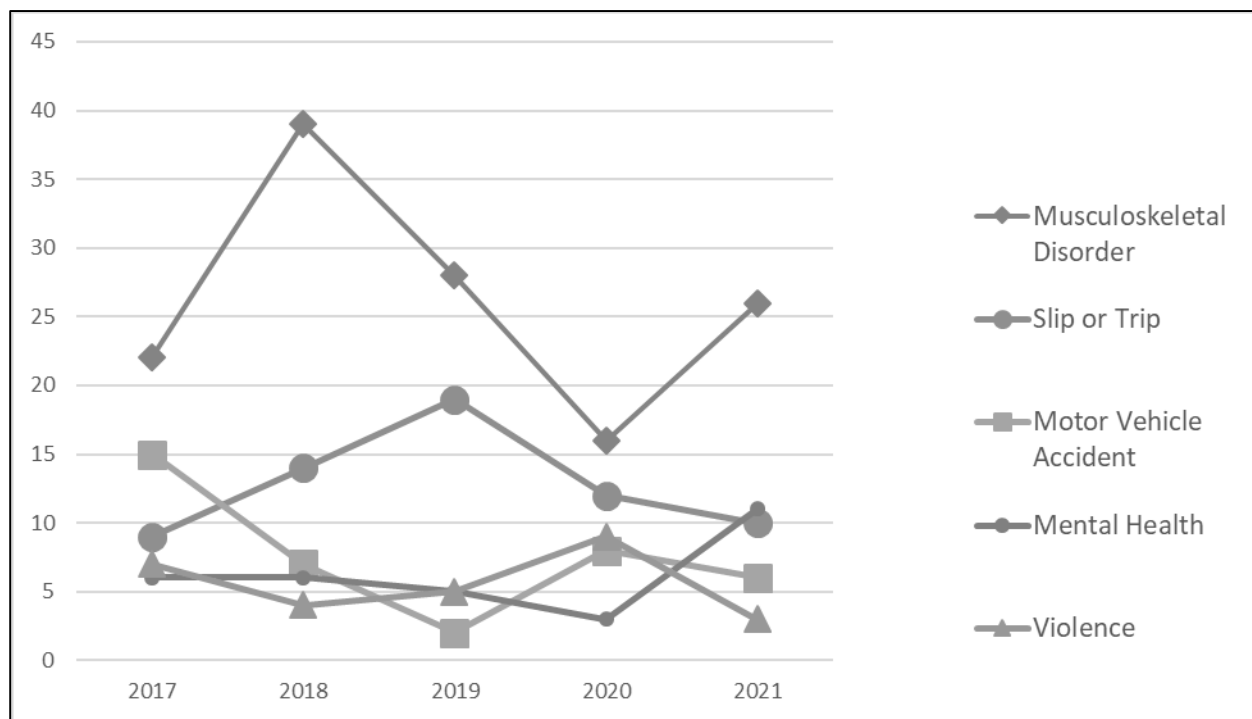


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**Table 9: Lost Time Injury Types 2021 - HSR**

Musculoskeletal Disorder	26
Mental Health	11
Slip or Trip	10
Struck By	7
Motor Vehicle Accident	6
Hazard	4
Struck Against	3
Violence	3
Other	2
Fall or Jump	2
Occupational Exposure - Chemical/Biological	2
Caught In/On/Between Objects	1

**Graph 11: 5 year Trends for the Top 5 Injury Types Incidents - HSR**



HSR management, Human Resources and front-line staff through the joint health and safety committee and other forums are collaborating on efforts to address workplace ergonomic hazards, mental health and violence.

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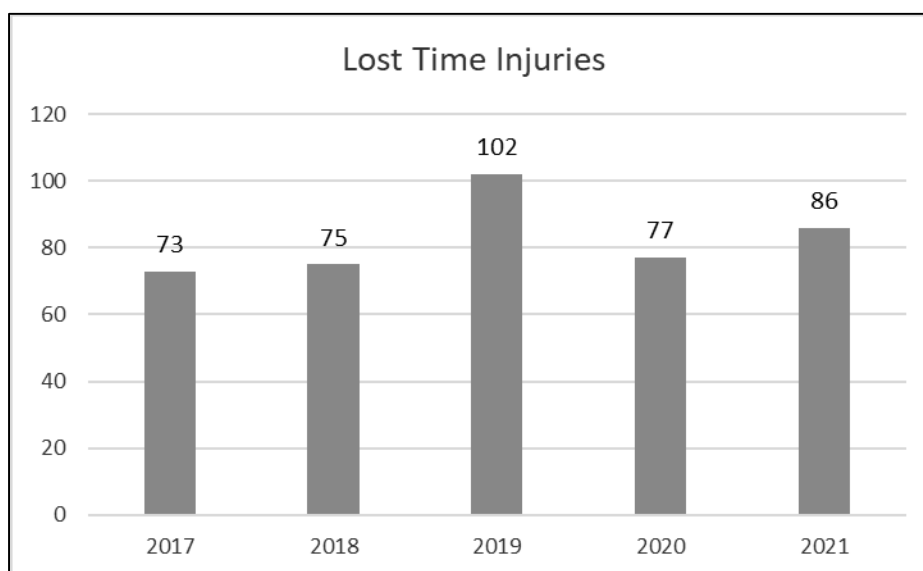
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A training session on non-violent crisis intervention techniques was held for management and front-line staff with 13 participants completing the training. Additional sessions are planned.

Supervisors were trained on injury classification to improve accuracy in workplace injury and illness reporting to allow for better response to injury trends.

A vibration and force study will be undertaken to identify any potential risk to operators along with updating of physical demands analysis documentation.

**Graph 12: Hamilton Paramedic Services (HPS) Overall Lost Time 2017 to 2021**



**Table 10: Lost Time Injury Types 2021 - HPS**

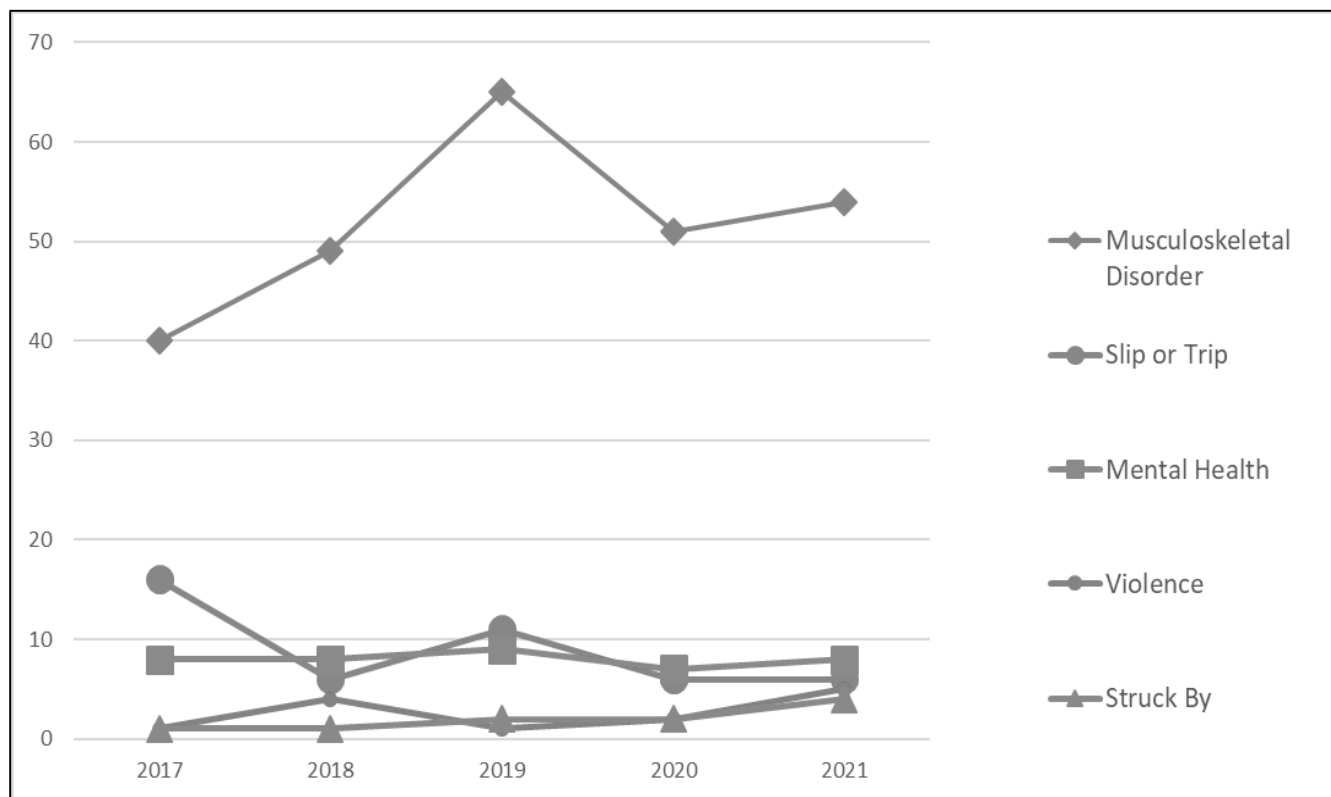
Musculoskeletal Disorder	54
Mental Health	8
Slip or Trip	6
Violence	5
Struck By	4
Occupational Exposure - Chemical/Biological	4*
Fall or Jump	2
Recurrence	1
Caught In/On/Between Objects	1
Animal/Insect	1

\* 3 claims related to COVID-19



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**Graph 13: 5 year Trends for the Top 5 Injury Types Incidents - HPS**



- In 2022 HPS has implemented Automated Chest Compression devices to reduce musculoskeletal injuries and strain related to prolonged resuscitation events.
- Replacement “stair chairs” are in the process of being put into service which are lighter in weight and more ergonomic.
- The Peer Support program has instituted an App which is being trialed and provides staff an easier and more effective way of contacting and communicating with the team and supports available.

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### Health and Safety Initiatives

- Much of the work of the Health, Safety and Wellness team was directed towards developing and revising the health and safety framework for our COVID-19 pandemic emergency response.
  - A number of Standard Operating Procedures and Policies were revised in response to changes in public health recommendation, levels of COVID-19 transmission in the community and provincial requirements.
  - A mandatory vaccine verification policy was introduced in 2021 that included collection of information from employees and development and implementation of a rapid- antigen testing program for staff who did not disclose full-vaccination status.
  - Administration of the rapid testing program required reallocation of human resources to distribute test kits, collect test results and respond to issues of non-compliance.
  - The daily health screening tool was updated a number of times to align with guidance from Ontario's Chief Medical Officer of Health.
  - Human Resources worked closely with leadership from across the organization to prepare for a safe return to the workplace for those currently working remotely.
- 422 employees were trained in the Workplace Hazardous Materials Information System (WHMIS) training program in 2021. The program includes hazard classification system for workplace chemical safety symbols, labelling and information sheets in our workplaces.
- 67 people leaders completed online mandatory manager health and safety awareness training for supervisors; 382 front-line staff completed the online training for workers.
- Eight training sessions on non-violent crisis intervention techniques were held for staff across the organization with 91 employees trained.

### Workplace Mental Health

- Mental Health@Work Certificate Training for Leaders was arranged through Queen's University and Mourneau Shepell. Over the course of three modules, participants explore the business case for mental health in the workplace while improving their understanding of relevant legal, ethical and business concerns. In 2021, 65 leaders were trained and to date, 405 people leaders across the organization are certified through the program.

