



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REVISED

Meeting #: 23-017
Date: November 2, 2023
Time: 9:30 a.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

1. CEREMONIAL ACTIVITIES
2. APPROVAL OF AGENDA
(Added Items, if applicable, will be noted with *)
3. DECLARATIONS OF INTEREST
4. APPROVAL OF MINUTES OF PREVIOUS MEETING
 - 4.1 October 19, 2023
5. COMMUNICATIONS
6. DELEGATION REQUESTS
7. DELEGATIONS
8. STAFF PRESENTATIONS
9. CONSENT ITEMS
10. DISCUSSION ITEMS
 - 10.1 2024 Budget Submission Committee Against Racism (CM23026) (City Wide)

- 10.2 2024 Budget Submission Hamilton Women and Gender Equity Advisory Committee (CM23024) (City Wide)
- 10.3 2024 Budget Submission Advisory Committee for Immigrants and Refugees (CM23023) (City Wide)
- 10.4 2024 Budget Submission Mundialization Committee (CM23022) (City Wide)
- *10.5 Governance Review Sub-Committee Report 23-004, October 27, 2023

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 23-016

9:30 a.m.

**October 19, 2023
Council Chambers
Hamilton City Hall**

Present: Councillors C. Kroetsch (Chair), J. Beattie, B. Clark, T. Hwang, M. Spadafora, M. Tadeson and M. Wilson

Absent with

Regrets: Councillor A. Wilson – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Development Charges Exemption for Niwasa Kendaaswin Teg for the Required Renovations to their Temporary Location (Added Item 7.1)

(Hwang/Kroetsch)

WHEREAS Niwasa Kendaaswin Teg is a non-profit charitable Indigenous organization that provides programming including Aboriginal Head Start, EarlyON Child and Family Centre, licensed childcare, and food bank;

WHEREAS the location where Niwasa Kendaaswin Teg currently operates is closing as early as November 1, 2023, for the demolition of the former St. Helen's Catholic Elementary School, at 785 Britannia Avenue, to make way for the Biindigen Well-being Centre;

WHEREAS Niwasa Kendaaswin Teg will be renting the former St. Brigid Catholic Elementary School, at 22 Smith Avenue, from the Hamilton Wentworth Catholic District School Board, but the renovations of the building to meet Ministry of Education licensing requirements has triggered City of Hamilton development charges of \$206,785 which would cause undue financial hardship on the organization;

WHEREAS the Hamilton Urban Indigenous Strategy actions 27 and 28, respectively, call to support the expansion of Indigenous early childhood education, and to increase access to recreation for Indigenous children, youth and families;

WHEREAS Truth and Reconciliation Commission of Canada: Calls to Actions number 3, 5, and 12, respectively, call upon all levels of government to fully implement Jordan's Principle, the federal, provincial, territorial, and Aboriginal

governments to develop culturally appropriate parenting programs for Aboriginal families;

WHEREAS Jordan's Principle guides policy towards providing a child-first approach and ensuring funding is provided when needed for services and supports to be provided without delay for health, social and education of First Nations children.

WHEREAS the Canada-wide Early Learning and Child Care agreement identified childcare access as a priority and identified licensed childcare expansion targets for the City of Hamilton between the years 2022 to 2026; and,

WHEREAS the Ministry of Education's and the City of Hamilton's local Access & Inclusion Frameworks both identify Indigenous families as a priority population under the Canada-wide Early Learning and Child Care Agreement.

THEREFORE, BE IT RESOLVED:

- (a) That staff be authorized and directed to waive the development charges for Niwasa Kendaaswin Teg, respecting the former St. Brigid Catholic Elementary School, at 22 Smith Avenue, under Building Permit 23 138158 00 G3 in the amount of \$206,785 and fund as follows:
 - (i) \$130,271.25 from the Tax Stabilization Reserve (110046);
 - (ii) \$25,559.55 from the Waterworks Capital Reserve (108015); and
 - (iii) \$50,954.20 from the Sanitary Sewer Capital Reserve (108005); and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

2. Selection of External Auditor for the City of Hamilton and its Consolidated Entities (FCS23105) (City Wide) (Item to 9.2)

(Clark/Tadeson)

That Report FCS23105, respecting Selection of External Auditor for the City of Hamilton and its Consolidated Entities, be received.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

3. Development Charges Interest Policy Update (FCS23087) (City Wide) (Item 10.1)

(Hwang/Spadafora)

- (a) That Council approves the replacement of the Development Charges Interest Policy, effective November 1, 2023, with the following:
- (i) The Development Charges Legislated Deferral Interest Policy, attached as Appendix "A" to Report FCS23087, for building permits, pursuant to Section 26.1 (7) of the *Development Charges Act, 1997*; and
 - (ii) The Development Charges Rate Lock-In Interest Policy, attached as Appendix "B" to Report FCS23087, for site plan or zoning by-law amendment applications, for the purpose of Section 26.2 (3) of the *Development Charges Act, 1997*; **and**
- (b) ***That staff be directed to report back during the 2024 budget process on the financial impact on revenue of the policy changes set out in subsection (a).***

