



**City of Hamilton**  
**GENERAL ISSUES COMMITTEE**  
**ADDENDUM**

**Meeting #:** 24-002  
**Date:** January 17, 2024  
**Time:** 9:30 a.m.  
**Location:** Council Chambers (GIC)  
Hamilton City Hall  
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

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**5. COMMUNICATIONS**

5.1 Correspondence respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide), from the following individuals:

- \*b. Douglas Kwan, Director of Advocacy and Legal Services, Advocacy Centre for Tenants Ontario (additional letter)
- \*c. Christine Neale
- \*d. Elizabeth Ellis, ACORN
- \*e. Marie Alcaide, ACORN
- \*f. ACORN Hamilton
- \*g. Bonnielee Dunlop
- \*h. Sherline Morris, ACORN
- \*i. Vince Katching
- \*j. Kristain Jewers

- \*k. Myrna Gale
- \*l. Norman Cooper
- \*m. Pauleen Ksonzena
- \*n. Tracey Romanoski
- \*o. Melissa Goldstein
- \*p. Erin Fabello
- \*q. Hamilton and District Apartment Association

## 6. DELEGATION REQUESTS

- \*6.3 Delegation Requests respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide), for today's meeting, from the following individuals:
  - \*a. Karen Andrews, Advocacy Centre for Tenants Ontario (In-Person)
  - \*b. Merima Menzildzic, Hamilton Community Legal Clinic (In-Person)
  - \*c. Colleen Langmead, ACORN Hamilton (Virtually)
  - \*d. Pauline Roberts, ACORN (In-Person)
  - \*e. Karl Andrus, Hamilton Community Benefits Network (In-Person)
  - \*f. David Galvin, ACORN (In-Person)
  - \*g. Jennifer McGrath, ACORN (In-Person)
  - \*h. Lorne MacMillan, ACORN (In-Person)
  - \*i. Evan Pettitt and Shelby Perrie, ACORN (In-Person)
  - \*j. Darlene Wesley, ACORN (Virtually)
  - \*k. Susan McArthur, ACORN (In-Person)
  - \*l. Brian Doucet, University of Waterloo, School of Planning (In-Person)
  - \*m. Brigitte Huard, ACORN (Pre-Recorded)

\*n. Dania Majid, Advocacy Centre for Tenants Ontario (Virtually)

## 10. DISCUSSION ITEMS

- \*10.9 Advisory Committee for Persons with Disabilities (ACPD) Report 24-001 - January 9, 2024
- \*10.10 Vacant Unit Tax Program Update (FCS21017(d)) (City Wide)
- \*10.11 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide)
- \*10.12 Ward Office Staffing Recommendations (HUR24001) (City Wide)
- \*10.13 Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(e)) (City Wide)

## 12. NOTICES OF MOTION

- \*12.1 Authorization to Enter into Grant and Loan Agreements as it Relates to Report PED17219, Properties and Process for Disposition of Lands for Affordable Housing (City Wide)

## 14. PRIVATE AND CONFIDENTIAL

- \*14.1 Legal Advice Regarding Renoviction By-Laws (LS23020(b)) (City Wide)  
  
Pursuant to Section 9.3, Sub-sections (e) and (f) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (e) and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City or a local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.



January 8th, 2024

## SENT BY EMAIL

Mayor Horwath and City Council  
 2<sup>nd</sup> Floor  
 71 Main Street West  
 Hamilton, Ontario  
 L8P 4Y5

**Re: Challenges at the Landlord and Tenant Board and its Impact on Hamilton's Housing Crisis**

Dear Mayor Horwath and Members of City Council;

We are writing to bring to your attention an item scheduled for the General Issues Committee meeting on January 17, 2024. This was originally scheduled as an oral presentation to the Committee however, due to a full agenda we are only permitted to provide a written presentation. Our materials to the committee will include a cover letter that provides further details, our 31-page slide deck, and a letter from the Municipality of Chatham-Kent written to the Province, Tribunals Ontario, and the Landlord and Tenant Board's ("LTB") seeking systemic changes to its service delivery. The following is a summary of our presentation, which is asking the committee to instruct staff to write a similar letter to Chatham-Kent seeking the same solutions for reform.

### About HCLC and ACTO

The Hamilton Community Legal Clinic (HCLC) is a community legal clinic that serves low income residents from anywhere in the City of Hamilton, including the Mountain, Stoney Creek, Dundas, Ancaster, Waterdown, Flamborough, Mount Hope, Glanbrook and Winona. Our aim is to be as accessible as possible to those who may need our services. We are committed to adapting our services to meet community needs and working with individuals, groups and service providers to improve legal rights and promote access to justice. Our staff and board members are active in local as well as provincial networks, agencies and coalitions to further this goal.

The Advocacy Centre for Tenants Ontario (ACTO) is a specialty community legal clinic with a province-wide mandate to advance and protect the interests of tenants living with lower incomes. This is accomplished through our work in systemic litigation, policy and law reform, community organizing, and public legal education. ACTO also provides legal

information and assistance to self-represented tenants appearing at the Landlord and Tenant Board through the Tenant Duty Counsel Program.

## **Background**

As Council may be aware, the Landlord and Tenant Board is entrusted to resolve disputes between tenants and landlords under the Residential Tenancies Act. When it is not operating effectively, the public loses faith that their rights and responsibilities will be protected, which has a direct impact on the housing and homelessness crisis that has gripped the province.

Three years ago the Board adopted a remote service model which permanently removed all in person services to the public. This change marked a significant decline in the Board's ability to resolve disputes in a timely fashion, created a digital divide for many tenants preventing them from fully participating in their hearings, and it created a situation whereby homelessness prevention programs that had worked well with the in-person services at the Board to save tenant households from being unfairly evicted and left homeless are now less effective.

## **Impact on Hamiltonians**

For Hamilton residents this meant losing the regional office located at the Ellen Fairclough Building. That building also was known in the community as the ODSP office making it relatively easy for Hamiltonians to find and attend their hearing. Closing that office meant that Hamiltonians lost access to their counter service which provided support for people filling out forms and obtaining essential documents to understand their case. The loss also meant that Hamiltonians no longer had guaranteed access to the Board's Dispute Resolution Officers (mediators) on the day of their hearings and access to tenant duty counsel were reduced. Far more matters were proceeding to merit hearings because of the decreased support from mediators and duty counsel and thus lengthening the hearing blocks. Hamiltonian's also lost the benefit of having three dedicated days every week to hear only their disputes at the Board. The removal of in person services created a situation where Hamiltonians in 2018 used to wait approximately 30 days to have their applications heard and now that wait has ballooned to between 6 months to two years.

The impact that this has had on the housing crisis has been profound. The removal of in person services created [situations](#), in Hamilton and elsewhere, where the majority of tenants (55.6%) participated in their hearings by phone whereas the majority of landlords (74%) participated by video and in other situations tenants could not participate at all due to the digital divide. This has led to evictions that could have been [prevented](#) and other negative outcomes that have exacerbated the housing and homelessness crisis.

Municipalities have had to devote more resources to supporting its vulnerable residents and in most cases are not able to bridge the digital divide that the LTB has created. Tenancies that would otherwise be sustained through intervention from a municipal homelessness prevention program, tenant duty counsel, or mediation services are now falling through the cracks because of the removal of in-person services at the LTB. As

you may know, once an affordable housing unit is taken from a community then it is lost forever because of rent control exemptions. As the city and the province are not replacing affordable units at the same rate as we are losing units it is imperative that the city does everything in can to preserve its affordable housing stock

With over three years of dysfunction with its remote service model, the Board is continuing to forge ahead with this system even despite a scathing [report](#) from the Ombudsman last year. Last year's announcements to substantially increase the number of adjudicators is merely a stopgap solution to address today's backlog. Prior to that announcement, the Board had been operating with an unprecedented number of adjudicators, which despite the additional resources, experienced an increase in its backlog from 32,800 in April 2021 to 53,057 by March 2023. The backlog increased despite the Board having yet to reach its pre-pandemic workload. Whereas other tribunals were tackling, their backlog during that period the Board saw its backlog increase due to its remote service model.

In summary, the appropriate solution must address the problems created when the Landlord and Tenant Board removed in-person services by making in-person services the default and not the exception, returning to regional scheduling to support municipalities other than Toronto and Ottawa, and re-opening counter services at the Ellen Fairclough building to improve early intervention supports to tenants.

We are available to answer any questions or comments that you may have.

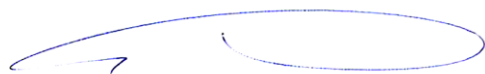
Sincerely,



Douglas Kwan  
Director of Advocacy and Legal Services, ACTO



Clare Freeman  
Executive Director  
Hamilton Community Legal Clinic



Michael Ollier  
Legal Director  
Hamilton Community Legal Clinic

c.c. clerk@hamilton.ca

**From:** Christine Neale  
**Sent:** Monday, January 15, 2024 10:26 AM  
**To:** McRae, Angela <[Angela.McRae@hamilton.ca](mailto:Angela.McRae@hamilton.ca)>  
**Subject:** Written submission for Budget Meeting-January 17, 2024

**Written Budget Delegation-January 17, 2024**

Hello City Council and Staff,

My name is Christine Neale and I am the chair of the downtown chapter of ACORN and tenant in Ward 2.

My delegation today is in support of the city implementing a comprehensive suite of tenant protection policies. I commend the hard work of city staff on this important issue across 2023, and hope to see the needed funding added to the 2024 budget. I am delegating today specifically on the Safe Apartment Bylaw.

In a world where corporations get the last word on the quality of our living conditions, the people who lose are the tenants. Tenants are the ones who pay for “renter-friendly” band-aid repairs when there’s no maintenance worker to call.

Tenants are the ones who become unable to maintain social lives because they can’t in good conscience bring bedbugs to the party. Tenants are the ones who take hours, days, and weeks out of their lives trying to carve out a halfway livable home. I had an issue with bedbugs in my apartment in 2019 and as a result had to throw away furniture, blankets, rugs and clothes. I took my landlord to the LTB at my own expense and after two and a half years because of Covid I won damages. I still have an issue with ‘PTSD’ every time I have an itch and sleep with the light on in the bedroom, ‘just in case’. Hamilton tenants are in need of new tools to meet the challenge of contending with landlords who commit provincial offences and don’t care.

We will continue organizing and fighting for our rights, but we need an effective ally in our corner. Proactive annual inspections of rental buildings will go a long way towards making these corporations afraid of breaking the law again, and will hit them in their bottom line where it hurts most.

Media attention on these issues across 2023, has brought all eyes on Hamilton municipal leaders to pave the way for better affordable housing policy. We have the opportunity to do something truly groundbreaking for tenant protections in Ontario, and ACORN applauds the progress made so far; now let’s bring it home.

Thank you for your attention my delegation.

**January 17th 2024 - GIC**

Hello City Councilors & city staff, my name is Elizabeth Eliis and I have been involved with ACORN since 2018.

I am writing to support the proposed renovation license and relocation bylaw.

This will be my sixth time delegating to Council about my renoviction experience.

In the summer of 2018 a new landlord called Mallem bought 160 Sherman Ave N. My rent was \$875 for a one bedroom. Repairs, cleaning of the common areas, and pest treatment stopped. The new company made it hard to pay rent. Initially they told us that they had no plans to get rid of us but within a few months they were going door to door with money offers to bully us to move. I said no for as long as I could. But they texted me, knocked on my door, mentioned it during any unit inspections. They caught me on a bad day and I said yes and signed away my apartment. They gave me \$2500

It was almost impossible to find a new place, finally found one last week before I had to move. The new place was more expensive and in a basement with no windows and I had to get a roommate I am working now but after disclosing the buyout my OW got clawbacked.

Also up until recently 160 Sherman was completely empty but now apartments are going for \$1,515 for one bedroom. Something needs to be done to protect tenants and Hamilton's affordable housing.

Thank you for reading my delegation.





January 17th 2024

My name is Marie Alcaide, and I've resided at [REDACTED] in Hamilton for 15 years now.

In 2016, Malleum Properties bought the building and began renovating. Also at this time, began their insistence to buy out long term tenants in the building. I was approached numerous times by Malleum in regards to vacate my unit with a buy out package during their ownership. During Malleums four year occupation, I was hounded incessantly about moving (at least two dozen times) over the years.

In 2020, Malleum sold the building to Collard Properties, and almost immediately the N13 forms were delivered to all residents. Of all eleven occupied units, eight units became vacant before going to the tribunal. Of the three remaining tenants holding out for a hearing, only myself and one other tenant still remain at Albert St. During mediation, my neighbour and I were able to negotiate staying, in exchange for paying a higher rent for a renovated unit. All renovations were completed without my neighbour or I moving from Albert St.

We need the city to pass policy to protect tenants from renoviction.

At my building, only (2) of the (12) units kept their "affordable" home.

Marie Alcaide



January 17th 2024

**ACORN Written Submission regarding Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide)**

ACORN is writing in strong support of the Renovation License and Relocation Bylaw (outlined in Appendix A).

Since 2019 ACORN Hamilton has been calling on the city to develop local tenant protections against renoviction based on the success of an anti-renoviction bylaw in New Westminster, British Columbia.

After a 5 year campaign and several motions passed to direct the creation of a made in Hamilton bylaw, we are excited to support the bylaw being presented by staff today.

As a reminder, Renoviction is the practice and tactic used by landlords to evict or force out tenants under the guise of major renovation. The goal is to displace low- and moderate-income tenants who are paying below market rent and re-rent out units at a much higher rent.

The Renovation License and Relocation Bylaw would be the first of its kind in the Province of Ontario, and the policy is desperately needed. Protecting Hamilton's affordable housing is more important now than ever. The average market rent in Hamilton for a one-bedroom apartment is currently \$1755, compared to \$875 just 7 years ago. Hamilton has lost 15,000 units that rent for less than \$750 a month in the last decade.

Renoviction shatters the lives of families, breaks long-held community bonds, drives up rents in the neighborhood, increases homelessness and strain on social services, incentivizes landlords to allow their buildings to fall into disrepair and destroys existing stock of affordable housing. While tenants do have the legal right to return to their unit at their current rent once renovations are complete, ACORN has yet to see a landlord follow the law and honour first right of refusal.

The Renovation License and Relocation Bylaw aims to address this in many ways, most notably by requiring that landlords provide returning tenants with either suitable alternative accommodation for the duration of the renovations or compensation in the amount of the difference in rent.

Along with the The Safe Apartment Bylaw and Tenant Support Program, the Renovations Licence and Relocation Bylaw will work in tandem to preserve the city's market affordable housing stock.

Thank you to all the tenants that have organized and spoken up since the start of our campaign, special thanks to Councillors Clark, Nann, Kroetsch and A.Wilson for championing this issue, BIG thank you to the city staff involved since April 2023 to develop the bylaw and lastly our key allies who have supported this work: Hamilton Community Legal Clinic, Advocacy Centre for Tenants Ontario and the Hamilton Community Benefits Network.

ACORN is urging all of Council to support the bylaw and move the city forward in addressing the rental affordability crisis in Hamilton.

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**ACORN Contact Info**

hamilton@acorncanada.org / 905-393-5734  
56 Mulberry Street, Suite 8

*ACORN is a grassroots tenant and community organization with a membership of low and moderate income tenants in Hamilton. We started organizing in the city in 2017 and have four neighborhood chapters: Downtown, East End, Mountain, and Stoney Creek.*

To Whom it may concern,

Please Please Please! Help stop renoviction for Profit! Currently my husband, 3 kids (ages 12, 7, 4) and myself are dealing with this extremely hard situation many have been finding themselves in all across Hamilton. We have lived in our apartment for the past 13 years. This is the only home my children have ever known. Now we are being forced to leave. This all started with the building being sold. As soon as the papers were signed and before the ink could dry the new owner had us handed N13 notices. The move out date was December 18, 2023. Really right before Christmas!