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- Human Resources worked closely with internal and external partners to provide resources to staff to help them maintain and improve their mental health and well-being during our pandemic response.
- Additional information on workplace mental health and well-being activities can be found in Workplace Mental Health and Wellbeing Strategy (2019-2021) (HUR21013) provided to Audit, Finance and Administration Committee on November 4, 2021.

**APPENDICES AND SCHEDULES ATTACHED**

None





# INFORMATION REPORT

<b>TO:</b>	Chair & Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	April 7, 2022
<b>SUBJECT/REPORT NO:</b>	Annual Employee Attendance Report 2021 (HUR22003) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Matthew Sutcliffe 905-546-2424 Ext. 2655 Heather McNicol 905-546-2424 Ext. 2635
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources
<b>SIGNATURE:</b>	

## Council Direction:

Human Resources staff reports employee attendance performance measures to the Audit Finance and Administration Committee on an annual basis. This report provides an overview of sick absence data for the period of January to December 2021 with relevant comparisons to 2017 through 2021, along with an overview of COVID related absence management.

## Information:

This report includes short-term disability (STD), Work Accommodation and Long-Term Disability (LTD) data for the entire City, excluding Police and Library. The report also provides an update on the steps and strategies utilized to support employees in improving their attendance and managing the costs incurred in relation to such absences, including Workplace Accommodation outcomes.

Due to the ongoing influence of the COVID-19 pandemic, this report also includes an analysis of COVID-19-related absences for full-time, part-time and casual staff. Also provided is a summary of Human Resources measures implemented to manage absences and support employees during the COVID-19 pandemic.

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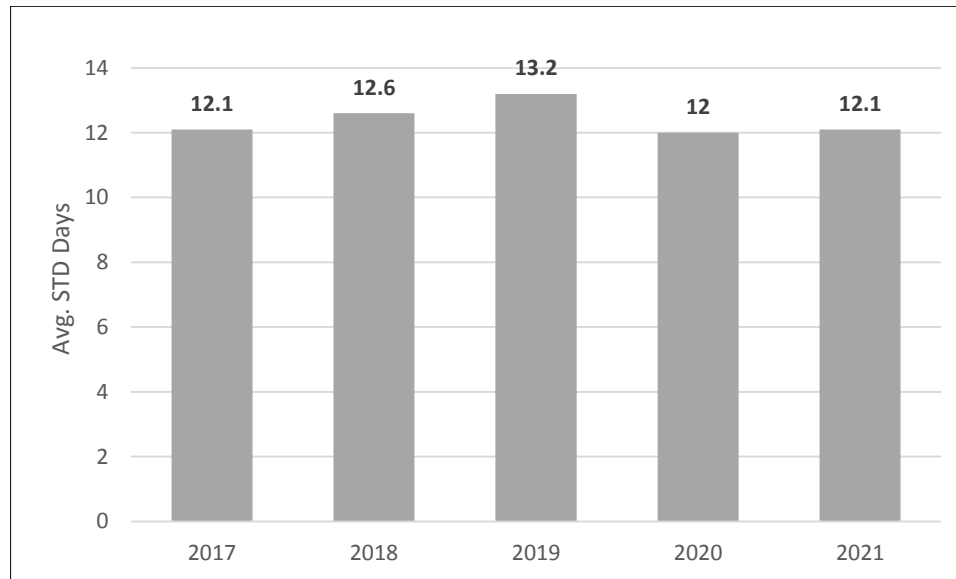
**SUBJECT: Annual Employee Attendance Report 2021  
(HUR22003) (City Wide)**

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**Executive Summary:**

The following information summarizes a number of key metrics used by the City in reporting absence-related data to Council, including time lost to STD and LTD, work accommodation data, as well as the impact of COVID-19 upon the City. Further detailed in this Report are the approaches taken to mitigate the impact of absenteeism generally, and absenteeism in relation to COVID-19, specifically.

**Graph 1: Average Annual STD Days Lost per Eligible Employee**



The average number of STD days lost per employee increased by 0.8% in lost days and an approximate 8% reduction from pre-pandemic absenteeism levels that occurred in 2019.

The total direct cost of STD absences increased by 2.8% from \$12,394,157 in 2020 to \$12,743,294 in 2021, which would largely be a reflection of the increase in employee wages.

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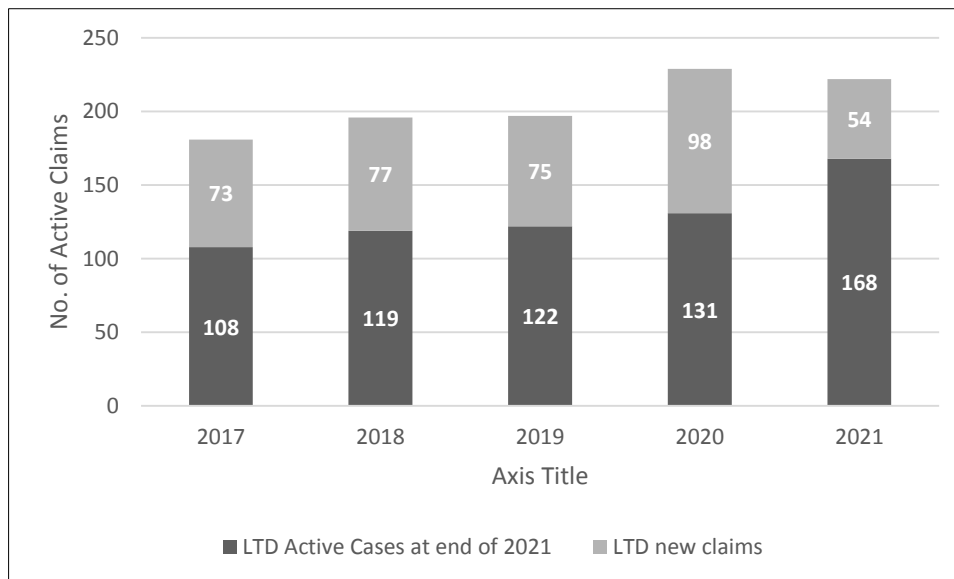
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**Graph 2: LTD – New and Active Claims**



There was a 44.9% decrease in the number of Long-Term Disability claims received by Manulife in 2021 (54) compared to 2020 (98).

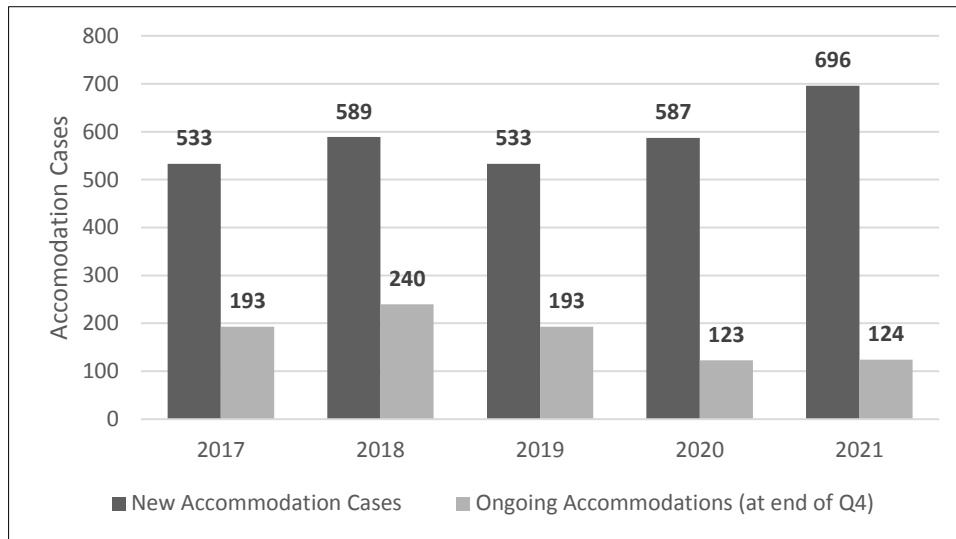
A decrease in overall claims also occurred between 2020 and 2021, with seven fewer total claims (i.e. Active plus New LTD Claims in each year) at the close of 2021.

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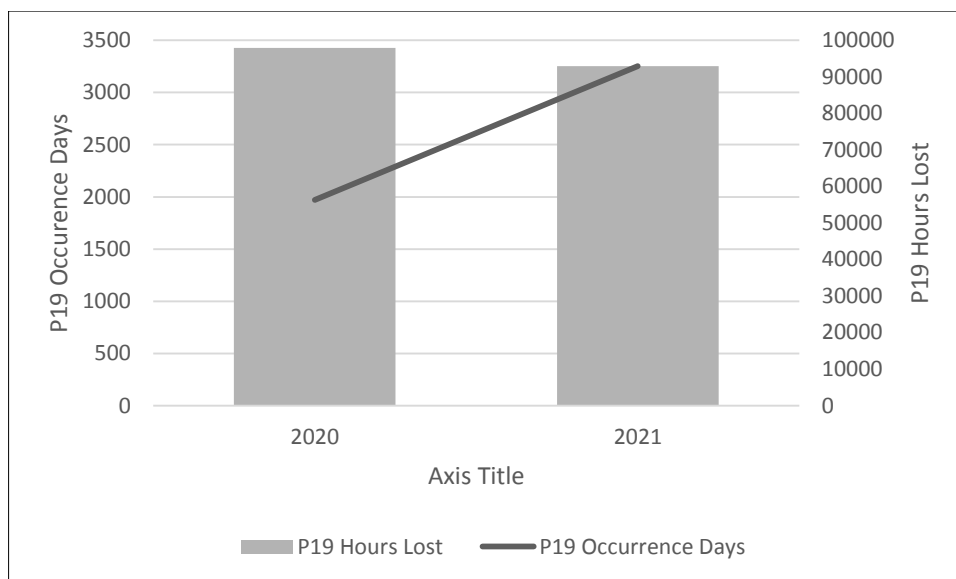
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**Graph 3: Workplace Accommodation Activity**



The Return to Work Services (“RTW Services”) team received 696 requests for accommodation by employees needing assistance in returning to work after an injury or illness, representing a 19% increase in such requests from 587 cases in 2020. This data includes both occupational and non-occupational cases.

**Graph 4: P19 (COVID-related) Occurrences and Lost Hours**



While the number of occurrences of P19 (paid) periods of leave increased significantly (+65%) when compared to 2020, overall hours lost decreased slightly as a result of increased controls and clarity of requirements for isolation in the event of a positive case.

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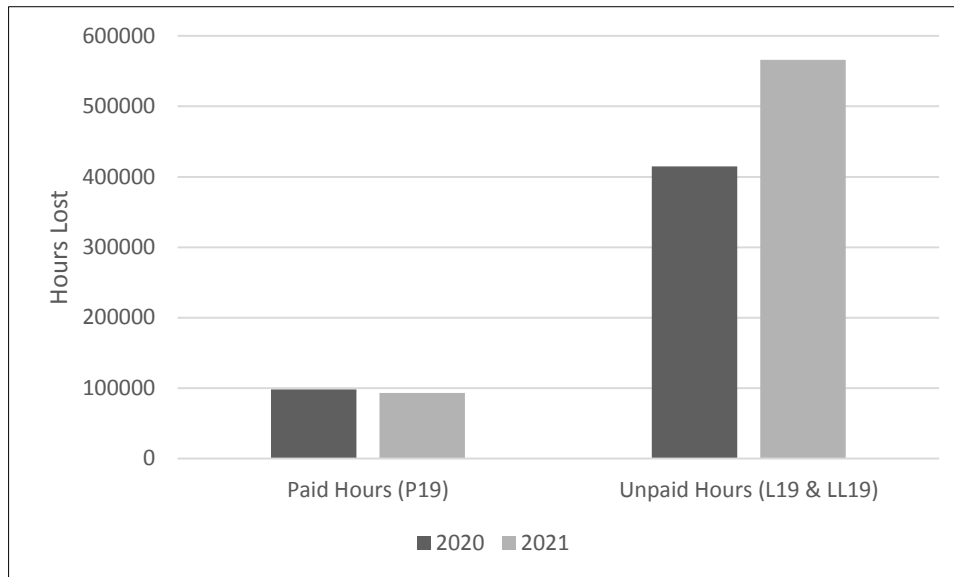
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**Graph 5: Paid versus Unpaid COVID-Related Lost Hours**



In 2021, City employees incurred 658,873 lost hours due to COVID-19 related absences. The lost hours for COVID-19 related absences are categorized as follows:

- 92,915 hours lost for paid absences related to COVID-19
- 565,958 hours lost for non-paid absence related to COVID-19

The total cost of paid absences related to COVID-19 in 2021 was \$1,998,200

## Background

The City of Hamilton proactively manages non-occupational illnesses and injuries through programs, policies and collective agreement provisions that: control employee absences; identify employees whose attendance needs improving; support employees in improving attendance; and by identifying early and safe return to work opportunities through a robust accommodation process.