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

6. DELEGATION REQUESTS

- 6.1 Monique Lavallee, Niwasa Kendaaswin Teg, respecting Development Charges Non-Profit Indigenous Organization (for today's meeting)

(Hwang/Clark)

That the agenda for the October 19, 2023 Audit, Finance and Administration Committee meeting, be approved, as amended.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) October 5, 2023 (Item 4.1)

(Spadafora/Hwang)

That the Minutes of the October 5, 2023 meeting of the Audit, Finance and Administration Committee, be approved, as presented.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(d) DELEGATION REQUESTS (Item 6)

- (i) **Monique Lavallee, Niwasa Kendaaswin Teg, respecting Development Charges Non-Profit Indigenous Organization (for today's meeting) (Added Item 6.1)**

(Hwang/Clark)

That the Delegation Request from Monique Lavallee, Niwasa Kendaaswin Teg, respecting Development Charges Non-Profit Indigenous Organization, be approved for today's meeting.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(e) DELEGATIONS (Item 7)

(i) Monique Lavallee, Niwasa Kendaaswin Teg, respecting Development Charges Non-Profit Indigenous Organization (for today's meeting) (Added Item 7.1)

Monique Lavallee, Niwasa Kendaaswin Teg, addressed Committee respecting Development Charges Non-Profit Indigenous Organization.

(Hwang/Clark)

That the Delegation from Monique Lavallee, Niwasa Kendaaswin Teg, respecting Development Charges Non-Profit Indigenous Organization (for today's meeting), be received.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

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

(f) **CONSENT ITEMS (Item 9)**

(i) **Hamilton Women and Gender Equity Committee Minutes – September 7, 2023 (Item 9.1)**

(Spadafora/Tadeson)

That the Hamilton Women and Gender Equity Committee Minutes – September 7, 2023, be received.

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

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
ABSENT - Ward 14 Councillor Mike Spadafora

(g) **DISCUSSION ITEMS (Item 10)**

(i) **Development Charges Interest Policy Update (FCS23087) (City Wide) (Item 10.1)**

(1) **(Clark/Kroetsch)**

(a) That Council approves the replacement of the Development Charges Interest Policy, effective November 1, 2023, with the following:

- (i) The Development Charges Legislated Deferral Interest Policy, attached as Appendix “A” to Report FCS23087, for building permits, pursuant to Section 26.1 (7) of the *Development Charges Act, 1997*; and
- (ii) The Development Charges Rate Lock-In Interest Policy, attached as Appendix “B” to Report FCS23087, for site plan or zoning by-law amendment applications, for the purpose of Section 26.2 (3) of the *Development Charges Act, 1997*

(2) **(Clark/Kroetsch)**

(a) That Report FCS23087, respecting Development Charges Interest Policy Update, **be amended**, by adding sub-section (b) as follows:

- (b) ***That staff be directed to report back during the 2024 budget process on the financial impact on revenue of the policy changes set out in subsection (a).***

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

For further disposition of this matter, refer to Item 3.

(h) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes – October 5, 2023

(Spadafora/Beattie)

That the Closed Session Minutes of the October 5, 2023 meeting of the Audit, Finance and Administration Committee, be approved, as presented.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(i) ADJOURNMENT (Item 15)

(Spadafora/Tadeson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:11 a.m.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
ABSENT - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

Respectfully submitted,

Councillor Cameron Kroetsch, Chair
Audit, Finance and Administration
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	November 2, 2023
SUBJECT/REPORT NO:	2024 Budget Submission Committee Against Racism (CM23026) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Banky (905) 546-2424 Ext. 4524
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

That the Committee Against Racism Advisory Committee 2024 base budget attached as Appendix "A" to report CM23026 in the amount of \$8,900, be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Committee Against Racism Volunteer Advisory Committee Budget for 2024 in the total amount of \$8,900 is being submitted with the recommendation that it be approved.

The base budget request is the same from the 2023 approved budget (\$8,900.00).

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

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: 2024 Budget Submission Committee Against Racism
(CM23026) (City Wide) - Page 2 of 3**

Financial: The base budget requested for 2024 for the Committee Against Racism is \$8,900. This is the same as the budget requested and approved for 2023.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

The Committee Against Racism is requesting the same budget they received in 2023 in the amount of \$8,900.00

The budget includes both incidental costs to support the Committee, as well as additional costs for specific events, programs, and initiatives.

The table below provides a summary of the request. Detailed budget expenses are attached as Appendix "A" to Report CM23026.

In accordance with the volunteer committee budget process, the budgets are recommended for approval.

Committee Name	2023 Approved	2024 Base Request	Request from Reserve	Total 2024 Request
Committee Against Racism Advisory Committee (Appendix "A" to Report CM23026)	\$8,900	\$8,900	\$0	\$8,900

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff are currently working on a review of all non-legislated Volunteer Advisory Committees of Council, as directed by Council (Report CM23025). The Committee Against Racism is currently on pause until the review has been completed in 2024. In the event that following the pause, Volunteer Advisory Committees continue to operate through a recruitment of new members for the current term of council, the committee against racism would be provided access to these funds upon completion of the comprehensive review.

