



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

Meeting #: 22-014
Date: August 11, 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

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. July 7, 2022
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
7. **CONSENT ITEMS**
 - 7.1. Various Advisory Committee Minutes:
 - a. Mundialization Advisory Committee - March 16, 2022
 - b. Mundialization Advisory Committee - May 18, 2022
 - c. Indigenous Advisory Committee - March 3, 2022
 - d. Indigenous Advisory Committee - April 7, 2022

- e. Women and Gender Equity Advisory Committee - April 28, 2022
 - f. Women and Gender Equity Advisory Committee - June 30, 2022
 - g. Committee Against Racism - February 22, 2022
 - h. Committee Against Racism - March 22, 2022
 - i. Immigrant and Refugee Advisory Committee - May 12, 2022
 - j. Immigrant and Refugee Advisory Committee - June 9, 2022
 - k. Immigrant and Refugee Advisory Committee - July 14, 2022
- 7.2. Ward Specific Funding Initiatives Update as of December 3, 2021 (FCS22052) (City Wide)
 - 7.3. 2021 Annual Report on Commodity Price Hedging (FCS22062) (City Wide)
 - *7.4. Grants Sub-Committee Clerk's Report 22-003 - August 8, 2022
 - *7.5. 2022 City Enrichment Funding Follow-up (GRA22002(a)) (City Wide)

8. STAFF PRESENTATIONS

- 8.1. Roads Value for Money Audit - Roads Quality Assurance Supplementary Audit Report (AUD21006(a)) (City Wide)

9. PUBLIC HEARINGS / DELEGATIONS

10. DISCUSSION ITEMS

- 10.1. 2022 External Audit Services 1 Year Contract Extension (FCS22068) (City Wide)
- 10.2. Treasurer's Write-off of Taxes under Section 354 of the Municipal Act, 2001 - Roll #251800311027535, 0 EDENROCK DR, Stoney Creek (FCS22069 / PED22182) (Ward 10)
- 10.3. Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065 / FCS22071) (City Wide)
- 10.4. Township of Glanbrook Non-Profit Housing Corporation Pre-development Funding Request (HSC22049 / FCS22070) (Ward 11)

- 10.5. IT Asset Management Review (Report #52693) (AUD22006) (City Wide)
Confidential Appendices "A" and "B" to Report AUD22006, respecting IT Asset Management Review (Report #52693) (AUD22006), can be referenced under Item 14.1.
- *10.6. City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Recommendation Report (GRA21003(b)) (City Wide)
- *10.7. City Enrichment Fund - Digital Program (CM22015 / GRA22003) (City Wide)

11. MOTIONS

12. NOTICES OF MOTION

- *12.1. 2022 Hamilton Santa Claus Parade

13. GENERAL INFORMATION / OTHER BUSINESS

- 13.1. Amendment to the Outstanding Business List:
 - a. Item Considered Complete and Needing to be Removed:
Development Charges Stakeholders Sub-Committee Report 22-002 - April 12, 2022
Community Benefits Charges – Engagement and Draft Strategy (FCS22015(a)) (Item 10.1)
That Staff be directed to include an explanation of the variance in Development Charges reductions compared to the Community Benefits Charges, in their report back to the Audit, Finance and Administration Committee.
OBL Item: 22-E
Added: April 21, 2022 at AF&A (Item 10.6)
Completed: June 16, 2022 at AF&A (Item 8.1 - FCS22015(b))

14. PRIVATE AND CONFIDENTIAL

- 14.1. Confidential Appendices "A" and "B" to IT Asset Management Review (Report #52693) (AUD22006) (City Wide)

NOTE: The balance of Report AUD22006 is public information, and may be referenced under Item 10.5.

Pursuant to Section 9.1, Sub-section (a) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
MINUTES 22-013
9:30 a.m.
July 7, 2022
Council Chambers
Hamilton City Hall

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

Absent: Councillor M. Wilson - Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

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

(Powers/VanderBeek)

- (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.

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
YES - Ward 5 Councillor Russ Powers
NOT PRESENT - Ward 1 Councillor Maureen Wilson

2. Governance Review Sub-Committee Report 22-003 - June 23, 2022 (Item 10.2)

(Powers/Johnson)

(a) Renaming of Committees (FCS22055) (City Wide) (Item 10.1)

- (i) That the following Committees be renamed as follows:
 - (1) Waste Management Advisory Committee be renamed to the Waste Management Sub-Committee;
 - (2) Agricultural and Rural Affairs Advisory Committee be renamed the Agricultural and Rural Affairs Sub-Committee;
 - (3) Business Improvement Area Advisory Committee be renamed the Business Improvement Area Sub-Committee; and
 - (4) Community Benefits Protocol Advisory Committee be renamed the Community Benefits Protocol Sub-Committee.
- (ii) 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.

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

- (i) 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;
- (ii) That Appendix "E" to Governance Review Sub-Committee Report 22-003 the Mandatory COVID-19 Vaccination Verification Policy, be amended:
 - (1) 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

- (2) 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
 - (iii) 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.
 - (c) 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)**
 - (i) That the membership within the Terms of Reference of the following Committees be amended as follows, for quorum purposes:
 - (1) 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))
 - (2) 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))
 - (ii) That the following Sub-Committees, be disbanded:
 - (1) Affordable Housing Site Selection Sub-Committee;
 - (2) Government Relations Sub-Committee;
 - (3) Steel Sub-Committee;

- (4) Rental Housing Sub-Committee;
 - (5) Hamilton Utilities Corporation Joint Advisory Committee and Working Group;
 - (6) Capital Projects Work In-Progress Review Sub-Committee; and
 - (7) Multi-Year Budget Planning Sub-Committee;
- (iii) 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);
- (iv) 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;
- (v) 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
- (vi) 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*.

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

YES - Ward 13 Councillor Arlene VanderBeek
NO - 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
NOT PRESENT - Ward 1 Councillor Maureen Wilson

FOR INFORMATION:

Councillor VanderBeek, Vice Chair assumed the Chair in Councillor Pearson’s absence.

(a) CHANGES TO THE AGENDA (Item 2)

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

6. DELEGATION REQUESTS (Item 6)

- 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:

- 6.1(a) Marlene Dei-Amoah and Taimur Qasim, Committee Against Racism
- 6.1(b) Kojo Dampety
- 6.1(c) Kim Martin, Social Planning and Research Council and No Hate In the Hammer
- 6.1(d) Lyndon George, Hamilton Anti-Racism Resource Centre
- 6.1(e) Rabbi Hillel Lavery-Yisraeli

(Johnson/Ferguson)

That the agenda for the July 7, 2022 Audit, Finance and Administration Committee meeting be approved, as amended.

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

- YES - Ward 13 Councillor Arlene VanderBeek
- YES - Ward 12 Councillor Lloyd Ferguson
- YES - Ward 11 Councillor Brenda Johnson
- NOT PRESENT - Ward 10 Councillor Maria Pearson
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 5 Councillor Russ Powers
- NOT PRESENT - 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 16, 2022 (Item 4.1)

(Powers/Ferguson)

That the Minutes of the June 16, 2022 meeting of the Audit, Finance and Administration Committee be approved, as presented.

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

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

(d) DELEGATION REQUESTS (Item 6)

(Johnson/Powers)

That the following Delegation Requests respecting Item 10.1 - Committee Against Racism - Citizen Committee Report - Recommendations for changes to the

Hamilton Police Services Board selection process, be approved for today's meeting:

- (i) Marlene Dei-Amoah and Taimur Qasim, Committee Against Racism (Added Item 6.1)
- (ii) Kojo Dampsey (Added Item 6.2)
- (iii) Kim Martin, Social Planning and Research Council and No Hate In the Hammer (Added Item 6.3)
- (iv) Lyndon George, Hamilton Anti-Racism Resource Centre (Added Item 6.4)
- (v) Rabbi Hillel Lavery-Yisraeli (Added Item 6.5)

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

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

(e) STAFF PRESENTATIONS (Item 8)

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

Mike Zegarac, General Manager of Finance and Corporate Services, addressed the Committee with a presentation on the Tax and Rate Operating Budgets Variance Report as at April 30, 2022 - Budget Control Policy Transfers.

(Ferguson/Johnson)

That the staff presentation respecting the Tax and Rate Operating Budgets Variance Report as at April 30, 2022 - Budget Control Policy Transfers, 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
YES - Ward 5 Councillor Russ Powers
NOT PRESENT - Ward 1 Councillor Maureen Wilson

Councillor Pearson assumed the Chair.

For further disposition of this matter, refer to Item 1.

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

- (i)** Delegations respecting Item 10.1 - Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Services Board selection process (Added Item 9.1)

The following delegations address the Committee respecting Item 10.1 - Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Services Board selection process:

- (a) Marlene Dei-Amoah and Taimur Qasim, Committee Against Racism (Added Item 9.1)
- (b) Kojo Dampsey (Added Item 9.2)
- (c) Kim Martin, Social Planning and Research Council and No Hate In the Hammer (Added Item 9.3)
- (d) Lyndon George, Hamilton Anti-Racism Resource Centre (Added Item 9.4)
- (e) Rabbi Hillel Lavery-Yisraeli (Added Item 9.5)

(Powers/VanderBeek)

That the following Delegations respecting Item 10.1 - Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Services Board selection process, be received:

- (a) Marlene Dei-Amoah and Taimur Qasim, Committee Against Racism (Added Item 9.1)
- (b) Kojo Dampsey (Added Item 9.2)
- (c) Kim Martin, Social Planning and Research Council and No Hate In the Hammer (Added Item 9.3)
- (d) Lyndon George, Hamilton Anti-Racism Resource Centre (Added Item 9.4)
- (e) Rabbi Hillel Lavery-Yisraeli (Added Item 9.5)

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 (g)(i).

(g) DISCUSSION ITEMS (Item 10)

**(i) Committee Against Racism - Citizen Committee Report -
Recommendations for changes to the Hamilton Police Service Board
selection process (Item 10.1)**

(Johnson/Ferguson)

That 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:

- (a) 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);
- (b) The Selection Committee for Agencies, Boards and Sub-Committees be comprised of 60% community representatives and 40% Council representatives with full voting privileges;
- (c) The recommended community representatives for the Selection Committee for Agencies, Boards and Sub-Committees include:
 - (1) Hamilton Anti-Racism Resource Centre (HARRC)
 - (2) Hamilton Black Leadership Community
 - (3) Hamilton Jewish's leadership community
 - (4) Hamilton's Muslim leadership community
 - (5) Hamilton's Indigenous leadership community
 - (6) Hamilton's LGBTQ2AI community
 - (7) Youth representative
 - (8) And other equity-seeking communities
- (d) 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;
- (e) 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:

- (1) Hamilton Women and Gender Equity Advisory Committee
- (2) Indigenous Advisory Committee
- (3) LGBTQ Advisory Committee
- (4) Committee Against Racism Advisory Committee
- (5) Advisory Committee for Persons with Disabilities

(Clark/Powers)

That the Committee Against Racism - Citizen Committee Report - Recommendations for changes to the Hamilton Police Service Board selection process, be referred to staff for a report back to the Governance Review Sub-Committee on the feasibility of implementing the recommendations within the Citizen Committee Report.

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

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

(h) PRIVATE AND CONFIDENTIAL (Item 14)

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 16, 2022 (Item 14.1)

(Ferguson/VanderBeek)

- (a) That the Closed Session Minutes of the June 16, 2022 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the June 16, 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
- YES - Ward 5 Councillor Russ Powers
- NOT PRESENT - Ward 1 Councillor Maureen Wilson

(i) **ADJOURNMENT (Item 15)**

(Clark/Johnson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:38 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
YES - Ward 5 Councillor Russ Powers
NOT PRESENT - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Councillor Pearson, Chair
Audit, Finance and Administration
Committee

Councillor VanderBeek, Vice-Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, March 16, 2022

6:00pm – 8:00 p.m.

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

City's YouTube Channel:

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

YouTube Live Stream

Present: Anthony Macaluso (Chair), Rosemary
Baptista (Vice Chair), Rein Ende, Jan Lukas

Regrets: Pat Semkow, Bob Semkow, Councillor Van
der Beek

Also Present: Cindy Mutch, City Manager's Office

Cole Gately, Staff Liaison, Diversity &
Inclusion

1. Ceremonial Activities

A. Macaluso provided the Land Acknowledgement

2. Approval of the Agenda (Item 3)

(J. Lukas/R. Ende)

That the agenda of March 16, 2022 be approved as
presented.

CARRIED

3. Approval of Minutes (Item 4)

(i) Minutes of February 16, 2022

**Hamilton Mundialization Advisory Committee
Minutes – March 16, 2022**

(R. Ende/R. Baptista)

That the minutes of February 16, 2022 be approved, as presented.

CARRIED

4. Communications (Item 5)

The Committee were advised that the Staff Liaison, Cole Gately, is leaving his position at the City of Hamilton, and Cindy Mutch will be the Staff Liaison beginning in April.

The Committee welcomed Cindy and acknowledged Cole's work.

5. Discussion Items (Item 10)

i. Business Arising from Previous Minutes (Item 10.1)

None.

ii. Photography Contest (Item 10.2)

J. Lukas provided an update on the Photo Contest.

The submitted photographs were all excellent and the judges' panel was very good. One of the winners is from one of Hamilton's sister cities, Kaga, Japan.

The winners will be announced by the Mayor at Council on March 30th. The Committee, judges and winners are invited to attend through Webex.

Three of the four judges would like to feature the winners in their respective photography newsletters.

**Hamilton Mundialization Advisory Committee
Minutes – March 16, 2022**

6. Adjournment (Item 15)

(J. Lukas/R. Ende)

That the Mundialization Committee meeting be
adjourned at 7.15pm

CARRIED

Chair, Anthony Macaluso
Staff Liaison, Cole Gately



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, May 18, 2022

6:00pm – 8:00 p.m.

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

City's YouTube Channel:

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

YouTube Live Stream

Present: Anthony Macaluso (Chair), Rosemary Baptista (Vice Chair), Rein Ende, Jan Lukas

Regrets: Pat Semkow, Bob Semkow, Councillor Van der Beek

Also Present: Cindy Mutch, City Manager's Office (Staff Liaison), Sunil Angrish, City Manager's Office

i. **Ceremonial Activities**

A. Macaluso provided the Land Acknowledgement

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

(J. Lukas/R. Baptista)

That the agenda of May 18, 2022 be approved with the following discussion items added:

- i. **World Citizenship Award**
- ii. **Hiroshima-Nagasaki Event**
- iii. **Sister's in Spirit**

CARRIED

**Hamilton Mundialization Advisory Committee
Minutes - May 18, 2022**

iii. Approval of Minutes (Item 4)

i. Minutes of March 16, 2022

(R. Ende/J. Lukas)

That the minutes of March 16, 2022 be approved, as presented.

CARRIED

iv. Communications (Item 5)

A. Macaluso advised the Committee that City staff have attempted to contact Freja Gray multiple times regarding her absence from the Committee since April 2021. No response has been received. The Committee considers her resigned.

As directed, Cindy will follow-up with Clerks regarding finalizing the resignation process.

v. Discussion Items (Item 10)

i. Business Arising from Previous Minutes (Item 10.1)

None.

ii. Photography Contest (Item 10.2)

Updates were provided on the Photography Contest. A. Macaluso noted that the Mayor and Council acknowledged the contest winners at the March 30, 2022 City Council meeting.

J. Lukas and R. Ende indicated that further follow-up is required to determine if the contest winners have been notified and if they have received their prizes. As directed, Cindy will follow-up with City staff regarding

**Hamilton Mundialization Advisory Committee
Minutes - May 18, 2022**

notification of contest winners, distribution of their prizes, and clarification of the overall approval process.

iii. Hiroshima-Nagasaki Event (Added Agenda Item)

R. Ende provided an overview of the Hiroshima-Nagasaki event that the Committee previously participated in. In the past, the Committee collaborated with other organizations to host the event at the Dundas Townhall.

In preparation of hosting the event this August, R. Ende informed the Committee that he will be holding a planning meeting with past participants next week and will bring forth further details to the Committee at the June 15th meeting. He also noted that the Committee has customarily undertaken the cost of providing refreshments for the event.

iv. Sister's in Spirit (Added Agenda Item)

J. Lukas provided an overview of the Sister's in Spirit initiative that actively raises awareness of the plight of murdered and missing Aboriginal women, girls and trans people across Canada.

The Sister's in Spirit Chapter in Hamilton is currently leading a project to make ribbon skirts for three Elders who have lost a loved one. J. Lukas has requested a donation on behalf of the Committee to help support the work of the Hamilton Chapter.

v. World Citizenship Award (Added Agenda Item)

Members collectively discussed the World Citizenship Award previously hosted by the Committee. Further discussion and planning will be required as the

**Hamilton Mundialization Advisory Committee
Minutes - May 18, 2022**

Committee's Term will expire at the end of 2022. As directed, Cindy will contact City staff regarding past processes and sourcing of medallions.

vi. Motions (Item 11)

i. Gift Cards for Judges of Photography Contest

ii. (J. Lukas/R. Ende)

That the Committee provide \$25 gift cards to each of the four panelist judges as a token of appreciation and acknowledgement for their participation in this year's photography content, to be funded from the Mundialization 2022 Budget, be approved.

CARRIED

iii. Donation to Sister's in Spirit Hamilton Chapter

(J. Lukas /R. Baptista)

That the Committee provide a \$300 donation be provided to the Sister's in Spirit Hamilton Chapter to support the ribbon skirt initiative, to be funded from the Mundialization 2022 Budget, be approved.

CARRIED

vii. General Information / Other Business

R. Ende inquired about the Sicilia-Canta event. A. Macaluso will follow-up on this and will report back to the Committee at the June meeting.

viii. Adjournment (Item 15)

(J. Lukas/R. Ende)

**Hamilton Mundialization Advisory Committee
Minutes - May 18, 2022**

That the Mundialization Committee meeting be
adjourned at 7:45 p.m.

CARRIED

Chair, Anthony Macaluso
Staff Liaison, Cindy Mutch



Hamilton

MINUTES 22-003
Indigenous Advisory Committee
Thursday, March 3, 2022 – 5:30 P.M.

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

City's YouTube Channel:

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

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

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

1. CEREMONIAL ACTIVITIES (Item 1)

(i) Land Acknowledgement (Item 1.1)

P. Lawlor began with the City of Hamilton Land Acknowledgement.

Staff will:

- consult with other advisory committee secretaries respecting the Land Acknowledgement and if it is used to start the meetings of other advisories
- ask why the Land Acknowledgement is not a standard part of the Webex agenda template.

(ii) Call to Order (Item 1.2)

M. Wright called the meeting to order at 5:35 p.m.

(iii) Opening Address/Prayer (Item 1.3)

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

2. APPROVAL OF AGENDA (Item 2)

The Chair advised of the following changes to the agenda:

5. COMMUNICATIONS

5.1 Experience with City-led Public Engagements

11. MOTIONS

11.1 Aboriginal Advisory Committee Honorarium/Gift for Guest Speaker

12. NOTICES OF MOTION

12.1 Remove Aboriginal Advisory Committee Honorarium/Gift for Guest Speaker

13. GENERAL INFORMATION / OTHER BUSINESS

13.1 Opening Prayer

(A. Loft/S. Cruickshank)

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

CARRIED

3. DECLARATIONS OF INTEREST (Item 3)

None

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

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

(A. Loft/C. Bellamy)

That the minutes of the January 5, 2022 meeting of the Aboriginal Advisory Committee be approved as presented.

CARRIED

(ii) Minutes of February 3, 2022 (Item 4.2)

(C. Bellamy/S. Cruickshank)

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

CARRIED

5. COMMUNICATIONS (Item 5)

(i) Experience with City-led Public Engagements (Item 5.1)

J. DiDomenico clarified that the request members received to complete a survey was intended for them as members of the public rather than members of the Indigenous Advisory Committee.

Committee members gave the following feedback:

- the survey questions weren't consistent from attempt to attempt
- one question failed to include an obvious answer among its limited answer options
- the survey seemed designed to elicit confirmation rather than open input.

S. Baldwin will resend the survey link to a committee member who requested it.

6. Staff Presentations (Item 9)

(i) Indigenous Relations 2021 Program Summary (Item 9.1)

B. Dockstator spoke to a visual presentation. She will provide the visual presentation to all committee members.

(ii) Indigenous Relations Quarterly Report (December 2021 – February 2022) (Item 9.2)

B. Doxtator's Indigenous Relations Quarterly Report to the Committee was an oral one.

- work on initiatives outlined in the Indigenous Relations 2021 Program Summary continues
- work on the "Honouring Our Roots – Indigenous Landmarks and Monuments Review" also continues
- National Indigenous Languages Day is this month (March 31, 2022).

Staff and a committee member will continue discussions regarding the Landmarks and Monuments Review project.

Members asked staff to provide the Indigenous Relations Quarterly Report in writing in the future.

7. Discussion Items (Item 10)**(i) Committee Name Change: Aboriginal to Indigenous (Item 10.1)**

J. DiDomenico and B. Dockstator reported that Council approved the Audit, Finance and Administration Committee's recommendation to change the name of the Aboriginal Advisory Committee to the Indigenous Advisory Committee on February 23, 2022.

B. Dockstator will send Indigenous Advisory Committee members a copy of the recommendation document.

(ii) Public Works' Presentation Respecting Hamilton Water Management and Water Issues (to be continued from the February 3, 2022 meeting) (Item 10.2)

A two-part Public Works presentation respecting Hamilton Water Management and Water Issues is the response to questions pre-submitted by the committee. Part 1 of the presentation took place at the committee's February 3, 2022 meeting. Part 2 is still to be scheduled.

Staff will arrange for Public Works staff to return to the next meeting of the committee to conclude the discussion.

(iii) Indigenous Advisory Committee Webpage Consultation (Item 10.3)

J. DiDomenico and B. Dockstator reported that they haven't received any further information about the City's webpage update project.

The Indigenous Advisory Committee asked B. Dockstator to:

- request an update on the project for its April meeting
- invite the project contact to an Indigenous Advisory Committee meeting for a proactive consultation on the Committee's webpage.

(iv) Promotional Events, Bookings, and Product Research and Development (Item 10.4)

Beth Dockstator confirmed that:

- the measurements of the out-of-date banner are 40' x 4'
- primary events for banner display are:
 - Red Dress Day (May 5)
 - the week of National Indigenous Peoples Day (June 21)
 - National Day for Truth and Reconciliation (Orange Shirt) Day (September 30)

March 3, 2022

Indigenous Advisory Committee
Minutes March 3, 2022

She reported that, because there are several calls currently out to the community for artwork, our proposal calls for both a banner design and an Indigenous Advisory Committee logo might meet with a reduced response.

The Indigenous Advisory Committee members discussed:

- ideas for the banner graphics
- replacing the cost for banners and banner updates with a capacity for electronic messaging across City Hall
- integrating the medicine wheel into the Hamilton logo and city hall plaza sign.

Discussion resulted in the following commitments from B. Dockstator:

- to send Indigenous Advisory Committee members copies of the two calls for artwork
- to draft some banner proposals and distribute them to Indigenous Advisory Committee members early the week of March 7, 2022
- to find out whether:
 - it would be a conflict of interest for an Indigenous Advisory Committee member to respond to the calls for banner and logo design proposals
 - the Indigenous Advisory Committee can design its own logo
 - the wording “City of Hamilton” must appear on banners

(v) Task Assignment List Review (January – February 2022 Meetings (Item 10.5))

Indigenous Advisory Committee members and staff reported on the status of tasks assigned to them at the Aboriginal Advisory Committee meetings on January 6 and February 3, 2022.

City Hall Banner Space Booking

B. Dockstator confirmed that the booking of the banner space for the week of National Indigenous Peoples Day.

Meeting re Indigenous Minutes and Website Page

B. Dockstator and P. Lawlor reported that they are meeting on March 10, 2022 to about these matters.

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

Distribution of Committee’s Updated Residential School Letter

Discussion resulted in the following decisions:

- not to distribute the original letter

- update the letter and improve presentation
- include an announcement of the Committee's revised name with the updated letter
- distribute the updated letter in a Coalition of Hamilton Indigenous Leadership (CHIL) meeting package

B. Dockstator will request procedure or guidelines for updating a letter already received by Council.

(vi) Committee Transfer from Diversity and Inclusion to Healthy and Safe Communities (Item 10.6)

B. Dockstator responded positively to a request from Indigenous Advisory Committee members for feedback on how the transition is going at an operational level.

(vii) Revised Code of Conduct for Citizen Appointees (Item 10.7)

P. Lawlor reported that, after reading the Hamilton Spectator article (February 4, 2022) about citizen appointees needing conduct training, she sent Principles Integrity a follow up inquiry about her own response to the call for review and feedback.

8. Motions (Item 11)

(i) Indigenous Advisory Committee Honorarium/Gift for Guest Speaker

(C. Bellamy/S. Cruickshank)

That the Indigenous Advisory Committee approve a \$100 donation to the Indigenous Studies Program at Wilfrid Laurier University in appreciation of Laurie Minor's contribution to the water issues presentation at the Indigenous Advisory Committee's meeting on February 3, 2022.

CARRIED

9. General Information / Other Business (Item 13)

(i) Opening Prayer (Item 13.1)

Discussion confirmed that Committee members consider the opening Ceremonial Activities and Adjournment Closing Address to be integral parts of the meeting and want YouTube-streamed meetings to begin and end with the ceremonial elements.

B. Dockstator will investigate the rationale for the current practice and report to the Committee.

(ii) Potential Candidate for the Committee

The Committee learned about a potential candidate for the Indigenous Advisory Committee and will follow up accordingly.

(iii) Upcoming Water Event in Hamilton

M. Wright will distribute information about the event.

10. Adjournment (Item 15)

(i) Closing Address (Item 15.1)

A. Loft spoke about the significance of the inclusive nature of the eagle feather. He concluded with a prayer, in Mohawk and English, wishing members well and a safe journey.

(ii) Adjournment (Item 15.2)

(C. Bellamy)/P. Lawlor

That the meeting of the Aboriginal Advisory Committee be adjourned at 8:05 p.m.

CARRIED

Marilyn Wright, Chair
Indigenous Advisory Committee

Patty Lawlor, Secretary
Indigenous Advisory Committee

Next Meeting: April 7, 2022



Hamilton

MINUTES 22-004
Indigenous Advisory Committee
Thursday, April 7, 2022 – 5:30 P.M.

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

City's YouTube Channel:

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

- Present:** Marilyn Wright, Chair
 Connie Bellamy, Vice-chair
 Patty Lawlor, Secretary (Ally/non-voting)
 Allan Loft, Member
 Scott Cruickshank, Member
- Absent with Regrets:** Beth Dockstator, Project Manager, Indigenous Initiatives, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division, (staff)
- Also Present:** Jennifer DiDomenico, Senior Project Manager, Indigenous Relations, Healthy and Safe Communities (staff)
 Shelly Hill, Manager, Indigenous Relations, Healthy and Safe Communities (staff)
 Sonya Baldwin, Program Secretary, Healthy and Safe Communities, Children's Services and Neighbourhood Development Division (staff)
- Guests:** Cari Vanderperk, Director of Watershed Management, Public Works
 Nick Winters, Director (Acting), Hamilton Water, Public Works

1. CEREMONIAL ACTIVITIES (Item 1)

(i) Land Acknowledgement (Item 1.1)

A. Loft began with the City of Hamilton Land Acknowledgement.

(ii) Call to Order (Item 1.2)

M. Wright called the meeting to order at 5:34 p.m.

(iii) Opening Address/Prayer (Item 1.3)

A. Loft asked staff to time his opening address /prayer.

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

S. Baldwin reported that the length of the opening address/prayer was 8.24 minutes.

(iv) Welcome Guests and Introductory Remarks

M. Wright welcomed guests C. Vanderperk and N. Winters and expressed appreciation for their return to complete the Hamilton Water presentation they began at the Aboriginal Advisory Committee meeting in February 2022.

2. APPROVAL OF AGENDA (Item 2)

M. Wright noted that the agenda continues to misidentify the meeting coordinator.

S. Baldwin will continue to investigate the issue.

(C. Bellamy/A. Loft)

That the Item 9.2 Public Works Presentation be moved up the agenda to follow immediately after Approval of the Agenda.

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

That the agenda for April 7, 2022 be approved as amended.

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

None

4. APPROVAL OF MINUTES OF PREVIOUS MEETING (item 4)**(i) Minutes of March 3, 2022 (Item 4.1)****(C. Bellamy/S. Cruickshank)**

That the minutes of the March 3, 2022 meeting of the Indigenous Advisory Committee be approved as presented.

CARRIED

5. COMMUNICATIONS (Item 5)**(A. Loft/S. Cruickshank)**

That the following Correspondence items be received:

- 5.1. Notification re Urban Indigenous Community Event: The Gifting: from B. Dockstator, Urban Indigenous Strategy/Healthy & Safe Communities Department (March 15, 2022)
- 5.2. Expression of Interest in Joining the Indigenous Advisory Committee: from C. Corbeil
- 5.3. Request for IAC's approved minutes to update the Audit, Finance, and Administration's Advisory Committee Tracker: from A. McCrae, Legislative Coordinator, Office of the City Clerk (March 16, 2022)
- 5.4. Online Code of Conduct Training with the Integrity Commissioner at the David Braley Center: from Loren Kolar, Legislative Coordinator, Office of the City Clerk (March 22, 2022)
- 5.5. Online Code of Conduct Training with the Integrity Commissioner re Online Training Options: from Loren Kolar, Legislative Coordinator, Office of the City Clerk (March 23, 2022)
- 5.6. Request to Attend April 7 Indigenous Advisory Committee Meeting re Discovery Centre Opportunity Study: from A. Smith, Senior Consultant, West Harbour Redevelopment (March 30, 2022)

CARRIED

6. CONSENT ITEMS (Item 7)**(i) Report: Meeting re Indigenous Advisory Committee Minutes Archives and Webpage (Item 7.1)**

In B. Dockstator's absence, P. Lawlor:

- reported that she and B. Dockstator discussed these matters in a telephone meeting on March 16, 2022
- noted that B. Dockstator has advised that she will report on follow up to the meeting at the Indigenous Advisory Committee's meeting on May 5, 2022
- recapped the reasons for the meeting previously approved by the Indigenous Advisory Committee

S. Baldwin will follow up with P. Lawlor about accessing approved minutes online.

7. Staff Presentations (Item 9)**(i) Public Works (continuation of water issues presentation)**

N. Winters and C. Vanderperk attended the meeting to complete a water issues presentation they began at the Indigenous Advisory Committee's February 2022 meeting.

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

(C. Bellamy/A. Loft/)

That the Public Works presentation be received.

CARRIED**(ii) Staff Liaison Response to Questions Arising from Public Works Presentation in February 2022 (Item 9.2)**

B. Dockstator advised in a written task assignment report provided to the committee that, after Public Works staff completes its Water Issues presentation at the Indigenous Advisory Committee meeting's April 7, 2022, she will obtain information about appropriate Planning and Economic Development contacts to provide answers to the committee's questions regarding the status of planning for the Mountain and urban boundary expansion as it relates to concerns, including water pipe volume and runoff.

(iii) City Department Appropriate for Information about Indigenous Consultations (Item 9.3)

B. Dockstator advised in her task assignment report that, after the Public Works staff completes its Water Issues presentation at the Indigenous Advisory Committee's April 7, 2022 meeting, she will obtain information about appropriate contacts to provide answers to:

- What can you tell us about the ways the City consults with and/or seeks input from the Indigenous/Aboriginal community?
- What was the "indigenous communities" outreach and input experience in the case of the Valley Inn Road bridge?
- Regarding the Valley Inn Road Bridge, can you tell us whether there was a request for a higher-level study and, if so, who made the request and what's happening in that regard?

8. Discussion Items (Item 10)**(i) Land Acknowledgment Inclusion on Agenda Templates and at All Advisory Committee Meetings (Item 10.1)**

B. Dockstator advised in her task assignment report that:

- she asked S. Baldwin to add the land acknowledgment to the Webex Agenda template for the Indigenous Advisory Committee
- each Advisory Committee decides on whether it uses the city's land acknowledgment

(ii) Indigenous Advisory Committee Webpage Consultation (Item 10.2)

B. Dockstator advised in her task assignment report that:

- staff has no update on the City's website update project
- staff will ensure that the appropriate people are aware that the Indigenous Advisory Committee has requested a pro-active meeting to discuss its page
- she is requesting that the Indigenous Strategy Unit webpage update include a link to the Indigenous Advisory Committee page

(iii) Indigenous Advisory Committee/Urban Indigenous Strategy Banner Development (Item 10.3)

B. Dockstator advised in her task assignment report that:

- it is not a conflict of interest for Indigenous Advisory Committee members to respond to the call for banner design proposals if they note a conflict prior to and don't participate in the selection process
- she can proceed with banner design and production when Indigenous Advisory Committee members complete their input, respond to it, and give her direction on how to proceed
- she is investigating whether the wording "City of Hamilton" needs to be on the banner

J. DiDomenico will re-send Indigenous Advisory Committee members ideas and feedback already circulated by B. Dockstator, A. Loft, and P. Lawlor.

(iv) Indigenous Advisory Committee Logo Development (Item 10.4)

B. Dockstator advised in her task assignment report that:

- it is not a conflict of interest for Indigenous Advisory Committee members to respond to the call for logo design proposals if they note a conflict prior to and don't participate in the selection process

- she can proceed with logo design and development when Indigenous Advisory Committee members complete their input, respond to it, and give her direction on how to proceed
- the Indigenous Advisory Committee can design its own logo
- it is possible that the City's Communications Department, with input from the Indigenous Advisory Committee, can assist with logo development and design

(v) City Hall Plaza HAMILTON Sign Modification

B. Dockstator advised in her task assignment report that:

- A. Loft sent her contact information for the sign
- she will follow up with the mayor's office to see if changes are feasible

(vi) Ceremonial Activities Inclusion in You Tube Streaming of Meetings (Item 10.6)

B. Dockstator advised in her task assignment report that L. Kolar, Legislative Coordinator, Office of the City Clerk, has confirmed that the ceremonial activities at the start of Indigenous Advisory Committee meetings should be included in live stream meetings.

(vii) Task Assignment List Review (March Meeting) (Item 10.7)

There was brief discussion about reasons and possible solutions related to the length of the Task Assignment List.

Review of the March 3, 2022 Task Assignment List was deferred to the Indigenous Advisory Committee's meeting on May 5, 2022.

(viii) Revised Code of Conduct Training for Citizen Appointees (Item 10.8)

P. Lawlor reported that:

- Principles Integrity advised her to direct questions she had sent them about the revised Code of Conduct Training to the City Clerk's Office
- she forwarded the questions to L. Kolar who responded on April 4, 2022

She read the questions and answers at the request of members of the Indigenous Advisory Committee.

(ix) Staff Presentation Request from A. Smith, Senior Consultant, West Harbour (Item 10.9)

A. Loft/P. Lawlor)

That the Indigenous Advisory Committee direct staff to:

- invite A. Smith, Senior Consultant, West Harbour Redevelopment to attend the Indigenous Advisory Committee's meeting on May 5, 2022
- arrange for A. Smith to provide her presentation material prior to the meeting

CARRIED**(x) In-person Meetings**

The Indigenous Advisory Committee asked whether the promotion of In-person training sessions for the revised Code of Conduct means that it is now possible for Advisory Committees to meet in person.

Staff will advise prior to the Indigenous Advisory Committee's next meeting on May 5, 2022 if meeting in-person is an option.

9. General Information / Other Business (Item 13)**(i) Gifting Event Report (Item 13.1)**

M. Wright attended the Gifting event at Pier 4 Park on Sunday, March 20, 2022. She reported that:

- the gift was a beautiful, large tepee from the Indigenous organizations and community in Hamilton
- the event was a success

(ii) Hamilton Water Event (Item 13.2)

M. Wright will distribute information about a Water Walk Solidarity Day event prior to the Indigenous Advisory Committee's meeting on May 5, 2022.

(iii) Upcoming Urban Indigenous Strategy Events Update (Item 13.3)

S. Hill reported that focus has been on the following initiatives:

- Spring solstice/Gifting event (March 20, 2022)
- Indigenous Language Day (March 31, 2022) and the promotion of articles and resources to support information about and the learning of Indigenous Languages
- report to council on the Indigenous Landmarks and Monuments Review
- upcoming Missing and Murdered Indigenous Women and Girls Day (May 5, 2022)

(iv) May 5, 2022 Meeting

M. Wright and P. Lawlor gave notice that they may not be available for the Indigenous Advisory Committee meeting on May 5, 2022.

10. Adjournment (Item 15)

(i) Closing Address (Item 15.1)

A. Loft said a prayer in Mohawk and English.

(ii) Adjournment (Item 15.2)

(C. Bellamy)/A. Loft)

That the meeting of the Indigenous Advisory Committee be adjourned at 8:05 p.m.

CARRIED

Marilyn Wright, Chair
Indigenous Advisory Committee

Patty Lawlor, Secretary
Indigenous Advisory Committee

Next Meeting: May 5, 2022



Hamilton

Minutes 22-004

Hamilton Women and Gender Equity Committee

Thursday, April 28, 2022

6:00pm-8:00pm

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

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

Present: Jan Lukas, Deanna Allain, Adriana Harris, Autumn Getty, Yulena Wan, Julie Turner, Heather Platt, Michelle Hutton, Stephanie Scardellato, Melanie Cummings, Pascale Marchand, Kathleen Shannon

Regrets: Anna Davey, Gagan Batra

Also Present: Kim Manderson - Staff Liaison
Morgan Stahl, Director Government Relations and Community Engagement

1. CEREMONIAL ACTIVITIES

1.1 Land Acknowledgement

D. Allain provided the Land Acknowledgement

2. APPROVAL OF THE AGENDA (ITEM 2)

Item added to the Agenda- D. Allain

(i) Introduction of New and Standing Members

Item added to 10.1a Recruitment Update

(ii) Agenda Items for May meeting

Item added as 10.1(b)

(J.Lukas /A. Harris)

That the Agenda of April 28, 2022 be approved as amended.

CARRIED

3. DECLARATION OF INTEREST (ITEM 3)

None.

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

i. March 24, 2021 (Item 4.1)

(J.Lukas /Y.Wan)

That the Hamilton Women and Gender Equity Committee approve the Minutes of March 24, 2022 as presented.

CARRIED

5. DISCUSSION ITEMS (ITEM 10)

i. Business Arising from Previous Minutes (Item 10.1)

a. Recruitment Update

Introduction of new and standing members. Each member provided an introduction to the committee.

b. May Agenda Items (Added Item 10.1b)

D.Allain requested that the Committee review the directives that need to be addressed prior to the end of the Committee term for discussion at the May meeting.

Staff sent email to the Committee on March 7, 2022 outlining the tasks that required completion by the Committee prior to the end of term. Staff to send out to all members following in advance of the May meeting.

Documents for review include: Committee work plan and the status of each item and an annual review of the terms of reference.

c. Roles and Responsibilities (Added Item 10.1c)

D. Allain discussed that the HWGEC does not have a Recording Secretary as outlined in the Volunteer Advisory Committee Handbook. D. Allain requested members to review the responsibilities of the role for a motion to be carried out at the May meeting to appoint a recording secretary.

Staff was requested to send out the role description in advance of the May meeting.

6. ADJOURNMENT (ITEM 15)

(P. Marchand/J.Lukas)

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

CARRIED

Respectfully submitted,

D. Allain, Chair
Hamilton Women and
Gender Equity Committee

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



Hamilton

NOTES

Women & Gender Equity Committee

Thursday, June 30, 2022

6:00 P.M.

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

Electronic meeting can be viewed at:

City's YouTube Channel:

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

Present: Jan Lukas, Deanna Allain, Pascale Marchand, Melanie Cummings, Gagan Batra, Michelle Hutton and Stephanie Scardellato.

Also Present: Morgan Stahl, Director of Government Relations and Community Engagement

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-021, as amended at 6:30 P.M. the Chair of the Women & Gender Equity Committee advised those in attendance that quorum had not been achieved within 30 minutes after the time set for the Women & Gender Equity Committee, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Morgan Stahl
Director, Government Relations &
Community Engagement
City Manager's Office



Hamilton

MINUTES
Committee Against Racism
Tuesday, February 22, 2022
6:30 PM – PM
Webex

- Present:** Tyrone Childs, Taimur Qasim (Chair), Annie Law, Simone McWatt, Phillip Jeffrey (Recording Secretary), Marlene Dei-Amoah (Vice Chair), Gerry Smith
- Regrets:** Shamini Jacob, Councillor Narinder Nann (City Council Appointee)
- Absent:** Leslyn Gombakomba (resigned),
- Staff:** Sunil Angrish (Staff Liaison)
- Guests:** Matthew Sutcliffe (delegate)
-

1. Ceremonial Activities

1.1 Roll call

T. Qasim took roll call.

1.2 Land Acknowledgement

P. Jeffrey provided a Land Acknowledgement.

2. Approval of Agenda

(S. McWatt / G. Smith)

That the Agenda for today's meeting be approved as presented.

CARRIED

3. Declarations of Interest

No declarations of interest.

4. Approval of Minutes of Previous Meeting

(P. Jeffery / S. McWatt)

That the Committee Against Racism approves the minutes from the January 26, 2021 meeting, with the following amendment: under communication item 6.2, state the Committee's acceptance of Leslyn Gombakoma's resignation.

CARRIED

5. Communications

5.1 Mandatory Vaccination and Policy for Local Boards and Committees

(M. Dei-Amoah / G. Smit)

That the correspondence be received.

CARRIED

5.2 Councillor Nann Update

No updates.

6. Delegation Requests

6.1 W.Matthew Sutcliffe, LL.B., Director, Employee Health and Labour Relations, Human Resources, City of Hamilton, concerning Mandatory Vaccination and Policy for Local Boards and Committees

(P. Jeffrey / M. Dei-Amoah)

That the delegation request be approved.

CARRIED

7. Consent Items

No matters of consent.

