



## City of Hamilton

# AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

**Meeting #:** 22-013  
**Date:** July 7, 2022  
**Time:** 9:30 a.m.  
**Location:** Council Chambers  
Council Chambers, Hamilton City Hall  
71 Main Street West

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. June 16, 2022

**5. COMMUNICATIONS**

**6. DELEGATION REQUESTS**

\*6.1. Delegation Requests respecting Item 10.1 - Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Services Board selection process, for today's meeting:

\*a. Marlene Dei-Amoah and Taimur Qasim, Committee Against Racism

\*b. Kojo Dampety

\*c. Kim Martin, Social Planning and Research Council and No Hate in the Hammer

\*d. Lyndon George, Hamilton Anti-Racism Resource Centre

\*e. Rabbi Hillel Lavery-Yisraeli

**7. CONSENT ITEMS**

**8. STAFF PRESENTATIONS**

8.1. Tax and Rate Operating Budgets Variance Report as at April 30, 2022 - Budget Control Policy Transfers (FCS22042) (City Wide)

**9. PUBLIC HEARINGS / DELEGATIONS**

**10. DISCUSSION ITEMS**

10.1. Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Service Board selection process

10.2. Governance Review Sub-Committee Report 22-003 - June 23, 2022

**11. MOTIONS**

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

**14. PRIVATE AND CONFIDENTIAL**

14.1. June 16, 2022 - Closed Minutes

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

**15. ADJOURNMENT**



## **AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 22-012**

**9:30 a.m.  
June 16, 2022  
Council Chambers  
Hamilton City Hall**

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

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

**1. 2021 City of Hamilton Financial Report and Audited Financial Statements (FCS22044) (City Wide) (Item 10.1)**

**(Ferguson/Powers)**

That the 2021 City of Hamilton Financial Report and Audited Financial Statements, attached as Appendix "B" to Report FCS22044, be approved.

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

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

**2. Post-Traumatic Stress Disorder (HUR22007) (City Wide) (Item 7.1)**

**(Clark/VanderBeek)**

That Report HUR22007, respecting the Post-Traumatic Stress Disorder, be received.

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

YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - 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. 2022 First Quarter Emergency and Non-competitive Procurement Report (FCS22046) (City Wide) (Item 7.2)**

**(Johnson/Wilson)**

That Report FCS22046, respecting the 2022 First Quarter Emergency and Non-competitive Procurement Report, be received.

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

YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - 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. 2022 First Quarter Non-compliance with the Procurement Policy Report (FCS22047) (City Wide) (Item 7.3)**

**(Powers/VanderBeek)**

That Report FCS22047, respecting the 2022 First Quarter Non-compliance with the Procurement Policy Report, be received.

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

YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - 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. 2022 First Quarter Request for Tenders and Proposals Report (FCS22048) (City Wide) (Item 7.4)**

**(Wilson/Clark)**

That Report FCS22048, respecting the 2022 First Quarter Request for Tenders and Proposals Report, be received.

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

YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - 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. Community Benefits Charge Strategy (FCS22015(b)) (City Wide) (Item 8.1)**

**(Johnson/VanderBeek)**

- (a) That the 2022 City of Hamilton Community Benefits Charge Strategy, attached as Appendix "A" to Report FCS22015(b) dated June 2, 2022, be approved;
- (b) That a Community Benefits Charge in the amount of 4% of the market value of land be implemented against for eligible development to pay for capital costs of facilities, services and matters in compliance with the *Planning Act, R.S.O. 1990*;
- (c) That a Reserve Fund entitled "Community Benefits Charge Reserve Fund" be established for all Community Benefits Charge collections, as per Policy included in Appendix "E" to Report FCS22015(b);
- (d) That a Reserve Fund entitled "Development Charges - Community Benefits Charge Transition Reserve Fund" be established for previously collected Airport and Parking services, as per Policy included in Appendix "E" to Report FCS22015(b); and,
- (e) That Appendix "B" attached to Report FCS22015(b) respecting the 2022 Community Benefits Charge By-law, prepared in a form satisfactory to the City Solicitor, be passed and enacted.

**Result: Motion CARRIED by a vote of 5 to 1, as follows:**

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

**7. Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* (FCS22049 / LS22024) (City Wide) (Item 10.2)**

**(Ferguson/Clark)**

That property taxes in the amount of \$144,857.19 for 221 York Boulevard, Hamilton (Roll #2518 020 124 505000 0000) be written off under section 354 of the *Municipal Act, 2001*.

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

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

**8. Development Charge Demolition Credit Extension Request for Hamilton Central Business Park (Studebaker Place and Ferrie Street, formerly 440 Victoria Avenue North) (FCS17067(a)) (City Wide) (Item 10.3)**

**(Johnson/Clark)**

- (a) That the request for the City Development Charges (DC) demolition credits (623,140 square feet in total) for Hamilton Central Business Park (Studebaker Place and Ferrie Street, formerly 440 Victoria Avenue North) to be extended for three years until July 26, 2025 (310,631.39 square feet) and September 6, 2025 (312,508.61 square feet), be denied; and,
- (b) That the subject matter regarding the “Correspondence from Paul Paradis, Ross & McBride LLP, respecting a request for extension of Development Charge Demolition Credits, Hamilton Central Business Park – formerly 440 Victoria Avenue North now Studebaker Place and Ferris Street – DCR Holdings Inc.”, be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

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

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

**9. Standardization of Cloudflare Enterprise Suite of Products for Corporate Information Technology (FCS22051) (City Wide) (Item 10.4)**

**(Ferguson/Wilson)**

- (a) That Council approve the standardization of Cloudflare Enterprise Suite of Products manufactured by Cloudflare, pursuant to Procurement Policy #14 – Standardization for a period of five years from the date of Council approval; and,
- (b) That the General Manager, Corporate Services Department be authorized to negotiate, enter-into and execute any required Contract and any ancillary documents required to give effect thereto with Cloudflare approved retailer, in a form satisfactory to the City Solicitor.

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

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

**10. Liability Insurance Coverage Extension (LS22026) (City Wide) (Item 10.5)**

**(Johnson/VanderBeek)**

- (a) That the Liability Insurance coverage be extended for the term June 1, 2022 to December 1, 2022 through the City's Broker Arthur J. Gallagher Canada Ltd. and the Insurer Marsh Canada Ltd. at a cost of \$2,190,861 (net of applicable taxes) and be funded through the 2022 Risk Management Services Budget;
- (b) That the General Manager, Finance and Corporate Services, be authorized and directed to execute all associated documents related to the extension of Liability Insurance coverage for the term June 1, 2022 to December 1, 2022, through Arthur J. Gallagher Canada Ltd. And Marsh Canada Ltd., on behalf of the City of Hamilton; and
- (c) That the 2022 budget shortfall of \$686,976.68 be funded from the Tax Stabilization Reserve (110046).

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

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

**11. City Enrichment Fund Budget Request (Item 11.1) (Revised with the inclusion of a friendly *amendment*)**

**(Johnson/VanderBeek)**

WHEREAS, the City Enrichment Fund is the overall name for the City of Hamilton's municipal investment in a wide range of program areas that supports the City's strategic plan;

WHEREAS, the fund comprises 6 Program Areas (Agriculture, Arts, Communities, Culture & Heritage, Community Services, Environment, Sports & Active Lifestyles) with funding streams and categories;

WHEREAS, the last budget increase to the City Enrichment Fund was approved in 2019, to bring total budget allocation to \$6,088,340; and,

WHEREAS, the 2022 request from applicants totalled \$9,858,419; total value of eligible requests based on 2022 applications totalled \$8,110,633; funding allocation was capped at \$6,088,340 or 75% of the total request;

THEREFORE, BE IT RESOLVED:

- (a) That an increase to the City Enrichment Fund be forwarded for consideration to the 2023 Budget submission; and,
- (b) ***That staff include in their report to the 2023 Budget submission, a history of the number of grant recipients that have been removed from the roll, have moved on to other funding, have self-sustained funding, and how many have been continuously receiving funds over the term.***

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

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

**12. Assessment of 386 Wilcox St, Hamilton for the 2023 Taxation Year (Item 11.2)**

**(Pearson/Ferguson)**

WHEREAS, the Municipal Property Assessment Corporation (MPAC) reassessed the property at 386 Wilcox St, Hamilton (Roll Number 25-18-030-272-02600-0000) as a special purpose property, thereby reducing the assessed value from \$86,449,000 to \$44,994,000, effective the 2018 taxation year;

WHEREAS, the reduction in the assessed value from \$86,449,000 to \$44,994,000 solely pertained to the assessment attributed to 411.6 acres of land that form part of the property from an assessed land rate of \$100,805 per acre to \$100 per acre;

WHEREAS, the City of Hamilton appealed MPAC's decision to reduce the assessment of the property to the Assessment Review Board (ARB);

WHEREAS, on May 17, 2022 the ARB issued its decision, ruling in favour of MPAC's land rate of \$100 per acre for the 411.6 acres of land in accordance with the assessment returned by MPAC;

WHEREAS, the property, comprised of 806.2 acres (inclusive of the 411.6 acres that were subject to the ARB appeal), transacted for \$518M on June 1, 2022;

AND WHEREAS, MPAC's keying cut-off for the December 2022 Assessment Roll (to be used for the 2023 taxation year) is October 2022.

**THEREFORE, BE IT RESOLVED:**

That staff be directed to meet with MPAC before October 2022 to ensure that the assessed value to be returned on the December 2022 Assessment Roll (for the 2023 taxation year) for 386 Wilcox St, Hamilton (Roll Number 25-18-030-272-02600-0000) reflects the June 2022 sales transaction.



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

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

**5. COMMUNICATIONS (Item 5)**

- 5.1 Correspondence from David Bronskill, Goodmans LLP, respecting Item 8.1 Community Benefits Charge Strategy - 41-61 Wilson Street and 97, 99 and 117 John Street North

Recommendation: Be received and referred to consideration of Item 8.1.

- 5.2 Correspondence from Lou Piriano, Realtors Association of Hamilton-Burlington, respecting Item 8.1 Community Benefits Charge Strategy

Recommendation: Be received and referred to consideration of Item 8.1.

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

- 6.1 Michelle Diplock and Daryl Keleher, West End Home Builder's Association, respecting Item 8.1 - Community Benefits Charge Strategy (For today's meeting)
- 6.2 Brent Marshall on behalf of Wahed Al-Jabry, Hamilton Downtown Mosque, respecting their support of City staff's recommendations in Item 10.2 (For today's meeting)
- 6.3 Alex Bishop, on behalf of DCR Holdings Inc and Harlo Capital, respecting Item 10.3 (For today's meeting)

**CHANGE TO THE ORDER OF ITEMS:**

Due to a scheduling conflict, Items 10.1 respecting Report FCS22049 / LS22024, Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* and 14.2 respecting FCS20093(a) / LS20029(a), 386 Wilcox Street Assessment Review Board Appeals – ARB Decision and Next Steps are to be moved up on the

agenda to be considered immediately following the consideration of the Delegations Requests (Item 6).

**(Johnson/VanderBeek)**

That the agenda for the June 16, 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) June 2, 2022 (Item 4.1)**

**(Powers/Ferguson)**

That the Minutes of the June 2, 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)**

**(VanderBeek/Ferguson)**

That the following Communications Items be received and referred to consideration of Item 8.1 – Community Benefits Charge Strategy (FCS22015(b)):

- (i) Correspondence from David Bronskill, Goodmans LLP, respecting Item 8.1 Community Benefits Charge Strategy - 41-61 Wilson Street and 97, 99 and 117 John Street North (Added Item 5.1)

- (ii) Correspondence from Lou Piriano, Realtors Association of Hamilton-Burlington, respecting Item 8.1 Community Benefits Charge Strategy (Added Item 5.2)

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

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

**(e) DELEGATION REQUESTS (Item 6)**

**(Clark/Wilson)**

That the following Delegation Requests be approved for today's meeting:

- (i) Michelle Diplock and Daryl Keleher, West End Home Builder's Association, respecting Item 8.1 - Community Benefits Charge Strategy (Added Item 6.1)
- (ii) Brent Marshall on behalf of Wahed Al-Jabry, Hamilton Downtown Mosque, respecting their support of City staff's recommendations in Item 10.2 (For today's meeting) (Added Item 6.2)
- (iii) Alex Bishop, on behalf of DCR Holdings Inc and Harlo Capital, respecting Item 10.3 (Added Item 6.3)

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

- (i) **386 Wilcox Street Assessment Review Board Appeals – ARB Decision and Next Steps (FCS20093(a) / LS20029(a)) (City Wide) (Item 14.2)**

**(Johnson/Powers)**

That Legal Consultant John L. O'Kane be permitted to attend the Closed Session portion of the meeting with respect to Report FCS20093(a) / LS20029(a), 386 Wilcox Street Assessment Review Board Appeals – ARB Decision and Next Steps.

**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

**(ii) (Powers/Ferguson)**

That the Committee move into Closed Session respecting Item 14.2 respecting FCS20093(a) / LS20029(a), 386 Wilcox Street Assessment Review Board Appeals – ARB Decision and Next Steps, pursuant to Section 9.1, Sub-sections (e) and (f) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**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

**(iii) 386 Wilcox Street Assessment Review Board Appeals – ARB Decision and Next Steps (FCS20093(a) / LS20029(a)) (City Wide) (Item 14.2) (Johnson/Clark)**

- (a) That the directions to staff in Closed Session, be approved and released publicly following approval by Council;
- (b) That Appendix “A” to Report FCS20093(a)/LS20029(a), be released publicly following approval by Council; and,
- (c) That Report FCS20093(a)/LS20029(a) and Appendix “B”, remain confidential.

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

YES - Ward 13 Councillor Arlene VanderBeek  
NOT PRESENT - 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

This matter was put forward at the Special Council meeting of June 16, 2022 for consideration.

**(g) STAFF PRESENTATIONS (Item 8)**

**(i) Community Benefits Charge Strategy (FCS22015(b)) (City Wide) (Item 8.1)**

Brian McMullen, Director - Financial Planning and Administration and Policy, introduced Gary Scanlan, Watson and Associates, who addressed the Committee with a presentation on the Community Benefits Charge Strategy.

**(Ferguson/VanderBeek)**

That the presentation respecting the Community Benefits Charge Strategy, be received.

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

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

For further disposition of this matter, refer to Items 6 and (h)(i).

**(h) DELEGATIONS (Item 9)**

**(i) Delegations Respecting Item 8.1, Community Benefits Charge Strategy (FCS22015(b)) (City Wide)**

The following delegations addressed Committee respecting Item 8.1, the Community Benefits Charge Strategy (FCS22015(b)) (City Wide):

- (a) Karl Andrus, Hamilton Community Benefits Network (HCBN) (Item 9.1)
- (b) Michelle Diplock and Daryl Keleher, West End Home Builder's Association (Added Item 9.2)

**(Clark/Wilson)**

That the following Delegations respecting Item 8.1, the Community Benefits Charge Strategy (FCS22015(b)) (City Wide), be received:

- (a) Karl Andrus, Hamilton Community Benefits Network (HCBN) (Item 9.1)
- (b) Michelle Diplock and Daryl Keleher, West End Home Builder's Association (Added Item 9.2)

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

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

For further disposition of this matter, refer to Items 6 and (g)(i).

- (ii) **Brent Marshall on behalf of Wahed Al-Jabry, Hamilton Downtown Mosque, respecting their support of City staff's recommendations in Item 10.2, Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* (FCS22049 / LS22024) (Added Item 9.3)**

Brent Marshall on behalf of Wahed Al-Jabry, Hamilton Downtown Mosque, addressed the Committee respecting their support of City staff's recommendations in Item 10.2, Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* (FCS22049 / LS22024).

**(Ferguson/Johnson)**

That the presentation from Brent Marshall on behalf of Wahed Al-Jabry, Hamilton Downtown Mosque, respecting their support of City staff's recommendations in Item 10.2, Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act, 2001* (FCS22049 / LS22024), be received.

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

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

For disposition of this matter, refer to Item 7.

**(iii) Alex Bishop, on behalf of DCR Holdings Inc and Harlo Capital, respecting Item 10.3, Development Charge Demolition Credit Extension Request for Hamilton Central Business Park (Studebaker Place and Ferrie Street, formerly 440 Victoria Avenue North) (Added Item 9.4)**

Alex Bishop, on behalf of DCR Holdings Inc and Harlo Capital, addressed the Committee respecting Item 10.3, Development Charge Demolition Credit Extension Request for Hamilton Central Business Park (Studebaker Place and Ferrie Street, formerly 440 Victoria Avenue North) (FCS17067(a)).

**(VanderBeek/Ferguson)**

That the presentation from Alex Bishop, on behalf of DCR Holdings Inc and Harlo Capital, respecting Item 10.3, Development Charge Demolition Credit Extension Request for Hamilton Central Business Park (Studebaker Place and Ferrie Street, formerly 440 Victoria Avenue North) (FCS17067(a)), be received.

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

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

For disposition of this matter, refer to Item 8.

**(i) MOTIONS (Item 11)**

**(i) Assessment of 386 Wilcox St, Hamilton for the 2023 Taxation Year (Item 11.2)**

Councillor Pearson relinquished the Chair to introduce her motion.

For disposition of this matter, refer to Item 12.

Councillor Pearson assumed the Chair.

**(j) PRIVATE AND CONFIDENTIAL (Item 14) (Continued)**

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

**(i) Closed Minutes – June 2, 2022 (Item 14.1)**

**(Ferguson/Johnson)**

- (a) That the Closed Session Minutes of the June 2, 2022 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the June 2, 2022 Audit, Finance and Administration Committee meeting, remain confidential.

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

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

**(k) ADJOURNMENT (Item 15)**

**(Ferguson/VanderBeek)**

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 12:32 p.m.

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

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



Submitted on Tuesday, July 5, 2022 - 9:59pm Submitted by anonymous user:  
172.70.131.177 Submitted values are:

==Committee Requested==

Committee: Audit, Finance & Administration Committee

Will you be delegating in person or virtually? Virtually

Will you be delegating via a pre-recorded video? No

==Requestor Information==

Name of Organization (if applicable):

Name of Individual: Marlene Dei-Amoah

Preferred Pronoun: She/Her

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: Speaking alongside, Committee  
Against Racism Chair Taimur Qasim, to delegate on the CCR from  
our committee as Vice Chair of CAR

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No



Submitted on Wednesday, July 6, 2022 - 9:35am Submitted by anonymous user:  
172.70.175.198 Submitted values are:

==Committee Requested==

Committee: Audit, Finance & Administration Committee

Will you be delegating in person or virtually? In person (as of  
May 30, 2022)

Will you be delegating via a pre-recorded video? No

==Requestor Information==

Name of Organization (if applicable): Speaking as a concerned  
resident

Name of Individual: Kojo Dampsey

Preferred Pronoun: He/Him

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: Speaking to item 10.1, in  
support of the motion being brought forward by the Committee  
Against Racism

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No



Submitted on Wednesday, July 6, 2022 - 10:41am Submitted by anonymous user:  
172.70.131.134 Submitted values are:

==Committee Requested==

Committee: Audit, Finance & Administration Committee  
Will you be delegating in person or virtually? In person (as of  
May 30, 2022)  
Will you be delegating via a pre-recorded video? No

==Requestor Information==

Name of Organization (if applicable): Social Planning and  
Research Council and No Hate In the Hammer  
Name of Individual: Kim Martin  
Preferred Pronoun: She/her

Contact Number:

Email Address: [kmartin@sprc.hamilton.on.ca](mailto:kmartin@sprc.hamilton.on.ca)

Mailing Address:

350 King Street East  
Unit 103

Reason(s) for delegation request: Re: Selection of civilian  
appointees to the police services board

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No



Submitted on Wednesday, July 6, 2022 - 10:57am Submitted by anonymous user:  
172.70.178.113 Submitted values are:

==Committee Requested==

Committee: Audit, Finance & Administration Committee

Will you be delegating in person or virtually? Virtually

Will you be delegating via a pre-recorded video? No

==Requestor Information==

Name of Organization (if applicable): Hamilton Anti-Racism

Resource Centre

Name of Individual: Lyndon M. George

Preferred Pronoun: He/him

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: Committee Against Racism,  
Citizen Community Report on changes to Police Services Board  
Selection committee

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No





Submitted on Wednesday, July 6, 2022 - 11:55am Submitted by anonymous user:  
108.162.241.8 Submitted values are:

==Committee Requested==

Committee: Audit, Finance & Administration Committee

Will you be delegating in person or virtually? In person (as of  
May 30, 2022)

Will you be delegating via a pre-recorded video? No

==Requestor Information==

Name of Organization (if applicable):

Name of Individual: Rabbi Hillel Lavery-Yisraeli

Preferred Pronoun: he

Contact Number:

Email Address:

Mailing Address:

Reason(s) for delegation request: Police allocation

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No





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

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	July 7, 2022
<b>SUBJECT/REPORT NO:</b>	Tax and Rate Operating Budgets Variance Report as at April 30, 2022 – Budget Control Policy Transfers (FCS22042) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Kayla Petrovsky Fleming (905) 546-2424 Ext. 1335 Duncan Robertson (905) 546-2424 Ext. 4744
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION(S)**

- (a) That the Tax and Rate Operating Budgets Variance Report, as at April 30, 2022, attached as Appendices “A” and “B”, respectively, to Report FCS22042, be received;
- (b) That the City of Hamilton continue to participate in efforts with other municipalities seeking financial support from senior levels of government for the unfunded financial pressures of the COVID-19 pandemic response and recovery;
- (c) That, in accordance with the “Budgeted Complement Control Policy”, the 2022 complement transfer transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix “C” to Report FCS22042, be approved.