The Committee Against Racism can put surplus funds from each year into a reserve for future purposes and request the use of those funds in future years for specific activities. This provides the Committee with an opportunity to plan ahead to undertake specific projects or initiatives in future years while minimizing increases in

**SUBJECT: 2024 Budget Submission Committee Against Racism
(CM23026) (City Wide) - Page 3 of 3**

their budgets. The committee has not yet determined all of their activities for 2024. Should additional funding for the Advisory Committee be required in 2024, and be available in the Volunteer Advisory Committee Reserve, requests for reserve funding will be made at the appropriate time to the Audit, Finance and Administration Committee.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Committee Against Racism and enable them to continue to fulfil their mandate and terms of reference, following the comprehensive review identified in Report CM23025.

ALTERNATIVES FOR CONSIDERATION – N/A

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report CM23026 – Committee Against Racism 2024 Budget Submission

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

COMMITTEE AGAINST RACISM

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Taimur Qasim (Chair)	
Marlene Dei-Amoah	
Simone McWatt	
Tyrone Childs	
Phillip Jeffrey	

MANDATE:

The Committee Against Racism is a Volunteer Advisory Committee of the City of Hamilton, appointed by Council. Members comprise residents of the city of Hamilton, representing diverse backgrounds and cultures. The mandate of the Committee Against Racism is to advise, advocate and consult on relevant issues in the community of Hamilton relating to racism and its consequences, including anti-racism strategies.

PART B: Strategic Planning**STRATEGIC OBJECTIVES:**

1. Make recommendations and give advice to the City of Hamilton's staff and Council on issues relating to racism, equity, diversity and inclusion as well as issues relating to anti-racism.
2. Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed or any other grounds based on the Ontario Human Rights Code (OHRC), to participate in programs and services for the improvement of community relations and the fulfilment of Human Rights.
3. Work actively with institutions and all other relevant organizations, including educational institutions, Police Services, Emergency Services, public, private, voluntary sector and all levels of government to advise, consult, advocate and to promote proactive measures pertaining to racism and its impacts.
4. Consult with individuals and/or groups with respect to complaints regarding racism and to make referrals within the community for complainants.
5. Initiate and facilitate discussions between individuals and/or groups to address issues and concerns of racism and/or while promoting respect and understanding in the community.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance			

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	\$900
SUB TOTAL	\$ 900

SPECIAL EVENT/PROJECT COSTS:

Initiatives by the Committee, including the following: 1) Days of recognition such as, Lincoln Alexander Day, Black History Month, Emancipation Day, and other days related to the mandate of anti-racism 2) Supporting City of Hamilton initiatives related to anti-racism 3) Support of anti-racism related community events	
SUB TOTAL	\$ 8000

TOTAL COSTS	\$ 8900
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$ 8900
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$ 8900)	\$ 8900

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: _____

Signature: _____

Date: _____

Telephone #:



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	November 2, 2023
SUBJECT/REPORT NO:	2024 Budget Submission Hamilton Women and Gender Equity Advisory Committee (CM23024) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Banky (905) 546-2424 Ext. 4524
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

That the Hamilton Women and Gender Equity Advisory Committee 2024 base budget submission attached as Appendix "A" to Report CM23024 in the amount of \$3,500.00, be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Hamilton Women and Gender Equity Volunteer Advisory Committee budget for 2024 in the total amount of \$3,500.00 be submitted with the recommendation that it be approved.

The base budget request is the same from the 2023 approved budget (\$3,500.00).

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

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: 2024 Budget Submission Hamilton Women and Gender Equity
Advisory Committee (CM23024) (City Wide) - Page 2 of 3**

Financial: The base budget requested for 2024 for the Hamilton Women and Gender Equity Volunteer Advisory Committee is \$3,500. This is the same budget requested and approved for 2023.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

The base budget submission for the Hamilton Women and Gender Equity Volunteer Advisory Committee is attached as Appendix “A” to Report CM23024.

The budget includes both incidental costs to support the Hamilton Women and Gender Equity Advisory Committee, as well as additional costs for specific events, programs and initiatives. Appendix “A” to Report CM23024 details the budget expenses for 2024.

In accordance with the Volunteer Committee Budget process, the budget is recommended for approval.

Committee Name	2023 Approved	2024 Base Request	Request from Reserve	Total 2024 Request
Hamilton Women and Gender Equity Advisory Committee (Appendix “A” to Report CM23024)	\$3,500.00	\$3,500.00	\$0	\$3,500.00

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff are currently working on a review of all non-legislated Volunteer Advisory Committees of Council, as directed by Council (Report CM23025). The Hamilton Women and Gender Equity Volunteer Advisory Committee is currently on pause until the review has been completed (Q1 2024). In the event that following the pause, Volunteer Advisory Committees continue to operate through a recruitment of new members for the current term of council, the Hamilton Women & Gender Equity committee would be provided access to these funds upon completion of the comprehensive review.