The amount of stress and depression that came from that you couldn't imagine. We were not the only family in the building nor were we the only ones with concerns about being able to afford the rent people are asking nowadays considering how long we have been here, now our rent will be doubled if not tripled. My daughter has extremely bad dyslexia which was just diagnosed and both my sons with speech disorders and now the idea of them having to switch schools and the set backs they will all incur is unfathomable.

With the housing crisis in effect, it will be a miracle to find an affordable home in our area. The new owner stated in a video on social media this was all being done to provide inherited wealth to her children. She claims that she will take profits from the new rents she will be collecting and donate it to the local schools for breakfast programs. That's a great thought but she's kicking out families with small children and a senior who is on a fixed pension and a lady who is on disability do to an amputated leg. All to do a quick fix and jack the rents to the next tenants. My understanding was renoviction was not allowed but as it turns out it absolutely is. We where told by a lawyer there are so many loop holes in the laws for property owners to fight for renoviction its only a matter of time before the landlord wins and we are out of our homes to a women who doesn't even live in Hamilton. Who blatantly posted and bragged on social media this is what she's doing and is getting away with it.

There need to be real laws put in place, not pretend ones. Please help the people going through this and stop renovictions for profit from happening.

Thank you for your time,  
A renoviction for profit victim  
Bonnielee Dunlop  
Ward 3 Tenant

To the General Issues Committee, chair, councilors, staff, fellow ACORN members, allies, and advocates, greetings. My name is Sherline Morris, a full-time student at McMaster University, a Ward 2 tenant, and an ACORN member since 2022.

ACORN Canada is a nationwide multi-issue membership-based community union of low and moderate-income people. We believe that collective community organizing is the best way to ensure that low and moderate-income Canadians can build power to fight for real change.

ACORN is calling on the Council to support a budget that prioritizes tenant protection. The reasons for this are that in doing so, the city will, over time, reduce the homelessness crisis. This in turn makes the system efficient and self-sufficient, which is a win-win situation for the city and tenants.

Landlords have been and are letting their properties fall into disrepair. Some landlords don't take the necessary measures to effectively treat and prevent pest issues which mostly falls on tenants who spend out-of-pocket to either complement what efforts some landlords make or effectively treat and prevent pest issues. On top of that, some landlords give AGIs and annual N1s to tenants citing arbitrary and irrelevant factors for these above guideline increases, such as "garage repairs, parking space payments and patching," which does not affect all tenants given these overhead expenses. Real Estate Investment Trusts (REITs) are buying up properties and offsetting repair costs on tenants through annual N1s while increasing their profits with AGIs. This is problematic for low to moderate-income tenants who already struggle with affordability, in that, we must decide on how we ration our monthly stipend incomes so we don't starve after paying rent, safety, in that, most of us must also find money to continuously treat and prevent pests from taking over our homes, healthy, in that, we must do all of the above to enhance our optimal mental health. (The first time I experienced bedbugs, and also realized that they were very invasive almost drove me to a mental breakdown. This has led to insomnia and a traumatic reaction to itchiness during sleep for me. No matter how intensely consistent my sleep hygiene is, I still have bouts of insomnia, especially if for normal reasons my skin itches while I'm sleeping. I'll wake up, even if I was dreaming, and won't feel comfortable going back to bed until I have checked, based on the traumatic tension I'm in from said bug experiences, at that time to make sure it was just an ordinary arbitrary itch and not the return of dreaded bed bugs. Then it sometimes becomes difficult to fall asleep again after determining the itch was just an itch). As many low and moderate-income tenants have and rely on a fixed income, which is a stipend compared with city staff, councilors, and the mayor, we simply cannot afford annual rent increases, especially in recent years coming out of the pandemic which affected the physical and mental health of some of us, inflation caused by the global slowing of supply chains during the pandemic, followed by further supply chain disruptions due to the multiple war fronts in Europe and the Middle East, and the tightening of the provincial budget by the premiere on essential services and resources that benefitted low to moderate-income people. (A building manager knocked on my door last week. She told me their accounts show that I owe almost one hundred and fifty dollars and asked when I would be paying. I responded by stating that based on my

calculations and the fact that they were calculating at an unapproved AGI figure was the problem. There is about a \$20 difference between how much I know I'm legally required to pay per month for rent and what they want me to pay. \$20 per month adds up on top of the AGI they claim I owe on record. This makes me uncomfortable and uneasy as I know of people who received N4s for not paying the unapproved AGI in my building). We simply cannot afford annual rent increases.

Therefore, funding policies such as the Safe Apartments Bylaw, the Tenant Support Program, and the Anti-renoviction Bylaw, are imperative in helping low and moderate-income tenants have and sustain affordable housing in Hamilton.

Funding the Safe Apartment Bylaw also helps the city in avoiding the growing homelessness affecting the city. When landlords are held accountable for the upkeep and maintenance of buildings, less N12s and N13s will be issued. When fewer eviction notices are given on grounds that would no longer have existed, like renovations and demolitions caused by disrepair, then monetary resources can be directed to other much-needed areas in later budgets.

Funding is necessary for the Tenant Support Program because the current system in which N4s, N12s, and N13s are submitted to the LTB is:

- a). Straining an already backed-up process. Some of these cases would be unnecessary having A strong Safe Apartment Bylaw,
- b). Many tenants have language barriers and are unaware of their rights, or would otherwise, were it not for a representative body in the form of the HCLC, not know how to access the required resources to help in their defense against greedy, corrupt, unfair, and unjust landlords who would use the system through the LTB to send more people into homelessness,
- c). Having the proper capacity for providing public services to support and protect the poor from homelessness is within itself a public good with multiple benefits to all partners involved, and
- d). This is an innovative set of solutions that will prove to be significantly beneficial over time.

In closing, funding policies put forward by the people who are most affected by the lack of them is an innovative way for the city to work in collaboration with its constituents in the management and delivery of public services for the public good and a great indicator of success going forward for the City of Hamilton. Thank you for reading this delegation letter to assist with your decision on the matters before the 2024 budget.

Hello City Council and Staff,

My name is Vince Katching and I am an ACORN member.

I am delegating today in support of the city moving forward with Hamilton's own anti-renoviction bylaw. I am personally appreciative of seeing city staff make this bylaw happen after years of campaigning for anti-renoviction protections.

Renoviction not only drives up average rents, it drives out any feeling tenants have that their housing is safe. Once the first couple of tenants in my building, moved out for renovations but never came back, we realized something was wrong. We organized to fight back, and are fighting them in court, but there's almost none of us original tenants left in the building.

Family Properties and other corporate landlords have every advantage you can think of when they want to renovict tenants. They just have to not do repairs for long enough that renovations would be extensive, and then it's up to tenants to chase them to have their rights respected if they want to return to their units. We need to hold landlords accountable for giving tenants somewhere safe to live even if it means they don't make top profits!

The impact of this bylaw will have ripple effects far beyond anything happening in just our city.

Thank you for reading my delegation.

January 16 2024

Hello, my name is Kristain Jewers

I am a member of Acorn, and have been speaking alongside them for a few years now, as well as receiving help from them since 2021.

My building has been fighting renovictions since 2021 as well.

We started out with 13 units fully in support of fighting the eviction, after the first round we were left with 8 units remaining, Those who accepted the buy out the first round, didn't receive their money. The landlord didn't follow through with the first round of evictions, and worked on renovating the units that were empty, yet claimed he needed the building vacant in order to do these renovations, we were very accommodating to the workers that were doing the renovations, as we wanted to show, that we were supportive in the landlords endeavors, but also wanted to stay. We did things like fix things the worker broke, cleaned up after them, put up with them banging, and drilling for 12+ straight hours, because we couldn't afford to leave.

In the 2 years following the first round of renovictions, we dealt with a lot of tactics from the landlord in order to try and get us out of the building, things such as them not turning on the heat, a broken washer and dryer, workers drilling holes into occupied units, the Landlord himself frequently Knocking on our doors trying to convince us to leave, harassment, threats of physical harm to the elderly tenants, frequent unit inspections, entering our units without permission, or 24 hours notice, Defamation of character, amongst many forms of communication urging us to leave.

I myself was accused of breaking into the washer and dryer and stealing the change, I am manager of a large retail store, I handle the money, and do bank deposits, If the landlord succeeds in charging me for false accusations I could lose my job, my lively hood.

My neighbors and I cannot afford to move, due to the rental market prices increasing beyond our means, we are all on OPP, ODSP, and I'm a low income worker due to a work place accident. If our landlord succeeds in evicting us, he will be contributing to our already strained homelessness crisis, because we cannot afford today's market prices. A 1 bedroom apartment in Hamilton is \$1600 for a small apartment, a room is over \$1000, on OPP the average monthly income is around \$1000, same with ODSP, Im lucky if I make \$2000 a month while working over 50+ hours a week.

We the Tenants Urge you the councilors to do something to help prevent landlords from succeeding in evicting low income, long standing tenants. We just want to live, have a roof over our heads; we need strong rules and regulations to show the landlords that eviction of tenants under the guise of "necessary renovations" is needless, and only contributing to an already strained system.



Please support the renovation license and relocation bylaw, it's a large step forward in helping prevent people from having to go through what we have. We need a local policy to protect tenants. Thank you for your time, and reading my delegation, I hope you fine folk do whats right to help us.

Kristain Jewers

Dear City Council and Staff,

My name is Myrna Gale and I am an ACORN member.

I am delegating today in support of the city moving forward with a strong anti-renoviction bylaw. I applaud city staff for making such quick progress on the bylaw this past year. I now ask City Council to ensure the funding needed is added to the 2024 budget.

The impact renoviction has had on my personal life is difficult to fully capture in words. I am a senior who has lived in my current apartment for multiple decades and have had no issues with my landlord until they decided that it was more important to make top dollar than to leave me in peace. They used a bunch of tactics in an effort to get me out of my apartment. Only one of these was the N13 form and lowball buyout letter I received back in early spring of 2023. I was harrassed, bullied, and one time was walked down to the building office where they tried to make me sign a new lease for a smaller apartment at double my rent. It took a combination of my neighbours rallying around me, getting an advocate through the Indian Centre, and organizing with ACORN to force Family Properties to back off of their constant efforts to push me out onto the street.

At my age, if Family Properties was successful in kicking me out, I would have died on the street. I am as it is dealing with stress-related health issues from everything they've put me through. When it comes to seniors in particular, stopping these renovictions will save lives.

It is relieving to know that the City Council cares about tenants enough to fund things like the Tenant Defense Fund, and now are moving forward with the anti-renoviction bylaw. Thank you for reading my delegation.

January 17th 2024

Hello City Council and Staff,

My name is Norman Cooper and I am an ACORN member.

I am delegating to urge City Council to vote for strong anti-renoviction bylaws. I appreciate the efforts of city staff and Council to move forward on this bylaw, and look forward to seeing landlords held accountable in some way.

For tenants like myself who have lived in their homes for more than a decade, or multiple decades, we all expect that so long as rent is paid, we're safe to assume that the landlord can't legally kick us out. Getting a notice of eviction for renovations (N13) at the end of November completely shattered this illusion of safety. The planned renovations in the form make no sense for requiring vacancy, the timeline for vacancy is way too long, and yet the only reason my neighbours who got identical N13s in the spring aren't fighting tooth and nail in court to keep their homes is due to the fact that our landlord never went ahead with filing for eviction. We have been utterly failed by the province, and Queen's Park has demonstrated repeatedly that they do not wish to fix their error. Tenants need new protections to fight back against corporate landlords who don't care how many tenant laws they break. If not for ACORN reaching out to find the tenants who were targeted in my building, I may well have simply accepted the incredibly low buyout offer and attempted to find a place to rent elsewhere at likely triple my current rent.

The proposed Renovation and Relocation Bylaw goes miles beyond anything the province has done to protect tenants, and restores some of my confidence in the government's ability to act in the best interest of someone besides corporations.

Thank you for reading my delegation.

Hello City Council and Staff,

My name is Pauleen Ksonzena and I am an ACORN member.  
I am delegating today to urge Council vote on a strong anti-renoviction bylaw.

I am facing renoviction presently. The impact renoviction has had on my personal life is beyond anything I expected to have to deal with at my age. I will be 78 next month, which might be my first birthday as a homeless senior. Given the tactics Family Properties, my landlord, used when renovicting my neighbours, I know I will never see my apartment again if I lose my case.

My time at my current apartment is the longest I've ever lived anywhere: 15 years. This isn't just their property, this is my home. My home of 15 years was once a community of neighbours who knew each other, would look out for each other, and I was happy to retire here. After Family Properties renovicted dozens of my friends and neighbours, this building is a stranger to me. I no longer have a support system 10 steps away. I am overwhelmed with feelings of loss, depression, isolation, and anxiety.

Family Properties and other corporate landlords shouldn't get to act in secret when they want to kick out tenants. Tenants should have more rights when it comes to renoviction that don't just kick in after their landlord makes them homeless.

We have the opportunity to do something truly great for tenant protections in Ontario, and ACORN is excited to work with City Council to show Ontario how it's done.

Thank you for reading my delegation.

## January 17th - General Issues Committee

Hello City Council and Staff,

My name is Tracey Romanoski and I am an ACORN member. I am delegating today in support of the city moving forward with implementing a strong anti-renoviction bylaw. I appreciate the efforts of city staff at moving quickly on this important issue across 2023, and hope to see the needed funding for an early 2025 launch added to the 2024 budget.

The only one who doesn't lose when landlords are free to kick out tenants using whatever process they want are landlords.

The impact renoviction has had on my personal life is something I've talked about in previous delegations, radio interviews, and press conferences - it's something that could have been much worse if me and my neighbours hadn't come together to organize against our landlord. Tenancy laws from the province didn't save our homes. Our own effort, organizing, and access to the Tenant Defense Fund saved our homes. It demanded hours of our lives, it demanded our mental health, and it demanded the feeling of security in our own homes. We won in the end, but we'll never know how many tenants got that N13 form and buyout letter in April 2023 and left thinking they had no other option.

Family Properties and other corporate landlords shouldn't get to act in secret when they want to kick out tenants. They shouldn't benefit from the province letting them get away without even getting permits for supposed "renovations" before kicking out tenants from their affordable homes. In these situations, sunlight is the best disinfectant, and the proposed licensing process will bring these landlords' tactics out where they can't get away with it. An anti-renoviction bylaw gives tenants organizing against renoviction the tools to not only have an easier time of having their rights enforced, but also force these corporate landlords' money-grabbing schemes out into the open where municipal authorities can see them.

With similar bylaws being considered in London, Ottawa, Grimsby, and other cities, everyone's watching Hamilton to lead the way. We have the opportunity to do something truly great for tenant protections in Ontario.

Thank you for reading my delegation.

## **Re: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton PED23072(a)**

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### **Hamilton is leading the way in preserving housing affordability and preventing homelessness in Ontario**

**January 16, 2024, By Melissa Goldstein**

A combination of tenant organizing and advocacy, City Councillors' political will and persistence, and City staff committed to putting that will into action, has produced a set of policies that, together, will make the city a leader in the ongoing fight against the real estate predators--the investor-landlords who are driving residents out of their homes and communities, and onto the street...or into a tent in a park.

The new draft Renovation Licencing and Relocation bylaw, which requires landlords who want to evict tenants to do necessary repairs or renovations to first get a renovation licence and either provide the tenants with alternative accommodations or pay them compensation until they are able to move back into their units, will be helpful in preventing landlords from make huge profits from kicking tenants out and secretly renting their units to different tenants at much higher rents. Without the huge financial incentive that currently exists to renovict tenants, they won't bother trying to renovict tenants in the first place.

The promise of this bylaw is that landlords who genuinely need to do repairs or renovations will either get a licence or work with the tenant to do repairs without ending their tenancy (by far the easiest and cheapest option), and profiteering investors will find that it's no longer profitable to renovict Hamilton tenants and stop.