**SUBJECT: Tax and Rate Operating Budget Variance Report as at April 30, 2022 –  
Budget Control Policy Transfers (FCS22042) (City Wide) –  
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## **EXECUTIVE SUMMARY**

Staff has committed to provide Council with three variance reports for the Tax Supported and Rate Supported Operating Budgets during the fiscal year. This is the first submission for 2022 based on the operating results as of April 30, 2022. Appendix “A” to Report FCS22042 summarizes the Tax Supported Operating Budget year-end variances by department and division while Appendix “B” to Report FCS22042 summarizes the year-end variances of the Rate Supported Operating Budget by program.

Tax Supported operations are projecting a deficit of \$23.7 M, taking into consideration all confirmed funding from senior levels of government to address financial pressures from the COVID-19 pandemic response. The City of Hamilton currently projects \$82.2 M in pressures related to COVID-19 response and recovery efforts for 2022, with only \$44.7 M in confirmed transfers from senior levels of government, leaving an unfunded pressure of \$37.5 M. Non-COVID-19 related tax supported operations are projected to be in a surplus position of \$13.8 M. Rate Supported operations are also projecting a deficit of \$2.9 M driven by a reduction in revenues from the Industrial, Commercial and Institutional sector as a result of the pandemic.

In addressing the financial pressures related to pandemic response and recovery, the City assumes fully leveraging the following confirmed funding sources:

- Social Services Relief Fund – Phase 4 carry-over of \$5.2 M;
- Social Services Relief Fund – Phase 5 allocation of \$6.1 M;
- Ministry of Health – one-time funding approvals of \$16.1 M;
- Safe Restart Agreement – Transit Phase 4 eligible carry-over of \$7.1 M;
- Safe Restart Agreement – Long-term Care allocations of \$3.8 M; and
- COVID-19 Recovery Funding for Municipalities Program carry-over of \$6.3 M.

It is recommended that the City continue to work with other municipalities to pursue emergency funding provisions from senior levels of government to offset the remaining unfunded pressure of \$37.5 M. Should advocacy efforts be unsuccessful, the City has set aside \$35.6 M of discretionary funds in the COVID-19 Emergency Reserve in order to offset future impacts of the pandemic on operations. Based on current projections, the reserve would need to be fully leveraged in 2022, leaving no available funding for future years to ease the property tax burden of funding recovery efforts.

Recommendations relating to usage of the COVID-19 Emergency Reserve will come forward in the final 2022 year-end reporting.

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The non-COVID-19 related Tax Supported operating surplus of \$13.8 M is broken down by surpluses of \$1.3 M for Boards and Agencies and \$12.9 M for Capital Financing and offset by a \$0.4 M deficit for City Departments / Other. For the Rate Supported Operating Budget, the deficit of \$2.9 M is related to unfavourable revenues of \$5.5 M, partially offset by a favourable operating expenditure variance of \$2.6 M.

Additional details including impacts from supply chain delays and inflation are presented in the Analysis and Rationale for Recommendation(s) section of page 4 of Report FCS22042.

### **2022 Budget Complement Control**

In accordance with the “Budgeted Complement Control Policy”, staff is submitting four recommended items. The complement transfers, identified in Appendix “C” to Report FCS22042, moves budgeted complement from one department / division to another to accurately reflect where the staff complement is allocated within the department / division for the purpose of delivering programs and services at desired levels.

### **Alternatives for Consideration – Not Applicable**

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The financial information is provided in the Analysis and Rationale for Recommendation(s) section of Report FCS22042.

**Staffing:** Staffing implications of Report FCS22042 are detailed in Appendix “C”, which outlines the 2022 staff complement transfers from one department / division to another with no impact on the levy.

**Legal:** N/A

### **HISTORICAL BACKGROUND**

Staff has committed to provide Council with three variance reports for the Tax Supported and Rate Supported Operating Budgets during the fiscal year. This is the first submission for 2022 based on the operating results as of April 30, 2022.

The COVID-19 pandemic has resulted in many changes affecting human behavior and impacting the world’s economic condition. In response, since March of 2020, the City’s operations have changed and evolved considerably with facility closures, program cancellations and modification of services provided.

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The General Issues Committee received Report FCS22002, “2022 Tax Supported Operating Budget Report” on March 23, 2022 and the Audit, Finance and Administration Committee received Report FCS21070(b), “Tax and Rate Operating Budget Variance Report as at December 31, 2021, on April 21, 2022 which provided information on the Safe Restart Agreement Funds and other government funding announcements.

There have been various other funding announcements, outside of the Social Services Relief Fund and Safe Restart Agreements, to assist municipalities in the delivery of critical programs and services throughout the pandemic. This includes funding from the Ministry of Health for the COVID-19 response and vaccination programs, mental health and addictions funding, enhancements to the Reaching Home Initiative, the CMHC Rapid Housing Initiative, the ICIP – COVID-19 Resilience Infrastructure Stream, as well as, funding for other emergency response and essential services such as paramedics, long-term care and children services.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not Applicable

### **RELEVANT CONSULTATION**

Staff in all City of Hamilton departments and boards provided the information in Report FCS22042.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

The following provides an overview of the more significant issues affecting the 2022 Tax and Rate Operating Budget Variances. Appendix “A” to Report FCS22042 summarizes the Tax Supported Operating Budget year-end variances by department and division and Appendix “B” to Report FCS22042 summarizes the Rate Supported Operating Budget results by program.

Table 1 provides a summary of the projected operating results as at April 30, 2022. The projected Tax Supported Operating Budget deficit after applying all available COVID-19 Recovery Funding from senior levels of government is \$23.7 M or approximately 2.4% of the 2022 net levy.

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Table 1

	2022 Approved Budget	2022 Year-End Forecast	2022 Variance (Forecast vs Budget)	
			\$	%
<b>TAX SUPPORTED</b>				
Planning & Economic Development	31,621	31,536	85	0.3%
Healthy and Safe Communities	268,137	303,284	(35,146)	(13.1)%
Public Works	278,499	276,291	2,208	0.8%
Legislative	5,283	5,396	(113)	(2.1)%
City Manager	13,649	13,645	4	0.0%
Corporate Services	39,667	38,816	851	2.1%
Corporate Financials / Non Program Revenues	(30,350)	(24,542)	(5,808)	(19.1)%
Hamilton Entertainment Facilities	2,338	2,338	(0)	(0.0)%
<b>TOTAL CITY EXPENDITURES</b>	<b>608,845</b>	<b>646,763</b>	<b>(37,919)</b>	<b>(6.2)%</b>
Hamilton Police Services	182,369	182,369	0	0.0%
Library	32,710	31,427	1,283	3.9%
Other Boards & Agencies	16,654	16,647	6	0.0%
City Enrichment Fund	6,088	6,088	0	0.0%
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>237,821</b>	<b>236,531</b>	<b>1,289</b>	<b>0.5%</b>
<b>CAPITAL FINANCING</b>	<b>147,028</b>	<b>134,096</b>	<b>12,932</b>	<b>8.8%</b>
<b>TOTAL OTHER NON-DEPARTMENTAL</b>	<b>384,849</b>	<b>370,627</b>	<b>14,221</b>	<b>3.7%</b>
<b>TOTAL TAX SUPPORTED</b>	<b>993,693</b>	<b>1,017,391</b>	<b>(23,697)</b>	<b>(2.4)%</b>

Since the onset of the COVID-19 pandemic, there have been numerous announcements from the Federal and Provincial governments regarding funding opportunities to address financial pressures for individuals and organizations. Appendix "D" to Report FCS22042 provides a summary of all the net financial pressures from COVID-19 for 2022 and all funding from senior levels of government that were applied to offset the pressures. For 2022, the remaining \$6.3 M funding as part of the COVID-19 Recovery Funding for Municipalities Program (CRFMP) is assumed to be utilized to offset further COVID-19 related pressures. COVID-19 related pressures of \$37.5 M remain unfunded. Recovery pressures related to COVID-19 are expected to continue into 2023, though there are no commitments from senior governments to provide additional funding beyond 2022. Additional details on 2023 COVID-19 related pressures will be included in the 2023 Budget Guidelines, Outlook and Process Report that will be presented to the General Issues Committee in August 2022.

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

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**Safe Restart Agreement – Transit**

On August 12, 2020, the City received confirmation of \$17.2 M of funding through the “Safe Restart Agreement: Municipal Transit Funding – Phase 1” to support COVID-19 pressures incurred from April 1, 2020 to September 30, 2020 and if unutilized funds remained from Phase 1 period, they were to be applied to the next eligible period to be utilized from October 1, 2020 to March 31 2021. These financial pressures included reduced revenues from farebox, advertising, parking and contracts, as well as, added expenses related to cleaning, new contracts, labour, driver protection, passenger protection and other capital costs.

Total Phase 1 funds utilized under the eligible periods was \$13.8 M. The \$3.4 M of unused Phase 1 funding is expected to be returned to the Province. To date, no request has been made by the Ministry of Transportation (MTO) to return the remaining unused funds. The City of Hamilton was allocated \$21.5 M in Phase 2 funding to cover the period from October 1, 2020 and March 31, 2021, if needed. The funding was not claimed by the Transit Division since there were no further eligible expenditures incurred within that timeframe to be offset by additional funding.

Phase 3 funding was confirmed in a letter from the MTO on March 3, 2021 for the period between April 1, 2021 and December 31, 2021 for a total allocation to the City of \$16.8 M. The City will be required to return any unused funding, including interest, at the end of the eligibility period. The Province granted an extension to the Phase 3 eligibility period for costs incurred after December 31, 2021 to December 31, 2022.

As of April 30, 2022, it is projected that \$7.1 M will be required from the Safe Restart – Transit Phase 3 funding to cover projected COVID-19 related costs to be incurred during the year, leaving \$3.0 M in funding remaining at the end of 2022. These funds have not been authorized by the MTO to be carried forward into 2023 as of the writing of Report FCS22042.

**Safe Restart Agreement – Municipal and COVID-19 Recovery Funding for Municipalities Program**

In a letter dated August 12, 2020, the Province advised the City of Hamilton of its Phase 1 funding allocation of \$27.6 M under the Safe Restart Agreement to support the operating costs and pressures related to COVID-19. An additional \$11.7 M was provided to the City under the Phase 2 allocation on December 16, 2020. In addition to the Safe Restart Agreement, in March 2021, the Province of Ontario announced a \$500 M funding commitment to municipalities under the COVID-19 Recovery Funding for the Municipalities Program (CRFMP). The City of Hamilton’s share under this program of \$18.7 M is available to address general municipal COVID-19 costs and pressures in 2021 and 2022.



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As of April 30, 2022, it is projected that the remaining amount of CRFMP funding available that was carried forward from 2021 in the amount of \$6.3 M will be required for 2022. As the SRA funding was fully utilized in 2021, \$1.9 M in COVID-19 related pressures remain unfunded in 2022. Without additional funding, these COVID-19 costs may need to be funded from existing non COVID-19 related City reserves / sources.

Additionally, the City has set aside \$35.6 M in a COVID-19 Emergency Reserve (Reserve #110053) for the purpose of financing pressures related to pandemic response and recovery. Based on commitments to date from senior levels of government, the City is projecting that this entire amount will be required to offset unfunded pressures in 2022 with a net unfunded pressure of \$1.9 M remaining.

### **Social Services Relief Fund**

In late March 2020, the Province announced the \$200 M Social Services Relief Fund (SSRF) in response to the ongoing COVID-19 crisis to allow communities to expand a wide range of services and supports for vulnerable populations, based on local need, to better respond to the emergency. The City of Hamilton received an initial \$6.9 M under this program.

On August 12, 2020, the SSRF was expanded by an additional \$362 M as part of the federal-provincial Safe Restart Agreement. Under Phase 2 of the program, the City of Hamilton has received an allocation of \$11.3 M. The SSRF Phase 2 included an operating component and two new capital components with the objectives of mitigating ongoing risk for vulnerable people, encouraging long-term, housing-based solutions to homelessness post COVID-19 and enhancing rent assistance provided to households in rent arrears due to COVID-19. In accordance with program guidelines and eligibility requirements, \$13.0 M in revenue from the SSRF was recognized in 2020.

On March 10, 2021, the City received a letter from the Ministry of Municipal Affairs and Housing announcing Phase 3 of the SSRF and the City's allocation of \$12.3 M for the period of March 1, 2021 up to December 31, 2021.

A letter was received by the City on August 16, 2021 from the Ministry of Municipal Affairs and Housing (MMAH) detailing the fourth Phase of the province's SSRF and through Canada-Ontario Community Housing Initiative (COCHI). Under Phase 4 of the SSRF program, the City of Hamilton has received an allocation of \$13.8 M for the 2021 – 2022 fiscal year and an additional \$2 M of capital funding for a total funding allocation of \$15.8 M under Phase 4. Under the COCHI program, the government has also approved the release of up to an additional \$21 M. This funding will support community housing providers across Ontario, including the state of repair of the legacy social housing stock. Under COCHI, the City of Hamilton has received an additional funding allocation in the amount of \$1.0 M for the 2021 - 2022 fiscal year.

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Another letter was received by the City on April 7, 2022 from the Ministry of Municipal Affairs and Housing (MMAH) outlining a fifth and final Phase of the province's SSRF. Under this fifth phase, the City of Hamilton has received an allocation of \$6.1 M for the 2022 – 2023 fiscal year.

Combining Phase 5 funding of \$6.1 M with eligible carryover amounts from Phase 4 funding of \$5.2 M, a total of \$11.3 M is available for 2022. All SSRF funding is projected to be utilized by the end of 2022 with a remaining unfunded pressure in Housing Services of \$22.7 M.

### **Tax Supported Operating Budget**

Appendix "A" to Report FCS22042 summarizes the Tax Supported Operating Budget variances by department and division.

In order to contain costs and associated budget deficits with the COVID-19 pandemic response, the Senior Leadership Team and Council adopted several measures including redeployment of staff for the COVID-19 vaccination, response and recovery programs. As a result, corporate-wide gapping detailed in Table 2 is \$5.8 M, in comparison to the Council approved target of \$5.1 M, resulting in a surplus of \$0.7 M.

**Table 2**

<b>NET GAPPING BY DEPARTMENT</b>	<b>GAPPING TARGET (\$000's)</b>	<b>2022 PROJECTED GAPPING (\$000's)</b>	<b>VARIANCE (\$000's)</b>
Planning & Economic Development	\$ 866	\$ 275	\$ (591)
Healthy and Safe Communities	\$ 1,050	\$ (367)	\$ (1,417)
Public Works	\$ 2,247	\$ 4,137	\$ 1,890
Legislative	\$ 85	\$ 14	\$ (71)
City Manager	\$ 229	\$ 373	\$ 144
Corporate Services	\$ 643	\$ 1,340	\$ 697
<b>Consolidated Corporate Savings</b>	<b>\$ 5,120</b>	<b>\$ 5,772</b>	<b>\$ 652</b>

Each department's gapping variance (target versus projection) is detailed in the following sections, along with other departmental highlights.

### **Planning and Economic Development Department**

Planning and Economic Development is forecasting a surplus of \$85 K.

The Transportation Planning and Parking Division is projecting a deficit of \$0.2 M. This is mainly attributable to unfavourable gapping of \$0.3 M. This is partially offset by savings in contractual services of \$50 K due to reduced parking activity and information retrieval costs of \$55 K due to less issuance of fines.

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The Building Division is projecting a deficit of \$0.2 M as a result of unfavourable Zoning Compliance revenues.

A combined favourable variance of \$0.4 M is projected in the Planning Division and Growth Management Division due to higher than anticipated revenues (higher volume) and net gapping savings.

The remaining divisions have an anticipated combined surplus of \$85 K mainly due to gapping.

The Planning and Economic Development departmental gapping target is \$0.9 M for 2022. As at April 30, 2022, the projected year-end gapping amount is \$0.3 M, resulting in a projected deficit of \$0.6 M.

### **Healthy and Safe Communities Department**

Overall, the Healthy and Safe Communities Department is projecting a deficit of \$35.1 M for the 2022 year-end.

The Children's and Community Services Division and the HSC Administration Division is forecasting a combined surplus of \$0.2 M as a result of gapping savings.

The Ontario Works division is projecting a surplus of \$1.1 M. The projected surplus is mainly due to \$0.2 M in maximization of available subsidies and gapping savings of \$0.8 M.

Housing Services is projecting a deficit of \$22.7 M relating to ongoing COVID-19 emergency supports. Continuation of the operation of isolation services, drop-ins, and hotel rooms for expanded temporary sheltering for the period of January 1, 2022 through to December 31, 2022 was approved through Report HSC20020(d) and the 2022 Tax Supported Operating Budget (Report FCS22002(a)) in the hopes that the federal and provincial governments would continue to provide the funding necessary to support these services through the Social Services Relief Fund (SSRF). For 2022, the City of Hamilton had \$5.2 M of SSRF – Phase 4 funding remaining to cover January 1, 2022 to March 31, 2022 expenses and received a letter from the Ministry of Municipal Affairs and Housing on April 7, 2022 confirming SSRF – Phase 5 allocation of \$6.1 M for the period of April 1, 2022 to December 31, 2022. However, given the cost of running these emergency services, these allocations are insufficient to cover the demands of the program leaving an unfunded balance of \$22.7 M for 2022.

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Long-Term Care Division is projecting an unfavourable variance of \$0.6 M driven by a net prior year adjustment in subsidy revenue of \$366 K, as well as \$181 K in additional employee related costs, \$14 K inflationary pressures for food and \$144 K in additional medication safety technology pressures. The deficit is slightly offset by projected savings in training and equipment costs of \$68 K and \$47 K in revenue adjustments including preferred rate increases. Long-Term Care is currently forecasting a total pressure of \$4.0 M related to COVID-19 response for Macassa and Wentworth lodge for additional employee related costs, medical supplies and cleaning, which has been entirely offset from Safe Restart Agreement and Long-Term Care funding allocations.