The Volunteer Advisory Committees are able to put surplus funds from each year into a reserve for future purposes. A Committee may request to use those funds in future years for specific activities. This provides the Committee with an opportunity to plan

**SUBJECT: 2024 Budget Submission Hamilton Women and Gender Equity
Advisory Committee (CM23024) (City Wide) - Page 3 of 3**

ahead for specific projects, training or initiatives in future years, while minimizing increases to their annual base budget. Due to the Council-directed pause in meetings, the Hamilton Women and Gender Equity Volunteer Advisory Committee have not yet determined all of their activities for 2024. Should additional funding for the activities of the Hamilton Women and Gender Equity Volunteer Advisory Committee be required in 2024, and be available in the Volunteer Advisory Committee Reserve, requests for reserve funding will be made at the appropriate time to the Audit, Finance and Administration Committee.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Hamilton Women and Gender Equity Volunteer Advisory Committee and enable them to continue to fulfil their mandate and terms of reference, following the comprehensive review identified in Report CM23025.

ALTERNATIVES FOR CONSIDERATION – N/A**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report CM23024 – Hamilton Women and Gender Equity Volunteer
Advisory Committee 2024 Budget Submission

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

<p>HAMILTON WOMEN AND GENDER EQUITY COMMITTEE BUDGET 2024</p>
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PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Deanna Allain (Chair)	Jan Lukas
Melanie Cummings	Stephanie Scardellato
Anne Davey	Gagan Batra
Adriana Harris	
Autumn Getty	
Pascale Marchand	
Kathleen Shannon	
Yulena Wan	

MANDATE:

The Hamilton Women and Gender Equity Committee is a Council mandated advisory committee of the City of Hamilton. Serving and acting as an advisory committee of Council it provides input with respect to the issues of women, non-binary individuals and gender diverse people.

The Committee is empowered by City Council and is responsible to City Council for its services; it reports to City Council on issues and concerns pertaining to women, non-binary individuals, and gender diverse people through the Audit, Finance and Administration Committee.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To define, investigate, study and make recommendations on issues of concern affecting women, non-binary people, and gender diverse individuals in the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff, and City of Hamilton committees.

To inform citizens of the City of Hamilton on issues affecting women, non-binary people, and gender diverse individuals. To actively encourage women, non-binary people, and gender diverse individuals to participate in all aspects of society and support them in their life choices.

To advise residents of the City of Hamilton of decisions made by City Council which may impact women, non-binary people, and gender diverse individuals including matters of social concern and those referred to City Council by this Committee.

To review the progress and measure of success of the Committee and its activities on a regular basis.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement and Participation	X	2) Economic Prosperity and Growth	X
3) Healthy and Safe Communities	X	4) Clean and Green	X
5) Built Environment and Infrastructure	X	6) Culture and Diversity	X
7) Our People and Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	\$1000.00
SUB TOTAL	\$1,000.00

SPECIAL EVENT/PROJECT COSTS:

<ul style="list-style-type: none"> • Initiatives to be determined by the Committee that further advance Women and Gender Equity issues within the City of Hamilton • Partnership in the development and sharing of community resources and information • Subsidizing membership participation in workshops / conferences relevant to committee objectives • Additional Special Event/Project Cost of \$2,000.00 (for International Women's Day and other civic participation initiatives) 	
SUB TOTAL	\$2,500.00

TOTAL COSTS	\$3,500.00
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$3,500.00
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$3,500.00)	\$3,500.00

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: _____


Signature: _____

Date: _____

Telephone #: _____



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	November 2, 2023
SUBJECT/REPORT NO:	2024 Budget Submission Advisory Committee for Immigrants and Refugees (CM23023) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Banky (905) 546-2424 Ext. 4524
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

That the Advisory Committee for Immigrants and Refugees 2024 base budget submission attached as Appendix "A" to Report (CM23023) in the amount of \$3,500.00, be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for Immigrants and Refugees budget for 2024 in the total amount of \$3,500.00 be submitted with the recommendation that it be approved.

The base budget request is the same from the 2023 approved budget (\$3,500.00).

Alternatives for Consideration – Not Applicable

Financial: The base budget requested for 2024 for the advisory committee is the same as the budget requested and approved for 2023.

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: 2024 Budget Submission Advisory Committee for Immigrants and Refugees (CM23023) (City Wide) - Page 2 of 3

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

The base budget submission for the Advisory Committee for Immigrants and Refugees is attached as Appendix “A” to Report CM23023.

The budget includes both incidental costs to support the Advisory Committee for Immigrants and Refugees, as well as additional costs for specific events, programs and initiatives. Appendix “A” to Report CM23023 details the budget expenses for 2024.

In accordance with the Volunteer Committee Budget process, the budget is recommended for approval.