This bylaw is a necessary complement to the recently approved new Safe Apartment Buildings Bylaw and improvements to the Vital Services and Property Standards Bylaws, which will improve the condition of rental housing and prevent landlords from forcing tenants out by neglecting repairs, and the recently approved Tenant Support Program, which will help tenants organize to fight and prevent all manner of predatory eviction attempts.

I am looking forward to the upcoming policies to regulate the demolition and conversion of existing rental properties to reduce demovictions and preserve the supply of affordable rental housing, which should close the last of the policy gaps that allow predatory landlords to profit from eroding our existing affordable housing supply and making tenants homeless.

A decade ago, Hamilton had some of the lowest rents in the province. Today it has some of the highest among Canada's largest cities — higher than Montreal, higher than Calgary — matched with a growing homelessness problem. Ontario's current rent control policy is at the centre of Hamilton's housing and homelessness crisis, as it creates a situation where long-time tenants in rent-controlled units often have rents far lower than current asking rent levels, making long-time tenants with low rents targets of investors who see their low rents as unrealized investment growth, rather than something that is critical to someone's ability to survive.

Tackling predatory eviction at the municipal level is much, much harder, than simply introducing vacancy control rent control at the provincial level, as it requires complicated, expensive, and inefficient workarounds. Hamilton's policy-makers recognize that the first step to ending the housing and homelessness crisis is to protect tenants and preserve whatever affordable homes we still have. But in the face of persistent inaction from first Liberal, and now Conservative, provincial governments, I appreciate how hard the City of Hamilton has been working to do everything in its power to stop a problem effectively downloaded onto it by the provincial and federal governments. In the absence of good provincial rental housing policy and measures to rein in residential real estate speculation, all of the initiatives the City has been developing are critically necessary.

Now it's time for other governments -- municipal, provincial, *and* federal-- to step up and do the same.

*Melissa Goldstein is a Toronto-based researcher with the Canadian Housing Evidence Collaborative and worked for the City of Hamilton in the spring/summer of 2023 to provide input into the City's renoviction prevention framework.*



Good day city council and city staff. Thank you for hearing me. My name is Erin and I am a member of Acorn's Hamilton chapter. Due to my work schedule, I could not be there today, but I am there in spirit with everyone else who is in the same situation as me and my neighbours.

I was here last year in April, and spoke before you to talk about the renovation in my building at that time we had a full house, now there are only five remaining and we are still fighting it. When I spoke here last year, I was scared, nervous, fearing for my future and that hasn't changed, it's gotten much worse actually. But now I'm also angry, because I don't see the situation getting any better. I see any change, I see nothing protecting us from being on the streets in only a few months time. There is nothing protecting anyone of us speaking here nothing. I'm under a doctors care for the ongoing stress and pressure I'm under. there is any place for me, nor can I afford market value rent. I'm on the list for access to housing, I filled out a homeless priority status form. something I never in my life imagined, I would have to do even that doesn't guarantee me a roof over my head when it's my time to leave this place. Have you seen the waiting list? Have you seen the people on the streets without a home or a roof over their heads? That will be me. I am just months away from possibly losing everything. I risk losing my job, because I work from home and if I don't have a home to work from I won't have a job. I risk losing the only source of comfort I have in my life, which is my animals. my cats. I risk losing my life if I'm turned out onto the streets, I am a 54-year-old woman, I am single, I am alone and I will not survive a life living in a tent. There are no couches for me to surf, I have no family to take me in. But there is the maid program, which will take away all of my fears and uncertainty and will guarantee that I won't end up on the streets, fighting to survive, and stay sane. This is how hopeless I feel. Because I won't survive on the streets This is what this is doing to my mental health. I feel like I'm standing over a hole in the ground, and I don't know if I'm going to jump in headfirst or if someone is going to push me. I am begging for change, I am begging for protection for all of us from predatory landlords.

This building came with tenants already living in it; some of us have been here over 10 years. The owner chose to buy this building, he chose to take on this property and look after it and make sure all of us have a clean safe place to live. That's the responsibility of a landlord. Instead here we are living in a building that hasn't seen a vacuum in 18 months or any upkeep. People come, they take pictures, talk about the upcoming renovations and they see the neglect. They see the pipe in the basement laundry room wrapped with a garbage bag and they ignore it. They see the back room with mold on the walls and do nothing. And they ignore the tenants who live under these conditions. My neighbour on the third floor had his kitchen ceiling open up on boxing day, water came pouring in. two days later he was in the hospital with a lung infection. he is also fighting lung cancer. You know when they finally came out to fix his roof? Last week. that should've been a top priority . We're living with the uncertainty and fear over whether or not we'll have a roof over our heads 5 months down the road. Maybe it's just me, but it's cruel and inhumane. I'm still in shock that this is even allowed. The idea that someone can knowingly and willingly displace a human being all because they're not paying market value rent, and that you're not even welcome back to the unit you lived in for years following the renovations. If I was there right now you would hear the anger and frustration in my voice. we need protection, we need someone to hear us and take action and protect us. I wish it was as easy as waving a magic wand and making all of this go away. But it's going to take a lot more than that. I do not want to become a statistic, just like everyone else fighting these renovations. None of us want to join the ranks of homeless on the street.

Thank you.





January 16, 2024

General Issues Committee  
Hamilton City Hall  
1<sup>st</sup> Floor - 71 Main Street West  
Hamilton, Ontario L8P 4Y5

**RE: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide)**

The Hamilton and District Apartment Association (HDAA) wishes to provide our thoughts on the Hamilton Apartment Rental Program up for discussion at the January 17, 2024 General Issues Committee meeting. The Hamilton Apartment Rental Program encompass four main pillars which aim to protect tenants in Hamilton but ultimately it will result in a disinterest to invest in Hamilton, lowering rental supply and creating a worse environment for the most vulnerable tenants in the City.

With the 2024 budget up for discussion and a potentially significant tax increase to taxpayers we think it prudent to point out the vast waste of resources councillors continue to encourage by focusing efforts on initiatives that will have little impact for residents in Hamilton. When looking at the numbers provided by the City in regards to the costs of the initiatives being discussed today it is disappointing to think councillors are acceptable of such a waste of resources.

The Safe Apartment Building By-law has a 65% cost recovery with a budget of \$3,094,350 and an additional one-time cost of \$708,825 for vehicle purchasing and car charging station installments. In a City that has spent countless hours and resources to provide bike lanes and present and future alternative transportation, thinking particularly of the LRT, it is interesting more taxpayers money is being wasted for vehicle acquisition and charging. Taxpayers should not be accountable to pay for vehicles, maintenance, gas and insurance of transportation that can be provided in other ways.

The Renovation Licence and Relocation Listing By-law with a projected cost of \$942,850 and a one-time fee of \$163,575, again for vehicles and charging stations, has perhaps a 10% cost recovery. It states in the report that the City anticipates there will be just 132 N13 Notices issued yearly. Seeing as most N13 notices are justified, more than \$1million dollars is being spent on an initiative that will assist, if we are conservative and say perhaps 10% may be bad faith evictions, approximately 13 tenants. This money would be better spent providing rental subsidies for tenants to move to an appropriate and likely newer unit which would help to assist a landlord to carry out necessary renovations and ensure rental supply for other tenants that is up to standard. The City is arguing for increased taxes and many constituents are reaching out about the hardship this will cause and the City continues to proceed with wasteful initiatives that will create little impact.

There continues to be discussions of the New Westminster bylaw as a framework for the Renoviction bylaw. As we know the New Westminster bylaw was repealed after changes to the Residential Tenancies Act in BC which enhanced tenant protections. The RTA in Ontario has very similar protections and it is hard to understand why the City of Hamilton thinks the protections provided for by the Ontario provincial government are not enough for their constituents when this was the case in BC.

Further to this, and as clearly understood by City staff, there are legal implications to proceed with such a bylaw and it may not even pass legal challenge. In fact we see there is a private and confidential portion of this meeting where there will be legal advice provided on the bylaw. There is a reason this bylaw is a



“first-of-its-kind approach”, and that is because ample protections already exist and other municipalities are focusing their time and resources on bylaws that will actually create an impact. Should a landlord go to the LTB for an application to evict a tenant for repairs/renovations and secures an eviction order, does the City mean to stop the enforcement of such an order and be in direct competition with provincial legislation?

There is a statement in the report that over the past decade Hamilton has lost almost 16,000 rental units below \$750 a month. It is bewildering to think why the City and councillors are surprised about this fact. In no other facet of our lives do prices stay the same. If we take this mindset we should argue why our municipal and property taxes are not the same as they were 10 years ago; it is not feasible and costs unfortunately increase over time.

What is clear is the City is both unappreciative of and hostile to the private sector who provide homes for many of their residents while the City is not able to themselves provide housing for the many residents that desperately need housing, as is evidenced by the growing homelessness issue in the City. Unless the City is able to come up with likely half of its rental housing stock which is provided by private landlords, it would be beneficial to have an amiable relationship with housing providers who tirelessly work to make sure their residents are happy. It is the few bad apples that are providing a bad name to all housing providers and it is those bad actors that should be the ones punished, not all landlords in Hamilton, the majority of them who are great housing providers.

The City should focus its time on creating and repairing units or providing rent subsidies to residents which will go much further than attacking all housing providers in Hamilton. If the focus of the City is to decrease supply, create a more competitive and unaffordable rental market and create an ever-more hostile relationship between landlords and tenants, than it should continue on its trajectory. Housing providers will see Hamilton not as a place to invest, but rather a place to avoid and those who suffer will be our residents.

The rental licensing program which is proposed to now include properties with up to 5 units, has also been proposed to be immediately expanded city-wide. As we will continue to express, this program will not provide the intended results and is again another waste of taxpayer resources. As was seen in the last report provided in June 2023, which announced that only 69 licenses had been issued as of March 31, 2023, the program is so far a large failure. The City projected for around 2000 licenses, which would make the program net even and it is nowhere close to this figure. It is perhaps understandable that there is a recommendation to expand it City-wide, as the failure of the program thus far is evident and the City is likely hoping to increase license numbers by casting a wider net. It is proposing to expand an already failing project onto the whole city and wasting taxpayer resources even further.

All of these initiatives will also exacerbate an already difficult rental market for tenants. At the end of the day the City and the majority of housing providers have the same desire, to have a healthy rental market with tenants who are happy with their homes and are able to afford their units. There does not need to be an adversarial relationship when, if all parties worked together cohesively, a more positive impact could be made for the benefit of everyone while making sure our taxpayer funds went even farther.

Respectfully yours,

**Hamilton and District Apartment Association**

Submitted on Thu, 01/11/2024 - 16:30

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee

General Issues Committee

Will you be delegating in-person or virtually?

In-person

Will you be delegating via a pre-recorded video?

No

Requestor Information

Karen Andrews  
Advocacy Centre for Tenants Ontario  
55 Universtiy Ave., Suite 1400  
Toronto , ON. M5J 2H7  
karen.andrews@acto.clcj.ca  
416 597 5855 ext 5174

Preferred Pronoun

she/her

Reason(s) for delegation request

I have been a landlord and tenant lawyer for nearly thirty years. I am a tenant advocate. I want to support the City's efforts in stemming the tide of renovications in Hamilton and I would offer a legal perspective on their strategies to do this.

Will you be requesting funds from the City?

No

Will you be submitting a formal presentation?

No

Submitted on Fri, 01/12/2024 - 11:23

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Merima Menzildzic  
Hamilton Community Legal Clinic  
203-100 Main St E  
Hamilton , Ontario. L8N 3W4  
[merima.menzildzic@hclc.clcj.ca](mailto:merima.menzildzic@hclc.clcj.ca)  
9055274572

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Respecting the City's Staff Report back regarding the Renoviction's Policy, To discuss Challenges at the Landlord and Tenant Board and its Impact on the Housing Crisis.

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Fri, 01/12/2024 - 11:13

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
Virtually

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

## Requestor Information

Requestor Information  
Colleen Langmead  
Acorn Hamilton

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Speak at January 17 (GIC) on Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Fri, 01/12/2024 - 13:16

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
Emergency & Community Services Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Pauline  
ACORN

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Housing

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Sat, 01/13/2024 - 17:07

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Karl Andrus  
HAMILTON COMMUNITY BENEFITS NETWORK

Preferred Pronoun  
he/him

Reason(s) for delegation request  
To present to the GIC on We regarding the Antibl renovation bylaw

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Sun, 01/14/2024 - 16:01

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
David Galvin  
ACORN

Preferred Pronoun  
he/him

Reason(s) for delegation request  
Delegate at the January 17th GIC meeting on renoviction - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No



Submitted on Sun, 01/14/2024 - 16:03

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Jennifer McGrath  
ACORN

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Speak at the January 17th GIC meeting on - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Sun, 01/14/2024 - 16:06

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Lorne MacMillan  
ACORN

Preferred Pronoun  
he/him

Reason(s) for delegation request  
Speak at January 17th GIC meeting on - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Sun, 01/14/2024 - 16:09

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Evan Pettitt and Shelby Perrie  
ACORN

Reason(s) for delegation request  
Speak at January 17 (GIC) on Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Sun, 01/14/2024 - 17:14

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee

General Issues Committee

Will you be delegating in-person or virtually?

Virtually

Will you be delegating via a pre-recorded video?

No

## Requestor Information

Requestor Information

Darlene Wesley

ACORN

Preferred Pronoun

she/her

Reason(s) for delegation request

Speak virtually on January 17th (GIC) on Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?

No

Will you be submitting a formal presentation?

No

Submitted on Sun, 01/14/2024 - 17:16

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Susan McArthur  
ACORN

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Speak at January 17th (GIC) on Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Mon, 01/15/2024 - 09:50

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
In-person

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

## Requestor Information

Requestor Information  
Brian Doucet  
University of Waterloo

Reason(s) for delegation request  
Speaking regarding the proposed Renovation Licence and Relocation Bylaw

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Mon, 01/15/2024 - 11:09

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
Virtually

Will you be delegating via a pre-recorded video?  
Yes

## Requestor Information

Requestor Information  
Brigitte Huard  
ACORN

Preferred Pronoun  
she/her

Reason(s) for delegation request  
Submit pre recorded video for January 17th on Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide).

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
No

Submitted on Mon, 01/15/2024 - 12:07

Submitted by: Anonymous

Submitted values are:

## Committee Requested

Committee  
General Issues Committee

Will you be delegating in-person or virtually?  
Virtually

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

## Requestor Information

Requestor Information  
Dania Majid  
Advocacy Centre for Tenants Ontario

Preferred Pronoun  
she/her

Reason(s) for delegation request  
To address Item 10.1 and 10.1(a) - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide). ACTO will be providing our perspectives as a legal aid clinic serving low-income tenants.

Will you be requesting funds from the City?  
No

Will you be submitting a formal presentation?  
Yes





Hamilton

**ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES  
REPORT 24-001**

4:00 p.m.

Tuesday, January 9, 2024

Room 264, 2nd Floor Hamilton City Hall  
71 Main Street West

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**Present:** Councillor M. Tadeson, J. Kemp (Chair),  
P. Kilburn (Vice Chair), H. Bonefant,  
L. Dingman, A. Frisina, C. Hernould,  
L. Janosi, L. Johanson, H. Kaur, J. Maurice,  
M. McNeil, T. Murphy, K. Nolan, T. Nolan,  
M. Opoku-Forieh, R. Westbrook

**Absent**

**with Regrets:** B. Cullimore and S. Dunford

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**THE ADVISORY COMMITTEE FOR PERSONS WITH  
DISABILITIES PRESENTS REPORT 24-001 AND  
RESPECTFULLY RECOMMENDS:**

- 1. APPOINTMENT OF COMMITTEE CHAIR AND VICE  
CHAIR (Item 1)**

- (a) That James Kemp be appointed as Chair of the Advisory Committee for Persons with Disabilities for 2024.
  - (b) That Paula Kilburn be appointed as Vice Chair of the Advisory Committee for Persons with Disabilities for 2024.
- 2. Changing the Name of the Advisory Committee for Persons with Disabilities (ACPD) to Accessibility Committee for Persons with Disabilities (ACPD) (Item 12.1)**

WHEREAS, the Advisory Committee for Persons with Disabilities (ACPD) is mandated under the *Accessibility for Ontarians with Disabilities Act (AODA)* and is a Sub-Committee of Council reporting to the General Issues Committee;

WHEREAS, the AODA requires municipalities having a population of not less than 10,000 to establish an accessibility advisory committee, but provides no direction or requirement for it to be named an “Accessibility Advisory Committee”;

WHEREAS, removing the word “Advisory” and replacing it with “Accessibility” will provide clarity on the status of ACPD as a Sub-Committee of Council.