Recreation is forecasting a deficit of \$0.3 M due to unfavourable employee related costs of \$0.5 M and higher than budgeted utilities costs of \$63 K and \$44 K in operating supplies contribute to the overall deficit. The anticipated deficit is expected to be partially offset by higher revenues of \$0.1 M in Golf Course and Pool fees, and \$0.2 M in lower use of the Recreation Fee Assistance Program. A net deficit in program revenues of \$1.6 M due to COVID-19 has been offset through the application of CRFMP.

Hamilton Fire Department is forecasted to be in a deficit of \$1.6 M. The deficit is primarily driven by unfunded COVID-19 pressures of \$1.5 M in employee related costs. Additionally, vehicle maintenance and fuel costs are forecasted to be higher than budgeted and operating expenditures are expected to be unfavourable as a result of supply chain shortages. This is slightly offset by favourable gapping.

Hamilton Paramedic Service is projecting a deficit of \$3.2 M due to unfunded overtime, medical supplies and equipment related to COVID-19 response and recovery efforts, ancillary employee related costs including statutory holidays, vacation and pay in lieu of benefits estimated based on historical averages, other operating expenses, such as, vehicle fuel due to significant price increases and operating equipment and medical supplies due to supply chain shortages. The deficit is partially offset by User fee revenues that are expected to be higher than budget.

Public Health Services is projecting an overall deficit of \$8.1 M. The annual funding letter from the Ministry of Health was received in early May, which approved a portion of the submitted COVID-19 General (non-vaccine) and the COVID-19 Vaccine one-time funding requests of \$4.6 M and \$8.7 M respectively, resulting in a projected deficit of \$8.1 M for those programs. However, through subsequent communications, the Ministry of Health has indicated that there would be additional opportunities to apply for reimbursement of all extraordinary COVID-19 related costs over and above the Annual Service Plan and Budget subsidized expenditures in 2022.

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Although this has not been confirmed in writing, it is the same process that was followed in 2021 and is consistent with historical provincial decision-making for similar issues other than COVID-19. At this time, only confirmed funding has been reflected in the 2022 forecast resulting in an overall deficit of \$8.1 M for Public Health Services.

As outlined in Report BOH22003(a), staff submitted a one-time funding request for \$9.0M to address the deficits of care in the community and the backlog of services that have resulted from many programs being partially or fully on-hold for over two years due to the COVID-19 pandemic. This request was not approved, as the Province indicated that there was considerable variability in the Annual Service Plan & Budget submissions across public health units making it difficult to determine a policy direction and funding level. Instead, public health units have been instructed to cover recovery costs through the redirection of base funds. At this time, Public Health Services anticipates the ability to offset recovery costs using base funding as financial results through the first quarter of the year showed considerable underspending in base programs due to ongoing recruitment and retention challenges.

The Healthy and Safe Communities departmental gapping target is \$1.0 M for the 2022 year. As at April 30, 2022, the projected year-end gapping amount is negative \$0.4 M, resulting in a projected deficit of \$1.4 M.

### **Public Works Department**

Overall, the Public Works department is forecasting a surplus of \$2.2 M. There are several contributors, both favourable and unfavourable, across the divisions that are leading to the projected position.

Energy, Fleet and Facilities (EFF) Division is projecting a deficit of \$0.5 M for the year. The deficit is due to \$0.3 M in unfavourable gapping and \$0.2 M in snow removal charges for winter Stadium events at Tim Hortons Field.

Engineering Services is projecting a surplus of \$0.4 M due to Road Cut Administrative Program fees and Permit Revenues along with other user fee revenues collected for various Corridor Management activities administered by this section.

Environmental Services anticipates a surplus of \$1.6 M mainly due to savings in park operations resulting from contractual and supplies savings of \$0.5 M and utilities savings in parks facilities of \$0.7 M and divisional gapping savings of \$0.6 M.

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Waste Management is forecasting a deficit of \$0.4 M. This is a result of several favourable and unfavourable variances across the division. Contributing to the surplus is increased recycling commodity largely due to increase in market rates for commodities such as fibres, aluminium and plastic (\$1.5 M) and savings in the Household Special Waste program of \$0.2 M. The favourable variances are offset by The Waste Collection Contract that is projecting a \$1.1 M deficit. The annual escalation factor was budgeted at 2.0%, however, the actual escalation factor is (6.48%). The main driver for the escalation factor increasing is due to higher than expected natural gas prices.

Transit is forecasting a surplus of \$45 K. COVID-19 impacts that are funded from Safe Restart Funds include unfavourable variances in fare revenue of \$11.8M and fleet maintenance of \$1.0M and favourable variances in DARTS contract of \$5.8M and PRESTO contract of \$441K. In addition, the negative impact of rising fuel prices of \$2.3M, less fuel consumption of \$325K is offset by other net favourable variances

Transportation Operations and Maintenance is forecasting a surplus of \$1.2 M. The surplus is driven by gapping of \$1.9 M. This was slightly offset by \$0.5 M in costs associated with increased Diesel Fuel and \$0.2 M for Unleaded Fuel.

The Public Works departmental gapping target, included in the explanations above, is \$2.2 M for the 2022 year. As at April 30, 2022, the projected year-end gapping amount is \$4.1 M, resulting in a projected surplus of \$1.9 M.

### **Legislative**

The Legislative budget is projected to be at a slight deficit of \$0.1 M for 2022 resulting from additional costs from implementing remote meetings, membership fee costs and unfavourable staffing costs.

The Legislative departmental gapping target is \$85 K for 2022. As at April 30, 2022, the projected year-end gapping amount is \$14 K, resulting in a projected deficit of \$71 K.

### **City Manager's Office**

City Manager's Office is projecting a surplus of \$4 K in 2022.

The Human Resources Division is projecting a surplus of \$271 K. The main drivers of the favourable variance were gapping and savings in corporate leadership training due to COVID-19 restrictions.

The remaining divisions are forecasting a combined deficit of \$267 K. This is driven by unfavourable gapping and a shortfall in projected revenue in the Digital and Innovation Office (\$0.2 M).

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The City Manager's Office departmental gapping target is \$0.2 M for the 2022 year. As at April 30, 2022, the projected year-end gapping amount is \$0.4 M, resulting in a projected surplus of \$0.2 M.

### **Corporate Services Department**

Corporate Services is forecasting an overall surplus of \$0.9 M. The overall surplus is mainly the result of favourable gapping across several divisions in addition to savings of \$384 K in consulting contractual and computer repairs savings in the Information Technology division. The combined divisional surpluses are slightly offset by an unfavourable variance in the City Clerk's Office of \$224 K mainly due to postage recovery costs and unfavourable gapping in the division.

The Corporate Services departmental gapping target is \$0.6 M for the 2022 year. As at April 30, 2022, the projected year-end gapping amount is \$1.3 M, resulting in a projected surplus of \$0.7 M.

### **Corporate Financials / Non-Program Revenues**

Corporate Financials / Non-Program Revenues are projected as a combined deficit of \$5.8 M. Contributing factors are identified as follows:

- Corporate Pensions, Benefits & Contingency: \$1.6 M deficit due to increased insurance premiums for Cyber and environmental and \$0.8 M in unfunded extraordinary COVID-19 Emergency Operation Centre expenditures.
- Corporate Initiatives: \$2.7 M deficit projected variance related to WSIB payments based on the projection of the year-to-date pay-outs on a pro rata basis for the whole year.
- Non-Program Revenues: Shared revenues from the Ontario Lottery and Gaming Commission have remained low due to a reduction in revenues collected at casinos and racetrack slots by the Province of Ontario. There was no COVID-19 funding remaining to reduce the \$1.5 M forecasted deficit.

### **Hamilton Entertainment Facilities (HEF)**

HEF is projecting to be in line with the budget for the year. This is a result of \$365 K savings in Utilities, \$642 K revenue for agreement with HUPEG, offset by \$(509 K) pressure from Direct recoveries for Facilities and Insurance costs, \$(222 K) pressure in recoveries for Central Utilities Plant and shared services, \$(277 K) Contractual pressures for Manager fees and Net Loss guarantee forecasted based on actuals paid and assuming six months of current agreement.

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### **Capital Financing**

Capital financing is projecting a year-end surplus of \$12.9 M in principal and interest savings due to timing in the issuance of debt.

### **Boards and Agencies**

In Boards and Agencies, there is a projected surplus of \$1.3 M. This is attributable to the projected Library surplus of \$1.3 M based on a combination of staff secondments for the first few months of the year and vacancies going unfilled. This is COVID-19 related as a result of helping the City with vaccine rollout and service restrictions.

The Hamilton Farmers' Market is projecting an favourable variance of \$6 K due to gapping.

Hamilton Police Services will be providing a forecast update to the Hamilton Police Services Board on June 30, 2022. The forecast is currently presented as in line with budget.

### **Rate Supported Operating Budget**

As at April 30, 2022, the Rate Supported Operating Budget is projecting a deficit of \$2.9 M mainly due to unfavourable revenues of \$5.5 M, partially offset by favourable operating expenses of 2.6 M.

#### **Revenues**

As of April 30th, total rate revenues are \$4.4 M below budget with a year-end forecast projected to be \$5.5 M unfavourable (2.1% under budget). It should be noted that the first quarter billings for Overstrength and Sewer Surcharge Agreements did not occur until May and thus, have a negative impact on the April 30th year to date actuals. An overall projected unfavourable variance of \$5.5 M is mainly due to a forecasted deficit in the Industrial, Commercial and Institutional sector. Consumption trends and pandemic related impacts, as well as, changed water consumption trends continue to be monitored. Some customers' consumption has not returned to pre-pandemic levels as anticipated. Partially offsetting the deficit is a forecasted surplus of \$0.6 M from Haldimand as their residential customer base continues to increase resulting in a continued trend of favourable revenues.



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Residential revenues are projected to be on target as the impacts from the COVID-19 pandemic seem to have stabilized in this sector. In-school learning has returned and employees in many areas have either returned to work or have adopted a hybrid model which will be the new normal. All other rate revenues are currently trending to be on budget for 2022.

Non-rate revenues are currently forecasting to be on budget.

#### Expenditures

Overall program spending for 2022 is projected to have a favourable variance of \$2.6 M. The driving factors behind this are shown in Table 3.

**Table 3**  
City of Hamilton  
Rate Budget Operating Expenditures Variance Drivers

Expenditure Type	Variance (000's)
Capital Financing	\$ 3,802
Materials and Supplies	\$ (1,277)
Agencies and Support Payments	\$ 42
Contractual	\$ 19
<b>Total Operating Expenditures</b>	<b>\$ 2,586</b>

Capital Financing is projecting a favourable variance of \$3.8 M due to timing in the issuance of debt.

Agencies and Support Payments and Contractual expenditures are forecasted to be favourable totalling \$61 K mainly due to savings in the Outreach and Education program of \$81 K as a result of COVID-19. Partially offsetting the surplus is a projected unfavourable variance of \$20 K for enhanced cleaning due to COVID-19.

Partially offsetting the overall surplus in Operating Expenditures is a forecasted unfavourable variance in Material and Supplies (\$1.3 M). This is largely attributed to the significant price increases realized within the chemical supply market, mainly due to liquid chlorine. The increased costs in fluids and chemicals and new contracts will be evaluated during the 2023 Rate Budget process. Unfavourable incremental COVID-19 forecasted costs for PPE is projected at \$30 K.

Appendix "B" to Report FCS22042 summarizes the Rate Budget results by program.

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**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Our People and Performance**

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

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS22042 – City of Hamilton Tax Operating Budget Variance Report as at April 30, 2022

Appendix “B” to Report FCS22042 – City of Hamilton 2022 Combined Water, Wastewater and Storm Operating Budget, Budget Variance Report as at April 30, 2022

Appendix “C” to Report FCS22042 – City of Hamilton Budget Amendment Schedule, Staff Complement Change

Appendix “D” to Report FCS22042 – City of Hamilton COVID-19 Pressures and Funding Sources as at April 30, 2022

KP/dt

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2022**  
**(\$ 000's)**

	2022 Approved Budget	2022 Actuals to April 22	Projected Actuals to Dec. 31	2022 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
General Manager	1,055	287	974	81	7.7%	Favourable variance due to \$53 K gapping savings, \$13 K savings in Meeting Expenses and small savings in other various accounts (Conferences, Training, Employee recognition, Contractual, Capital expenditures)
Transportation, Planning and Parking	2,874	1,802	3,038	(164)	(5.7)%	Pressure mainly attributed to unfavourable gapping (\$308 K) and other various costs totalling (\$51 K) (processing fee \$16 K, Internal Recoveries \$17 K, Material & Supply \$16 K); partially offset by savings from: revenues of \$90 K (increased On-Street Parking Fees \$65 K and Administration Fees \$3 K; and unbudgeted Processing Fees of \$22 K received due to higher online payments), Information Retrieval \$55 K due to lower APS ticket issuance, and Contractual Services \$50 K from lower staffing rates in Q1 for Imperial Parking Inc. contracted staff
Building	607	2,934	814	(206)	(34.0)%	\$(207 K) variance for budgeted Zoning Compliance revenues offset by \$1 K in net gapping savings
Economic Development	5,667	2,194	5,660	7	0.1%	\$151 K savings in Financial from interest expenses for loans not reaching 60% completion, \$24 K Advertising and Promotion, \$24 K Material and Supply offset by the (\$212 K) net gapping pressure
Growth Management	461	(4,760)	371	90	19.6%	Projected \$400 K additional revenues (\$300 K in Sub-Processing fees, \$100 K rent HIA), \$205 K gapping savings, \$98 K less transfers to Aiport reserve due to lower rent received from HIA in 2021, less \$600 K operating surplus to Development Fees Stabilization Reserve
Licensing & By-Law Services	6,942	2,505	7,058	(116)	(1.7)%	Pressure mainly attributed to unfavourable gapping (\$145 K), partially unfunded Cannabis costs (\$36 K); partially offset by unbudgeted realized revenues \$47 K and other various savings
Planning	4,298	(1,317)	4,016	282	6.6%	Projected \$1.7 M additional revenues (\$1 M Zoning application, \$160 K Plan of Subdivision Fees, \$100 K Misc Revenue, \$345 K Part Lot Control), \$171 K net gapping and other various small savings. \$1.6 M transfer to Development Fees Stabilization Reserve.
Tourism & Culture	9,717	2,390	9,606	111	1.1%	Savings attributed to gapping \$115 K (mainly from redeployment of staff to Public Health) and other various small savings; partially offset by pressure from increased security costs of \$29 K at Battlefield.
<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT</b>	<b>31,621</b>	<b>6,035</b>	<b>31,536</b>	<b>85</b>	<b>0.3%</b>	
<b>HEALTHY AND SAFE COMMUNITIES</b>						
HSC Administration	3,200	977	3,097	103	3.2%	\$103 K Favourable variance due to \$150 K savings from temporary vacancies and step differential, offset by (\$22 K) maternity leave top up (\$12 K) sick pay and (\$13 K) office furniture
Children's and Community Services	10,813	2,674	10,748	65	0.6%	\$65 K Favourable variance due to \$115 K Net Gapping (Net Levy portion of gapping), (\$25 K) To support meetings, materials, and facilitation expenses per the Landmarks & Monuments Review (HSC21025/PED21149/PW21038), (\$25 K) Inflationary increase for Joint Stewardship Board
Ontario Works	12,840	1,864	11,733	1,107	8.6%	\$1.1 M Favourable variance to \$781 K gapping, \$196 K due to maximizing available subsidies, \$97 K savings in rent fees, \$74 K in bus pass savings, \$48 K reduction in office costs due to the late return in April, \$1.7 K net of "other" savings/pressures offset by (\$65 K) pressure in translation fees related to Ukrainian newcomers and (\$26 K) bank fees
Housing Services	53,937	14,900	76,606	(22,669)	(42.0)%	A forecasted pressure of \$34.0M relating to the operation of isolation services, drop-ins, and hotel rooms for expanded temporary sheltering is partially offset by confirmed SSRF funding of \$11.3M resulting in a net funding deficit of \$22.7M. \$102 K projected underspending of Rent Supplements and Housing Allowances, \$132 K Gapping as a result of delays in filling vacant positions, \$6.2 K in Trustee Admin Fees and Recoveries (Youth Trustee Program), and \$1.3 K net of "other" savings/pressures offset by (\$212 K) Social Housing Provider (SHP) AIR shortfall, (\$16.3 K) in Residential Care Facilities/Homelessness & shelters) transportation costs based on YTD average, and (\$13.6 K) SHP Property Tax Adjustment.
Long Term Care	11,771	2,369	12,360	(589)	(5.0)%	(\$589 K) Unfavourable variance due to (\$181 K) Employee Related costs, (\$14 K) Food inflationary increases offset by food purchasing rebates, (\$365.5 K) Prior year subsidy adjustment, and (\$144 K) in additional medication safety technology pressures. This is partially offset by \$68 K savings in training and equipment costs and \$47 K in revenue adjustments including preferred rate increases. A total of \$4.0 M in COVID-19 related pressures have been offset by Safe Restart Agreement - Long-Term Care funding allocations.
Recreation	36,271	10,668	36,556	(285)	(0.8)%	(\$285 K) Unfavorable variance due to (\$348 K) Net Gapping, (\$63 K) Bad Debts, (\$115 K) Other Employee Costs (Sick, Maternity, Gratuities & OT), (\$63 K) Building & Ground (Utilities & Security), (\$44 K) Operating Supplies, (\$21 K) Credit Card Charges (Moneris) offset by \$206 K Lower Fee Assistance, \$104 K Higher Revenues (Golf & Pools), \$59 K Savings due to Maintenance Closures. A (\$1.6 M) loss in net revenues from operations due to COVID-19 has been offset through COVID-19 Recovery Funding for Municipalities Program.
Hamilton Fire Department	96,124	34,270	97,717	(1,593)	(1.7)%	(\$1.6 M) Unfavourable variance due to unfunded COVID-19 employee related expenses, vehicle maintenance, fuel price increase, operating equipment due to supply chain issues, which have been partially offset by savings in employee related costs (gapping)
Hamilton Paramedic Service	29,113	8,355	32,340	(3,227)	(11.1)%	(\$3.2 M) Unfavourable variance due to \$2.8 M in unfunded COVID-19 related costs (overtime, medical supplies and equipment), as well as ancillary employee related costs including stat, vacation, and pay in lieu of benefits estimated based on historical averages, Other operating expenses such as vehicle fuel due to significant price increases, Operating equipment and medical supplies due to supply chain shortages, which have been partially offset by User fee revenues that are expected to be higher than budget.
Public Health Services	14,068	5,448	22,127	(8,059)	(57.3)%	(\$8.1 M) Unfavorable variance due to unfunded COVID-19 General and Vaccine programs. Additional (\$67 K) pressure in budgeted funding offset by \$50 K savings in pest control, and \$100 K savings in municipal Dental treatment
<b>TOTAL HEALTHY AND SAFE COMMUNITIES</b>	<b>268,137</b>	<b>81,523</b>	<b>303,284</b>	<b>(35,146)</b>	<b>(13.1)%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (Safe Restart or Other Streams identified in Appendix "D" to Report FCS22042