## Definitions

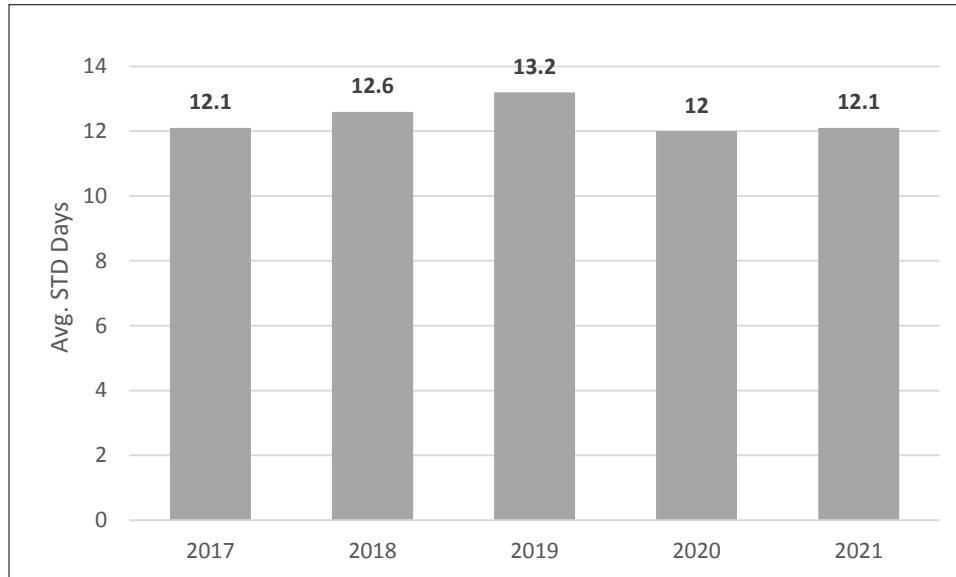
Refer to Appendix “A” to Report HUR22003

### 1.0 Absence Summary, Short-Term Disability (excluding Police & Library)

(Note: the data below excludes L19, LL19 and P19 absences)

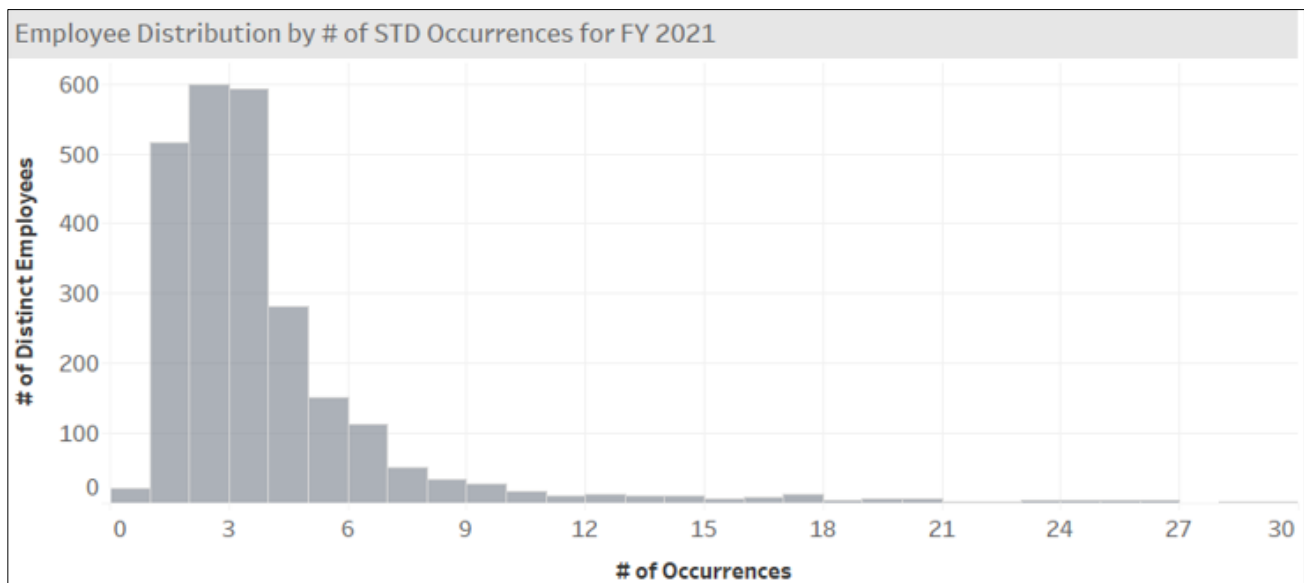
**SUBJECT: Annual Employee Attendance Report 2021  
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**Graph 1: Average Annual STD Days Lost per Eligible Employee**



STD absences unrelated to COVID-19 were at the same level as 2017 and remain relatively stable when compared to 2020. For 2021, the average number of lost days per employee was 12.1 days.

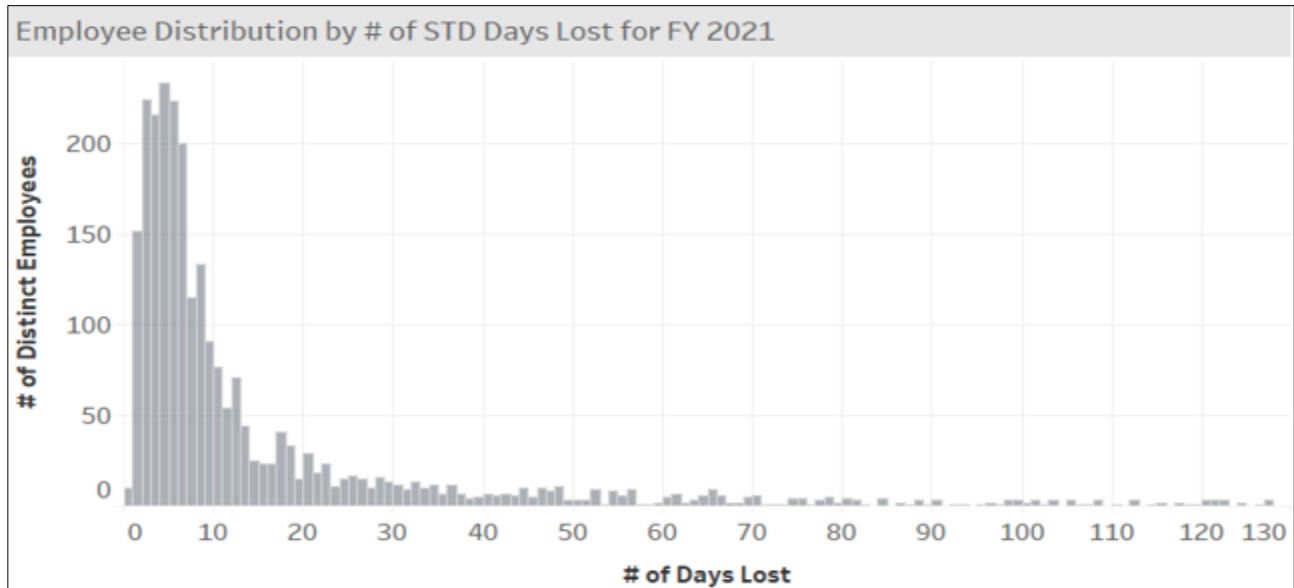
**Graph 6: Average STD Occurrences per IPP Eligible Employee 2021**



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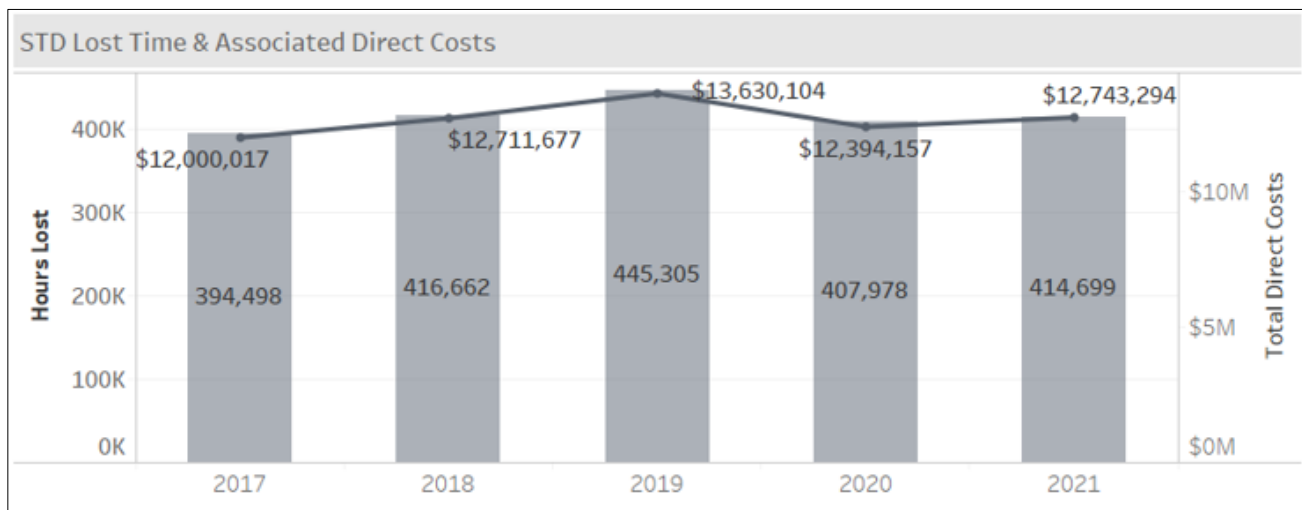
As illustrated above in Graph 4, most employees incurred three or fewer absence occurrences in 2021. This trend is likely explained by the recently introduced collective agreement provisions that incorporated a reduction in compensation on the fourth and subsequent occurrences of absence in a calendar year.

**Graph 7: Distribution of STD Days Lost per Employee**



Graph 7 demonstrates that most employee absences tend to be one to seven days in duration. This outcome is expected, in part, due to the influence of two factors: the requirement to provide a doctor’s note on the fourth day of an absence and the requirement to provide a completed claim form on the eighth day of absence.

**Graph 8: Lost Hours and Direct Costs – STD**



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Graph 8 illustrates that the total direct cost of STD absences increased by 2.8% from \$12,394,157 in 2020 to \$12,743,294 in 2021, which would largely be a reflection of the increase in employee wages (as a result of progression through wage grids and cost of living increases, for example). The above data is presented as Hours Lost instead Days Lost as a result of variable length of shifts by employee groups.