8. Public Hearings/Delegations

8.1 **W.Matthew Sutcliffe, LL.B., Director, Employee Health and Labour Relations, Human Resources, City of Hamilton, concerning Mandatory Vaccination and Policy for Local Boards and Committees**

The delegate addressed questions sent to the staff liaison about the City's Mandatory Vaccination and Policy for Local Boards and Committees. And responded to any remaining questions and concerns following the delegation.

9. Staff Presentations

No staff presentation.

10. Discussion Items

No discussions.

11. Motions

11.1 **Motion to request Committee Against Racism to provide a position on City of Hamilton mandates**

This motion was brought forward to discuss how the Committee should reply to the letter that mandates the vaccination of staff and volunteer board members. As vaccine mandates disproportionately harm racialized communities.

(M. Dei-Amoah / P. Jeffrey)

That the motion be amended from the original motion to read as such: motion to prepare a CCR on the disproportionate impact of vaccine mandates on the BIPOC community and its volunteers, to be presented at next month's meeting for further discussion.

CARRIED

- 11.2 Motion to prepare a CCR on the disproportionate impact of vaccine mandates on the BIPOC community and its volunteers, to be presented at next month's meeting for further discussion.**

Whether or not the City changes their position on the vaccine mandate on March 1st. The Committee Against Racism will prepare a CCR to address implementing a vaccine mandate without considering the disproportionate impact on the BIPOC community. S. McWatt will prepare the CCR, and P. Jeffery and M. Dei-Amoah will support as needed.

(P. Jeffrey / M. Dei-Amoah)

That the Committee Against Racism accept the amended motion.

CARRIED

12. Notices of Motion

No notices of motion.

13. General Information / Other Business

No other information/business.

14. Private and Confidential

No private or confidential matters.

15. Adjournment

(S. McWatt / T. Childs)

That, there being no further business, the meeting be adjourned at 8:54 PM.

CARRIED



Hamilton

NOTES

Committee Against Racism

Tuesday, March 22, 2022

6:30PM

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

Electronic meeting can be viewed at:

City's YouTube Channel:

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

Present:

Simone McWatt, Phillip Jeffrey, Shamini Jacob, Taimur Qasim

Also Present: Sunil Angrish

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

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



Hamilton

NOTES

Immigrant & Refugee Advisory Committee

Tuesday, May 12, 2022

6:30PM

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

Electronic meeting can be viewed at:

City's YouTube Channel:

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

Present:

Jennie Hamilton, Dina Honig, Khursheed Ahmed, Eisham Abdulkarim

Also Present: Sunil Angrish

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

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



Hamilton

NOTES

Immigrant & Refugee Advisory Committee

Tuesday, June, 9 2022

6:30PM

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

Electronic meeting can be viewed at:

City's YouTube Channel:

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

Present:

Rami Safi, Khursheed Ahmed, Grace Maciak, Ammira Ali,

Also Present: Sunil Angrish

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

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



Hamilton

NOTES

Immigrant & Refugee Advisory Committee

Tuesday, July 14, 2022

6:30PM

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

Electronic meeting can be viewed at:

City's YouTube Channel:

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

Present:

Jennie Hamilton, Dina Honig, Ammira Ali

Also Present: Sunil Angrish, Sarah Wayland (HIPC)

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

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



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	Ward Specific Funding Initiatives Update as of December 31, 2021 (FCS22052) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Matt Hilson 905-546-2424 Ext. 1444
SUBMITTED BY:	Kirk Weaver Acting Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

At its meeting on April 8, 2018, the Audit, Finance and Administration Committee approved the recommendations in Report FCS18014 requiring annual reporting to Council of the balances and activities in the ward-specific funding initiatives including Ward Area Rating Special Capital Re-investment Reserves, Ward-Specific Non-Property Tax Revenues, Cell Tower Revenues, Hydro One Contract Revenues and Minor Maintenance Council Priority Capital Projects.

INFORMATION

The Area Rating Special Capital Re-investment Reserve Policy (Report FCS12024) was approved by Council on February 22, 2012. This Policy addresses the process and principles of the re-investment of the tax shift variance to the former City of Hamilton for the infrastructure deficit. The funding has been phased within the former City of Hamilton with Wards 1 to 8 receiving approximately \$420 K in 2011, \$640 K in 2012, and \$1.259 M in 2013. Since the phase-in was completed in 2014, each ward has received \$1.678 M annually.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

**SUBJECT: Ward Specific Funding Initiatives Update as of December 31, 2021
(FCS22052) (City Wide) – Page 2 of 4**

In December 2017, the Ontario Municipal Board (OMB) approved the new boundaries for the City of Hamilton in which the alignment of Wards 1 to 8 and the former City of Hamilton (pre 2001) no longer exists. Effective January 1, 2018, Wards 1, 2, 3, 4, 7 and 8 include only properties from the former City of Hamilton. Wards 5, 6, 9, 10 and 14 include properties from the former City of Hamilton and some other former municipalities while Wards 11, 12, 13 and 15 do not include any properties from the former City of Hamilton.

In addition, at its meeting on January 22, 2018, the Audit, Finance and Administration Committee (AF&AC) received correspondence from the public and staff was requested to report back to AF&AC on the funding of sponsorships, committee events and office expenses through the discretionary spending Area Rating Special Capital Reinvestment Fund of Wards 1 to 8. With the changes to the ward boundaries, all ward specific discretionary spending of the Area Rating Special Capital Reinvestment Fund will be provided annually.

At its meeting on February 6, 2019, the General Issues Committee approved Report FCS19006, which recommended establishing reserves for newly created Ward 9, Ward 10 and Ward 14 and that the Area Rating Special Capital Reinvestment Reserve Fund balances as at December 31, 2018 be reallocated to the new wards within the former City of Hamilton based on percentage of assessment in each ward.

To help increase transparency regarding Ward Specific Funding Initiatives, Council approved that all grants above \$350 from the Special Capital Re-Investment Discretionary Fund be passed by Council. Report FCS18014 established that annual reports on the balances and activities in the Ward Specific Funding Initiatives including the Area Rating Special Capital Reinvestment Reserves and Discretionary Projects, Ward-Specific Non-Property Tax Revenues, Cell Tower Revenues and Minor Maintenance Council Priority Capital Projects be presented to Committee.

On April 9, 2018, staff was directed to report back to the AF&AC meeting with enhanced guidelines and tracking/reporting procedures on Area Rating Special Capital Re-investment Reserve Funding, Area Rating Special Capital Re-investment Fund, Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects. In addition, it was also recommended that staff provides information on the history of social infrastructure as a criterion of Area Rating Reserve and Discretionary funding.

In response to this, on December 17, 2018, Report FCS18014(a) was presented to AF&AC. This report provided policy governing the use of Area Rating Special Capital Re-investment Reserve Funding, Area Rating Special Capital Re-investment Fund, Cellular Tower and Ward-Specific Non-Property Tax Revenues and Minor Maintenance Council Priority Projects.

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**SUBJECT: Ward Specific Funding Initiatives Update as of December 31, 2021
(FCS22052) (City Wide) – Page 3 of 4**

On September 1, 2021, an intranet site was launched to provide Councillors with up to date balances of the Area Rating Special Capital Re-investment Reserve and Area Rating Special Capital Re-investment Fund. The balances are updated on a monthly basis to allow Councillors and staff to effectively monitor the ward specific funding balances and to plan for future initiatives.

Appendix “A” to Report FCS22052 summarizes the uncommitted balance of the City of Hamilton Special Reserves as of December 31, 2021. The summary also includes a future forecast up to the end of the current term of Council. Appendix “A” to Report FCS22052 also provides a detailed record of all ongoing capital projects that are partially or fully funded from the corresponding Special Reserve.

Appendix “B” to Report FCS22052 summarizes the uncommitted balance of the Area Rating Special Capital Re-investment Fund Discretionary Spending in Wards 1-8 and Ward 14 as of December 31, 2021. The summary also includes the specific initiatives that were funded by the discretionary funds.

Appendix “C” to Report FCS22052 summarizes the uncommitted balance of the Ward Specific Non Property Tax Revenue Accounts for Wards 2, 3, 10, 12 and 15 as of December 31, 2021. The summary also includes details about the specific revenues received and the initiatives that were funded by the Ward Specific Non Property Tax Revenue Accounts.

Appendix “D” to Report FCS22052 summarizes the uncommitted balance of the Council Priority Minor Improvements Accounts as of December 31, 2021. The summary also includes the specific initiatives that were funded by the Council Priority Minor Improvements Accounts.

During the 2020 Capital Budget Process, an accounting change was made to record administrative overhead in separate project numbers to show the gross capital investment for state-of-good-repair in the Minor Maintenance Council Priority Projects. The change was for presentation purposes only and did not impact the total funding allocation to each Ward.

Each Ward continues to receive the same allocation of funding in 2021 as in 2020 (\$200k less \$20k for administrative overhead = \$180k net funding) for annual Minor Rehabilitation work. Historically administrative overhead costs of \$20 K were budgeted and charged to Minor Rehabilitation Projects.

The funding column for each Minor Maintenance account represents the funding received during the term of Council (\$760k) plus a carry forward amount that is equal to the unspent funds from previous years.

**SUBJECT: Ward Specific Funding Initiatives Update as of December 31, 2021
(FCS22052) (City Wide) – Page 4 of 4**

The funding column for each Minor Maintenance CCBF account represents the \$30 million in additional funds the City of Hamilton received through the Canada Community Building Fund. Council directed that this \$30 million was to be distributed equally to each ward in the amount of \$2 million.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS22052 – City of Hamilton Special Reserve Forecast as of December 31, 2021

Appendix “B” of Report FCS22052 – Area Rating Special Capital Re-investment Fund Discretionary Spending Wards 1-8, Ward 14 as of December 31, 2021

Appendix “C” of Report FCS22052 – Ward Specific Non Property Tax Revenue

Appendix “D” to Report FCS22052 – Ward Council Priority Minor Improvements

MH/dt

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108051
Reserve Name: Ward 1 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		491,282.77	1,805,912.87	3,324,921.36	3,708,770.96
Add:					
Interest Earned		38,033.37	40,489.35	73,072.82	94,250.82
Special Levy	Note 1	1,550,418.00	1,550,418.00	1,550,419.00	1,550,419.00
Sub-Total - To Reserves		1,588,451.37	1,590,907.35	1,623,491.82	1,644,669.82
Less:					
New Projects Funded in Year	Note 2	205,450.48	55,480.27	1,350,119.85	931,237.30
Funding Adjustments for Prior Year Projects		77,000.00	100,000.00		
Ward Re-Allocation		(10,869.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(97,760.21)	(183,581.41)	(210,477.63)	(583,000.00)
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					324,000.00
Sub-Total - From Reserves		273,821.27	71,898.86	1,239,642.22	772,237.30
Ending Balance Reserve /w commitments Dec 31		1,805,912.87	3,324,921.36	3,708,770.96	4,581,203.48

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108051

Reserve Name: Ward 1 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301709100	Ward 1 Capital Reinvestment	100,000.00	56,924.82	-	43,075.18
3301809100	Ward 1 Capital Reinvestment	100,000.00	22,458.75	-	77,541.25
3301909100	Ward 1 Capital Reinvestment	14,888.80	7,888.80	-	7,000.00
3302009100	Ward 1 Capital Reinvestment	41,485.10	-	-	41,485.10
3302109100	Ward 1 Capital Reinvestment	100,000.00	15,038.00	-	84,962.00
4241209103	Public Art - Ward 1	300,000.00	145,319.41	130,000.00	24,680.59
4241209104	Historical Signs	50,000.00	1,500.96	-	48,499.04
4241409106	AR - W1 Calming Strip & Speed Bumps etc. (W1 A/R)	200,000.00	157,395.12	-	42,604.88
4241409108	Ward 1 Bike Lanes-Longwood Rd N	50,000.00	8,594.45	-	41,405.55
4241409113	Ward 1 Bike Racks	25,000.00	19,368.09	-	5,631.91
4241509108	AR - Road Work - Aberdeen from Queen (W1 A/R)	80,000.00	29,383.16	-	50,616.84
4241509110	Victoria Park - Resurface Splash Pad	140,000.00	114,616.29	13,328.45	12,055.26
4241609102	Chedoke Course Redevelopment	50,000.00	-	-	50,000.00
4241609109	Upgrade to HAAA Park	220,000.00	122,148.46	90,876.94	6,974.60
4241609110	Recreation & Community Hub	1,170,000.00	-	-	1,170,000.00
4241709106	City Housing Playground Upgrd	80,000.00	-	-	80,000.00
4241709109	Kirkendall S Parks Improv	319,999.00	122,112.24	-	197,886.76
4241809103	Cootes Floating Bridge	45,000.00	11,484.66	500.00	33,015.34
4241809104	Strathcona Cycling Imprvmnts	45,000.00	8,776.82	-	36,223.18
4241909103	Ward 1 - Multi-Modal Connections Review	125,000.00	52,295.77	39,587.57	33,116.66
4242109102	Glenside Pathway	132,000.00	48,980.00	82,754.55	265.45
4242109103	Victoria Park Play Equipment	65,000.00	4,586.01	46,679.02	13,734.97
4242109104	Traffic Calming Ward 1	60,000.00	-	-	60,000.00
4242109105	Bumpouts Sanders & Hollywood	40,000.00	-	-	40,000.00
4242109106	Raised Intersectn King & Haddon	150,000.00	-	-	150,000.00
4242109107	Churchill Prk Feasibility Study	150,000.00	13,518.71	7,623.60	128,857.69
4242109108	HAAA - Feasibility Study	150,000.00	9,526.30	4,633.10	135,840.60
4242109109	Ward 1 Park Improvements	146,000.00	6,086.02	-	139,913.98
4242109110	W1 Park Pathway Improvements	90,000.00	6,086.02	-	83,913.98
4242109111	Ward 1 Traffic Calming-Variou	100,000.00	54,943.80	-	45,056.20
4242109112	Victoria Park Field House	150,000.00	-	-	150,000.00
4401056127	Churchill Park-Soccer Field & MP	2,398,059.12	1,678,231.83	55,378.24	664,449.05

Appendix "A" to Report FCS22052

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Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
4402156117	Victoria Prk Spray Pad Replace	175,000.00	38,474.52	124,832.50	11,692.98
4661717124	2017 On Street Bike Facilities	379,361.17	490,841.05	5,145.28	(116,625.16)
4901951900	Electric Charging Stations	507,000.00	320,399.18	144,776.00	41,824.82
GRAND TOTAL		7,948,793.19	3,566,979.24	746,115.25	3,635,698.70

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108052
 Reserve Name: Ward 2 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		1,617,938.64	831,007.95	2,334,767.81	3,377,070.04
Add:					
Interest Earned		39,517.83	17,140.58	47,250.59	84,490.25
Special Levy	Note 1	1,527,662.00	1,527,662.00	1,527,662.00	1,527,662.00
Sub-Total - To Reserves		1,567,179.83	1,544,802.58	1,574,912.59	1,612,152.25
Less:					
New Projects Funded in Year	Note 2	1,980,571.90	141,000.00	649,648.39	391,323.82
Funding Adjustments for Prior Year Projects		350,000.00			
Ward Re-Allocation		112,989.00			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(189,450.38)	(199,957.28)	(217,038.03)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					443,500.00
Sub-Total - From Reserves		2,354,110.52	41,042.72	532,610.36	934,823.82
Ending Balance Reserve /w commitments Dec 31		831,007.95	2,334,767.81	3,377,070.04	4,054,398.47

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108052

Reserve Name: Ward 2 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301609602	Ward 2 Revenue Projects	-	36,657.70	-	(36,657.70)
3301809200	Ward 2 Capital Reinvestment	100,000.00	51,884.15	575.00	47,540.85
3301809602	Ward 2- Hydro One Contract	-	5,000.00	-	(5,000.00)
3301909200	Ward 2 Capital Reinvestment	100,000.00	12,783.67	-	87,216.33
3302009200	Ward 2 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109200	Ward 2 Capital Reinvestment	100,000.00	49,641.81	-	50,358.19
3721949901	Summer's Lane Rehabilitation & Pedestrianization	1,629,000.00	55,793.75	-	1,573,206.25
4241309204	Public Art -Cent Mem Rec Centre - mural	17,500.00	-	-	17,500.00
4241409215	Multicultural Community Centre	112,000.00	-	-	112,000.00
4241509215	Neighbourhood Signage	180,000.00	62,968.35	-	117,031.65
4241609203	PlanLocal Resident Safe Street	65,000.00	52,682.67	-	12,317.33
4241609206	Graffiti Clean-up Cost Share	3,500.00	1,164.64	-	2,335.36
4241609210	185 Jackson Hallway Reno	30,000.00	20,000.00	-	10,000.00
4241809203	AR - Road Surface Treatment (W2 A/R)	240,000.00	-	-	240,000.00
4241809205	George St Pedestrian Proj	27,000.00	8,446.37	17,770.00	783.63
4241809207	AR - Laneway/Alleyway Maintenance (W2 A/R)	30,000.00	16,436.13	-	13,563.87
4241809208	Safety & Security 226 Rebecca	50,000.00	-	-	50,000.00
4241809213	James Art Crawl Sidewalk	57,504.00	3,302.97	-	54,201.03
4241909206	Claremont Graffiti Removal	149,850.00	-	-	149,850.00
4241909207	Ferguson Graffiti Removal	75,000.00	-	-	75,000.00
4241909211	Central Corktown Duran Solar	105,000.00	-	-	105,000.00
4241909212	Shamrock Park Bike Path	75,000.00	-	-	75,000.00
4241909214	Hanging Baskets	6,000.00	-	-	6,000.00
4241909215	Eastwood Park Bathroom	100,000.00	18,314.29	-	81,685.71
4241909223	James St Conductor	21,696.00	148,795.42	-	(127,099.42)
4241909224	String Light John James	5,500.00	-	-	5,500.00
4241909227	125 Barton Accessible Door	70,000.00	70,000.00	-	-
4241909231	Ward 2 CityHousing Carpet	180,290.00	172,989.87	-	7,300.13
4242009201	Corktown Basketball Court	80,000.00	81,408.16	-	(1,408.16)
4242009205	Bump-out Wellington & Barton	30,000.00	34,101.27	34.80	(4,136.07)
4242009208	W2&3 Gen Hosp Alley Bike Path	10,000.00	-	-	10,000.00
4242109202	Traffic Calming W2 various	79,500.00	41,937.73	-	37,562.27
4242109203	Beasley Nbhd Safety Audit	149,999.00	25,494.60	124,945.39	(440.99)
4242109204	Curb Extension - MacNab & Barton	92,000.00	-	-	92,000.00
4411706202	Adaptive Comm Re-use 125 Barton St. W	800,000.00	823,307.36	-	(23,307.36)

Appendix "A" to Report FCS22052

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Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
4661717124	2017 On Street Bike Facilities	379,361.17	490,841.05	5,145.28	(116,625.16)
4901951900	Electric Charging Stations	507,000.00	320,399.18	144,776.00	41,824.82
7101854810	Durand Washroom Facility	303,000.00	255,986.94	-	47,013.06
GRAND TOTAL		6,060,700.17	2,860,338.08	293,246.47	2,907,115.62

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108053
Reserve Name: Ward 3 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		317,742.32	774,463.01	1,157,548.17	1,388,607.76
Add:					
Interest Earned		27,316.52	5,119.77	20,458.22	37,882.96
Special Levy	Note 1	1,282,435.00	1,282,435.00	1,282,435.00	1,282,435.00
Sub-Total - To Reserves		1,309,751.52	1,287,554.77	1,302,893.22	1,320,317.96
Less:					
New Projects Funded in Year	Note 2	758,000.00	20,000.00	1,231,421.33	131,479.85
Funding Adjustments for Prior Year Projects		50,000.00	790,000.00		
Ward Re-Allocation		(102,119.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	47,149.83	(5,530.39)	(259,587.70)	
Capital Reinvestment (\$100K Unallocated)					
Commitments		100,000.00	100,000.00	100,000.00	100,000.00
Sub-Total - From Reserves		853,030.83	904,469.61	1,071,833.63	765,479.85
Ending Balance Reserve /w commitments Dec 31		774,463.01	1,157,548.17	1,388,607.76	1,943,445.87

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108053

Reserve Name: Ward 3 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301509300	Ward 3 Capital Reinvestment	100,000.00	90,240.35	500.00	9,259.65
3301609603	Ward 3 Revenue Projects	-	190,385.33	100,000.00	(290,385.33)
3301709300	Ward 3 Capital Reinvestment	100,000.00	20,968.71	-	79,031.29
3301809300	Ward 3 Capital Reinvestment	100,000.00	5,000.00	-	95,000.00
3301909300	Ward 3 Capital Reinvestment	100,000.00	16,468.70	-	83,531.30
3302009300	Ward 3 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109300	Ward 3 Capital Reinvestment	50,001.00	1,916.25	49,927.25	(1,842.50)
4241409341	Pipeline Master Trail Plan	1,438,000.00	554,941.11	40,908.44	842,150.45
4241709301	Memorial School Playground	150,000.00	-	-	150,000.00
4241809306	CityHousing-1stPlace&Sanford	200,000.00	-	-	200,000.00
4241809310	77 Gage Redevelopment Study	250,000.00	85,800.00	-	164,200.00
4241809311	77 Gage Community Hub	750,000.00	19,451.39	-	730,548.61
4241909309	Barton Library IPS	400,000.00	1,272.00	144,536.30	254,191.70
4242009208	W2&3 Gen Hosp Alley Bike Path	10,000.00	-	-	10,000.00
4242009306	W3 Complete St Enhancement	149,999.00	-	-	149,999.00
4242109301	Play structure & fountains	70,000.00	29,799.49	2,500.00	37,700.51
4242109302	Haywood Park play structure	65,000.00	17,221.94	44,057.30	3,720.76
4242109303	Planters Haywood & Pinky	8,730.00	12,777.80	-	(4,047.80)
4242109305	Play structure & fountains	95,000.00	32,272.27	-	62,727.73
4242109308	430 Cumberland Ave Fence	95,000.00	-	-	95,000.00
4242109309	430 Cumberland Ave Cameras	25,000.00	-	-	25,000.00
4242109310	Woodlands Spraypad	710,000.00	31,605.04	80,085.68	598,309.28
4401456401	Parkland - Stadium Precinct	16,918,475.00	13,336,722.25	796,679.84	2,785,072.91
4901951900	Electric Charging Stations	507,000.00	320,399.18	144,776.00	41,824.82
GRAND TOTAL		22,392,205.00	14,767,241.81	1,403,970.81	6,220,992.38

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108054
 Reserve Name: Ward 4 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		163,484.97	599,999.54	258,240.12	(1,458,310.31)
Add:					
Interest Earned		20,393.95	(6,479.87)	(38,720.00)	(18,941.96)
Special Levy	Note 1	1,605,961.00	1,605,961.00	1,605,961.00	1,605,961.00
Sub-Total - To Reserves		1,626,354.95	1,599,481.13	1,567,241.00	1,587,019.04
Less:					
New Projects Funded in Year	Note 2	1,682,107.11	2,198,465.81	3,546,065.57	138,466.92
Funding Adjustments for Prior Year Projects			15,345.40		
Ward Re-Allocation		(10,196.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(582,070.73)	(372,570.66)	(362,274.14)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					98,000.00
Sub-Total - From Reserves		1,189,840.38	1,941,240.55	3,283,791.43	336,466.92
Ending Balance Reserve /w commitments Dec 31		599,999.54	258,240.12	(1,458,310.31)	(207,758.19)

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108054

Reserve Name: Ward 4 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301609400	Ward 4 Capital Reinvestment	100,000.00	98,746.60	2,756.33	(1,502.93)
3301709400	Ward 4 Capital Reinvestment	100,000.00	87,038.85	-	12,961.15
3301809400	Ward 4 Capital Reinvestment	100,000.00	66,755.91	-	33,244.09
3301909400	Ward 4 Capital Reinvestment	68,465.81	19,632.01	-	48,833.80
3302009400	Ward 4 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109400	Ward 4 Capital Reinvestment	100,000.00	-	-	100,000.00
4031919115	Delena / Beland / Dunsmure	1,610,000.00	289,904.23	1,392,116.62	(72,020.85)
4242009401	AR - Greenhill - Dundonald etc.	1,855,000.00	1,055,575.82	100,000.00	699,424.18
4242009404	RT Steel Park Redev	60,000.00	8,112.32	797.20	51,090.48
4242009405	Kenilworth-Roxborough - Barton	550,000.00	-	-	550,000.00
4242009406	Play Structure - Parkdale Park	160,000.00	131,590.83	12,000.00	16,409.17
4242009407	McQuesten Farm Walkway	230,000.00	135,181.30	95,603.00	(784.30)
4242109401	Montgomery Park Lighting	194,577.00	180,001.52	9,482.00	5,093.48
4242109402	Kenilworth Traffic Crl Beaut	25,000.00	9,321.24	15,070.00	608.76
4401756706	Roxborough Park ReDev & Design	1,091,000.00	64,028.18	14,570.00	1,012,401.82
4401956904	Andrew Warburton Memorial Park	2,610,000.00	1,757,368.58	346,330.59	506,300.83
4402156119	RT Steele Park	500,000.00	1,666.83	436,797.77	61,535.40
4901951900	Electric Charging Stations	507,000.00	320,399.18	144,776.00	41,824.82
GRAND TOTAL		9,961,042.81	4,225,323.40	2,570,299.51	3,165,419.90

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108055
 Reserve Name: Ward 5 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		121,589.69	1,765,310.81	1,123,184.54	600,962.16
Add:					
Interest Earned		27,260.69	(1,467.79)	(4,348.74)	25,589.94
Special Levy	Note 1	1,468,747.00	1,468,747.00	1,468,747.00	1,468,747.00
Sub-Total - To Reserves		1,496,007.69	1,467,279.21	1,464,398.26	1,494,336.94
Less:					
New Projects Funded in Year	Note 2	455,021.96	540,000.00	1,982,636.88	538,958.84
Funding Adjustments for Prior Year Projects			1,520,000.00		
Ward Re-Allocation		11,068.00			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(713,803.39)	(50,594.52)	(96,016.24)	(319,500.00)
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					126,000.00
Sub-Total - From Reserves		(147,713.43)	2,109,405.48	1,986,620.64	445,458.84
Ending Balance Reserve /w commitments Dec 31		1,765,310.81	1,123,184.54	600,962.16	1,649,840.26

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108055

Reserve Name: Ward 5 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301709500	Ward 5 Capital Reinvestment	100,000.00	99,477.10	-	522.90
3301809500	Ward 5 Capital Reinvestment	100,000.00	49,263.26	-	50,736.74
3301909500	Ward 5 Capital Reinvestment	100,000.00	50,131.60	-	49,868.40
3302009500	Ward 5 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109500	Ward 5 Capital Reinvestment	100,000.00	638.75	-	99,361.25
4241609502	Veever's Estate Capital Grant	25,000.00	-	-	25,000.00
4241609505	Food Centre Pilot Project	395,000.00	325,000.00	-	70,000.00
4241709506	Vienna Orchards Sidewalk	84,000.00	9,453.93	-	74,546.07
4241909502	W5 Traffic Calming	130,000.00	77,429.50	-	52,570.50
4241909503	Father Sean O'Sullivan Court	160,000.00	160,781.11	-	(781.11)
4241909505	AR - Ward 5 Resurfacing - Kentley/Hounslow/Ilford/Oakland/etc.	1,448,000.00	866,441.29	90,974.55	490,584.16
4242109501	Albright-Quigley to Nicklaus	300,000.00	174,722.27	40,963.49	84,314.24
4242109502	Greenford - Queenston to end	402,000.00	411,255.21	-	(9,255.21)
4242109503	Father Sean O'Sullivan Park	120,000.00	-	-	120,000.00
4242109504	Dover Park Play Structure	100,000.00	6,086.03	-	93,913.97
4242109505	Red Hill Neighbourhood Park	100,000.00	6,086.03	-	93,913.97
4242109506	Oakland-Kentley to Ellingwood	590,000.00	247,285.41	45,334.42	297,380.17
4242109507	Ellingwood Sidewalks	410,000.00	370,928.10	15,501.64	23,570.26
GRAND TOTAL		4,764,000.00	2,854,979.59	192,774.10	1,716,246.31

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108056
 Reserve Name: Ward 6 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		679,628.37	386,888.18	(850,639.03)	446,055.97
Add:					
Interest Earned		36,901.99	(38,793.38)	(23,513.66)	19,855.00
Special Levy	Note 1	1,497,612.00	1,497,612.00	1,497,612.00	1,497,612.00
Sub-Total - To Reserves		1,534,513.99	1,458,818.62	1,474,098.34	1,517,467.00
Less:					
New Projects Funded in Year	Note 2	526,285.68	2,340,000.00	2,353,567.87	250,417.54
Funding Adjustments for Prior Year Projects		2,000,000.00			
Ward Re-Allocation		22,145.00			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(821,176.50)	256,345.83	(2,276,164.53)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					759,000.00
Sub-Total - From Reserves		1,827,254.18	2,696,345.83	177,403.34	1,109,417.54
Ending Balance Reserve /w commitments Dec 31		386,888.18	(850,639.03)	446,055.97	854,105.43

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108056

Reserve Name: Ward 6 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301709600	Ward 6 Capital Reinvestment	100,000.00	99,372.55	-	627.45
3301809600	Ward 6 Capital Reinvestment	100,000.00	100,085.13	-	(85.13)
3301909600	Ward 6 Capital Reinvestment	126,612.62	134,202.63	-	(7,590.01)
3302009600	Ward 6 Capital Reinvestment	100,000.00	13,996.33	-	86,003.67
3302109600	Ward 6 Capital Reinvestment	100,000.00	945.29	-	99,054.71
4241809604	AR - Up Gage - 7th to Concession (W6 A/R)	1,010,000.00	887,902.20	50,000.00	72,097.80
4242009601	AR - Quinn - Ridley etc.	900,000.00	645,001.79	62,882.41	192,115.80
4242109604	Traffic Calming W6 various	259,200.00	144,194.97	-	115,005.03
4242109605	Anchor Road	230,000.00	74,704.69	-	155,295.31
4242109606	Dynamic Speed Signs Ward 6	57,000.00	-	-	57,000.00
4242109607	Tree Planting Ward 6	4,500.00	4,816.39	-	(316.39)
4242109608	W6 Speed Signs - Limeridge Rd	19,000.00	-	-	19,000.00
4402156124	Mtn Drive Park Redevelopment	100,000.00	89,560.66	11,809.18	(1,369.84)
7101854605	Sackville Hill Exp	100,000.00	97,570.62	-	2,429.38
GRAND TOTAL		3,206,312.62	2,292,353.25	124,691.59	789,267.78

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108057
 Reserve Name: Ward 7 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		1,144,940.62	2,449,241.87	2,141,639.10	3,392,969.11
Add:					
Interest Earned		61,695.31	15,896.96	44,039.49	83,628.92
Special Levy	Note 1	1,892,095.00	1,892,095.00	1,892,095.00	1,892,095.00
Sub-Total - To Reserves		1,953,790.31	1,907,991.96	1,936,134.49	1,975,723.92
Less:					
New Projects Funded in Year	Note 2	1,233,842.60	2,337,151.67	593,191.18	1,157,952.98
Funding Adjustments for Prior Year Projects					
Ward Re-Allocation		270,231.00			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(954,584.54)	(221,556.94)	(8,386.70)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					148,000.00
Sub-Total - From Reserves		649,489.06	2,215,594.73	684,804.48	1,405,952.98
Ending Balance Reserve /w commitments Dec 31		2,449,241.87	2,141,639.10	3,392,969.11	3,962,740.05

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108057

Reserve Name: Ward 7 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301509700	Ward 7 Capital Reinvestment	100,000.00	14,089.58	500.00	85,410.42
3301709700	Ward 7 Capital Reinvestment	100,000.00	45,995.22	-	54,004.78
3301809700	Ward 7 Capital Reinvestment	100,000.00	21,387.21	1,315.00	77,297.79
3301909700	Ward 7 Capital Reinvestment	100,000.00	103,126.51	-	(3,126.51)
3302009700	Ward 7 Capital Reinvestment	100,000.00	24,300.00	-	75,700.00
3302109700	Ward 7 Capital Reinvestment	100,000.00	2,493.43	-	97,506.57
4031711016	Asset Preservation - Local Roads - 2017	10,945,580.33	10,530,359.35	123,904.99	291,315.99
4241809701	AR - Mall - private rd to Mohawk (W7 A/R)	350,000.00	295,069.53	8,405.91	46,524.56
4241809702	AR - Thorner NHBD (North) (W7 A/R)	800,000.00	696,559.75	75,400.70	28,039.55
4241909701	Hill Park Pickleball Court	415,000.00	212,657.43	-	202,342.57
4242009701	AR - Eastmount Nbhd	1,920,000.00	911,899.74	103,627.59	904,472.67
4242009702	Speed cushions	50,500.00	9,324.28	-	41,175.72
4242109701	Inch Park Play Structure	150,000.00	-	-	150,000.00
4242109702	Speed Cushion Brigade	35,000.00	20,701.82	-	14,298.18
4242109703	Speed Cushion Delancey	21,000.00	12,337.66	-	8,662.34
4242109704	460 Concession Playground	125,000.00	-	-	125,000.00
4401656603	Sam Lawrence Park	625,354.07	376,881.06	154,536.38	93,936.63
4402156124	Mtn Drive Park Redevelopment	100,000.00	89,560.66	11,809.18	(1,369.84)
7101854605	Sackville Hill Exp	100,000.00	97,570.62	-	2,429.38
GRAND TOTAL		16,237,434.40	13,464,313.85	479,499.75	2,293,620.80

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108058
 Reserve Name: Ward 8 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		117,038.13	1,992,609.10	2,715,466.12	2,264,852.55
Add:					
Interest Earned		32,823.39	43,717.33	38,851.87	37,355.59
Special Levy	Note 1	1,445,638.00	1,445,638.00	1,445,638.00	1,445,638.00
Sub-Total - To Reserves		1,478,461.39	1,489,355.33	1,484,489.87	1,482,993.59
Less:					
New Projects Funded in Year	Note 2	119,656.77	848,916.18	2,168,366.36	1,830,031.19
Funding Adjustments for Prior Year Projects		130,000.00			
Ward Re-Allocation		(274,343.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(472,423.35)	(182,417.87)	(333,262.92)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments					797,000.00
Sub-Total - From Reserves		(397,109.58)	766,498.31	1,935,103.44	2,727,031.19
Ending Balance Reserve /w commitments Dec 31		1,992,609.10	2,715,466.12	2,264,852.55	1,020,814.95

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108058

Reserve Name: Ward 8 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301709800	Ward 8 Capital Reinvestment	100,000.00	33,177.19	16.95	66,805.86
3301809800	Ward 8 Capital Reinvestment	100,000.00	51,550.00	-	48,450.00
3301909800	Ward 8 Capital Reinvestment	100,000.00	358.69	-	99,641.31
3302009800	Ward 8 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109800	Ward 8 Capital Reinvestment	100,000.00	8,711.66	875.00	90,413.34
4241809801	GarthReservoir-WilmConnell Prk	802,000.00	483,019.30	78,692.90	240,287.80
4242009805	Recreational Facility Repairs	100,000.00	66,474.10	-	33,525.90
4242009806	Complete Streets Report W8	149,999.00	84,712.44	66,272.88	(986.32)
4242109801	Inverness & Arcade	500,000.00	415,002.99	-	84,997.01
4242109802	Monarch & West 2nd	750,000.00	421,556.29	4,015.06	324,428.65
4242109805	Ward 8 Native Trees	2,715.00	1,618.75	-	1,096.25
4242109806	Buchanan Pathway Lighting	180,000.00	-	-	180,000.00
4242109807	W8 Park Pathway Improvements	91,000.00	6,086.03	-	84,913.97
4242109808	Keddy Trail Public Art	180,000.00	-	-	180,000.00
4401656603	Sam Lawrence Park	625,354.07	376,881.06	154,536.38	93,936.63
4402056008	Southam Park Master Plan	185,778.89	78,060.90	9,990.00	97,727.99
4402156002	Ryckman's Park Pathway	102,000.00	37,336.40	-	64,663.60
4901951900	Electric Charging Stations	507,000.00	320,399.18	144,776.00	41,824.82
7101654802	William Connell Park Washroom Facility	4,485,200.00	3,923,573.53	164,229.33	397,397.14
GRAND TOTAL		9,161,046.96	6,308,518.51	623,404.50	2,229,123.95

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108059
Reserve Name: Ward 9 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		-	22,956.75	42,843.97	55,160.19
Add:					
Interest Earned		484.75	546.14	849.53	1,482.99
Special Levy	Note 1	19,415.00	19,341.08	19,415.00	19,415.00
Sub-Total - To Reserves		<u>19,899.75</u>	<u>19,887.22</u>	<u>20,264.53</u>	<u>20,897.99</u>
Less:					
New Projects Funded in Year	Note 2	13,810.88		10,827.98	779.36
Funding Adjustments for Prior Year Projects					
Ward Re-Allocation		(8,252.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(8,615.88)		(2,879.67)	
Capital Reinvestment (\$100K Unallocated)					
Commitments					
Sub-Total - From Reserves		<u>(3,057.00)</u>	<u>-</u>	<u>7,948.31</u>	<u>779.36</u>
Ending Balance Reserve /w commitments Dec 31		<u><u>22,956.75</u></u>	<u><u>42,843.97</u></u>	<u><u>55,160.19</u></u>	<u><u>75,278.82</u></u>

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108059
Reserve Name: Ward 9 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
GRAND TOTAL		-	-	-	-

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108070
 Reserve Name: Ward 10 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		-	18,213.05	30,226.69	42,014.54
Add:					
Interest Earned		237.25	374.64	645.21	1,094.81
Special Levy	Note 1	11,639.00	11,639.00	11,639.00	11,639.00
Sub-Total - To Reserves		<u>11,876.25</u>	<u>12,013.64</u>	<u>12,284.21</u>	<u>12,733.81</u>
Less:					
New Projects Funded in Year	Note 2	118.97		496.36	467.21
Funding Adjustments for Prior Year Projects					
Ward Re-Allocation		(872.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(5,583.77)			
Capital Reinvestment (\$100K Unallocated)					
Commitments					
Sub-Total - From Reserves		<u>(6,336.80)</u>	<u>-</u>	<u>496.36</u>	<u>467.21</u>
Ending Balance Reserve /w commitments Dec 31		<u>18,213.05</u>	<u>30,226.69</u>	<u>42,014.54</u>	<u>54,281.14</u>

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108070

Reserve Name: Ward 10 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301609610	Ward 10 Revenue Projects	-	77,148.78	-	(77,148.78)
GRAND TOTAL		-	77,148.78	-	(77,148.78)

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

CITY OF HAMILTON SPECIAL RESERVE FORECAST AS OF DECEMBER 31, 2021

Reserve Number: 108064
Reserve Name: Ward 14 - Capital Infrastructure

		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
		(\$)	(\$)	(\$)	(\$)
Opening Balance		-	864,175.55	1,720,125.29	1,965,641.75
Add:					
Interest Earned		17,726.03	18,701.74	27,277.16	33,376.22
Special Levy	Note 1	1,127,247.00	1,127,247.00	1,127,247.00	1,127,247.00
Sub-Total - To Reserves		<u>1,144,973.03</u>	<u>1,145,948.74</u>	<u>1,154,524.16</u>	<u>1,160,623.22</u>
Less:					
New Projects Funded in Year	Note 2	240,500.00	189,999.00	848,073.11	881,250.25
Funding Adjustments for Prior Year Projects Ward Re-Allocation		(9,782.00)			
Funding Returned or Required from Reserve for Completed Projects	Note 3	(49,920.52)		(39,065.41)	
Capital Reinvestment (\$100K Unallocated)		100,000.00	100,000.00	100,000.00	100,000.00
Commitments		<u>280,797.48</u>	<u>289,999.00</u>	<u>909,007.70</u>	<u>981,250.25</u>
Sub-Total - From Reserves					
Ending Balance Reserve /w commitments Dec 31		<u><u>864,175.55</u></u>	<u><u>1,720,125.29</u></u>	<u><u>1,965,641.75</u></u>	<u><u>2,145,014.72</u></u>

Note 1: Special Levy for 2022 is assumed to be equal to 2021

Note 2: Amount includes annual chargeback

Note 3: Projects closed according to Capital Project Monitoring and Closing Policy; reported on closing reports

CITY OF HAMILTON

Detailed record of all Ongoing Projects Funded from Reserve as of December 31, 2021

Reserve Number: 108064

Reserve Name: Ward 14 - Capital Infrastructure

Project ID	Project Description	Approved Budget	Actual Expenditures	PO Commitments	Available Balance
		(a)	(b)	(c)	(d) = (a) - (b) - (c)
		\$	\$	\$	\$
3301909014	Ward 14 Capital Reinvestment	100,000.00	57,319.28	-	42,680.72
3302009014	Ward 14 Capital Reinvestment	100,000.00	-	-	100,000.00
3302109014	Ward 14 Capital Reinvestment	100,000.00	8,280.73	-	91,719.27
4241909146	Transit Shelter Wingfield PI	15,000.00	-	-	15,000.00
4241909147	Complete Streets Report W14	149,999.00	139,921.30	12,399.00	(2,321.30)
4242109142	W14 Complete St Enhancement	300,000.00	-	-	300,000.00
4401856811	Cross of Lorraine-Restoration	10,000.00	-	-	10,000.00
GRAND TOTAL		774,999.00	205,521.31	12,399.00	557,078.69

Note: Detailed record includes all ongoing projects that were funded from the reserve on or before December 31, 2021

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 1 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709100 - Ward 1 Capital Reinvestment Civic Plan - Participatory Budget Coordinator	100,000.00	51,537.56		
Corporate Contract C12-06-16 Printing and Production		434.40		
Production Strathcona Community Council Events		4,952.86		
Balance	\$ 100,000.00	\$ 56,924.82	\$ -	\$ 43,075.18