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2022**  
**(\$ 000's)**

	2022 Approved Budget	2022 Actuals to April 22	Projected Actuals to Dec. 31	2022 Projected Actuals .vs Approved Budget		Comments/Explanations
				\$	%	
<b>PUBLIC WORKS</b>						
PW-General Administration	655	310	657	(1)	(0.2)%	
Energy Fleet and Facilities	14,274	5,049	14,732	(458)	(3.2)%	The Energy, Fleet & Facilities Management division is forecasting an unfavourable variance of (\$458 K) mainly due to: <ul style="list-style-type: none"> <li>• (\$260 K) unrealized gapping.</li> <li>• (\$200 K) Snow Removal for Winter major events at Stadium (identified in PED18234(g) &amp; PED22141 Council Reports).</li> </ul>
Engineering Services	0	238	(350)	350	0.0%	The Engineering Services division is forecasting a favourable surplus of \$350 K attributed to Road Cut Administrative Program fees and Permit Revenues along with other user fee revenues collected for various Corridor Management activities administered by this section.
Environmental Services	46,183	10,972	44,627	1,556	3.4%	The Environmental Services Division is forecasting a favorable variance of \$1.6 M mainly due to: <p>Favourable variance of \$1.9 M largely due to:</p> <ul style="list-style-type: none"> <li>• \$700 K anticipated savings in utilities across Parks facilities.</li> <li>• \$600 K net gapping savings (\$44 K COVID-19) relating to difficulty hiring students and seasonal employees. Periodic vacancies throughout the year and step differential contribute to the overall gapping.</li> <li>• \$500 K savings in Parks operations for contractual and operating supplies.</li> </ul> <p>Offset by unfavourable variances of (\$280 K) mainly due to:</p> <ul style="list-style-type: none"> <li>• (\$140 K) in additional costs relating to the use of several extended use vehicles for Environmental Services.</li> <li>• (\$60 K) increased costs for diesel and unleaded fuel largely due to rising fuel costs.</li> </ul>
Waste Management	46,369	14,205	46,808	(440)	(0.9)%	The Waste Management Division is forecasting an unfavourable variance of (\$400 K) mainly due to: <p>Favourable variance of \$1.6 M largely due to:</p> <ul style="list-style-type: none"> <li>• \$1.5 M increased recycling commodity largely due to increase in market rates for commodities such as fibers, aluminum and plastic, partially offset by unrealized revenue for third party recycling revenues (\$320 K).</li> <li>• \$157 K savings in the Household Special Waste program resulting from contracts with producers of hazardous waste products which contributes to lower fixed costs to run the current program.</li> <li>• \$100 K savings in the Materials Recycling Facility (MRF) contract due to lower tonnage volume compared to budget offset by increased escalation cost compared to budget (2% budget versus 4.65% actual).</li> </ul> <p>Unfavourable variance of (\$2.0 M) mainly due to:</p> <ul style="list-style-type: none"> <li>• (\$1.1 M) deficit in waste collection program due to the escalation factor as it relates to higher than expected natural gas prices (2% budget versus 6.48%).</li> <li>• (\$270 K) deficit in fuel largely due to increased fuel rates.</li> <li>• (\$262 K) deficit in the Central Compost Facility (CCF) contract due to slightly increased tonnage compared to budget as well as increased escalation factor (2% budget versus 6.32% actual).</li> <li>• (\$127 K) deficit in Waste Collections due to fleet costs relating to the use of extended use vehicles.</li> <li>• (\$110 K) deficit in the TS/CRC Operations due to forecasted volume being higher than budgeted as well as increased escalation factor as a result of higher than expected diesel fuel prices (2% increase versus 4.5% actual).</li> </ul>
Transit	86,785	42,709	86,740	45	0.1%	The Transit division is projecting a slightly favourable variance of \$45 K mainly due to: <p>Favourable variance of \$15.4 M largely due to:</p> <ul style="list-style-type: none"> <li>• \$7.1 M in Safe Restart funding.</li> <li>• \$6.2 M savings due to \$5.8 M (COVID-19) DARTS contract savings due to fewer trips versus budget, \$441 K (COVID-19) savings in the PRESTO commissions due to lower ridership.</li> <li>• \$1.1 M savings in Taxi Contract.</li> <li>• \$564 K favourable net gapping variance in employee related costs (\$120 K COVID costs offset by \$1M non-COVID savings).</li> <li>• \$392 K favourable variance in Rebuilt Components and Tires and Tubes in Fleet Maintenance.</li> </ul> <p>Offset by unfavourable variance of (\$15.3 M) largely due to:</p> <ul style="list-style-type: none"> <li>• (\$11.8 M) (COVID-19) deficit in Fare Revenue as a result of the COVID-19 pandemic resulting in decreased ridership and revenue. Ridership projected to achieve 76% of full year budget by year end.</li> <li>• (\$1.9 M) impact in fuel costs, consisting of \$325 K favourable consumption variance (COVID-19) and (\$2.3 M) unfavourable fuel prices expected to be higher all year relative to the budgeted rate.</li> <li>• (\$1.0 M) (COVID-19) due to continued delays experienced in replacing fleet; therefore there has been a need to continue to employ older fleet increasing impact on maintenance costs.</li> <li>• (\$485 K) (COVID-19) shortfall in Taxi Scrip and Charter revenue due to lower utilization of Taxi Scrip and the various charter programs.</li> <li>• (\$164 K) (COVID-19) impact due to all enhanced bus cleaning due to COVID.</li> </ul>
Transportation Operations & Maintenance	84,233	34,736	83,078	1,156	1.4%	The Transportation, Operations & Maintenance division is forecasting a surplus of \$1.2 M made up of the following: <p>Favourable variance of \$1.9 M due to:</p> <ul style="list-style-type: none"> <li>• \$1.9 M net gapping savings due to seasonal staff due to hiring delays, staff vacancies attributed to normal staff turnover (retirements, job transfers, seasonal hiring, etc.).</li> </ul> <p>Partially offset by unfavourable variances of (\$700 K):</p> <ul style="list-style-type: none"> <li>• (\$700 K) mainly due to (\$489 K) of costs associated with increased Diesel Fuel and (\$215 K) for Unleaded Fuel.</li> </ul>
<b>TOTAL PUBLIC WORKS</b>	<b>278,499</b>	<b>108,219</b>	<b>276,291</b>	<b>2,208</b>	<b>0.8%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (Safe Restart or Other Streams identified in Appendix "D" to Report FCS22042

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2022**  
**(\$ 000's)**

	2022 Approved Budget	2022 Actuals to April 22	Projected Actuals to Dec. 31	2022 Projected Actuals vs Approved Budget		Comments/Explanations
				\$	%	
<b>LEGISLATIVE</b>						
Legislative General	(363)	348	(250)	(113)	31.1%	Gapping, savings in conferences and contracts offset by communication modules, membership fees and gapping target
Mayors Office	1,211	345	1,211	(0)	(0.0)%	
Volunteer Committee	121	4	121	0	0.0%	
Ward Budgets	4,314	1,309	4,314	0	0.0%	
<b>TOTAL LEGISLATIVE</b>	<b>5,283</b>	<b>2,006</b>	<b>5,396</b>	<b>(113)</b>	<b>(2.1)%</b>	
<b>CITY MANAGER</b>						
Office of the City Auditor	1,201	415	1,186	15	1.3%	Gapping offset by consulting costs for Roads Audit
CMO - Admin	233	250	323	(89)	(38.2)%	Temp staffing costs and membership fees
Communications and Strategic Initiatives	2,516	808	2,491	25	1.0%	Gapping due to temp vacancies
Digital and Innovation Office	243	(325)	466	(223)	(91.8)%	Shortfall in revenue and gapping target
Government & Community Relations	868	253	863	5	0.6%	Savings in contractual costs
Human Resources	8,587	2,362	8,316	271	3.2%	Gapping due to temp vacancies, savings in training costs offset by legal fees
<b>TOTAL CITY MANAGER</b>	<b>13,649</b>	<b>3,763</b>	<b>13,645</b>	<b>4</b>	<b>0.0%</b>	
<b>CORPORATE SERVICES</b>						
City Clerk's Office	3,213	1,106	3,437	(224)	(7.0)%	Temp over complement (\$156 K), Postage recovery lower than plan (\$100 K) and savings in material costs pricing issue persists, no agenda printing recovery (\$17 K), Savings in Legislative Support printing \$42 K
Customer Service, POA and Fin'l Integration	6,003	1,735	5,894	109	1.8%	Gapping savings of \$140 K and software overspend (\$17 K)
Financial Serv, Taxation and Corp Controller	4,283	1,008	4,091	192	4.5%	Gapping savings
Legal Services and Risk Management	4,010	1,919	3,793	217	5.4%	Gapping savings
Corporate Services - Administration	332	99	335	(3)	(1.0)%	Gapping pressure
Financial Planning, Admin & Policy	5,370	2,293	5,431	(61)	(1.1)%	Gapping pressure (\$33 K), Stelco Rent Increase (\$14 K), Questica Software (\$13 K)
Information Technology	16,457	3,530	15,835	621	3.8%	Gapping \$349 K, Motorola Contract Timing Savings \$240 K, Repairs and Maintenance savings \$112 K, Consulting services savings \$32 K, Increased Telecommunications Costs (\$76 K) and IT Architecture Consulting (\$50 K)
<b>TOTAL CORPORATE SERVICES</b>	<b>39,667</b>	<b>11,690</b>	<b>38,816</b>	<b>851</b>	<b>2.1%</b>	
<b>CORPORATE FINANCIALS</b>						
Corporate Pensions, Benefits & Contingency	4,256	1,960	5,834	(1,578)	(37.1)%	Insurance premium for Cyber and environmental driving increased costs. In addition, there are \$0.8 M in unfunded COVID-19 Emergency Event costs.
Corporate Initiatives	15,850	4,453	18,580	(2,730)	(17.2)%	Represents variance related to WSIB payments based on the projection of the year to date payouts on a pro rata basis for the whole year
<b>TOTAL CORPORATE FINANCIALS</b>	<b>20,106</b>	<b>6,412</b>	<b>24,414</b>	<b>(4,308)</b>	<b>(21.4)%</b>	
<b>HAMILTON ENTERTAINMENT FACILITIES</b>						
Operating	2,338	1,145	2,338	(0)	(0.0)%	\$365 K savings in Utilities, \$642 K revenue for agreement with HUPEG, offset by \$(509) K pressure from Direct recoveries for Facilities and Insurance costs, \$(222) K pressure in recoveries for CUP and shared services, \$(277) K Contractual pressures for Manager fees and Net Loss guarantee forecasted based on actuals paid and assuming 6 months of current agreement
<b>TOTAL HAMILTON ENTERTAINMENT FACILITIES</b>	<b>2,338</b>	<b>1,145</b>	<b>2,338</b>	<b>(0)</b>	<b>(0.0)%</b>	
<b>TOTAL CITY EXPENDITURES</b>	<b>659,301</b>	<b>220,795</b>	<b>695,719</b>	<b>(36,419)</b>	<b>(5.5)%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (Safe Restart or Other Streams identified in Appendix "D" to Report FCS22042

**CITY OF HAMILTON**  
**TAX OPERATING BUDGET VARIANCE REPORT AS AT APRIL 30, 2022**  
**(\$ 000's)**

	2022 Approved Budget	2022 Actuals to April 22	Projected Actuals to Dec. 31	2022 Projected Actuals .vs Approved Budget		Comments/Explanations
				\$	%	
<b>CAPITAL FINANCING</b>						
Debt-Healthy and Safe Communities	2,309	(314)	2,309	0	0.0%	
Debt-Planning & Economic Development	1,169	0	1,169	0	0.0%	
Debt-Public Works	35,897	0	35,127	769	2.1%	
Debt-Corporate Financials	92,885	89,823	80,723	12,162	13.1%	
Infrastructure Renewal Levv	13,429	0	13,429	0	0.0%	
<b>TOTAL CAPITAL FINANCING</b>	<b>145,688</b>	<b>89,509</b>	<b>132,757</b>	<b>12,932</b>	<b>8.9%</b>	Surplus in principal and interest savings due to timing in the issuance of debt
<b>BOARDS &amp; AGENCIES</b>						
<b>Police Services</b>						
Operating	182,369	61,729	182,369	0	0.0%	The March 31 variance report will be provided to the Hamilton Police Services Board on June 30th, 2022.
Capital Financing	1,174	0	1,174	0	0.0%	
<b>Total Police Services</b>	<b>183,543</b>	<b>61,729</b>	<b>183,543</b>	<b>0</b>	<b>0.0%</b>	
<b>Other Boards &amp; Agencies</b>						
Library	32,710	10,242	31,427	1,283	3.9%	Mainly related to staff vacancies as well as savings from staff secondments for the first few months of the year
Conservation Authorities	8,651	4,623	8,651	0	0.0%	
Hamilton Beach Rescue Unit	6,980	45	6,980	0	0.0%	
Royal Botanical Gardens	133	216	133	0	0.0%	
MPAC	647	3,422	647	0	0.0%	
Farmers Market	242	67	236	6	2.7%	\$24 K gapping savings and favourable \$11 K additional sponsorship are offset by pressures in Building and Ground \$(19) K, Contractual \$(7 K), Equipment Repairs \$(2 K)
<b>Total Other Boards &amp; Agencies</b>	<b>49,363</b>	<b>18,616</b>	<b>48,074</b>	<b>1,289</b>	<b>2.6%</b>	
<b>Capital Financing - Other Boards &amp; Agencies</b>	<b>166</b>	<b>0</b>	<b>166</b>	<b>0</b>	<b>0.0%</b>	
<b>City Enrichment Fund</b>	<b>6,088</b>	<b>636</b>	<b>6,088</b>	<b>0</b>	<b>0.0%</b>	
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>239,160</b>	<b>80,980</b>	<b>237,870</b>	<b>1,289</b>	<b>0.5%</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,044,149</b>	<b>391,284</b>	<b>1,066,347</b>	<b>(22,197)</b>	<b>(2.1)%</b>	
<b>NON PROGRAM REVENUES</b>						
Slot Revenues	(5,200)	0	(3,700)	(1,500)	28.8%	The closure of casinos and racetrack slots by the Province of Ontario resulted in lost revenues.
Investment Income	(4,800)	(6,871)	(4,800)	0	0.0%	Assumed on budget for year-end
Hydro Dividend and Other Interest	(6,566)	(2,694)	(6,566)	0	0.0%	Assumed on budget for year-end
Tax Remissions and Write Offs	9,750	(4,060)	9,750	0	0.0%	Assumed on budget for year-end
Payment In Lieu	(17,108)	(58)	(17,108)	0	0.0%	Assumed on budget for year-end
Penalties and Interest	(11,400)	(3,446)	(11,400)	0	0.0%	Assumed on budget for year-end
Right of Way	(3,229)	0	(3,229)	0	0.0%	Assumed on budget for year-end
Senior Tax Credit	530	3	530	0	0.0%	Assumed on budget for year-end
Supplementary Taxes	(10,130)	28	(10,130)	0	0.0%	Assumed on budget for year-end
POA Revenues	(2,302)	(670)	(2,302)	0	0.0%	Assumed on budget for year-end
<b>TOTAL NON PROGRAM REVENUES</b>	<b>(50,456)</b>	<b>(17,767)</b>	<b>(48,956)</b>	<b>(1,500)</b>	<b>0.0%</b>	
<b>TOTAL LEVY REQUIREMENT</b>	<b>993,693</b>	<b>373,517</b>	<b>1,017,391</b>	<b>(23,697)</b>	<b>(2.4)%</b>	

- ( ) Denotes unfavourable variance.

- Variances include eligible COVID related funding (Safe Restart or Other Streams identified in Appendix "D" to Report FCS22042

**CITY OF HAMILTON**  
**2022 COMBINED WATER, WASTEWATER AND STORM OPERATING BUDGET**  
**BUDGET VARIANCE REPORT as of April 30th, 2022**

	2022 Council Approved Budget	2022 YTD Actuals as at April 30th	2022 Full-year Forecast	2022 Projected Variance \$ %	
<b>OPERATING EXPENDITURES:</b>	\$				
Divisional Administration & Support	2,369,122	626,974	2,419,122	(50,000)	(2.1%)
Woodward Upgrades	1,764,829	660,944	1,764,829	-	0.0%
Customer Service	329,279	92,994	329,279	-	0.0%
Outreach & Education	1,111,320	365,304	1,030,044	81,276	7.3%
Service Co-ordination	3,581,202	1,059,079	3,581,202	-	0.0%
Engineering Systems & Data Collection	1,153,746	290,140	1,153,746	-	0.0%
Compliance & Regulations	1,019,823	296,131	1,019,823	-	0.0%
Laboratory Services	3,743,598	1,384,405	3,817,275	(73,677)	(2.0%)
Environmental Monitoring & Enforcement	2,478,749	790,813	2,478,749	-	0.0%
Water Distribution & Wastewater Collection	24,122,428	6,600,567	24,122,428	-	0.0%
Plant Operations	30,409,180	8,243,040	31,582,668	(1,173,488)	(3.9%)
Plant Maintenance	11,708,771	3,361,212	11,708,771	-	0.0%
Capital Delivery	2,254,575	883,758	2,254,575	-	0.0%
Watershed Management	1,382,313	304,509	1,382,313	-	0.0%
Infrastructure Planning & System Design	2,672,939	845,331	2,672,939	-	0.0%
Wastewater Abatement Program	1,142,450	237,525	1,142,450	-	0.0%
Alectra Utilities Service Contract	5,826,240	1,916,134	5,826,240	-	0.0%
Corporate & Departmental Support Services	7,757,550	2,256,446	7,757,550	-	0.0%
Utilities Arrears Program	500,320	38,102	500,320	-	0.0%
Sewer Lateral Management Program	300,000	113,756	300,000	-	0.0%
Hamilton Harbour Remedial Action Plan	578,964	20,038	578,964	-	0.0%
Protective Plumbing Program (3P)	752,870	242,100	752,870	-	0.0%
Financial Charges	86,020	2,075	86,020	-	0.0%
Sub-total	107,046,288	30,631,375	108,262,177	(1,215,889)	(1.1%)
Capital and Reserve Recoveries	(8,635,161)	(153,485)	(8,635,161)	-	0.0%
<b>Operating Expenditures Sub-Total</b>	<b>98,411,127</b>	<b>30,477,891</b>	<b>99,627,016</b>	<b>(1,215,889)</b>	<b>(1.2%)</b>
<b>Capital and Reserve Impacts on Operating</b>					
<b>Contributions to Capital</b>					
Water Quality Initiatives	39,539,500	38,859,500	38,859,500	680,000	1.7%
Wastewater	73,784,138	74,124,138	74,124,138	(340,000)	(0.5%)
Stormwater	11,765,000	12,105,000	12,105,000	(340,000)	(2.9%)
<b>Sub-Total Contributions to Capital</b>	<b>125,088,638</b>	<b>125,088,638</b>	<b>125,088,638</b>	<b>-</b>	<b>0.0%</b>
<b>Contributions for DC Exemptions</b>					
Water Quality Initiatives	2,520,000	-	2,520,000	-	0.0%
Wastewater	4,590,000	-	4,590,000	-	0.0%
Stormwater	1,890,000	-	1,890,000	-	0.0%
<b>Sub-Total Contributions for DC Exemptions</b>	<b>9,000,000</b>	<b>-</b>	<b>9,000,000</b>	<b>-</b>	<b>0.0%</b>
<b>Capital Debt Charges</b>					
Water Quality Initiatives	11,068,076	-	8,153,554	2,914,522	26.3%
Wastewater	12,881,726	-	7,948,226	4,933,500	38.3%
Stormwater	3,584,490	-	2,969,443	615,047	17.2%
DC Debt Charges Recoveries	(5,185,120)	-	(523,692)	(4,661,428)	89.9%
<b>Sub-Total Debt Charges</b>	<b>22,349,172</b>	<b>-</b>	<b>18,547,531</b>	<b>3,801,641</b>	<b>17.0%</b>
<b>Sub-Total Capital Financing</b>	<b>156,437,810</b>	<b>125,088,638</b>	<b>152,636,169</b>	<b>3,801,641</b>	<b>2.4%</b>
<b>Reserve Transfers</b>	<b>3,001,973</b>	<b>-</b>	<b>3,001,973</b>	<b>-</b>	<b>0.0%</b>
<b>Sub-Total Capital and Reserve Impacts on Operating</b>	<b>159,439,783</b>	<b>125,088,638</b>	<b>155,638,142</b>	<b>3,801,641</b>	<b>2.4%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>257,850,910</b>	<b>155,566,529</b>	<b>255,265,158</b>	<b>2,585,752</b>	<b>1.0%</b>