## 2.0 Long-term Disability (LTD)

LTD absences are sick absences that extend beyond 130 days and are managed by a third party (Manulife).

**Table 1: Long-term Disability (LTD) Claims 2017 to 2021**

	2017	2018	2019	2020	2021
LTD new claims	73	77	75	98	54
LTD Active Cases at end of 2020	181	196	197	229	222
Incident rate for new claims per 1000 employees	15.96	13.93	14.7	20.63	11.47
LTD Costs (benefit payments, ASO fees, legal fees, vacation payouts and severances)	\$6,453,839	\$6,561,209	\$7,203,994	\$8,381,638	*\$7,944,549

\* Note: 2021 LTD costs are tentative pending the closure of the 2021 fiscal year.

Table 1 shows 54 new LTD claims were received by Manulife in 2021, representing a decrease of 44 claims or 44.9% when compared to 2020. Of the 54 claims received by Manulife, 52 were approved. Furthermore, the incident rate for new claims decreased from 20.63 in 2020 to 11.47 per 1000 insured employees in 2021. This significant change is a reflection of the increased resources and resulting scrutiny in claims adjudication by RTW Services. More specifically, this reduction is the result of a number of different interventions undertaken by RTW Services, including the utilization of third-party resources, (ie. occupational physician reviews), Homewood Health fitness to work assessments, functional ability assessments, and independent medical evaluations.

**Table 2: LTD Most Frequent Claim Types 2019-2021**

Claim Type	2019			2020			2021		
	MH	MSK	CAN	MH	MSK	CAN	MH	MSK	CAN
City of Hamilton	40%	28%	9%	36%	27%	13%	40%	24%	13%
Industry Comparator	34%	30%	12%	39%	27%	11%	38%	27%	11%
MH = Mental Health			MSK = Musculoskeletal			CAN = Cancer			

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Mental health continues to be the most frequent diagnostic category, representing 40% of all claims received by Manulife in 2021. This percentage is slightly above the industry comparison group at 38%. In 2021, 38% of LTD mental health claims are attributed to a primary diagnosis of depression.

In 2021, Return to Work Services continued to work closely with Manulife to reduce overall claim duration. There were a total of 58 claim resolutions in 2021 with 51.7% resolving with a return to work, followed by 20.7% resolving at the maximum benefit period (age 65).

In order to mitigate the costs and impacts upon service delivery by City staff, RTW services has enhanced their review and accommodation process for the management of LTD claims. This process is intended to place employees into positions that accommodate their conditions and allow them to perform work on behalf of the City, where this can be responsibly and safely accomplished, without accessing paid leave. This case-by-case analysis and placement has resulted in significant numbers of employees being diverted from application to LTD, placing them in positions that they can perform the duties of in line with any medical accommodations required.

**Table 3:** Overview of Work Accommodation Activity 2017 to 2021

	2017	2018	2019	2020	2021
Return to Work Full Duties Own Position	457	457	495	459	498
Permanent Accommodation Own Position	4	2	3	7	1
Permanent Accommodation New Position	8	10	6	3	3
Accommodation No Longer Available/Not Suitable	8	8	10	16	6
Recurrence/Employee is Totally Disabled	50	32	43	42	59
Other – e.g. retired, maternity leave, resigned	23	25	31	22	37
Total cases closed	550	534	588	549	601

RTW Services assisted 498 employees successfully return to full-time hours and regular work duties through the accommodation process in 2021. When adjusted to remove those employees who classify as “totally disabled,” and those that have retired or resigned their employment, this represents an approximate 98% success rate in finding accommodations for eligible employees.

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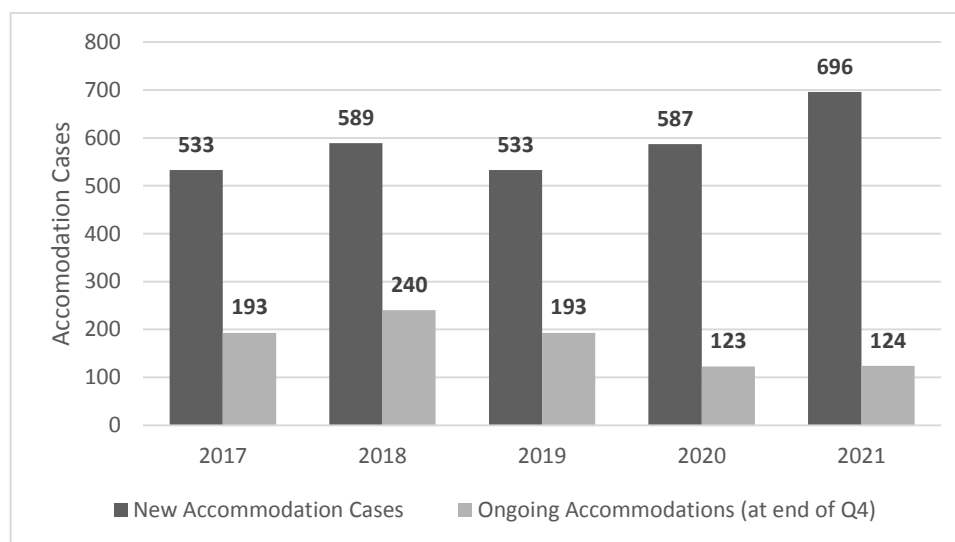
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**Table 4:** Waiting Permanent Accommodation Placement at End of Q4 2017 to 2021

	2017	2018	2019	2020	2021
Awaiting Permanent Accommodation	13	17	9	14	20

The number of employees waiting for permanent, suitable accommodated work remained low in 2021 (N=20). The success in finding permanent accommodations is the result of Human Resources working with all stakeholders, including management and union representatives, to find suitable employment for employees with significant permanent injuries or illnesses. This collaborative effort has resulted in successful accommodations, with a relatively low number of employees awaiting permanent accommodations.

**Graph 3:** Workplace Accommodation Activity



The RTW Services team received 696 requests for accommodation by employees needing assistance in returning to work after an injury or illness, which is an increase from 587 cases in 2020 - a 19% increase. This data includes both occupational and non-occupational cases.

RTW Services assisted 498 employees successfully return to full-time hours and regular work duties through the accommodation process in 2021.

### 3.0 COVID-19 Absence Summary for City of Hamilton (excluding Police and Library)

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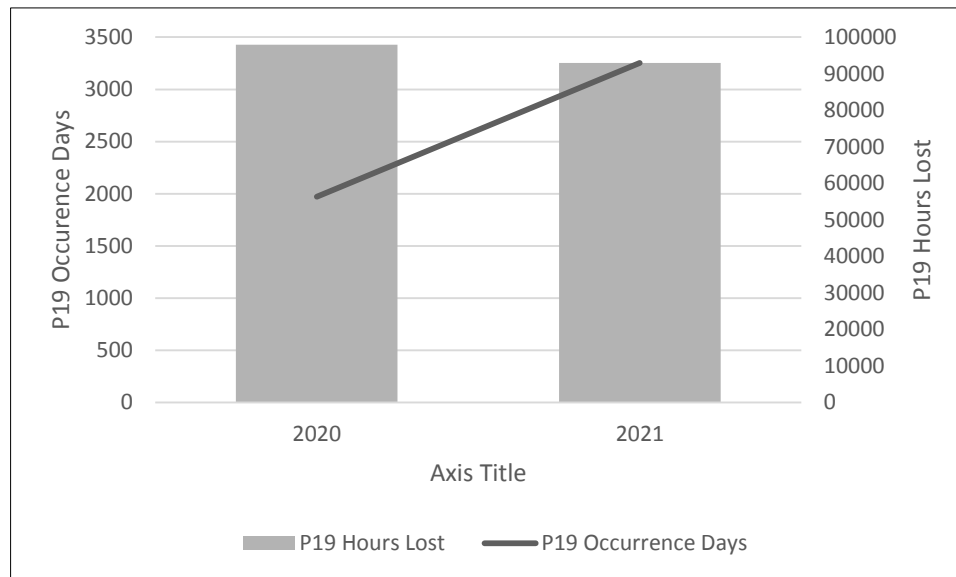
### COVID-19 Absences

In 2021, City employees incurred 658,873 lost hours due to both paid and non-paid COVID-19 absences. This is a significant reduction from the total number of lost hours in 2020, which totalled 1,069,908 lost hours (ie. 38% reduction from 2020). It is possible that this reduction can be attributed in part to an atypical 2020 figure – a year in which many hours were reduced and eliminated as a result of COVID impacts including the closure of workplaces. In 2021, these service and facility reductions had already occurred, to a large degree.

The lost hours for COVID-19 absences are categorized as follows:

- 92,915 hours lost for paid absences related to COVID-19 (P19) in 2021 compared to 84,497 hours in 2020, an increase of 10.0%
- 565,958 hours lost for non-paid absences related to COVID-19 (L19, LL19) in 2021 compared to 985,411 lost hours in 2020, a decrease of 42.6%
- Total cost of paid absences related to COVID-19 in 2021 was \$1,998,200 in 2021, compared to 2,284,404 in 2020, a decrease of 12.5%

**Graph 4: P19 (COVID-related) Occurrences and Lost Hours**



Graph 4 shows an overall increase in the number of unpaid occurrences and total unpaid hours in 2021 as compared to 2020. Increased unpaid occurrences may be the result of some additional reductions in staffing through layoff activity and ongoing attendance challenges of employees with school aged children throughout the pandemic.

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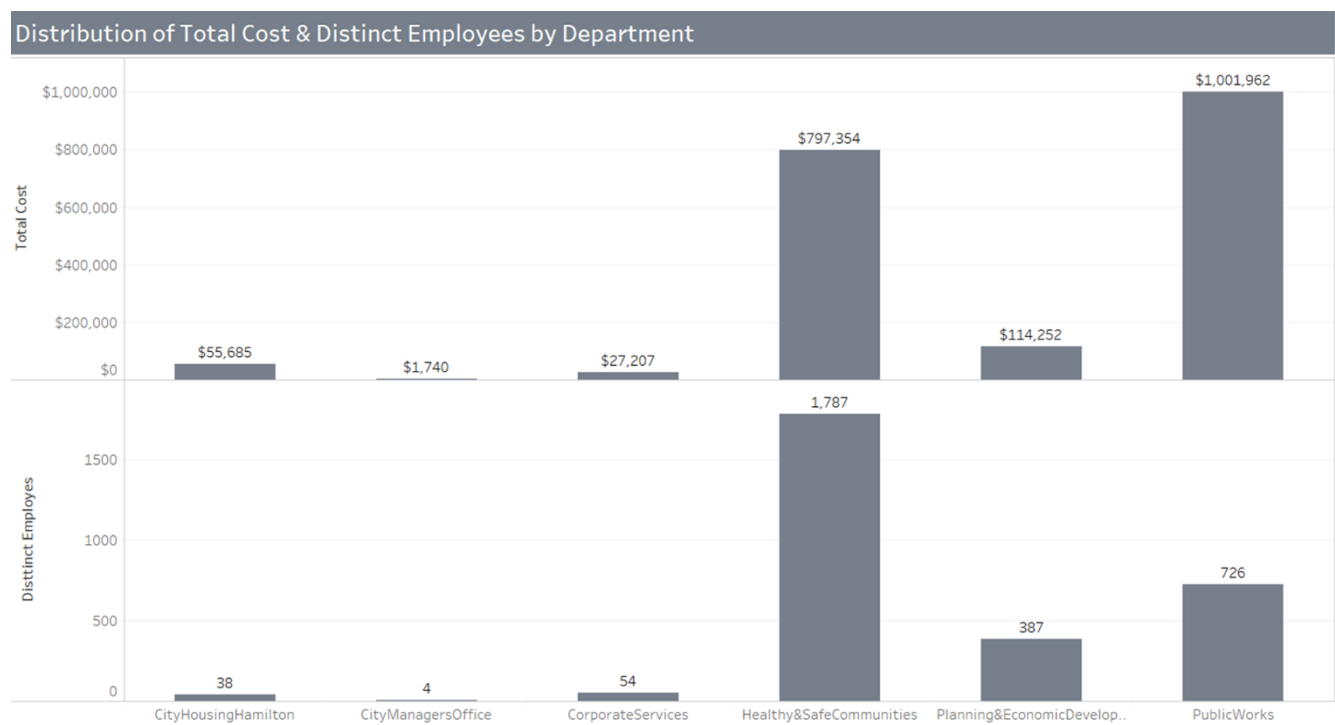
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The overall number of paid occurrences increased by approximately 65%, however, the number of paid lost hours remained relatively stable. This trend could be attributed to tighter controls on the administration of P19 (paid) absences by Human Resources, as well as increased clarity around timeframes from Public Health, with respect to isolation periods in each set of circumstances. Of course, it is also likely that the introduction and widespread uptake of COVID-19 vaccines led directly to decreased symptoms in those infected, which also contributed directly to shorter leaves of absence. These measures had the cumulative effect of reducing the duration of many individual P19 leaves of absence, and/or limiting some entitlements to paid leaves of absence.