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809100 - Ward 1 Capital Reinvestment Bus Shelters	100,000.00	22,458.75		
Balance	\$ 100,000.00	\$ 22,458.75	\$ -	\$ 77,541.25

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909100 - Ward 1 Capital Reinvestment Strathcona Community Room	100,000.00	4,295.68		
Anne Jones Way Commemorative Sign		263.05		
Parking due to Locke Construction		3,330.07		
Glenside Pathway Pedestrian Lighting Improvements (4242109102) - May 17, 2021		48,980.00	36,131.20	
Balance	\$ 100,000.00	\$ 56,868.80	\$ 36,131.20	\$ 7,000.00

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009100 - Ward 1 Capital Reinvestment Glenside Pathway Pedestrian Lighting Improvements (4242109102) - May 17, 2021	100,000.00		46,888.80	
Westdale Theatre Project Deficit - Sept 2021 Closing Report		11,626.10		
Balance	\$ 100,000.00	\$ 11,626.10	\$ 46,888.80	\$ 41,485.10

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109100 - Ward 1 Capital Reinvestment	100,000.00			
Locke Street Business Improvement Area Hydro Poles - Feb 1, 2021		5,000.00		
Locke Street Business Improvement Area Pedestrianization - July 7, 2021		7,000.00		
Trees - April 9, 2021		3,038.00	1,262.00	
Victoria Park Multi Use Court Improvements			35,000.00	
Balance	\$ 100,000.00	\$ 15,038.00	\$ 36,262.00	\$ 48,700.00

Total Uncommitted Balance as of December 31, 2021

\$ 217,801.53

**Area Rating Special Capital Re-Investment Fund
Discretionary Spending Wards 1-8 Ward 14
As of December 31, 2021**

Ward 2 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709200 - Ward 2 Capital Reinvestment	100,000.00			
Hall Plaque		598.09		
CityHousing Units (GIC Report 15-023)		20,000.00		
Festival Support - Racalmutese Maria SS Del Monte		6,500.00		
Civic Plan Durand Neighbourhood Project		5,628.61		
Raised Garden Beds - Wesley Urban Ministries		681.39		
Sod Replacement		1,373.76		
21 Concrete Planters - Walnut St Alley		14,678.91		
Stinson Community Garden		1,121.54		
Ravenscliffe Sewer/Man hole		7,666.36		
Aberdeen Bumpout		3,007.10		
King William- Walnut Park-Plants		3,785.96		
Sobi Bike			30,000.00	
Balance	\$ 100,000.00	\$ 65,041.72	\$ 30,000.00	\$ 4,958.28

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809200 - Ward 2 Capital Reinvestment	100,000.00			
Sobi Bike Lanes			10,000.00	
Participatory Budgeting- Plan Local		45,023.79	4,976.21	
Snail Mural		1,310.16		
34 James St. Planters		5,000.00		
Plan Local- Printing Services		550.20		
Community Room High Efficiency Window Replacement			16,046.00	
Protective Fence			8,350.00	
Balance	\$ 100,000.00	\$ 51,884.15	\$ 39,372.21	\$ 8,743.64

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909200 - Ward 2 Capital Reinvestment	100,000.00			
Plan Local			50,000.00	
Gord Thompson Corner		131.24	18.76	
Stinson Community Association		300.00		
226 Rebecca Windows			16,046.00	
226 Rebecca Fencing			8,350.00	
Gore Park Nativity Repair/Replacement		4,352.43	-	352.43
Boys & Girls Club		8,000.00		
Balance	\$ 100,000.00	\$ 12,783.67	\$ 74,062.33	\$ 13,154.00

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009200 - Ward 2 Capital Reinvestment	100,000.00			
Balance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109200 - Ward 2 Capital Reinvestment	100,000.00			
Sidewalk widening - Cannon St. E., between Elgin St. and Ferguson Ave.		31,598.18		
Trees - April 19, 2021		490.00	2,715.00	
James Street North Boulevard Conversion & Street Tree Planting - June 14, 2021		17,553.63	35,700.00	
Balance	\$ 100,000.00	\$ 49,641.81	\$ 38,415.00	\$ 11,943.19

Total Uncommitted Balance as of December 31, 2021

\$ 138,799.11

**Area Rating Special Capital Re-Investment Fund
Discretionary Spending Wards 1-8 Ward 14
As of December 31, 2021**

Ward 3 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709300 - Ward 3 Capital Reinvestment	100,000.00			
Ward 3 Speed Humps		19,537.96	55,462.04	
Gage Park Washroom		1,430.75		
Balance	\$ 100,000.00	\$ 20,968.71	\$ 55,462.04	\$ 23,569.25

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809300 - Ward 3 Capital Reinvestment	100,000.00			
City Housing- First Place/30 Sanford		50,000.00		
30 Sanford Computer Lab		5,000.00		
Balance	\$ 100,000.00	\$ 55,000.00	\$ -	\$ 45,000.00

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909300 - Ward 3 Capital Reinvestment	100,000.00			
Woodland Park Public Art			2,500.00	
30 Sanford Washroom Key Card			15,000.00	
Gage Park- Tools and Bikes		5,000.00		
Memorial Bench- Gage Park		1,550.00		
WIFI- Gage Park			1,500.00	
CityHousing Maintenance Wall		8,918.70	7,081.30	
Powell Park Trees			8,000.00	
Bernie Morelli Rec Centre Public Art			3,000.00	
J.C. Beamer Park Low Wall Rebuild			10,500.00	
Commemorative Tree & Plaque - Holly Clark - Dec 6, 2021		1,000.00		
Balance	\$ 100,000.00	\$ 16,468.70	\$ 47,581.30	\$ 35,950.00

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009300 - Ward 3 Capital Reinvestment	100,000.00			
Ward 3 Speed Humps			55,462.04	
Balance	\$ 100,000.00	\$ -	\$ 55,462.04	\$ 44,537.96

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109300 - Ward 3 Capital Reinvestment	100,000.00			
430 Cumberland Playground			20,000.00	
Community Safety & Complete Streets Report (4242009306) - October 5, 2020			49,999.00	
Private Tree Giveaway - June 17, 2020		1,916.25	798.75	
Community Garden Bobcat Rental - May 28, 2021			500.00	
Balance	\$ 100,000.00	\$ 1,916.25	\$ 71,297.75	\$ 26,786.00

Total Uncommitted Balance as of December 31, 2021

\$ 175,843.21

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 4 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709400 - Ward 4 Capital Reinvestment	100,000.00			
Parkdale School - Hydration Station		3,000.00		
Depave Paradise		5,000.00		
Queen Mary Greening Project		5,000.00		
St. John School Greening Project		5,000.00		
St. Eugene School Greening Project		5,000.00		
Hillcrest School Greening Project		5,000.00		
School - Greening Project Viscount		5,000.00		
Montgomery Greening Project		5,000.00		
Cunningham Greening Project		5,000.00		
Greening Project		5,000.00		
Fairfield Park		29,544.86		
Huxley Speed Humps		4,884.49		
Capital Infrastructure Newsletter		4,500.18		
Alectra		109.32		
Balance	\$ 100,000.00	\$ 87,038.85	\$ -	\$ 12,961.15

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809400 - Ward 4 Capital Reinvestment	100,000.00			
Cunningham Park Gazebo		5,737.45	19,262.55	
Montgomery Park		18,001.38	11,998.62	
Tree Planting		400.00		
Temporary Speed Humps - Talbot/Walmer		30,528.06		
Depave Paradise		2,000.00		
Kenilworth Wreaths		5,089.02		
Nativity Gardens		5,000.00		
Balance	\$ 100,000.00	\$ 66,755.91	\$ 31,261.17	\$ 1,982.92

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909400 - Ward 4 Capital Reinvestment	100,000.00			
New Hope Bike Program		6,000.00		
City Motor Hotel Legal Fees		7,453.60		
Kenilworth Wreaths		6,105.62		
200 Trees			2,715.00	
McQuesten Farm / St.Helen's Walkway (4242009407)		31,534.19		
Alectra		72.79		
12 Floral Planters - Roxborough			7,200.00	
Balance	\$ 100,000.00	\$ 51,166.20	\$ 9,915.00	\$ 38,918.80

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009400 - Ward 4 Capital Reinvestment	100,000.00			
Balance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109400 - Ward 4 Capital Reinvestment	100,000.00			
Balance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

Total Uncommitted Balance as of December 31, 2021

\$ 253,862.87

**Area Rating Special Capital Re-Investment Fund
Discretionary Spending Wards 1-8 Ward 14
As of December 31, 2021**

Ward 5 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709500 - Ward 5 Capital Reinvestment	100,000.00			
City Housing Vacant Unit		36,100.00		
Sam Manson Interpretive Panel		1,000.00		
Traffic Custom Signs		3,496.28		
2 Floral Tree		10,867.82		
Rosedale School-Playground Equipment		16,085.01		
Salad Bowl - Lawn Mower		277.80		
Rosedale Fence		8,411.50		
Hamilton Building/Equipment		231.00		
Flag Pole		2,054.54		
100 Greenhill Concrete		302.23		
Greenhill Park Pathway		10,176.02		
Nashville Circle – Speed Bumps		10,153.90		
Davis Creek Neighbourhood Association Signs		321.00		
Balance	\$ 100,000.00	\$ 99,477.10	\$ -	\$ 522.90

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809500 - Ward 5 Capital Reinvestment	100,000.00			
Scotia Avenue Speed Hump			15,000.00	
Rolled Curb - 81 National Drive			3,000.00	
Traffic Custom Signs		148.19		
Weed Trimmer		286.57		
Rosedale Electrical		7,343.02		
Traffic Sign		3,294.68		
Rosedale Diamond		18,657.96		
Redhill Fence		1,831.68		
Speed Humps		4,884.49		
555 Queenston Keyscan		12,816.67		
Balance	\$ 100,000.00	\$ 49,263.26	\$ 18,000.00	\$ 32,736.74

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909500 - Ward 5 Capital Reinvestment	100,000.00			
Sam Mason Shelf		251.88		
Traffic Signs		241.58		
Tara Court Sidewalk		30,528.06		
Community Newsletter		300.00		
Jackson Lane Asphalt Work		18,810.08		
Balance	\$ 100,000.00	\$ 50,131.60	\$ -	\$ 49,868.40

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009500 - Ward 5 Capital Reinvestment	100,000.00			
Scotia Avenue Speed Hump			15,000.00	
Rolled Curb - 81 National Drive			3,000.00	
Balance	\$ 100,000.00	\$ -	\$ 18,000.00	\$ 82,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109500 - Ward 5 Capital Reinvestment	100,000.00			
Balance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

Total Uncommitted Balance as of December 31, 2021

\$ 265,128.04

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 6 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709600 - Ward 6 Capital Reinvestment	100,000.00			
LRT Poll		1,350.80		
Albion Falls Waterfall Fencing		76,320.15		
Capital Mail out - Ward 6 Infrastructure Newsletter		3,384.76		
Resurfacing Huntington Park Tennis Courts		15,264.03		
Mountable Curbs		3,052.81		
Balance	\$ 100,000.00	\$ 99,372.55	\$ -	\$ 627.45

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809600 - Ward 6 Capital Reinvestment	100,000.00			
1600 Rymal Rd. E sidewalk accessibility		54,293.04		
Mountable Curbs 2018		45,792.09		
Balance	\$ 100,000.00	\$ 100,085.13	\$ -	-\$ 85.13

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909600 - Ward 6 Capital Reinvestment	100,000.00			
Appropriation from 4241709603	73,612.62			
Palmer Speed Cushions		4,500.00		
Appliance R&R		435.05		
Royal Vista - Appropriation Transfer APPR 19-159		47,000.00		
Speed Cushions on Eleanor Drive		24,300.00		
Speed Cushions on Rendell Boulevard		19,440.00		
Traffic islands for beautification at Upper Gage and the Lincoln M. Alexander Parkway		44,977.75	41,022.25	
Carpet Replacement - 1100 Limeridge		38,999.83		
Tree Giveaway - Large			5,000.00	
Backwater Valve Installation - Grant - June 2021			2,000.00	
Balance	\$ 173,612.62	\$ 179,652.63	\$ 48,022.25	-\$ 54,062.26

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009600 - Ward 6 Capital Reinvestment	100,000.00			
Rymal & Derby Bus Stop		7,300.00	700.00	
Lisgar Park Security Enhancements		6,696.33	13,303.67	
Huntington Facilities Study (7102055004)			100,000.00	
Balance	\$ 100,000.00	\$ 13,996.33	\$ 114,003.67	-\$ 28,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109600 - Ward 6 Capital Reinvestment	100,000.00			
801 Upper Gage Floor Replacements			30,000.00	
Balance	\$ 100,000.00	\$ -	\$ 30,000.00	\$ 70,000.00

Total Uncommitted Balance as of December 31, 2021

-\$ 11,519.94

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 7 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709700 - Ward 7 Capital Reinvestment Lanterns	100,000.00	36,099.43		
395 Mohawk- Intercom		7,156.17		
Procurement Cards		2,739.62		
Balance	\$ 100,000.00	\$ 45,995.22	\$ -	\$ 54,004.78

Description	2018			
	Funding	Expenses	Committed	YE Balance
3301809700 - Ward 7 Capital Reinvestment Bruce Park	100,000.00	20,199.51		
Mohawk Visitation Parking		49,822.00		
Spruce Plywood		1,187.70		
Removal and Replacement of Fence at 470 Stone Church Rd East			14,682.00	
Balance	\$ 100,000.00	\$ 71,209.21	\$ 14,682.00	\$ 14,108.79

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909700 - Ward 7 Capital Reinvestment Sign installation	100,000.00	4,566.58		
Fallfest parking		870.14		
Balance	\$ 100,000.00	\$ 5,436.72	\$ -	\$ 94,563.28

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009700 - Ward 7 Capital Reinvestment Speed Cushions	100,000.00	24,300.00		
Balance	\$ 100,000.00	\$ 24,300.00	\$ -	\$ 75,700.00

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109700 - Ward 7 Capital Reinvestment	100,000.00			
Private Tree Giveaway - PW 21-006		2,493.43	221.57	
Digital Speed Signs - PWC July 2021			20,000.00	
Balance	\$ 100,000.00	\$ 2,493.43	\$ 20,221.57	\$ 77,285.00

Total Uncommitted Balance as of December 31, 2021

\$ 315,661.85

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 8 Discretionary Spending

Description	2017			
	Funding	Expenses	Committed	YE Balance
3301709800 - Ward 8 Capital Reinvestment	100,000.00			
Team Trip Sponsorship		10,000.00		
Scout Sponsorship		5,000.00		
Captain Cornelius Path		50,000.00		
Meeting Chairs		915.33		
Virtual Town Hall Expenses		3,052.81		
Tree Removal - Stone Church		1,119.36		
Pathway Lighting		5,908.50		
Tony Divers Plaque		117.02		
Tony Divers Bench		2,200.00		
Commemorative Bench		1,012.51		
Bench Plaque		1,550.00		
Catch Basin			10,000.00	
PW Damage Upper Horning		833.46		
Traffic Custom Signs		1,468.20		
Balance	\$ 100,000.00	\$ 83,177.19	\$ 10,000.00	\$ 6,822.81

Description	Funding	Expenses	Committed	YE Balance
3301809800 - Ward 8 Capital Reinvestment	100,000.00			
Comm Bench - Norwood Park		1,550.00		
Captain Cornelius Park		50,000.00		
Chedoke Outdoor Classroom		50,000.00		
Balance	\$ 100,000.00	\$ 101,550.00	\$ -	-\$ 1,550.00

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909800 - Ward 8 Capital Reinvestment	100,000.00			
Bruce Park - Exterior Door		358.69		
Captain Corn Railing - March 22, 2020			45,000.00	
Upper James Street Planters - September 10, 2021			16,000.00	
Balance	\$ 100,000.00	\$ 358.69	\$ 61,000.00	\$ 38,641.31

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009800 - Ward 8 Capital Reinvestment Wind Wrap - William Connel Park - Pickleball and Tennis Courts	100,000.00		4,000.00	
Balance	\$ 100,000.00	\$ -	\$ 4,000.00	\$ 96,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109800 - Ward 8 Capital Reinvestment William Connell Park WiFi - Canada Healthy Communities Initiative (4242109803) William Connell Park - Fence - PW 21-006	100,000.00	8,711.66	20,000.00 4,288.34	
Balance	\$ 100,000.00	\$ 8,711.66	\$ 24,288.34	\$ 67,000.00

Total Uncommitted Balance as of December 31, 2021

\$ 206,914.12

Area Rating Special Capital Re-Investment Fund
 Discretionary Spending Wards 1-8 Ward 14
 As of December 31, 2021

Ward 14 Discretionary Spending

Description	2019			
	Funding	Expenses	Committed	YE Balance
3301909014 - Ward 14 Capital Reinvestment Speed Cushions - Lavender Cres. Mountable Curbs	100,000.00	14,580.00 42,739.28		
Balance	\$ 100,000.00	\$ 57,319.28	\$ -	\$ 42,680.72

Description	2020			
	Funding	Expenses	Committed	YE Balance
3302009014 - Ward 14 Capital Reinvestment	100,000.00			
Balance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00

Description	2021			
	Funding	Expenses	Committed	YE Balance
3302109014 - Ward 14 Capital Reinvestment Speed cushions - Cranbrook Drive - PWC April 19, 2021	100,000.00	8,280.73	6,119.27	
Balance	\$ 100,000.00	\$ 8,280.73	\$ 6,119.27	\$ 85,600.00

Total Uncommitted Balance as of December 31, 2021

\$ 228,280.72

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CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 2 Non Property Tax Revenue	
3301609602 - Ward 2 Revenue Projects	Amount (\$)
Revenue	
Eptcon- One time fee	42,600.00
28 York Rd- 2017	20,600.00
28 York Rd- 2017	1,000.00
28 York Rd Transfer to Ward Specific Revenue Project	7,840.00
28 York Rd- 2018	22,218.00
28 York Rd- 2019	21,854.54
28 York Rd- 2019	1,000.00
Hydro One- 2019	27,318.18
28 York Rd- 2020	18,200.18
Hydro One- 2020	28,137.73
28 York Rd- 2021	23,510.18
	214,278.81
Expenses	
Funding for Beasley Park	(76,475.00)
Corktown Grant	(6,500.00)
Winter Soltice Grant	(6,500.00)
Care Share Fair	(1,500.00)
Winter Soltice Grant	(6,500.00)
Together in Dance	(7,000.00)
Downtown Hamilton Business	(4,847.70)
	(109,322.70)
Total	104,956.11

3301809602 - Ward 2- Hydro One Contract	Amount (\$)
Revenue	
Hydro- One time fee	11,500.00
Hydro- 2016	25,000.00
Hydro- 2017	25,750.00
Hydro- 2018	25,750.00
Hydro- Adjustment	772.50
	88,772.50
Expenses	
License Agreement Fee	(1,500.00)
License Agreement Fee Correction	(5,715.00)
Real Estate Fees	(1,750.00)
Eptcon- Admin Fee	(1,750.00)
	(10,715.00)
Total Available	78,057.50

Appendix "C" to Report FCS22052

CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 3 Non-Property Tax Revenue	
3301609603 - Ward 3 Revenue Projects	Amount (\$)
Revenue	
1089 King St Transfer to Ward Specific Revenue Project	155,208.52
75 Balsam-2016	28,138.00
75 Balsam-2017	28,982.14
75 Balsam-2018	29,851.60
75 Balsam-2019	30,747.15
75 Balsam-2020	31,669.57
75 Balsam-2021	32,619.66
	337,216.64
Expenses	
Tragically Hip Concert approved by Council July 8th	(22,151.79)
THE HAMILTON NATURALISTS' CLUB	(500.00)
HARRRP	(750.00)
BLOOMS OF AFRICA	(1,000.00)
DELIGHT FESTIVAL	(1,000.00)
EMPOWER STRATEGY GROUP	(1,000.00)
KEITH NEIGHBOURHOOD HUB PLANNING TEAM	(1,000.00)
CLUB 30	(1,500.00)
PRINCE OF WALES ELEMENTARY SCHOOL	(1,500.00)
CROWN POINT GARDEN CLUB	(200.00)
THE BRIDGE	(1,000.00)
AFRO CANADIAN CARIBBEAN ASSOC IATION	(1,000.00)
HARRRP SEWING GROUP	(1,000.00)
COMMUNITY MURAL PROJECT	(1,000.00)
GALA PLANNING TEAM	(1,000.00)
GALA PLANNING TEAM	(1,000.00)
PHOENIX AIKIDO MAT PROJECT	(1,000.00)
CENTRE FRANCAIS HAMILTON INC.	(1,500.00)
HAMILTON IRONMEN FOOTBALL	(1,500.00)
OTTAWA STREET BIA	(350.00)
FIRST PLACE REPRESENTATIVES ORGANIZATION	(717.00)
CROWN POINT YOUTH SOCCER	(1,000.00)
HAMILTON YOUTH POETS	(1,000.00)
BRANCHES OF NATIVE DEVELOPMENT	(1,500.00)
COMMUNITY MURAL PROJECT	1,000.00
MOUNT HAMILTON HORTICULTURAL SOCIETY	(500.00)
THE FACTORY MEDIA CENTRE	(700.00)
SCOTT PARK BASEBALL ASSOCIATION	(1,000.00)
EVA ROTHWELL RESOURCE CENTRE	(1,000.00)
THE GERMANIA CLUB OF HAMILTON	(1,500.00)
ROSELAWN LAWN BOWLING CLUB	(2,500.00)
CATHEDRAL HIGH SCHOOL	(2,601.90)
LUCY DAY MURAL	(1,000.00)
2017 FESTIVAL OF FRIENDS	(3,421.02)
KIWANIS CLUB OF HAMILTON INC.	(1,000.00)
ST BRIGID CATHOLIC ELEMENTARY SCHOOL	(1,500.00)

Appendix "C" to Report FCS22052

Page 3 of 8

Ward 3 Non-Property Tax Revenue	
3301609603 - Ward 3 Revenue Projects	Amount (\$)
FRIENDS OF ST JOHN PLACE TENANTS' ASSOC.	(700.00)
COMPASS POINT BIBLE CHURCH	(1,000.00)
NORTH CENTRAL COMMUNITY ASSOCIATION	(710.00)
ST MATTHEW'S HOUSE	(1,000.00)
STUDENTS IN RESPONSE TO THE TRC	(2,500.00)
MCMASTER INDIGENOUS STUDENT	(5,000.00)
NEIGHBOUR TO NEIGHBOUR CENTRE	(140.00)
COMMUNITY CORN	(350.00)
PUMPKIN PROWL	(1,000.00)
WINTER SOLSTICE FEST	(1,000.00)
GAGE PARK WIFI	(22,544.22)
MCMASTER INDIGENOUS STUDENT SERVICES	(1,000.00)
HAMILTON AERIAL GROUP	(1,000.00)
HAMILTON JEWISH NEWS C/O	(1,000.00)
GREEN VENTURE	(1,000.00)
BROCK UNIVERSITY	(1,500.00)
ROTARY CLUB OF HAMILTON	(1,500.00)
CL GREEN-CG KINDESS AWARDS 18	(1,000.00)
CLR GREEN-C.G. TRANS JOB FAIR	(1,000.00)
CLUB 30	(1,000.00)
MICAH HOUSE REFUGEE RECEPTION SERVICES	(1,000.00)
EVA ROTHWELL RESOURCE CENTRE	(1,500.00)
L'ARCHE HAMILTON	(2,500.00)
THE BLACK HISTORY COMMITTEE	(1,500.00)
Payment of Rental Contract # 8	(1,244.40)
Correct AP00479432 Ln 152, to	(1,000.00)
ERICH'S CUPBOARD	(1,000.00)
HAMILTON BLACK HISTORY COMMITTEE	(500.00)
HAMILTON HURRICANES FOOTBALL CLUB	(1,000.00)
SEXUAL ASSAULT CENTRE	(1,000.00)
EAGLEWORLDWIDE COMMUNITY ENRICHMENT	(1,500.00)
FIRST PLACE REPRESENTATIVES ORGANIZATION	(1,500.00)
GURSIKH SANGAT HAMILTON	(2,000.00)
CG PEACE IN CIVIL SOCIETY	(1,500.00)
CG JEWISH FEDERATION 18	(1,000.00)
CLR GREEN-FREEDOM ARTS FESTIVA	(1,000.00)
CLR GREEN-STRAWBERRY THUNDER	(1,000.00)
COUNCILLOR GREEN-GERMANIA CLUB	(1,000.00)
Senior Art Program Motion 7.8	(1,000.00)
CLR GREEN-DAY FOR ELIMINATION	(1,500.00)
CLR GREEN-PEACE4 HAMILTON	(1,000.00)
CLR GREEN-GRANT MACAFRICANS	(1,500.00)
ST. PATRICK CES (FAP)	(1,000.00)
GAGE PARK SOFTBALL ASSOCIATION	(1,000.00)
LUSO SUPPORT CENTRE	(1,000.00)
THE HAMILTON DIALOGUES	(1,000.00)
CROWN POINT YOUTH SOCCER	(1,000.00)
HARRRP	(1,000.00)
BRANCHES OF NATIVE DEVELOPMENT	(1,500.00)
RECOVERY AWARENESS DAY HAMILTON	(1,000.00)

Appendix "C" to Report FCS22052

Page 4 of 8

Ward 3 Non-Property Tax Revenue	
3301609603 - Ward 3 Revenue Projects	Amount (\$)
OTTAWA STREET BIA	(1,000.00)
HAMILTON ACORN	(1,500.00)
CLR GREEN-GRANT-PRIDE HAMILTON	(1,500.00)
VARSITY TICATS	(1,500.00)
QUEENS CONNECTED	(300.00)
ACCA PRIDE IN PLACE	(500.00)
PUMPKIN PROWL	(500.00)
SPEQTRUM HAMILTON	(500.00)
CDN POLISH CONGRESS	(1,000.00)
AFRICAN YOUTH GOVERNANCE	(1,700.00)
HAMILTON FILIPINO COMMUNITY CENTRE	(1,500.00)
PRIDE HAMILTON	(3,000.00)
KIWANSIS CLUB- PLAY DAY	(1,500.00)
EVA ROTHWELL RESOURCE CENTRE	(1,500.00)
MODEL CITY HALL HAMILTON	(1,350.00)
BEAUTIFUL ALLEYS	(3,000.00)
GALA PLANNING TEAM	(2,000.00)
Real Estate Admin Fees	(4,295.00)
BARTON VILLAGE BIA - Stelco Strike Anniversary	(1,500.00)
GALA PLANNING TEAM - Powell Park Garden	(675.00)
Complete Street Enhancement	(100,000.00)
STIRTON TOT LOT	(15,000.00)
ENVIRONMENT HAMILTON	(1,985.00)
	(290,385.33)
Total Available	46,831.31

CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 10 Non Property Tax Revenue	
3301609610 - Ward 10 Revenue Projects	Amount (\$)
Revenue	
415 Arvin Ave Transfer to Ward Specific Revenue Project	46,219.67
415 Arvin Ave- 2017	39,065.00
415 Arvin Ave- 2018	40,236.94
415 Arvin Ave- 2019	41,444.05
415 Arvin Ave- 2020	42,687.37
415 Arvin Ave- 2021	42,687.37
	252,340.40
Expenses	
Parks Project Manager	(1,450.12)
Edgelake Tennis Park	(54,151.66)
SENIORS OUTREACH SERVICES	(10,000.00)
14-24 Sherwood Park Road	(7,700.00)
Real Estate Admin Fees	(3,847.00)
	(77,148.78)
Total Available	175,191.62

CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 12 Non-Property Tax Revenue	
3301609612 - Ward 12 Revenue Projects	Amount (\$)
Revenue	
Transfer 385 Jerseyville to Ward Specific Revenue Project	129,235.87
385 Jerseyville- Monthly Payment 2016	9,626.19
385 Jerseyville- Monthly Payment 2017	26,965.29
385 Jerseyville- Monthly Payment 2018	32,727.53
385 Jerseyville- Monthly Payment 2019	28,330.39
385 Jerseyville- Monthly Payment 2020	31,678.55
385 Jerseyville- Monthly Payment 2021	32,470.55
Total Available	291,034.37

CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 13 Non-Property Tax Revenue	
3301609613 - Ward 13 Revenue Projects	Amount (\$)
Revenue	
Miscellaneous Revenues	21,778.43
70 Olympic Monthly Funding- 2016	10,073.42
Dundas Water Tower Funding- 2016	9,198.32
Transfer Dundas Water Tower and 70 Olympic Revenue to Ward Specific Revenue Project	7,778.73
70 Olympic Monthly Funding- 2017	62,973.42
Dundas Water Tower Funding- 2017	44,520.24
Knowles Trust	5,086.99
Dundas Water Tower Funding 2018	29,275.88
70 Olympic Monthly Funding- 2018	39,258.69
Dundas Water Tower Funding- 2019	30,154.11
70 Olympic Monthly Funding- 2019	40,436.40
Dundas Water Tower Funding- 2020	31,058.73
70 Olympic Monthly Funding- 2020	42,812.82
Dundas Water Tower Funding- 2021	31,990.49
70 Olympic Monthly Funding- 2021	43,506.94
	449,903.61
Expenses	
Real Estate Fee	(9,054.00)
Heritage Courtyard Project	(20,566.00)
East Rock Garden Project	(5,089.99)
Return to Dundas Reserve	(26,554.07)
Real Estate Fee	(4,527.00)
Dundas Driving Park- Lawn Bowling	(25,000.00)
Memorial Stone Installation	(1,480.61)
Electric Charging Stations - PED18250(b)	(16,000.00)
	(108,271.67)
Total Available	341,631.94

CITY OF HAMILTON
Ward Specific Non Property Tax Revenue

Ward 15 Non-Property Tax Revenue	
3301609615 - Ward 15 Revenue Projects	Amount (\$)
Revenue	
115 Cole Revenue Transfer to Ward Specific Revenue Project	80,140.63
115 Cole Revenue- 2016	26,922.27
115 Cole Revenue- 2017	27,595.33
115 Cole Revenue- 2018	28,423.19
115 Cole Revenue- 2019	29,284.86
115 Cole Revenue- 2020	30,163.34
115 Cole Revenue- 2021	31,058.80
Total Available	253,588.42

Ward 1 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 1	782,550.01			
Staffing Costs		21,386.00		
2021 Sidewalk Repairs		99,725.00		
Miscellaneous Charges - Legal, Print, etc.		1,640.46		
Morden - Locke to Pearl			135,000.00	
Balance	782,550.01	122,751.46	135,000.00	524,798.55

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 1 CCBF	2,000,000.00			
C15-69-22 H - Strathcona Bike Blvd Pilot - Breadalbane & Jones			775,000.00	
C15-69-22 H - Kirkendall Blvd Pilot - Kent & Pearl			725,000.00	
Balance	2,000,000.00	-	1,500,000.00	500,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 1,024,798.55**

Ward 2 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 2	1,429,251.64			
Staffing Costs		21,386.00		
Speed Cushions Ward 2		37,817.41		
Miscellaneous Charges - Legal, Print, etc.		2,165.94		
Durand Neighbourhood			1,030,000.00	
Balance	1,429,251.64	61,369.35	1,030,000.00	337,882.29

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 2 CCBF	2,000,000.00			
Balance	2,000,000.00	-	-	2,000,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 2,337,882.29**

Ward 3 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 3	1,325,790.28			
Staffing Costs		21,386.00		
2021 Concrete Repairs		76,320.15		
Miscellaneous Charges - Legal, Print, etc.		1,637.88		
Balance	1,325,790.28	99,344.03	-	1,226,446.25

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 3 CCBF	2,000,000.00			
Barton St Boulevards and Depaving			50,000.00	
Balance	2,000,000.00	-	50,000.00	1,950,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 3,176,446.25**

Ward 4 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 4	1,152,959.70			
Staffing Costs		21,386.00		
2021 Concrete Repairs		851,121.75		
Miscellaneous Charges - Legal, Print, etc.		1,640.46		
Balance	1,152,959.70	874,148.21	-	278,811.49

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 4 CCBF	2,000,000.00			
C15-38-22 (M) Concrete Repairs Ward 4			270,000.00	
Balance	2,000,000.00	-	270,000.00	1,730,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 2,008,811.49**

Ward 5 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 5	1,043,522.93			
Staffing Costs		21,386.00		
Mountain Rd Ditch		88,946.69		
Sidewalks - Valley Dr, Felker Cres and Faircourt Dr		68,179.33		
First St N - south end to Galbraith Dr (C15-44-21)		333,578.93		
Miscellaneous Charges - Legal, Print, etc.		2,478.81		
Pedestrian Pathway in Green Acres Park			190,000.00	
Balance	1,043,522.93	514,569.76	190,000.00	338,953.17

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 5 CCBF	2,000,000.00			
Balance	2,000,000.00	-	-	2,000,000.00

Total Uncommitted Balance as of December 31, 2021

\$ 2,338,953.17

Ward 6 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 6	1,359,145.76			
Staffing Costs		21,386.00		
Royal Vista Reconstruction - \$71k from Developer received & \$64k from		115,580.55		
C15-50-20 - New Sidewalk - Rymal - Eva to Upper Sherman		85,279.53		
C15-03-20 - Trenholme Cres, Solomon Cres & Jamie Ann St - Road Resurfacing		86,315.65		
Pedestrian Signal at Moxley and Mohawk		154,695.10		
2020 CONCRETE REPAIRS		101,760.20		
Transfer from Winter Maintenance to reduce deficit		8,135.30		
Miscellaneous Charges - Legal, Print, etc.		1,637.32		
Algonquin & Rowena - shave and pave		89,734.92		
2021 Mountable Curb		124,979.10		
Speed Cushions - Birchview, Gatineau, Rideau, Larch, Princeton and Moxley		46,182.75		
Speed Cushions - Mount Pleasant		16,270.60		
Speed Cushions - Beacon		8,135.30		
Speed Cushion - Moxley		4,067.65		
Speed Cushion - 99 Robson		4,067.65		
Speed Cushions - Rapallo & East 45th		31,674.37		
Speed Cushions - Broker		24,405.90		
Speed Cushions - Organ Crescent		16,270.60		
Speed Cushions - Eaglewood		8,135.30		
New stop controls on Rosewell Street at Rexford Drive			10,000.00	
Speed Cushion - Gatineau and on Rideau			35,000.00	
Speed Cushions - Fernwood Crescent			19,000.00	
Speed Cushion - Dulgaren			14,000.00	
Speed Cushions - Princeton			21,000.00	
Balance	1,359,145.76	948,713.79	99,000.00	311,431.97

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 6 CCBF	2,000,000.00			
C15-44-22(H) - Carson, Landron & East 43rd Road Resurfacing			1,254,991.00	
Balance	2,000,000.00	-	1,254,991.00	745,009.00

Total Uncommitted Balance as of December 31, 2021

\$ 1,056,440.97

Ward 7 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 7	1,700,288.90			
Staffing Costs		21,386.00		
2021 Concrete Repairs		83,443.36		
Miscellaneous Charges - Legal, Print, etc.		1,646.61		
Speed Cushion - East 13th - Fennell to Brucedale			7,000.00	
Speed Cushions - Byng, Massena, Acadia			35,000.00	
Balance	1,700,288.90	106,475.97	42,000.00	1,551,812.93

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 7 CCBF	2,000,000.00			
Upper Wentworth - Mohawk to 130m North of Fennell			1,250,000.00	
Balance	2,000,000.00	-	1,250,000.00	750,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 2,301,812.93**

Ward 8 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 8	1,709,206.24			
Staffing Costs		21,386.00		
2021 Mountable Curb		373,105.76		
Miscellaneous Charges - Legal, Print, etc.		9,438.15		
Balance	1,709,206.24	403,929.91	-	1,305,276.33

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 8 CCBF	2,000,000.00			
Balance	2,000,000.00	-	-	2,000,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 3,305,276.33**

Ward 9 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 9	1,985,798.65			
Staffing Costs		21,386.00		
2021 Sidewalk Repairs - C15-45-21 (M)		821,076.50		
C15-03-21 -Floral Islands - Mud @ Isaac Brock & Mud @ Paramount		122,315.25		
Speed Cushions - Bellagio, Gatestone, Keystone and Showcase		37,515.90		
Miscellaneous Charges - Legal, Print, etc.		1,640.46		
Speed Cushions - Pinehill Dr -Trinity Church & Fletcher (7 speed cushions)			26,000.00	
Traffic Island Conversion			155,000.00	
Balance	1,985,798.65	1,003,934.11	181,000.00	800,864.54

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 9 CCBF	2,000,000.00			
C15-62-22(HS) - Highland Rd W & Gatestone Dr Road Resurfacing			900,000.00	
Balance	2,000,000.00	-	900,000.00	1,100,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 1,900,864.54**

Ward 10 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 10	1,045,129.68			
Staffing Costs		21,386.00		
2021 Sidewalk Repairs		50,880.10		
Transfer to 2016 project		-	11,465.74	
Miscellaneous Charges - Legal, Print, etc.		1,640.46		
Balance	1,045,129.68	62,440.82	-	982,688.86

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 10 CCBF	2,000,000.00			
Balance	2,000,000.00	-	-	2,000,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 2,982,688.86**

Ward 11 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 11	1,629,744.04			
Staffing Costs		21,386.00		
Speed Cushion Tanglewood, In front of #117		3,647.65		
Miscellaneous Charges - Legal, Print, etc.		2,990.51		
Balance	1,629,744.04	28,024.16	-	1,601,719.88

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 11 CCBF	2,000,000.00			
Balance	2,000,000.00	-	-	2,000,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 3,601,719.88**

Ward 12 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 12	1,938,902.96			
Staffing Costs		21,386.00		
Ancaster Heights		1,327,762.15		
Miscellaneous Charges - Legal, Print, etc.		1,850.14		
Balance	1,938,902.96	1,350,998.29	-	587,904.67

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 12 CCBF	2,000,000.00			
Art Centre - Church parking lot off Sulphur Springs PXO			40,000.00	
Art Centre - Church parking lot off Sulphur Springs PXO			30,000.00	
Terrence Park Dr and Crestview Ave			320,000.00	
Academy St/Golfdale Pl (within St. John's Neighbourhood)			535,000.00	
Church St (within St. John's Neighbourhood)			345,000.00	
Balance	2,000,000.00	-	1,270,000.00	730,000.00

Total Uncommitted Balance as of December 31, 2021 **\$ 1,317,904.67**

Ward 13 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 13	1,567,193.11			
Staffing Costs		21,386.00		
Alma - Shave and Pave		50,880.10		
Miscellaneous Charges - Legal, Print, etc.		1,637.88		
Balance	1,567,193.11	73,903.98	-	1,493,289.13

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 13 CCBF	2,000,000.00			
Road & Sidewalks - Osler – South St to Grant and East St N – Hunter to York			2,000,000.00	
Balance	2,000,000.00	-	2,000,000.00	-

Total Uncommitted Balance as of December 31, 2021 **\$ 1,493,289.13**

Ward 14 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 14	1,567,871.09			
Staffing Costs		21,386.00		
2021 Mountable Curb Program		44,120.68		
Miscellaneous Charges - Legal, Print, etc.		1,649.42		
Balance	1,567,871.09	67,156.10	-	1,500,714.99

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 14 CCBF	2,000,000.00			
C15-58-22(H) Falkirk Neighbourhood			2,000,000.00	
Balance	2,000,000.00	-	2,000,000.00	-

Total Uncommitted Balance as of December 31, 2021 **\$ 1,500,714.99**

Ward 15 Council Priority Minor Improvements

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 15	1,234,879.35			
Staffing Costs		21,386.00		
Parkside Drive - C15-15-20		416,571.95		
Miscellaneous Charges - Legal, Print, etc.		1,640.46		
Main Street - Waterdown			167,000.00	
Balance	1,234,879.35	439,598.41	167,000.00	628,280.94

Description	Funding	Expenses	Committed	YE Balance
CP Minor Maintenance Ward 15 CCBF	2,000,000.00			
C15-60-22(H) Hamilton St - Dundas St to Silver Crt			300,000.00	
C15-60-22(H) Howard Blvd, Thomson Dr			1,500,000.00	
Balance	2,000,000.00	-	1,800,000.00	200,000.00

Total Uncommitted Balance as of December 31, 2021

\$ 828,280.94



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	2021 Annual Report on Commodity Price Hedging (FCS22062) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Dianne Hicks (905) 546-2424 Ext. 2016
SUBMITTED BY:	Kirk Weaver Acting Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

The City's Corporate Energy and Sustainability Policy (PW14050(a)) stipulates that the General Manager, Finance and Corporate Services, reports to Council at least once each fiscal year with respect to any Energy Commodity agreements.

INFORMATION

Price volatility on commodity products purchased by the City presents both a budgeting challenge and a financial risk. While long-term, fixed price contracts can be tendered or negotiated for some products, other products are subject to market pricing at the time of the delivery of the product or the demand for the product is sufficiently uncertain that long-term commitments are not available or prudent.

The primary purpose of a commodity price hedging agreement is to provide price stability / cost certainty by fixing some portion of future commodity prices. A secondary purpose is to use hedging to lock in favourable pricing for commodity purchase commitments when other means, such as long-term contracts, are not practicable.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

**SUBJECT: 2021 Annual Report on Commodity Price Hedging (FCS22062)
(City Wide) – Page 2 of 3**

The primary objectives for the City's commodity price hedging program are as follows:

- Adhere to statutory requirements
- Promote financial flexibility
- Limit financial risk exposure

A commodity price hedging agreement may only be undertaken if the agreement follows the relevant sections of the *Municipal Act, 2001* and regulations thereunder.

Requirements include but are not limited to the following:

- a) The City may enter into a financial agreement only for the future delivery of some or all of a commodity or the future cost of an equivalent quantity of a commodity. A financial agreement shall not be entered into for the purpose of speculative investing; and
- b) The City is prohibited from selling or disposing of the financial agreement or an interest in the agreement. An exception to this requirement exists if there is a sale or change of use of real property to which the agreement applies or the City ceases an activity for which the commodity was being acquired.