**CITY OF HAMILTON  
2022 COMBINED WATER, WASTEWATER AND STORM OPERATING BUDGET  
BUDGET VARIANCE REPORT as of April 30th, 2022**

	2022 Council Approved Budget	2022 YTD Actuals as at April 30th	2022 Full-year Forecast	2022 Projected Variance \$ %	
<b>REVENUES:</b>					
<b><u>Rate Revenue</u></b>					
Residential	113,919,774	25,770,481	113,919,774	-	0.0%
Industrial/Commercial/Institutional/Multi-res	123,323,962	27,212,454	117,323,962	(6,000,000)	(4.9%)
Haldimand	2,834,077	742,984	3,384,077	550,000	19.4%
Halton	282,410	82,197	282,410	-	0.0%
Raw Water	105,000	53,181	105,000	-	0.0%
Non-Metered	825,000	273,937	825,000	-	0.0%
Private Fire Lines	1,980,000	466,213	1,980,000	-	0.0%
Hauler / 3rd Party Sales	1,820,000	609,858	1,820,000	-	0.0%
Overstrength Agreements	3,306,825	(15,000)	3,306,825	-	0.0%
Sewer Surcharge Agreements	6,511,190	(5,779)	6,511,190	-	0.0%
<b>Sub-Total Utility Rates</b>	<b>254,908,238</b>	<b>55,190,525</b>	<b>249,458,238</b>	<b>(5,450,000)</b>	<b>(2.1%)</b>
<b><u>Non-Rate Revenue</u></b>					
Local Improvement Recoveries	275,850	-	275,850	-	0.0%
Permits / Leases / Agreements	1,107,652	244,712	1,107,652	-	0.0%
Investment Income	450,000	-	450,000	-	0.0%
General Fees and Recoveries	1,109,170	258,846	1,109,170	-	0.0%
<b>Sub-Total Non-Rate Revenue</b>	<b>2,942,672</b>	<b>503,558</b>	<b>2,942,672</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>257,850,910</b>	<b>55,694,083</b>	<b>252,400,910</b>	<b>(5,450,000)</b>	<b>(2.1%)</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>-</b>	<b>99,872,446</b>	<b>(2,864,249)</b>	<b>(2,864,249)</b>	



**CITY OF HAMILTON  
 BUDGET AMENDMENT SCHEDULE**

**STAFF COMPLEMENT CHANGE**

**Complement Transfer to another division or department <sup>(1,2)</sup>**

ITEM #	TRANSFER FROM				TRANSFER TO			
	Department	Division	Position Title (2)	FTE	Department	Division	Position Title (2)	FTE
1.1	Planning and Economic Development	Transportation Planning and Parking	Transportation Technologist	1.00	Planning and Economic Development	Transportation Planning and Parking	Project Manager, Transportation Planning Approvals	1.00
	<b>Explanation:</b> Conversion of Transportation Technologist (Grade L) to a Project Manager (Grade 5) required to provide more responsibility and technical ability to support development approvals and guide junior positions. Change in pay band can be accommodated through available gapping dollars.							
1.2	Public Works	Environmental Services	Co-Op Student	0.66	Public Works	Environmental Services	Urban Forestry Health Tech	1.0
	Public Works	Environmental Services	Summer Student	0.34	<b>Explanation:</b> To approve the transfer of budgeted FTE from DeptID 445026 Forestry Co-Op Student (0.66 FTE) and Summer Student Local 5 from DeptID 446026 to DeptID 445005 Urban Forestry Health Technician CUPE 5167 Grade K. Budget cost variance will be absorbed within the current operating budget.			
1.3	Public Works	Transportation Operations & Maintenance	Operations Svcs Rep-Student	1.00	Public Works	Transportation Operations & Maintenance	Operations Svcs Rep	1.0
	<b>Explanation:</b> To approve the transfer of an Operations Svcs Rep-Student (1.0 FTE) DeptID 466005 to an Operations Svcs Rep (1.0 FTE) DeptID 466005, CUPE 5167 Grade G. Budget cost variance will be absorbed within the current operating budget.							
1.4	Corporate Services	Financial Services Taxation & Corp Controller	Pension Clerk II	1.00	Corporate Services	Financial Services Taxation & Corp Controller	Pension Clerk 1	1.00
	<b>Explanation:</b> The duties of the Pension Clerk II position (Grade E) have decreased over the years while the duties of the Pension Clerk 1 position (Grade G) have increased. It now makes sense to have two Pension Clerk 1 positions and combine the duties and split the workload evenly between the positions. Variance will be funded from gapping in Accounts Payable and Business Application Support.							

**Note** - Complement transfers include the transfer of corresponding budget.

**(1)** - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

**(2)** - If a position is changing, the impact of the change is within 1 pay band unless specified.



City of Hamilton COVID-19 Pressures and Funding Sources – April 30, 20221

Department/Division	Net COVID-19 Related Pressures	COVID-19 Funding Sources					Total Unfunded Pressure
		Social Services Relief Fund	Ministry of Health Funding	Safe Restart Agreement - Transit	Other	Safe Restart Municipal (SRA) Funding	
<b>Planning &amp; Economic Development</b>							
Transportation, Planning & Parking	1,565,784						(1,565,784)
Licensing & By-Law Services	498,958						(498,958)
<b>Subtotal Planning &amp; Economic Development</b>	<b>2,064,742</b>	-	-	-	-	-	<b>(2,064,742)</b>
<b>Healthy and Safe Communities</b>							
HSC Administration	42,498						(42,498)
Housing Services	34,001,210	(11,332,386)					
Children's Services and Neighbourhood Dev.	9,367						(9,367)
Ontario Works	82,310						(82,310)
Macassa - Long Term Care	2,440,339				(2,289,540)		(150,799)
Wentworth - Long Term Care	1,526,140				(1,494,725)		(31,415)
Hamilton Fire Department	3,460,160						(1,920,481)
Recreation	1,602,268						(1,602,268)
Hamilton Paramedic Service	3,370,015		(562,116)				
Public Health Services	23,711,313		(15,571,600)				
<b>Subtotal Healthy and Safe Communities</b>	<b>70,245,620</b>	<b>(11,332,386)</b>	<b>(16,133,716)</b>	-	<b>(3,784,265)</b>	-	<b>(3,839,138)</b>
<b>Public Works</b>							
Energy Fleet and Facilities	88,898						(88,898)
Engineering Services	36,000						(36,000)
Transit	7,106,410			(7,106,410)			
Transportation Operations & Maintenance							
Hamilton Water							
<b>Subtotal Public Works</b>	<b>7,231,308</b>	-	-	<b>(7,106,410)</b>	-	-	<b>(124,898)</b>
<b>Legislative</b>							
General	-						
<b>Subtotal Legislative</b>	<b>-</b>	-	-	-	-	-	-
<b>City Manager's Office</b>							
CMO Admin	53,613						(53,613)
<b>Subtotal City Manager's Office</b>	<b>53,613</b>	-	-	-	-	-	<b>(53,613)</b>
<b>Corporate Services</b>							
City Clerk's Office							
Customer Service, POA and Financial Integration	12,178						(12,178)
Financial Services, Taxation and Corporate Controller	288						(288)
Legal Services and Risk Management	2,876						(2,876)
Financial Planning, Administration & Policy	196						(196)
Information Technology	176,766						(176,766)
<b>Subtotal Corporate Services</b>	<b>192,304</b>	-	-	-	-	-	<b>(192,304)</b>
<b>Corporate Financials</b>							
COVID19-Emergency Event	840,000						
<b>Subtotal Corporate Financials</b>	<b>840,000</b>	-	-	-	-	-	<b>840,000</b>
<b>Hamilton Entertainment Facilities</b>							
Contract Management							
<b>Subtotal Hamilton Entertainment Facilities</b>	<b>-</b>	-	-	-	-	-	<b>-</b>
<b>Boards &amp; Agencies</b>							
Hamilton Police Service							
Hamilton Farmer's Market	41,305						(41,305)
<b>Subtotal Boards &amp; Agencies</b>	<b>41,305</b>	-	-	-	-	-	<b>(41,305)</b>
<b>Non-Program Revenues</b>							
Non Program Revenues - POA Levy Contribution							
Slot Revenues	1,500,000						
<b>Subtotal Non-Program Revenues</b>	<b>1,500,000</b>	-	-	-	-	-	<b>1,500,000</b>
<b>TOTAL TAX SUPPORTED OPERATING BUDGET</b>	<b>82,168,892</b>	<b>(11,332,386)</b>	<b>(16,133,716)</b>	<b>(7,106,410)</b>	<b>(3,784,265)</b>	-	<b>(6,316,000)</b>
Less: Hamilton Water (Rate Supported Budget)	-						
<b>TOTAL TAX SUPPORTED OPERATING BUDGET</b>	<b>82,168,892</b>	<b>(11,332,386)</b>	<b>(16,133,716)</b>	<b>(7,106,410)</b>	<b>(3,784,265)</b>	-	<b>(6,316,000)</b>



**Item 8.1**



Hamilton

**TAX AND RATE OPERATING BUDGET  
VARIANCE REPORT AS AT  
APRIL 30, 2022**

**FCS22042**

**Mike Zegarac**  
General Manager, Finance and Corporate Services

**July 7, 2022**  
Audit, Finance and Administration Committee

## AGENDA

1. Summary of 2022 Tax and Rate Operating Budget Variance Forecasts
2. Update on COVID-19 Funding
3. Recommendations
  1. Funding Advocacy efforts
  2. Complement and Budget Control Policy

## 2022 PROJECTED YEAR-END OPERATING BUDGET VARIANCES (\$000's)

	2022 Approved Budget	2022 Year-End Forecast	2022 Variance (Forecast vs Budget)	
			\$	%
<b>TAX SUPPORTED</b>				
Planning & Economic Development	31,621	31,536	85	0.3%
Healthy and Safe Communities	268,137	303,284	(35,146)	(13.1)%
Public Works	278,499	276,291	2,208	0.8%
Legislative	5,283	5,396	(113)	(2.1)%
City Manager	13,649	13,645	4	0.0%
Corporate Services	39,667	38,816	851	2.1%
Corporate Financials / Non Program Revenues	(30,350)	(24,542)	(5,808)	(19.1)%
Hamilton Entertainment Facilities	2,338	2,338	(0)	(0.0)%
<b>TOTAL CITY EXPENDITURES</b>	<b>608,845</b>	<b>646,763</b>	<b>(37,919)</b>	<b>(6.2)%</b>
Hamilton Police Services	182,369	182,369	0	0.0%
Library	32,710	31,427	1,283	3.9%
Other Boards & Agencies	16,654	16,647	6	0.0%
City Enrichment Fund	6,088	6,088	0	0.0%
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>237,821</b>	<b>236,531</b>	<b>1,289</b>	<b>0.5%</b>
<b>CAPITAL FINANCING</b>	<b>147,028</b>	<b>134,096</b>	<b>12,932</b>	<b>8.8%</b>
<b>TOTAL OTHER NON-DEPARTMENTAL</b>	<b>384,849</b>	<b>370,627</b>	<b>14,221</b>	<b>3.7%</b>
<b>TOTAL TAX SUPPORTED</b>	<b>993,693</b>	<b>1,017,391</b>	<b>(23,697)</b>	<b>(2.4)%</b>
<b>RATE SUPPORTED</b>	<b>0</b>	<b>2,864</b>	<b>(2,864)</b>	<b>100.0%</b>
<b>TOTAL</b>	<b>993,693</b>	<b>1,020,255</b>	<b>(26,561)</b>	<b>(2.7)%</b>

\* Without COVID-19 related funding, the projected year-end variance is a deficit of \$68.4 M

( ) Denotes unfavourable variance

# 2022 Tax Supported Operating Budget Variance Forecast



# MAIN DRIVERS YEAR-END PROJECTED VARIANCE

- Continuation of higher COVID-19 related service levels (similar to 2021 and 2020)
- Principal difference in 2022 is lower level of financial support from senior levels of government
- *Housing and Shelters* - \$22.7 M unfunded pressure relating to the operation of isolation services, drop-ins, and hotel rooms for expanded temporary sheltering
- *Public Health* - \$8.1 M Unfavorable variance due to unfunded COVID-19 General and Vaccine programs
- *Paramedics and Fire* - \$4.4 M in unfunded COVID-19 related staffing costs, operating equipment and medical supplies costs, and fuel charges
- *Slot Revenues* - \$1.5 M deficit due lower revenues (no funding left to cover deficit)

## GAPPING (\$000's)

Net Gapping by Department	Gapping Target (\$000's)	Actual Gapping (\$000's)	Variance (\$000's)
Planning & Economic Development	\$ 866	\$ 275	\$ (591)
Healthy and Safe Communities	\$ 1,050	\$ (367)	\$ (1,417)
Public Works	\$ 2,247	\$ 4,137	\$ 1,890
Legislative	\$ 85	\$ 14	\$ (71)
City Manager	\$ 229	\$ 373	\$ 144
Corporate Services	\$ 643	\$ 1,340	\$ 697
<b>Consolidated Corporate Savings</b>	<b>\$ 5,120</b>	<b>\$ 5,772</b>	<b>\$ 652</b>

# DEPARTMENT VARIANCES EXPLANATION SUMMARY

## MAIN DRIVERS

### Planning and Economic Development:

- **\$85 K** forecasted surplus
  - Gapping deficit **\$0.6 M**
  - Building (zoning compliance revenues) **\$0.2 M**
  - Planning Division and Growth Management (revenue volume) **\$0.4 M**
  - Includes \$4.2 M in transfers to reserves (\$2 M Building Permit Reserve and \$2.2 M Development Fee Stabilization Reserve)

# DEPARTMENT VARIANCES EXPLANATION SUMMARY

## MAIN DRIVERS

### Healthy and Safe Communities:

- **\$35.1 M** forecasted deficit
  - Gapping deficit **\$1.4 M**
  - Housing Services - relating to ongoing COVID-19 emergency supports **\$22.7 M**
  - Public Health Services deficit relating to unfunded COVID-19 General and Vaccine programs **\$8.1 M**
  - Hamilton Paramedic Service – unfunded COVID-19 related costs **\$2.8 M**
  - Hamilton Fire Department – unfunded COVID-19 related costs, vehicle maintenance, fuel price increase **\$1.6 M**
  - Long Term Care – a result of prior-year subsidy adjustment **\$0.4 M**
  - Ontario Works savings due to maximization of subsidy and gapping **\$1.1 M**

# DEPARTMENT VARIANCES EXPLANATION SUMMARY

## MAIN DRIVERS

### Public Works:

- **\$2.2 M** forecasted surplus
  - Gapping surplus **\$1.9 M**
  - Energy, Fleet and Facilities snow removal charges **\$0.2 M**
  - Engineering Services – Road Cut Administrative Program Fees and Permit Fee Revenues **\$0.4 M**
  - Environmental Services mainly due to savings in park operations **\$1.2 M**
  - Waste Management **\$0.4 M** – driven by Waste Collection Contract (escalation factor vs budget based on high natural gas prices)
  - COVID-19 financial pressures of **\$7.2 M** offset by revenues from the Transit and Municipal Safe Restart Agreement funding. Financial pressures include forgone transit revenues net of DARTS savings, as well as enhanced cleaning for facilities, fleet and parks

# DEPARTMENT VARIANCES EXPLANATION SUMMARY

## MAIN DRIVERS

### Corporate Services:

- **\$0.9 M** forecasted surplus
  - Gapping surplus **\$0.7 M**
  - Savings in consulting contractual and computer repairs savings **\$0.4 M**
  - Deficit in City Clerk's Office due to postage recovery costs **\$0.2 M**
  - COVID-19 financial pressures of **\$0.2 M** for enhanced cleaning and IT offset by COVID-19 funding

### City Manager's Office:

- **\$4 K** forecasted surplus
  - Gapping surplus **\$0.2 M**
  - Shortfall of projected revenues in the Digital and Innovation Office **\$0.2 M**
  - Savings in training, legal, and contractual expenditures **\$0.9 M**
  - COVID-19 financial pressures of **\$54 K** for additional Communications resources offset by COVID-19 funding

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# NON-DEPARTMENTAL VARIANCES EXPLANATION SUMMARY MAIN DRIVERS

## Corporate Financials / Non Program Revenues:

- **\$5.8 M** forecasted deficit
  - Insurance premiums for Cyber and environmental **\$0.7 M**
  - Projected deficit variance related to WSIB **\$2.7 M**
  - Unfunded COVID-19 Non-Program Expenditures **\$0.8 M**
  - Slot revenues low due to a reduction in revenues collected at casinos and racetrack slots
    - No COVID-19 funding remaining to reduce the **\$1.5 M** forecasted deficit

## OTHER NON-DEPARTMENTAL PROJECTED VARIANCES (\$000's)

	2022 Approved Budget	2022 Year-End Forecast	2022 Variance (Forecast vs Budget)	
			\$	%
Hamilton Police Services	182,369	182,369	0	0.0%
Library	32,710	31,427	1,283	3.9%
Other Boards & Agencies	16,654	16,647	6	0.0%
City Enrichment Fund	6,088	6,088	0	0.0%
<b>TOTAL BOARDS &amp; AGENCIES</b>	<b>237,821</b>	<b>236,531</b>	<b>1,289</b>	<b>0.5%</b>
<b>CAPITAL FINANCING</b>	<b>147,028</b>	<b>134,096</b>	<b>12,932</b>	<b>8.8%</b>
<b>TOTAL OTHER NON-DEPARTMENTAL</b>	<b>384,849</b>	<b>370,627</b>	<b>14,221</b>	<b>3.7%</b>

( ) Denotes unfavourable variance

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# Rate Supported Operating Budget Variance

## 2022 RATE OPERATING BUDGET PROJECTED YEAR-END VARIANCE (\$000's)

	2022 Approved Budget	2022 Projected to Year-End	2022 Projected Year-End Variance	
			\$	%
TOTAL EXPENDITURES	257,851	255,265	2,586	1.0%
TOTAL REVENUES	(257,851)	(252,401)	(5,450)	2.1%
NET	-	2,864	(2,864)	(1.1%)

( ) Denotes unfavourable variance

## RATE REVENUES

- Forecasted Deficit in total rate revenues of **\$5.5 M**
  - Total forecasted deficit in ICI revenues of **\$6.0 M**
  - Haldimand water billings forecasted surplus of **\$550 K**

## RATE EXPENDITURES

- Overall program spending and capital financing for 2022 is projected to have a favourable variance of **\$2.6 M**
  - Capital Financing projecting a favourable variance due to timing in the issuance of debt **\$3.8 M**
  - Contractual expenditures and agencies and support payments – forecasting a favourable variance totalling **\$61 K** due to savings in Outreach program partially offset by projected unfavourable variance due to enhanced cleaning (COVID-19)
  - Materials and supplies – unfavourable forecasted variance of **\$1.3 M** due to significant price increases realized within the chemical supply market, mainly due to liquid chlorine.

# COVID-19 FINANCIAL PRESSURES

## 2022 COVID FUNDING OUTLOOK

Department/Division	Net Financial Impact (\$000's)	2022 Funding from Senior Levels of Government (\$000's)					City of Hamilton (\$000's)	Total Unfunded Pressure
		Social Services Relief Fund	Ministry of Health Funding	Safe Restart Agreement - Transit	Other	COVID-19 Recovery Funding for Municipalities Program (CRFMP)		
Planning & Economic Development	2,064,742	-	-	-	-	(2,064,742)	-	
Healthy and Safe Communities	70,245,620	(11,332,386)	(16,133,716)	-	(3,784,265)	(3,839,138)	35,156,115	
Public Works	7,231,308	-	-	(7,106,410)	-	(124,898)	-	
City Manager's Office	53,613	-	-	-	-	(53,613)	-	
Corporate Services	192,304	-	-	-	-	(192,304)	-	
Corporate Financials	840,000	-	-	-	-	-	840,000	
Hamilton Farmer's Market	41,305	-	-	-	-	(41,305)	-	
Slot Revenues	1,500,000	-	-	-	-	-	1,500,000	
<b>TOTAL</b>	<b>82,168,892</b>	<b>(11,332,386)</b>	<b>(16,133,716)</b>	<b>(7,106,410)</b>	<b>(3,784,265)</b>	<b>(6,316,000)</b>	<b>37,496,115</b>	

## COVID FUNDING OUTLOOK

- There is not enough funding from senior levels of government to support the expected 2022 COVID-19 related pressures (\$37.5 M in unfunded pressures)
- Should advocacy efforts be unsuccessful, the City has set aside \$35.6 M of discretionary funds in the COVID-19 Emergency Reserve in order to offset future impacts of the pandemic on operations.
- Based on current projections, the reserve would need to be fully leveraged in 2022, leaving no available funding for future years to ease the property tax burden of funding recovery efforts.