**Graph 9: Total Cost of Paid COVID-19 Absences by Department – P19**



In Graph 2, Public Works incurred the highest overall cost for COVID-19 related absences (\$1,001,962) followed by Healthy and Safe Communities (\$797,354). Public Works COVID-19 costs were driven primarily by Transit, as this operation was deemed an essential service and Transit Operators continued to utilize the P19 program frequently as a result of their ongoing work through the pandemic.

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Healthy and Safe Communities costs were primarily driven by Hamilton Paramedic Services and Lodges. Again, those employees in these groups having failed the COVID-19 screening tool were placed on a paid leave of absence pending the COVID-19 testing results for the safety of staff, patients and residents. These precautionary measures resulted in increased leave costs.

#### **4.0 Initiatives to Manage and Support Employee Attendance during COVID-19**

##### **Health, Safety & Wellness Initiatives**

Human Resource's Occupational Health Nurse, working closely with other Health, Safety and Wellness Safety and RTW Services staff, continued to play an integral role in managing COVID-19 absences. These combined supports were necessary to manage the steadily increasing volume of absences over the course of the pandemic.

**Table 3:** Breakdown of COVID-19 Cases Managed by Human Resources

Case Type	2021 - Total Number of Cases
Positive Results	419
Negative Results	2388
Isolation	468
Symptomatic/Ill Household Member	453
Surveillance Testing	12447
Paramedic Administered PCR Testing for Fire/EMS/LTC/PH Staff	1680
Vaccine Verification Records Entered	7918
Rapid Testing Results	6606

Through the use of active screening (via the COVID-19 Self-Assessment Screening Tool) of employees, cases were diverted to resources that assisted in preventing potentially infectious individuals from attending at work. Furthermore, Human Resources staff were able to advise employees as to an appropriate return from illness or isolation (based upon best practice, Public Health guidelines, and direction from the province). As noted previously, this contributed to a decrease in the costs of paid leaves of absence (P19) as a result of COVID-19.

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## **Human Resources COVID-19 Related Strategies**

The Occupational Health Nurse with the support of the Health, Safety and Wellness team (in addition to other Human Resources staff), implemented a large number of strategies to manage COVID-19 in the workplace. For brevity, they are presented in bulleted form:

### **COVID-19 Policy/Procedures/Reporting:**

- Created and/or reviewed policies and procedures related to COVID-19 including the development and introduction of the COVID-19 Mandatory Vaccine Verification Policy
  - To date, approximately 7,376 employees have provided proof of being fully vaccinated, representing approximately 93% of the active employee population
- COVID-19 Rapid Antigen Testing program implemented in October 2021
  - 418 non-disclosing employees entered the Rapid Antigen Testing Program in 2021 and submitted 6,606 Rapid Test results, each of which was reviewed
- Continued to update workplace COVID-19 Screening Tool questions (both electronic and hard copy) in accordance with Ministry and Public Health guidelines, and provide direction and guidance to employees in completing the screening tool
  - The screening tool (both electronic and hard copy) was updated on seven different occasions in 2021 to adjust to changes put forward by Ontario Health
- Completed Ministry of Labour reports for occupational illnesses related to COVID-19 (with exception of Lodges who do their own reporting)
  - 27 reports of occupational illness were made to the Ministry of Labour in relation to COVID-19 in 2021
- Monitored and reviewed Ministry legislation and documents regarding managing COVID-19 in the workplace and implemented required measures and best practice recommendations

### **Departmental Support:**

- Provided education and support for staff with anxiety related to COVID-19 with regular information provided through Hamilton Responds
- Provided guidance and one-on-one coaching regarding Personal Protective Equipment (PPE) provisions with staff who have concerns over level of PPE provided
- Responded to management questions specific to their workplace operations
- Managed internal contact tracing for staff who tested positive

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- Answered questions from union leaders, management and staff related to COVID-19 concerns and workplace protocols
- Provided recommendations or guidance to Return to Work Services regarding immunocompromised staff and resulting accommodation requests
- Provided direction on the coding of COVID-19 related absences

General Employee Support:

- Answered inquiries regarding COVID-19 symptoms, ill family members, returning from travel, exposures to COVID-19 and advised next steps based on the City's Screening Tool
  - A total of approximately 3,800 individual employee inquiries to Occupational Health were addressed arising from the use of the Screening Tool
- Followed up with employees who failed the screening tool to ensure they followed the appropriate process
  - Approximately 3,100 contacts were initiated with employees who reported failing the screening tool in 2021
- Provided clearance for employees to return to work when they received their COVID-19 test results or completed their required isolation period
  - This would include the 3,100 individuals who failed the screening tool, plus 419 employee cases of COVID-19, and approximately 2,800 additional employees who were required to isolate while awaiting a test result or due to a close contact
- Followed up with employees to ensure a timely return to work when their absence was longer than anticipated
- Provided education and support of Public Health requirements
- Provided resources to manage anxiety related to COVID-19 concerns
- Updated supervisors and managers with respect to confidentiality of personal health information
- Received calls from Public Health regarding workplace contact tracing and worked collaboratively to ensure contacts were notified

First Responders/Lodges COVID-19 Testing:

- Collaborated with external Consulting Physician and Paramedics to expedite COVID-19 testing for First Responders and Lodges employees
- Arranged for COVID-19 testing to be conducted by community Paramedics
- Received results of COVID-19 testing conducted by Paramedics
- Contacted employees with test results and next steps to return to work
- If COVID-19 positive, workplace contact tracing was initiated

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Medical Surveillance:

- Based on Ontario directives, Lodges staff and anyone entering the facility required testing
- Arranged for testing of Public Health and By-Law Staff
- Received, reviewed and recorded test results weekly for Lodges employees
- Notified Lodges staff of positive results and next steps
- Conducted contact tracing and notification of contacts

Assisted during COVID-19 Outbreaks:

- Kept workplace up to date on testing of staff to assist in managing outbreaks
- Worked with Public Health to ensure processes were followed
- Provided support and/or direction to management and staff
- Completed Ministry of Labour reporting for outbreak positive cases

**RTW Services Absence Management Initiatives – COVID 19:**

RTW Services worked in partnership with Health, Safety and Wellness and other Human Resources stakeholders to support employees with COVID-19 related absences in addition to the normal activities taken by the department. The following additional steps were taken to support departments and employees manage COVID-19 absences and accommodation requests:

- Identified and placed full-time employees on a paid leave (P19) so that Income Protection Plan (IPP) penalty days were not incurred
- Provided paid leave (P19) for part time and casual employees who would not otherwise qualify for IPP benefits for COVID-19 related absences
- Explored accommodations for employees with underlying medical conditions
- Engaged Occupational Consulting Physicians to provide expert advice on return to work and accommodation requirements related to COVID-19
- RTW Services worked with Talent to manage accommodation requests arising from staff redeployments
- Provided employees with EFAP resources to address COVID-19 related concerns

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report HUR22003 – Definitions

Appendix “B” to Report HUR22003 – Absence Summary by Departments

## Definitions

Income Protection Plan (IPP) - Provides eligible employees with an income if they cannot perform their normal duties due to illness/non-occupational injury during both STD and LTD

Eligible Employee - A full-time employee who meets the conditions of their collective agreement or employment contract eligibility for payment through the IPP as a result of illness or non-occupational injury

STD Absences – Sick absences of less than 1 day up to 130 days and do not include COVID-19 illnesses

COVID-19 Absence Codes – In response to COVID-19 new absence types were identified, and codes created to manage and track COVID-19 absences

P19 – **Paid leave** due to the following COVID related absence types:

- COVID-19 - Positive

- COVID-19 - Isolation recommended by Public Health

- COVID-19 - Isolation pending COVID-19 testing results

- COVID-19 - Employee Immunocompromised

- COVID-19 - Employee age 70 years or older

- COVID-19 - Temporary operational closure (Facilities or Programs) resulting in paid leave of absence for staff

COVID-19 - **Non-Paid** Leaves of Absence codes:

- L19 – Unpaid leave of absence less than 30 days

- LL19 – Unpaid leave of absence greater than 30 days

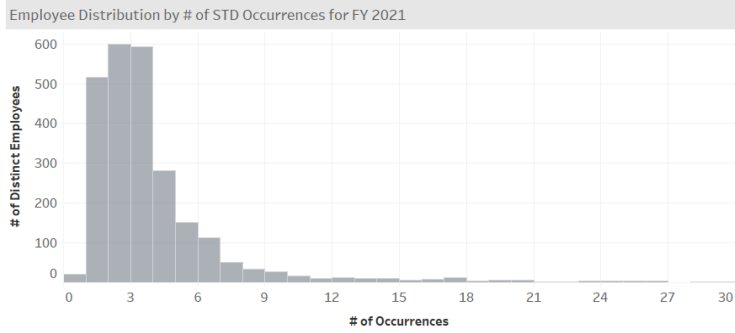
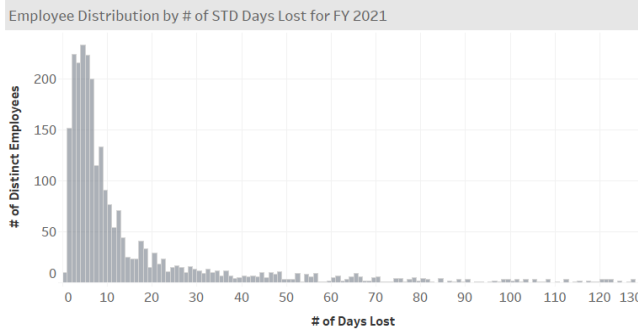
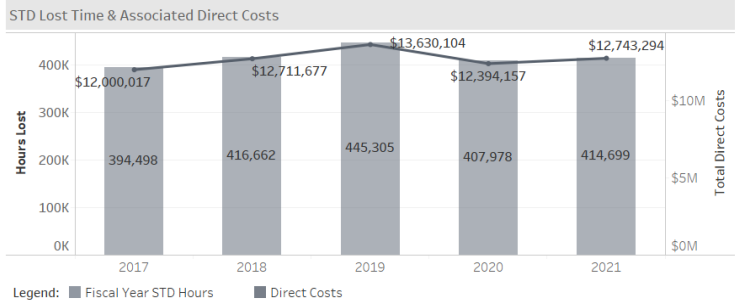
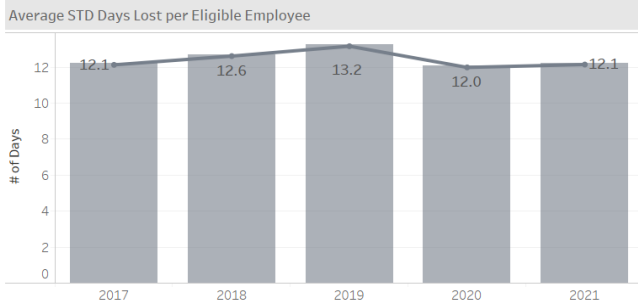
LTD Absences that extend beyond a 6-month qualifying period (i.e. 130 days), when an employee continues to be totally disabled beyond their STD absence. LTD absences are currently managed by Manulife Financial