Committee Name	2023 Approved	2024 Base Request	Request from Reserve	Total 2024 Request
Advisory Committee for Immigrants and Refugees (Appendix “A” to Report CM23023)	\$3,500.00	\$3,500.00	\$0	\$3,500.00

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff are currently working on a review of all non-legislated Volunteer Advisory Committees of Council, as directed by Council (Report CM23025). The Advisory Committee for Immigrants and Refugees is currently on pause until the review has been completed (Q1 2024). In the event that following the pause, Volunteer Advisory Committees continue to operate through a recruitment of new members for the current term of council, the Immigrants and Refugees committee would be provided access to these funds upon completion of the comprehensive review.

The Advisory Committee for Immigrants and Refugees is able to put surplus funds from each year into a reserve, for future purposes and request the use of those funds, in future years, for specific activities. The opportunity gives the Advisory Committee for Immigrants and Refugees the chance to plan to undertake specific projects or initiatives, in future years, while minimizing increases in their budgets. The Advisory Committee for Immigrants and Refugees has not yet determined all of their activities for 2024. Should

SUBJECT: 2024 Budget Submission Advisory Committee for Immigrants and Refugees (CM23023) (City Wide) - Page 3 of 3

additional funding be required in 2024, and be available in the Volunteer Advisory Committee Reserve, requests for reserve funding will be made at the appropriate time to the Audit, Finance and Administration Committee.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Advisory Committee for Immigrants and Refugees and enable them to continue to fulfil their mandate and terms of reference, following the comprehensive review identified in Report CM23025.

ALTERNATIVES FOR CONSIDERATION – N/A

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report CM23023 – Advisory Committee for Immigrants and Refugees
2024 Budget Submission

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

ADVISORY COMMITTEE FOR IMMIGRANTS AND REFUGEES

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Name	
Aref Alshaikhahmed	
Dina Honig	
Rami Safi	
Eisham Abdulkarim (Vice Chair)	
Dorar Abuzaid (Recording Secretary)	
Ammira Ali	
Jennie Hamilton (Chair)	

MANDATE:

Makes recommendations to City Council and staff about policies, procedures and guidelines that address the needs of immigrants and refugees within the City of Hamilton.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

1. Review and comment on pertinent reports, proposed legislation and studies that affect immigrants and refugees.
2. Be consulted by City of Hamilton staff and Council on the review, development and implementation of City policies, procedures, programs and services that affect, directly or indirectly, immigrants and refugees.
3. Facilitate, organize and promote open lines of communication with the school boards, police services, City of Hamilton, (e.g. Public Health Services, Healthy and Safe Communities, etc.) and other relevant organizations to provide advice and recommendations about the service needs of newcomers, immigrants, and refugees.
4. Make presentations, host workshops and/or open houses to educate service providers, police, Ontario Works, school boards, settlement agencies, employment agencies, professional regulating bodies and other relevant services and programs about immigrant and refugee issues.
5. Develop relationships with the Access to Fair Trades Office and training institutions to gain a better understanding of their processes and find some common ground that will assist newcomers and immigrants in their pursuit of timely certification and upgrading.
6. Complement and collaborate with the work of the City of Hamilton's Volunteer Advisory Committees.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

PART C: Budget Request**INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500
SUB TOTAL	\$1,500

SPECIAL EVENT/PROJECT COSTS:

Special project	\$2,000
SUB TOTAL	\$2,000

TOTAL COSTS	\$3,500
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$3,500
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$3500)	\$3,500


CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: _____**Signature:** _____**Date:** _____**Telephone #:** _____



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	November 2, 2023
SUBJECT/REPORT NO:	2024 Budget Submission Mundialization Committee (CM23022) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Banky (905) 546-2424 Ext. 4524
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

That the Mundialization Committee 2024 base budget submission attached as Appendix "A" to Report CM23022 in the amount of \$5,890.00, be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for the submission of budgets for Volunteer Advisory Committees, the Mundialization Committee's budget for 2024 in the amount of \$5,890.00 be submitted with the recommendation that it be approved.

The base budget request is the same from the 2023 approved budget (\$5,890.00).

Alternatives for Consideration – Not Applicable

**SUBJECT: 2024 Budget Submission Mundialization Committee
CM23022) (City Wide) - Page 2 of 3**

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The base budget requested for 2024 is the same as the budget requested and approved for 2023.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

The base budget submission for the Mundialization Committee is attached as Appendix “A” to Report CM23022.

The budget includes both incidental costs to support the Mundialization Committee, as well as additional costs for specific events, programs and initiatives. Appendix “A” to Report CM23022 details the budget expenses for 2024.

In accordance with the Volunteer Committee Budget process, the budget is recommended for approval.

Committee Name	2022 Approved	2024 Base Request	Request from Reserve	Total 2024 Request
Hamilton Mundialization Committee – (Appendix “A” to Report CM23022)	\$5,890.00	\$5,890.00	-	\$5,890.00

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff are currently working on a review of all non-legislated Volunteer Advisory Committees of Council, as directed by Council (Report CM23025). The Mundialization Committee is currently on pause until the review has been completed (Q1 2024). In the event that following the pause, Volunteer Advisory Committees continue to operate through a recruitment of new members for the current term of council, the Mundialization committee would be provided access to these funds upon completion of the comprehensive review.