Reporting Requirements

The General Manager, Finance and Corporate Services, shall report to Council at least once each fiscal year with respect to any and all energy commodity price hedging agreements and other energy commodity agreements in place. The report shall contain, at a minimum, all requirements as set out in O. Reg. 653/05 (as it exists from time to time) and shall include:

- (1) A statement about the status of the energy commodity price hedging agreements during the period of the report, including a comparison of the expected and actual results of using the agreements;
- (2) A statement by the General Manager, Finance and Corporate Services, indicating whether, in his opinion, all the agreements entered during the period of the report are consistent with this Energy Commodity Policy relating to the use of financial agreements to address commodity pricing and costs;
- (3) An overview of any agreements with contract agents (including, without limitation, actual costs, services provided and frequency of use) and a statement by the General Manager, Finance and Corporate Services, indicating whether, in his opinion, all these agreements are consistent with this Energy Commodity Policy with respect to the use of contract agents.

**SUBJECT: 2021 Annual Report on Commodity Price Hedging (FCS22062)
(City Wide) – Page 3 of 3**

- (4) An overview of any co-operative energy purchasing initiatives and / or agreements and a statement by the General Manager, Finance and Corporate Services, indicating whether, in his opinion, all these agreements are consistent with this Energy Commodity Policy with respect to the use of co-operative energy purchasing;
- (5) Such other information as Council may require; and
- (6) Such other information as the General Manager, Finance and Corporate Services, considers appropriate to include in the report.

Accordingly, Appendix “A” to Report FCS22062 provides the Treasurer’s Annual Statement on Commodity Price Hedging that includes statements as required per the reporting requirements.

Appendix “B” to Report FCS22062 provides the annual Report on Commodity Price Hedging authored by the City’s Office of Energy Initiatives. This Report, that forms the foundation for the Treasurer’s Annual Statement of Commodity Price Hedging, deals exclusively with the City’s energy commodity price hedging agreements and utility rate transactions for natural gas, electricity and fuel.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS22062 – 2021 Treasurer’s Annual Statement on Commodity Price Hedging

Appendix “B” to Report FCS22062 – 2021 Annual Energy Report on Commodity Price Hedging

DH/dt

2021 Treasurer's Annual Statement on Commodity Price Hedging

1. I warrant that, to the best of my knowledge, the 2021 Annual Energy Report on Commodity Price Hedging, Appendix "B" to Report FCS22062, provided to the Audit, Finance and Administration Committee on August 11, 2022, meets the reporting requirements as set out in O. Reg. 653/05 including a comparison of the expected and actual results of using commodity price hedging agreements;
2. I warrant that, to the best of my knowledge, all the agreements entered during the period of the report are consistent with the City's Energy Commodity Policy relating to the use of financial agreements to address commodity pricing and costs;
3. I warrant that, to the best of my knowledge, agreements with contract agents are consistent with the City's Energy Commodity Policy with respect to the use of contract agents; and
4. I warrant that, to the best of my knowledge, co-operative energy purchasing initiatives and / or agreements are consistent with this Energy Commodity Policy with respect to the use of co-operative energy purchasing.



M. Zegarac
General Manager, Finance and Corporate Services
Corporate Services Department

2021 Annual Report on Commodity Price Hedging
Energy Initiatives, EFFM, Public Works

August 11, 2022

Tom Chessman
Manager, Energy Initiatives
Energy, Fleet & Facilities Management Division
Public Works Department

Introduction

The City of Hamilton’s 2021 Annual Report on Commodity Price Hedging deals exclusively with the City’s energy commodity price hedging agreements and utility rate transactions for natural gas, electricity and fuel.

As defined in the Corporate Energy and Sustainability Policy, “Energy Commodities” means electricity, green power, natural gas, methane and all other petroleum based fuel products such as, diesel, bio-diesel, gasoline, fuel oil, propane and any other bulk commodity primarily used by the City for the purpose of heating and cooling of buildings and other structures, electricity generation, cogeneration demand response programs, smart grid programs and the fuelling of City fleets, as determined by the Manager of Energy Initiatives.

Utility Rates and Commodity Strategies Results

The utility rates and commodity strategies results include Global Adjustment (GA) rate changes and natural gas hedging programs. For the 2021 calendar year, there was a \$3.86 M cost benefit; \$3.64 M as a result of Class A* and \$0.23 M Cost benefit from hedging of natural gas.

Figure 1: 2021 Utility Rates and Commodity Strategies Results

2021 Results	\$M	% Levy	% Rate
Global Adjustment	\$ 3.64	31%	69%
Natural Gas Hedging	\$ 0.23	65%	35%
Total ¹	\$ 3.86	33%	67%

* Class A refers to optional electricity rates available only to larger customers, that are based on contribution to Ontario’s five demand peak hours the previous year.

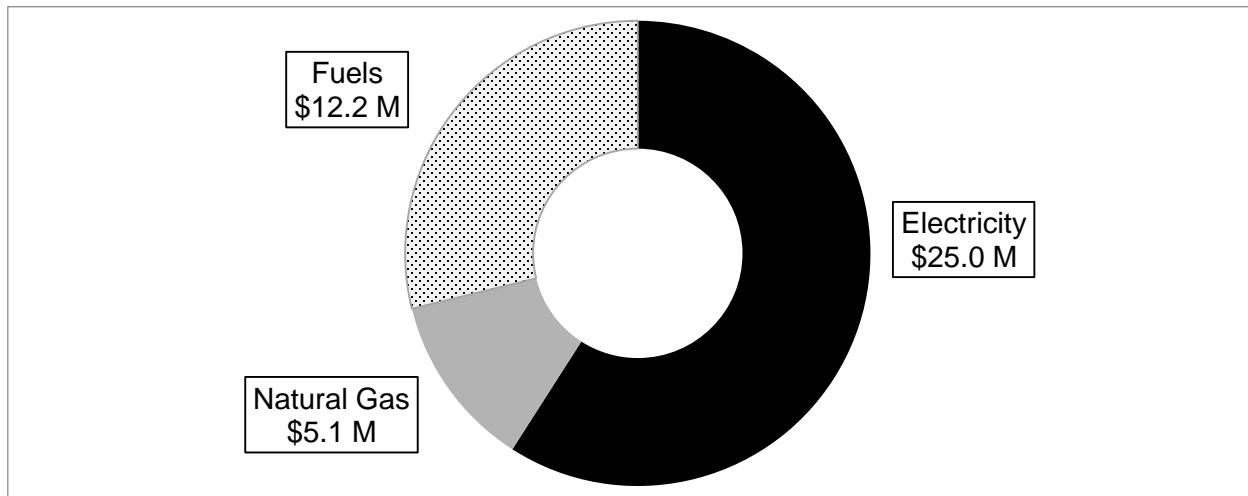
Further breakdown of these results can be found in the Global Adjustment and Natural Gas Risk Management sections in the report.

Overall Costs

In the City’s 2021 Annual Energy Report (PW21049(a)), the total actual energy costs for electricity, natural gas and fuels were reported at \$42.4 M. Overall, this is a 12% increase over 2020 energy costs. As outlined in the Annual Energy Report, the results in 2021 continue to be representative of an atypical year due to the lasting impacts of COVID-19. Although consumption increased, it was still lower from various building closures and changes to operational and staffing activities throughout the year. Costs were higher due to increased usage, higher rates from deferred provincial recovery programs from 2020 and increased costs on some commodity markets. The breakdown is shown in Figure 2.

¹ Totals differ due to rounding to the millions. Actual GA results shown on page 6, Actual Natural Gas on page 10.

Figure 2: 2021 Total Energy Costs (Electricity, Natural Gas and Fuel) in Millions (M)²



The electricity and natural gas costs, including those from district heating and cooling are incurred by City-owned buildings / facilities, Hamilton Water, Public Works Operations and Street and Traffic lighting. It excludes CityHousing Hamilton. Utilities include Alectra Utilities, Hydro One and Enbridge Gas Inc. Sites with only partial data may be excluded.

Fuel includes diesel, unleaded gasoline and compressed natural gas (CNG) for all Fleet, Operations and Transit vehicles but does not include Hamilton Police Services or Darts.

Electricity

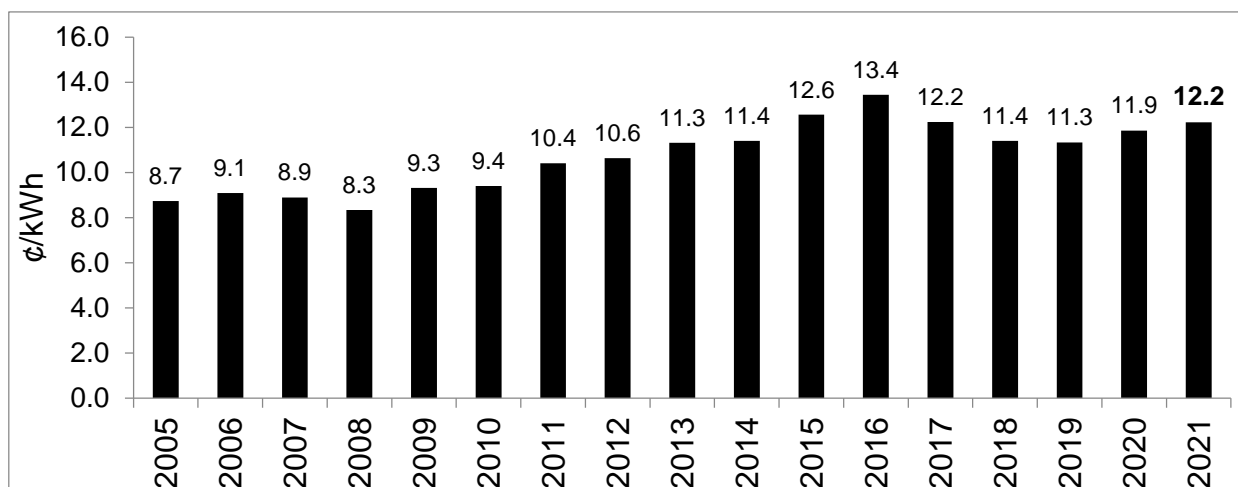
The electricity price comprises commodity, costs for distribution, transmission, regulatory and delivery. Hamilton is served by two local distribution companies (Alectra Utilities and Hydro One). Both Alectra Utilities and Hydro One are regulated by the Ontario Energy Board (OEB) and must get approval for any rate changes.

In 2021, the City’s overall expenditure for electricity was \$25.0 M. Electricity costs in 2021 increased by 6% compared to 2020. There was an increase of 3% in overall electrical consumption when compared to 2020. The City’s overall average price of electricity per kilowatt-hour (kWh) increased by 3% from 11.9 cents per kWh (¢/kWh) in 2020 to 12.2 ¢/kWh in 2021.

The average price for electricity, year over year, from 2005 to 2021 is outlined in Figure 3.

² Totals differ due to rounding. Actual total energy costs = \$42,375,909.

Figure 3: City of Hamilton Annual Average Electricity Price (¢/kWh) 2005-2021



There are a variety of factors that impact electricity cost, some of which are consumption, process changes, regulatory changes, market activity and weather. In 2021, consumption had increased by 3% over 2020. Although some recovery occurred in 2021, the continued impacts of COVID-19 resulted in operational changes and shuttering of facilities at various periods throughout the year. Some facilities were re-purposed for use in vaccine roll-out programs, while others opened for limited public use, and still others were closed throughout. Average summer temperatures in 2021 were just slightly lower than 2020. Warmer temperatures will typically increase cooling demand, but as there continued to be limited capacity in most facilities, the impacts from weather were likely lower, though cannot be dismissed completely. The cooling degree days overall in Hamilton were 15% lower in 2021 compared to 2020 and on par with the five-year average.

Overall costs were 6% higher compared to 2020 due in part to the higher consumption (3%), Additionally, some provincial rate relief programs related to COVID-19 response did continue in 2021 to temporarily offer relief to residential and commercial rates. However, other costs that had been deferred in 2020 were recovered throughout 2021 which increased regulated costs (i.e. recovery of costs from Global Adjustment (GA) price caps for the April – June 2020 period).

The electricity market in Ontario itself is complex and volatile. Ontario’s electricity commodity includes the Hourly Ontario Electricity Price (HOEP) and the Global Adjustment (GA). When the HOEP is low, the GA increases to cover the costs of generation. The monthly costs vary depending on consumer demand, the generation mix, weather conditions and how often each type of generation is offered into the market.

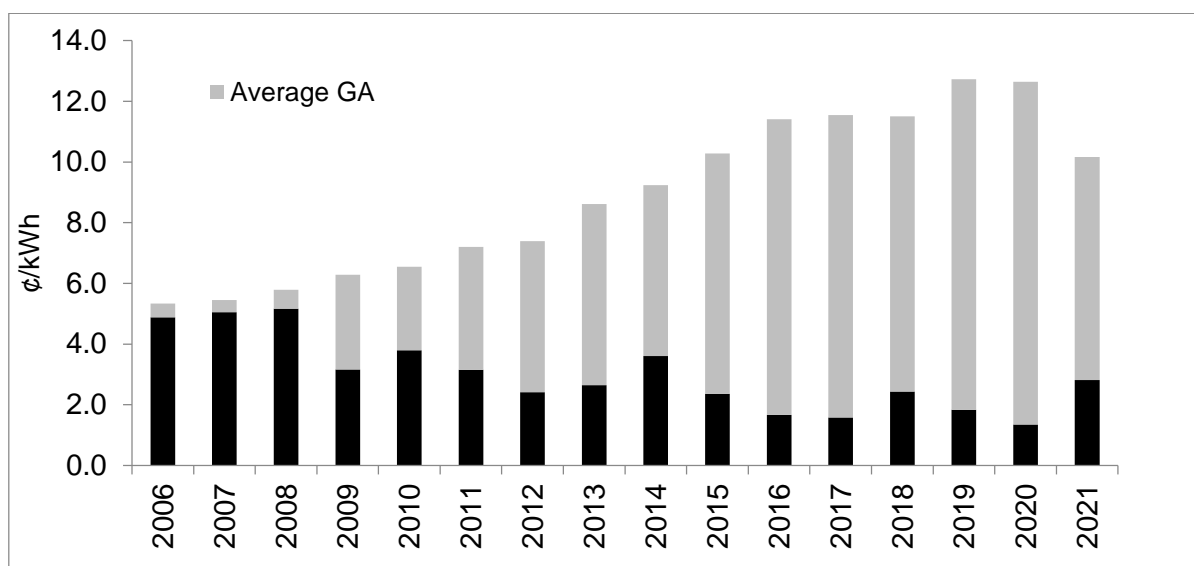
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It is possible to fix the price on forward terms for the HOEP. However, doing so does little to protect against the greater fluctuations of the GA, which makes up the larger portion of commodity costs. Staff recommendations have been to not hedge against the HOEP due to unfavourable market conditions. While the HOEP has declined over recent years, this has been offset by increases to the price of the Global Adjustment, as illustrated in Figure 4. In 2021, the HOEP did increase compared to recent years.

Figure 4: Electricity - Annual Average Price of HOEP and Global Adjustment 2006-2021



The commodity portion of the electricity price includes HOEP and GA. The annual average HOEP in 2021 was 2.8 ¢/kWh, which was a 108% increase over 2020. The average GA price component in 2021 was 7.4 ¢/kWh. This represents a 35% decrease from 2020, but also doesn't include any 2020 recovery cost. The overall combined average commodity price for electricity (10.2 ¢/kWh) was a 20% decrease from 2020.

Global Adjustment

The Global Adjustment (GA) is a market mechanism to account for differences between the market price and the rates paid to regulated and contracted generators and for conservation and demand management programs. Most of the GA costs arise from contracts that the Independent Electricity System Operator (IESO) has with generators, many of which are fixed price or guaranteed revenue agreements. There is no market mechanism to hedge specifically against the GA rate.

When spot prices (HOEP) are lower, the generator does not earn enough revenue from power sales to meet its revenue guarantees. In that case, the IESO pays the generator to make up this difference and the costs are recovered from consumers through the GA. Therefore, in a month when the market price of electricity is low, the GA will be higher and conversely when market prices are high, the GA will be lower.

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As part of pandemic response initiatives in 2020, GA amounts were capped to reduce price impacts and further adjustments were made to long-term generation contracts which deferred some costs. In 2021, amendments to GA regulations directed the recovery of those 2020 deferred costs to be completed throughout 2021 as part of the monthly GA settlements.

For billing of the GA costs, most commercial consumers are on a Class B rate. Class B consumers pay a regulated GA rate set monthly and posted by the IESO. Eligible, high electrical demand customers can opt for a Class A rate. Class A rate customers pay the GA costs based on their percentage contribution to the total monthly provincial GA costs, calculated on the top five peaks during a peak setting period. This is called the peak demand factor (PDF). Class A customers can impact their GA costs by reducing demand during peak periods, resulting in lower costs.

For the July 2020-June 2021 period, the IESO initiated a peak hiatus for Class A customers to allow large customers to focus on economic recovery from the impacts of COVID-19. During that period, Class A customers did not need to anticipate and reduce demand during peak events and instead would keep the existing PDF into the 2021-2022 period if other eligibility requirements were met. But demand response was required starting May 2021 in order to minimize the PDF for the term starting July 2022.

Class A sites within the City include 900 Woodward Avenue, 850 Greenhill Avenue, 78 Kenilworth North and CUP Operations. In July 2021, 700 Woodward Avenue was added and 1579 Burlington Street East was removed. The results for 2021 was a cost benefit of \$3.64 M as shown in Figure 5.

Figure 5: 2021 Global Adjustment Class A Results

Global Adjustment Class A Results	2021 Results	Cumulative Results*
Levy (Tax) Supported Budget	\$ 1,125,127	\$ 11,215,026
Rate Supported Budget	\$ 2,511,526	\$ 35,560,913
Total Cost Benefits:	\$ 3,636,653	\$ 46,775,939

*Annual cumulative benefits 2011-2021

Natural Gas

The natural gas price includes commodity, transportation, regulatory and delivery. Hamilton is served by one local distribution company, Enbridge Gas Inc.

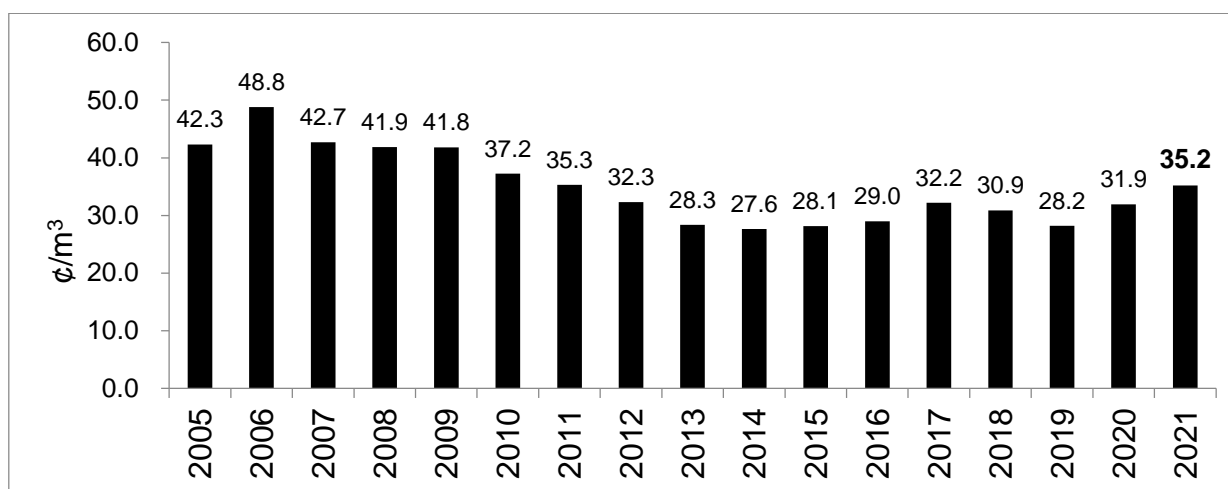
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The City’s overall expenditure for 2021 natural gas, including the commodity costs and utility charges for delivery, transportation and storage was \$5.1 M. This is an increase of 14% over 2020 costs. There was an increase of 3% in natural gas consumption compared to 2020 totals. The overall average unit price was 35.2 cents per cubic metre ($\text{¢}/\text{m}^3$), which was a 10% increase compared to 2020’s price of 31.9 $\text{¢}/\text{m}^3$. The average price for natural gas, year over year, from 2005 to 2021 is outlined in Figure 6.

Figure 6: City of Hamilton Annual Average Natural Gas Cost ($\text{¢}/\text{m}^3$)



The higher consumption in 2021 is primarily a result of the additional volume required for the biosolids production activity with Hamilton Water. Most facilities saw their natural gas consumption drop or remain on par with 2020, but the biosolids was a steady user of natural gas. Weather was of less of an impact to costs and consumption in 2021. Although Hamilton experienced some cold weather in the winter months, the heating degree days overall were on par with 2020 and 7% lower than the five-year average. Commodity costs themselves started to trend upward in 2021. Ongoing hedging activity, described below in the Natural Gas Risk Management section, helped to mitigate market fluctuations.

The largest impact to costs was the annual increase to the Federal Carbon Charge (FCC). The FCC, mandatory for provinces without a designated carbon reduction plan, was implemented in Ontario starting August 2019. The FCC is charged per cubic meter of consumption and is included on Enbridge Gas bills. The FCC is set to increase annually every April and does increase costs as a result. The charge for the January to March 2021 period was 5.87 cents per cubic meter and increased to 7.83 cents per cubic meter as of April 2021.

Natural Gas Risk Management

Natural gas can be a volatile commodity. There are many factors that can influence prices in natural gas markets including weather, supply, demand, geo-political events and changes to refining and extraction technologies. To maintain control of costs and minimize the degree of price volatility, the City has purchased its natural gas directly from the wholesale market (since June 2006). The City has supply agreements with multiple parties to allow for competitive purchasing.

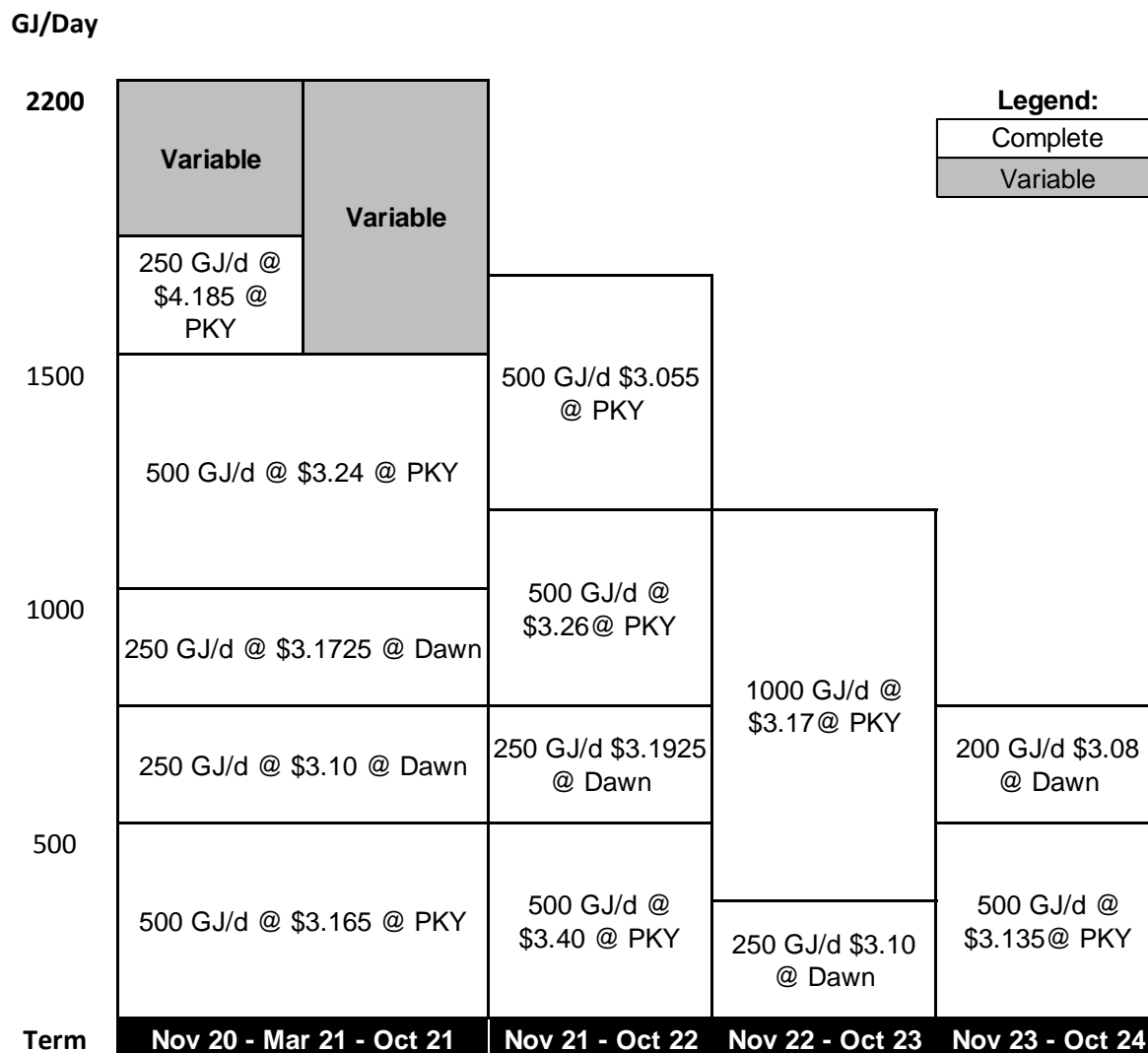
Overall, the procurement strategy is dynamic as staff, in conjunction with industry experts and the retained consultancy firm, make purchasing decisions based on market conditions. A portion of natural gas supply may be purchased as much as two to three years in advance to protect against market volatility while other portions are purchased just a month or two in advance. Fixing the price on a portion of the City’s natural gas volumes results in better budget predictability and protection against spot market fluctuations, particularly during extreme weather conditions or unforeseen market events.

The City purchases natural gas for City-owned facilities (excluding CityHousing Hamilton) and for compressed natural gas (CNG) for the Transit natural gas bus fleet. The average 2021 price for the natural gas (commodity only) was \$3.37 per gigajoule (GJ) (\$0.136/m³) including a blend of hedged and unhedged volumes. This does not include any Enbridge Gas charges such as delivery, storage or federal carbon charge which make up the total price.

For the majority of 2021, an average of 80% of natural gas supply was fully hedged. This was based on 2021 volume requirements across all contracts. At the end of 2021, volumes were hedged for the periods starting November 1, 2021, November 1, 2022 and a small volume for period starting November 1, 2023. Figure 7 provides a profile of the completed hedges of the end of December 2021.

The natural gas market began to trend higher in mid to late 2021 for daily and forward term markets as increased demand both domestically and abroad put upward pressure on prices. Staff monitors the market and continues to develop strategies for purchasing into the forward terms to capture agreeable market opportunities and help mitigate volatile and uncertain periods.

Figure 7: Natural Gas Hedge Profile (as of December 2021)

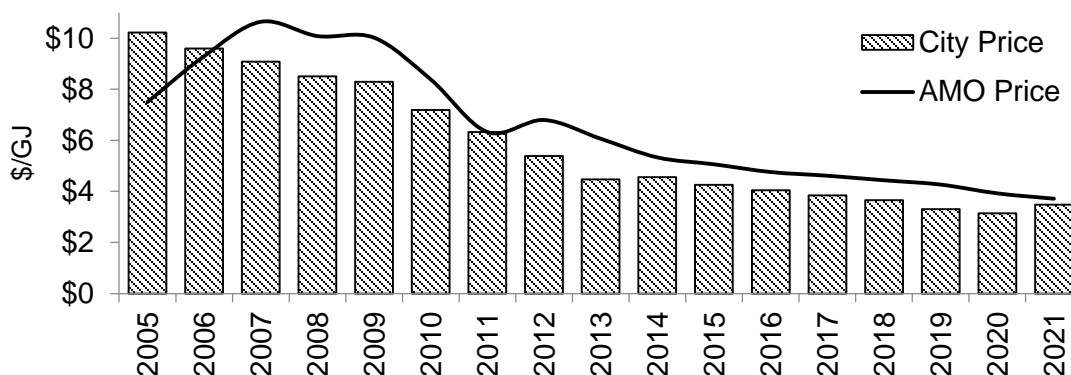


Notes on Figure 7:

- GJ/Day = Gigajoule per day
- PKY = Parkway Ontario delivery point
- Dawn = Dawn Ontario delivery point

To evaluate the performance of the hedging program, the City benchmarks its natural gas hedging activities against the procurement program offered by the Association of Municipalities of Ontario / Local Authority Services (AMO / LAS). Although the City has enough volume to allow for wholesale purchase from market suppliers, smaller municipalities may not have the volume or expertise to manage their own programs and may benefit from and highly value the AMO / LAS purchasing program. The City and AMO / LAS program comparison is shown in Figure 8 with overall results shown in Figure 9.

Figure 8: Average Price Comparison of City to AMO/LAS Natural Gas Program*



*As posted on LAS program website - <https://www.las.on.ca/>

Figure 9: Performance of Natural Gas Hedging Activity Compared to AMO / LAS Program

Natural Gas Hedging Performance Results	2021 Results	Cumulative Results*
Levy (Tax) Supported Budget	\$ 146,558	\$7,821,182
Rate Supported Budget	\$ 79,586	\$1,422,416
Total Cost Benefits:	\$ 226,143	\$9,243,598

*Performance relative to AMO/LAS Natural Gas Hedging Program since 2007

Although hedging activities do serve to effectively manage the commodity portion of natural gas prices, controlling consumption plays a role in managing the overall costs of natural gas. Consumption reduction helps to mitigate the potential for increased costs of natural gas due to changes in utility or regulated rates (i.e. delivery, carbon programs), while further reducing the footprint of the City's facilities by reducing carbon emissions.

Natural Gas Agreements for Supply, Transportation, Storage and Delivery

In 2021, the City had master agreements for natural gas supply in place with Shell Energy North America (Canada) Inc., Tidal Energy Marketing Inc., Royal Bank of Canada and Twin Eagle Resource Management Canada LLC. All current supply counterparties have credit ratings that are compliant with the Corporate Energy Policy.³

In addition, the City has contracts in place with Enbridge Gas that are required to facilitate the transportation, delivery and storage of the City's natural gas supply. The utility agreements include a direct purchase agreement for City sites, two T1 rate storage contracts for managing Transit CNG and Hamilton Water biosolids and an M13 rate production contract for renewable natural gas.

³ In July 2020, EDF Trading North America sold its Canadian natural gas portfolio and existing forward hedges to Twin Eagle Resource Management Canada LLC. Twin Eagle Resource Management Canada LLC is a private company and ratings are not publicly posted, however their financial statements are available for review. The City is in the process of determining requirements for a financial review.

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Direct Purchase Agreements (DPA) with Enbridge Gas

DPAs outline the terms of service for delivery of natural gas, including designated delivery points, contract volumes and storage. The parameters are shown below in gigajoules (GJ) which is the unit in which gas is purchased to meet the requirements. Prices and consumption data on Enbridge Gas bills are reported in cubic metres (1 GJ = ~26 cubic metres). In 2021, the agreements and parameters on contract renewal were:

- SA7020 for 1,090 GJ/day – 250 miscellaneous City natural gas accounts which run from November 1 to October 31 each year.
- T1 for 692 GJ/day (increased from 651 GJ/day as of September 2020) - For Transit’s CNG bus fleet and transit site. The contract runs September 1 to August 31 each year.
- T1 for 437 GJ/d (as of May 1, 2021) – For Hamilton Water biosolids production operation. The contract runs from May 1 to April 30 each year.

Each DPA has its own specific delivery requirements, at different points along the variety of pipelines within North America and are reviewed and renewed annually. DPAs may also be amended throughout the year or adjusted to meet specific parameters. Specifically, for the T1 contracts, volumes are reviewed regularly to accommodate more frequent changes to requirements, such as changes to fleet size, weather impacts or operational adjustments. Incremental volumes over DCQ or lower volumes (less than DCQ) are commonly delivered to accommodate for these changes.

Compressed Natural Gas (CNG)

Natural gas is also purchased for Transit’s fleet of natural gas buses. The CNG station at the Mountain Transit Centre services the fleet of existing and growing number of natural gas buses for the City.

The CNG station operates under a natural gas storage contract (T1). The T1 contract is a daily-balanced contract with storage availability. The amount of storage volume is contracted annually and for the 2020-2021 contract term (September 2020 to August 2021), the T1 was allotted 15,309 GJs of storage. The difference between the daily volumes purchased and consumed are injected or withdrawn from the storage account. The contract allows for greater flexibility in managing the supply but must be reviewed daily to adhere to specific storage parameters.

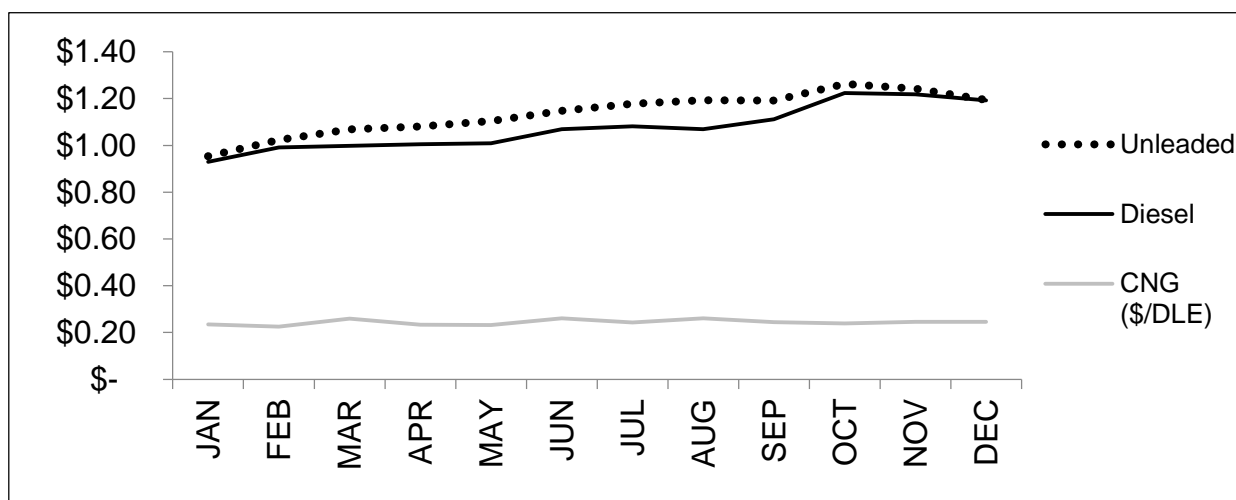
The Transit fleet of natural gas buses totalled around 140 by the end of 2021 and is expected to increase with a series of replacements from diesel to CNG beginning in 2022. Natural Gas has a lower cost compared to diesel, however, it does operate at approximately 75% efficiency per diesel litre equivalent when compared to diesel bus usage. Despite its lower efficiency, the lower cost and lower GHG emissions is of benefit to the City. In 2021, the total cost of natural gas for the buses was \$1.44 M. Figure 10 shows the City’s monthly fuel prices with CNG price converted to diesel equivalent (DLE).

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Figure 10: 2021 Monthly Average Fuel Prices for Diesel, Unleaded Gasoline and CNG



*Prices include Fleet charge of 3.5 cents per litre for diesel and gasoline.

When converted to diesel equivalent dollars and adjusting for efficiency, as shown in Figure 11 below, Transit spent \$3.2 M less in fuel costs using CNG buses than they would have using only diesel buses.

Figure 11: 2021 Cost Benefit of CNG as Compared to Diesel

Diesel Litre Equivalent (DLE)		5,902,159
Number of DLE Litres of Diesel Required*		4,367,597
Diesel cost at \$1.07/L (Average Fuel Price)	\$	4,694,304.26
2021 CNG Cost	\$	1,441,879.76
Avoided fuel cost by using CNG	\$	3,252,424.50

* Average of CNG buses run at ~75% of DLE compared to average DSL bus.

Traditional Fuel Supply

The City of Hamilton purchases diesel and gasoline fuel for its fleet of vehicles including buses, waste collection vehicles, snow removal trucks, street sweepers, forestry and parks vehicles, as well as, Fire and Emergency Services vehicles. In addition, the City purchases fuel for Hamilton Police Services.

In 2021, the City's fuel procurement strategy involved utilizing a contractual bulk supply agreement with Suncor Energy Products Partnership. Fuel contracts are reviewed annually and based on pricing, deliverability and fuel types, the strategy can be adjusted accordingly.

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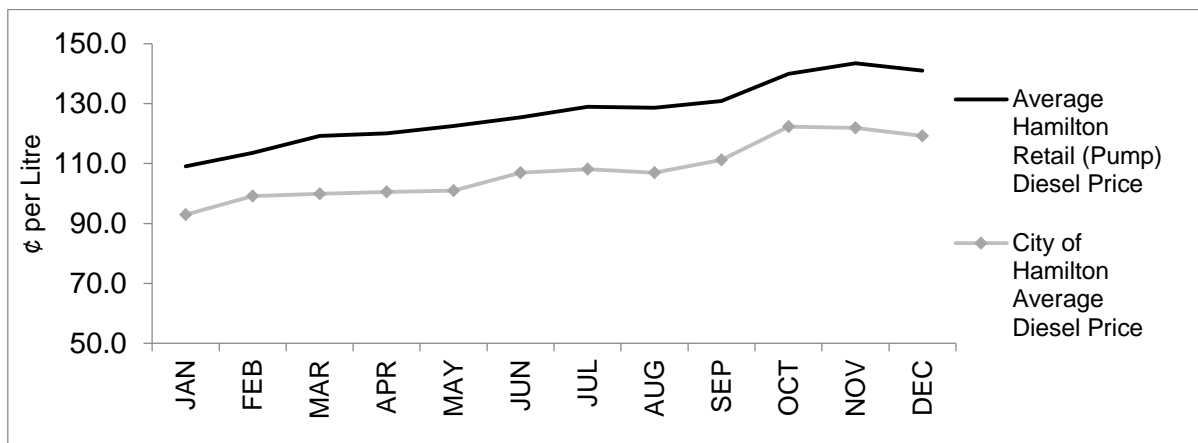
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The pricing arrangement for 2021 was based on the daily “rack” price of each required fuel type (diesel and gasoline) from a designated source terminal with negotiated discounts, delivery charges and taxes. Paying daily rack pricing for fuel assures customers are getting the lowest available price on the market for that day. Suncor Energy Products Partnership has a credit rating that is compliant with the Corporate Energy Policy.

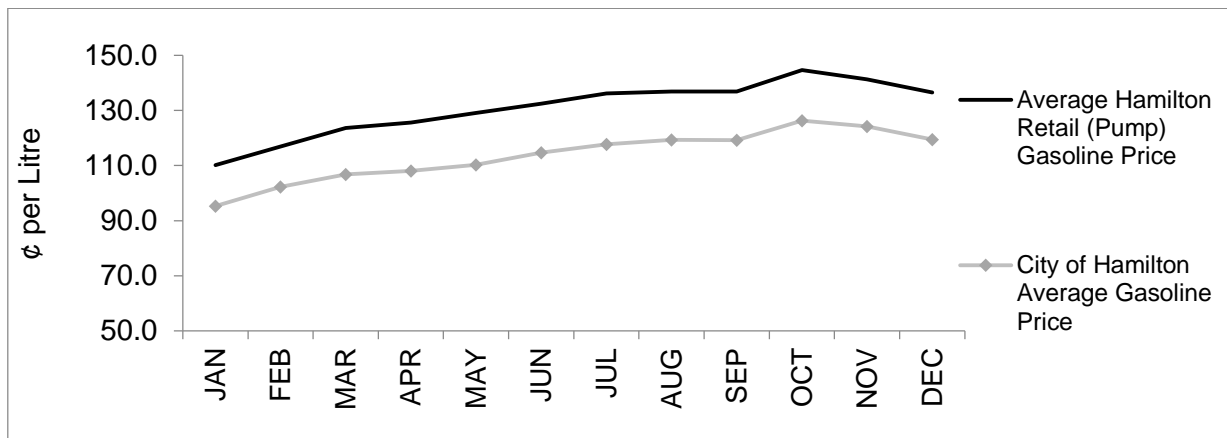
Wholesale purchase of diesel and gasoline offer lower prices than those at public fuel stations across the City. With data collected from reliable industry sources on average fuel pump prices in Hamilton, Figures 12 and 13 show the comparison between the average prices paid for diesel and gasoline purchased under City wholesale contracts versus the average retail prices paid at the pump (“Pump”) by the public at fuel stations throughout Hamilton.

Figure 12: 2021 Monthly Average Price of Diesel Paid by City versus at the Pump*



*Average Canadian Diesel retail pump prices for Hamilton from data available by Kalibrate Group (weekly)

Figure 13: 2021 Monthly Average Price of Gasoline Paid by City versus at the Pump*



*Average Canadian gasoline retail pump prices for Hamilton from data available by Kalibrate Group (weekly)

Fuel purchases for diesel and gasoline, as reported in the 2021 Annual Energy Report (PW21049(a)), excludes Hamilton Police Services. City departments used approximately 7.4 million litres of diesel, a 2% decrease from 2020. City departments used approximately 2.5 million litres of gasoline, an 8% increase over 2020.

The 2021 budget prices for diesel and gasoline were both set at \$1.00 per litre. For 2021, the average diesel and gasoline unit prices ended over budget and overall costs were just over the set budget. Prices for diesel and gasoline increased steadily in 2021 as economic recovery and resulting provincial and global demand for fuels increased driving up prices. With lower consumption but increased prices, the variance of actual to budget was \$0.12 M. Figure 14 shows the 2021 results as compared to budget.