Lost Days - Standardized as a 7-hour shift



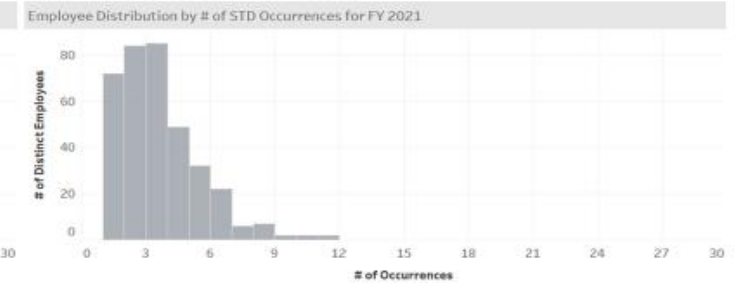
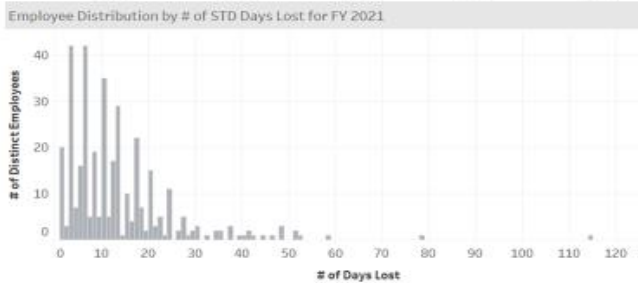
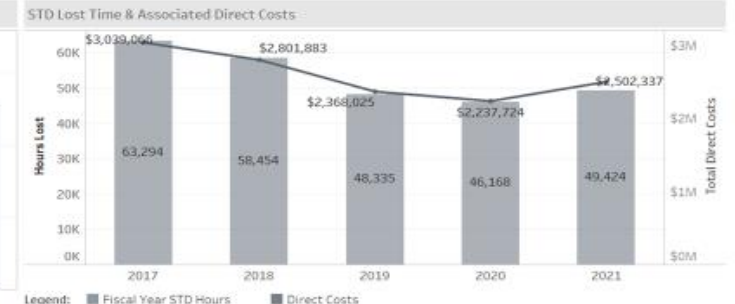
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City of Hamilton less Fire Absence Summary

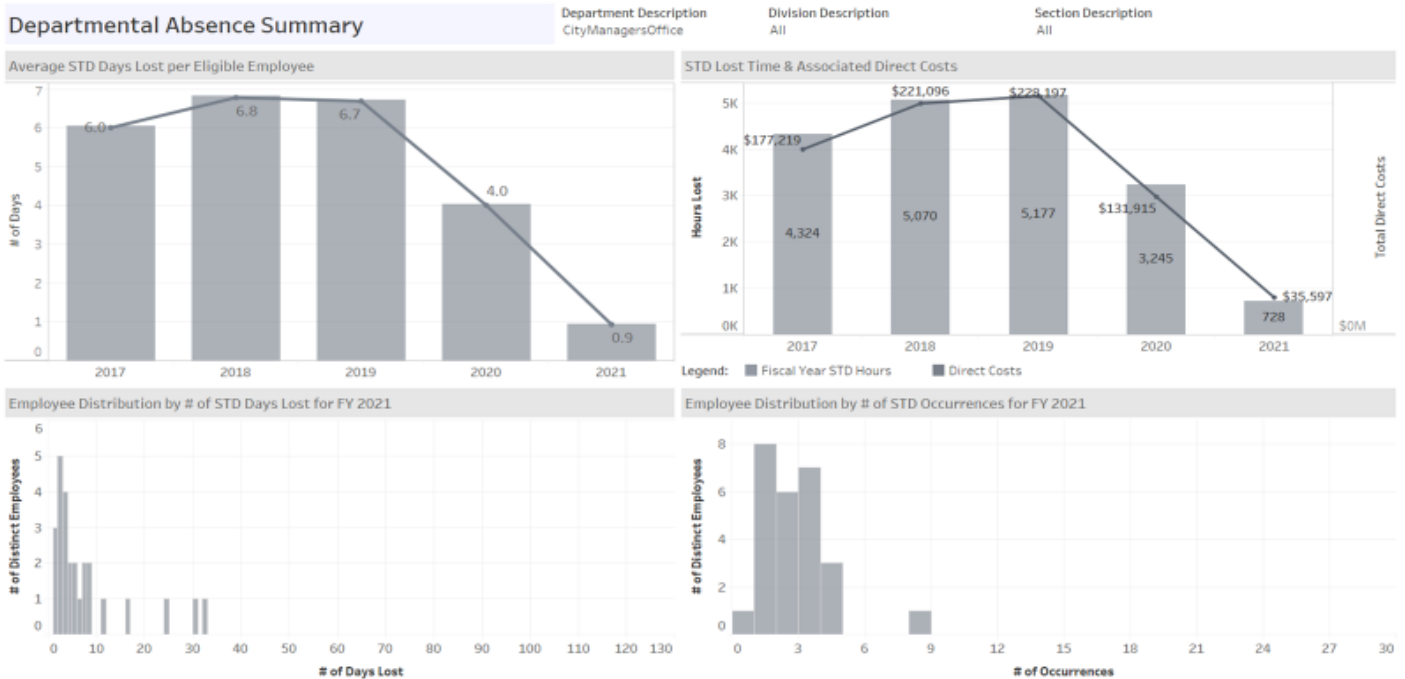
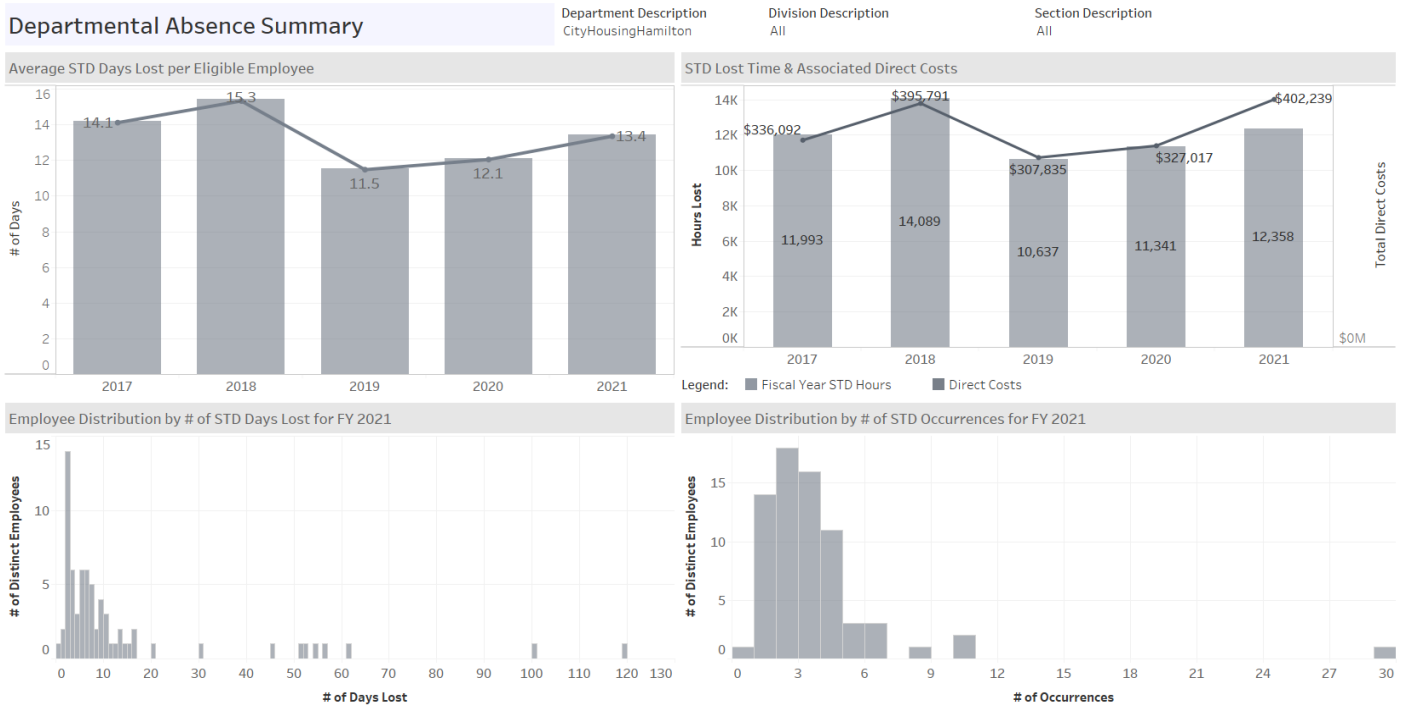


Divisional Absence Summary

Department Description: All  
Division Description: HamiltonFireDepartment  
Section Description: All



### Absence Summary by Departments





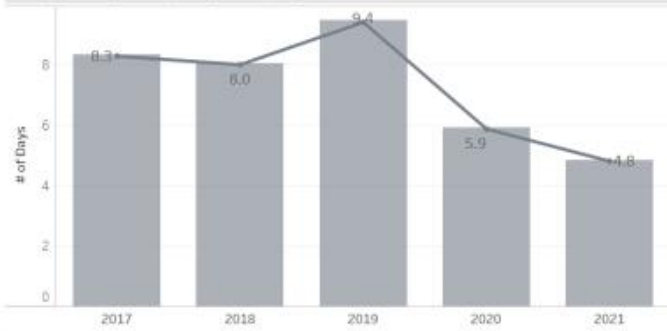
### Departmental Absence Summary

Department Description  
CorporateServices

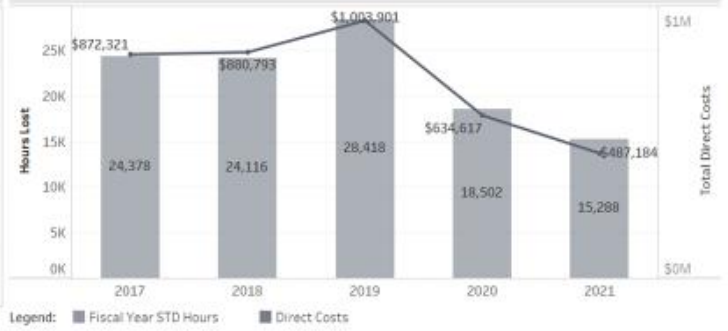
Division Description  
All

Section Description  
All

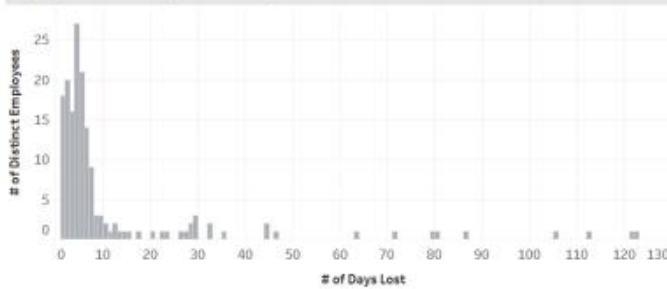
Average STD Days Lost per Eligible Employee