**THEREFORE, BE IT RESOLVED:**

That the Advisory Committee for Persons with Disabilities be renamed the Accessibility Committee for Persons with Disabilities.

## **FOR INFORMATION:**

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

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

### **CHANGES TO THE ORDER OF ITEMS:**

That Item 11.1 respecting the Board of Health Governance and the Needs of Persons with Disabilities in Hamilton, be considered immediately following the Approval of the Minutes of the Previous Meeting (Item 4.1).

The Agenda for the January 9, 2024, meeting of the Advisory Committee for Persons with Disabilities, was approved, as amended.

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

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 4)****(i) December 12, 2023 (Item 4.1)**

The December 12, 2023, minutes of the Advisory Committee for Persons with Disabilities meeting, were approved, as presented.

**(d) DISCUSSION ITEMS (Item 11)****(i) Board of Health Governance and the Needs of Persons with Disabilities in Hamilton (no copy)**

Dr. Elizabeth Richardson, Medical Officer of Health, addressed Committee respecting the Board of Health Governance and the Needs of Persons with Disabilities in Hamilton.

The presentation from Dr. Richardson, Medical Officer of Health, respecting the Board of Health Governance and the Needs of Persons with Disabilities, was received.

**(e) PRESENTATIONS (Item 8)****(i) HSR's E-Paper/Digital Display Pilot (Item 8.1)**

Andre Zavaglia, Senior Project Manager, Transit Business Support, and Lorenzo Somma, Consultant, addressed Committee respecting

HSR's E-Paper/Digital Display Pilot, with the aid of a PowerPoint presentation.

The presentation from Andre Zavaglia, Senior Project Manager, Transit Business Support, and Lorenzo Somma, Consultant, respecting HSR's E-Paper/Digital Display Pilot, was received.

**(e) CONSENT ITEMS (Item 9)**

(i) The following Consent Items, were received:

(1) Built Environment Working Group Update (Item 9.1)

(a) Built Environment Working Group - Final Outstanding Business List - December 2023 (Item 9.1(a))

(b) Built Environment Working Group Meeting Notes – December 5, 2023 (Item 9.1(b))

(2) Housing Issues Working Group Update (Item 9.2)

(a) Housing Issues Working Group Meeting Notes – November 21, 2023 (Item 9.2(a))

(3) Outreach Working Group Update (Item 9.3)

(a) Outreach Working Group Meetings Notes

– November 21, 2023 (Item 9.3(a))

- (4) Transportation Working Group Update (Item 9.4)
  - (a) Transportation Working Group Meeting Notes – November 28, 2023 (Item 9.4(a))
- (5) Strategic Planning Working Group Update (no copy) (Item 9.5)
- (6) Accessible Open Spaces and Parkland Working Group Update (no copy) (Item 9.6)

**(g) MOTIONS (Item 12)**

J. Kemp relinquished the Chair to P. Kilburn in order to introduce the following Motion:

- (i) Changing the Name of the Advisory Committee for Persons with Disabilities (ACPD) to Accessibility Committee for Persons with Disabilities (ACPD) (Item 12.1)**

For disposition of this matter, refer to Item 2.

J. Kemp assumed the Chair.

**(h) ADJOURNMENT (Item 16)**

There being no further business, the Advisory Committee for Persons with Disabilities, adjourned at 5:46 p.m.


Respectfully submitted,

James Kemp, Chair  
Advisory Committee for  
Persons with Disabilities

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk



## INFORMATION REPORT

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 17, 2024
<b>SUBJECT/REPORT NO:</b>	Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Gloria Rojas (905) 546-2424 Ext. 6247
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### COUNCIL DIRECTION

**At its meeting on December 13, 2023, Council approved the following motion:**

That staff be directed to prepare an Information Report to the General Issues Committee meeting of January 17, 2024, that includes the following information:

- (i) Implications, financial, staffing, legal, resident outreach and otherwise, of voting against the 2023 Hamilton Vacant Residential Unit Tax By-law;
- (ii) The ease of use and options that were planned for completing a declaration online or on printed paper to be mailed or dropped-off at select Hamilton locations;
- (iii) The communication and public education plan developed on the Vacant Residential Unit Tax for residential property owners;
- (iv) Opportunities and limitations of using information from utility bills to assist in determining if residential units are vacant including but not limited to risk management practices and requirements from the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and other legislation; and

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**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 2 of 11**

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- (v) Confirmation that Hamilton not-for-profit housing providers are exempt from the Vacant Residential Unit Tax and the strategy to effectively communicate that exemption.

## **INFORMATION**

### **Implications of not Passing the Vacant Unit Tax (VUT) By-law in 2023**

#### Legal implications

Part IX.1 of the *Municipal Act, 2001* requires that an annual by-law be passed in the year in which the Vacant Unit Tax applies stating the tax rate, definition of a vacant home, exemptions, rebates, as well as, audit and inspections powers. Therefore, the immediate implication of Council's decision to not pass the VUT By-law in 2023 is that the tax cannot be charged in 2024 based on the property's occupancy in 2023.

#### Staffing implications

Following Council's approval on June 8, 2022 of the recommendations to implement the program (Report "Vacant Home Tax in Hamilton" FCS21017(b)), staff started the implementation of the Residential Vacant Unit Tax Program which was a large and significant undertaking. In preparation for the By-law and the administration of the program, the Financial Planning, Administration and Policy Division (FPAP) worked and / or consulted with staff from the following sections / divisions in the organization:

- Legal Services
- Taxation
- Information Technology
- Customer Service
- Communications
- Records and Freedom of Information
- Procurement
- Office of the Auditor General
- Municipal Law Enforcement
- Building
- Housing

External consultation was also conducted with the Ministry of Finance, the cities of Toronto, Ottawa and Vancouver.

**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 3 of 11**

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Not all departments in the City keep a record of the time spent on a particular project. As a result, there is not a complete account of all the hours that staff has worked in the implementation of the VUT. However, it is estimated that during 2023 staff from the Information Technology Division of Corporate Services worked approximately 1,000 hours on the project (equivalent to \$59 K) and the project lead in the Financial Planning, Administration and Policy Division of Corporate Services worked approximately 650 hours (equivalent to \$52 K).

A total of 16 full-time employees (FTE's) were approved for the program's administration and support. In anticipation of the program launch on January of 2024, a Supervisor had been hired internally and the recruitment process for customer service representatives and analysts was in progress. The active recruitments have been cancelled. As the Supervisor position was hired internally the successful candidate was able to be returned to their original position.

#### Financial Implications

The implementation costs of the VUT were initially estimated at \$2.6 M. These costs included administrative staff for a portion of 2022 as the initial plan was to set the program to begin in 2023 based on 2022 occupancy. Since the implementation was postponed to begin in 2024 based on 2023 occupancy, approximately \$800 K of the initial estimate was no longer needed.

As of December 31, 2023, total project costs are \$403 K as follows:

- Promotional / educational material \$221 K
- Consulting \$71 K
- Salary and wages \$111 K

As previously mentioned, only a portion of the salary and wages was charged to the project. Some staffing costs related to the VUT implementation were absorbed by the respective departments and are not reflected in the total of \$403 K. These costs would represent opportunity costs as staff would have been working on other initiatives if not assigned to VUT implementation.

Additional expenses were to be incurred late in December of 2023 and January of 2024 for software licences, mailout of the notice to declare, the call to action campaign and staff set up, among others. As a result of Council's decision not to proceed with a VUT, and notwithstanding the tight timelines, staff were able to not proceed with these actions and therefore the expenses were not incurred.

Implementation costs were approved to be borrowed from the Investment Stabilization Reserve and were to be repaid by program revenues. As these revenues will not be realized staff will be recommending through a future report proceeding with funding these costs through reserve funding.

**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 4 of 11**

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Finally, staff had estimated the gross revenue for the first year of the program to be between \$3.4M and \$4.3M based on 880 and 1,135 vacant properties respectively, at an average assessment of \$381,000 (2021 amount) and a tax rate of 1.0%. Net revenues after operating expenses and repayment of the internal loan were to be transferred to a new Affordable Housing Reserve to support affordable housing initiatives. Without program revenues, the Affordable Housing Reserve will not receive any funds.

#### Housing Implications

The proposed Vacant Unit Tax was one of the measures meant to address the ongoing affordable housing crisis in Hamilton by creating a disincentive for keeping properties vacant. Initial projections indicated that after the first year, 20% of the properties that were vacant (approximately 230) would have become occupied increasing the supply and affordability of housing. In the absence of the incentive to occupy the vacant units, it is hard to predict if and how many vacant units will be made available for occupancy in the short time.

#### Other implications

The implementation of the VUT program was a high priority for staff across the organization and resources were deployed from other initiatives to support this implementation. Some initiatives that were related to the VUT will be paused, re-evaluated or will have to be re-worked. For example, the Customer Contact Centre for the VUT (see below for details) was going to be used as a pilot project for Cloud telephony and the Request for Proposal for Printing Services for Utility, Taxation and Vacant Unit Tax Billings will have to be updated.

#### Planned Declaration Methods

In order to make the declaration process easy and accessible for the residential property owners, staff had prepared several alternative methods to submit declarations.

A notice to declare with instructions on how to do the declaration was scheduled to be mailed to the registered address of all residential properties the first week of January 2024. This letter contained the roll number and access code needed to do the declaration, instructions on how to do the declaration online and a phone number set up exclusively for the program. For property owners who inadvertently disposed of the letter, the roll number and access code required for the declaration could be found in the property tax bill. Property owners could also have contacted the City to receive the access code by mail. A copy of the notice to declare is included in Appendix "A" to Report FCS21017(d).

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**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 5 of 11**

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A declaration portal was prepared in the City's website. Based on other municipalities' experience, this was the most efficient method in terms of costs, administration and reliability to receive declarations. The online declaration process was designed to be completed not requiring substantial effort and did not require the input of any personal information. Testing was conducted in the week of December 4, 2023 using a group of testers who had not been involved in the implementation of the VUT and therefore might resemble the experience of property owners submitting their declaration. Comments received after testing were focused on the fact that the declaration process was easy, user friendly and fast.

Staff also set up a Customer Contact Centre fully dedicated to the VUT (CCC-VUT). The CCC-VUT was to be staffed with four full time agents who would be responding to calls made directly to the VUT line as well as calls received through the City's Customer Contact Centre (CCC). A secondary declaration portal was built in order to have the agents in the CCC-VUT take declarations over the phone for those property owners who did not have access to internet. This secondary declaration portal was a simplified version of the portal in the City's website as it did not require login by the person doing the declaration and was, therefore, a very convenient and fast option to do the declaration.

For those who preferred to fill out the declaration on a paper form, staff had also prepared a fillable form which could have been mailed to the City or dropped off at any Municipal Service Centre. A draft of the Declaration of Occupancy Status Form can be found in Appendix "B" to Report FCS21017(d). Note that the City of Ottawa did not provide a paper form in 2023 or 2024 and the City of Toronto provided a paper form in 2023 but will not provide the form in 2024.

In addition, staff at the Municipal Service Centres (MSC) were to be trained to assist property owners on the use of the existing tablets located at the MSC's to complete the declaration.

At the initial stages of the project implementation, staff considered sending the declaration form by mail. However, after consultation with other municipalities that have implemented the tax and an analysis of the costs involved, it was determined that this was the less efficient and more expensive manner to receive the declarations. The cost of mailing the form, including a return envelope, would have been approximately \$350 K plus the cost of the staff needed to input approximately 171,000 declarations in the system.

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**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 6 of 11**

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## **Communication Strategy and Customer Support**

Extensive communications on the Vacant Unit Tax program have been conducted since its approval in June 2022, including the development of a comprehensive Call to Action campaign to ensure all property owners were aware of the need to make an occupancy declaration starting in January 2024. The following summarizes the strategies and tactics carried out until December 2023 and what was planned during the declaration period:

- September - December 2022: monthly posting on City social media channels (Facebook, LinkedIn, Instagram, X)
- February - October 2023: monthly posting on City social media channels
- April 2023: Flyer mail out sent to the residential properties
- June 2023: Insert mailed with the property tax bill
- September 2023: Flyer mail out (neighbourhood mail – sent to the mailbox without an envelope)
- September - November 2023: 1-2 monthly posts on social media
- January 2024: Notice to declare letter (direct mail to the registered address on file)
- January - April 2024: Call to action campaign, including weekly to bi-weekly posts on social media
- January - April 2024: Declaration clinics on selected locations such as senior centres and community centres

The Call to Action campaign to inform the community of the required Vacant Unit Tax declaration and key deadlines was scheduled to take place from January until April 2024. The drafted campaign included tactics such as print advertising in the Hamilton Spectator, transit shelters, on HSR buses, radio advertisements across three local stations, digital (online) ads on CHCH news, Google, LinkedIn and City-owned digital boards in front of City Hall, at Gage Park and on City TV screens, on electronic billboards across Hamilton and printed posters in Municipal Service Centres, Hamilton Public Library branches, recreation centres and arenas. Messaging was also going to be continually shared organically across the City's social media channels. Internally, the promotion would also be available on the staff intranet. Appendix "C" to Report FCS21017(d) lists all the tactics that were planned for the Call to Action campaign.

In addition, with the purpose of providing support to property owners who had specific questions, staff set up a dedicated mailbox (VacantUnitTax@hamilton.ca) in April 2023 and property owners who called the City's phone line (905-546-CITY) were able to bypass the Customer Contact Agent and be directed to the Vacant Unit Tax phone line. Emails or voice messages were returned within two business days.

**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 7 of 11**

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## **Limitations and Opportunities of other Methods to Identify Vacant Properties**

### Universal Declaration versus Self-identification

A study by KPMG titled, “A Review of Issues to be considered for the Taxation of Vacant Homes in Toronto” notes that where there are several potential methods to identify vacant properties, the most effective, efficient and practical are the universal declaration and the self-identification methods.

The full descriptive nature of the two main methods is described by KPMG as follows:

#### Universal Declaration

Under a universal declaration approach, declarations are likely to be required annually. Property owners would thus be required to declare the occupancy status of their property for the preceding calendar year. Failure of an owner to declare their property’s status after the respective notice period would result in the property being considered vacant by default, which would then trigger liability for the vacant home tax. It is believed that the potential for incurring the tax for non-reporting should be sufficient incentive to ensure the declaration is made by the property owner. In addition, substantial penalties could be in place to act as a deterrent to property owners that might consider making false declarations. This approach has been applied in Vancouver since its implementation of an Empty Home Tax in 2016.

#### Self-identification

Under a self-identification approach, property owners are expected to self-identify vacant units to municipalities for the purpose of determining liability for the vacant home tax. Unlike the universal declaration approach, the self-identification approach assumes that properties are occupied unless declared as vacant. However, similar to the universal declaration approach, significant penalties would be in place to act as a deterrent to owners of vacant properties that may be tempted to not self-identify. This approach has been applied in Melbourne, Australia since the Victorian government implemented a Vacant Residential Land Tax in 2017. Based on conversations with observers of the Melbourne Vacant Residential Land Tax, it was identified that a major limiting factor to the effectiveness of the tax was using a self-identification method. Observers have suggested that despite the high penalty, with minimal levels of enforcement, the tax has not been an effective way of reducing the number of vacant homes or increasing tax revenue. KPMG has examined the advantages and disadvantage to these methods as applied in Vancouver and Melbourne.