Figure 14: 2021 Actual Fuel Consumption and Costs Compared to Budget (Diesel and Gasoline)

Fuel Type	2021 Budget	2021 Actual	2021 Variance (Actual - Budget)
Diesel Consumption (L)	8,262,180	7,410,520	- 851,660
Diesel Cost (\$)	\$ 8,262,180	\$ 7,964,845	-\$ 297,335
Diesel Unit Price (\$)	\$ 1.00	\$ 1.07	\$ 0.07
Gasoline Consumption (L)	2,387,330	2,465,253	77,923
Gasoline Cost (\$)	\$ 2,387,330	\$ 2,808,382	\$ 421,052
Gasoline Unit Price (\$)	\$ 1.00	\$ 1.14	\$ 0.14
Total Consumption (L)	10,649,510	9,875,773	- 773,737
Total Costs (\$)	\$ 10,649,510	\$ 10,773,227	\$ 123,717

Purchasing wholesale fuel does help insulate the City from some of the costs associated with pump prices, largely the marketing fees. However, City prices do include Fleet's fee of 3.5 cents per litre.

Fuel Risk Management

Like other commodities, diesel and gasoline markets are volatile and are impacted by many localized and global geopolitical factors. One method to manage volatility is to hedge volumes for a forward term at a set price. This is typically achieved by utilizing a financial hedge to manage fluctuations in the market. Although the City has hedged in the past and staff continues to monitor related markets for favorable opportunities, no volumes were hedged in 2021 or are currently hedged.

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Contract Agents

Managing the annual energy cost of over \$42 M requires continuous attention within an ever-changing energy industry. To maximize available expertise, the City uses outside consultants (Contract Agents) to assist staff in negotiating the unstable and complex energy commodity markets and associated regulatory frameworks. The use of these Contract Agents has proven valuable in that they are immersed daily in the energy commodity markets and have specialized expertise with respect to monitoring and responding to market changes. In 2021, the City had a professional services agreement with Jupiter Energy Advisors Inc. to assist with the day-to-day management of the City's natural gas portfolio.

Additionally, the City reviews several market-based publications and engages with outside parties to further gather information on factors influencing pricing both domestically and globally.

Consistency with City Energy Commodity Hedging Policy and Goals

The agreements executed during the reporting period are consistent with the City's Commodity Price Hedging Policy and Goals:

- The agreements have provided for a price of natural gas that was more stable and therefore, less risky than it would have been omitting the agreements;
- The actions taken through the authority of the Energy Commodity Policy have reduced uncertainty about energy costs, which have a direct impact on the City's financial position. It has also enabled staff to respond to favourable market conditions;
- Credit ratings for the City's primary commodity suppliers remain above the minimum threshold outlined in the policy;
- Commodity hedging provides municipalities with added flexibility to potentially mitigate or manage potential price fluctuations.

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**GRANTS SUB-COMMITTEE
CLERK'S REPORT 22-003
6:45 p.m.
Monday, August 8, 2022
Council Chambers, City Hall, 2nd Floor
71 Main Street West, Hamilton**

Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 21-021 at 7:15 p.m. the Clerk noted the names of those in attendance and the meeting stood adjourned.

Present:


Councillor N. Nann (Vice Chair)
Councillor T. Jackson
Councillor A. VanderBeek

Respectfully submitted,

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	August 8, 2022
SUBJECT/REPORT NO:	2022 City Enrichment Funding Follow-up (GRA22002(a)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mimi John (905) 546-2424 Ext. 4524 Monique Garwood (905) 546-2424 Ext. 3991
SUBMITTED BY: SIGNATURE:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office 

COUNCIL DIRECTION

The Grants Sub-Committee at its meeting of May 9, 2022 approved the following:

(f) That staff be directed to report back, before summer, with respect to the status of the organizations whose 2022 City Enrichment Fund grants are being withheld, pending full settlement of outstanding arrears, as shown below:

- (i) AGR-A4 Golden Horseshoe Beekeepers' Association \$282.00
- (ii) AGR-A5 Hamilton-Wentworth 4-H Association \$897.50
- (iii) AGR-A10 Hamilton Wentworth Soil and Crop Improvement Association
\$2,461.51
- (iv) CCH-A12 Hamilton Folk Arts Heritage Council \$41,482.00

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**SUBJECT: 2022 City Enrichment Funding Follow-up (GRA22002(a)) (City Wide) -
Page 2 of 4**

- (v) CCH-A14 South Asian Heritage Association of Hamilton & Region
\$3,115.00
 - (vi) CCH-A40 Festitalia Corporation \$5,952.00
 - (vii) CCHA-53 Hamilton Santa Claus Parade Committee \$32,779.00;
- (g) That staff be directed to report back, before summer, with respect to the status of those organizations whose 2022 City Enrichment Fund Grant is being withheld, pending the submission of additional Information, as shown below:
- (i) AGR-15 Wentworth District Women's Institute
 - (ii) ART-A30 Industry Performance Makers Arts Organization
 - (iii) ART-D26 Reverend Marco D'Andrea
 - (iv) ART-B3 Greater Hamilton Arts and Events
 - (v) CCH-A36 Stoney Creek BIA
 - (vi) CCH-B1 Pride Hamilton
 - (vii) SAL-A3 & SAL-B6 The Hamilton and District Soccer Association
 - (viii) SAL-A4 Hamilton Ringette Association
 - (ix) ART-A34 Chamber Music Hamilton
 - (x) CCH-A50 Flamborough Santa Claus Parade
 - (xi) CCH-A51 Hamilton Waterfront Trust
 - (xii) CCH-A52 Polish Symfonia Choir
 - (xiii) CCH-A53 Hamilton Santa Claus Parade Committee;

INFORMATION

As directed by the Grant Sub-committee, staff continued to work with the affected organisations and can provide the following update:

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**SUBJECT: 2022 City Enrichment Funding Follow-up (GRA22002(a)) (City Wide) -
Page 3 of 4**

(f) The status of the organizations whose 2022 City Enrichment Fund grants are being withheld, pending full settlement of outstanding arrears, are shown in the table below:

	REF #	Organization name	Amount	Status
(i)	AGR-A4	Golden Horseshoe Beekeepers' Association	\$ 282.00	PAID
(ii)	AGR-A5	Hamilton-Wentworth 4-H Association	\$ 879.50	PAID
(iii)	AGR-A10	Hamilton Wentworth Soil and Crop Improvement Association	\$ 2,461.51	PAID
(iv)	CCH-A12	Hamilton Folk Arts Heritage Council	\$ 41,482.00	PAID
(v)	CCH-A14	South Asian Heritage Association of Hamilton & Region	\$ 3,115.00	PAID
(vi)	CCH-A40	Festitalia Corporation	\$ 5,952.00	Outstanding
(vii)	CCH-A53	Hamilton Santa Claus Parade Committee	\$ 32,779.00	Outstanding

(g) The status of those organizations whose 2022 City Enrichment Fund Grant is being withheld, pending the submission of additional information, are shown in the table below:

	Ref #	Organization Name	Status
(i)	AGR-15	Wentworth District Women's Institute	Still pending
(ii)	ART-A30	Industry Performance Makers Arts Organization	Resolved
(iii)	ART-D26	Reverend Marco D'Andrea	Still pending
(iv)	ART-B3	Greater Hamilton Arts and Events	Resolved
(v)	CCH-A36	Stoney Creek BIA	Still pending
(vi)	CCH-B1	Pride Hamilton	Resolved
(vii)	SAL-A3 & SAL-B6	The Hamilton and District Soccer Association	Resolved
(viii)	SAL-A4	Hamilton Ringette Association	Still pending
(ix)	ART-A34	Chamber Music Hamilton	Resolved
(x)	CCH-A50	Flamborough Santa Claus Parade	Resolved
(xi)	CCH-A51	Hamilton Waterfront Trust	Resolved
(xii)	CCH-A52	Polish Symfonia Choir	Still pending
(xiii)	CCH-A53	Hamilton Santa Claus Parade Committee	Resolved

**SUBJECT: 2022 City Enrichment Funding Follow-up (GRA22002(a)) (City Wide) -
Page 4 of 4**

Staff will continue to work with the organizations in order to ensure all payment or information is provided prior to the release of the 2022 grant funds.

APPENDICES AND SCHEDULES ATTACHED

N/A



Hamilton

**CITY OF HAMILTON
OFFICE OF THE CITY AUDITOR**

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	Roads Value for Money Audit - Roads Quality Assurance Supplementary Audit Report (AUD21006(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107 Charles Brown CPA, CA (905) 546-2424 Ext. 4469
SUBMITTED BY:	Charles Brown CPA, CA City Auditor Office of the City Auditor
SIGNATURE:	<i>Charles Brown</i>

RECOMMENDATION

- (a) That Report AUD21006(a) and Appendix "A" to Report AUD21006(a), respecting the Roads Value for Money Audit - Roads Quality Assurance Supplementary Audit Report be received;
- (b) That the Management Responses, as detailed in Appendix "B" to Report AUD21006(a) be approved; and
- (c) That the General Manager of Public Works be directed to implement the Management Responses (attached as Appendix "B" to Report AUD21006(a) and report back to the Audit, Finance and Administration Committee by August 2023 on the nature and status of actions taken in response to the audit report.

EXECUTIVE SUMMARY

As noted in our Roads Value for Money Audit Report that was issued in July 2021, with a replacement cost of over \$4B dollars, the City of Hamilton's investment in road assets

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**SUBJECT: Roads Value for Money Audit - Roads Quality Assurance
Supplementary Audit Report (AUD21006(a)) (City Wide) Page 2 of 5**

or pavement is one of its largest. Obtaining optimal value for money in that investment requires a successfully coordinated and effective set of activities. These include asset management, planning, condition tracking, quality assurance, design, management of utility cuts, maintenance, preservation management, procurement, contract administration and financial management.

This supplementary audit was focused on completing some additional, targeted work in the area of quality assurance. Five new recommendations have been made.

Areas that were previously addressed in the original Roads Value for Money Audit Report (AUD21005) were not revisited in this supplementary audit.

The construction of roads in new development neighbourhoods is overseen by the Growth Division in Planning and Economic Development until such time as these roads become operational. After that they become the responsibility of Transportation Operations and Maintenance Division. We did not include the activities of this Division in this audit report.

A value for money audit of Growth Division's oversight of road construction activities in new development neighbourhoods is in progress and the results will be shared when the audit has been completed.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None.

Staffing: None.

Legal: None.

HISTORICAL BACKGROUND

The Office of the City Auditor Work Plan 2019 to 2022 (AUD19007) included the completion of a value for money audit in the area of Road Operations and Construction Programs. The results of this audit were shared via Report AUD21006 in July 2021.

Subsequent to the issuance of AUD21006, the Office of the City Auditor (OCA) received a confidential Fraud and Waste report that noted that there were some additional issues

**SUBJECT: Roads Value for Money Audit - Roads Quality Assurance
Supplementary Audit Report (AUD21006(a)) (City Wide) Page 3 of 5**

that, if resolved, could add value to the City of Hamilton's road infrastructure projects. The OCA assessed the report and decided to investigate these topics further. This report summarizes the supplementary work performed in the area of Roads Quality Assurance.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Appendix "B" to Report AUD21006(a) includes responses from management responsible for overseeing Roads within the City's Public Works Department. This includes the General Manager's Office, Chief Road Official, and the Engineering Services Division.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

This was a limited scope supplementary audit, where two specific topics were explored. The overall objective of the audit was to assess the management of the City's road assets in order to identify opportunities for improved economy, efficiency and effectiveness for these two topics.

The topics explored in the OCA's supplementary work to the Roads Audit included:

1. Processes for comprehensive weight validation of construction materials and disposed excess contaminated native material where the contract payments are tied to the weights of such materials.
2. The process to test and validate if the asphalt friction course aggregates for high volume roads align with contract specifications and job mix formulas.

The Office of the City Auditor (OCA) interviewed staff, reviewed documents, and hired independent third-party experts in pavement design and management, contract administration, and contaminated soil to assist with more technical issues.

Appendix "A" to Report AUD21006(a) contains a formal Audit Report containing the audit observations. The OCA has made five recommendations (in addition to the 25 recommendations that were made the original Roads Value for Money Audit Report). These recommendations are made to improve value for money in service delivery, strengthen controls, and improve vendor management. These recommendations can be

**SUBJECT: Roads Value for Money Audit - Roads Quality Assurance
Supplementary Audit Report (AUD21006(a)) (City Wide) Page 4 of 5**

found in Appendix “B” to Report AUD21006(a). Management agreed with all five recommendations. Management provided management responses for implementation, with completion anticipated by Q2 2024 for all items.

The more significant areas or themes arising from our supplementary audit include:

- Consideration of increasing the inspection levels by using a risk-based approach for weight validation processes or the use of all-inclusive lump sums and square meter payments.
- Evaluation of resources and oversight in place to ensure weight validation, inspection and payment processes are adequately resourced.
- Improvement of the quality and comprehensiveness of project documentation.
- Formally documenting quality assurance guidelines and standard operating procedures for premium asphalt aggregates, and the adoption of a risk-based approach.
- The need for an expanded quality assurance function during peak construction periods so that risks are adequately managed.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Built Environment and Infrastructure

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

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 AUD21006(a) – Roads Value for Money Audit - Roads Quality Assurance Supplementary Audit Report

**SUBJECT: Roads Value for Money Audit - Roads Quality Assurance
Supplementary Audit Report (AUD21006(a)) (City Wide) Page 5 of 5**

Appendix "B" to Report AUD21006(a) – Recommendations and Management Responses - Roads Quality Assurance Supplementary Audit

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Hamilton

Office of the City Auditor

Roads Value for Money Audit Roads Quality Assurance Supplementary Audit Report



August 11, 2022

**Office of the City Auditor
Brigitte Minard, Deputy City Auditor
Charles Brown, City Auditor**

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Executive Summary

- 1 As noted in our Roads Value for Money Audit Report that was issued in July 2021, with a replacement cost of over \$4B dollars, the City of Hamilton's investment in road assets or pavement is one of its largest. Obtaining optimal value for money in that investment requires a successfully coordinated and effective set of activities. These include asset management, planning, condition tracking, quality assurance, design, management of utility cuts, maintenance, preservation management, procurement, contract administration and financial management.
- 2 This supplementary audit was prompted by confidentially reported concerns about other aspects of roads capital construction not covered by the original audit. Accordingly, OCA focused on completing additional, targeted work in the area of quality assurance related to those concerns.
- 3 Highlights of our findings are as follows:

The two main concerns reported to us and targeted by the audit were the processes for comprehensive weight validation of construction materials and disposed excess contaminated native material, where the contract payments are tied to the weights of such materials, and the processes for testing and validating whether asphalt friction course aggregates used for high volume roads align with contract specifications and job mix formulas.

For two projects reviewed in detail by OCA to evaluate the comprehensiveness of the City's weight validation processes, we were unable to establish if the asphalt quantities charged and paid for, including those for quite substantial overruns, were reasonable due to lack of sufficient evaluation and documentation.
- 4 Though we found instances where there were "red flags" indicative of misstatement of weights (overcharges) by contractors there was insufficient information to evaluate them for potential fraudulent activities.
- 5 We determined that expected processes for administering change orders related to "overrun" quantities that the City pays for were not adhered to.
- 6 We found overrun quantities for the RHVP resurfacing project in 2019 that were necessitated by additional milling and replacement of 60mm of pavement due to the discovery of a large stretch of roadway shoulder that did not have the expected "rich bottom" base as was originally specified in the as-built design plans.
- 7 We also found an instance of a financial penalty being levied against the Contractor for a section of poor quality asphalt constructed during the RHVP resurfacing project that was not administered using the normal, transparent process. This issue was

further compounded by an undisclosed conflict of interest that existed between the Contractor and an employee of the City while the project was underway.

- 8 OCA found that established processes for validation and payment of weighed materials were not followed and there was non-compliance with guidelines for dealing with contaminated soils during construction, and only limited testing and validation done to support excess landfill disposal.
- 9 OCA found that for one project (Garth) where the City paid a premium for friction course asphalt mix, RAP (recycled asphalt pavement) was likely added as a substitute material causing the City to overpay and not receive the quality it specified which could have repercussions for performance of the pavement. OCA concluded there were minimal processes to ensure that the quality of aggregates being used in construction projects conform to the City's specified requirements.
- 10 Overall, OCA identified improvement opportunities related to ensuring comprehensive verification of weighed materials, the mitigation of risks of mismanagement and/or overcharges, and for enhancing processes for testing and validating whether premium aggregates used in projects align with contract specifications.

Introduction and Background

- 11 The Office of the City Auditor Work Plan 2019 to 2022 (AUD19007) included the completion of a value for money audit in the area of Road Operations and Construction Programs. The results of this audit were shared via Report AUD21006 in July 2021.
- 12 Subsequent to the issuance of AUD21006, the Office of the City Auditor (OCA) received a confidential Fraud and Waste report that noted that there were some additional issues that, if resolved, could add value to the City of Hamilton's road infrastructure projects. The OCA assessed the report and decided to investigate these topics further. The items investigated were ultimately found to be process-related and our work did not have a specific respondent, so our work is summarized as a Supplementary Audit Report.
- 13 This report summarizes the supplementary work performed in the area of Roads Quality Assurance.

Key Terms

Aggregate – term used for the sand, gravel and crushed stone that is mixed in with asphalt cement to construct flexible pavements.

Asphalt Cement (or binder) - is the liquid bituminous material used to bond together the aggregate to form hot mix, the basic ingredient of flexible pavement.

Asphalt Concrete - the paving material used on roads. It is the dull black mixture of asphalt cement, sand, and crushed rock. After being heated, it is dumped out steaming hot onto the roadbed, raked level, and then compacted by a heavy steamroller.

Stone Mastic Asphalt (SMA) - a type of asphalt concrete where coarser aggregate is used. It allows greater stone on stone contact than conventional dense grade asphalt.

Superpave - an acronym for "Superior Performing Asphalt Pavements" is an asphalt mix design method consisting of specifications, practices, tests, and analytical tools that are used to construct pavements that can accommodate the unique weather and traffic conditions of a given geography and provide predictable performance.

Audit Objective

- ¹⁴ This was a limited scope supplementary audit, where two specific topics were explored. The overall objective of the audit was to assess the management of the City's road assets in order to identify opportunities for improved economy, efficiency and effectiveness for these two topics.

Audit Scope

- ¹⁵ The topics explored in the OCA's supplementary work to the Roads Audit included:
1. **Processes for comprehensive weight validation of construction materials and disposed excess contaminated native material where the contract payments are tied to the weights of such materials.** If processes are not adequately designed, this exposes the City to the risk of increased costs due to mismanagement or overstatement of weight for such materials. It also creates potential advantages in the bidding process for Contractors aware of the gaps in the current process.

2. **The process to test and validate if the asphalt friction course aggregates for high volume roads align with contract specifications and job mix formulas.** If processes are not adequately designed, there may have been instances in the past where the City paid for premium aggregates when such aggregates were replaced with cheaper aggregates during construction. In absence of mature processes, there is a risk that the City pays premium cost for high quality aggregates, which Contractors can replace with less expensive aggregates without being detected.

What We Did

- 16 Building on the work that was previously completed in the original Roads Value for Money Audit (AUD21005) that was issued in July 2021, we:
 - Assessed information about the topics that were in-scope for this supplementary audit
 - Analyzed information indicative of whether the City is getting good value for the topics in scope for this supplementary audit
 - Obtained insights from external subject matter experts in the field
- 17 Significant components of the work for Topic # 1 and Topic # 2 relied on review of documents for three projects that were judgmentally selected considering information from the Fraud and Waste report, and a preliminary review carried out by the OCA to identify projects with material overruns as compared to tender documents and projects with specifications that required use of friction course aggregates. The three projects reviewed were:
 - C15-11-19 Ferguson Avenue North Reconstruction (Topic #1)
 - C15-20-19 Red Hill Valley Parkway (RHVP) Resurfacing (Topic #1 and Topic #2)
 - C15-27-16 Rymal Road and Garth Street (Topic #2)
- 18 The first two projects were selected because they both had significant overruns in materials or contaminated soil as compared to the tender documentation. The RHVP Resurfacing contract also called for friction course aggregate (Superpave 12.5 mm FC2) and was also reviewed as part of the work performed for Topic # 2. A third project, (C15-27-16) Rymal Road and Garth Street was reviewed as part of the work performed for Topic # 2.

- ¹⁹ Information about overall processes were obtained via document review and interviews, to obtain a broader perspective beyond the projects selected for detailed review.

How We Did It

20

1. Evaluated internal controls and management practices including the inspection of documents.
2. Reviewed a sample of projects with material overruns as compared to tender documents and projects with specifications that required use of friction course aggregates were reviewed.
3. Gathered and performed analysis of data.
4. Reviewed documented policies, procedures, regulations etc.
5. Conducted interviews, reviewed relevant process and project documentation, and email correspondence.
6. Engaged an independent third-party expert (McIntosh Perry Consulting Engineers Ltd.) to assist with the review of the existing processes and technical documentation pertaining to two topics explored and formulation of audit findings.

Not In Scope

What the Scope Did Not Include

- ²¹ Areas that were previously addressed in the original Roads Value for Money Audit Report (AUD21005) were not revisited in this supplementary audit.
- ²² The construction of roads in new development neighborhoods is overseen by the Growth Division in Planning and Economic Development until such time as these roads become operational. After that they become the responsibility of Transportation Operations and Maintenance Division. We did not include the activities of this Division in this audit report.
- ²³ A value for money audit of the Growth Division's oversight of road construction activities in new development neighbourhoods is in progress and the results will be shared when the audit has been completed.

Detailed Findings

Topic #1

Processes for comprehensive weight validation of construction materials and disposed excess contaminated native material where the contract payments are tied to the weights of such materials.

Background

- 24 Construction contracts have different payment measurements for various components of the work, i.e. contract prices for items can be per linear meter, per unit of work, as a lump sum, or be based on the weight of materials (i.e. tonnes) incorporated into the work. In addition, during the process of construction, excess material is generated, some of which is contaminated.
- 25 Contaminated materials are more expensive to transport and dispose of compared to clean excess material. The City usually pays a fixed price of \$60 per tonne for disposal of excavated native material that is contaminated and deemed unsuitable for re-use. Separate payments are not made by the City for removal, transportation and disposal of excavated native materials that are not contaminated.
- 26 Construction materials and disposal of contaminated excavated native materials where the contract payments are tied to their weights are further on referred to as "weighed materials". COH's payments for weighed materials are based on scale tickets that the construction inspectors collect from contractors and calculate them in material summary sheets.
- 27 To a certain extent, the COH as a contract owner can rely on enforcement of the Canada Weight and Measures Act which sets the rules that must be followed by suppliers of weighed material and landfills. However, the City should also have a proper verification process for weighed materials to ensure it receives value for money on its construction projects.
- 28 Many factors, in the design and the construction phase of the contract, can cause overruns of weighed materials. During the design phase, if an accurate assessment of the site and scope of work is not completed, there may be overruns of weighed materials which have to be addressed during the construction phase of the project.
- 29 During construction, the delivery, acceptance, and where applicable, excavation of weighed materials need to be closely monitored and owners need to provide source to site inspection procedures.

³⁰ With regards to the weight validation process in general, staff had differing opinions about the inspection processes in place and the quality and the level of assurance of the current material weight verification process. This, in OCA's opinion, implies that the City does not have clear and consistently enforced processes in place. Common facts that came to light during our interviews which indicate opportunities for improvement include:

- There is no scale verification process or a confirmation process to spot check the accuracy of ticketed weights and ensure the scales are functioning correctly.
- The Engineering Services Division's Construction Section employs 12 full-time contract inspectors who typically inspect 23 to 40 projects annually. This makes it a challenge to provide, full-time, on-site project inspection. Inspectors are moved across projects and staffing levels are modified according to high priority operations, but a full-time inspection approach is not achieved.
- City staff do not accept each load of material, sign weigh tickets, note the location the materials were placed, and confirm the material is incorporated into the work.
- Contractors are not asked to provide Daily Summaries of Weighed Material and Truck Registers with truck numbers, tare, allowable gross weight, and registered gross weight.
- There is no process in place to monitor and address potential truck overloading.
- The level of inspection and validation is dependent on the experience and time availability of the staff assigned to a specific project.
- COH's Contract Inspectors do not independently verify the subgrade, sub-base, and base prior to proceeding with a subsequent stage of the work. The base preparation is reviewed with the Contractor and their equipment.
- While there are very few instances where lump sum and a tonnage-based work with the same material (granular material on road base and trenches) are occurring simultaneously, if this situation occurs on a project, there is no method to separate the two quantities, which can result in a double payment.
- The Engineering Services Division does not have a tracking tool to monitor weighed material overruns and help estimate the amount of any overruns and financial risk exposure. Such records/tools are not available, and records can only be found on a project-by-project basis.

- 31 Based on the interview responses from Staff, the description of weight validation processes in use was not always consistent with the existing written procedures or contract provisions. To demonstrate:
- The Contract Inspectors' Guidelines (Red Book) require that material tickets are checked upon delivery to the construction site, but the interviewees indicated that they are not.
 - Contract Provisions require that Contractors provide Daily Summaries of Weighed Material and Truck Registers, which according to the interviews, are requirements that are not enforced.
- 32 The following processes for validation of weighed materials are known by Staff, and are in place based on the interviews conducted by the OCA:
- Inspectors collect material tickets from Contractors daily, input tickets into material summary sheets, and provide material summary sheets to project managers for payment on a monthly basis. All tickets should be barcoded, and a construction technician should scan and validate the tickets and the material summary sheets for accuracy before payment is made.
 - For excavation and disposal of contaminated material when the contaminated area has to be expanded during construction because of unexpected site conditions, soil samples should be tested to validate the contamination, the area of contamination should be delineated, and new quantity estimates should be established. Tickets from the landfills are collected from Contractors in the morning of the following day.
- 33 Non-compliances with these expectations are noted in our analysis below.

Findings

- 34 **For the two projects reviewed in detail by the OCA for this topic, due to lack of sufficient documentation for the materials and contaminated soil overruns we were unable to establish if the quantities paid were reasonable.**

RHVP Resurfacing Project

- 35 The RHVP Resurfacing Project (C15-20-19) was awarded in 2019 to resurface the RHVP from Pritchard Road to QEW.
- 36 As per the contract documentation, the City's Design Section estimated 40,950 tonnes of Superpave Friction Course Asphalt for the entire project (Item B14 and B18) and the contract price was \$119.75 and \$115.00 per tonne, respectively.

Based on our review and comparison of quantities in contract documentation and the final PPC (Progress Payment Certificates), the OCA identified 7,407 tonnes of overruns in paid quantities compared to the estimated quantities. The overruns resulted in extra asphalt payments of \$851K (see table 1 below).

Table 1: Overruns Estimated vs. Actual Quantities and Payments

Item	Description	Tender QTY	Contract Unit Price	Actual QTY	QTY Difference (tender – actual)	\$ Difference
B.14	Dip Repairs SP12.5FC2 (70mm)	1,050	\$119.75	906.16	(-143.84)	(-\$17,225)
B.18	Surface – SP12.5FC2 (50mm)	39,900	\$115	47,451.68	7,551.68	\$868,443
Total		40,950	-	48,357.84	7,407.84	\$851,218

³⁷ Per the material summary sheets (which totals all weigh tickets and should be used as basis for payment), the total weight of asphalt was 1,534 tonnes less than the weight of asphalt that was paid to the Contractor. This resulted in payment of \$176K more than the quantity supported by the material summary sheets (see Table 2 below).

Table 2: Material Summary Sheets vs. Quantities Paid per Final PPC

Item	Description	Actual QTY per PPC	Contracted Unit Price	QTY Material Summary Sheets	Difference QTY	\$ Difference
B.14	Dip Repairs SP12.5FC2 (70mm)	906.16	\$119.75	945.88	(-39.72)	(-\$4,756.47)
B.18	Surface – SP12.5FC2 (50mm)	47,451.68	\$115	45,877.75	1,573.93	\$181,002
Total		48,357.84	-	48,357.84	1,534.21	\$176,245

³⁸ We found that the material summary sheets were generally supported by barcoded weigh tickets, with the exception of 986.89 tonnes of asphalt that were supported by **hand-written tickets**, which we note as questionable, irregular and not in line with the current process.

- 39 The OCA found that the Contract Inspector's Daily Diary did not have sufficient information to fully evaluate and understand the reasons for the asphalt overrun. Based on the Contract Inspectors' Guidelines (Red Book), the Inspector's Daily Diary should document all important information pertinent to the daily activities of projects, including relevant project related discussions, definitions and/or maps of major activity changes, and material quantities.
- 40 The Inspector's Diary had some high-level reference to extra work completed, but this information was not sufficient to evaluate and justify the overruns.
- 41 We also note that other project documentation in Project Wise (computer application utilized by Public Works) did not have sufficient information to evaluate and understand the reasons for the overrun.
- 42 Considering that the RHVP resurfacing was a highly visible project and the RHVP is currently the subject of an ongoing judicial inquiry, having clear and comprehensive project records of all events that took place during the project is critically important.
- 43 We also noted other themes and observations relevant to the RHVP Resurfacing project:
- I. Non-compliance with established process for payment of weighed materials
 - II. Retained documentation is not sufficient to assess if overruns are reasonable and recollections of staff are not consistent
 - III. Other Observations

I. Non-compliance with established process for payment of weighed materials

- 44 The current process requires inspectors to collect material tickets from contractors on a daily basis, to input ticket details into material summary sheets, and to provide material summary sheets to the assigned Project Manager for monthly contract payments. All weigh tickets should be barcoded, and a construction technician would scan and validate the tickets and the material summary sheets for accuracy before payments occur. The OCA found that this process was not followed. We confirmed that the value of the payments was determined based on the Contractor's asphalt production sheets, and verbal discussions/negotiations with the Contractor. In other words, production print outs from the contractor were used as a basis for the asphalt payments.
- 45 The OCA reviewed the production print outs from the Contractor. The total production was 48,646 tonnes. The production sheet deducted 500 tonnes of asphalt from the quantities with a note indicating that this was a "penalty" and

another deduction of 694 tonnes for a total agreed payment of 47,452 tonnes of asphalt.

- 46 Per staff, the 500 tonnes of asphalt were not paid in lieu of imposing a formal penalty for poor quality asphalt cement and air void issues for a section of the RHVP resurfacing, and that 694 tonnes were not paid because it was estimated and verbally agreed with the Contractor as being the quantity of "test run" production.
- 47 The informal "penalty" was intended as compensation for asphalt that did not meet the City's specifications for the RHVP resurfacing project and was not within OPS specifications. Staff considered having the contractor remove and replace the applicable portion of the road, but they determined that there were no concerns with the performance of the road. The OCA found that based on a verbal agreement, made by the Construction Section with the Contractor, the City did not pay for 500 tonnes of asphalt in lieu of imposing a formal penalty, which resulted in a \$57,500 payment reduction.
- 48 The OCA did not evaluate whether the amount was adequate to compensate the City for its full costs, including degradation of value and higher maintenance. However, the decision to not levy an official penalty and the lack of a sufficient audit trail is concerning to the OCA due to its opaqueness. Further compounding this issue is that OCA was able to substantiate that there was an undisclosed conflict of interest that existed between the contractor performing the RHVP work, and the City, while the RHVP project was being completed and the determination of a penalty was taking place.
- 49 This situation demonstrates the need to develop and adhere to a clear process on penalty applications which incorporates guidelines on when penalties will be applied, how penalties will be calculated and what the circumstances are that shall warrant removal of the pavement versus when it is acceptable to leave the pavement in place.

II. Retained documentation is not sufficient to assess if overruns are reasonable and recollections of staff are not consistent

- 50 The OCA made several attempts to determine if the asphalt overruns for the RHVP resurfacing were reasonable. The interviews with City staff required significant post-interview follow up efforts, which made it more time consuming for the OCA to establish the facts relevant to the audit.
- 51 One particular issued related to the need to mill an additional of 60mm in depth in certain areas because it was found during construction that there was a stretch of shoulder with no base course asphalt. The OCA looked into this, and what this means is that the original as-built drawings received by the City for the RHVP, and relied on for scoping the latest resurfacing project, were not accurate. This also

indicated some potential shortcomings of the City's Quality Assurance and Inspection Process that was in place during the original construction of the RHVP in that what was built did not follow the original design. The total affected shoulder area was 13,087 square meters (60mm depth with average width of 2.85m and length of 4,592m). Based on OCA's calculation and as confirmed by the OCA's engineering consultant, paving that area with an additional 60 mm of asphalt would require a bit less than 2,000 tonnes of asphalt. That amount is far less than the 7,550.68 quantity overage that was actually paid (refer to Table 1).

- 52 In addition to the shoulder base deficiencies, the milling area of the project was underestimated because of incorrect design calculations of the resurfacing area. This was acknowledged by design staff who explained that, consistent with the design process for other resurfacing projects, aerial maps were used to estimate the resurface area. Topographic Surveys which would be more accurate are not a common practice for resurfacing projects as the length of the resurfaced roads is not usually large. The OCA finds this explanation reasonable, but considering the size of the RHVP resurfacing project, **it warrants the question – should the design team have considered a more accurate estimating approach for this project?** There were also some inconsistencies in the information provided to the OCA by Construction Section staff.
- 53 Another reason provided to the OCA for the overruns was that there were multiple revisions to the guide rail systems and other safety features that couldn't be forecast and were directed and completed immediately on site. We saw evidence that Council requested additional safety features on the project but did not find sufficient documentation to assess if, and what asphalt overrun quantities relate to these changes.
- 54 In the end, due to these inconsistencies and the lack of adequate supporting documentation in the project files we were unable to reliably estimate and attest to the quantity of overruns pertinent to this issue. Overall, we received conflicting explanations, insufficient supporting documentation, and at times, questionable and irregular supporting documentation (e.g. hand-written weigh tickets, weigh tickets for a completely different material for a different lump sum item). Ultimately, the overruns were not able to be adequately supported.

III. Other Observations

- 55 As noted above, one RHVP issue related to a requirement for additional milling of 60mm in depth because there was a stretch on the shoulder with no base course asphalt. Based on the original as-built drawings, the road shoulder was supposed to have a rich bottom base lift. However, it was discovered during construction that it did not have the required rich bottom base lift which necessitated remedial action.

- 56 To achieve this, the same asphalt mix used for the surface course of the road was also used for the shoulders' asphalt base course. However, the OCA enquired as to the use of friction course (FC2) asphalt mix, which is a more **expensive** mix intended for surface courses, as a base course for the shoulder. The OCA's consultants at McIntosh Perry Ltd. advised us that the direction taken, on the balance of probabilities, was reasonable due to:
- timelines for the project (i.e. additional time would be needed to design and negotiate a price for asphalt mix that is commonly used as a base course).
 - negotiating position (i.e. the price for FC2 mix was obtained in a competitive bidding process and it was likely that the price for a base course mix if subsequently negotiated would not be significantly lower).
- 57 Earlier in this report we noted that the aforementioned arbitrary deduction in payment for 500 tonnes of asphalt in lieu of imposing a formal penalty against the Contractor for poor quality asphalt demonstrates that there is a need to develop and adhere to a clear process that would allow for consistent application of penalties, rejections and re-work of pavements with substantial quality issues. The OCA notes that the informal method utilized is not appropriate, and was not transparent.
- 58 We also expected to see a Change Order (CO) for the additional quantities of asphalt paid. We noted that there were many COs on this project, but a specific CO for the increased quantities of asphalt was not issued. There were two PO Extensions for the vendor's work on the project. One was for \$120K for additional line painting and guiderail installations, and the second one was for \$450K for the extra milling and over-run of surface course asphalt. We also noted two COs that had the exact same descriptions and amounts (\$13K) and confirmed that they were duplicates.
- 59 The OCA inquired if PO Extensions are submitted for approval at the appropriate level and if there were sufficient supporting documents provided to approvers to assist them in their review. Based on the limited work we did, it appears that approval sign offs are completed at the appropriate level, but sufficient supporting analysis to enable an effective approval process was not produced, reviewed, and retained, which the OCA notes as an improvement opportunity. Staff indicated that in the case of RHVP, all parties were verbally told that there would be a need for additional funds before the Purchase Requisitions Forms were submitted for approval.
- 60 We note that sign offs and approvals for additional funding on infrastructure projects is an important internal control. However, the answers provided from staff are indicative that the current process may warrant additional attention, documentation, and discipline.

Ferguson Ave N. Reconstruction Project

- 61 The Ferguson Ave N. Reconstruction Project (C15-11-19) was awarded in 2019 for watermain installation and road reconstruction.
- 62 As per the contract documentation, design provisionally estimated 200 tonnes for transportation and disposal of material to a licenced landfill at the standard price of \$60.00.
- 63 Based on our review and comparison of quantities in contract documentation and the Final Progress Payment Certificates, the OCA identified 8,809 tonnes of overruns in paid quantities as compared to the provisional quantities in the tender. The overruns resulted in extra payment of approximately \$528K (see Table 3).

Table 3: Overruns Estimated vs Actual Quantities and Payments

Item	Description	Tender QTY	Contract Unit Price	Actual QTY	QTY Difference (tender – actual)	\$ Difference
C.5	Superpave 9.5 (40 mm) Surface	600	\$98	0**	(-600)	(-\$58,800)
C.6	Superpave 19.0 (80mm) Binder	1200	\$92.85	1,099.46	(-100.54)	(-\$9,335.14)
C.8	Granular "A" 150mm thick.	2443	\$21	2,246.91	(-196.09)	(-\$4,117.89)
C.9	Granular "B" (Type II) 300mm thick.	5520	\$19.30	5,500.23	(-19.77)	(-\$381.56)
E.1	Transp. and disposal of mat. to a licenced landfill (Provisional)	200	\$60	9,009.44	8,809.44	\$528,566.40

**the final PPC for period ending October 2020 provides a \$7.00/t for profit margin on 783.05t of SP9.5 for item C.5

- 64 One issue was that the total weight of contaminated material paid did not reconcile to material summary sheets. The difference was not material and the quantity paid was less than the material summary sheet quantities (see Table 4). Therefore, we did not further investigate this difference, but we noted it as an outlier.

Table 4: Material Summary Sheets vs. Quantities Paid per Final PPC

Item	Description	Actual QTY per PPC	Contracted Unit Price	QTY Material Summary Sheets	QTY Difference
C.5	Superpave 9.5 (40 mm) Surface	0**	\$98	0	0
C.6	Superpave 19.0 (80mm) Binder	1,099	\$92.85	1,099	0
C.8	Granular "A" 150mm thick	2,247	\$21	2,247	0
C.9	Granular "B" (Type II) 300mm thick	5,500	\$19.30	5,500	0
E.1	Transp. and disposal of mat. to a licenced landfill (Provisional)	9,009	\$60	9,138	(-129)

**the final PPC for period ending October 2020 provides a \$7.00/t for profit margin on 783.05t of SP9.5 for item C.5

- 65 We focused our work around the support and processes for validation of the quantity of disposed contaminated materials (Item E.1, Table 3). Except for Item C.5. (Table 3), the other weighed materials did not have overruns or other apparent irregularities. For Item C.5, the Final PPC had a payment of \$7 dollars per tonne for profit margin on 783.05 tonnes of asphalt (SP9.5), which is discussed later in this Report.
- 66 For Item E.1 (as listed in Table 3), the OCA reviewed and analysed all available weigh tickets and compared them to the material summary sheets looking for outliers indicative of process non-compliance and red flags for mismanagement and/or potential fraud.
- 67 Based on our document review, the OCA concluded that the **established process for payment of weighed materials was not followed**. We found records to support 8,861.62 tonnes of excavated material, which is 147.82 tonnes less than what the City paid for (and with a negative financial impact of the city of \$8,869). Of the 8,861.62 tonnes that were supported by records, 312.14 tonnes did not have actual weigh scale tickets (i.e. \$18,728). None of the weigh tickets were barcoded and some were hand-written. One of the loads paid under this contract did not pertain to this project. We also found evidence that the weigh tickets were not collected and reviewed daily. Evidence reviewed indicated that weigh tickets were collected more than five days after delivery. We also noted calculation errors in the material summary sheet.
- 68 We noted **"red flags" for potential misstatement of weight** but sufficient evidence to evaluate them for potential fraudulent activities was not available. The OCA observed that, on October 28, 2019, the average net weight of tri-axle truck-

loads of contaminated material disposed at one licensed landfill facility (Site A) was 17.8 tonnes, while the average net weight of the loads disposed at a second licensed landfill facility (Site B) was 22.6 tonnes. We expect that the density of the material disposed at both sites on the same date would be approximately the same, and we noted this difference as a "red flag". **Sufficient evidence to evaluate for fraudulent activities was not available, however, we note the above as being irregular and unusual.** The weigh tickets and other documents did not have allowable and registered gross vehicle weight, nor did they specifically indicate the type of trucks used. We attempted to obtain evidence by vehicle licence plate search for a sample of trucks, but the search results were inconclusive.

- ⁶⁹ Currently, in practice, contractors are not required to provide the City with Truck Registers (with information on truck numbers, tare, allowable gross weight, and registered gross weight) which could have been a useful to review the weights and escalate if needed. The OCA further noted that the City does not have a process that would have facilitated following up, asking questions, and spot checking of the weights to address the "red flags" in a timely manner. If tickets were received late, as the evidence above suggested, these follow up procedures were not possible.
- ⁷⁰ Based on the current Inspector's Red Book Guideline for Dealing with Impacted Soils, records pertaining to the location of waste, amount of waste removed from site, and verification testing should all be documented in the Inspector's Daily Diary for this project. The Daily Diary should also have sketches of the area of the site where material was removed, including depth information.
- ⁷¹ The OCA reviewed the Inspector's Daily Diary for this project to assess if its entries adhered to the Guideline and to identify records that would substantiate the overrun of over 8,800 tonnes of disposed landfill material. There was not enough information in the Daily Diary to explain the overrun. We noted that the Inspector's Daily Diary did not have information on daily quantities of excavated material and that it **did not comply with** the existing **guidelines** for dealing with impacted soils.
- ⁷² We also reviewed the construction site meeting minutes which did not have an explicit reference to the quantity of contaminated material. The minutes from October 23, 2019 site meeting noted that "material being excavated as part of the road break-out has been impacted and that tickets will be required for tracking/payment".
- ⁷³ The information in the Geotechnical Report done by a consultant at the design stage was insufficient to know that 9,000 tonnes of contaminated soil was present. We were also advised by our consultant (McIntosh Perry) that the testing was limited and did not include contaminants of potential concern.
- ⁷⁴ Public Works' Project Wise application did not have any documents or records of additional testing to support the extra excavation of contaminated soil quantities.