## OTHER RECOMMENDATIONS

- Continued City of Hamilton participation to seek financial support from senior levels of government for the unfunded COVID-19 financial pressures
- Staff complement transfers (Appendix C)






THANK YOU





## CITIZEN COMMITTEE REPORT

<b>To:</b>	Audit, Finance & Administration Committee
<b>From:</b>	Committee Against Racism  <div style="text-align: right;"> _____ Taimur Qasim, Chair</div>
<b>Date:</b>	May 24, 2022
<b>Re:</b>	Recommendations for changes to the Hamilton Police Service Board selection process

### **Recommendation**

The Committee Against Racism recommends the City of Hamilton's Selection Committee for Agencies, Boards and Sub-Committees be restructured to include the following for recruitment to the Hamilton Police Services Board:

- The Selection Committee for Agencies, Boards and Sub-Committees be Co-chaired by a member of City Council and a representative from the Hamilton Anti-Racism Resource Centre (HARRC);
- The Selection Committee for Agencies, Boards and Sub-Committees be comprised of 60% community representatives and 40% Council representatives with full voting privileges;
- The recommended community representatives for the Selection Committee for Agencies, Boards and Sub-Committees include:
  - Hamilton Anti-Racism Resource Centre (HARRC)
  - Hamilton Black Leadership Community
  - Hamilton Jewish's leadership community
  - Hamilton's Muslim leadership community
  - Hamilton's Indigenous leadership community
  - Hamilton's LGBTQ2AI community
  - Youth representative
  - And other equity-seeking communities
- The Selection Committee for Agencies, Boards and Sub-Committees recommend 2 citizen members to Hamilton City Council for consideration as the new citizen appointee for the Hamilton Police Service Board;
- The Selection Committee for Agencies, Boards and Sub-Committees consult with and solicit recommendations for selecting candidates, including questions for candidates, from the City of Hamilton's Volunteer Advisory Committees, including:
  - Hamilton Women and Gender Equity Advisory Committee
  - Indigenous Advisory Committee
  - LGBTQ Advisory Committee
  - Committee Against Racism Advisory Committee
  - Advisory Committee for Persons with Disabilities

## **Background**

At the May 24, 2022 meeting for the Committee Against Racism, a motion was approved which included the following background information:

- The current selection process for the civilian position on the Hamilton Police Service Board lacks representation from Hamilton's racialized, Indigenous, Black, Muslim, Jewish and LGBTQ communities;
- Community representation is key for including voices and lived experiences to improving policing standards and relationships;
- Revamping the selection process to include a more inclusive process will provide opportunities for meaningful dialog and engagement at the police service board;
- The Hamilton Police use of force statistics and Hate bias reporting demonstrate a need for reforming police oversight at both the provincial and municipal levels government;
- The Hamilton Police Service has committed to making meaningful progress in achieving Equity, Diversity and Inclusion within the service;
- GIC Report 19-013, Item 15 Integrating and Equity, Diversity & Inclusion (EDI) Framework to the Policies and Procedures of the Selection Committee and Interview Sub-Committees respecting Appointment of Citizens to the City's Agencies, Boards and Committees calls for inclusive representation;

## **Analysis/Rationale**

This motion provides a framework for integrating Equity, Diversity, and Inclusion procedures in the decision-making framework of the City of Hamilton Police Services board. The purpose of the motion is to ensure community groups and individuals have an opportunity to be part of the selection process by including specific organizations and community leaders the opportunity to participate. The motion also

seeks to assist council with the selection process by providing candidate recommendations. Public engagement throughout the selection process will provide significant alignment with Council's commitment to inclusive representation.



Hamilton

**GOVERNANCE REVIEW SUB-COMMITTEE  
REPORT 22-003**

**Thursday, June 23, 2022**

**9:30 am**

**Council Chambers  
Hamilton City Hall**

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

**Absent:** Councillor T. Whitehead – Personal

**THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 22-003 AND RESPECTFULLY RECOMMENDS:**

**1. Renaming of Committees (FCS22055) (City Wide) (Item 10.1)**

- (a) That the following Committees be renamed as follows:
  - (i) Waste Management Advisory Committee be renamed to the Waste Management Sub-Committee;
  - (ii) Agricultural and Rural Affairs Advisory Committee be renamed the Agricultural and Rural Affairs Sub-Committee;
  - (iii) Business Improvement Area Advisory Committee be renamed the Business Improvement Area Sub-Committee; and
  - (iv) Community Benefits Protocol Advisory Committee be renamed the Community Benefits Protocol Sub-Committee.
- (b) That the Waste Management Sub-Committee; Agricultural and Rural Affairs Sub-Committee and Business Improvement Area Sub-Committee Terms of Reference, attached as Appendix 'A' to 'C' to Governance Review Sub-Committee Report 22-003, be approved.

**2. Mandatory COVID-19 Vaccination Verification Policy for Members of Council and Members of Council Appointed Committees (FCS22016 / HR22010) (City Wide) (Item 10.2)**

- (a) That Council approve the amendments to the City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees as outlined in Appendix "D" to Governance Review Sub-Committee Report 22-003;

**Audit, Finance and Administration Committee – July 7, 2022**

- (b) That Appendix “E” to Governance Review Sub-Committee Report 22-003 the Mandatory COVID-19 Vaccination Verification Policy, **be amended:**
- (i) to include, Option ‘B’ as the preferred option to administer Council Appointees who are not compliant with the Mandatory COVID-19 Vaccination Verification Policy, that reads as follows:

***Members of Council appointed committees will be presumed to have an Approved Exemption and shall work with the City to develop a reasonable and appropriate accommodation plan including health and safety measures to protect all Employees and Committee Members, up to the point of undue hardship***

- (ii) ***to relocate Section 6. of Terms and Conditions - Non-compliance with the Mandatory COVID-19 Vaccination Verification Policy as Section 2., renumbering the remaining sub-sections accordingly; and***

- (c) That Council approve the proposed amendments to the Mandatory COVID-19 Vaccination Verification Policy, substantially in the form attached as **amended** Appendix “E” to Governance Review Sub-Committee Report 22-003, Mandatory COVID-19 Vaccination Verification Policy.

**3. Establishment of the City of Hamilton's Citizen Advisory (Volunteer) and Sub-Committees for the 2022-2026 Term of Council (FCS22056) (City Wide) (Added Item 10.3)**

- (a) That the membership within the Terms of Reference of the following Committees be **amended** as follows, for quorum purposes:
- (i) Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee:

**MEMBERSHIP**

Total of three Trustees (Chair of the Board and two Trustees)  
Total of **three** Members of Council (Mayor and **two members** of Council)

(Appendix ‘F’ – Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee – Terms of Reference (revised))

- (ii) Hamilton-Wentworth District School Board (HWDSB) Liaison Committee:

**MEMBERSHIP**

Total of three Trustees (Chair of the Board and two Trustees)  
Total of **three** Members of Council (Mayor and **two members** of Council)



Total of two HWDSB Secondary Students (non-voting, rotating basis, invited by HWDSB)

(Appendix 'G' - Hamilton-Wentworth District School Board (HWDSB) Liaison Committee – Terms of Reference (revised))

- (b) That the following Sub-Committees, be disbanded:
  - (i) Affordable Housing Site Selection Sub-Committee;
  - (ii) Government Relations Sub-Committee;
  - (iii) Steel Sub-Committee;
  - (iv) Rental Housing Sub-Committee;
  - (v) Hamilton Utilities Corporation Joint Advisory Committee and Working Group;
  - (vi) Capital Projects Work In-Progress Review Sub-Committee; and
  - (vii) Multi-Year Budget Planning Sub-Committee;
- (c) That the Sub-Committees listed in Appendix "H" to Governance Review Sub-Committee Report 22-003 be established for the 2022 – 2026 Term of Council (November 16, 2022 to November 15, 2026);
- (d) That the establishment of the Physician Recruitment and Retention Steering Committee be postponed until after Council has considered the review of the Physician Recruitment and Retention process in the Fall of 2022;
- (e) That the establishment of the Citizen Advisory Committees (Volunteer) with the exception of the Advisory Committee for Persons with Disabilities, be postponed and considered by the 2022–2026 Council, so that the Citizen Advisory Committees (Volunteer) may be aligned with the 2022–2026 Council Term priorities; and
- (f) That the Advisory Committee for Persons with Disabilities, be established for the 2022 – 2026 Term of Council (November 16, 2022 to November 15, 2026), as per section 29(1) of the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*.

**FOR INFORMATION:**

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

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

**10. DISCUSSION ITEMS**

- 10.3 Establishment of the City of Hamilton's Citizen Advisory (Volunteer) and Sub-Committees for the 2022-2026 Term of Council (FCS22056) (City Wide)

The June 23, 2022 Agenda of the Governance Review Sub-Committee were approved, as amended.

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

There were no declarations of interest.

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

(i) **May 30, 2022 (Item 4.1)**

The Minutes of the May 30, 2022 meeting of the Governance Review Sub-Committee were approved, as presented.

(d) **DISCUSSION ITEMS (Item 10)**

(i) **Mandatory COVID-19 Vaccination Verification Policy for Members of Council and Members of Council Appointed Committees (FCS22016 / HR22010) (City Wide) (Item 10.2)**

- (a) That Council approve the amendments to the City of Hamilton Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees as outlined in Appendix "A" to Report FCS22016 / HR22010;
- (b) That Council choose between Options A, B, and C as outlined within the section Alternatives for Consideration of Report FCS22016 / HR22010 and Appendix B of Report FCS22016 / HR22010; and
- (c) That Council approve the proposed amendments to the Mandatory COVID-19 Vaccination Verification Policy, substantially in the form attached as Appendix B of Report FCS22016 / HR22010 with any necessary amendments arising from recommendation (b) above.

Councillor Clark introduced the following **amendment**:

- (a) That Sub-Section (b) and Appendix "B" of Report FCS22016 / HR22010, be **amended** to reflect Option 'B' as the preferred option, as follows:
  - (b) That Appendix "B" the Mandatory COVID-19 Vaccination Verification Policy, **be amended** to include, Option 'B' as the preferred option to administer Council Appointees who are not compliant with the Mandatory COVID-19 Vaccination Verification Policy, that reads as follows:

***Members of Council appointed committees will be presumed to have an Approved Exemption and shall work with the City to develop a reasonable and appropriate accommodation plan including health and safety measures to protect all Employees and Committee Members, up to the point of undue hardship***

- (b) That Appendix “B” the Mandatory COVID-19 Vaccination Verification Policy, be **further amended to relocate Section 6. of Terms and Conditions - Non-compliance with the Mandatory COVID-19 Vaccination Verification Policy as Section 2., renumbering the remaining sub-sections accordingly.**
- (c) That Sub-Section (c) of Report FCS22016 / HR22010, be **amended**, to read as follows:
  - (c) That Council approve the proposed amendments to the Mandatory COVID-19 Vaccination Verification Policy, substantially in the form attached as **amended** Appendix “B” of Report FCS22016 / HR22010, Mandatory COVID-19 Vaccination Verification Policy. **with any necessary amendments arising from recommendation (b) above.**

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

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

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

The following amendment to the Governance Review Sub-Committee’s Outstanding Business List, was approved:

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

Amendment to the Mandatory COVID-19 Vaccination Verification Policy (HUR21008(a)) (City Wide)  
Added: January 12, 2022 - at Council (Item 3.1)  
Completed: June 23, 2022 - at Governance (Item 10.2)

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

There being no further business, the Governance Review Sub-Committee meeting adjourned at 10:32 a.m.

Respectfully submitted,

Councillor M. Wilson, Chair  
Governance Review Sub-Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk





Hamilton

## TERMS OF REFERENCE

### Waste Management Sub-Committee

*(Formerly the Waste Management Advisory Committee)*

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#### 1. INTRODUCTION

##### 1.1 Committee Name

Waste Management Sub-Committee (WMSC)

##### 1.2 Statement of Purpose

To assist the City of Hamilton with the implementation of the 2012 Solid Waste Management Master Plan (SWMMP), 2020 SWMMP Action Items, and to discuss / make recommendations on other solid waste management initiatives.

##### 1.3 Committee Mandate

The mandate of the Waste Management Sub-Committee shall be to:

- a) Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste Management Master Plan,
- b) Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives; and
- c) Advise Council through the Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate.

##### 1.4 Accountability

- a) WMSC is a Sub-Committee that advises Council through the Public Works Committee.
- b) Members of the WMSC are responsible for complying with the Procedural By-law and the Advisory Committee Handbook.

**REVISED Appendix 'A' to Item 1 of Governance Review Sub-Committee Report 22-003****2. COMMITTEE STRUCTURE****2.1 Membership**

The Waste Management Sub-Committee shall be comprised of up to five (5) members, as follows:

- a) Up to three members of City Council; and
- b) Two citizen members.

**2.2 Attendance and Vacancies**

If a member is absent for three (3) meetings in a calendar year without approval from the WMSC, the member may be subject to replacement.

**2.3 Term of Office**

The membership term will coincide with the term of Council or until such time as successors are appointed by Council.

**3. SUPPORT SERVICES**

**3.1** The City's Waste Management Division shall provide for the administrative costs of operating the Waste Management Sub-Committee, including the cost of meeting places and clerical support services.

**3.2** The City's Waste Management Division shall provide the Waste Management Sub-Committee with reasonable access to the City's consultants and facility operators.

**4. MEETINGS**

**4.1** The Waste Management Sub-Committee shall meet bi-monthly or at the call of the chair.

## **AGRICULTURE AND RURAL AFFAIRS SUB-COMMITTEE COMMITTEE**

### **TERMS OF REFERENCE (DRAFT)**

#### **MANDATE**

The Agriculture and Rural Affairs Sub-Committee (ARASC) is a Sub-Committee established by City Council in accordance with these adopted Terms of Reference. The ARASC will provide input to Council and City staff on issues that impact agriculture and rural communities, and act as the liaison between those communities and Council, helping to preserve, maintain and advance an economically viable agriculture base in the City of Hamilton.

#### **SCOPE OF ACTIVITIES**

The ARASC's scope of activities, as it relates to their mandate, are as follows:

- To solicit and coordinate the interests and concerns of Hamilton's farming industry, agricultural organizations, farm families and non-farm rural residents, presenting recommendations before City Council as necessary;
- To serve as a community forum for the exchange of information on agricultural and rural affairs matters and encourage public awareness and education of agricultural and rural issues;
- To review and provide advice on federal, provincial and municipal strategies, policies, studies, plans, by-laws and proposal related to agriculture and rural affairs;
- To provide advice on agricultural and rural affairs matters, as they arise, at the request of Council or staff; and,
- To serve as the Tree By-Law Committee, as set forth in By-law No. R00-054, the Regional Municipality of Hamilton-Wentworth Woodland Conservation By-law, for the purpose of hearing applicants who are refused a permit for minor exception, and recommending whether the permit should be issued or denied with or without terms and conditions.

#### **REPORTING STRUCTURE**

The Agriculture and Rural Affairs Sub-Committee reports to City Council, through the Planning Committee.

#### **COMPOSITION & TERMS**

The Agriculture and Rural Affairs Sub-Committee shall be comprised of up to 19 voting members and up to five key stakeholders/advisors (non-voting) as follows:

Voting Members:

- Three members appointed by the Hamilton-Wentworth Federation of Agriculture;
- One member appointed by the Wentworth-Brant Christian Farmers Association;
- One member appointed by the Hamilton-Wentworth Women's Institute;
- One rotating member appointed by the Agricultural Societies (Rockton, Binbrook and Ancaster);

- Two members appointed by the Wentworth Soil & Crop Improvement Association;
- Up to five citizen members appointed by Council; and,
- Up to six Councillors appointed by Council from Wards 9, 10, 11, 12, 13, and/or 15.

**Key Stakeholders/Advisors (Non-voting Members):**

- The Member Service Representative for Zone 5 from the Ontario Federation of Agriculture;
- One staff representative from the Ontario Ministry of Agriculture, Food and Rural Affairs;
- One member appointed by farmers markets in Hamilton;
- One member appointed from the Chamber of Commerce (Flamborough, Stoney Creek, Hamilton); and,
- One member appointed from the Wentworth Junior Farmers Association.

Quorum shall be a half of the voting membership rounded up to the nearest whole number. Non-voting members are not counted in determining the number required for quorum or in determining whether or not quorum is present.

Volunteer citizen members of the ARASC will be selected as per the City of Hamilton's Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees for the Term of Council (4 years) or until such time as a successor is appointed by Council.

A Chair and Vice-Chair of the ARASC shall be elected for the Term of Council (4 years) or until such time as a successor is appointed.

## **COMMITTEE SUPPORT**

The following resources will be made available to the Agriculture and Rural Affairs Sub-Committee:

- The City Clerk's Division will provide legislative support and be responsible for the administrative costs of operating the Committee meetings;
- City staff liaison(s) from the Economic Development Division and Planning Division; and,
- The Committee may request information or support from other City Divisions and Departments or experts in the field to assist in formulating appropriate decisions and recommendations.

## **MEETINGS AND GENERAL INFORMATION**

Meetings shall be held at the call of the Chair at an appropriate meeting space and time. Regular meetings will not be scheduled during the months of July, August or December, but special meetings may be called during these months.

The Terms of Reference shall be reviewed by the Committee within each Term of Council.



**Appendix 'C' to Item 1 of Governance Review Sub-Committee Report 22-003****Business Improvement Area Sub-Committee  
Terms of Reference**

(approved by Council on February 13, 2013)

**Mandate**

To provide a forum for individual BIAs which encourages and facilitates receiving and sharing of information relating to initiatives affecting small businesses and business districts in the City of Hamilton.

**Role of Sub-Committee Members**

It shall be the role of the members of the Committee to share with their individual BIAs information received at meetings and consult with, and seek input when required, from its members on matters referred to the Sub-Committee by City Council.

**Membership**

1. Membership will be open to each BIA who will submit the name of one representative and one alternate to attend meetings of the Sub-Committee
2. One Member of Council
3. Membership is for the Term of Council

**Election of Chair and Vice-Chair**

A Chair and Vice Chair will be selected from amongst the Sub-Committee members through a nomination process.

**City of Hamilton Staff**

A member of the City Clerk's Legislative Team will provide legislative support to the Sub-Committee, and the Sub-Committee will follow all processes and procedures established by the City of Hamilton.

Departmental staff will act as Liaisons and provide updates and presentations on matters referred to the Sub-Committee by Council and Senior Management Team.

**Meetings**

Meetings will be on the second Tuesday of each month.

**Reporting Structure**

Sub-Committee to report to the General Issues Committee.