The City’s Volunteer Advisory Committees can allocate surplus funds from each year into a reserve for future purposes and be able to request the use of those funds to

**SUBJECT: 2024 Budget Submission Mundialization Committee
CM23022) (City Wide) - Page 3 of 3**

support the advancement of specific activities later. This can provide the Committee with an opportunity to plan specific projects or initiatives, in future years, while minimizing increases in their budget. Should additional funding be required by the Mundialization Committee in 2024, and be available in the Volunteer Advisory Committee Reserve, requests for reserve funding will be made at the appropriate time to the Audit, Finance and Administration Committee.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation will provide funding for the operations of the Mundialization Committee and enable them to continue to fulfil their mandate and terms of reference, following the comprehensive review identified in Report CM23025.

ALTERNATIVES FOR CONSIDERATION**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report CM23022 - Mundialization Committee 2024 Budget Submission

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

HAMILTON MUNDIALIZATION COMMITTEE

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Anthony Macaluso (Chair)	
Rosemary Baptista (Co-Chair)	
Jan Lukas	
Rein Ende	

MANDATE:

The purpose of the Hamilton Mundialization Committee shall be:

- a) to promote Hamilton as "A World (Mundialized) City" dedicated to global awareness, international cooperation, and world law
- b) to further the work of the United Nations through publicity and education and to have the United Nations flag always flown with the Canadian flag the City Hall
- c) to undertake twinning programs in international cooperation with like-minded municipalities in this and other countries to foster an understanding of the increasing interdependence of the municipalities, peoples, and countries of the world
- d) to involve Hamilton residents of different cultures, especially those from the countries of our sister communities, to share in our multicultural programs
- e) to include representatives from City Council in the Committee for implementing the above programs.

PART B: Strategic Planning**STRATEGIC OBJECTIVES:**

The Hamilton Mundialization Committee's goals and objectives include:

- Facilitating and supporting peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world.
- Assisting Council in implementing its Mundialization resolution
- Complementing and affirming the objectives of the City's "Strengthening Hamilton Community Initiative"
- Supporting any and all relationships with the City of Hamilton's Twin Cities

In alignment with the Committee's mandate, key deliverables include leading the following efforts, activities, and initiatives:

- Ongoing Kaga/Hamilton events commemorating the 50+ year relationship between Kaga and Hamilton (Dundas)
- Anniversary twinning events or other twinning events as identified
- Racalmuto Regional events
- World Citizenship Award
- Photo Contest
- Hiroshima-Nagasaki Vigil

The Committee provides an ongoing review of Mundialization relationships and processes thereof. The benefit of participation is the enhancement of relationships between the residents of our twin communities, both locally and internationally, and the residents of the city of Hamilton.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500.00
SUB TOTAL	\$1,500.00

SPECIAL EVENT/PROJECT COSTS:

Hiroshima — Nagasaki Vigil, World Citizenship Award and/or photo contest, other twinning events (e.g., Racalmuto events)	\$2,390.00
Kids for Kaga support for exchange program	\$2,000.00
SUB TOTAL	\$4,390.00

TOTAL COSTS	\$5,890.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$5,890.00
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$5,890.00)	\$5,890.00

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: _____

Signature: _____

Date: _____

Telephone #:

2024 ADVISORY COMMITTEE
BUDGET SUBMISSION FORM



Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE

REPORT 23-004

Friday, October 27, 2023

9:30 a.m.

Room 264, 2nd Floor

Hamilton City Hall

Present: Councillors T. Hwang (Chair), B. Clark, J.P. Danko, C. Kroetsch, and M. Wilson

Absent with Regrets: Councillor N. Nann – City Business

THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 23-004 AND RESPECTFULLY RECOMMENDS:

1. Advisory Committee for Persons with Disabilities Logo (CM23029) (City Wide) (Outstanding Business List Item) (Item 9.1)

That Report CM23029, respecting Advisory Committee for Persons with Disabilities Logo, be received.

2. City of Hamilton Flag and Sign Policy (CM23014) (City Wide) (Item 10.1)

- a) That the City of Hamilton's Flag Protocol (Report 11-003 to Governance Review Sub-Committee) be repealed and replaced with the City of Hamilton Flag and Sign Policy in Appendix A to Governance Review Sub-Committee Report 23-004;
- b) That the City of Hamilton Flag and Sign Policy be posted on the City website to guide the raising and lowering of flags and lighting of the 3D Hamilton sign; and,
- c) That the City of Hamilton Flag and Sign Policy be brought forward for amendment at such time that the City adopts an official days of recognition policy.

2. Review and Evaluation of Lobbyist Registry By-law (Added Item 11.1)

WHEREAS the City of Hamilton introduced a Lobbyist Registry By-law in 2015;
and

WHEREAS the public interest would be served in having an updated review and
evaluation of the Lobbyist Registry By-law, including its exemptions;

THEREFORE, BE IT RESOLVED:

The staff be requested to report back to Governance Review Sub-Committee in
Q2 2024 with a review and evaluation of the City of Hamilton's Lobbyist Registry
By-law including a scan of best practices in other municipal jurisdictions.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

12. NOTICES OF MOTION

12.1 Review and Evaluation of Lobbyist Registry By-Law

The October 27, 2023 Agenda of the Governance Review Sub-Committee was
approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 4)

(i) July 5, 2023 (Item 4.1)

The Minutes of the July 5, 2023 meeting of the Governance Review Sub-
Committee were approved, as presented.