- ⁷⁵ We also noted other themes and observations relevant to the Ferguson Ave N. project:
- I. Available evidence is not sufficient to establish if overruns were reasonable and recollections of staff were not consistent
 - II. Non-compliance with the established process for testing of unexpected contaminated material during construction
 - III. Other Observations

I. Available evidence is not sufficient to establish if overruns were reasonable and recollections of staff were not consistent

- ⁷⁶ Staff explanation for the overrun in the quantity of contaminated material for this job indicated that the major reasons were the actual field conditions. The OCA asked if there was any additional testing done to support the excess landfill disposal, and staff noted that the extra contaminated material would have been based on soil testing. However, the OCA confirmed that no additional soil testing for this project was commissioned by the City.
- ⁷⁷ Additional testing was completed by a consultant for the contractor - after the contract was awarded and it found more contamination which resulted in a decision to dispose of all excess materials from the road excavation to a licensed landfill site.
- ⁷⁸ Staff did acknowledge that the weigh tickets had higher quantities than expected, but noted that it could not be proven that the weight was overstated. Staff indicated that this was escalated up to more senior staff, but at this point the excavation was almost done and it was hard to prove what happened without hard evidence.
- ⁷⁹ After we observed significant differences between the average net weight of tri-axle truckloads of contaminated material disposed at Site A (average net weight 17.8 tonnes) and the average net weight of the loads disposed at Site B (average net weight 22.6 tonnes) on October 28, 2019, we followed up with staff to ask if based on his recollections the trucks that were used by Site B were tri-axes with similar capacity to the trucks used by Site A. Staff indicated that they could not say with certainty the type (type/max capacity/dimensions) of trucks that were used on this date by Site B, but from what they could recall tri-axes were mainly used throughout the project. This confirmed the validity of our concern.
- ⁸⁰ The OCA noted that, in this particular case, if the City had been receiving and reviewing the weigh tickets daily and comparing them to information on Truck Registers on a daily basis, these red-flags could had been detected and addressed in a timely manner.

- ⁸¹ Staff initially assisting the OCA with this matter were unable to provide the OCA with additional soil testing reports, so we requested additional information from other relevant staff. Staff noted that design made an error in assuming that disposal was required for soil excavated from certain depths (limited to watermain trench excavation) on a portion of the road. They noted that when a "hot spot" like this is encountered, it is the entire width and proposed depth of the excavation that must be removed and disposed of at a landfill site. Staff also noted that the secondary testing completed shows additional locations that had to be disposed at landfill locations. Staff provided two soil testing reports with results from the consultant (commissioned by the Contractor) on October 8 and October 18, 2019. Based on these reports, there was one additional area of contamination.
- ⁸² Staff also provided a calculation to support an excavation and landfill disposal of 5,796 tonnes of contaminated material. The calculation noted that an additional 250 meters of road base excavation was disposed as contaminated. This calculation was prepared in January of 2022 (i.e. not during construction as expected and over two years post-construction) and even though it only accounted for less than 6,000 tonnes of landfill disposal, it appeared over-stated. We also noted that the two reports from the consultant (commissioned by the Contractor) do not support contamination of additional 250 meters of road base.

II. Non-compliance with the established process for testing of unexpected contaminated material during construction

- ⁸³ Per the Inspector's Red Book Guideline for Dealing with Impacted Soils, if there are unexpected site conditions during construction that would result in additional contaminated material, soil samples should be tested to validate the contamination, the area of contamination should be delineated. As per the interviews, new estimates should also be established based on the testing.
- ⁸⁴ The testing done during the design stage and the two reports from the consultant (commissioned by the Contractor) were limited and insufficient to accurately quantify the contaminated material and do not support the 9,000 tonnes of landfill disposal. The OCA concluded that the processes to validate if excess materials are actually contaminated were not adhered to.

III. Other Observations

- ⁸⁵ With regards to Item C.5 in the Contract (40 mm of Surface Superpave 9.5), the contract had a quantity of 600 tonnes at \$98 per tonne (see Table 3). The Final PPC indicates that the actual weight of this item was 783.05 tonnes and that the City paid for 783.05 tonnes at \$7 per tonne to the Contractor, and paid the remaining \$91 per tonne directly to the sub-contractor.

- 86 We asked the staff to provide an explanation and they confirmed that the firm paid was a sub-contractor working for the Contractor. Staff explained that there were issues with the Contractor not paying its sub-contractors and that the sub-contractor did not want to do the work without a guarantee of payment. The sub-contractor was already working on another City of Hamilton Contract, and it was decided that they be paid through this other Contract. Staff provided a PPC for the other Contract which we examined. We confirmed that the overall cost to the City of Hamilton did not change the tender price, but we note this as a very questionable and irregular practice, because it misstated the costs for both projects.
- 87 We also expected to see a Change Order (CO) for the additional quantities of landfill disposal. We noted that there were many COs on this project, but a specific CO for the increased quantity of disposed contaminated native material was not issued.
- 88 The OCA noted that going forward, testing of soil, delineation, and recordkeeping will need to be more robust to comply with Ontario Regulation (O.Reg.) 406/19. This requires more upfront planning and testing for projects and additional oversight of both clean and contaminated excess soil handling. Public Works has updated its Procedure on Excess Soil Management. The OCA did not fully review the Excess Soil Management Procedure for compliance with the Regulation, but we noted that the Procedure talks about assessment of past use of land, soil sampling and analysis plan, estimating the volume and quality of soil before removal, and enhanced recordkeeping and tracking of soil disposal. These procedures, if properly implemented and adhered to may mitigate some of the issues specific to weight validation of contaminated soil.
- 89 Considering that the OCA noted instances of non-compliance with existing guidelines and procedures, we note that providing oversight and resources to ensure adherence to these procedures (including responsibilities assigned to Contractors) warrants further management attention.

Summary and Conclusion

- 90 The validation of weighed materials on construction projects is vital to ensure the COH receives value for money on its capital construction projects. The OCA noted that the weight validation processes are not comprehensive and are not being adhered to. This may be leaving the City exposed to the risk of mismanagement or overcharges for weighed materials, which is an inherent risk with construction projects.

- 91 The OCA could not assess the exact magnitude of the risk exposure, because Engineering Services does not have a tool to historically track and assess the amount of the weighed material overruns. Considering that weighed materials are an integral part of most construction projects, it is likely that the risk exposure is significant.
- 92 In addition, Contractors with awareness of the gaps in the current weight validation process can use this knowledge to their advantage in the bidding process. They can provide lower total bids and make up for the lower overall price with variations in quantities of weighed materials.
- 93 We concluded that the current inspection levels by the COH Engineering Services Construction Section does not ensure comprehensive verification of weighed materials. The City should give consideration to increasing the level of inspection including the following process improvement opportunities:
- Introduction of a scale verification process and process to spot check weights.
 - Establishing a process to monitor and address potential truck overloading.
 - Providing increased on-site inspection for construction projects.
 - Obtaining Daily Summaries of Weighed Material and Truck Registers.
 - Defining the levels of inspection and validation based on the materiality and the risk of the specific component of the work.
 - Ensuring that COH employees accept and sign the weight tickets for each load of weighed material, and confirm the materials are incorporated into the work.
 - Implementing a consistent process to separate items paid as weighed material from identical material included as all-inclusive lump sum items (granular for road-bed construction versus granular for sewers).
 - Completing an independent verification/audit of the sub-grade, sub-base, and base prior to proceeding with the next stage of work.
 - Establishing a process to revise and document changes in estimates of the expected quantities of weight (including impacted materials) that arise during construction in a timely manner, and to using the estimates to validate that quantities charged are reasonable.
 - Enhancing verification and inspection processes throughout the construction phase to control excavation and ensure that native materials disposed at landfills are truly contaminated.
 - Establishing standard operating procedures for dealing with weight irregularities on a timely basis.

- 94 Another option for management to consider is the use of all-inclusive lump sums and square metre payments instead of payments tied to weighed materials. However, this may result in higher tender unit prices, because with lump sum pricing contractors assume the risks involved, which they build into the tender price.
- 95 For the two projects reviewed, due to lack of sufficient documentation for the materials and contaminated soil overruns we were unable to establish if the quantities paid were reasonable. While we noted red flags for potential overstatement of weights on the Ferguson Project, we were unable to determine there was fraudulent activity or specific waste. We do note that, based on the gaps in the current weighted material management practices, fraud and waste may have been occurring without being detected by the City, and will continue to be a risk unless significant process improvements are made.
- 96 The OCA identified further irregularities relating to issues that were not in the scope of this work, which we note as areas that warrant further management attention. These areas include the following:
- The design process: strengthen estimation of weighed material quantities (including contaminated soil)
 - Reconciliation, recordkeeping, review and approval of Change Orders and Purchase Order extensions
 - Standard Operating Procedures and/or guidelines for the consistent application of penalties and/or rejection of pavement work relating to quality issues
 - Recordkeeping and retention of project documentation
 - Preventing questionable practices, such as paying sub-contractors on projects different than where the work was completed

Detailed Findings

Topic #2

The process to test and validate if the asphalt friction course aggregates for high volume roads align with contract specifications and job mix formulas.

Background

- ⁹⁷ Asphalt is the most common material for upper layers of pavement structures and is a mix of approximately 95% aggregates (the backbone of a pavement) and 5% asphalt cement (the liquid bituminous material that bonds the aggregate together).
- ⁹⁸ The Roads Value for Money Audit Report issued in July 2021 focused on the City of Hamilton process for testing of asphalt cement (AC) quality, because adding cheaper AC additives to save on production cost by suppliers is considered a leading cause of premature pavement cracking.
- ⁹⁹ Asphalt near the road surface needs higher quality aggregates to meet higher pavement stresses and friction requirements than those deeper in the pavement structure. With the Superpave system, as the traffic volumes increase, so does the required quality of both the coarse and fine aggregates in the asphalt mix. Surface course mixes for high volume category roads, require superior skid resistance and are specially designated as 12.5 mm FC1 and 12.5 mm FC2 mixes (FC stands for Friction Course). The Ontario Ministry of Transportation (MTO) requires that the aggregates for these mixes come from designated sources which are more expensive than local aggregates and RAP (reclaimed asphalt recovered from existing pavements and reused as part of the mixes of new or rehabilitated pavements). The lower cost of these alternative sources is an incentive for suppliers to replace contract specified superior surface friction resistance aggregates, with less expensive local aggregates or RAP. The OCA's Roads Value for Money Audit Report did not address the processes in place to mitigate this risk.
- ¹⁰⁰ The OCA was advised by our consultants that potential substitution of aggregates would not likely affect the longevity of the roads. However, aside from the financial cost, such replacement could negatively impact performance including the friction properties of these roads. In 2021, there were six projects using over 11,000 tonnes of friction course mixes which, on average, had an additional cost of \$30 per tonne (as compared to regular Superpave 12.5 mm), which results in an estimated \$330,000 of financial risk exposure annually for the City of Hamilton, assuming that to be a typical year. That risk exposure is significant given there are not documented inspection practices in place to verify compliance with contract specifications for aggregates during production of these types of friction course mixes. This risk exposure could be substantially decreased with consistent inspection practices, but this requires a formal process and resources to be in place to enable consistent application.

Findings

- ¹⁰¹ There is an obvious financial benefit for road construction contractors to substitute aggregates coming from designated sources with local, readily available aggregates that have minimal transportation costs or with RAP. The OCA concludes that:
- **While the COH paid a premium for friction course asphalt mix, on a balance of probabilities, for the 2017 Rymal Road and Garth Street Project (C15-27-16), OCA concluded RAP was added to the mix used for the reconstruction of Garth Street, which was not allowed under the contract.**
 - **The review for the RHVP Resurfacing Project (C15-20-19) did not find any red flags with regard to the aggregates ultimately utilized for this project.**

Garth Street Project

- ¹⁰² This project is the Garth Street Reconstruction from Rymal Road West to Stone Church Road West, which was completed in 2017.
- ¹⁰³ The OCA's qualified consultant from McIntosh Perry reviewed relevant documents related to the Rymal Road and Garth Street Project (C15-27-16). Reviewed documents included contract documentation, mix design, quality testing, compaction testing results, and available photographs from a plant sample. Several irregularities were noted in the course of this review.
- ¹⁰⁴ It was confirmed that the surface asphalt required as per the Contract specifications was a Superpave 12.5 FC2 mix. McIntosh Perry reviewed the mix design and noted that all aggregates were to come from the Ontario Trap Rock site near Bruce Mines, Ontario. The consultant also confirmed that these sources were approved as designated sources by MTO.
- ¹⁰⁵ The available "washout" photographs were examined by McIntosh Perry, and it was noted that while the darker colours of the premium aggregate were evident in much of the sample, there were clearly many questionable lighter coloured aggregates which did not look like Ontario Trap Rock. Also, it was noted by McIntosh Perry that a number of testing samples (field and referee) showed issues with % air voids and % asphalt cement, which could indicate the addition of RAP. Based on these issues, the consultant noted that the longevity of this mix could legitimately be questioned.
- ¹⁰⁶ Currently there is only one full-time quality assurance role in the Construction Section of the Engineering Services Division. This role visits and inspects asphalt

plants, which can present scheduling challenges during the busy construction season. The contract inspection staff typically stays at the actual project locations. The practices that are currently in place that relate to daily asphalt plant visits and inspections, as well as when Petrographic Testing is required for a particular project are based on the judgement and availability of staff and are not documented.

- ¹⁰⁷ The Garth Street project predated the City's use of a full-time quality assurance role. Staff agreed that based on the available "washout" pictures, it was their opinion that RAP had almost certainly been added to the production mix. They also agreed that there were issues with the other test results which confirmed the mix issues.
- ¹⁰⁸ Based on the above, the OCA's consultant concluded that, on the balance of probability basis, RAP was added to the mix, which not only caused the City to overpay for the quality of asphalt mix received, but it also affected the accuracy and integrity of the City's records related to this work, while also raising questions about the longevity of this mix. Our consultant at McIntosh Perry noted that because the RAP is mixed homogeneously in the asphalt production process, the issue would likely not raise significant concerns with the actual skid resistance of the road. However, the only certain method to ensure this would be to have skid testing and analysis performed by a qualified consultant. The OCA did not engage a qualified consultant to perform skid resistance testing and we note that this issue requires further management assessment and attention.

RHVP Resurfacing Project

- ¹⁰⁹ Our engineering consultant also reviewed various documents on the RHVP Resurfacing Project (C15-20-19), which was completed in 2019. The review included contract and tender documents, mix design, job mix formula verification, quality control (QC) results, asphalt compaction and lab testing results, including referee samples. It was confirmed that the contract called for Superpave 12.5 FC2 mix as surface asphalt. The mix designs were reviewed. The coarse aggregate was Ontario Trap Rock and the fine aggregate came from Fowler's Rosewarne Quarry near Bracebridge, Ontario. Our consultant confirmed the sources were designated sources as approved by MTO.
- ¹¹⁰ Our consultant's review of available relevant documentation (QC results, asphalt compaction, lab testing results, referee samples, and petrographic analysis) did not find any red flags with regard to possible improprieties or issues with the aggregates that were provided on the RHVP Resurfacing Project. It was also noted that densities of the mix and the specific gravity of the aggregates appeared consistent with the job mix formula provided. Petrographic Testing to ensure that proper aggregates were utilised was also commissioned by the Engineering Services Division's Construction Section for this project which confirmed that high quality aggregates were used in the production mix on this job.

- ¹¹¹ Per City staff, there are 5 to 10 road projects per year that involve friction course mixes (Superpave 12.5 FC2 or Superpave 12.5 FC1). The remainder of the road projects utilise locally available aggregates.
- ¹¹² When there is a project involving friction course mixes, current staff practice is to visit the specific asphalt production plant on a daily basis during the production to make sure that the aggregates used visually match the contract specifications and that there is no extra hopper adding in RAP to the asphalt mix. According to staff, there had been instances where the RAP belt had been feeding asphalt production where RAP was not indicated as part of the mix design. Staff had refused the acceptance of such asphalt. Staff believes that there is a little recourse if the issue is detected after the asphalt is laid out and therefore these practices predominantly rely on daily plant inspections and refusing the asphalt if irregularities are noted.
- ¹¹³ Staff acknowledged that because RHVP Resurfacing was a very critical project, inspections and testing for the project went above and beyond typical practices in the Construction Section of the Engineering Services Division. Petrographic Testing was also completed for this project.

Summary and Conclusion

- ¹¹⁴ There is an obvious financial benefit for contractors to substitute aggregates coming from designated sources with local, readily available aggregates with minimal transportation costs or with RAP.
- ¹¹⁵ The OCA concludes that while the COH paid a premium for friction course asphalt mix, on a balance of probabilities, for the one of the projects we reviewed (2017 Rymal Road and Garth Street Project, C15-27-16), RAP was added to the mix used for the reconstruction of Garth Street. This not only caused the City to overpay for the quality of asphalt mix received on the project, but it affects the accuracy and integrity of the City's records related to Garth Street and raises legitimate concerns about the longevity of the pavement. While there is a low likelihood that the issue would have a significant adverse effect on the skid resistance of the road, it should be noted that the OCA did not engage a qualified consultant to perform skid resistance testing and therefore notes that this issue requires further management assessment and attention.
- ¹¹⁶ The review for RHVP Resurfacing Project (C15-20-19) did not find any red flags with regards to improprieties in the aggregates ultimately utilized for this project.

- ¹¹⁷ The evidence suggests that the current quality assurance practices that the Construction Section has in place are improved when compared to the controls in place in 2017, but these inspection practices are not documented, and scheduling is a challenge during the busy construction season. Performing plant inspections for verifying compliance with contract specifications for aggregates during production, if done properly and consistently, can substantially decrease the risk of inappropriate cheaper aggregates being added to friction course asphalt mixes. This requires that a formal process and resources be in place to enable consistent application.
- ¹¹⁸ The COH's road network consists of approximately 6,500 lane-kilometers of roadways and the Engineering Services' reconstruction budget ranges from \$66 million to \$99 million annually, which includes roadwork and other infrastructure. Presently there is one full-time quality assurance staff and they perform all quality assurance duties for the Engineering Services Division. For comparison, a MTO's (Ontario Ministry of Transportation) Region responsible for approximately 7,000 lane-kilometers of provincial road network, and annual asphalt reconstruction budget of \$60 million to \$65 million has a Quality Assurance Section with a staff of five.
- ¹¹⁹ Management should give consideration to formalizing the plant inspection process, as needed and based on the type of the asphalt mix, to include the following:
- Inspecting for RAP additions: Because asphalt cement cannot come in contact with the open flame of the aggregate dryer (whether virgin AC or as part of RAP), separate bins and feeder belts are necessary to add RAP downstream of the aggregate drying process which are visually distinguishable from the raw aggregate bins and belts.
 - Inspecting aggregate feed bins: Another point of inspection would be to perform a comparison of the number of active aggregate feed bins as compared to the mix design to determine if aggregates used during production are compliant with the contract specifications.
 - Other inspections: In cases where plants are concurrently producing mixes for other projects (common for urban settings) and storing mixes in silos, the on-site plant inspections can require additional logistical attention. Management should consider implementing additional inspection procedures (including: inspecting computer production control screens, appropriate cut-off and clean up of the drums in continuous flow plants when production switches from one mix to another, observing the flow of asphalt to the appropriate silos, etc.).
- ¹²⁰ For projects deemed to be higher risk due to the use of friction resistant aggregates, Petrographic Analysis can be done in addition to plant visits to provide greater assurance that there is compliance with contract specifications. Petrographic Analysis is a relatively expensive procedure, and its usage should be

commensurate with the risks associated with a project. With Petrographic Testing, samples of raw aggregate should be extracted from plant mix samples or from asphalt cores early in the process of construction (i.e. prior to placement of significant quantities that would be expensive to remove) and submitted to a qualified laboratory for testing.

Recommendations

- ¹²¹ The OCA is making five recommendations to improve the processes and controls in place relating to validation of weighed materials, and premium asphalt aggregates testing. Please refer to Appendix "B" to Report AUD21006(a) for a list of Recommendations and the related Management Responses that will strengthen controls and enhance the value for money achieved in the Roads Program.

Conclusion

- ¹²² The OCA has brought forward several observations and recommendations to strengthen controls and enhance the value for money achieved in the Roads Program. Public Works has another opportunity to undertake transformative change in this area.
- ¹²³ The OCA would like to thank the Engineering Services Division staff and other participants for their contributions throughout this project. We look forward to following up with management in the future to see the progress of their action plans and their impact on achieving value for money in service delivery.



Hamilton

Office of the City Auditor

Roads Value for Money Audit Roads Quality Assurance Supplementary Audit Report

Recommendations and Management Responses

August 11, 2022

**Office of the City Auditor
Brigitte Minard, Deputy City Auditor
Charles Brown, City Auditor**

Introduction

The following five recommendations will strengthen controls and enhance the value for money achieved in the Roads Program, particularly in the area of Quality Assurance.

Recommendation 1

That consideration be given to increasing the inspection levels by designing and adopting a risk-based approach for weight validation processes or the use of all-inclusive lump sums and square meter payments.

Management Response

Agree

1. Develop a SOP for enhanced risk-based inspection to ensure verification of weight-based materials, including alternative processes of payment.
2. Develop a business case to increase inspection FTE's for the 2023 budget cycle.

Estimated Completion: Q4 2022

Recommendation 2

That the resources, training, and oversight in place be evaluated to ensure that weight validation, inspection and payment processes are adequately resourced to ensure compliance to the process.

Management Response

Agree

1. Assess and update Inspector Daily Diary requirements and Contract Inspectors Guidelines (Red Book) for potential improvements including defining roles and responsibilities for inspections and oversight.
2. Provide retraining to all inspection and project management staff for processes related to weight validation and payment processes.

Estimated Completion: Q1 2023

Recommendation 3

That the quality and comprehensiveness of construction project documentation is improved (including recordkeeping in the Inspectors' Daily Diaries) by implementing relevant guidelines and/or standard operating procedures.

Management Response

Agree

1. Assess and update Inspector Daily Diary requirements and Contract Inspectors Guidelines (Red Book) for potential improvements.
2. Provide retraining to all inspection and project management staff for processes related to Construction Project documentation.
3. Develop a SOP for review of Construction Project documentation by management.
4. Implement EAM for Inspectors' Daily Diaries and investigate potential use of EAM for the management of Construction Project documentation.

Estimated Completion: Items #1 – #3 Q1 2023, Item #4 Q2 2024

Recommendation 4

That quality assurance guidelines and standard operating procedures, including plant inspections and Petrographic Testing for premium asphalt aggregates, be risk-based and be formally documented and adhered to. Risks to be considered should include: financial and safety risks (including roadway traffic volume related risks).

Management Response

Agree

1. Quality Assurance Pavement Material Testing SOP to be developed in coordination with AUD21006 – Road Value for Money Audit response item #11 & 13.
2. Develop SOP specifically for Plant Inspections.
3. Develop Quality Assurance Manual to develop guidelines that consider financial and safety risks.

Estimated Completion: Item #1 Q4 2022, Item #2 Q1 2023, Item #3 Q4 2023

Recommendation 5

That consideration be given to expanding the quality assurance function during peak construction periods of the year in order adequately manage the risks associated with the construction activities.

Management Response

Agree

1. Complete a review and risk observation regarding the quality assurance function resourcing in coordination with AUD21006 – Road Value for Money Audit response item #14.
2. Develop business case to increase quality assurance FTE's for the 2023 budget cycle.

Estimated Completion: Q4 2022



Hamilton

Office of the City Auditor

ROADS VALUE FOR MONEY AUDIT: ROADS QUALITY ASSURANCE SUPPLEMENTARY AUDIT REPORT

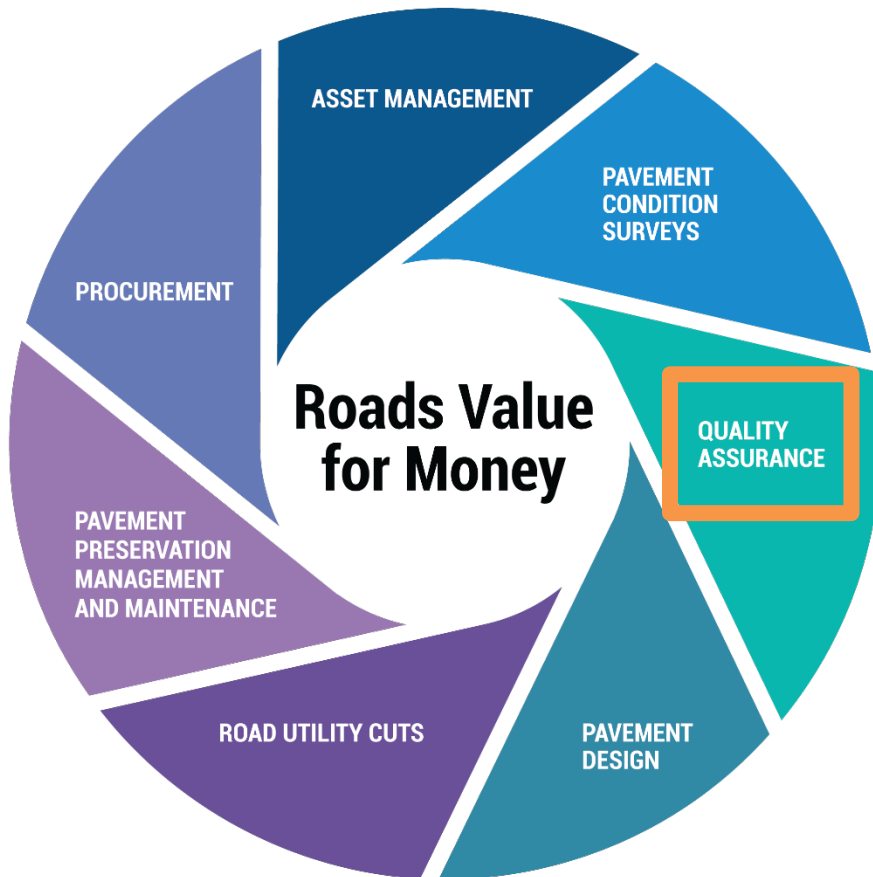
AUGUST 11, 2022

Charles Brown, City Auditor

Building on the work from our Roads VFM Audit, that was issued in July 2021, we:

- Assessed information about the topics that were in-scope
- Analyzed information indicative of whether the City is getting good value for the topics in scope for this supplementary audit
- Obtained insights from external subject matter experts in the field

2 Additional Topics Explored



1. Processes for comprehensive weight validation of construction materials and disposed excess contaminated native material where the contract payments are tied to the weights of such materials.
2. The process to test and validate if the asphalt friction course aggregates for high volume roads align with contract specifications and job mix formulas.

Area out of scope for this audit:

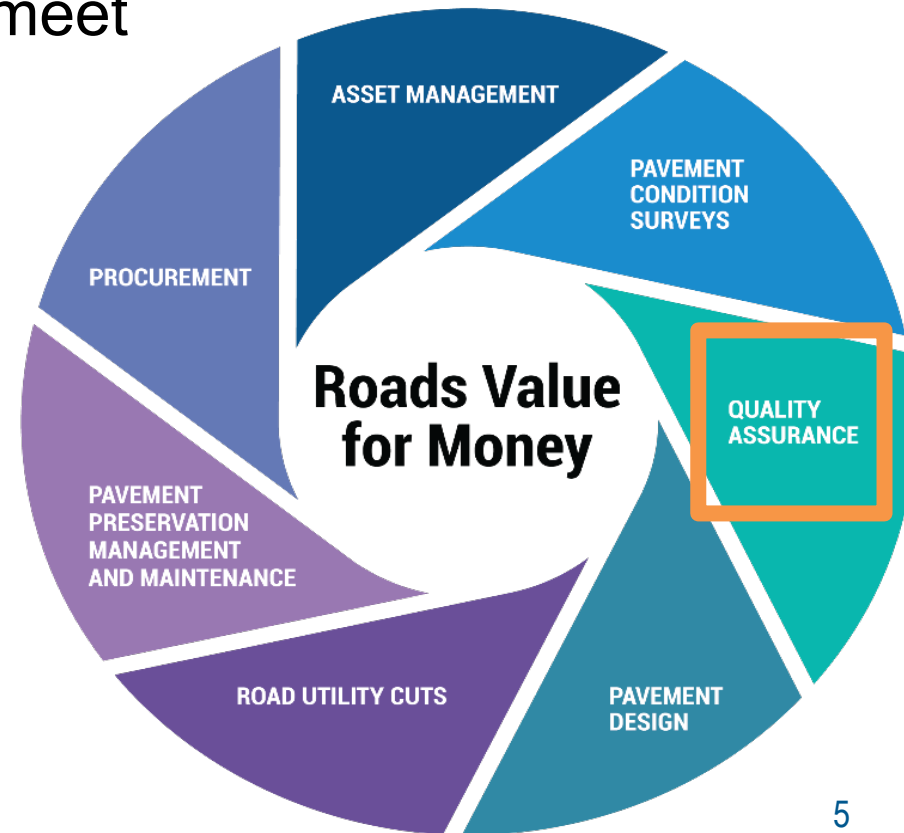
1. Areas previously addressed in the original Roads VFM Audit.
2. Construction of Roads in new development neighbourhoods (audit in progress)

Quality Assurance

The activities and procedures that are established to ensure roadways are constructed and rehabilitated to meet City expectations.

Relies on:

- Clear standards/specifications
- Robust inspection and testing
- Timely problem resolution
- Strong accountability



Quality Assurance – Weight Validation Process

- Unable to establish if the asphalt quantities charged and paid for were reasonable due to a lack of sufficient evaluation and documentation.
- “Red flags” indicative of misstatement of weights (overcharges) by contractors found, but insufficient information to evaluate for potential fraudulent activities.
- City does not have clear and consistent processes in place.
- Expected processes for administering change orders related to “overruns” paid by the City were not adhered to.

Quality Assurance – Contaminated Soils

- Processes for validation and payment of weighed materials not followed and non-compliance with guidelines for dealing with contaminated soils.
- Limited testing and validation done to support excess landfill disposal.



Quality Assurance – Quantity Overruns

Quality Assurance – RHVP Resurfacing Overruns

- RHVP resurfacing had overrun quantities due to inaccurate as-built design drawings.
- Financial penalty on RHVP resurfacing administered “informally” using an opaque process.

Quality Assurance – Recycled Asphalt Pavement “RAP”



Washout photo from C15-27-16 (Garth from Rymal Rd W to Stone Church Rd W)
Source: Public Works Department records



July 2022 at location of C15-27-16 (Garth from Rymal Rd W to Stone Church Rd W)
Source: Office of the City Auditor Staff

Quality Assurance – Recycled Asphalt Pavement “RAP”

- RAP consists of asphalt recovered from existing pavements and re-used as part of new or rehabilitated pavement
- Its use can be detrimental to durability and life of pavement
- For one project (Garth), City paid a premium for friction course asphalt mix, RAP was likely added as a substitute material.
 - This caused the City of overpay and receive the quality that was specified, could impact pavement performance.
 - Minimal process to ensure quality of aggregates used in construction projects conform to the City’s requirements.

Improvement opportunities exist for:

- Comprehensive verification of weighed materials.
- Mitigation of risks of mismanagement and/or overcharges.
- Enhancing processes for testing and validating if premium aggregates specified in contracts are being utilized during construction.



Hamilton

QUESTIONS?



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Services and Taxation Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	2022 External Audit Services 1 Year Contract Extension (FCS22068) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jackie-Lee McInnes (905) 546-2424 Ext. 5347
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

RECOMMENDATION

That the General Manager of Finance and Corporate Services, or their designate, be authorized to enter into negotiations with KPMG LLP to provide external audit services for the City of Hamilton (City) and its Consolidated Entities, for fiscal year end 2022 and that the results of those negotiations be brought back to a future Audit, Finance and Administration Committee meeting for Council approval.

EXECUTIVE SUMMARY

Section 296 of the Municipal Act states that a Municipality shall appoint an auditor licensed under the Public Accounting Act who will be responsible for the annual auditing of accounts and transactions of the municipality and its local boards.

Due to staffing vacancies in Accounting Services, there is not sufficient staffing or resources to conduct an open and competitive Request for Proposal (RFP) for external audit services covering fiscal year ends 2022-2026 in time for Council approval by the Fall of 2022. As per the City of Hamilton's Procurement Policy and associated By-Law 20-205 as amended, staff is required to seek Council direction on the type of procurement process to be followed for the acquisition of the Good and/or Service where there is an incumbent vendor on a City Corporate contract which is of a highly sensitive nature, due to the risk associated with financial loss, confidentiality or the

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**SUBJECT: 2022 External Audit Services 1 Year Contract Extension (FCS22068)
(City Wide) - Page 2 of 4**

handling of sensitive information. This direction comes from Procurement Policy #4 – “Determining the Procurement Policy, Section 4.5(5)”.

Historically, the City of Hamilton has utilized 5-year contract terms for its external audit services. KPMG LLP (“KPMG”) has provided the City of Hamilton with external audit services for fiscal year ends 2012-2016 and 2017-2021. KPMG’s current contract for external audit services expires after the completion of the 2021 scheduled audits. Staff is looking to negotiate with KPMG for a one-year contract extension for fiscal year end 2022.

Accounting Services has begun the process to fill current vacancies and intends to issue and award a new Request for Proposal (“RFP”) for the City of Hamilton’s external audit service for a five-year term covering fiscal year ends 2023-2027. This process is expected to commence in the Fall of 2022.

Alternatives for Consideration

See page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: One-year contract extension fees for External Audit Services for fiscal year end 2022 are to be negotiated with KPMG and the results of these negotiations are to be brought back to a future Audit, Finance and Administration Committee for final approval.

Staffing: NA

Legal: Legal Services will be requested to assist with the development of an amendment to extend the current contract with KPMG.

HISTORICAL BACKGROUND

The Municipal Act, 2001 c.25, 296(3) indicates that “An auditor of a municipality should not be appointed for a term exceeding five years.” The intent of this section is to ensure that the external audit relationship is reviewed every five years. This allows for the Municipality to negotiate with a current vendor for reappointment or to go to market with an RFP for services, either to seek better pricing or to revise for services and/or needs of the organization that may have changed over time.

Early in 2011, a similar one-year external audit contract extension was requested and awarded to the audit firm Grant Thornton under contract C6-10-06 to provide external

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**SUBJECT: 2022 External Audit Services 1 Year Contract Extension (FCS22068)
(City Wide) - Page 3 of 4**

audit services for the 2011 fiscal year end at a cost of \$285,000. The intent of this extension was to provide staff with the necessary time to proceed with an RFP process.

In November 2011 the City of Hamilton issued RFP C12-12-11, "Professional Consultant Required for External Audit Services" which closed January 2012. KPMG was the successful proponent of this RFP process which covered fiscal year ends 2012-2016. In December 2016, KPMG had approached senior management with a proposed contract renewal for the next five years. Financial Services staff brought Report FCS17048 to the Audit, Finance and Administration Committee on May 08, 2017, to seek authority to negotiate with KPMG and to bring back the results of such efforts to a future Committee meeting. Report FCS17073 was presented to the Audit, Finance and Administration Committee on August 16, 2017, and provided the necessary follow-up and recommendations. Council at its meeting of September 11, 2017, approved the Audit, Finance and Administration recommendation and Report FCS17073 "Appointment of External Auditor for Fiscal Years 2017 to 2021" wherein KPMG was selected as the City's external auditor. Under this appointment KPMG's annual audit fees for the five-year period of 2017-2021 were \$215,000 per year.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

As per the City of Hamilton's Procurement Policy and associated By-Law 20-205 as amended, Procurement Policy #4 – "Determining the Procurement Policy, Section 4.5(5) staff is required to seek Council direction on the type of procurement process to be followed for the acquisition of the Good and/or Service where there is an incumbent vendor on a City Corporate contract which is of a highly sensitive nature, due to the risk associated with financial loss, confidentiality or the handling of sensitive information.

The Consolidated Financial Statements of the City of Hamilton are prepared by management in accordance with the Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA).

RELEVANT CONSULTATION

Consultations with relevant City of Hamilton Legal and Procurement staff.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

The City of Hamilton requires external audit services specific to Municipalities and in a complex and large-scale manner. In seeking an external audit firm, the size and needs of the City would limit potential respondents to large firms with specific large Municipal audit background. The single tier structure and multiple entities and programs make the need for an experienced audit team with relevant Municipal experience paramount to success.

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**SUBJECT: 2022 External Audit Services 1 Year Contract Extension (FCS22068)
(City Wide) - Page 4 of 4**

KPMG has a long-standing history in Hamilton and the surrounding communities and has one of the largest audit, advisory and tax practises in the area. City staff have been satisfied with the services that KPMG has provided over the past ten years. KPMG is familiar with the City of Hamilton's many entities, audit requirements and they are familiar with our existing controls, processes and policies.

KPMG's current contract for external audit services expires after the completion of the 2021 scheduled audits. Recent staffing vacancies within Accounting Services have created workload pressures within the Section and there are currently not enough staffing resources to carry out a new, competitive RFP for external audit services.

Should Council approve the recommendation within this Report, staff will meet with KPMG to negotiate an extension of their Contract C12-12-11, to provide external audit services for the City of Hamilton and its Consolidated Entities for fiscal year end 2022. Once the negotiations are complete, staff will bring back another report on the results of the negotiations to a future Audit, Finance and Administration Committee meeting for Council approval.

Council is advised that Accounting Services will continue with its efforts to fill current vacancies and proceed with issuing and awarding a new RFP for external audit services covering fiscal year ends 2023-2027 in the Fall of 2022.

ALTERNATIVES FOR CONSIDERATION

Council could direct staff to negotiate a 5-year contract extension to Contract C12-12-11 with KPMG for external audit services for fiscal year ends 2022-2026. Although this alternative may save staffing resources in Accounting Services and Procurement, eliminating a competitive RFP process could potentially result in audit fees not in line with the current market.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Our People and Performance

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

Community Engagement & Participation

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

APPENDICES AND SCHEDULES ATTACHED

NA



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Services and Taxation Division
 and
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Growth Management Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	Treasurer's Write-off of Taxes under Section 354 of the Municipal Act, 2001 - Roll #251800311027535, 0 EDENROCK DR, Stoney Creek (FCS22069/PED22182) (Ward 10)
WARD(S) AFFECTED:	Ward 10
PREPARED BY:	Maria Di Santo (905) 546-2424 Ext. 5254 George T. Zajac (905) 546-2424 Ext. 3933
SUBMITTED BY:	Shelley Hesmer Acting Director, Financial Services and Taxation Finance and Corporate Services Department
SIGNATURE:	
SUBMITTED BY:	Ashraf Hanna, Director, Growth Management Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

That property taxes in the amount of \$1,292.25 for Block 86 of 62M-1164 (Roll #251800311027535, 0 EDENROCK DR, Stoney Creek) be written off under Section

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SUBJECT: Treasurer's Write-off of Taxes under Section 354 of the Municipal Act, 2001 - Roll #251800311027535, 0 EDENROCK DR, Stoney Creek (FCS22069/PED22182) (Ward 10) - Page 2 of 4

354 of the Municipal Act and that 1277289 ONTARIO LIMITED be refunded \$644.73 for property taxes paid in error to the City of Hamilton (City).

EXECUTIVE SUMMARY

Section 354(4)(a) of the Municipal Act, 2001 allows Council to write-off taxes “*if the property is owned by Canada, a province or territory or a Crown agency of any of them or by a municipality*”. In the case of 0 EDENROCK DR, Stoney Creek (Block 86 of 62M-1164, Roll #251800311027535), the property was to be transferred to the City of Hamilton at the time of Draft Plan Registration, and as such, exempt from property taxes. Unfortunately, it was not transferred to the City at the time of Draft Plan Registration as would normally have occurred and as such, 1277289 Ontario Ltd continued to receive and pay the property tax bill.

The transfer to the City of Hamilton has since been completed (on June 3, 2022) to rectify this error. Staff are recommending that property taxes from when the property should have been transferred to the City of Hamilton, to when it was transferred, be written off since this property should not have been subject to property taxes. The rationale being that had the transfer to the City occurred as intended at the time of Draft Plan of Subdivision registration, the property would have been exempt and not have been levied property taxes. Taxation staff will then proceed to submit a Municipal Act application for exemption effective June 3rd, 2022.

Alternatives for Consideration –Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: As per the following table, the property taxes to be written off total \$1,292.25. The municipal tax portion is \$1,094.02 to be charged to HAMTN 52174-252013. The amount to be recovered from the English Public-School Board is \$145.13 (charged to HAMTN 52174-252025) and from the English Separate School Board is \$53.11 (charged to HAMTN 52174-252035). 1277289 Ontario Inc. paid the 2012 to 2017 total property taxes levied in full, in addition to the first instalment of the 2018 property taxes levied, totalling \$644.73.

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SUBJECT: Treasurer's Write-off of Taxes under Section 354 of the Municipal Act, 2001 - Roll #251800311027535, 0 EDENROCK DR, Stoney Creek (FCS22069/PED22182) (Ward 10) - Page 3 of 4

	Municipal	Education	Total
2012	\$ 41.54	\$ 8.84	\$ 50.38
2013	\$ 60.10	\$ 12.35	\$ 72.45
2014	\$ 78.27	\$ 15.53	\$ 93.80
2015	\$ 97.37	\$ 18.47	\$ 115.84
2016	\$ 115.28	\$ 21.24	\$ 136.52
2017	\$ 118.90	\$ 21.84	\$ 140.74
2018	\$ 121.77	\$ 22.27	\$ 144.04
2019	\$ 125.84	\$ 22.54	\$ 148.38
2020	\$ 131.46	\$ 22.80	\$ 154.26
2021	\$ 141.99	\$ 22.80	\$ 164.79
2022*	\$ 61.50	\$ 9.56	\$ 71.05
Total write-off	\$ 1,094.02	\$ 198.24	\$ 1,292.25

* 2022 is partial year (Jan 1, 2022 to June 2, 2022), as exemption for the remainder of the year, effective June 3, 2022 will be completed through a Municipal Act Appeal.