## Appendix “D” to Item 1 of Governance Review Sub-Committee Report 22-003

Corporate Policy	 Hamilton	Policy Alignment: <i>Municipal Act 2001, as amended</i>
Hamilton City Council - Appointment of Citizens to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees		Council Approved: March 2017 Revisions: September 18, 2018; December 15, 2021 and July 8, 2022
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### **Eligibility**

1. The Selection Process is open to all residents and business owners of the City of Hamilton who are at least 18 years of age, unless otherwise stated (Note: Additional requirements may be requested by the individual Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee, if they are governed by separate legislation, policies or mandates);
2. ***As a condition of participation within the Selection Process, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to the City in compliance with the City’s Mandatory COVID-19 Vaccination Verification Policy prior to your start date. You must acknowledge and agree to comply with Mandatory COVID-19 Vaccination Verification Policy and any future vaccine policy amendments as an ongoing condition of participation at the City of Hamilton;***
3. City Council wishes to ensure that its Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees reflect the diverse nature of the City of Hamilton’s population and encourages all residents to apply for appointment opportunities.

### **Public Notice**

4. The City Clerk’s Office advertises for all citizen member vacancies on the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees in the Hamilton Spectator and/or relevant Community Newspapers, on the City’s website and through other appropriate methods.

### **Recruitment**

5. Citizen membership on all of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, with the exception of those terms of office defined by Provincial or Federal legislation, will be to serve for a period of up to four years, which coincides with the Term of Council, or until a successor is appointed by Council.
6. Citizens are permitted to apply for membership on no more than two (2) of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees.

## Appendix “D” to Item 1 of Governance Review Sub-Committee Report 22-003

<b>Corporate Policy</b>	 	<b>Policy Alignment: <i>Municipal Act 2001, as amended</i></b>
<b>Hamilton City Council - Appointment of Citizens to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees</b>		<b>Council Approved: March 2017</b> <b>Revisions: September 18, 2018; December 15, 2021 and July 8, 2022</b>
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7. Applications and information regarding all the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees (i.e. Terms of Reference, Mandate, approximate number of meetings per year, etc.) are made available at the City Clerk’s Office, at all Municipal Service Centre locations and on the City’s website ([www.hamilton.ca](http://www.hamilton.ca));
8. Completed application forms are to be returned to the City Clerk’s Office or any of the Municipal Service Centres by the application deadline (date and time), as set out in the advertised Public Notice. Applications received after the deadline will not be considered for appointment.
9. Completed applications may be submitted by one of the following methods:
  - (a) Online Application Process on the City’s website;
  - (b) Hand delivered or mailed to the Office of the City Clerk, 1<sup>st</sup> Floor, 71 Main Street West, Hamilton, Ontario, L8P 4Y5;
  - (c) Delivered to any Municipal Service Centre;
  - (d) Scanned and forwarded via e-mail to the contact person listed in the Advertisement; or,
  - (e) By Facsimile Transmission at (905) 546-2095
10. Applications shall be kept on file by the City Clerk’s Office for the Term of Council. In the event of a vacancy, the Selection Committee or Interview Sub-Committee may consider interviewing applicants whose applications are on file for that term, and the appointment would be for the balance of that Term of Council only.
11. Incumbents who are eligible and willing to seek reappointment to a City Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee must reapply in the same manner as other applicants.

### ***Information Session(s)***

12. An Information Session(s) is scheduled during the beginning of the initial recruitment process (end of the previous Term of Council) and although attendance is not mandatory, attendance is strongly encouraged for new applicants.

## Appendix “D” to Item 1 of Governance Review Sub-Committee Report 22-003

<b>Corporate Policy</b>	 Hamilton	<b>Policy Alignment: <i>Municipal Act 2001, as amended</i></b>
<b>Hamilton City Council - Appointment of Citizens to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees</b>		<b>Council Approved: March 2017</b> <b>Revisions: September 18, 2018;</b> <b>December 15, 2021 and July 8, 2022</b>
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At the Information Session(s), citizens are provided with information regarding the various Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, and are afforded the opportunity to ask questions of the Staff Liaisons.

Interested citizens may also fill out and submit an application during the Information Session(s).

### ***Selection Process for Agencies, Boards, Commissions and Sub-Committees***

13. A minimum of five (5) members of Council are appointed to the Selection Committee whose mandate will be to:
- (i) Review citizen member applications for the City’s Agencies, Boards, Commissions and Sub-Committees;
  - (ii) Applicants are shortlisted with assistance of staff, where appropriate, based on the applicant information provided;
  - (iii) Interview candidates ***that have provided confirmation of compliance with the City’s Mandatory COVID-19 Vaccination Verification Policy;***
  - (iv) Make recommendations to City Council for the appointment of citizens to the various Agencies, Boards, Commissions and Sub-Committees.

### ***Selection Process for Advisory (Volunteer) Committees***

14. A minimum of three (3) members of each Standing Committee (plus two alternates) are appointed to the respective Standing Committee Interview Sub-Committee whose mandate will be to:
- (i) Review citizen member applications for the City’s Advisory (Volunteer) Committees;
  - (ii) Applicants are shortlisted with assistance of staff, where appropriate, based on the applicant information provided;
  - (iii) Interview candidates ***that have provided confirmation of compliance with the City’s Mandatory COVID-19 Vaccination Verification Policy;***

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- (iv) Make recommendations to the respective Standing Committee for the appointment of citizen members to the various Advisory (Volunteer) Committees. These recommendations are ratified by Council.

### ***Selection Process for the Indigenous Advisory Committee***

15. The local Hamilton Indigenous Community leadership, will recommend to Council the appointment of residents from the Hamilton Indigenous community, to sit on the Indigenous Advisory Committee. *(Approved by Council on July 10, 2015)*

### ***Selection Process for Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees Established during the Term of Council***

16. When an Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee is established during the Term of Council, the respective process outlined in Section **13** and **14** will be followed.

### ***Interview Process***

17. The Selection Committee or Interview Sub-Committee may, at its discretion, with the assistance of staff, shortlist candidates using the following criteria:
- (i) Related competencies;
  - (ii) Previous committee experience; and,
  - (iii) Number of citizens who applied for vacancy(ies).
18. Interviews will be conducted, where required, with those applicants who are most suited to serve on the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees or Sub-Committees as follows:
- (i) Applicants will be notified verbally or by e-mail of their interview date and time by the City Clerk’s office;
  - (ii) The allotted time for each interview will be approximately ten (10) minutes in length;

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- (iii) An established set of interview questions will be developed by staff in relation to the mandated role of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee in consultation with the City Clerk’s Office;
  - (iv) The City Clerk’s Office will notify all applicants in writing once the appointments have been approved by Council;
  - (v) Applicants may be required to have background checks.
19. One (1) City of Hamilton Legislative Coordinator or Staff Liaison to the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee, shall attend the interviews and serve as a resource person.

### ***Roles and Responsibilities of Appointed Citizen Members of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees***

20. Citizen members of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are encouraged to make themselves familiar with the Terms of Reference, the Roles, Responsibilities and Expectations of New Members and mandated activities of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee(s) to which they are making application to.
21. Citizen members of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees:
- (i) are required to attend and participate fully in the meetings;
  - (i) who miss more than three (3) meetings without Committee without Committee approval, may be subject to replacement on the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee and may not be eligible for re-appointment; and
  - (ii) upon appointment, are required to sign a Committee Member Acknowledgement Form (attached hereto as Schedule “B”), provided by the City Clerk’s Office, prior to attending the first meeting of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee to which they are appointed. Such declaration will remain on file in the Office of the City Clerk for the duration of the citizen’s appointment.

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22. Citizen members of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are bound by the *Municipal Conflict of Interest Act* found at the following link: <https://www.ontario.ca/laws/statute/90m50> and attached as Appendix “D” to the Advisory Committee, Procedural Handbook.
23. Citizen members of the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees are to comply with the Hamilton Advisory Committee/Task Force Code of Conduct (attached hereto as Schedule “D”).

### ***Appointment at Pleasure of Council***



24. ***Despite the set term of appointment of up to 4 years or until a successor is appointed, all citizen members are appointed at the pleasure of City Council and City Council retains the right to remove any citizen appointed member at any time and for any reason, unless legislation provides otherwise.***

### ***Filling of Vacancies***

25. Vacancies on the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees can occur throughout the Term of Council, due to a member’s resignation, should a vacancy occur during the Term of Council, the following process will be followed:
- (i) The Committee member who is resigning shall do so formally in writing by providing a completed and signed copy of the Committee Member Resignation Form (attached hereto as Schedule “C”) to the appropriate Legislative Coordinator, in the City Clerk’s office, stating which Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee the Committee member is resigning from and general reasons why (the inclusion of private/personal information is not required).
  - (ii) The Committee Member Resignation Form will be placed on a Standing Committee or Council Agenda to be formally received by Committee/Council; and, consideration of the vacancy shall be forwarded to the Selection Committee or Interview Sub-Committee for review.
  - (iii) The Selection Committee or respective Interview Sub-Committee will consider whether to fill the vacancy from those applicants who applied in the initial call for applications, or to re-advertise.



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- (iv) If the vacancy occurs within 12 months of the end of the Term of Council, and there are insufficient applicants on file to fill the vacancy the vacancy will not be filled, and the quorum of the Agency, Board, Commission, Advisory (Volunteer) Committee or Sub-Committee will be adjusted accordingly.



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**Schedule “A”**

## **SELECTION COMMITTEE & INTERVIEW SUB-COMMITTEE GUIDING PRINCIPLES**

1. The Selection Committee and Interview Sub-Committees are committed to fulfilling the recruitment and selection of its citizens to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees in an open, transparent and equitable manner.
2. The Selection Committee and Interview Sub-Committees are committed to a public recruitment process which is communicated well in advance and which encourages a broad range and diverse participation of citizens, free of barriers.
3. The Selection Committee and Interview Sub-Committees are committed to a competitive recruitment process which seeks suitable candidates evaluated on interest, merit and related competencies.
4. The Selection Committee and Interview Sub-Committees are committed to unbiased decision making essential to a fair and impartial selection process.

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**Schedule “B”**



Hamilton

**COMMITTEE MEMBER ACKNOWLEDGEMENT FORM**

I \_\_\_\_\_ in consideration of the City of Hamilton appointing me to the \_\_\_\_\_, for the \_\_\_\_\_ term, acknowledge, undertake and agree as follows:

1. I will make all reasonable efforts to attend all meetings of this body to which I have been appointed and to participate in an impartial manner with the understanding that:
  - (a) If I am absent from more than three meetings, I may be subject to replacement on the Committee and not be eligible for re-appointment.
2. I will exercise all of the roles and responsibilities of a member of the body to which I have been appointed.
3. I shall respect and co-operate with the other Committee members and City staff.
4. I shall not disclose to any member of the public any confidential information, acquired by virtue of my position.
5. As a volunteer Committee member, I have received, read and have a general understanding of the City of Hamilton Advisory Committee Procedural Handbook **and Hamilton Advisory Committee/Task Force Code of Conduct (Schedule D of this policy)**.
6. ***I agree to comply with the City’s Mandatory COVID-19 Vaccination Verification Policy as amended as an ongoing condition of participation within the Selection Process or as an Appointee to the City’s Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees.***

Dated at City of Hamilton, in the Province of Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Applicant:

Witness (Must be at least 18 years if age):


\_\_\_\_\_  
(Please Print Your Name)

\_\_\_\_\_  
(Please Print Your Name)

\_\_\_\_\_  
(Please Sign)

\_\_\_\_\_  
(Please Sign)

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Schedule "C"



Hamilton

**COMMITTEE MEMBER RESIGNATION FORM**

I, \_\_\_\_\_, would like to submit my resignation, effective \_\_\_\_\_, 20\_\_\_\_, from the \_\_\_\_\_, 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):

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Additional Comments (optional)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Schedule “D”****HAMILTON ADVISORY COMMITTEE/TASK FORCE CODE OF CONDUCT**

Council has adopted this Code of Conduct for the guidance of Appointees to Advisory Committees and Task Forces providing recommendations to Standing Committees and to assist Appointees in performing their duties in a manner which will promote the public’s confidence in these Advisory Committees and Task Forces operating with integrity, transparency and courtesy.

It is recognized that the Code of Conduct cannot anticipate all possible fact situations in which Appointees may be called upon to exercise judgement as to the appropriate standard of conduct. When this occurs, Appointees are to ensure that their decisions maintain the Advisory Committee or Task Force’s integrity, transparency and courtesy.

This Code of Conduct does not apply to Members of Council who are subject to the Council Code of Conduct.

Failure to comply with this Code of Conduct may result in the Advisory Committee or Task Force:

- (1) requesting an apology from the Appointee; and/or
- (2) removing the Appointee from the Advisory Committee or Task Force for a portion or all of their term.

**1. GOOD CONDUCT**

Appointees shall act with honesty and integrity including:


- acting in a manner that contributes to the public’s confidence in the Advisory Committee or Task Force; and
- not engaging in conduct that may, or may appear to, constitute an abuse of their position as an Appointees.

**2. MEETINGS**

Appointees shall maintain proper control over meetings demonstrating respect for everyone who is involved in a proceeding.

Appointees are expected to attend all meetings of the Advisory Committee or Task Force. If an Appointee misses more than three meetings during their term, the Chair, after hearing and considering any explanation provided by the Appointee, may remove the Appointee from the Advisory Committee or Task Force for the remainder of their term.

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**3. COLLEGIALITY**

Appointees shall respect and co-operate with other Appointees and the Advisory Committee or Task Force staff.

**4. GIFTS OR BENEFITS**

Appointees shall not accept a gift or benefit that may appear as being offered because they are Appointees.

**5. CONFIDENTIAL INFORMATION**

Appointees shall not disclose to any member of the public any confidential information acquired by virtue of their position.

**6. MEDIA COMMUNICATION**

Except for the Chair, who may accurately communicate a recommendation or direction, Appointees shall not comment to the media.

Should the media contact an Appointee directly, the Appointee shall refer the media to the Chair or, in the absence of the Chair, to the Vice Chair.

***Approved by Council on March 8, 2017***  
***Amended by Council on September 12, 2018***  
***Amended by Council on December 15, 2021 (Section 25 (iv))***

<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25                  Supersedes: Pandemic Response                  Procedure - Staff Vaccination for                  COVID-19 - COH-P-018</p>
<p>Policy No: HR-66-21                  Page 1 of 13</p>		<p>Approval: TBD</p>

<p><b><i>Mandatory COVID-19 Vaccination Verification Policy</i></b></p>	
<p><b>POLICY STATEMENT</b></p>	<p>The City of Hamilton (the City) has an obligation under Provincial legislation to take all necessary precautions to protect the health and safety of its workforce and is committed to providing excellent service to our community and to building trust and confidence in local government.</p> <p>To help reduce the risk of COVID-19 transmission, this mandatory workplace vaccination verification policy is an important measure that complements other workplace health and safety measures in place including such measures as daily health screening, masking, physical distancing, hand hygiene and enhanced cleaning.</p> <p>This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting fully vaccinated against COVID-19 is the best defense against the virus, including the variants.</p> <p>The City is demonstrating its commitment to promoting vaccinations to ensure the health and safety of all members of its workforce and the broader City of Hamilton community.</p>
<p><b>PURPOSE</b></p>	<p>The purpose of this policy is to outline the City’s requirements with regard to COVID-19 vaccination and provide direction to Employees, Members of Council and members of Council appointed committees on the requirement to receive a COVID-19 vaccination and provide proof of vaccination or a bona fide exemption.</p>
<p><b>SCOPE</b></p>	<p>This policy applies to all employees of the City of Hamilton, including full-time, part-time, permanent, temporary, casual, volunteers; and students (“Employees”), and including Members of Council</p>

<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25                  Supersedes: Pandemic Response Procedure - Staff Vaccination for COVID-19 - COH-P-018</p>
<p>Policy No: HR-66-21</p>		
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	<p>and members of Council appointed committees. New Employees will also be subject to this policy as a condition of their employment contract, <b>volunteer position or student placement</b> with the City of Hamilton.</p> <p>It requires Employees, Members of Council and members of Council appointed committees to be fully vaccinated against the COVID-19 virus and requires everyone to provide proof of vaccination satisfactory to the City.</p> <p>Vaccination requirements are subject to bona fide medical and human rights exceptions. All exemption requests will be reviewed on a case by case basis and are subject to the City’s accommodation process (<b>“Approved Exemptions”</b>).</p> <p>In addition to this policy, some workplace groups may have additional mandates or directives or reporting requirements from provincial or federal authorities.</p>
<p><b>DEFINITIONS</b></p> <p><b>COVID-19</b></p> <p><b>Vaccine</b></p> <p><b>Fully Vaccinated</b></p>	<p>The following terms referenced in this Policy are defined as:</p> <p>A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.</p> <p>For the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide protection from SARS-CoV-2</p> <p>Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines as</p>

<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25                  Supersedes: Pandemic Response                  Procedure - Staff Vaccination for                  COVID-19 - COH-P-018</p>
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<p><b>Proof of Vaccination</b></p> <p><b>Proof of Medical Exemption</b></p> <p><b>Members of Council Appointed Committees</b></p>	<p>defined by the Ontario Ministry of Health and Long-term Care and the employer.</p> <p>Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.</p> <p>Written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.</p> <p><b><i>Citizen Members of Committees, Boards and Tribunals of Council who have been selected and appointed by Council</i></b></p>
<p><b>TERMS &amp; CONDITIONS</b></p>	<p>The following apply to this Policy:</p> <p><b>1. Mandatory COVID-19 Vaccinations</b></p> <p><i>Employees</i></p> <ul style="list-style-type: none"> <li>All City of Hamilton Employees are required to be fully vaccinated against COVID-19 to access a City facility for the purpose of conducting work, unless subject to an Approved Exemption by September 30, 2022.</li> <li>Employees who have not provided proof that they are fully vaccinated or an <b>Approved Exemption</b> satisfactory to the employer are required to participate (or continue to participate) in the City’s rapid antigen testing program until September 30, 2022.</li> <li>Unvaccinated Employees, and unvaccinated Employees who have provided an <b>Approved Exemption</b>, will only be allowed into a City facility for the purposes of working if they submit to regular antigen testing for</li> </ul>