(d) NOTICES OF MOTION (Item 12)

(i) Review and Evaluation of Lobbyist Registry By-Law (Added Item 12.1)

The Rules of Order were waived to allow for the introduction of a motion
respecting Review and Evaluation of Lobbyist Registry By-Law.

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

(i) Amendments to the Outstanding Business List (Item 13.1)

The following amendment to the Outstanding Business List, was approved:

(a) Items Considered Completed and to be Removed

1. Advisory Committee for Persons with Disabilities Logo
Item on OBL: 21-A
Addressed as Item 9.1 on today's agenda.

(f) ADJOURNMENT (Item 15)

There being no further business, the Governance Review Sub-Committee meeting was adjourned at 9:56 a.m.

Respectfully submitted,

Councillor T, Hwang, Chair
Governance Review Sub-Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk

City of Hamilton Flag and Sign Policy

Purpose: To provide direction with respect to Flag and Hamilton Sign etiquette and protocol, the half-staffing and the raising of flags at Hamilton City Hall and City of Hamilton-owned facilities, including the permanent flags on top of City Hall.

Scope: This protocol applies to all properties and facilities owned and operated by the City of Hamilton, as well as the locations of all City-run events, except those where the policies of another government body would take precedence.

Responsibility: The Communications and Strategic Initiatives Division is the owner of this protocol and responsible for periodically reviewing and updating this protocol. The Division is also responsible for the coordination of the raising or lowering of the flags and illumination of the sign as determined by this policy. This team will also prepare appropriate communications to inform the community of the lowering of the Flag. (i.e. social media/information on the City of Hamilton Website).

Definitions:

3D Hamilton Sign: refers to the 3D LED lightable HAMILTON sign in the City Hall forecourt

Half-Staff: refers to when a flag is flown at the half-way point on a freestanding flag pole, often referred to as half-mast.

Current Employee: refers to an individual employed by the City of Hamilton that is actively attending part-time or full-time work duties, on short term or long-term disability, or on a leave of absence from their role at the city.

Use of the Flag and Sign

The flag poles, permanent poles on City Hall, and the 3D Hamilton sign at City Hall are opportunities for the City to raise awareness and show respect for community events, causes, and major events. The City will observe major world events, commemorative dates, the passing of dignitaries and important community members, and the visitation of dignitaries via a raising or lowering of a flag or illumination of the 3D Hamilton sign. Where there are community requests for the same time, preference will be shown to the recognition of visiting dignitaries, including former and current political leaders of other Canadian and international jurisdictions.

Neither option will be used to promote hate, discrimination, oppression, political or religious factions, or other harmful causes. The City of Hamilton retains the right to make this determination on a case by case basis.

Flag Protocol:

All flag raising and lowering will be in line with Federal flag etiquette.

In recognition of the City's affiliations, flags be flown on the roof of City Hall in the following order beginning on the extreme left as viewed from the front of the building:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. United Nations
5. Franco-Ontarian
6. Courtesy flags subject to change
7. Métis Nation
8. Mississauga of the Credit First Nation
9. Inuit Tapiriit-Kanatami
10. Haudenosaunee Confederacy

As a gesture of respect and friendship, the City of Hamilton will fly the appropriate flag on the occasion of a visiting dignitary, including former and current politicians from other Canadian and international jurisdictions. The flag will be flown from a courtesy flagpole at City Hall for the duration of the visit. In the event that there is a community request for a flag raising on a community pole at the same time, the visiting dignitary's flag will fly in a position of prominence. If there are no courtesy poles available to raise the dignitary's flag, a community requested flag will be lowered in deference to the visiting dignitary. The Canadian, Provincial, Municipal, and Indigenous flags will not be lowered to make space for community requests.

On days of significance, the Canadian Flag flying on the free-standing flagpole at City Hall may be changed, provided it still flies on a permanent pole on top of City Hall.

Flags are also to be flown at the five Municipal Service Centres, on their own masts, with the ability to raise and lower, in the following order:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. Franco Ontarian Flag
5. Métis Nation
6. Mississauga of the Credit First Nation
7. Inuit Tapiriit-Kanatami
8. Haudenosaunee Confederacy

When there are less than eight flag poles available, preference will be shown to the Canadian, Provincial, and Municipal flag.

Flying of the Flag at Half-staff

Flags are flown at half-staff as a sign of mourning and respect upon death.

If there is more than one flag flying in unison, all flags flown together should be flown at half-staff.