As the last payment received was for the first instalment of the 2018 property taxes, penalty and interest charges have incurred since 2018, totalling \$207.88 (as of June 2022) and reminder notice fees of \$78.45 will also be written off to clear the balance in the tax roll account.

Staffing: Not Applicable

Legal: The City's Legal Services has completed the transfer of title to the City of Hamilton. As such, effective June 3, 2022, the property is in the City's name.

HISTORICAL BACKGROUND

0 EDENROCK DR, Stoney Creek (Block 86 of 62M-1164, Roll #251800311027535) should have been transferred from 1277289 ONTARIO LIMITED to the City of Hamilton at the time of Draft Plan Registration, in order to provide a service access for the operation and maintenance of the Stormwater Management facility at the rear of the property. The transfer did not occur upon Draft Plan Registration and, as a result, property taxes have been levied to date. The transfer of this Block to the City, as originally intended, was completed June 3, 2022 and as such, property taxes levied to date, are recommended to be written off in adherence to Section 354(4)(a) of the Municipal Act, 2001.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Municipal Act, (2001), Part XI, Section 354.

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**SUBJECT: Treasurer's Write-off of Taxes under Section 354 of the Municipal Act,
2001 - Roll #251800311027535, 0 EDENROCK DR, Stoney Creek
(FCS22069/PED22182) (Ward 10) - Page 4 of 4**

RELEVANT CONSULTATION

City of Hamilton's Legal Services and City of Hamilton Taxation Division.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The ownership of 0 EDENROCK DR, Stoney Creek (Block 86 of 62M-1164, Roll #251800311027535) should have been transferred to the City of Hamilton, and as such, should not have been subject to property taxes. Accordingly, 1277289 ONTARIO LIMITED should not be responsible for the property taxes levied on this property during this time. The parcel should have been transferred to the City of Hamilton at the time of Draft Plan Registration as it serves as a servicing easement over the subject Block as it contains storm and sanitary servicing, and therefore 1277289 ONTARIO LIMITED had no beneficial ownership of the property. Due to the ambiguity of the subject condition of Draft Plan Approval, the subject Block was not transferred and 1277289 ONTARIO LIMITED continued to pay the associated taxes.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

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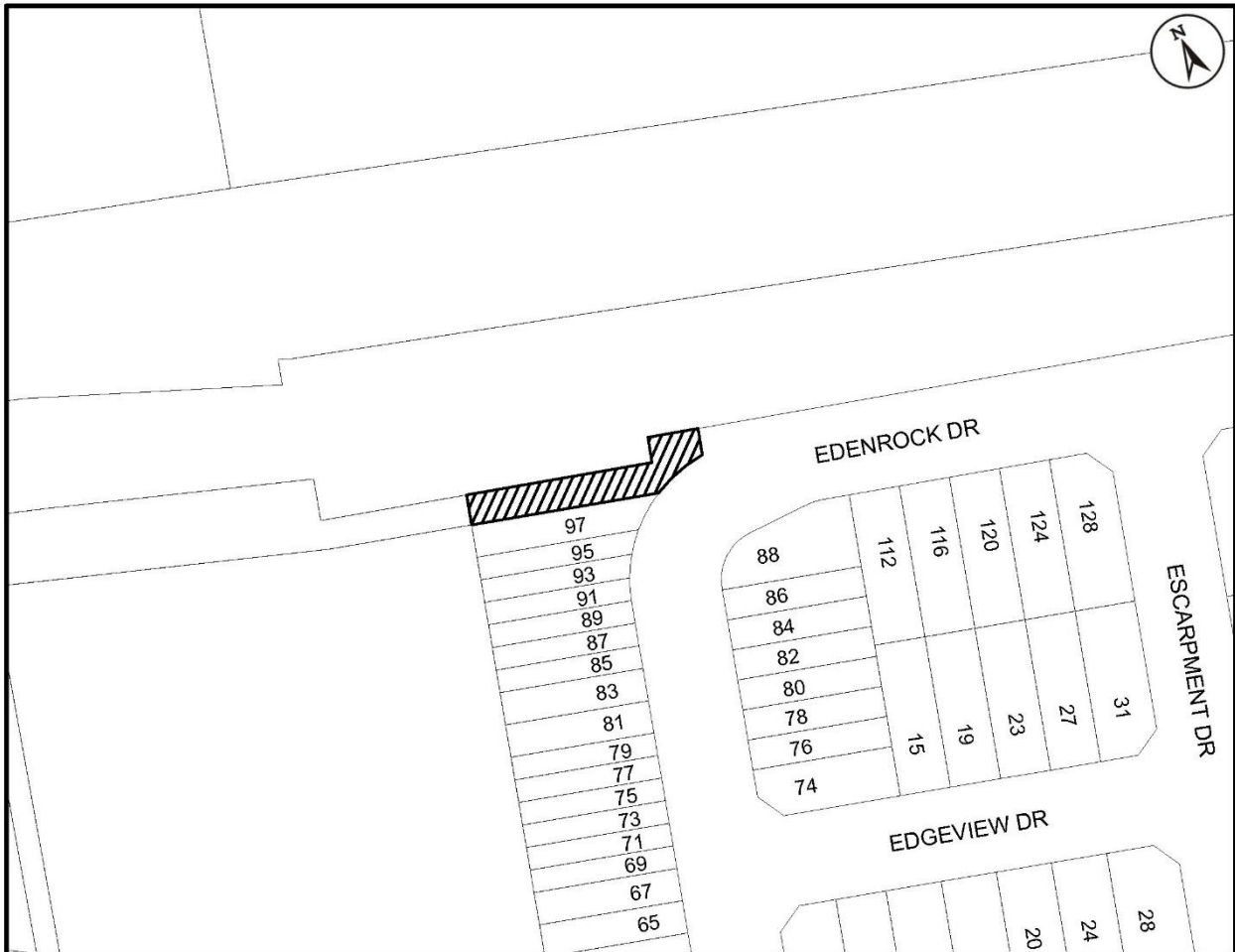
APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS22069/PED22182 – Municipal Address Map of Block 86 of 62M-1164, Hamilton (Roll #251800311027535), Ward 10.

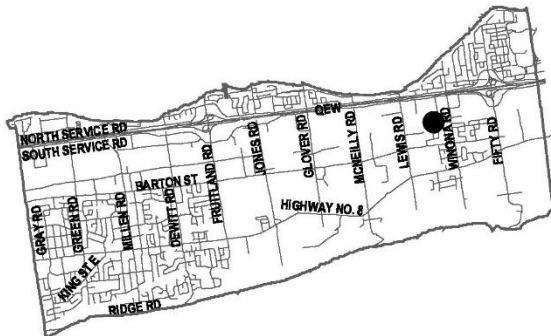
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● Site Location



Key Map - Ward 10

Location Map



Hamilton

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:
25T-200526

Date:
March 22, 2022

Appendix "A"

Scale:
N.T.S

Planner/Technician:
AC/VS

Subject Property



Block 86 of 62M-1164, Hamilton
(Roll #251800311027535), Ward 10



CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
Energy, Fleet and Facilities Management Division
and
CORPORATE SERVICES DEPARTMENT
Financial Services and Taxation Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Warner (905) 546-2424 Ext. 7041 Tina Iacoe (905) 546-2424 Ext. 2796
SUBMITTED BY:	Rom D'Angelo Director, Energy Fleet & Facilities Division Public Works Department
SIGNATURE:	
SUBMITTED BY:	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department
SIGNATURE:	

RECOMMENDATION

- (a) That the General Manager of the Public Works Department, or their designate, be authorized and directed to negotiate a single source contract, for a term of 5 years, ending December 31, 2027, for the standardization and procurement of Systems Furniture with Teknion Limited;
- (b) That staff be directed to report back with the results of the negotiations for the standardization and procurement of Systems Furniture with Teknion Limited to the Audit, Finance and Administration Committee for consideration.

EXECUTIVE SUMMARY

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 2 of 7

The City has been in its current contract with Teknion Limited (“Teknion”) since March 2010 for Office Furniture under Contract C11-19-09. Since 2010, almost all of the City’s office furniture in use as well as any surplus inventoried furniture (including both Systems Furniture and Case Goods) is a Teknion product. Contract C11-19-09 is due to expire on December 31, 2022.

Energy, Fleet and Facilities Management Division within Public Works has been satisfied with the reliability and quality of the Systems Furniture acquired to date from Teknion. The intent of this Report is to request Council approval for staff to continue the standardization of Systems Furniture manufactured by Teknion until December 31, 2027 and for staff to negotiate a single source contract with Teknion in accordance with Procurement Policy #11 Non-Competitive Procurement and Policy #14 Standardization. Once the negotiations are complete, staff will report back with the results of the negotiations to the Audit, Finance and Administration Committee for consideration.

A standardization of the City’s Systems Furniture would result in ensured continuity and continued, seamless interconnection of panel furniture used within the City and will allow space and workstations to be maximized, collectively resulting in a decreased floorplan (space optimization) and ultimately less requirement of leased or owned space.

As office environments and cultures continue to shift to hybrid alternatives and hoteling models, staff will develop a strategy for a competitive process for all systems furniture to be considered before the end of the five-year term.

Staff is requesting that only Systems Furniture continue to be standardized. Staff is intending to issue an open and competitive bid for Case Goods prior to the end of 2022.

Alternatives for Consideration – See Page 6

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Capital budgets and annual operating budgets, as applicable, will incur additional expenses as a direct result of any negotiated price increases as a result of the standardization and single sourcing with Teknion. The extent of any price increases is unknown at this time however staff are confident through continued standardization and the proposed negotiations, staff may be able to curb some current increases being experienced within the office furniture and equipment commodity market. Pre-COVID19, the City was

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 3 of 7

spending over \$1.5 per year on new and reconfigured systems furniture, excluding large, capital accommodations' projects.

Staffing: N/A

Legal: Legal Services will be requested to assist in the formation and finalization of the contract.

HISTORICAL BACKGROUND

Teknion has been incorporated into the City of Hamilton offices since before amalgamation and has been supported as an acceptable manufacturer since 2003 when Council endorsed staff to extend house agreements with select furniture vendors (PW03032 May 14, 2003). This initial agreement resulted in a 17% savings with Teknion. The house agreements were extended two additional times by Council approval Report PW06117 dated on August 22, 2006, at which time over 50% of the City's Systems Furniture was Teknion as well as, Report PW09014 dated February 20, 2009 when over 60% of the City's System Furniture was Teknion and resulted in an additional 10% savings.

The continued utilization of Teknion throughout the City of Hamilton was based on its durability, Canadian content and manufacturing, limited lifetime warranty as well as the amount of product already in use throughout the City.

In 2010, Facilities Management Division, with the assistance of Procurement, undertook an open, competitive Request for Proposal ("RFP") C11-19-09 for a corporate contract to supply and deliver the City's furniture requirements for both systems furniture and case goods for a potential maximum of twelve years. For reference purposes, systems furniture ("Systems Furniture") is modular furniture pieces that are configured to create workstations or cubicles and usually include privacy panels, desktops, cabinets and other equipment that can be configured or reconfigured as needed. Most of these components would be connected to each other to form the workstation. Case goods ("Case Goods") is office furniture that is completely stand alone and not part of or attached to a workstation or Systems Furniture, for example, office chairs, standalone file cabinets or meeting tables.

On March 10, 2010, Council approved Report FCS10005 recommending the award of Contract C11-19-09 be made to Teknion Furniture Systems Co. Limited (now operating as Teknion Limited).

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 4 of 7

Since March 2010 Teknion manufactured Systems Furniture and Case Goods have been the standard used for all the City's office and workstation requirements. Furthermore, and more recently, new furniture guidelines based primarily on the Teknion Systems Furniture were recently adopted as part of the Downtown Office Accommodation Strategy (GIC – August 8, 2016, PED16175 / PW16060)

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

This report is in accordance with Procurement Policy 20-205 as amended, Policy #4.11 – Non-Competitive Procurement and Policy #4.14 – Standardization.

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Systems Furniture:

From 2012 to 2021, the City has spent more than \$12 million on Systems Furniture for small departmental moves, reconfigurations as well as larger corporate-wide space management projects.

The significant benefit to Systems Furniture is its versatility to be dismantled and reconfigured into various workstations and components. As a result of the experience in working with the Teknion brand of Systems Furniture for several years, staff is confident that the Teknion's design and construction is both reliable and extremely durable in order to achieve multiple reconfigurations.

Since the City has been purchasing Teknion Systems Furniture for many years, the City has been able to establish a limited amount of inventory resulting from workstations or projects that have been dismantled from its original use and deemed surplus. Wherever possible, surplus inventory is considered for reuse within the City before any new product has been ordered which, in turn, has created significant cost savings to the respective departments and the City as a whole. The inventory is regularly updated, allowing space requirement changes to utilize readily accessible systems components and, in many cases, reduces timelines in certain situations. This also allows for ability to adjust workstations at a potentially lesser cost due to ongoing ergonomically changes, i.e. new/approved space and accommodation standard.

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 5 of 7

Approval to standardize the Teknion Systems Furniture will provide increased versatility in reconfiguring space with existing product with new minimal impact to floor space. Should the negotiation with Teknion be successful and receive Council's approval, establishing Teknion as the City's standard for Systems Furniture would ensure that the City continues to use the current inventory and maintains the ability to capitalize on its versatility going forward.

Case Goods:

Although Case Goods have been purchased from Teknion under Contract C11-19-09 since 2010, staff do not believe that standardization of Case Goods needs to continue. The manufacture of Case Goods is somewhat similar amongst vendors and are not proprietary therefore they can be easily used and interchanged as required. Staff will be preparing a Request for Tenders and awarding a contract prior to the end of 2022.

Environmental Considerations:

The Teknion manufactured products meet all ergonomic and health and safety standards and comes with a limited lifetime warranty for repair to replacement of furniture for any product failure. Teknion is also making strides in the office furniture industry regarding sustainability and environmental impacts. They were the first manufacturer to become WELL v1 certified as well as ISO certified 9001.

Teknion has also developed a "Divert Program", which offers a turnkey, environmentally sound solution to disassemble and move any disposed Systems Furniture components. Teknion transfer's title of the goods and either donates or resells any reusable existing components or recycles the product by stripping the furniture down in an effort to recycle as much as the materials as possible, thereby ensuring the minimalist amount of waste to the landfill. This allows the City to maintain reusable systems furniture within the limited storage space available with the redundant furniture being re-used or recycled. The Divert Program also minimizes additional costs associated with moves and changes related to multiple forces and costs as well as minimizes risk with one entity overseeing all work.

Proposed Negotiations:

Should Council approve the recommendation in this Report, it is staff's intent to work with Teknion to negotiate pricing for a contract until at least December 31, 2027.

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 6 of 7

As indicated in Report FCS21103/LS21045 “Amendment to Procurement Policy to Allow for Negotiation of Contracts in Extenuating Circumstances, “ staff is cognizant of many events within the world creating price fluctuations well beyond anything that the vendor community or the City could control or possibly predict. Staff has received correspondence from Teknion that the furniture commodity market has been affected by this price increases and the cost of various goods and services needs to increase. Teknion initially approached the City for a price increase before the end of the Contract (including a 7% surcharge) however, they have agreed to hold off on passing any increases on until Council has made their decision regarding this Report.

ALTERNATIVES FOR CONSIDERATION

Rather than direct staff to negotiate a contract with Teknion, Council could direct staff to issue a competitive RFP for Case Goods and Systems Furniture. This alternative is not recommended.

Financial: Since the Teknion Systems Furniture is proprietary to Teknion and not compatible with other manufacturer Systems Furniture, it would be ineffective and cost prohibitive to utilize another vendor. As the City is almost 100% Teknion product-based, trying to integrate another systems would not only impact the footprint (which would increase due to panels not interconnecting and thus, doubling the size of panel depth as the panels would have to be adjacent versus connected) but will also be, costly carrying two propriety systems in inventory, phasing out the Teknion brand over a multitude of years. Should Council proceed with this alternative, staff will require a six (6) month extension to Contract C11-19-09 in order to develop a scope of work for both Systems Furniture and Case Goods for an RFP and award a new contract.

Staffing: N/A

Legal: Legal Services will be requested to assist in the formation and finalization of both the RFP document as well as the contract.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

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

SUBJECT: Continued Standardization and Request to Negotiate a Contract for Systems Furniture for the City of Hamilton (PW22065/FCS22071) (City Wide) – Page 7 of 7

Clean and Green

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

Built Environment and Infrastructure

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

Our People and Performance



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

APPENDICES AND SCHEDULES ATTACHED

N/A



CITY OF HAMILTON
HEALTHY AND SAFE COMMUNITIES DEPARTMENT
Housing Services Division
and
CORPORATE SERVICES DEPARTMENT
Financial Planning, Administration and Policy Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	Township of Glanbrook Non-Profit Housing Corporation Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
WARD(S) AFFECTED:	Ward 11
PREPARED BY:	Jennifer Roth (905) 546-2424 Ext. 7242 Jana Amos (905) 546-2424 Ext. 1554 Kamba Ankunda (905) 546-2424 Ext. 4557
SUBMITTED BY: SIGNATURE:	Al Fletcher Acting Director, Housing Services Healthy and Safe Communities Department 
SUBMITTED BY: SIGNATURE:	Kirk Weaver Acting Director, Financial Planning, Administration and Policy Corporate Services Department 

RECOMMENDATION(S)

- (a) That a loan to the Township of Glanbrook Non-Profit Housing Corporation in the amount of \$1,700,000, for the pre-development work associated with the proposed development of approximately 100 affordable seniors rental units located at 2641 Regional Road 56 and 2800 Library Lane, Binbrook, be authorized and approved in accordance with the terms and conditions contained in the Conditional Loan Term sheet attached as Appendix "A" to Report HSC22049/FCS22070 or as

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**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
– Page 2 of 7**

amended to the satisfaction of the General Manager of Healthy and Safe Communities Department and the City Solicitor;

- (b) That staff be directed to establish a loan receivable on the City's balance sheet, not exceeding \$1,700,000, to record the corresponding Township of Glanbrook Non-Profit Housing Corporation liabilities regarding the long-term financing for the 2641 Regional Road 56 and 2800 Library Lane affordable housing development; and
- (c) That the General Manager of Healthy and Safe Communities Department or their designate be authorized and directed to execute and administer a loan agreement along with any ancillary documentation and amendments in a form satisfactory to the City Solicitor and the General Manager of Finance and Corporate Services;

EXECUTIVE SUMMARY

The Township of Glanbrook Non-Profit Housing Corporation (TGNPHC) is a housing corporation that was established in 1982 through a tri-party funding arrangement between the Federal Government, the Province and Township of Glanbrook to provide senior housing in Binbrook by operating the 31-unit Orchard Court Apartment. With the amalgamation of the City of Hamilton and the enactment of the *Social Housing Reform Act* in 2000, which provided the legislative framework within which the 47 Municipal Service Managers fund and administer social housing in Ontario, the above responsibilities were downloaded to the City of Hamilton.

There is a growing need within the City of Hamilton for additional affordable seniors' rental apartments especially outside the downtown core. As a result of this increasing need, the City of Hamilton and TGNPHC entered into a Memorandum of Understanding (MOU) to transfer the City-owned parcel of land known as 2641 Regional Road 56, Binbrook, which is adjacent to the existing TGNPHC property municipally known as 2800 Library Lane, Binbrook, to support the development of approximately 100 new affordable rental units for seniors.

The purpose of Report HSC22049/FCS22070 is to seek Council approval to enter into a conditional loan agreement with TGNPHC to assist with pre-development costs for the proposed affordable housing development of approximately 100 seniors' units in Binbrook. The loan would be repaid over 10 years, commencing at a maximum of three years after the execution of the Conditional Loan Agreement, with provisions for earlier repayment pending the outcome of applications to secure long-term financing from Canada Mortgage and Housing Corporation (CMHC).

**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
– Page 3 of 7**

Appendix “A” to Report HSC22049/FCS22070 is a summary Conditional Loan Term sheet. The City’s External Loan Guidelines provides for interest-bearing loans to various community groups and not-for-profit organizations for capital upgrades or enhancements to their facilities. TGNPHC, as a not-for-profit housing provider under the *Housing Services Act, 2011*, qualifies as an eligible City loan recipient.

Appendix “B” to Report HSC22049/FCS22070 is a letter dated December 1, 2021 regarding the TGNPHC request to the City for an interest free loan from the City of Hamilton to assist in financing this project. Consistent with the External Loan Guidelines, approved by Council through Report FCS06078, Report HSC22049/FCS22070 seeks Council approval of an interest-bearing loan for the proposed TGNPHC project.

Alternatives for Consideration – N/A

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The City will earn interest based on the City’s cost of borrowing (currently 10-year serial debenture of 4.15% plus .25% administration = 4.36%) compounded semi-annually and paid annually. The loan interest will be distributed in accordance with City policies and procedures. The Terms and Conditions of the loan and its repayment are summarized in Appendix “A” to Report HSC22049/FCS22070.

The actual repayment schedule will be finalized based on the timing of the three proposed loan advances (50% on execution of the loan agreement, 25% upon successful zoning approval and 25% upon application for site plan. Based on the loan term and interest rate, the estimated annual repayment would be approximately \$213,367.50 commencing one year after the final advance has been made under the Loan Agreement or at maximum three years from the date of the execution of the Loan Agreement.

Staffing: N/A

Legal: Provision of the loan to Township of Glanbrook Non-Profit Housing Corporation (TGNPHC) is not bonusing under the *Municipal Act* because TGNPHC is a non-profit corporation.

**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
– Page 4 of 7**

HISTORICAL BACKGROUND

On May 23, 2018, Council gave direction to staff to explore the disposition of a specified portfolio of properties, including the vacant land portion of 2641 Regional Road 56, Binbrook, for affordable housing purposes pursuant to Report PED17219 (Properties and Process for Disposition of Lands for Affordable Housing). Council's direction declared the Land surplus and "approved for disposition for purposes of affordable housing." Report PED17219 further included proposed disposition strategies and authorized that the net proceeds from any sale be deposited into a capital reserve to be used for due diligence and implementation of the disposition strategies.

In November 2019, the Housing Services Division received a business case from the Township of Glanbrook Non-Profit Housing Corporation (TGNPHC) requesting the transfer of the land to TGNPHC at no cost to facilitate the development of a three-storey building with approximately 100 affordable housing units and amenity space to house a range of tenant support services.

On October 26, 2020 a confidential Report PED20179 was brought to Council that included a recommendation providing, authorization for the General Manager, Planning and Economic Development, to negotiate and enter into a Memorandum of Understanding with TGNPHC in a form satisfactory to the City Solicitor.

On June 21, 2021 TGNPHC entered into a Memorandum of Understanding (MOU) with the City of Hamilton to transfer a City-owned parcel of landed located at 2641 Regional Road 56, Binbrook, to TGNPHC for the purpose of completing the feasibility studies necessary to proceed with the development of approximately 100 new affordable rental units for seniors.

TGNPHC applied for a Formal Consultation on October 15, 2021 and a Formal Consultation document was issued on December 8, 2021 outlining all the requirements for the zoning by-law amendment and site plan control applications. It is anticipated that a zoning by-law amendment application will be submitted in Q4 of 2022.

In a letter dated December 1, 2021, TGNPHC requested an interest free loan from the City in the amount of \$1,700,000 to contribute to the pre-development work necessary to develop 100 affordable seniors housing units. The request was received and referred to the General Manager of Finance and Corporate Services for appropriate action.

TGNPHC has, to date, leveraged \$101,000 in pre-development Seed funding from Canada Mortgage and Housing Corporation (CMHC) and \$175,000 in pre-development funding from the Federation of Canadian Municipalities (FCM).

**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
– Page 5 of 7**

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Housing and Homelessness Action Plan

Hamilton does not have sufficient affordable rental housing units. In 2013, Council endorsed the 10-Year Housing and Homelessness Action Plan with the first outcome area to increase the supply of affordable housing. The City continues to fall below its targets for developing new units. TGNPHC's proposed new development is envisaged by staff as a move in the right direction in relation to affordable units supply.

External Loan Guidelines

The recommendations in Report HSC22049/FCS22070 were prepared in accordance with the City's External Loan Guidelines. Given the requirements outlined in the City's External Loan Guidelines, staff is recommending that there be interest charged on the loan. The City's external loan guidelines only permit interest free loans in cases where upgrades or improvements are being made to City owned facilities. The rate of return that the City will be receiving is competitive in comparison to the money market investment rate which these funds would be subject to.

RELEVANT CONSULTATION

Legal and Risk Management Services Division

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

A. Affordable Housing Supply

The need for affordable housing in Hamilton has been demonstrated in multiple previous reports. Approval of the recommendations in Report HSC22049/FCS22070 is intended to support the development of approximately 100 affordable rental units that will assist in meeting the targets established by the Housing and Homelessness Action Plan.

B. External Loan Agreement Requirements

TGNPHC requested an interest free loan of \$1,700,000 from the City for a 10-year period. The loan agreement recommendations in Report HSC22049/FCS22070 would allow City to enter into an interest-bearing loan in the amount of \$1,700,000 for a 10-year period and to assist in supporting the pre-development costs of their project. The recommended loan meets the requirements of the City's External Loan Guidelines.

**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
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C. Conditional Loan Payment Agreement

A Conditional Loan Payment Agreement between the City and TGNPHC is required, subject to the terms as outlined in the Term Sheet attached as Appendix “A” to Report HSC22049/FCS22070. The agreement will include provisions of default, such as part of the development ceasing to be “non-profit housing,” will require the loan to become payable immediately.

The loan will be advanced in three payments that correspond with three milestones, being the execution of the Loan Agreement, successful Rezoning and Implementation of the new Zoning By-law within 18 months of the execution of the loan agreement, and six months from the Implementation of the Zoning By-law an Application for Site Plan Approval must be submitted to City of Hamilton, as outlined in Appendix “A” to Report HSC22049/FCS22070.

TGNPHC intends to submit applications to CMHC for long-term financing for the project, through the CMHC Co-Investment Fund (COI). It is unknown, at this time, how much, if any, funding will be received. Should their funding application be successful, the funds will be immediately applied towards the outstanding balance, without penalty, of the City’s loan for this project. It should be noted that should TGNPHC be successful with the COI application, under the Development Charges By-law 19-142, the affordable housing project will not be eligible for development charge exemptions.

The Conditional Loan Agreement allows the City to formally recognize that repayment will commence one year after the final advance of the loan or within three years of executing the loan agreement as outlined in Appendix “A” to Report HSC22049 / FCS22070. Should repayment occur in one lump sum, there will be no penalty for breaking the repayment term of 10 years

ALTERNATIVES FOR CONSIDERATION – N/A

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Economic Prosperity and Growth

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

Healthy and Safe Communities

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

**SUBJECT: Township of Glanbrook Non-Profit Housing Corporation
Pre-development Funding Request (HSC22049/FCS22070) (Ward 11)
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Built Environment and Infrastructure

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

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 HSC22049/FCS22070 – Conditional Loan Term Sheet

Appendix “B” to Report HSC22049/FCS22070 – Letter dated December 1, 2021

Appendix "A" to Report HSC22049/FSC22070**Page 1 of 8****Loan Agreement Term Sheet**

2641 Regional Road 56 and 2800 Library Lane, Binbrook (New Development of Approximately 100 seniors' rental units)

Borrower: Township of Glanbrook Non-Profit Housing Corporation (TGNPHC)

Lender: City of Hamilton ("City")

Type of Loan: \$1,700,000 Interest bearing Loan with a 10-year Amortization as set out in this Term Sheet, Appendix 'A' to Report HSC22046/FCS22070

Loan Conditions:

1. The Loan will be subject to the recipient entering into a loan agreement with the City containing such terms and conditions as set out in this term sheet, Appendix "A" to Report HSC22046/FSC22070.
2. The amount of the Loan shall be up to a maximum principal amount of \$1.7 M. The Loan shall only be used for the payment of the estimated pre-development costs of \$1.7 million for the development of a multi-residential building containing approximately 100 affordable seniors' unit located at 2641 Regional Road 56 and 2800 Library Lane, Binbrook (the "Project").
3. The Loan can only be used to pay the following Project pre-development costs:
 - (a) Soft Costs including Professional fees for Architect, Engineer and Landscaper; Cost Consultant (Quality Surveyor); Development Consultant; Planning Consultant; and; Building Science Consultant;
 - (b) Site costs including building and property appraisal; Topography survey; boundary surveys; Geotechnical assessments; Environmental assessment, Noisy study; Stormwater management study; traffic study; Parking study; and designated substances reports and Arborist study;
 - (c) Legal and organisational fees including legal fees, organisational expenses, marketing/rent up; capital costs audit; market appraisal for HST purposes; insurance during construction; appraisal of property and building to be constructed;

Appendix "A" to Report HSC22049/FSC22070**Page 2 of 8**

- (d) Any other predevelopment costs as approved at the sole discretion of the General Manager of Healthy and Safe Communities Department ('GM');

The Loan shall not be used for any other purposes other than those provided in the Section 3 (above) or approved at the sole discretion of the GM. If the pre-development costs exceed the Principal Amount, TGNPHC shall be responsible for the payment of the excess amount.

4. All Reports related to the studies and findings as part of the predevelopment work shall be shared property of the City and TGNPHC;
5. The Loan will be interest-bearing at a rate of 4.36% (4.15% plus .25% administration) compounded semi-annually on the total Loan amount and paid annually commencing of the Effective Date.
6. The "Effective Date", shall be one year after the final advance has been made under the Loan Agreement or at maximum, three years from the date of the execution of the Loan Agreement.
7. The Loan will have a term of 10 years commencing on the Effective Date
8. No assignment of the Loan, other than to the City will be permitted unless consented to by the General Manager of the Healthy and Safe Communities Department (GM) in their sole discretion and only in the following circumstance: (a) the property is sold to another provider of "non-profit housing" as agreed to by the GM (b) any other circumstance as agreed upon by the GM in their sole unfettered discretion;
9. Requirement to provide the City with insurance certificates for "Property All Risks" insurance and other insurance as requested by the GM, to the satisfaction of the GM in consultation with Risk Management.
10. As continuing collateral security for the principal amount of the Loan and any amount that may become payable pursuant to the Loan agreement for any reason whatsoever hereunder, the TGNPHC shall execute and/or deliver to the City in a form and content satisfactory to the City, the following (collectively referred to as the "Security"):
 - (a) a collateral charge/mortgage of land which can be lesser in priority only to a CMHC registered mortgage or at the sole, absolute and unfettered discretion of the GM a long-term (greater than 20 years) third party financing, payable on demand in the Principal Amount of One Million

Appendix "A" to Report HSC22049/FSC22070**Page 3 of 8**

Seven Hundred Thousand Dollars (\$1,700,000.00) TGNPHC which shall be registered against title to 2800 Library Lane, Binbrook ("Secured Property") and the mortgage shall state that it is security for the indebtedness of the TGNPHC incurred pursuant to the Loan agreement;

- (b) an assignment of rents registered against title to the Secured Property and registered pursuant to the PPSA and in priority to any other assignment of rents provided by the TGNPHC;
- (c) assignment of any proceeds of insurance required pursuant to Article 9 and in priority to any other assignment of insurance provided by the TGNPHC that relates to the Secured Property;
- (d) a general security agreement registered pursuant to the PPSA in priority any other general security agreement entered into by the TGNPHC and registered pursuant to the PPSA which may be site specific to the Property at the sole discretion of the GM; and,
- (e) any and all such other and further documents, agreements and other instruments, and do such other and further things, as the City may require to give effect to this Agreement and cause the City to hold valid and enforceable security for the Principal Amount together with any amount that may become payable for any reason hereunder.

No additional financing will be permitted to be secured on the Secured Property that would exceed 100% of the value of the Property. At the sole discretion of the GM the Security required in subsections (b), (c) and (d) and secured against the Secured Property above can be replaced by the same security secured against the Project once completed if the City's priority is maintained.

Rental Requirements & Maximum Allowable Rent

- 11. At all times during the term of the loan, the rents of at least 50% of the units will at no time be above 80% Average Market Rent (AMR) for the City of Hamilton, to be determined by the GM in their sole discretion when the final construction and operating budgets are produced, but prior to signing of the construction contract.
- 12. Rents for the affordable units may only be increased annually by the Provincial Rent Increase Guideline during a tenancy. Rents may be increased to the maximum allowable percentage of AMR (80%) at turnover. Service

Appendix “A” to Report HSC22049/FSC22070**Page 4 of 8**

Manager should be notified 90 (ninety) days prior to the effective date of a rent increase of more than the current Provincial Rent Increase Guideline.

Events of Default

13. Events of default shall include but not be limited to:
 - a. Within the term of the Agreement the housing is no longer “non-profit housing” as determined by the GM’s sole discretion;
 - b. Failure to observe any of the conditions for advance of a Loan payment;
 - c. Breach of any provisions of the Loan Agreement;
 - d. Any disposition of the property not consented to by the GM in their sole discretion which consent may include such conditions as the GM determines in their sole discretion;
 - e. Failure to acquire Service Manager Consent as it relates to encumbrances to 2800 Library Lane;
 - f. Failure to successfully obtain Rezoning and Implementing Zoning By-Law within 18 (eighteen) months of the execution of the Loan Agreement
 - g. Failure to submit Site Plan Application within 6 (six) months of obtaining Rezoning and Implementation of Zoning By-Law for the development site
 - h. Failure to notify the City about any default of the agreement within 30 days;
 - i. Non-compliance of the terms and conditions of the MoU dated June 24, 2021
 - j. Where a mortgage, charge, lien, execution or other Encumbrance affecting the Property becomes enforceable against the Property; or
 - k. Where TGNPHC becomes bankrupt, whether voluntary or involuntary, or becomes insolvent or a receiver/manager is appointed with respect to the Property; or
 - l. Where TGNPHC certificate of incorporation is cancelled, or TGNPHC is otherwise wound up or dissolved as a corporation or there is any other change in the ownership or corporate status of TGNPHC not approved by the City in advance;
 - m. Where TGNPHC ceases to be a Non-profit housing provider
 - n. Such further events as the City Solicitor deems appropriate in their sole discretion

14. Consequences of an event of default, unless permitted to be remedied in such time and manner as the GM determines in their sole discretion, will include, but not limited to: immediate repayment of all amounts advanced pursuant to the Loan, no further Loan payments.

Appendix "A" to Report HSC22049/FSC22070

Advance Provisions

15. The Loan shall be advanced, with such holdbacks as determined necessary by the City solicitor, in the 3 installments being:

Advance	Milestone	Percentage of Loan
1 st	Execution of the Loan Agreement	50%
2 nd	Successful Rezoning and Implementing Zoning By-Law	25%
Final	Site Plan Application	25%

16. Prior to the issuance of any advance of the Loan TGNPHC must;
- Execute the Loan Agreement
 - Secure the loan with a Collateral mortgage registered on Title of the Property (2800 Library Lane, Binbrook ON) in favour of the City;
 - Ensure the Property is clear of unpermitted encumbrances;
 - Submit an invoice equivalent to the advance request
 - Provide certificate of insurance to the satisfactory of the City's Risk Management Department;
 - Be in compliance to the Terms and Conditions of the Memorandum of the Understanding between the City of Hamilton and TGNPHC dated June 24, 2021 as amended and;
 - Such other conditions as the GM determines appropriate.
17. Prior to the issuance of the final advance, the City must be in receipt of;
- All reports related to the studies and findings as part of the predevelopment work; and;
 - A Letter of Site Plan Application
18. Loan Repayment
- The Loan shall be repaid to the City within 10-years from the Effective Date
 - TGNPHC shall repay the principal amount advanced together with interest as provided for in this term sheet in ten (10) consecutive yearly payments commencing on the annual anniversary date of the Effective Date and continuing on each subsequent annual anniversary date thereof;
 - TGNPHC may prepay the outstanding principal of the loan in whole or in part at any time or times without penalty; and;
 - Any additional funding amounts / contributions that can be used for pre-development work received by TGNPHC regarding the Project will be forwarded to the City immediately to reduce the loan amount outstanding, at the sole discretion of the GM.

Accountability Provisions

19. The Loan Agreement shall remain in force and in effect until the Loan has been paid in full and TGNPHC has performed all of its obligations under the Loan Agreement and no Security shall be discharged until the Loan is repaid in full and TGNPHC has performed all of its obligations under the Loan Agreement.
20. During the term of the Loan Agreement and the loan period, TGNPHC will monitor the respective Project annually to ensure the obligations under the Loan Agreement have been met for the previous year. During the term of the payment period, TGNPHC will submit the following documents for the previous year to the Housing Services Division annually on or before June 1:
 21. The loan recipient must without any prejudice to any rights of inspection the City has pursuant to any Applicable Law, TGNPHC shall, during normal business hours and from time to time upon 24 hours' notice to permit representatives of the City to inspect any real property owned or occupied by TGNPHC including the Property and the Project and to examine and take extracts from TGNPHC's financial books, accounts and records including but not limited to accounts and records stored electronically for the purpose of verifying compliance with this Loan Agreement, and use of the Funds;
22. TGNPHC must provide evidence that TGNPHC is in compliance with Memorandum of Understanding dated June 24, 2021 annually as amended.
23. At any time during the term of the Loan, the City may conduct an operational review of the Project on terms and conditions set by the GM in their sole, absolute and unfettered discretion. TGNPHC shall at all times cooperate with the operational review and provide documentation, access to staff and such other information as may be requested by the GM or other City staff.
24. TGNPHC shall ensure that there are adequate financial controls in place to ensure the accuracy, completeness and auditability of TGNPHC's financial reporting
25. TGNPHC shall, on forty-eight (48) hours prior written notice, give the City free and unrestricted access to the Project and to such staff, documents, books, records and accounts as may be required by the City, for the purpose of verifying compliance with this Agreement, and use of the Funds.
26. At any time, the City, the Minister or any representative of the City or the Minister may conduct an audit, investigation or inquiry in relation to the Project,

Appendix "A" to Report HSC22049/FSC22070

Page 7 of 8

the Funds or any larger development or project of which the Project is a part and TGNPHC shall co-operate with the City and the Minister and provide free and unrestricted access to the Project and to such staff, documents, books, records and accounts as may be requested by the City or the Minister.

27. Within sixty (60) days of the written request of the City, TGNPHC shall provide an audited financial statement respecting the expenditure of all Funds provided pursuant to this Agreement.
28. The audited financial statements required to be produced by TGNPHC pursuant to Section 27 shall:
 - a. be completed in a form and content to the satisfaction of the GM;
 - b. be signed by an authorized signing officer of TGNPHC; and;
 - c. be submitted to the City at the following address;

71 Main Street, W, Hamilton ON L8P 4Y5

To the attention of;

The General Manager,
Healthy and Safe Communities Department

29. TGNPHC shall keep and maintain:
 - a. all financial records (including invoices) relating to the Funds advanced to it in a manner consistent with generally accepted accounting principles; and
 - b. all non-financial documents and records relating to the Funds advanced to it
30. For the purpose of ensuring compliance with the terms of this Agreement, the City, the Minister or their authorized agents or representatives or an independent auditor identified by the City or Province (collectively the "Inspectors") may, at their own expense, upon on 24 hours' notice and during regular business hours, enter upon TGNPHC's premises and/or the Project, and TGNPHC shall provide free and unrestricted access to its premises, the Project and to such staff, documents, books, records and accounts as may be requested by the Inspectors and cooperate fully with the Inspector in order to permit them:
 - a. inspect and take extracts from the accounts, records including financial records and invoices, and books and data, whether such aforesaid accounts and records are stored in any format whatsoever including but not limited to paper or electronic format; and
 - b. conduct and audit, investigation or inquiry of TGNPHC in relation to the Project, the Funds or any larger development or project of which the Project is a part and TGNPHC. The City or the Ministry shall provide the results of their audit to TGNPHC within a reasonable time of its completion. Any audit performed by

Appendix "A" to Report HSC22049/FSC22070**Page 8 of 8**

the City under this Section shall be at the sole expense of the City. Any audit performed by the Ministry under this Section shall be at the sole expense of the Ministry.

31. To assist in respect of the rights set out in this loan term sheet, TGNPHC shall promptly disclose and provide, without limitation, any information requested by the Inspectors and shall do so in a form requested by the City, its authorized representatives or an independent auditor identified by the City, as the case may be.
32. During the Term of the Loan Agreement, TGNPHC shall:
 - a. operate and maintain the Project in a good state of repair and fit for occupancy in the same manner as a prudent owner would;
 - b. do or cause to be done all acts and things necessary to cause the Project to be properly maintained and to be kept in a good state of repair; and,
 - c. Manage the Project in a fiscally responsible manner and ensure that a deficit is not incurred in any year without the approval of the City, which shall not be unreasonably withheld, and that no expenditure is made which is of a material and excessive nature having regard to the normal practice for a similar housing project.

Other Provisions

33. The City of Hamilton must be recognized on project marketing and promotional material (ie. City of Hamilton logo), at TGNPHC's expense.
34. Any out of pocket expenses (ie. Appraisal costs) incurred in the provision of the Loan, the preparation of the Loan Agreement or in respect of the Security for the Loan, over and above staff costs, are the responsibility of TGNPHC.
35. The Loan recipient must provide full disclosure, at all times, with respect to issues that will or may affect the completion of the project or the organization's ability to repay the Loan.
36. Any other terms deemed appropriate by the City Solicitor and GM, at their sole discretion.