<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25 Supersedes: Pandemic Response Procedure - Staff Vaccination for COVID-19 - COH-P-018</p>
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	<p>COVID-19 and demonstrate a negative result, at intervals to be determined by the employer.</p> <ul style="list-style-type: none"> <li>As a condition of employment, new hires are required to provide proof that they are fully vaccinated or provide proof of an <b>Approved Exemption</b> satisfactory to the employer prior to their start date. By signing the conditional offer letter, they acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City.</li> </ul> <p><i>Members of Council</i></p> <ul style="list-style-type: none"> <li><b>All Members of Council are required to be fully vaccinated against COVID-19, unless subject to an Approved Exemption by September 30, 2022.</b></li> <li><b>Unvaccinated (or non-disclosing) Members of Council will be presumed to have an Approved Exemption and shall work with the City to develop a reasonable and appropriate accommodation plan including health and safety measures to protect all Employees, up to the point of undue hardship.</b></li> </ul> <p><i>Members of Council Appointed Committees</i></p> <ul style="list-style-type: none"> <li><b>All members of Council appointed committees are required to be fully vaccinated against COVID-19 unless subject to an Approved Exemption by September 30, 2022.</b></li> <li><b>Members of Council appointed committees will be presumed to have an Approved Exemption and shall work with the City to develop a reasonable and</b></li> </ul>
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<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25 Supersedes: Pandemic Response Procedure - Staff Vaccination for COVID-19 - COH-P-018</p>
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	<p><b><i>appropriate accommodation plan including health and safety measures to protect all Employees and Committee Members, up to the point of undue hardship</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>All new members of Council appointed committees are required to provide proof that they are fully vaccinated or provide proof of Approved Exemption satisfactory to the City prior to their start date. By participating in the Council appointed committee, they acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of participation.</i></b></li> </ul> <p><b>2. Non-compliance with the Mandatory COVID-19 Vaccination Verification Policy</b></p> <p><i>Employees</i></p> <ul style="list-style-type: none"> <li>• In accordance with City Human Resources policies, collective agreements and applicable legislation, directives, and policies, any non-compliance with the requirements of the Mandatory COVID-19 Vaccination Verification Policy will result in disciplinary measures, up to and including termination of employment.</li> </ul> <p><b><i>Members of Council</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Unvaccinated Members of Council shall comply with their approved accommodation plan from the City and failure to comply may result in a complaint to the Integrity Commissioner.</i></b></li> </ul> <p><b><i>Members of Council Appointed Committees</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Members of Council appointed committees will be presumed to have an</i></b></li> </ul>
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	<p><b><i>Approved Exemption and shall work with the City to develop a reasonable and appropriate accommodation plan including health and safety measures to protect all Employees and Committee Members, up to the point of undue hardship</i></b></p> <p><b>3. Operational Area Exemptions:</b></p> <ul style="list-style-type: none"> <li>• Employees in the following three operational areas will be subject to the following differential terms and conditions under the policy as follows:             <ul style="list-style-type: none"> <li>○ Employees at the Lodges remain required to provide proof of vaccination in order to attend at work, with those employees failing to provide such evidence to remain on an unpaid leave of absence until September 30, 2022, and with employees at the Lodges required to continue participation in daily Rapid Antigen Testing until further notice;</li> <li>○ Employees at Hamilton Paramedic Services who have failed to disclose proof of vaccination remain required to participate in Rapid Antigen Testing prior to commencing each shift until September 30, 2022;</li> <li>○ Employees at the Red Hill Child Care Centre who have failed to disclose proof of vaccination remain required to participate in Rapid Antigen Testing three times per week until September 30, 2022;</li> </ul> </li> <li>• Should circumstances warrant, or should the City receive guidance, direction, or recommendations from public health, the Province, or the Federal government, the City may alter the rapid antigen testing</li> </ul>
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<p><b>Corporate Human Resources Policy</b> Health, Safety and Wellness</p>	 Hamilton	<p>Content Updated: 2022-05-25 Supersedes: Pandemic Response Procedure - Staff Vaccination for COVID-19 - COH-P-018</p>
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	<p>process in place in any one of the above operational areas (i.e. by changing testing frequency, the method of testing, reporting requirements, etc.) with appropriate notice to Employees.</p> <ul style="list-style-type: none"> <li>• For clarity, Rapid Antigen Testing will only continue beyond September 30, 2022 for employees at the Lodges (who will continue to undergo daily testing until further notice). The Rapid Antigen Testing Program will otherwise end for all other employees after September 30, 2022.</li> </ul> <p><b>4. Providing Proof of COVID-19 Vaccination Status</b></p> <ul style="list-style-type: none"> <li>• Employees, Members of Council and members of Council appointed committees are required to provide proof of their vaccination series approved by Health Canada and recommended by Ontario Ministry of Health by providing one of the following:             <ul style="list-style-type: none"> <li>○ Proof of COVID-19 vaccine administration as per the following requirements:                 <ul style="list-style-type: none"> <li>○ Proof of all required doses of a COVID-19 vaccine approved by Health Canada and recommended by Ontario Ministry of Health.</li> </ul> </li> </ul> </li> </ul> <p><b>5. Providing Proof of An Approved Exemption</b></p> <ul style="list-style-type: none"> <li>• The City will comply with its human rights obligations and accommodate Employees, Members of Council and members of Council appointed committees who are legally entitled to accommodation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Exemptions will be made for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons. Human Resources will assist with accommodation questions, concerns and requests.</li> <li>• Employees, Members of Council and members of Council appointed committees are required to provide proof of their medical exemption by providing one of the following:             <ul style="list-style-type: none"> <li>○ Written proof of a medical reason, provided by either a physician or nurse practitioner in the extended class that sets out:                 <ul style="list-style-type: none"> <li>- That the person cannot be vaccinated against COVID-19 and;</li> <li>- The effective time period for the medical reason (i.e., permanent or time- limited).</li> </ul> </li> </ul> </li> <li>• The City will work with those who receive an exemption to connect them with the appropriate resources to develop a reasonable and appropriate accommodation plan including health and safety measures to protect all workers, up to the point of undue hardship.</li> </ul> <p><b>6. Vaccination Status Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>• Vaccination status information will be collected and protected in accordance with relevant legislation.</li> </ul> <p><b>7. Access to the Rapid Antigen Test Program</b></p> <ul style="list-style-type: none"> <li>• In the event that an Employee cannot participate in the City’s rapid antigen testing program as a result of the inability of the City</li> </ul>
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	<p>to provide rapid test kits, the Employee will be placed upon a paid leave of absence until they are able to meet the requirements of the next test date in the program (i.e. the City has made test kits available).</p> <ul style="list-style-type: none"> <li>• Employees are required to return to work at the earliest possible opportunity once testing kits are made available, and the Employee can test, on the next applicable testing date.</li> </ul> <p><b>8. Access to COVID-19 Vaccination Clinics</b></p> <ul style="list-style-type: none"> <li>• Reasonable arrangements will be made to allow for Employees to attend COVID-19 vaccination clinics during work time.</li> <li>• Employees must have approval from their supervisor in advance before attending a clinic during work time.</li> <li>• All efforts should be made to allow the Employee to use time at the beginning or end of their shift day or to extend lunch and break times as operationally feasible with work schedules to attend vaccination clinics.</li> <li>• Where Employees are unable to attend a vaccination clinic during their regularly scheduled work hours, the City will compensate staff for a period of 30 minutes outside of work time to receive a vaccination subject to any limitations under a collective agreement or policy.</li> </ul> <p><b>9. Continued Adherence to Public Health Measures</b></p> <ul style="list-style-type: none"> <li>• Fully vaccinated Employees are required to practice Public Health measures to control the spread of COVID-19.</li> <li>• Employees must adhere to the City’s health and safety protocols while in the workplace, including daily health screening, mandatory</li> </ul>
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	<p>masking, physical distancing, hand hygiene, enhanced cleaning and the use of Personal Protective Equipment as required by their position.</p> <ul style="list-style-type: none"> <li>• In the event that circumstances change, such that Public Health, the province, the federal government, and/or other sources of information indicate that reintroduction of elements of this Policy are required or recommended, such changes will be proposed and brought before Council for Direction.</li> </ul>
<p><b>RESPONSIBILITIES (if applicable)</b></p>	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <p><b>Management/Supervisors</b></p> <ul style="list-style-type: none"> <li>• Follow and comply with any federal or provincial mandates or directives regarding the vaccination of Employees</li> <li>• Continue to enforce workplace precautions that limit the spread of COVID-19 virus</li> <li>• Ensure that Employees are aware of the importance of getting vaccinated against COVID-19</li> <li>• Provide Employees with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine</li> <li>• Provide Employees with information on location and scheduling of vaccination clinics when available</li> <li>• Where feasible, support time from regular duties for staff to attend vaccination clinics in accordance with relevant collective</li> </ul>

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	<p>agreement language and/or Corporate Policy</p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.</li> <li>• Remain informed about COVID-19 and COVID-19 vaccination as it relates to your role, personal health and/or professional requirements.</li> <li>• Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.</li> <li>• Identify opportunities to obtain COVID-19 vaccination through community clinics or from health care professionals</li> <li>• If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.</li> <li>• Employees not fully vaccinated against COVID-19 or who have not yet disclosed their vaccination status are required to participate (or continue to participate) in the City’s rapid antigen testing program until September 30, 2022 (when the program will come to an end, with the exception of the operational areas identified where testing will continue beyond this date).</li> <li>• In the event of an interruption to the City’s rapid antigen testing program (e.g. due to a lack of supply) and an employee is placed on a paid leave of absence; the employee is expected to return to active duty at the employer’s determination once testing kits are made available, and the employee can</li> </ul>
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	<p>test, on the next applicable testing date.</p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Assist management with any labour relations and health and safety issues arising from application of this policy including liaising directly with Union leadership.</li> <li>• Create procedure for collecting and storing documentation on employee vaccination status.</li> <li>• Assist management with accommodation questions, concerns and requests.</li> </ul> <p><b>Occupational Health Nurse</b></p> <ul style="list-style-type: none"> <li>• Provide information and guidance to leaders and employees on COVID-19 vaccination.</li> <li>• Ensure that any records of COVID-19 vaccination held by the City are stored and used in compliance with privacy legislation and corporate policies.</li> </ul> <p><b>City Clerk</b></p> <ul style="list-style-type: none"> <li>• <b><i>Confirm that all members of Council appointed committees are fully vaccinated or have an Approved Exemption.</i></b></li> <li>• <b><i>Create necessary policies and procedures for removing/replacing members of Council appointed committees as necessary in accordance with this policy.</i></b></li> <li>• <b><i>Create necessary policies and procedures to ensure all new members of Council appointed committees provide proof of full vaccination or an Approved Exemption.</i></b></li> </ul>
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<p><b>HISTORY</b></p>	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <p>City of Hamilton’s Senior Leadership Team                  External Legal Counsel                  Human Resources Leadership Team                  Union Representatives from each of the City’s unions.</p> <p>This policy replaces the former policy named Mandatory COVID-19 Vaccination Verification Policy dated 2022-01-06.</p> <p>This policy was amended by Council on May 25, 2022, to extend the compliance date to September 30, 2022 for Employees</p> <p><b><i>This Policy was amended by Council on (Date) to provide staff direction on the administration of the Policy for Members of Council and Council Appointees.</i></b></p>
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**Appendix 'F' to Item 3 of Governance Review Sub-Committee Report 22-003****HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL  
BOARD (HWCDSB) LIAISON COMMITTEE****MANDATE**

To strengthen the relationship among City Council and the Hamilton-Wentworth Catholic District School Board by:

Addressing issues affecting governing bodies

Promoting increased co-operation, synergies and efficiencies between City Council and each School Board

Exploring common interests (i.e. transportation, environmental issues, aging issues)

Develop a better understanding and co-ordination of services (i.e. recreation, social and public health issues)

Increasing and maintaining regular communication

Speaking in a united voice on issues of common interest to other levels of government

Working in a spirit of co-operation to further the mission of each of the school boards and the city.

**MEMBERSHIP**

Total of three Trustees (Chair of the Board and two Trustees)

Total of **three** Members of Council (Mayor and **two members** of Council)

**Duration:** The term of membership on the committee shall be consistent with the practices of each of the respective bodies.

**Reporting to:** General Issues Committee

**Stipend:** None

**Meeting Schedule:** Meetings will be held at regularly scheduled dates agreed to by members. The City and the Boards can request a meeting outside these times.

**Appendix 'G' to Item 3 of Governance Review Sub-Committee Report 22-003**



**JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH  
DISTRICT SCHOOL BOARD (HWDSB) LIAISON COMMITTEE**

**TERMS OF REFERENCE**

**MEMBERSHIP**

Total of three Trustees (Chair of the Board and two Trustees)

Total of **three** Members of Council (Mayor and **two members** of Council)

Total of two HWDSB Secondary Students (non-voting, rotating basis, invited by HWDSB)

City and Board Staff will be invited to attend meetings as required.

The term of membership on each committee shall be consistent with the practices of each of the respective bodies.

**CO-CHAIR**

The Co-Chair of each meeting will alternate between the Mayor of the City of Hamilton and the Chair of HWDSB.

**MANDATE**

- (1) To strengthen the relationship between the City and HWDSB
- (2) To assist in addressing issues affecting the governing bodies
- (3) To promote increased co-operation, synergies and efficiencies between City Council and HWDSB
- (4) To explore common interests
- (5) To better understand and co-ordinate services
- (6) To increase and maintain regular communication
- (7) To work in a spirit of co-operation to further the mission of the City and HWDSB

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- (8) Joint initiatives and outcomes will align
- (9) To develop ongoing collaborative and timely public communication strategies reflective of common purpose, work in progress and outcomes
- (10) To monitor the work developed by staff on the Joint Property Asset Committee (JPAC) as outlined in the Terms of Reference of JPAC and attached as Appendix A.

**REPORTING MECHANISM**

The members of the Liaison Committee will be responsible to report back to their respective reporting structures.

**DECISION MAKING PROCESS**

Decisions will be arrived at through consensus and if a vote is required a majority from each participating body's approval is required.

**MEETING FORMAT**

1. Four business days written notice will be given of meetings. Meetings will be held at regularly scheduled dates agreed to by members. The City and HWDSB can request a meeting outside these times. Meetings will be held at either City Hall or the HWDSB Board Office.
2. Agenda  

The agenda will be mutually developed and agreed upon by the City and HWDSB with items that fall within the mandate of the Liaison Committee.
3. Resources  

The Committee will be clerked by the City of Hamilton.
4. Quorum  

Quorum will be four (4) made up of two trustees and two councillors.

## SUB COMMITTEES 2022-2026

SUB COMMITTEE	MEMBERSHIP REQUIRED
Accessibility Transit Services Review Sub Committee	3 Councillors
Advisory Committee for Persons with Disabilities	1 Councillor <i>(18 Citizen Members are also appointed)</i>
Agricultural and Rural Affairs Sub-Committee <b>(Voting Members)</b>	<p style="text-align: center;">6 Councillors (Wards 9, 10, 11, 12, 13, and/or 15) <i>(Three members appointed by the Hamilton-Wentworth Federation of Agriculture; One member appointed by the Wentworth-Brant Christian Farmers Association; One member appointed by the Hamilton-Wentworth Women's Institute; One rotating member appointed by the Agricultural Societies (Rockton, Binbrook and Ancaster); Two members appointed by the Wentworth Soil &amp; Crop Improvement Association; Up to five citizen members appointed by Council)</i></p> <p><b>Non-Voting Members:</b> <i>The Member Service Representative for Zone 5 from the Ontario Federation of Agriculture; One staff representative from the Ontario Ministry of Agriculture, Food and Rural Affairs; One member appointed by farmers markets in Hamilton; One member appointed from the Chamber of Commerce (Flamborough, Stoney Creek, Hamilton); and, one member appointed from the Wentworth Junior Farmers Association.</i></p>
Airport Sub-Committee	8 Councillor and the Mayor (ex-officio)
Business Improvement Area Sub-Committee	1 Councillor <i>(one Member from each BIA are also appointed)</i>
Cleanliness and Security in the Downtown Core Task Force	Ward 2 Councillor & 1 additional Councillor
Community Benefits Protocol Sub-Committee <i>Staff were directed to prepare the terms of reference on June 27, 2018</i>	2 Councillors
Cross-Melville District Heritage Committee (Dundas)	Ward 13 Councillor <i>(3 citizens are also appointed (1 ecclesiastical representative from the District; 1 member of the Hamilton Municipal Heritage Committee (Dundas); 1 member of the Municipal Heritage Permit Review Sub-Committee (Dundas))</i>
Development Charges Stakeholders Sub-Committee	6 Councillors
Expanding Housing and Support Services For Women, Non-Binary and Transgender Community Sub-Committee	4 Councillors <i>(two (2) representatives from the Women's Housing Planning Collaborative (WHPC); three (3) Council appointed volunteer citizens with experience and interest in homelessness prevention and the provision of affordable housing; and, a minimum of one (1) staff representative from the City's Homelessness Policy and Programs Team, Housing Services Division will also sit on the Sub-Committee as a non-voting member)</i>

<b>SUB COMMITTEE</b>	<b>MEMBERSHIP REQUIRED</b>
Facility Naming Sub-Committee	4 Councillors
Glanbrook Landfill Co-ordinating Committee	1 Councillor <i>(4 Citizen Members are also appointed)</i>
Governance Review Sub-Committee	6 Councillors
Grants Sub-Committee	6 Councillors
Greater Bay Area Sub-Committee	Mayor's from the City of Hamilton and City of Burlington Two members of Burlington City Council Two members of Hamilton City Council
Hamilton Future Fund Board of Governors	5 Councillors <i>(13 Citizen Members are also appointed)</i>
Hamilton Municipal Heritage Committee	1 Councillors <i>(11 Citizen Members - 1 resident of the former Town of Ancaster; 1 resident of the former Town of Dundas; 1 resident of the former Town of Flamborough; 1 resident of the former Town of Glanbrook; 1 resident of the former Town of Stoney Creek; 4 residents of the former City of Hamilton and 2 citizens at large are also appointed)</i>
Hamilton - Oshawa Port Authority - City of Hamilton Liaison Committee	Mayor and 3 Councillors <i>(Chair of Port Authority Board, 2 members of the Port Authority Board are also members)</i>
Hamilton Water Sub-Committee	4 Councillors
Hamilton-Wentworth Catholic District School Board (HWCDSD) Liaison Committee	Mayor and 2 Councillors <i>(3 representatives of the HWCDSD (Chair of the Board and 2 Trustees) are also members)</i>
Hamilton-Wentworth District School Board (HWDSB) Liaison Committee	Mayor and 2 Councillors <i>(3 representatives of the HWDSB (Chair of the Board and 2 Trustees) and 2 HWDSB Secondary Students (non-voting, rotating basis, invited by the HWDSB), are also members)</i>
HMRP/HWRF Pension Administration Committee	3 Councillors <i>(3 HMRP representatives and 3 HWRF representatives are also members)</i>
Interview Sub-Committee to the Audit, Finance and Administration Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Audit, Finance and Administration Committee)</i>
Interview Sub-Committee to the Board of Health	3 Councillors (Minimum) & 2 Alternates <i>(members of the Board of Health)</i>
Interview Sub-Committee to the Emergency and Community Services Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Emergency and Community Services Committee)</i>
Interview Sub-Committee to the General Issues Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the General Issues Committee)</i>
Interview Sub-Committee to the Public Works Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Public Works Committee)</i>

<b>SUB COMMITTEE</b>	<b>MEMBERSHIP REQUIRED</b>
Light Rail Transit Sub-Committee	<p style="text-align: center;"><b>Mayor and Councillors</b></p> <p><i>(from Wards along the B-Line corridor, in addition to Councillors with various interests (a Councillor of the mountain and the rural/suburban wards as well) (unlimited))</i></p> <p><i>(key stakeholders from but not limited to the Chamber of Commerce, BIA's, HHHBA, institutional and business partners are invited as advisors)</i></p>
Mayor's Intelligent Community Forum Task Force	<p style="text-align: center;"><b>Mayor and 2 Councillors</b></p> <p><i>(community partners and experts, to include McMaster University, Mohawk College, Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, and Innovation Factory, are also members)</i></p>
Non-Union Compensation Sub-Committee	<b>3 Councillors</b>
Open for Business	<p style="text-align: center;"><b>6 Councillors</b></p> <p><i>(Representatives from the Hamilton-Halton Home Builders Association and the Hamilton, Flamborough and Stoney Creek Chambers of Commerce, the Business Improvement Area Sub-Committee (BIASC) and the Realtors Association of Hamilton-Burlington and the Hamilton Burlington Society of Architects, will participate as ex-officio, non-voting as key advisors of the Sub-Committee)</i></p>
Procurement Sub-Committee	<p style="text-align: center;"><b>4 Councillors</b></p> <p><i>(3 industry representatives with 1 representative from the OGCA, 1 representative from the HHCA and 1 representative from the architectural association, are also members (voting members). The membership shall be amended as required, to include representation from providers of goods and services to the City, as appropriate)</i></p>
School Board Properties Sub-Committee	<b>6 Councillors</b>
Selection Committee for Agencies, Boards and Sub-Committees	<b>8 Councillors</b>
Transit Area Rating Review Sub-Committee	<p style="text-align: center;"><b>6 Councillors</b></p> <p><i>(3 three urban and 3 three suburban Councillors)</i></p>
Truck Route Sub-Committee	<b>6 Councillors</b>
Waste Management Sub-Committee	<p style="text-align: center;"><b>3 Councillors</b></p> <p><i>(2 citizen members are also appointed)</i></p>
Wentworth Lodge Heritage Trust Fund	<p style="text-align: center;"><b>Ward 13 Councillor</b></p> <p><i>(1 Wentworth Lodge resident, 1 Alternate Lodge Resident, 1 Wentworth Lodge Family Council representative and 1 Dundas Senior Citizens' Club representative are members)</i></p>
West Harbour Development Sub-Committee	<b>4 Councillors</b>