Half-staffing will occur immediately upon notification of a death until sunset on the day of the funeral, or for a period of five business days if no funeral or visitation has been scheduled, for the following occasions:

1. Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e. sibling, spouse, parent, child)
2. Governor General of Canada (current/former)
3. Lieutenant Governor of Ontario (current/former)
4. Canadian Prime Minister (current/former)
5. Ontario Premier (current/former)
6. Mayor (current/former)
7. Member of Council (current and former of Hamilton, Ancaster, Dundas, Flamborough, Stoney Creek, Glanbrook)
8. Local Member of Federal or Provincial Government (current/former)
9. All current City employees including Police, EMS and Fire Services to be lowered at the employee's immediate workplace. Should the workplace not fly flags, the flags flown at City Hall will be lowered to half-staff*.
10. A major tragic event, such event or remembrance of fatal natural disasters and mass shootings, at the discretion of the policy owner

**It would be the responsibility of the individual's people leader to notify the Communications & Strategic Initiatives team and coordinate a flag lowering.*

In the event that there are community emergencies which prevent the lowering of the flag on the dates of passing to the funeral, the City may designate a future date to acknowledge the passing with the flag at half-staff. This substitution should be communicated on City communication channels to ensure awareness for the acknowledgment. The determination of this day will be made by the policy owner in collaboration with the individuals' family/friends.

Half-staffing will also occur on events or special circumstances such as events deemed to represent a significant tragedy or a loss of life, including publicly announced Canadian Forces fatality on any Canadian or Canadian-involved mission at home or abroad.

Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it should be disposed of in a respectful manner and immediately replaced. The department of Public Works shall hold responsibility for ensuring this is done.

3D Hamilton Sign Protocol:

With respect to the 3D Hamilton Sign outside of the Hamilton City Hall, sign protocol is that the sign be illuminated in the appropriate colour to reflect commemorative dates identified by the Provincial government, and Federal government, such as

- Provincial or national celebrations
- Days of remembrance or mourning
- Significant days of diversity

Requests for sign illuminations will also be accepted from the community in accordance with the procedure below.

Annual Calendar

The Communications and Strategic Initiatives team, on an annual basis, will review the Federal and Provincial commemorative dates and schedule the appropriate sign lighting and flag raising/lowering. This calendar will be posted for public awareness.

Communications

Sign lighting schedule and flag raising and lowering information will be posted on the City's website, and/or social media channels as appropriate, to ensure community awareness.

Community Requests

In addition to the annual calendar, community members may make requests for flag raising, lowering, and sign lighting.

In general, flags raised through a community request will be raised for two business days. In the event of major awareness months, City of Hamilton staff retain the authority to raise flags for additional dates, where space allows.

The lighting of the sign by community request will be for a single night, from dusk until dawn of the following day. A maximum of two requests will be accommodated per day on a 30-minute rotating basis.

In all cases, flag and sign requests are approved on a first come first served basis, with the exception of visiting dignitaries which takes precedence over community requests.

Request Requirements:

To submit a request, the party must submit their information via webform, including

- Persons name, organizations name, and contact information
- Date and rationale of request
- Colour/flag requested
- Agree to provide a 3 foot by 5-foot flag with grommets, should the City not have the specific flag in storage
- Self-evaluation of the request against proscribed criteria.

The request must be made four weeks ahead of the requested date.

Evaluation Criteria:

Community requests will be evaluated against the following criteria.

1. The request is made by a local, provincial, or national organization
2. The request recognizes a municipally, provincially, nationally, or internationally recognized day or month of significance, cause, or initiative
3. The request does not contradict any City of Hamilton By-Laws, or Provincial or Federal statute.
4. The request does not duplicate a sign lighting/flag raising or lowering already scheduled within a calendar year.
5. The request is supportive of equity, diversity, and inclusion, and does not promote or encourage any hate, discrimination, or negative outcomes to marginalized populations
6. The request does not sponsor or promote the practice of a specific faith denomination or political ideology
7. The request does not imply any allegiance or support for a specific political movement, ideology or other statement of beliefs on behalf of the City of Hamilton
8. The request is not affiliated with any commercial, for-profit, or private entities
9. In the case of flag requests, the request aligns with the approved national days list approved by Global Affairs Canada

Evaluation Process

All requests will be reviewed by City of Hamilton staff and to ensure that they clearly adhere to the protocol criteria. Requests that do not clearly meet the criteria may be brought forward by City staff to other departments to support decision making.

Preference will be shown to the City's annual calendar of recognized days and months of significance. Following this, requests will be considered on a first come first serve basis with a maximum of two sign lightings per day (on a rotating basis).

The City of Hamilton staff have full and final authority to implement the flag raising/lowering and 3D Hamilton Sign Community Lighting Program criteria. By submitting a lighting request for the Flag raising or 3D Hamilton sign, the applicant agrees that the decisions of City staff are final.

Notification of Acceptance and Approval

Staff will endeavor to provide notification of acceptance within two weeks of the date that the request was received via webform.

Requests should not be submitted more than six months in advance.

History

The following stakeholders were consulted in the creation or revisions made to this Policy: Communications & Strategic Initiatives, Government Relations & Community Engagement, the Mayor's Office, and Facilities.

This policy replaces the former policy named the City of Hamilton Flag Protocol dated May 26, 2011.

The policy comes into force January 1, 2024