**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 8 of 11**

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**Table 1: Vacant Unit Identification Methods**

Approach	Advantages	Disadvantages
Universal Declaration	Individual property owners are more directly accountable (they must claim occupancy to avoid the tax). – Larger dataset of responses allows for additional analysis – Lower evasion rate	Higher administrative effort, with significantly more forms to be processed. – More intrusive (all taxpayers must respond) – All homeowners must be aware
Self-identification	Lower administrative effort – Less intrusive to public	Owners can more easily claim ignorance of obligations. – Higher risk of avoidance – More education / public awareness required to ensure compliance (response dependent on taxpayers taking the initiative and knowing that they have an obligation) – Higher level of enforcement required

The City chose the universal declaration method for its Vacant Unit Tax program as it was the most appropriate to identify the most vacant homes in a timely and accurate manner. This is also the method chosen by Toronto and Ottawa and resulted in a large degree of participation and revenues, approximately 95% compliance in Toronto resulting in \$54 M in revenues (as of September 2023) and 99% compliance in Ottawa with a projected revenue of \$10.5 M for 2023.

#### Data from Utility Companies

Hydro or water consumption data cannot be used to determine if a property is vacant for a variety of reasons.

The City's relationship with our electrical affiliates is covered by the Affiliate Relationship Code for Electricity Distributors and Transmitters in Ontario and information sharing about the electrical customers is prohibited, therefore, City of Hamilton staff do not have access to electricity usage for properties in the City of Hamilton.

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**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 9 of 11**

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Regarding water consumption data, a list of zero consumption accounts may not be an accurate proxy to determine vacancy as it may reflect stopped meters that have not been replaced. With respect to low usage billed accounts, there is a very large number of accounts that bill 5 cubic metres or less per month that could be reflective of properties occupied by a single occupant or that record low usage due to travel, work contracts, schooling or renovations and not reflective of vacant properties. Some properties may be vacant but still reflect usage due to minor leaks. In addition, relying on water consumption data would not capture rural properties across the City that are not connected to the water system. Overall, using water billing data as an alternative to, or in addition to, a declaration method would not result in a more accurate determination of vacant properties. It is possible that such data could assist in investigations of possible false declarations that may arise after the initial declaration period.

#### Vacant Building Registry

The Vacant Building Registry By-law No. 17-127 makes it mandatory for all property owners to register their properties with the City if they are vacant and works collectively with the Hamilton Property Standards By-law No. 10-221. The Property Standards By-law establishes the minimum standards for the repair and maintenance of vacant and / or damaged buildings, including Designated Heritage properties.

Vacant buildings are identified through public complaints and the proactive efforts of Municipal Law Enforcement, Building Services and Fire Prevention staff continually monitoring vacant buildings. A procedure and subsequent standardized form have been established where each Division can notify each other as they are made aware of any new vacant / derelict buildings (i.e., house fire, routine inspections).

The Progressive Enforcement Policy established by Licensing and By-law Services (LBS) is a fair, effective and efficient enforcement tool to compel voluntary compliance, commencing with an administrative penalty of \$300, which can escalate to fines in Provincial Offences Court as high as \$50,000 for an individual and \$100,000 for a defendant corporation. The cost of the initial registration is \$1,256 plus \$328 for a one-time administration fee and \$454 for each additional vacant building at the same location with the same address. The annual renewal fee is \$928. For properties that fail or refuse to register, at least four proactive inspections are completed on the property annually with additional fees for service (FFS) in the amount of \$1,348, plus appropriate fines.

There are limitations to the use of the Registry for purposes of establishing a Vacant Unit or Home Tax.

- The following are exempt from the Registry: a use permitted under the City's zoning by-laws; a building / demolition permit has been issued; farm buildings; occupied by property owner on a seasonal basis.

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**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 10 of 11**

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- The methodology of identifying vacant buildings is limited to public complaint and the proactive efforts of the various City Departments.
- The Vacant Building Registry only applies to fully vacant buildings. It does not cover vacant units within otherwise occupied buildings.

### Negative Option Billing

Negative option billing is a business practice in which customers are given goods or services that were not previously ordered and must either continue to pay for the service or specifically decline it in advance of billing. The VUT is a tax, not a form of negative option billing.

The Federal Negative Option Billing Regulation applies to financial institutions, not municipalities. The regulations made under the *Federal Bank Act* and other federal acts apply to financial institutions, not municipalities.

Negative option billing applies to "consumer transactions," not taxes prescribed under the *Municipal Act*. The *Municipal Act* sets out the rules and authorizes a municipalities' powers for taxation.

Finally, Part IX.1 of the *Municipal Act* (Optional Tax on Vacant Residential Units), provides powers to a municipality to impose a vacant unit tax subject to being designated as a municipality that can impose the tax. O. Reg. 458/22 designates Hamilton as a municipality that can impose the vacant unit tax.

### Exemptions for Non-Profit Housing or Social Housing

The VUT did not contemplate any specific exemption for non-profit housing or social housing. However, many of these properties may not be subject to the tax based on the restrictions contemplated in Part IX.1 of the *Municipal Act, 2001* which indicates that the VUT can only be imposed on vacant units that are classified in the residential property class and that are taxable under the Act for municipal purposes. Therefore, properties owned by non-profit housing providers that are classified in the Multi-Residential or New Multi-Residential property classes are not eligible for the tax; properties in the Exempt class, such as the ones owned by CityHousing Hamilton (CHH) are not subject to property tax and consequently, the VUT would not apply to any of those properties. In addition, Hamilton's VUT program does not apply to properties classified as Cooperative Housing or as a Rooming or Boarding house.

For residential units that are eligible for the tax, the VUT program contemplated a series of exemptions for specific situations in which a residential unit may have been vacant but is not subject to the tax. Exemptions apply in the following instances:

**SUBJECT: Vacant Unit Tax Program - Update (FCS21017(d)) (City Wide) –  
Page 11 of 11**

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- Principal residence
- The property was sold
- The principal resident was in care or hospitalized
- The unit is undergoing repairs or renovations
- Court order that prohibits occupancy

There are approximately 3,000 residential properties owned by non-profit housing providers and social housing providers in the City that would be eligible for the tax. While the expectation is that units are turned over within 60 days, some units may remain vacant due to lack of funding to renovate/update the units, properties are being sold, and in some cases, there are legal challenges. All of these are circumstances that are covered under the exemptions of the program or would be required to be reviewed following a Notice of Complaint.

For reference, the cities of Ottawa, Toronto and Vancouver do not have an exemption for non-profit housing for the same reasons cited above.

Should a VUT program and a VUT by-law be approved for the vacancy year 2024 or future years, staff will engage with non-profit housing providers and social housing providers on the program requirements including any exemptions.

#### **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report FCS21017(d) – Notice to declare sample letter

Appendix “B” to Report FCS21017(d) – Declaration of Occupancy Status Form

Appendix “C” to Report FCS21017(d) – Call to Action campaign

GR/dt

January 2, 2024

PROPERTY OWNER  
PROPERTY OWNER  
ADDRESS 1  
ADDRESS 2

**RESIDENTIAL VACANT UNIT TAX  
DECLARATION REQUIRED BEFORE  
MARCH 31, 2024**

**THIS INFORMATION IS NEEDED FOR THE DECLARATION**

<b>Property Address</b>	<b>Municipal Address</b>
<b>Roll Number</b>	<b>00XXXXXXXXX</b>
<b>Access Code</b>	<b>ABCD123</b>

**City of Hamilton - Vacant Unit Tax**

Beginning in 2024, all residential property owners must complete an annual declaration notifying the City of their property's occupancy status during 2023. This letter is to notify you that a declaration will be required. **Please note:** Properties with more than one residential unit must include all units in the declaration.

You can submit your declaration starting on **January 16, 2024 at 9:00 a.m.** and all declarations must be completed by **March 31, 2024 at 4:30 p.m.**

**Next Steps**

**1. Learn about the Vacant Unit Tax**

The Vacant Unit Tax (VUT) is a tax that applies to residential units which are not a principal residence and were vacant for more than 183 days or residential units for which the City does not receive a declaration. Vacant residential units will be charged the tax at a rate of 1.0% of the property's current value assessment. The VUT is based on the property status from the year before – meaning if the home was vacant in 2023, the tax will become payable in 2024.

**2. Prepare information for declaration**

You will need your Roll Number and Access Code to complete your declaration which are included at the top of this notice. These can also be found on your most recent property tax bill.

**3. Complete your declaration**

You can submit your declaration starting **January 16, 2024 at 9:00 a.m.**

To submit your declaration online please visit [www.hamilton.ca/VacantUnitTax](http://www.hamilton.ca/VacantUnitTax). You will need to create an account and enter the roll number and access code found on the top of this notice or on your latest property tax bill.

If you need assistance completing your declaration please contact 905-546-2573 or email [VacantUnitTax@hamilton.ca](mailto:VacantUnitTax@hamilton.ca).

All declarations must be completed by **March 31, 2024 at 4:30 p.m.** Declarations received between April 1, 2024 and April 30, 2024 will be subject to a \$250 late declaration fee. All declarations are subject to audit and false information will be subject to a fine of up to \$10,000.

For additional information, please visit [www.hamilton.ca/VacantUnitTax](http://www.hamilton.ca/VacantUnitTax). If you do not complete your declaration, your property will be deemed vacant and charged the tax.



## RESIDENTIAL VACANT UNIT TAX DECLARATION OF OCCUPANCY STATUS FORM

The Vacant Unit Tax (VUT) is an annual tax on residential units that have been vacant for more than 183 days in the previous calendar year.

All residential property owners must submit an occupancy status declaration every year for each of the residential unit(s) they own, to determine if their unit(s) is subject to the tax. Please note: if you own a residential property with multiple units, such as a duplex/triplex/fourplex etc. an occupancy declaration must be submitted for each unit.

A residential unit is considered vacant if it was not used as the principal residence by the owner, a permitted occupant or a tenant for at least 183 days during 2023. Residential units may also be considered vacant if a declaration is not submitted within the declaration period. A principal residence will not be subject to the VUT but a declaration is still required. Vacant residential units that qualify for an exemption will not be charged the tax but may be subject to audit.

**Occupancy declarations must be submitted by March 31, 2024.**

Declarations submitted between April 1 and April 30 will be accepted with a \$250 late declaration fee.

Declarations may also be submitted online by visiting [hamilton.ca/VacantUnitTax](http://hamilton.ca/VacantUnitTax) or over the phone by calling 905-546-2573.

### 1. PROPERTY INFORMATION (AS NOTED ON YOUR TAX BILL AND NOTICE TO DECLARE LETTER)

**Property Address:**

**Roll number (11 digits):**

**Access Code (7 digits):**

### 2. CONTACT INFORMATION

I am making this declaration (check one box only):

- As the registered owner.
- On behalf of the registered owner(s).

**Name (First, Last):**

**E-mail address:**

**Phone Number (optional):**

**Relationship to owner:**

### 3. OCCUPANCY STATUS

Please identify, which of the following options applies, as defined below:

**Principal Residence:** A residential unit in which a person ordinarily resides and conducts daily affairs, receives mail, pays bills etc. This applies even if you leave for extended periods of time due to travel or work (for example, snowbirds that spend more than six months away from their principal residence). A person may only have one principal residence; however, a residential unit may be the principal residence of more than one person.

**Tenant:** A person who occupies a residential unit with a written lease or sublease for a consecutive term of at least 30 days.

**Permitted Occupant:** A person occupying a residential unit, with the permission of the owner, for example, a family member or a friend.

- The property was the principal residence of the **owner** for more than 183 days.
- The property was the principal residence of a **tenant** for more than 183 days.
- The property was the principal residence of a **permitted occupant** for more than 183 days.
- Combination of occupancy (**owner, tenant and / or permitted occupant**) for more than 183 days.
- None of the above (**the property was vacant**). Refer to Section 4.

### 4. EXEMPTIONS

If the property was vacant but an exemption applies please select the exemption type and submit the supporting documentation with this declaration:

- Death of the owner:** This exemption applies to the year of death plus one subsequent year after the year of death only.
- Major renovations:** The residential unit is undergoing repairs or renovations that prevent the occupation and normal use of the residential unit for at least 183 days and all requisite permits have been issued for the repairs or renovations.
- Sale of the property:** Legal ownership of the property has been transferred to an arm's length transferee in the previous calendar year.
- Resident in a care facility:** The principal resident of the vacant unit is residing in a hospital, long-term care or supportive care facility for a period of at least 183 days during the previous calendar year.
- Court Order:** A court order is in effect which prohibits occupancy of the residential unit for at least 183 days of the previous year.



**RESIDENTIAL VACANT UNIT TAX  
 DECLARATION OF OCCUPANCY STATUS FORM**

**5. NOTICE OF COLLECTION**

The City of Hamilton collects information under authority of the City of Hamilton Vacant Residential Unit Tax By-Law No. 23-215, and 'Section 227 of the Municipal Act, 2001'. Any personal information collected for the Vacant Unit Tax will be used for the purpose of administering the Vacant Unit Tax and enforcement of the by-law. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for the purpose of administering the Vacant Unit Tax and enforcement of the by-law. Information collected for this initiative may be stored on servers located in Canada and the United States and may be subject to Canadian and/or American laws. Questions about the collection of this personal information can be directed to Supervisor, Vacant Unit Tax, 71 Main St W, 1st Floor, Hamilton, ON L8P 4Y5, 905-546-2573, or by email at [VacantUnitTax@hamilton.ca](mailto:VacantUnitTax@hamilton.ca).

I declare that the property status identified, and all information provided are true and accurate. I understand that I may be asked to provide further information and evidence to support my declaration at a later date and that failing to do so, providing false declaration or false information can result in fines.

Owner Name	Signature	Date
Owner Name	Signature	Date

**Submit your completed and signed declaration along with the supporting documentation (if applicable) by mail to:**  
 City of Hamilton, Corporate Services, Vacant Home Tax, 71 Main St W, 1st Floor, Hamilton, ON L8P 4Y5.

**In-person:** At City Hall or any Municipal Service Centre, for information on locations and hours, visit: [hamilton.ca/MS](http://hamilton.ca/MS)

For additional information on the Vacant Unit Tax please visit [hamilton.ca/VacantUnitTax](http://hamilton.ca/VacantUnitTax).