December 1, 2021
Mayor and Members of Council
City of Hamilton, Hamilton City Hall
71 Main Street West, Hamilton, Ontario L8P 4Y5
**Subject: Request for Interest Free Loan for Affordable Housing Project
Township of Glanbrook Non-Profit Housing Corporation**

Dear Mayor Eisenberger and Members of Council:

The Township of Glanbrook Non-Profit Housing Corporation (TGNPHC) is one of Hamilton's most experienced non-profit housing providers. Established approximately 40 years ago, we have continuously operated an affordable seniors' rental apartment project comprised of 31 self-contained apartment units at 2800 Library Lane in the Binbrook community since that time. Since the project was developed, the elderly population of the Binbrook community and the City of Hamilton as a whole has grown significantly and is expected to continue to increase for the foreseeable future. Many of these seniors are in great need of affordable housing, as evidenced by the rapid growth of the number of senior applicants to the City's centralized social housing waiting list and by the constant stream of applications and inquiries we receive.

In consulting with City staff and our local Council member, it was recognized that there is a strong opportunity to contribute to meeting these needs. The lands on which our original project was developed are located adjacent to a surplus parcel of municipal lands which, if combined with the undeveloped portion of the property owned by TGNPHC, would create a building site suitable for the development of approximately 100 new affordable rental housing units for seniors. The proposed development is intended to be highly energy efficient (to Passive House standards) and functionally accessible, to facilitate aging in place.

TGNPHC and the City of Hamilton have been working together over the past two years to assess the feasibility of such a development and reached the conclusion that such a development would be feasible with the cooperation of the two organizations and other key stakeholders such as Canada Mortgage and Housing Corporation. Earlier this year, a Memorandum of Understanding was signed between TGNPHC and the City of Hamilton to transfer the property from the City to TGNPHC and proceed with the development.

One of the challenges for a smaller non-profit housing corporation such as TGNPHC is that available government funding programs such as the CMHC National Housing Co-Investment Fund do not start advancing funds until the start of construction. CMHC and programs from other levels of Government provide very modest pre-construction programs to help start the planning of these types of projects, but it falls far short of meeting the costs incurred during the planning and design process.

To meet preconstruction cost requirements, we would like to request medium-term support from the City of Hamilton. Funds loaned from the City would be critical to facilitate key technical work required to complete the plans for the project to be undertaken. Any loan would be repaid from the construction financing provided through the CMHC program, as current projections incorporating the City's existing affordable housing programs do not reveal a capital gap to the project. However, should a capital gap come to be through the development stages, the loan would then be projected to be repaid through year-over-year surpluses generated from the expanded facility's operations.

Accordingly, TGNPHC is requesting Council to approve an interest free-loan in the amount of \$1.7 million on a 10-year open term, for this purpose.

We thank the City of Hamilton for making available a mechanism of this nature to assist in overcoming this barrier and move important projects of this nature forward. We thank you for considering our request and look forward to the opportunity to continue to work with City of Hamilton and community stakeholders to provide urgently needed affordable housing for the growing number of seniors in need across the City of Hamilton.


Yours truly,

Melvin Switzer

President, Township of Glanbrook Non-Profit Housing Corporation
2800 Library Lane Box 455 Binbrook, Ontario L0R 1C0 (905) 692-4555



CITY OF HAMILTON
OFFICE OF THE CITY AUDITOR

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 11, 2022
SUBJECT/REPORT NO:	IT Asset Management Review (Report #52693) (AUD22006) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107 Domenic Pellegrini CPA, CMA, CIA (905) 546-2424 Ext. 2492 Valencia IIP Advisors Limited
SUBMITTED BY:	Charles Brown CPA, CA City Auditor Office of the City Auditor
SIGNATURE:	

RECOMMENDATION

Discussion of Confidential Appendices “A” and “B” to this report are subject to the following requirement(s) of the City of Hamilton’s Procedural By-law and the Ontario Municipal Act, 2001:

- The security of the property of the City or a local board

RATIONALE FOR CONFIDENTIALITY

Appendices “A” and “B” are being considered in Closed Session as they contain information that pertains to the information technology security posture of City IT assets, related technology applications and the underlying data.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

RATIONALE FOR MAINTAINING CONFIDENTIALITY

The City Auditor recommends that Appendices “A” and “B” to Report AUD22006 remain confidential, because in addition to the rationale noted above, the City Auditor in their capacity as an Auditor General for investigations (as approved by Council per Report AUD19005) has a duty of confidentiality as per the *Municipal Act, 2001 Section 223.22*.

RECOMMENDATION (CLOSED SESSION)

None.

RECOMMENDATION (OPEN SESSION)

- (a) That Report AUD22006 and Confidential Appendix “A” to Report AUD22006, respecting the IT Asset Management Review (Report #52693) be received;
- (b) That the Management Responses, as detailed in Confidential Appendix “B” be approved;
- (b) That the General Manager of Finance and Corporate Services be directed to implement the Management Responses (attached as Confidential Appendix “B” to Report AUD22006) and report back to the Audit, Finance and Administration Committee by August 2023 on the nature and status of actions taken in response to the audit report; and
- (d) That the Appendices “A” and “B” to Report AUD22006, respecting IT Asset Management Review (Report #52693) Report, and IT Asset Management Review-Recommendations and Management Responses, remain confidential and restricted from public disclosure.

EXECUTIVE SUMMARY

Over the past few years, cyber security attacks and data breaches to municipalities in Canada and the United States have become a regular and unwelcome occurrence. An incident came to the OCA’s attention in January 2022 as part of the OCA’s ongoing Fraud and Waste work, and it was reported to the Audit, Finance and Administration Committee in February 2022. Valencia IIP Advisors Ltd (Valencia) were engaged to conduct a review of this matter.

SUBJECT: IT Asset Management Review (Report #52693) (AUD22006) (City Wide) **Page 3 of 5**

The two objectives of this review were to: 1-review internal controls related to IT asset management for mobile devices (i.e. smart phones, tablets); and 2-assess the data and information privacy and security risks associated with the serious matter that was previously reported via Confidential Report AUD22001.

The findings of this review are reported in Confidential Appendix “A” to Report AUD22006. Recommendations and Management Responses are reported in Confidential Appendix “B” to Report AUD22006. A total of eight recommendations were made.

A high-level summary of this matter will be included in the next Fraud and Waste Annual Report, which will be presented in early 2023.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None.

Staffing: None.

Legal: None.

HISTORICAL BACKGROUND

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

At the February 3, 2022 Audit, Finance and Administration Committee, the Office of the City Auditor (OCA) reported a “Serious Matter” via Report AUD22001 to the Committee. The matter related to IT Asset Management, and the OCA engaged Valencia IIP Advisors Limited to conduct a review into this matter. This report, specifically Confidential Appendix “A” to Report AUD22006 shares the findings and recommendations resulting from that review.

SUBJECT: IT Asset Management Review (Report #52693) (AUD22006) (City Wide) **Page 4 of 5**

Audits for Cyber Security (AUD21004) and Hardware Asset Management (AUD15024) were previously completed and received by the Audit, Finance and Administration Committee.

Some of the findings from AUD22006 are similar to the findings in AUD21004 (including one repeat recommendation) and AUD15024.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

City of Hamilton Information Technology Security Policy
City of Hamilton Security Incident Response Policy
City of Hamilton Information Asset Management Policy
City of Hamilton Physical Security Policy

RELEVANT CONSULTATION

Confidential Appendix “B” to Report AUD22006 includes management responses which were provided by the Information Technology (IT) Division in the Corporate Services Department.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Specialty technical expertise in IT auditing was obtained from an external firm, Valencia IIP Advisors Ltd. (Valencia) who conducted a targeted scope review of IT Asset Management controls.

The two objectives of this review were to:

1. Review internal controls related to IT asset management for mobile devices (i.e., smart phones, tablets); and
2. Assess the data and information privacy and security risks associated with the serious matter that was previously reported via Confidential Report AUD22001.

The report prepared by Valencia (Confidential Appendix “A” to Report AUD22006) contains findings and recommendations related to both above-noted objectives. Eight recommendations were made. Management agreed with seven recommendations and

SUBJECT: IT Asset Management Review (Report #52693) (AUD22006) (City Wide)

Page 5 of 5

partially agreed with one recommendation. Management provided management responses for implementation with completion anticipated by Q4 2024 for some items, whilst other items are dependent on the approval of capital budget funding requests.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

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

Confidential Appendix “A” to Report AUD22006 - IT Asset Management Review Report (Report #52693)

Confidential Appendix “B” to Report AUD22006 - IT Asset Management Review (Report #52693) Recommendations and Management Responses



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government and Community Relations

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	August 8, 2022
SUBJECT/REPORT NO:	City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Recommendation Report (GRA21003(b)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mimi John (905) 546-2424 Ext. 4524
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

- (a) That the City Enrichment Fund (CEF)'s equity, diversity and inclusion (EDI) self-identification application questions, applied across all program areas in the fund, as outlined in Appendix A to GRA21003(b), be approved.
- (b) That the existing CEF administration budget allow for translation services for applications upon request, be approved.
- (c) That staff be directed to incorporate a consistent adjudication process across all program streams and maintain category ratings to ensure equality, equity, inclusivity, and transparency in the fund.
- (d) That staff be directed to review the fund's current overall funding guidelines, program stream guidelines, related funding caps and report back to the Grants

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 2 of 7

Sub-Committee with recommendations to ensure the fund is evolving with the needs of community.

EXECUTIVE SUMMARY

The City Enrichment Fund (CEF) is the overall name for the City of Hamilton's municipal investment in a wide range of program areas that support the City's Strategic Plan and 25-year Community Vision priorities. The fund comprises of six program areas (Agriculture, Arts, Communities, Culture & Heritage, Community Services, Environment, Sports & Active Lifestyles), which include funding streams and categories. It is one of the opportunities that the City can explore to further advance the city's vision; 'To be the best place to raise a child and age successfully' by further implementing systems and processes to support an equitable, diverse and inclusive community.

From inception, the City Enrichment Fund (CEF) was created to be open to all non-profit organizations seeking grant funds. With the growing community, evolution of the fund, and changing service and program needs over the years, this report provides recommendations to further develop the fund, in an effort to make it even more accessible, equitable and inclusive to enhance the community by understanding that;

- An equity, diversity and inclusion (EDI) lens integrated into CEF processes is not something that is merely added as a (or to the) process, but is rather a key principal for ensuring all CEF participants are met with a consistent, transparent, equitable, and inclusive process across all program areas;
- Challenges remain in achieving the full participation of equity-deserving groups (including but not limited to women, racialized groups Indigenous peoples, people with diverse gender identities, and people with disabilities);
- For long-term sustainability, EDI is to be built upon for a more inclusive, accessible and equitable fund allowing for continued growth and development of the fund and enrichment in the community.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: All EDI metrics and tactics associated within this report will adhere to the current CEF administration budget and ensure costs associated are within the existing approved budget.

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 3 of 7

Staffing: There are no staffing implications associated with the recommendations in Report GRA21003(b)

Legal: There are no legal implications associated with the recommendations in Report GRA21003(b)

HISTORICAL BACKGROUND

At the February 10th, 2020 Grants Sub-Committee Meeting, CEF staff presented a workplan with initial EDI filters of inclusion as well as reintroduced the funding phase - out policy as it was recognized that program areas were becoming more competitive and funds quickly ran out to support high scoring applicant groups.

At the Grants Sub-Committee meeting on June 8, 2021, City Enrichment Fund (CEF) staff presented an Equity, Diversity, Inclusion (EDI) Report that provided an overview of stakeholder engagement efforts to better understand the fund through an EDI lens.

Engagement and communication methods included a survey, phone calls and general consultation to solicit community feedback with regards to the current process of the fund. The survey was open to both current and past CEF grants applicants as well as to the broader Hamilton community. The focus of the survey was to assess EDI within the fund and understand opportunities for growth, in order to ensure that the overall granting process is more transparent, inclusive and equitable for all. Survey questions focused on: demographic data; accessibility and inclusion; awareness of the fund in the broader community; filters of inclusion; general thoughts and feelings regarding the fund as it pertains to addressing diversity, equity and inclusion.

The results of the engagement were to be used to support future planning, decision-making, and resource allocation to further support equitable outcomes across the fund and a SWOT analysis was conducted based on community and stakeholder feedback as outlined in Appendix B to GRA21003(b).

At the June 8, 2021 Grants Sub-Committee meeting, staff were further directed to integrate the Equity, Diversity and Inclusion breakdown of allocated City Enrichment Funds in a form that enabled the consistent measurement of outcomes, and to report back to the Grants Sub-Committee (see GRA21003 – Item 6.1).

At the January 17, 2022 Grants Sub-Committee meeting, an EDI Report was brought forward to address the current challenges and opportunities within the fund. Council was then informed that EDI is not being captured consistently across the fund and staff recommended a consistent approach. Our current application process does not include a self-identification option or questionnaire for applicants to determine or identify whether they are BIPOC-led (black, indigenous, people of colour), women-led, rural or

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 4 of 7

led by other equity seeking groups. In addition, our current application does not request information about the communities that grant recipients serve. Each program area comprises of different streams with specific guidelines which address the uniqueness within the program areas. It varies based on funding stream in the way we capture information regarding which groups and demographics are being served by the fund as well as the nature of the organizations which are applying to the fund. The guidelines and process have remained unchanged year over year, however, due to the evolving demographics of the community, adding self-identification tool to the application process of all streams would enable staff to capture information and data consistently across the entirety of the City Enrichment Fund program.

Currently the application is available online only. In addition, the application is only made available in English without translation services. The bulk of any assistance provided to applicants is made available one-to-one with staff.

Presently, the only program area which capture and measure some aspects of an EDI lens is in Community Services stream. Under the program description section, applicants have 3 scorable elements, one of which asks them to identify the target group for the program. Applicants are given the option to select from the following list; BIPOC, Women, Youth, Seniors, Disabilities and Racialized in this section. In an effort to provide services and programming that is inclusive to our City residents – we request applicants select one of these options in our scorable elements which identifies directly who the organizations serve based demographics. At that meeting staff were directed to come back with the Council Direction;

That the Director Government Relations & Community Engagement be directed to incorporate an equity, diversity, and inclusion self-identification data collection tool within the City Enrichment Fund's (CEF) application in-take including:

- (i) Demographics of populations served by allocated City Enrichment Funds; and,
- (ii) Demographics of applicant's leadership including board of directors and/or staff; and,

That Director Government Relations & Community Engagement be directed to explore opportunities to enhance City Enrichment Fund accessibility, such as providing applications in multiple languages and various formats, as well as conducting robust outreach tactics in order to better reach equity-deserving communities and to report back to the Grants Sub-Committee with findings.

Previous City Wide CEF Reports Related to this Matter:

2020 Workplan (GRA19005) - February 10, 2020

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 5 of 7

Equity, Diversity, Inclusion (EDI) Information Report (GRA21003) – June 8, 2021
Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(a)) - January 17, 2022

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

Consultation within relevant divisions throughout the corporation that play a role in shaping the fund and executing on Council direction have provided feedbacking including but not limited to the following:

Digital, Innovation & Strategic Partnerships - Corporate Initiatives has provided input into the development of this report specifically around the development of the self-identification questions to capture the requested EDI data.

Healthy & Safe Communities – The Children’s Services and Neighbourhood Development section has provided input into the development of this report with earlier supplied EDI data in earlier reports which provided insight into recommendations.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

As an annual grant program, CEF funding has varied year to year depending on several factors such as; the number of applications in the specific category, program funding envelope limit, new vs. returning programming, adjudication scoring, strength of the application and impact of external community environment as seen with, for example, limitations placed on programming due to COVID and modifications due to COVID-19 restrictions.

Over the years, especially more recently, we have witnessed an increase in funding request amounts, specifically within the Community Services and Arts Operating categories where there are no caps beyond the 30% rule. This has led to increased competition within already competitive program areas being more so and will be challenging to sustain moving forward with the expectation that increases occur year over year.

The fund transitioned from the Community Partnership Program (CPP) to the City Enrichment Fund (CEF) in 2015. While there have been many accomplishments, staff are continuing to review direction from the initial terms of reference and are now incorporating more elements to meet the growing needs of community by including EDI in CEF processes and policies, efficiencies in our internal systems, and ease of use for our applicants with the incorporation of a new online platform.

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 6 of 7

Increased accessibility and inclusion will be reflected in future CEF outreach and marketing such as:

- Connecting with all City of Hamilton public library branches, Municipal Service Centres and providing them with hard copies of CEF marketing materials that can be distributed in physical form if requested
- Emailing local community, neighbourhood associations and newsletters to provide access to the City Enrichment Fund application
- Connecting with other community distribution networks including but not limited to the Hamilton Immigration Partnership Council (HIPC), Hamilton Anti-Racism Resource Centre, Youth and Senior networks, Hamilton Indigenous Organisations and Coalition of Hamilton Indigenous Leadership (CHILL) and promotion via Our Future of Hamilton's e-newsletter
- Sharing marketing with relevant Committees of Council (LGBTQ+, Committee Against Racism, Women & Gender Equity, Immigrant & Refugee, Status of Women, Accessibility, Clean & Green, etc)

The recommendation of incorporating translation services on request can be included within the existing CEF budget by using local vendors and services. Initial research estimates with official translation services provided the overall estimated costs as:

- Price per word – 0.16 to 0.25 per word
- Overall standard charge for one application when completing the translation of the document from English to Spanish, Chinese, Hindi and Arabic: approximately \$950.56 (taxes included)

With the fund continuously evolving, implementation of these recommendations can provide an important opportunity to ensure the fund continues to meet community needs and mold itself into what the community requires.

The fund has supported programs and projects through many years with the funding rationale demarcated between returning and new groups. For years, returning groups have been recommended for funding first as having established themselves as a viable program, however, there is no guarantee of funding. The current process is no longer sustainable as funds are running out in competitive program envelopes. It must be noted that returning applicants are required to submit an application and meet the criteria outlined for all applicants in order to receive funding. For example, in 2022, CEF funding was allocated to:

- 187 returning programs with a total fund distribution of \$5,270,771;
- 103 new programs received funding with a total of \$767,569 allocated to new projects.

SUBJECT: City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(b)) (City Wide) - Page 7 of 7

- Two additional programs were funded from reserves totalling \$10,392.

The last increase to the City Enrichment Fund budget was in 2019 at an amount of \$6,088,340, and the increase was targeted to specific groups to further support their programming. Inflation is factored into our applicants request for funding, however, the fund itself has not provided any increases to applicants since 2020.

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

ALTERNATIVES FOR CONSIDERATION

Not Applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

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

Economic Prosperity and Growth

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

Culture and Diversity

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

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report GRA21003(b) – Self-Identification Questions

Appendix B to Report GRA21003(b) – CEF EDI Swot Analysis

City Enrichment Fund – Application; Self Identification Questions

Questions will be added to the City Enrichment Fund in-take form for applicant submission

[after Board attachment]

1. In an effort to better understand the Cities local community, do any Board members within your organization publicly self-identify as the following? Please check all that apply. [non-mandatory question]

Guidance: Include responses based on the demographic characteristics of your organizations board members or senior executive body or senior leadership **as identified above**. A single board member or leader may represent more than one demographic category.

Under the Employment Equity Act, the four-employment equity designated groups are: women, Aboriginal peoples, persons with disabilities and members of visible minorities (Employment Equity Act - S.C. 1995, c. 44 (Section 3))

- Indigenous peoples
- Racialized peoples/ Visible minorities
- Women
- Persons with disabilities
- Other _____
- Don't know

[in program details section]

2. In an effort to ensure City Enrichment funds are better serving local community needs, please identify the target population for the specific program for this application. Please check all that apply.

Guidance: Target populations are the audiences or groups that your program aims to intentionally reach through your organization's efforts. If your program does not target a specific population and is generally accessible and open to all residents, please select "Universal access/ No target".

- Universal access/ No target
- Indigenous peoples
- Racialized peoples and communities/ Visible minorities
- 2SLGBTQIA+ peoples and communities
- Women
- Persons with disabilities
- People in poverty or experiencing economic insecurity
- People experiencing housing insecurity or homelessness
- Children [define]
- Youth [define]
- Older adults/ Seniors [define]
- Recent immigrants/ Newcomers/ Refugees
- Non-official language speakers _____

- Francophone
- Rural and remote communities
- Other underserved people or communities _____

EDI Survey Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis



Strength

- Online Application Process
- Accessibility & Inclusion
- Individual Program Area Support
- Grant Mandate
- Scoring Based Application System

Weakness

- Length of Application Process
- Ability for New Applicants Accessing Funds
- Barriers – Systemic/Financial
- Internal consistency-staff changes
- Base funding

Opportunity

- Capacity Building (Internal/External Policies & Processes)
- Marketing of Grant
- Reaching out to more grassroots organizations
- Increase in applicants – Yearly growth
- Further Community Engagement



Threat

- Market demand and changes
- Lack of funding caps in operating-based groups
- Availability of funds for new groups
- Historic Nature of Fund

Source: City Enrichment Fund – Equity, Diversity and Inclusion Information Report (GRA21003(a)) (City Wide)



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Digital, Innovation and Strategic Partnerships
and
Government Relations and Community Relations

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	August 8, 2022
SUBJECT/REPORT NO:	City Enrichment Fund – Digital Program (CM22015/GRA22003) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Cyrus Tehrani (905) 546-2424 Ext. 2261
SUBMITTED BY:	Cyrus Tehrani Chief Digital Office & Director of Innovation City Manager's Office
SIGNATURE:	
SUBMITTED BY:	Morgan Stahl Director Government Relations & Community Engagement, City Manager's Office
SIGNATURE:	

RECOMMENDATIONS

- (a) That a new Digital program area, which focuses on projects related to digital equity, be established within the City Enrichment Fund as a 2-year pilot, with the ability to evaluate the success of the program area thereafter.
- (b) That the City Enrichment Fund Reserve of \$150,000 be effectively allocated to this new pilot program area of Digital, with the split of \$75,000 allocated to Year 1 and \$75,000 be allocated to Year 2 and be made available to local eligible entities as per existing CEF eligibility guidelines and newly drafted program area specific guidelines.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

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

**SUBJECT: City Enrichment Fund – Digital Equity Program (CM22015/GRA22003)
(City Wide) - Page 2 of 6**

- (c) That the Digital Handbook, containing objectives, funding categories, guidelines, application details and budget information, as outlined in the attached Appendix “A” to Report CM22015/GRA22003 be approved.

EXECUTIVE SUMMARY

The City of Hamilton’s City Enrichment Fund plays a significant role in enriching the community through targeted grant programs. The City Enrichment Fund was launched with an inaugural application intake in 2014 with four program areas: Arts; Community Culture and Heritage; Community Services; and Sport & Active Lifestyles.

The City Enrichment Fund was launched in 2015. Two new program areas, Agriculture and Environment, and refinements to existing funding streams were approved by City Council in July 2015 City Enrichment Fund-Implementation Phase 2 (FCS14024(c)).

As planned, each of the six program areas have phased in incrementally and funding streams enhanced or added as new funding is approved. During this extended period, especially during COVID-19 pandemic, the city has grown and evolved, and the population and needs within the community have changed. With minor exceptions, however, the grants programs have fundamentally remained the same.

Below is the summary of the changes recommended to be implemented for 2023 intake:

1. Establishing a new program area within the City Enrichment Fund integrated model for a new total of seven program areas:
 - a. Arts
 - b. Communities, Culture & Heritage
 - c. Community Services
 - d. Sport & Active Lifestyles
 - e. Agriculture
 - f. Environment
 - g. Digital **(NEW)**
 - It is proposed that the new Digital Equity program area be implemented as a 2-year pilot, with the ability to evaluate the success of the program area thereafter.

2. City Enrichment Fund Reserve of \$150,000 be effectively allocated to the new pilot program area of Digital Equity, with the split of \$75,000 allocated to Year 1 and \$75,000 be allocated to Year 2 and be made available to local eligible entities as per existing City Enrichment Fund eligibility guidelines and newly drafted program specific guidelines.

**SUBJECT: City Enrichment Fund – Digital Equity Program (CM22015/GRA22003)
(City Wide) - Page 3 of 6**

Alternatives for Consideration – See Page 5

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: It is recommended in this report that a total of \$150,000 to be allocated to the new program pilot area – Digital; \$75,000 allocated to Year 1 of the program (2023) and \$75,000 allocated to Year 2 of the program area (2024).

Staffing: There is no additional implication to the City of Hamilton. The management of the newly created program area will be overlooked by the existing Sr. Project Manager, Digital & Innovation Office, who will act as the program manager for the Digital program area (Management of CEF Digital program will be added to the list of duties Sr. Project Manager is responsible for).

Legal: N/A

HISTORICAL BACKGROUND

The City of Hamilton recognizes that internet connectivity is essential for many residents, businesses, and institutions in our communities. Access to affordable, reliable High-Speed Internet Connectivity is critical to our community to access services and information, work remotely, access on-line learning or operate a business. High speed broadband availability across Hamilton is a key economic driver and is central to economic growth and job creation in our community. However, many residents still lack the skills, resources and connectivity required to participate in our increasingly digital society. When left unchecked, digital inequity can become a huge enabler of disadvantage and systemic discrimination for marginalized communities across the City.

According to a study conducted by Canadian Internet Registration Authority (CIRA), the research showed that digital development in Canada is underfunded, piecemeal, ad hoc and unorganized despite stakeholders sharing many of the same goals – the connecting of Canadians to the internet in an affordable and reliable manner so that they can comfortably and knowledgeably participate in an increasingly digital economy and society.

These funding issues have been further exacerbated during COVID-19 pandemic as resources at various level of government have been stretched. With every facet of life being pushed online, the current funding organizations are finding themselves at unacceptable level of digital inequity among grant recipients and communities across the country, especially among those who have poor or no connectivity and have limited capacity and limited opportunity to get their voices heard on the larger issues. Organizations who were initially seeing requests related to hardware, software and

**SUBJECT: City Enrichment Fund – Digital Equity Program (CM22015/GRA22003)
(City Wide) - Page 4 of 6**

digital services are now seeing requests in the context of larger issues related to digital equity, basic needs, and human rights.

There is an imminent need to step up and join other funding bodies to address the gap in grants available to community organizations who are leading initiatives advocating for digital equity and access to affordable, faster internet services and systems.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

- Government Relations and Community Engagement
- Digital and Innovation Office

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Internet users face real threats, and the City of Hamilton through Digital program area as a part of City Enrichment Fund can play an important role in community-led internet initiatives that focus on solving problems related to digital equity.

These projects would specifically address digital inequity issues in Hamilton. This program will support organization, events, and activities that support efforts to achieve digital equity, promote digital inclusion, and spur greater adoption of connectivity and digital skills development among underserved populations. It will support the planning, delivery, and administration of a variety of initiatives ensuring all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. Through this Digital pilot program, the City Enrichment Fund program will look to invest in partners who will deliver impactful programs aimed at building community members' digital literacy skills as well as facilitating access to existing opportunities related to internet service, technological devices, and digital programming.

Some examples of initiative that will be supported through this program include:

Digital Literacy Programs:

- Increasing equity, skills development and empowerment of Indigenous people, youth, racialized Canadians, older adults, and low-income people.
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills, or other workforce development programs.

OUR Vision: To be the best place to raise a child and age successfully.

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**SUBJECT: City Enrichment Fund – Digital Equity Program (CM22015/GRA22003)
(City Wide) - Page 5 of 6**

- Public education on privacy, digital policy, data governance and understanding algorithms regarding how they shape access to information, rights, and equality.
- Developing digital skills.
- Creating regional associations devoted to media and digital literacy.
- Facilitating the adoption of broadband by underserved populations in order to provide educational and employment opportunities to those populations.

Digital Infrastructure:

- Expanding free Wi-Fi access points across the City of Hamilton.
- Provide affordable internet access to underserved populations at low or no cost, including in urban areas.
- Provide low cost/free equipment/devices, networking capabilities, hardware and software for those in need.
- Construct, upgrade, expand, or operate new or existing public access computing centres for covered populations through community anchor institutions.
- Pilot programs to test proof of concepts, including mesh networks and other technology solutions.
- Research and pilot projects to help define infrastructure business models that are sustainable in low density and dispersed population areas.

Community Leadership

- Developing of a coalition or ecosystem of groups working on similar issues.
- Policy advocacy and development, including research and evidence to support it.
- Digital Ambassador Programs and/or lobbying for proactive legislative reforms.
- Taking existing research and packaging it in ways that are easily understood by decision makers.
- Countering concentration of power, monopoly issues and data trusts

ALTERNATIVES FOR CONSIDERATION

Increase initial 2-year pilot funding to \$300,000 or other amount acceptable to Grants Subcommittee.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

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

Economic Prosperity and Growth

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

**SUBJECT: City Enrichment Fund – Digital Equity Program (CM22015/GRA22003)
(City Wide) - Page 6 of 6**

Healthy and Safe Communities

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

Built Environment and Infrastructure

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to report CM22015/GRA22003 – Digital Handbook

City Enrichment Fund

Digital Program

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, and spur greater adoption of broadband among underserved populations.

All programs funded through the Digital Program will support Hamilton’s community vision, Our Future Hamilton. [Learn more about Our Future Hamilton.](#)

There is one active stream within the Digital Program:

- Digital Equity Initiatives

Total funding received from all sources within the City of Hamilton cannot exceed 30% of the project budget. Funding amounts for individual grants are dependent on the City Enrichment Fund budget amount of money approved by Council for the current budget year.

How to apply for a grant

- Read the **City Enrichment Fund General Guidelines** and the **Digital Equity Initiatives Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section on page 5 of this handbook to learn about expectations and values for each question and answer for the adjudication process.
- Attend an optional workshop led by program staff to learn more about the City Enrichment Fund and Digital Equity Program area guidelines.
- Create an applicant profile and submit application(s) online at: hamilton.ca/cityenrichmentfund.
- Complete all sections of the application online and upload all relevant attachments. Use the checklist on page 9 of this handbook to confirm that you have submitted all attachments.
- Provide any additional information to program staff as requested throughout the application and adjudication/scoring process.

Funding Categories for Digital Program:

Digital Equity Initiatives Stream

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, increase digital literacy within the community.

Description

The Digital Program – Digital Equity Initiatives stream supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap ensuring all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. Through this Digital Equity Initiatives stream, the CEF program will look to invest in partners who will deliver impactful programs aimed at building community members' digital literacy skills as well as facilitating access to existing opportunities related to internet service, technological devices and digital programming.

Some examples of eligible programs and activities include:

Digital Literacy Programs:

- Increasing equity, skills development and empowerment of Indigenous people, youth, racialized Canadians, older adults, and low-income people.
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills, or other workforce development programs.
- Public education on privacy, digital policy, data governance and understanding algorithms regarding how they shape access to information, rights, and equality.
- Developing digital skills.
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- Provide low cost or free equipment and devices, networking capabilities, hardware and software for those in need.
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- Research and pilot projects to help define infrastructure business models that are sustainable in low density and dispersed population areas.

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- Developing of a coalition or ecosystem of groups working on similar issues.
- Policy advocacy and development, including research and evidence to support it.
- Digital Ambassador Programs and/or lobbying for proactive legislative reforms.
- Taking existing research and packaging it in ways that are easily understood by decision makers.
- Countering concentration of power, monopoly issues and data trusts

Digital Equity Initiatives Guidelines

These guidelines are in addition to the general City Enrichment Fund guidelines and eligibility criteria

Available Funding	<ul style="list-style-type: none"> • 30% of the eligible project or program budget up to a maximum of \$15,000 • Total funding received from all sources within the City of Hamilton cannot exceed 30% of the program budget of the applicant
Eligibility	<ul style="list-style-type: none"> • Not-for-profit, community organization, volunteer organization with non-for-profit goals, whose mandates align with the objectives of the CEF Digital Equity program • The program activities must occur in Hamilton and must benefit the local community • Groups of two or more organizations with similar vision/project ideas may collaborate on projects.
Ineligible Applicants	<ul style="list-style-type: none"> • Foundations; political parties/organizations; for-profit groups and ventures; individuals; and, religious organizations (except in cases where the applicant demonstrates clear boundaries between religious activities and the budget of the proposed program) • Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments, or agencies of the City or other governments, i.e. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations.

Eligible Expenses	<ul style="list-style-type: none"> • Retaining external expertise or consultants to work with the applicant on a specific digital equity project or program, including the external experts, consultants, or coaches' fees and travel costs within Ontario • Costs associated with infrastructure projects (e.g. renovations, purchase/lease of buildings) • Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing) • Logistical, production and technical requirements (except for alcohol related costs) • Costs including supplies, fees, and expenses for demonstrators, educators, and performers of digital activities • Administration • Insurance • Policing and security cost (except for those costs related to alcohol) • Road Closure expenses • Evaluation
Ineligible Expenses	<ul style="list-style-type: none"> • Alcohol and associated expenses (permit fees, police, fencing, etc.) • Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations) • Deficit reduction • Retroactive activity • HST • Expenses for programming that takes place outside of the City of Hamilton

Assessment Criteria	<p>All applicants must be able to demonstrate good use of public funds. Organizations will be assessed separately using the following assessment criteria and weight:</p> <p>Organizational Capacity (25%) as demonstrated by:</p> <ul style="list-style-type: none"> • An active Board of Directors providing a proper stewardship role • Effective fiscal checks and balances • Evidence of thoughtful planning towards the organization's vision • Proactive strategies with appropriate and updated policies • Good financial health • History of its commitment to the Hamilton community <p>Program Merit (40%) as demonstrated by:</p> <ul style="list-style-type: none"> • Effective and safe execution, in compliance with your organization's vision • The target group that is benefiting from this request • The quality in what will be offered / provided to the community • Benefits beyond the immediate request • Demonstrating what you will do to ensure program/project success <p>Community Impact (35%) as demonstrated by:</p> <ul style="list-style-type: none"> • Project alignment with the City's strategic goals. • A need within the community. • The types of partnership that will be developed. • The evaluation and reflection upon project completion.
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Digital Program Application Details

ONLINE RECOMMENDATION

Please turn off compatibility mode if you are using Internet Explorer as it may render false findings.

- The applicant is responsible for providing all the information and attachments requested
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application
- The below sections correspond to questions in the application form

Page: Organization/Applicant Information

Program: Select "Digital"

Stream: Choose "Digital Equity Initiatives"

Contact info: Please list the person who should be contacted for clarifications and updates on the status of the application

Organization's Mission Statement. 7 points

- Describe what is your organization trying to achieve (vision)
- Why does your organization exist?

Provide a brief history of your organization. 8 points

- What makes your organization unique or important to the Hamilton community?
- What has your organization achieved (number of years servicing the community, milestones that you are proud of as an organization)?

Page: Organizational Overview

- Ensure funding request is less than 30% of Program Budget (Grant request amount on following page and detailed Program Budget Template required as part of 'Attachments' page)
- Legal status
- Program must take place in the City of Hamilton

Page: Program Information

Name of Program: Title of your Program or Event

Grant Request Amount: The amount being requested for your program or event

Program Budget. 7 points

- Corresponds to Program Budget Template. See 'Attachments' section and additional Program Budget notes below.

Additional budget notes

Use the budget excel document to provide your program's complete budget information on all four sheets. Download the excel file, complete the budget sheets, save, and upload.

Municipal sheet

- If applicable, list all municipal funding totals and sources including confirmed or pending monies (Do not include your City Enrichment Fund request amount).

Revenue/expenses sheets

- Column B: Provide the program budget for the request year
- Column C: Provide the program actuals from the previous year
- Optional column D: Brief explanation of line items

In-kind sheet

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

Brief Summary in 60 words. This section will not be scored.

- Please provide a short summary of this program concept for a public document (please note this response forms a part of a public facing document).

Provide a program description in 1000 words. 10 points

- What is the program direction? What makes it important?
- A summary of your activities, describing the quality, diversity, and innovativeness. How will you evaluate the quality of your programming?
- Details of the program's impact on educating, informing and enhancing digital equity in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.

Specify how funding will be used in 500 words. 7 points

- What will the expenses be and why they are needed?
- Why are extra funds needed to support this program or event versus using a current operational budget?

- This description should relate to the details provided in the programming description above and to the proposed budget.
- Be specific on which of your expenses will be funded using CEF funding and why these expenses are important to the success of the initiative

Specify how the program will increase community participation in 500 words. 5 points

- Details on the following:
 - The contribution of the program to further develop digital equity in the City.
 - Description of your audience and participants.
 - Volunteer program(s) with the organization
 - External recognition of programming within the organization
 - Economic impact of the program

Provide measurable program outcomes. 10 points

Provide up to three measurable outcomes of the program that benefit the organization and /or the community.

- What is the primary goal?
- What does success look like?
- How is success measured? What is the start and end state?

Provide a description of partnerships in 300 words. 10 points

- How will you work with other groups? How does this assist your group in achieving its goal?
- Note: "other groups" may include but are not limited to; your local, provincial and national organizations, community outreach groups, other digital based not for profits, and for profit organizations relationships and partnerships.

List and describe the implementation team in 300 words. 5 points

- Describe the Board of Directors and how they reflect the community the organization serves.
- Information on the organization's staff and lead volunteers describing their expertise and background.

Describe how your program enriches the City in 300 words. 10 points

- Why is this program needed and how was it identified?
- What benefits does your programming have on the digital equity sector and the City?
- What are the challenges facing your organization?

Page: Your Program and the City's Community Vision

What City of Hamilton's community priorities does your program align with:

- | | |
|---|---|
| <input type="checkbox"/> Culture and Diversity | <input type="checkbox"/> Healthy & Safe Communities |
| <input type="checkbox"/> Economic Prosperity & Growth | <input type="checkbox"/> Clean and Green |
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Built Environment and Infrastructure |

Describe how your program is aligned with the community priorities that you chose above in 200 words. 5 points

Page: Program Specific Questions

Describe how your program will bridge the digital gap ensuring City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. 300 words. 6 points

Page: Attachments

Use this checklist when preparing and uploading your attachments

- Board of Directors list (mandatory). Include role & titles, length on BOD
- Staff list (optional). Include job titles and whether full or part-time.
- Financial Statements (mandatory). If audited financial statements are not available, then unaudited statements are required. Please note, for grant requests greater than or equal to \$30,000 audited financial statements are mandatory.
- Program Marketing Material (optional). Poster, flyer, pamphlet, etc.
- Program Specific Material (if applicable)
- Program Budget (mandatory). **Download, complete, and upload Program Budget Template (excel file provided)**

Page: Declarations

1. **Have you received funding from other sources within the City of Hamilton?** Select "Yes" or "No"
2. **Declaration:** select each box to confirm acknowledgement
3. **Municipal Freedom of Information:** Provide signature(s) to confirm acknowledgement

TO SUBMIT YOUR APPLICATION: Before submitting your application, you are required to review it by selecting the **'Review'** in the bottom right corner of the final page. You will be prompted to review each page. After reviewing, select the **'Print'** option at the bottom of the final page to save a pdf copy of the application for your records. Once you have

reviewed each page, the bottom right button will now read 'Submit'.

Additional Budget Template Information:

1. Grant requests can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind). See *Budget Summary* tab line 22.
2. It is important that submitted budgets are balanced (program expenses match program revenues). Provide comments for programs that present a budget deficit or surplus on line 28 of the *Budget Summary* tab.
3. Please note that this budget is used by all CEF programs. Use the most appropriate line items provided in addition to the "other" spaces available.

Revenue

Column B	Column C	Column D
Provide the program revenue budget for the request year	Provide the program revenue budget from the previous year, or the last year the program was delivered. You can only leave this blank if this is the first year that the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none"> ○ Confirm government funding, sponsorship, etc. ○ Provide a breakdown of a line item (<i>e.g. annual membership fee x number of members</i>) ○ Provide notes for significant variances between the previous and request year

Expenses

Column B	Column C	Column D
Provide the anticipated program expense budget for the request year.	Provide the program expense budget from the previous year or the last year the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none"> ○ Breakdown of a line item (<i>e.g. staff hourly rate x number of hours to be worked</i>) ○ Provide information on new expense items ○ Provide notes for variances between columns B and C (<i>i.e. Anticipating an increase of external consultant's hourly rate</i>)

In-kind

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

After you apply

- You will receive a confirmation e-mail once your application is submitted.
- If your application receives a passing score (above 60%), your score and recommended level of funding will be presented to the City of Hamilton Grants Sub-Committee for review and approval in Spring.
- You will receive confirmation of funding by email. The email will include instructions to receive your funding and a timeline of when funds will be released.
- CEF funding must be used in the same year that it is awarded.
- You must acknowledge the City of Hamilton's support through CEF in your program materials and promotion.
- You must complete a Final Report and submit it to CEF staff by February of the following year. A template will be provided by CEF staff after you have received confirmation of funding.
- Organizations that do not provide complete Final Report(s) for each program that receives CEF funding will not be eligible to apply for future CEF grants.

CITY OF HAMILTON

NOTICE OF MOTION

Audit, Finance & Administration Committee: August 11, 2022

MOVED BY COUNCILLOR A. VANDERBEEK.....

2022 Hamilton Santa Claus Parade

WHEREAS, the Hamilton Santa Claus Parade has been receiving on-going financial and in-kind support from the City of Hamilton for since 2002;

WHEREAS, COVID-19 restrictions have continued to adversely impact many events and activities in 2021;

WHEREAS, the Hamilton Santa Claus Parade faced consistent expenses as in prior years, planning for the event was affected by the global health crisis and scaled back; thereby, resulting in modified programming and reduced their ability to realize forecasted revenues and other contributions; and

WHEREAS, the City Enrichment Fund continues to support this marquee event that brings joys to the hearts of many at Christmas time;

THEREFORE, BE IT RESOLVED:

- (a) That the 30% guideline for funding programs be waived one-time for the Hamilton Santa Claus Parade in 2022;
- (b) That the Hamilton Santa Claus Parade be required return funds, relating to their 2021 event in the amount \$22,914, to the City; and,
- (c) That the 2022 City Enrichment Fund grant, in the amount of \$46,231 approved for the Hamilton Santa Claus Parade, to be released upon receipt of full payment of \$22,914 to the City of Hamilton.