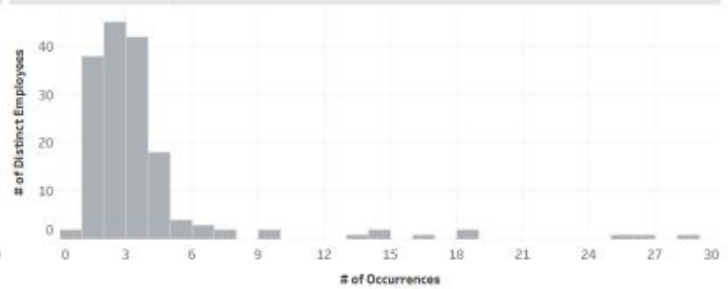
STD Lost Time & Associated Direct Costs



Employee Distribution by # of STD Days Lost for FY 2021



Employee Distribution by # of STD Occurrences for FY 2021



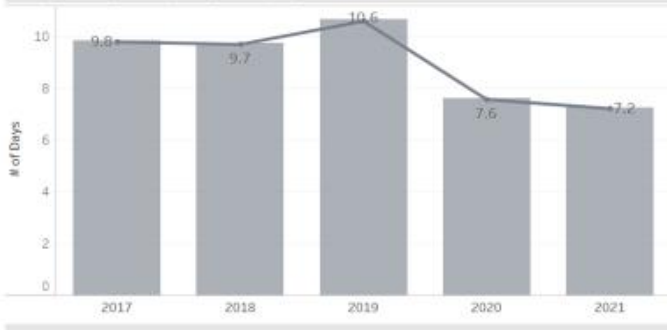
### Departmental Absence Summary

Department Description  
Planning&EconomicDevelopme..

Division Description  
All

Section Description  
All

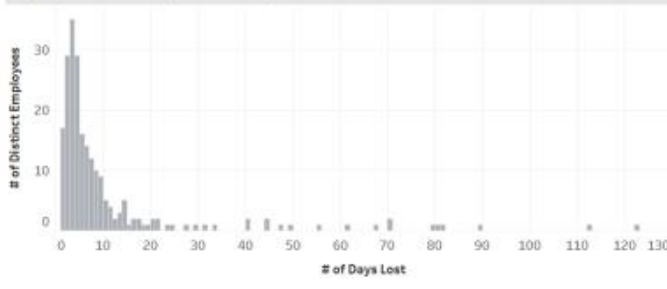
Average STD Days Lost per Eligible Employee



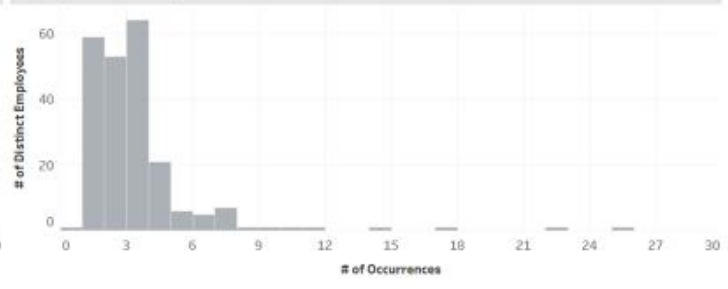
STD Lost Time & Associated Direct Costs



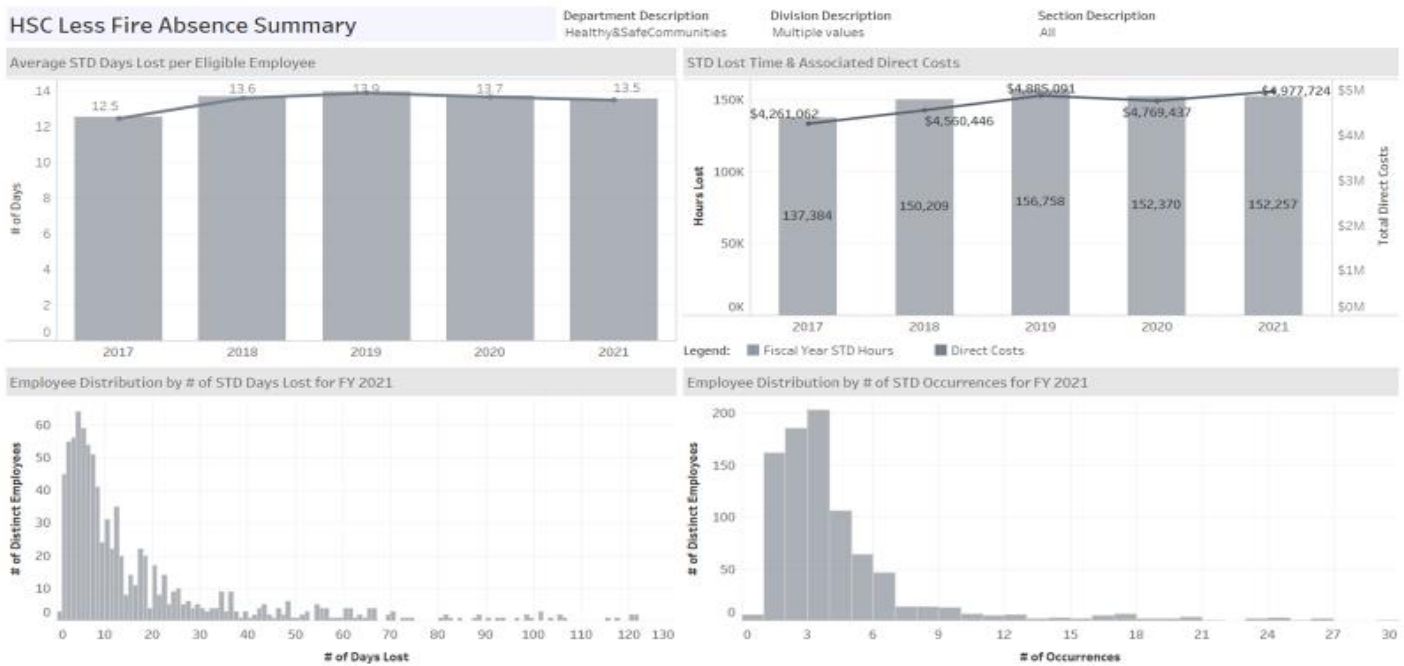
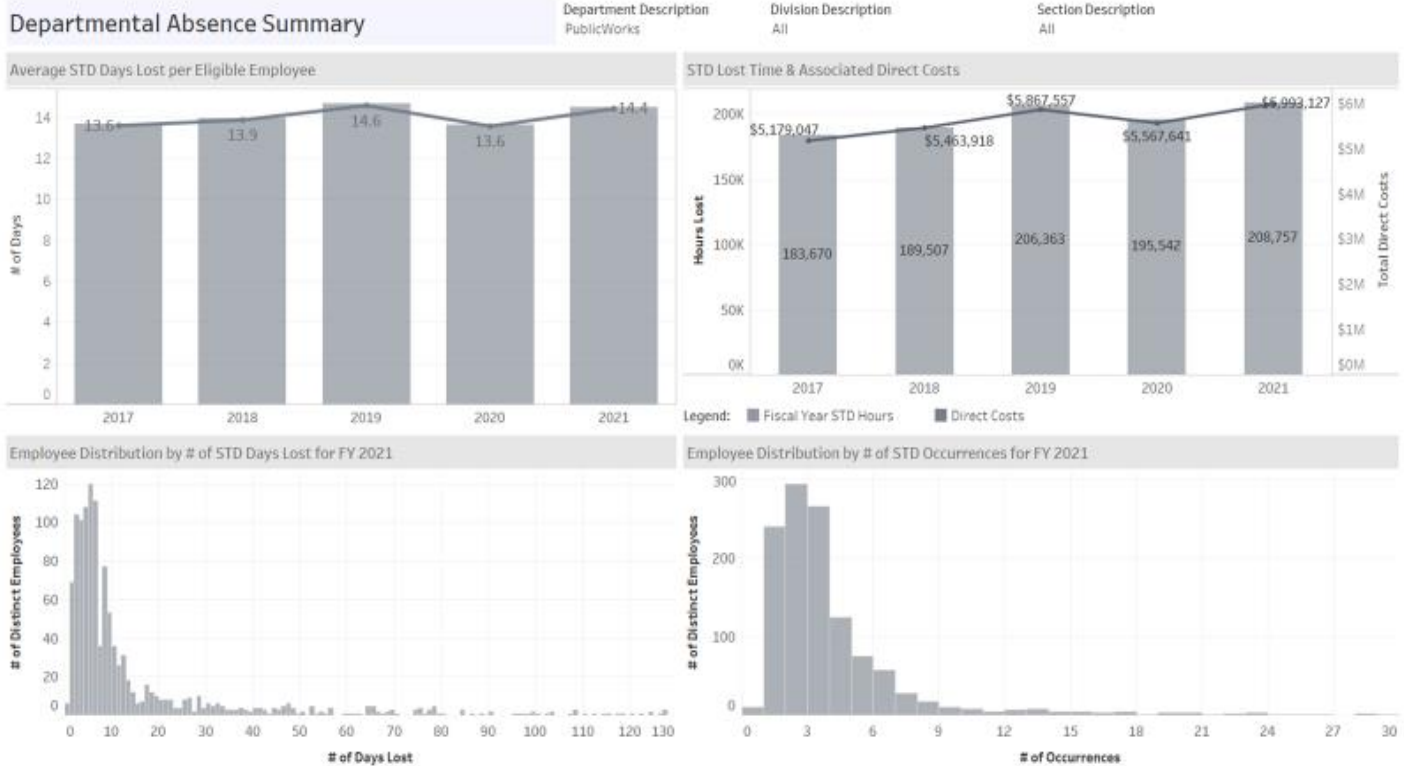
Employee Distribution by # of STD Days Lost for FY 2021