DRAFT

**Vacant Unit Tax  
Call to Action Campaign Communications Tactics  
Planned for January through April 2024**

- Media release – shared when by-law is approved
- Webpage updates – Hamilton.ca/VacantUnitTax
  - Information on how to declare, including the vacant unit tax explainer video
  - Link to declaration portal and vacant unit tax step-by-step tutorial video
- Notice to declare – letter mailed directly to all residential property owners in Hamilton
- Videos developed by an external vendor
  - Video 1: Explainer on the vacant unit tax, addressing key questions that have been asked by the community
  - Video 2: Step-by-step video on how to complete the declaration online
- Social media posts and responses to community questions – ongoing from January to April 2024
- Paid Advertisements – January to April 2024
  - Hamilton Spectator print ads
  - Money Saver magazine print ads (delivered monthly to every mailbox in Hamilton via Canada Post)
  - Outfront Billboards (large electronic billboards on the LINC and other areas in the City)
  - Social media: LinkedIn
  - Bus ads
  - Google digital ads
  - CHCH multizone digital ads
  - Transit shelters
  - Radio advertisements – across three local stations
- Organic / Unpaid Advertising– January to April 2024
  - Digital signage: City Hall, Gage Park, TV Screens
  - Social Media: Instagram Stories, Facebook, LinkedIn, X
  - Print poster – 8.5x11
  - eNet banner
  - Print postcards
- Council Social Media Toolkit – an email to Councillors with promotional materials, including videos and key messages to share with constituents on how to declare, including the key deadlines



**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
**Legal and Risk Management Services Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 17, 2024
<b>SUBJECT/REPORT NO:</b>	2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004(City Wide))
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Dana McLean: (905) 546-2424 Ext. 4247 Manager, Risk Management Services
<b>SUBMITTED BY:</b>	Lisa Shields, City Solicitor Legal and Risk Management Services Division
<b>SIGNATURE:</b>	

### RECOMMENDATION

- (a) That the Paramedic Medical Malpractice Insurance Policy for the term January 30, 2024, to January 30, 2025 in the amount of \$5 Million at a cost of \$68,588 (plus applicable taxes) be approved and funded through the 2024 Risk Management Services Budget; and
- (b) That the City Solicitor be authorized to execute all associated documents related to the renewal of the Paramedic Medical Malpractice coverage for the term January 30<sup>th</sup>, 2024 to January 30<sup>th</sup>, 2025, through Arthur J. Gallagher Canada Ltd. and Marsh Canada Ltd. on behalf of the City; and
- (c) That the City Solicitor be granted delegated authority to review and authorize the renewal of the Cyber Insurance coverage for the term January 31<sup>st</sup>, 2024 to January 31<sup>st</sup>, 2025, through Arthur J. Gallagher Canada Ltd. and Marsh Canada Ltd.; and
- (d) That the City Solicitor be authorized to execute all associated documents related to the renewal of the Cyber Insurance for the term January 31, 2024 to January 31, 2025, through Arthur J. Gallagher Canada Ltd. and Marsh Canada Ltd. on behalf of the City.

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**SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice  
(LS24004) (City Wide)**

**Page 2 of 5**

## **EXECUTIVE SUMMARY**

The purpose of this report is two-fold:

- (A) to obtain approval for renewal of the Paramedic Medical Malpractice Insurance Policy which expires January 30, 2024; and
- (B) to obtain delegated authority for the City Solicitor to renew the Cyber Insurance Policy for the term January 31st, 2024 to January 31st, 2025 so as to avoid a lapse in coverage.

### **2024 Paramedic Medical Malpractice Insurance Renewal**

Staff are recommending renewal of this policy, with the term to run January 30, 2024 to January 30, 2025, with a premium of \$68,588 which represents a 6% increase over the expiring term.

### **2024 Cyber Insurance Renewal**

The City's Cyber Insurance Policy has an expiry date of January 31, 2024. The City has not yet received a renewal quote from the Cyber Insurance Underwriters. Staff have requested an extension of the coverage expiring January 31, 2024 to allow time to obtain appropriate approvals once a quote is received but are awaiting a response on this request and any associated cost. The potential is for the City's current policy to expire at the end of January, leaving the City self-insured and relying on its own resources to address cyber liabilities, meaning any cyber losses would be solely funded by the City without the benefit of insurance. At the time of the writing of this report there is no cyber premium quote or response for coverage. The City Solicitor is seeking delegated authority to renew this policy once premium information and renewal terms are received to avoid a lapse in coverage. An update of any new information will be provided on the date of Committee which may cover premiums and renewal terms, costs for an extension to allow further efforts by the City to meet insurers demands, or confirming that coverage is expected to expire at the end of this month.

### **Alternatives for Consideration – see page 4**

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

**Financial:** The Paramedic Medical Malpractice Insurance Premium of \$68,588 plus taxes will be funded by the 2024 Risk Management Budget with any shortfall to be funded from year end surpluses or the Tax Stabilization Reserve (110046).



**SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice  
(LS24004) (City Wide)**

**Page 3 of 5**

The Cyber Insurance Premium once received will be funded by the 2024 Risk Management Budget with any shortfall to be funded from year end surpluses or the Tax Stabilization Reserve (110046).

Staffing: N/A

Legal: N/A

## **HISTORICAL BACKGROUND**

The insurance marketplace continues to be challenging for specific insurance lines such as Paramedic Medical Malpractice Liability as claims continue to grow in severity and frequency. Medical Malpractice coverage for paramedics used to be covered under the City's Municipal General Liability Insurance. Since 2019, insurers of municipalities have restricted Medical Malpractice Liability insurance relating to the operations of paramedics. Since that time a stand-alone insurance policy has been in place for municipal paramedic operations. There is a growing trend of allegations against municipalities for failing to deliver paramedic services in accordance with the applicable standards.

The City's broker, Arthur J. Gallagher Canada Limited ("Gallagher"), has advised that the insurer, Marsh Canada Liability Program/QBE, indicates the reason for the increase in premiums is primarily due to the rising claim costs in general attributed to inflationary trends. The City's broker has indicated that they are seeing anywhere between 6-15% increases in this line of coverage, where it is available.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

N/A

## **RELEVANT CONSULTATION**

Finance and Corporate Services and the City's Broker, Arthur J. Gallagher Canada Ltd.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

2024 Paramedic Medical Malpractice

The City has robust mandatory training in place for its paramedic services. As well, paramedic staff are required to review and understand the Ministry of Health (the "MOH") Basic Life Support Patient Care Standards, and Advanced Life Support Patient Care Standards along with any associated updates/changes to those standards when launched by the MOH. Hamilton Paramedic Service's policy and procedures are

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**SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice  
(LS24004) (City Wide)**

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**Page 4 of 5**

reviewed on a continual basis as part of a Collaborative High Reliability (Just Culture) process for quality reviews.

Staff are recommending approval of the Paramedics Medical Malpractice Policy with Marsh Canada Liability Program/QBE for the period January 30, 2024 to January 30, 2025.

#### 2024 Cyber Insurance

Since the third quarter of 2023 the City has been in regular contact with its broker and current insurer, to provide necessary information to obtain the renewal quotes for its annual cyber insurance policy. The insurer had received from the City all requested information, however, at the time of the writing of this report, staff continue to receive and respond to additional requests for information from the underwriter. A renewal quote has yet to be received for this policy which has an expiry date of January 31, 2024.

Given the extremely short turnaround time to provide authorization to bind coverage, staff have requested an extension of the coverage be granted into March to allow for a further report to Committee for proper authorization to be obtained once a renewal quote is received. Staff await confirmation of this extension as well as the renewal quote.

Staff are recommending that the City Solicitor be granted delegated authority to approve the renewal of the Cyber Insurance Policy and report back to Council with the updated renewal terms. There has been significant variation in the increases received by the City for the premium associated with the Cyber Insurance Policy over the past few years as depicted by the following chart.

Year	Premium	% Increase over Expiring Term
2023	\$456,670	3.2%
2022	\$442,500	330%
2021	\$103,000	11%
2020	\$92,675	9%

This delegated authority will be exercised to ensure a lapse of coverage is not experienced and if a quote and terms is not received prior to the date of Committee. The City Solicitor will report back to Council with the renewal terms.

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**SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice  
(LS24004) (City Wide)**

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**ALTERNATIVES FOR CONSIDERATION**

The broker has marketed for the City to obtain the best quotes for the necessary coverages. All viable options have been presented.

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

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**APPENDICES AND SCHEDULES ATTACHED**

None.



**CITY OF HAMILTON**  
**CITY MANAGER'S OFFICE**  
**Human Resources Division**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 17, 2024
<b>SUBJECT/REPORT NO:</b>	Ward Office Staffing Recommendations (HUR24001) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Lora Fontana (905) 546-2424 Ext. 4091 Nenzi Cocca (905) 546-2424 Ext. 3924
<b>SUBMITTED BY:</b>	Lora Fontana Executive Director Human Resources
<b>SIGNATURE:</b>	

## RECOMMENDATION

- (a) That staff be directed to increase each Ward Office staffing budget by one (1) full time equivalent (FTE) administrative position, salary grade 3, compensated at \$66,431-\$82,039 annually (2023) in order to ensure appropriate administrative support for business and operational continuity, and provide adequate coverage for legislated absences such as vacation, illness and/or to cover extra work. The cumulative amount for the proposed additional FTEs (N=15) is \$1.62 million and will be referred for consideration to the 2024 budget deliberations.
- (b) That staff be directed to conduct a non-union Job Evaluation of existing Ward Office positions to confirm the appropriate non-union salary grade, create accurate and up-to-date job descriptions and appropriate, consistent job functions/titles within the Ward Offices.
- (c) That Human Resources be directed to assign a dedicated HR staff resource for administrative support, using existing complement, in order to provide Councillors with the necessary support and assistance in regard to employment matters such as recruitment, onboarding, mandatory and required training, compliance with Corporate policies and procedures, and Council transition requirements.

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**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 2 of 7**

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- (d) That staff be directed to create a Council Staffing Policy, outlining roles and responsibilities of Members of Council for managing City employees working in their Ward Offices, and affirm applicable City Human Resource policy requirements as it relates to Ward Office staff.
- (e) That staff be directed to revise the process for formulating Ward Office Budgets to encompass only discretionary expenses, set at a fixed sum of \$55,710 for the year 2024, with provision for annual adjustments based on the Consumer Price Index.
- (f) That staff be directed to retain the Inner-City Fund for Wards 2, 3, 4, and 5 and that it be added to the fixed amount in recommendation (e).

**EXECUTIVE SUMMARY**

On April 26, 2023, Council approved a motion directing the City Manager and Executive Director of Human Resources to undertake a comprehensive review of the appropriate ongoing financial and staffing levels related to Ward Office Budgets and report back to General Issues Committee prior to its consideration of the 2024 operating budget. The scope of work was determined at the May 10, 2023 General Issues Committee meeting.

The deliverables of this review, conducted by a third-party consultant, included:

- A current state assessment on Ward staffing and functions (i.e., administration, communications, community engagement, research, etc.)
- A summary of the jurisdictional scan
- Options and recommendations for Ward Office budget methodology and staffing levels

Mungall Consulting Inc. (Mungall) was engaged to perform a comprehensive review of the Councillor Ward Offices, including financial (budget) and staffing levels. Mungall conducted consultations with Councillors and staff (focus groups), a jurisdictional scan of similar sized municipalities (City of Ottawa, City of London, and City of Windsor), as well as a review of previous Council reports regarding the budget methodology for the Ward Councillor Offices in order to develop a current and future state assessment and deliver recommendations regarding budget and staffing implications.

Findings of the review and recommendations were presented in-camera to the General Issues Committee on November 27, 2023 (Ward Office Staffing Review HUR23107). This report is in response to the Confidential Staff Direction provided at the November 27, 2023 General Issues Committee respecting Report HUR23107, Ward Office Staffing Review.

**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 3 of 7**

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The Mungall report identified compensation and staffing issues with a view to ensuring a fair and equitable approach across the Ward Offices. To this end, it is recommended that each Ward Office staffing budget be increased by one (1) full time equivalent (FTE) administrative position, salary grade 3, compensated at \$66,431-\$82,039 annually (2023) in order to ensure appropriate administrative support for business and operational continuity as well as provide for adequate coverage for legislated absences such as vacation, illness and/or to cover extra work.

**Alternatives for Consideration – see page 7**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** The recommendations to enhance the existing Ward Office staffing levels by one additional full time equivalent (FTE) would have a cumulative impact of \$1.62 million (referred for consideration to the 2024 budget deliberation). The extra \$1.62 million would contribute an additional 0.14% increase to the residential tax increase.

**Staffing:** It is recommended that Human Resources be directed to assign a dedicated HR resource through existing staff complement, in order to provide Councillors with support and assistance in regard to employment matters such as recruitment, onboarding, mandatory and required training, compliance with Corporate policies and procedures, and Council requirements. This would not require any additional resources or financial enhancements, as an existing HR staff resource will be assigned this work as part of their existing portfolio.

**Legal:** N/A

**HISTORICAL BACKGROUND**

At the April 26, 2023 Council meeting, Council approved the following motion:

“That Hamilton’s City Manager and Executive Director of Human Resources and their staff as needed, undertake a comprehensive review of the appropriate ongoing financial and staffing levels related to Ward Office Budgets and report back to General Issues Committee prior to its consideration of the 2024 operating budget.”

A report on the scope of this work was provided at the May 10, 2023 Council meeting. At the May 10, 2023 Council meeting, Hamilton City Manager and the Executive Director of Human Resources presented Report CM23015/HUR23008 (City Wide), recommending the Ward Office Budget review, including the in-scope and out of scope activities. This comprehensive review would include evaluation of the financing and

**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 4 of 7**

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staffing levels related to the Councillor Ward Office Budgets, including a current state assessment, a summary of the jurisdictional scan and recommendations around the Ward Office Budget methodology, and that up to \$50,000 be allocated to consulting costs to conduct the comprehensive review.

The deliverables from these activities were:

- A current state assessment on Ward staffing and functions (i.e., administration, communications, community engagement, research, etc.)
- A summary of the jurisdictional scan
- Options and recommendations for Ward Office Budget methodology and staffing levels

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Recommended decisions arising from this report would update the Methodology for Developing Elected Officials Office Budget and Ward Councillor Office Budget Policy.

It is also recommended that a Council Staffing Policy be created to outline roles and responsibilities of Members of Council for managing City employees working in their Ward Offices and affirm applicable City Human Resource policy requirements.

## **RELEVANT CONSULTATION**

Mungall Consulting Inc. (Mungall) was initially engaged to perform a comprehensive review of the Councillor Ward Offices, including financial (budget) and staffing levels. Mungall conducted consultations with Councillors and staff (focus groups), a jurisdictional scan of similar sized municipalities (City of Ottawa, City of London, and City of Windsor), as well as a review of previous Council reports regarding the budget methodology for the Ward Councillor Offices in order to develop a current and future state assessment and deliver recommendations regarding budget and staffing implications.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

### **Ward Office Staffing and Supports**

Mungall Consulting Inc. was engaged to conduct a comprehensive review of the financing and staffing levels related to the Councillor Ward Office Budgets.

Through a number of Councillor Office focus group sessions and staff interviews, as well as a review of a number of related documentation, it was clear that there is an inequity in the administration of compensation and staffing levels across the Ward

**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 5 of 7**

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Offices. Historically, each Ward Office has been funded for one (1) Administrative Assistant position (non-union) however in practice, staffing levels and assigned compensation has varied amongst the Ward Offices.

To this end, it is recommended that each Ward Office is assigned one (1) additional full time equivalent (FTE) Administrative position, salary grade 3 in order to provide adequate support for business and operational continuity as well as appropriate coverage for legislated absences such as vacation, illness and/or to cover extra work.

The current Ward Office Budget methodology provides for administrative coverage during vacations, at the Administrative Assistant II level, for a period of two weeks. This salary grade 2 is lower than the majority of current Ward Office staff salary ranges and is insufficient in terms of funding for the Ward Offices in order to adequately support vacation coverage with a qualified incumbent. Both the two-week funding allocation along with the complement support needed is inadequate in terms of supporting the Ward Offices for vacation period coverage, absence due to illness or other legislative leaves and does not provide sufficient support during times of additional workload.

It is further recommended that Human Resources be directed to assign a dedicated staff resource, through existing complement, to Councillors in order to provide support and assistance in regard to employment related matters such as recruitment, onboarding, mandatory and required training, compliance with Corporate policies and procedures, and Council transition requirements.

This dedicated staffing resource will ensure Councillors have the necessary assistance and resources to support their employees with such matters as onboarding and orientation, access to City assets such as mandatory and required training (for example Occupational Health & Safety Training) and assistance in navigating recruitment of new employees. This will also ensure all employment-related legislative requirements are met.

This dedicated position will continue to reside in Human Resources, reporting to the Director, Talent & Diversity, and will be available to Councillors and their Ward Office Staff as a resource and liaison to access HR related supports, tools and consultation on relevant policies and procedures.

It is further recommended that staff be directed to create a Council Staffing Policy, outlining roles and responsibilities of Members of Council for managing City employees working in their Ward Offices, and affirm applicable City Human Resources policy requirements as it relates to Ward Office staff.

The Council Staffing Policy will clarify the relevant City of Hamilton Human Resources Policies and Procedures that are applicable to Ward Office Staff, including entitlements

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**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 6 of 7**

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to things like vacation and benefits, and information and guidance related to employment matters. This Policy, in collaboration with the support of the dedicated HR staffing resource, will ensure Councillors and their Ward Office Staff have the resources and supports they need to ensure an equitable and consistent employment experience amongst Ward Offices. It will also support recruitment and retention of Ward Office Staff by formalizing the applicable policies, specifically those related to relevant entitlements, including total rewards and compensation.

### **Non-Union Job Evaluation**

It is recommended that, with the assistance of Human Resources, that Ward Office staff be directed to participate in a non-union Job Evaluation of existing Administrative Ward Office positions to confirm the appropriate non-union salary grade, create accurate and up-to-date job descriptions and appropriate, consistent job functions/titles within the Ward Offices.

The City of Hamilton utilizes a Job Evaluation system to measure non-union jobs, establish job classifications and job descriptions, and determine the relative value of the job through a measurement of skill, effort, responsibility and working conditions so that jobs can be compared to each other, and ensure equity across the organization. Currently, different Ward Offices employ different job positions that are compensated at different rates, which may not be reflective of the work being performed by the individuals in the position.

Updating and validating job descriptions, scope of work, function and the appropriate salary grade will provide consistency and equity between Ward offices, ensure positions are compensated at the appropriate rate and ensure Ward Offices are staffed with the necessary competencies and job functions.

### **Ward Office Budget Calculation**

Appendix "A" to Report HUR24001 illustrates the current Ward Office Budget calculation methodology in Table 1 and the what the revised budgets would look like if recommendations (e) and (f) are approved.

The jurisdictional scan completed by Mungall found that the median total 2023 annual Ward Office Budget allocated to all Ward Offices of \$54,457 is competitive and does not require enhancement to close any gap in funding relative to Single Tier municipal comparators.

The Inner-City Fund was established in 2004 to recognize the increased cost of Inner-City issues including social services, language barriers, addiction, density of second level lodging homes and Residential Care Facilities for Wards 2, 3, 4 and 5. Mungall's

**SUBJECT: Ward Office Staffing Recommendations (HUR24001) (City Wide) - Page 7 of 7**

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review found that Wards 2, 3 and 4 demonstrate the lowest years of life span and experience the highest rates of potentially avoidable deaths per 10,000 population among the 15 Wards. Wards 2 and 3 experience the highest levels of Emergency Visits and Hospitalizations, well above aggregate City Rates. Wards 2 and 5 demonstrate the highest rates of non-official languages spoken at home and as the first language of communication. Interviews with Ward Office staff confirm high incidence of constituency issues in relation to environment/health quality, income disparity, housing and rent insecurity, homelessness, addiction and acts of desperation. For these reasons, it is recommended that Wards 2, 3, 4, and 5 retain the Inner-City fund.

**ALTERNATIVES FOR CONSIDERATION**

Council could elect to continue with the current financing and staffing levels within the Council Ward Offices, however this may not provide sufficient coverage for business and operational continuity as well as support for employee absences such as vacation, illness, or coverage for circumstances where there is additional workload, without a potential adverse impact to business and operational continuity.

Alternatively, Council may elect to accept some of the proposed recommendations, for example the assignment of a dedicated Human Resources staff resource, which would ensure they have the support and assistance in regard to employment matters such as recruitment, onboarding, mandatory and required training and compliance with Corporate policies and procedures and Council transition requirements.

Council has the option to allocate an extra Full-Time Equivalent (FTE) exclusively in Wards where the Councillor deems it necessary. Any Councillor desiring to incorporate an extra FTE would formally communicate their intention in writing to the City Clerk by Thursday January 24, 2024. The cumulative amount will be calculated and presented for consideration during the 2024 Budget Deliberations.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report HUR24001 – Ward Office Budget Calculation

## Methodology for Developing Ward Office Budgets

### Current Budget Calculation:

The current Ward budgets are determined through consideration of various factors, including the number of households, population size, expenses related to Inner-City challenges, and costs associated with a geographically extensive and dispersed constituent population.

Table 1 illustrates the maximum and minimum Ward budgets based on these criteria.

<b>2023 RESTATED BUDGET</b>	<b>High</b>	<b>Low</b>
Councillor Salary & Benefits	134,075	134,075
Admin Assistant Salary & Benefits	101,174	101,174
Administration Coverage <sup>1</sup>	3,824	3,824
Information Mailings (2 Seasonal) <sup>2</sup>	8,454	4,326
Population Factor <sup>3</sup>	27,641	15,311
Student Accommodation Factor Benefit <sup>4</sup>	576	576
Geographic Factor		923
Inner City Fund <sup>5</sup>	13,848	
2019 Council Amendment <sup>6</sup>	11,800	11,800
Other Discretionary	12,647	12,647
<b>Total 2023 Budget</b>	<b>314,040</b>	<b>284,657</b>

<sup>1</sup> Administrative coverage - 2 weeks of salary at current Administrative Assistant II rate

<sup>2</sup> An allocation commensurate with the number of households in each Ward for the purpose of facilitating two seasonal information mailings

<sup>3</sup> Determined by Ward boundary data

<sup>4</sup> Established in 2004 to recognize the increased cost of Inner-City issues including social services, language barriers, addiction, density of second level lodging homes and Residential Care Facilities for Wards 2, 3, 4 and 5.

<sup>5</sup> Motion approved to redistribute \$177k for 2 FTEs - June 12, 2019

### Proposed Budget Calculation:

Table 2 illustrates what the 2023 budget would have looked like and what the 2024 budget will look like if approved. The Ward budgets would have a consistent base budget subject to an annual inflationary increase and the Inner-City fund would be retained for Wards 2, 3, 4, and 5.

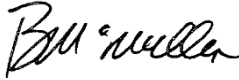
The employee related costs for all Elected Officials and their staff would be relocated to the General Legislative section as per recommendation in FCS18083(e).

	<b>2023</b>		<b>2024</b>	
	<b>W2,3,4,5</b>	<b>All other Wards</b>	<b>W2,3,4,5</b>	<b>All other Wards</b>
<b>2024 PROPOSED</b>				
Base budget subject to annual increase	54,457	54,457	55,710	55,710
Inner City Fund	13,848		14,166	
<b>Total Budget</b>	<b>68,305</b>	<b>54,457</b>	<b>69,876</b>	<b>55,710</b>

<sup>1</sup> Annual increase for 2024 is 2.3%.



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

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 17, 2024
<b>SUBJECT/REPORT NO:</b>	Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(e)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maja Walters (905) 546-2424 Ext. 5726
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

- (a) That Appendix "A" to Report FCS18083(e) Policy and Guidelines for Eligible Expenses for Elected Officials: Office of the Mayor, Legislative and Councillor Ward Office Budgets be approved;
- (b) That the Employee Related portion of Elected Officials Budgets be moved to the General Legislative Budget and the 2024 Budget be restated; and
- (c) That, effective 2023, the costs associated with employee leaves, excluding vacation, in all Elected Officials budgets be moved to General Legislative Budget.

### EXECUTIVE SUMMARY

The update to the Policy and Guidelines for Eligible Expenses for Elected Officials addresses the following:

- Expanded guidance on election campaign expenses
- Ensuring the privacy of Elected Officials' staff with respect to employee leaves
- Isolates staffing expenses from the overall office budget
- Introducing inflation factors to maximums set forth in the policy
- Updated guidance on cost of City Facilities for constituency offices
- Update and modernization of wording with respect to payments, digital tools and communication

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**SUBJECT: Policy and Guidelines for Eligible Expenses for Elected Officials  
(FCS18083(e)) (City Wide) – Page 2 of 4**

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**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: N/A

Staffing: N/A

Legal: N/A

**HISTORICAL BACKGROUND**

At its September 15, 2021 meeting, Council approved Appendix “A” to Report FCS18083(c) which updated the existing guidelines for Eligible Expenses for Elected Officials. The modifications encompassed not allowing sponsorships and donations during election periods, adherence to the City's Procurement By-Law for capital purchases, elimination of the obligation for Councillors to reimburse deficits in Ward Office Budgets resulting from employee leaves, and clarification regarding meeting expenses. The November 27, 2023 General Issues Committee meeting briefly addressed updates to the policy and guidelines (Report FCS18083(d)). The updated guidelines were not approved at that time and staff received direction to report back in January 2024.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The Recommendations in report FCS18083(e) are reflected in the Policy and Guidelines for Eligible Expenses for Elected Officials: Office of the Mayor, Legislative and Councillor Ward Office Budgets, as amended, attached as Appendix “A” to Report FCS18083(e).

**RELEVANT CONSULTATION**

Staff in the City Clerk's Office and Human Resources were consulted on the amendments to the Policy and Guidelines.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)****Expanded Guidance on Election Campaign Expenses**

The preceding policy revision restricted sponsorships and donations during an election year. The revised guidance aims to prevent the inappropriate use of City funds for election campaign expenses while preserving the ability of Elected Officials to continue to support community groups through donations. Consequently, the updated policy maintains the prohibition of sponsorships that publicize the Elected Official's name but permits donations, provided there is no public acknowledgment or recognition of the Elected Official's contribution to the organization.

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

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

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

**SUBJECT: Policy and Guidelines for Eligible Expenses for Elected Officials  
(FCS18083(e)) (City Wide) – Page 3 of 4**

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Likewise, tickets for events can be purchased using the Elected Official's budgets during the election period, provided that no activities described as campaign activities take place while attending the event.

**Ensuring the Privacy of Elected Officials' Staff with Respect to Employee Leaves**

As there are a limited number of staff in Elected Official's Offices, the disclosure of expenses related to employee leaves can easily lead to the identification of the specific employee. As such, it is recommended that costs associated with employee leaves be recorded in the General Legislative office budget to maintain confidentiality and employee privacy. This change was incorporated in Report FCS18083(d) that was expected to be approved by Council in 2023. With that report not being approved in 2023, this change is retroactively applied to 2023.

**Isolate Staffing Expenses from the Overall Office Budget**

To continue to uphold the confidentiality of Elected Officials' staff, it is advised to consolidate all employee-related expenses within the General Legislative budget. The Finance and Administration staff will retain the capability to segregate individual Elected Officials' budgets within the General Legislative budget; however, the information will be disclosed as an aggregated total. Elected Officials will retain accountability for both their Ward Office Budget and the Employee Related Budget. Should expenditures surpass the approved allocations in the Ward Office Budget and their share of the employee-related budget within the Legislative Budget, Councillors will be required to reimburse the City.

**Introducing Inflation Factors to Maximums Set Forth in the Policy**

The maximum of \$350 for donations and sponsorships was established in 2004. The suggested \$560 maximum was calculated by applying inflationary adjustments from 2004 to present. Introducing inflationary increases on the maximum limit for sponsorships and donations ensures that the real value of the financial threshold is maintained. It prevents the limit from becoming outdated and losing its effectiveness in covering the same scope of expenses. This also ensures that organizations supported by Elected Officials are not unintentionally penalized due to the erosion of the value of currency.

**Updated Guidance on Cost of City Facilities for Constituency Offices**

It is advisable to assign all expenses related to Elected Officials' utilization of City Facilities to the General Legislative Budget. Facility costs constitute an internal allocation charge and should not be factored into the computation of Elected Officials Budgets

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**SUBJECT: Policy and Guidelines for Eligible Expenses for Elected Officials  
(FCS18083(e)) (City Wide) – Page 4 of 4**

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Acknowledging the City of Hamilton's extensive and dispersed constituency, whose access to local government is constrained by geographical distance, the recommendation is to charge external leasing costs for a satellite office in Wards 9, 10, 11, 12, 13, and 15 to the General Legislative Budget if City-owned facilities are unavailable in those areas.

**Update and Modernization of Wording with Respect to Payments, Digital Tools and Communication**

This represents an administrative revision aimed at aligning the policy with contemporary norms regarding payments, digital tools, and communication. The updated policy acknowledges the prevalent online purchase of event tickets and eliminates the need for Petty Cash. Additionally, the revision equates newsletters, literature, materials, and traditional advertising forms with modern channels such as social media, search engine, and video advertising, along with Short Message Service (SMS) marketing. The refinement of language in these sections is intended to improve overall clarity.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report FCS18083(e) - Policy and Guidelines for Eligible Expenses for Elected Officials: Office of the Mayor, Legislative and Councillor Ward Office Budgets

MW/dt

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

**SECTION 1 – POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS**

POLICY STATEMENT	Expenses incurred by elected officials, while acting as members of Council, are paid by the City.
APPROVAL	Once Council has approved the annual budget, specific approval of individual expenditures is not required. Elected officials are responsible for monitoring their own budgets through the operating budget variance reporting process.
PURPOSE	This Policy establishes types of expenses, which will be paid by the City from the Council approved budgets. Specific restrictions identify those expenses which will not be paid by the City.
SCOPE	<p>This Policy applies to all expenses incurred annually, unless otherwise noted in this Policy, by the elected officials while conducting official City business and performing their duties as elected officials.</p> <p>Valid municipal expenditures will be paid by the City and should be charged to the correct account, regardless of whether there is a budget for that account. Elected officials are accountable for their expenditures, in aggregate, not by individual account line. This Policy is intended to provide flexibility to elected officials in managing their own budgets and programming.</p> <p>Supporting documentation required for payment for services or goods provided is:</p> <ol style="list-style-type: none"> <li>1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or</li> <li>2. If there is no invoice, a short description of the good or service and purpose of the purchase is required, as well as an alternative proof of payment (eg. Payment card statement)</li> </ol> <p>Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>
CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING	As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials. A statement of the expenses and revenues is available to the Councillors on a monthly basis and is reported to Council with the Corporate Operating Budget Variance Reports. Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.



**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<p>CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)</p>	<p>Current budget expense accounts are intended to cover all expenses incurred by elected officials, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office; communication with constituents; business entertainment and staff recognition; promotion; local travel; and attendance at functions on City business.</p> <p>Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.</p> <p>Elected officials' budgets shall not be used to provide a personal benefit to specific individual citizens or businesses (examples: payment of tax penalties, parking tickets, sponsorship of personal travel, etc.).</p>
<p>ELECTION CAMPAIGN EXPENSES</p>	<p>Expenses incurred to produce or distribute election campaign literature, materials, or any election campaign communication (eg. Newsletters, social media or search engine advertisements, video advertising, SMS marketing) will not be paid for by the City. No Elected Official, including candidates for election and those acclaimed to office, may distribute newsletters after August 31 of an election year.</p> <p>Requirements and restrictions relating to the use of city resources and city financial or in-kind contributions to election campaigns are outlined in Use of City Resources During an Election Policy.</p>
<p>SPONSORSHIPS DONATIONS TICKETS</p>	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the Elected Officials' Budget.</p> <p>Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees. Sponsorships / donations are limited to \$560 for 2024 per named organization per year. The \$560 maximum will be adjusted annually per the Ontario all items Consumer Price Index.</p> <p>Participation in charitable/community events through the purchase of tickets is limited to two tickets per</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

	<p>charitable/community organization per year, excluding any events led by the City (eg. Senior Awards Gala).</p> <p>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</p> <p>Events/programs that occur during the election period (from the first day that nominations can be filed for candidates until the day after the election) will not be eligible for funding as a sponsorship from the Elected Official's operating budget (even if the request is submitted prior to the first day that nominations can be filed).</p> <p>Donations to organizations from Elected Official's operating budget will be allowed with the provision that there is no public acknowledgement or recognition of the Elected Official's contribution to the organization.</p> <p>Tickets purchased from Elected Official's operating budget for an event in the election period (from the first day that nominations can be filed for candidates until the day after the election) will be allowed, provided that no activities described as campaign activities take place while attending the event.</p>
OFFICE EQUIPMENT EXPENSES	<p>Expenses for office equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City facilities.</p> <p>Furniture repairs and replacements will be funded from Corporate Budgets upon assessment from Facilities and approval by the General Manager of Finance &amp; Corporate Services.</p> <p>Each elected official is provided with a computer, other electronic equipment as required and access to a printer. The Councillors' Administrative Assistants and staff in the Office of the Mayor are each provided with a computer and access to a printer in accordance with City standards. Any additional computer equipment may be ordered through the Information Technology Division, Corporate Services Department.</p> <p>When the elected official is no longer in office, all equipment must be returned to the City per Procurement Policy.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)	Detailed procedures for accessing the City's financial system and for submitting incidental expense claims are available from the Financial Services Division, Corporate Services Department.
REIMBURSEMENT	Requests for reimbursement of out-of-pocket expenses and mileage will be submitted through the online expense portal. Out-of-pocket expenses include items such as business meals and parking. Purchase of tickets to community events should be requested through a Cheque Requisition payable to the event organization or through reimbursement requests if purchased online. Where the expense includes an overnight stay, the travel form/portal should be used.
SUPPORTING DOCUMENTATION	Scanned receipts and supporting documentation are to be provided with the request for reimbursement indicating: <ol style="list-style-type: none"> <li>1. the type of expense;</li> <li>2. date and purpose of event or meeting attended (if applicable); and</li> <li>3. appropriate account number within the applicable current budget must be provided with the request.</li> <li>4. Number of attendees.</li> </ol>
CHEQUE REQUISITION	Goods or services that are not ordered through the City's financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above.