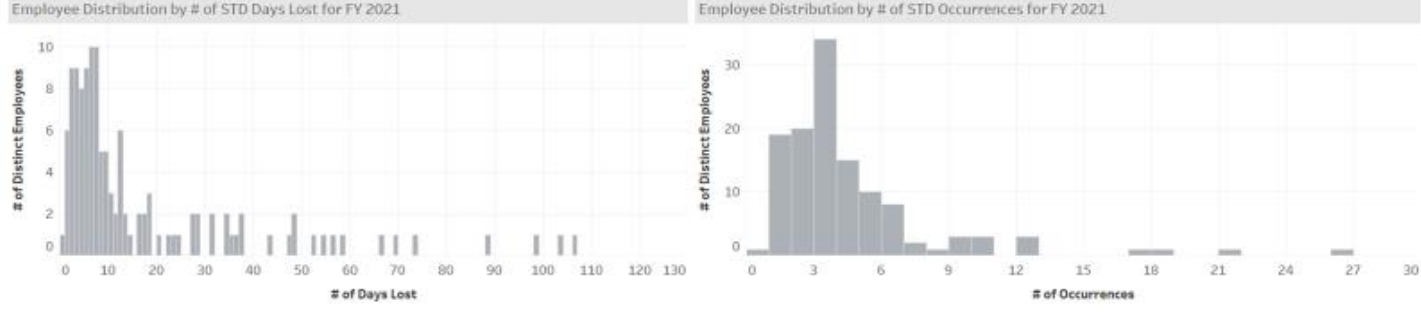
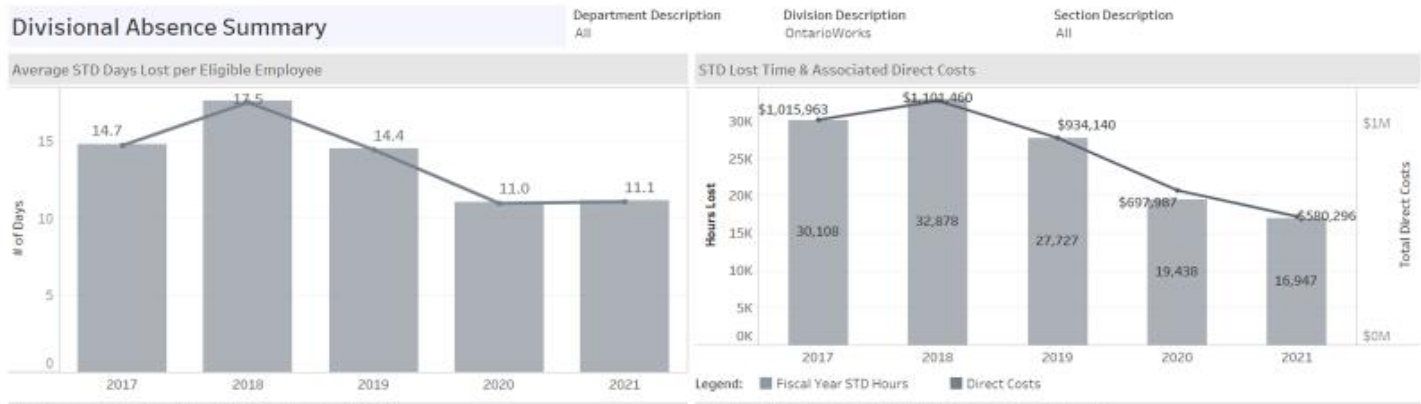
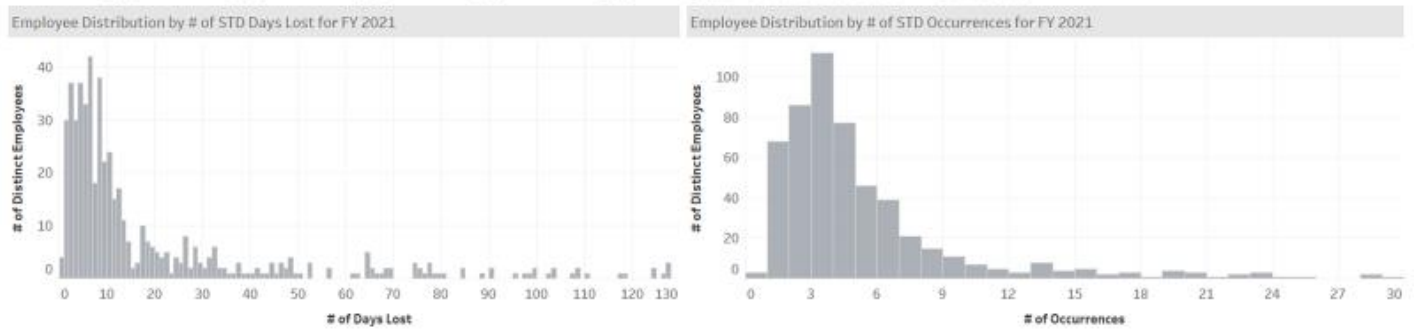
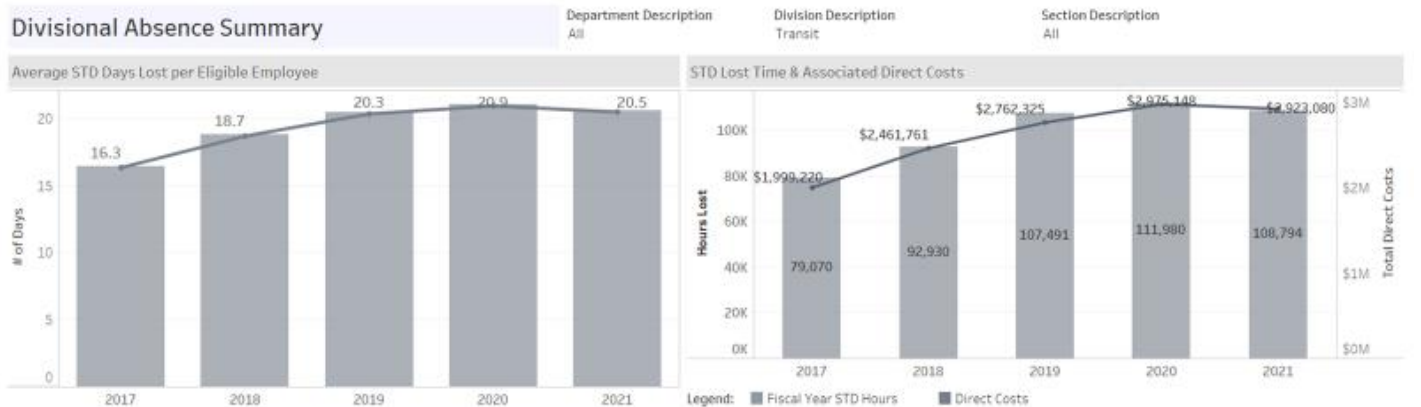
Employee Distribution by # of STD Occurrences for FY 2021

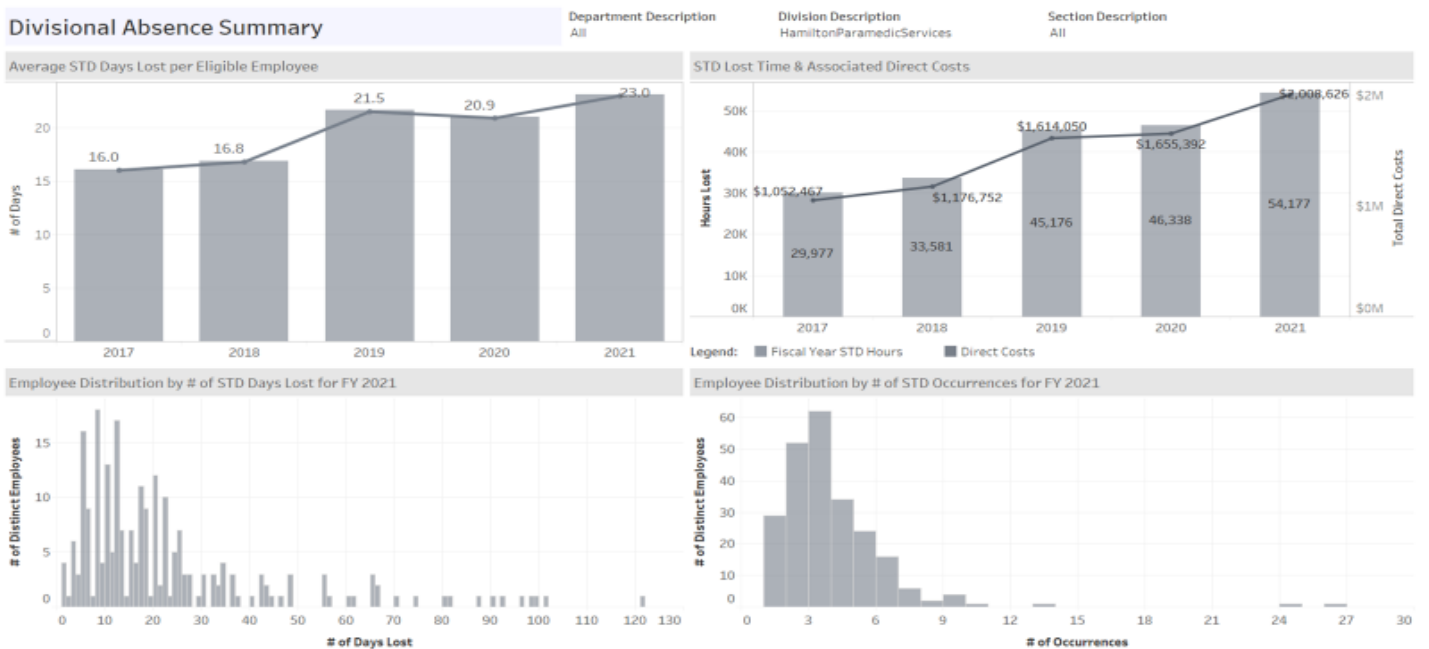
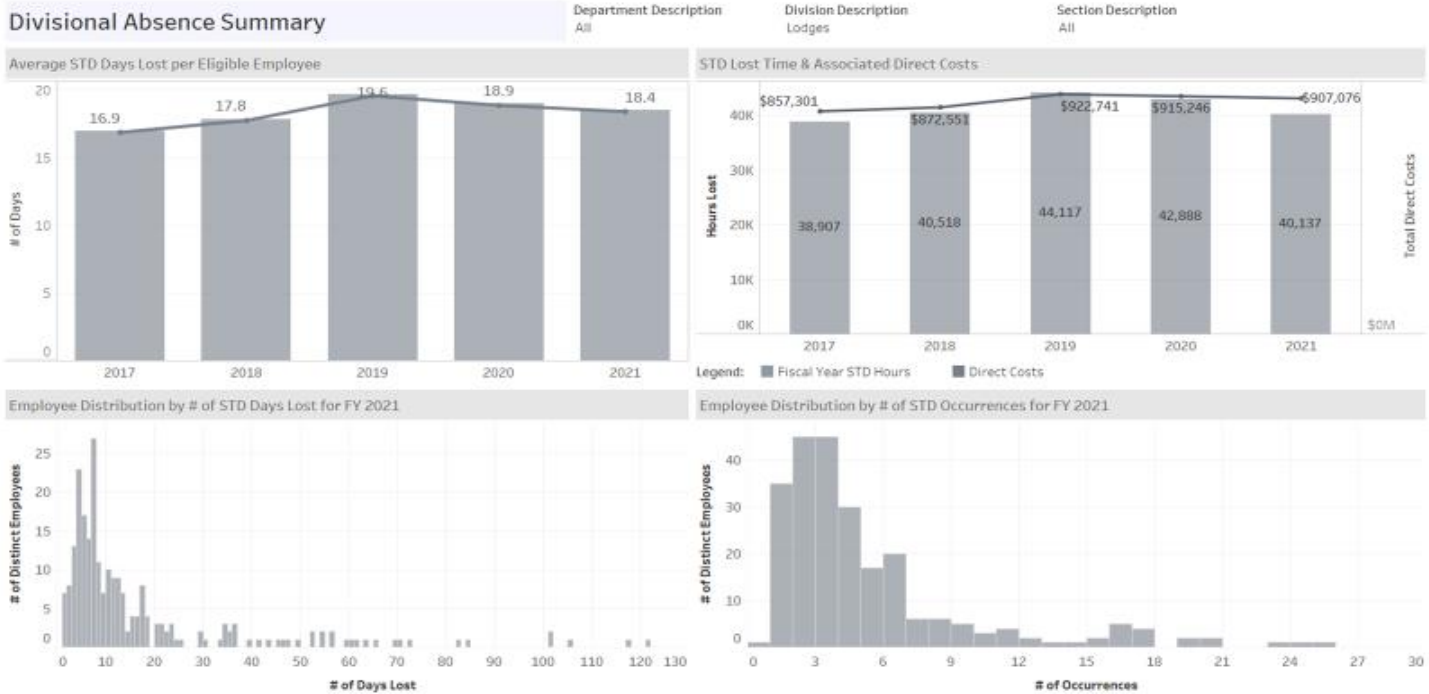


Appendix "B" to Report HUR2003



### Absence Summary by Top 5 Divisions





Appendix "B" to Report HUR22003  
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