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

**SECTION 2 – GUIDELINES**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Councillor Ward Budget Process and Guidelines	N/A	N/A	<p>For reference, the methodology for developing the Councillor Ward Office Budgets is included in a separate document, Methodology for Developing Ward Office Budgets.</p> <p>Councillors may submit requests for access to the Contingency Fund within the Legislative budget to Council for approval during the course of the year.</p> <p>Councillors will be required to reimburse the City for any expenditures exceeding their approved Ward budget and their portion of the employee related budget in the Legislative Budget.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Workplace Technology and Operational Resources (Note 1)	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Common office equipment (shredder, fax machine, printer) in accordance with corporate standards.</p>	<p>Expenses for shared office consumables (stationery, office supplies, etc.).</p> <p>Shared office equipment (shredder, one fax machine, printer).</p> <p>Computer hardware (in accordance with corporate standards) for Elected Officials and their staff.</p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
 Office of the Mayor, Legislative  
 and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Staffing (Note 2)		<p>Employee Related costs for one shared receptionist and associated vacation coverage.</p> <p>Employee Related costs for all Elected Officials and their staff.</p> <p>Costs of backfilling sick absences and parental leave, as well as, associated benefit costs will not be budgeted and actual backfilling expenses incurred will be excluded from overall expenditures in the Councillor's Office Ward Budget. In the case of such absences, the replacement must provide a similar level of service and as such the costs of backfilling should be comparable to the original costs.</p>	

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Parking: <ul style="list-style-type: none"> <li>• Parking for Elected Officials is provided free of charge.</li> <li>• Parking for elected officials' staff must be obtained or purchased in accordance with the corporate policy for parking.</li> </ul>		Parking expenses for qualifying staff of Elected Officials.	
Training / Strategic Planning		Costs for Council orientation, strategic planning and professional development.  Training costs for Elected Officials and their staff.	

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
<p>Communication with Constituents:  Expenses incurred in the communication of City and / or ward issues or items of interest to constituents</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; greeting cards; etc.</p> <p>Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>		<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; greeting cards; etc.</p>
<p>Facility Costs</p>	<p>N/A</p>	<p>Facility costs associated with offices within City facilities for all elected officials.  Expenses for external facilities are allowed in cases where City facilities are unavailable, but a satellite office is necessary. The qualifying wards for external facilities include 9, 10, 11, 12, 13, and 15.</p>	



**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Promotion	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</p> <p>Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</p>	N/A	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the individual Councillor.</p> <p>Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.</p>
Business Entertainment / Staff Recognition	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Scanned receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited.</p>	N/A	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. Scanned receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Local Travel Allowance	<p>The Mayor can choose between utilizing a City-provided vehicle or receiving a vehicle allowance.</p> <p>Mileage to and from the Mayor's home and City Hall will not be paid by the City.</p>	<p>Mileage and parking of Elected Officials and their staff for attendance at constituency and other meetings at locations other than City Hall, 71 Main St W.</p>	<p>Mileage to and from the elected official's home and City Hall will not be paid by the City.</p>
Attendance at Functions and Conferences		<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences. Scanned receipts and supporting documentation are to be provided as outlined above. Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</p>	<p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
Attendance at Functions / Conferences (Continued)		<p>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>Scanned receipts and supporting documentation are to be provided as outlined above.</p> <p>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City. Where the elected official is representing the City as a member of a board (excluding local boards such as Police Board), expenses incurred to attend functions and / or conferences related to this membership, as follows:</p> <p>FCM (2 members of Council)  AMO (2 members of Council)  Other (International Children's Games).</p>	

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Memberships	N/A	The cost of memberships for all Elected Officials (i.e., Federation of Canadian Municipalities, Association of Municipalities of Ontario, etc.).	N/A
Meeting Expenses	Meeting expenses incurred by the Mayor's Office in the course of doing City business.	<p>Expenses for meetings of Council as a whole. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation. Expenses for meetings of committees established by Council. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>The Office of the City Clerk will be responsible for set up requirements for meetings of Council and Committee meetings.</p>	<p>Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.</p> <p>Meeting expenses incurred by the Councillors in the course of doing City business.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Office of the Mayor, Legislative  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Meeting Expenses (continued)		Expenses for use of City Hall by community groups, inclusive of facility costs.	
Hosting of Conferences with Municipal Subject Content	N/A	Expenses representing contributions to events hosted by organizations with a municipal affiliation as approved by Council.	N/A
Internal Charge-backs or Cost allocations	Expenses related to services provided in-house, such as printing and photocopying and the purchase of items through the City's financial system will be charged to the account number in the budget for the Office of the Mayor provided with the requisition, if required, and no additional reporting is required.	Costs of liability insurance for general public liability, errors and omissions liability, comprehensive crime and conflict of interest for elected officials	Expenses related to services provided in-house, such as printing, photocopying, and the purchase of items through the City's financial system will be charged to the account number in the individual Councillor's ward office budget provided with the requisition, if required, and no additional reporting is required.

Note 1: City purchased furniture, fixtures, and equipment (FFE) including electronics purchased or reimbursed from the City Budget must remain the property of the City. An inventory of office related FFE must be maintained and tracked by the Ward Office Administrative Assistant. At the end of every Council term, the completed list must be submitted to the Office of the City Clerk.

Note 2: Contracts including offers of employment can only be signed by the Mayor and Elected Officials once they are sworn in.

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
 and Councillor Ward Office Budgets**

**SECTION 1 – POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS**

POLICY STATEMENT	Expenses incurred by elected officials, while acting as members of Council, are paid by the City.
APPROVAL	Once Council has approved the annual budget, specific approval of individual expenditures is not required. Elected officials are responsible for monitoring their own budgets through the operating budget variance reporting process.
PURPOSE	This Policy establishes types of expenses, which will be paid by the City from the Council approved budgets. Specific restrictions identify those expenses which will not be paid by the City.
SCOPE	<p>This Policy applies to all expenses incurred annually, unless otherwise noted in this Policy, by the elected officials while conducting official City business and performing their duties as elected officials.</p> <p>Valid municipal expenditures will be paid by the City and should be charged to the correct account, regardless of whether there is a budget for that account. Elected officials are accountable for their expenditures, in aggregate, not by individual account line. This Policy is intended to provide flexibility to elected officials in managing their own budgets and programming.</p> <p>Supporting documentation required for payment for services or goods provided is:</p> <ol style="list-style-type: none"> <li>1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or</li> <li>2. If there is no invoice, a short description of the good or service and purpose of the purchase is required, <u>as well as an alternative proof of payment (eg. Payment card statement)</u></li> </ol> <p>Expenses for goods or services of a personal nature are the responsibility of the individual elected official and will not be paid by the City.</p>
CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING	<p>As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials.</p> <p>A statement of the expenses and revenues is available to the Councillors on a monthly basis and is reported to Council with the Corporate Operating Budget Variance Reports. Councillors will be required to provide explanations of any variances at the aggregate level in accordance with corporate standards for reporting.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
and Councillor Ward Office Budgets**

<p>CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)</p>	<p>Current budget expense accounts are intended to cover all expenses incurred by elected officials, while conducting City business or promoting the City, including: expenses related to the management of the elected official's office; communication with constituents; business entertainment and staff recognition; promotion; local travel; and attendance at functions on City business.</p> <p>Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.</p> <p><u>Elected officials' budgets shall not be used to provide a personal benefit to specific individual citizens or businesses (examples: payment of tax penalties, parking tickets, sponsorship of personal travel, etc.);</u></p>
<p>ELECTION CAMPAIGN EXPENSES</p>	<p>Expenses incurred to produce or distribute election campaign literature, <del>or materials,</del> <u>or any election campaign communication (eg. Newsletters, social media or search engine advertisements, video advertising, SMS marketing)</u> will not be paid for by the City. <u>No Elected Official, including candidates for election and those acclaimed to office, may distribute newsletters after August 31 of an election year.</u></p> <p><u>Requirements and restrictions relating to the use of city resources and city financial or in-kind contributions to election campaigns are outlined in Use of City Resources During an Election Policy.</u></p> <p><del>In addition, newsletters may not be distributed after August 31 of an election year.</del></p>
<p><del>Sponsorship</del><u>SPONSORSHIPS</u> <u>DONATIONS</u> <u>TICKETS</u></p>	<p>Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the <del>City</del><u>Elected Officials' Budget.</u></p> <p>Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees. Sponsorships / donations are limited to <del>\$350</del> <u>\$560 for 2024</u> per named organization per year. <u>The \$560 maximum will be adjusted annually per the Ontario all items Consumer Price Index.</u></p> <p><u>Participation in charitable/community events through the purchase of tickets is limited to two tickets per</u></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
 and Councillor Ward Office Budgets**

	<p><u>charitable/community organization per year, excluding any events led by the City (eg. Senior Awards Gala).</u></p> <p><u>Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City.</u></p> <p><del>During an election year, sponsorships and donations will not be allowed from the first day that nominations can be filed for candidates, until the day after the election.</del></p> <p><u>Events/programs that occur during the election period (from the first day that nominations can be filed for candidates until the day after the election) will not be eligible for funding as a sponsorship from the Elected Official's operating budget (even if the request is submitted prior to the first day that nominations can be filed).</u></p> <p><u>Donations to organizations from Elected Official's operating budget will be allowed with the provision that there is no public acknowledgement or recognition of the Elected Official's contribution to the organization.</u></p> <p><u>Tickets purchased from Elected Official's operating budget for an event in the election period (from the first day that nominations can be filed for candidates until the day after the election) will be allowed, provided that no activities described as campaign activities take place while attending the event.</u></p>
<p><u>CAPITAL-RELATED OFFICE EQUIPMENT EXPENSES</u></p>	<p>Expenses for <del>minor capital</del><u>office</u> equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City <del>Hall</del><u>facilities</u>.</p> <p><u>Furniture repairs and replacements will be funded from Corporate Budgets upon assessment from Facilities and approval by the General Manager of Finance &amp; Corporate Services.</u></p> <p>Each elected official is provided with a computer <del>(either desktop, laptop, tablet and / or smartphone)</del>, <u>other electronic equipment as required</u> and access to a printer. The Councillors' Administrative Assistants and staff in the Office of the Mayor are each provided with a computer and access to a printer in accordance with City standards. Any</p>



**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
 and Councillor Ward Office Budgets**

	<p>additional computer equipment may be ordered through the Information Technology Division, Corporate Services Department.</p> <p><del>All capital purchases must adhere to the City's Procurement Policy.</del></p> <p>When the elected official is no longer in office, <del>capital</del> <u>all</u> equipment must be returned to the City per Procurement Policy.</p>
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<b>REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)</b>	Detailed procedures for accessing the City's <b>PeopleSoft</b> financial system and for submitting incidental expense claims are available from the Financial Services Division, Corporate Services Department.
<b><u>REIMBURSEMENT</u></b>	Requests for reimbursement of out-of-pocket expenses <u>and mileage should will</u> be submitted <del>by using the Statement of Mileage and Other Expenses Form</del> <u>through the online expense portal</u> . Out-of-pocket expenses include items such as business meals and parking. Purchase of tickets to community events should be requested through a Cheque Requisition payable to the event organization <del>and not through reimbursement requests</del> <u>or through reimbursement requests if purchased online. Where the expense includes an overnight stay, the travel form/portal should be used.</u>
<b><u>SUPPORTING DOCUMENTATION</u></b>	<p><del>Original Scanned</del> receipts and supporting documentation are to be provided with the request for reimbursement indicating:</p> <ol style="list-style-type: none"> <li>1. the type of expense;</li> <li>2. date and purpose of event or meeting attended (if applicable); and</li> <li><del>3. identification of all individuals whose expenses are being reimbursed. The</del> appropriate account number within the applicable current budget must be provided with the request.</li> </ol> <p><u>3.4. Number of attendees.</u></p>
<b><u>CHEQUE</u></b> <del>Petty Cash</del> <b><u>REQUISITION</u></b>	<del>Goods or services that are not ordered through the City's financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above. The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for</del>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
 and Councillor Ward Office Budgets**

	<p><del>administering the petty cash for their respective offices in accordance with the corporate procedures for petty cash. Original receipts and supporting documentation must be provided with the request for reimbursement as outlined above.</del></p>
<p><del>Cheque Requisition</del></p>	<p><del>Goods or services that are not ordered through the City's PeopleSoft financial system (such as registrations, subscriptions, etc.) may be paid for by cheque issued directly to the vendor. A cheque requisition must be submitted to Finance and Administration staff with supporting documentation, as described above.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
and Councillor Ward Office Budgets**

**SECTION 2 – GUIDELINES**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Councillor Ward Budget Process and Guidelines	N/A	<u>N/A</u>	<p><del>For The</del><u>reference, the</u> methodology for developing the Councillor Ward Office Budgets is included in a separate document, "Methodology for Developing <del>Elected Officials Office Budget and Ward Councillor Office Budgets.</del>" (<del>Appendix "A" to Report FCS18083(a)</del>)</p> <p>Councillors may submit requests for access to the <del>Legislative</del> Contingency Fund <u>within the Legislative budget</u> to Council for approval during the course of the year.</p> <p>Councillors will be required to reimburse the City for any expenditures exceeding their approved Ward budget <u>and their portion of the employee related budget in the Legislative Budget.</u> <del>This excludes costs of backfilling for sick absences and maternity / parental leave and associated benefit costs. Those costs associated with backfilling sick absences and maternity / parental leave will not be required to be reimbursed as per the Staffing description within this policy.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
<p><u>Workplace Technology and Operational Resources Office Equipment and Operating Supplies</u>  (Note 1)</p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p>Common office equipment (shredder, fax machine, <del>photocopier,</del> <u>printer</u>) in accordance with corporate standards.</p>	<p>Expenses for shared office consumables (stationery, office supplies, etc.).</p> <p>Shared office equipment (shredder, one fax machine, <del>photocopier,</del> <u>printer</u>).</p> <p><u>Computer hardware (in accordance with corporate standards) for Elected Officials and their staff.</u></p>	<p>Office expenses, including all office consumables (stationery, office supplies, organizers, etc.), office accessory items (desk lamps, pictures / certificate framing, etc.), letterhead and business cards and purchased publications (maps, magazines, newspapers, etc.).</p> <p><del>Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Staffing (Note 2)	<p><del>Compensation costs for all staff in the Office of the Mayor.</del></p>	<p><del>Compensation costs</del><u>Employee Related costs</u> for one shared receptionist and associated vacation coverage.</p> <p><u>Employee Related costs for all Elected Officials and their staff.</u></p> <p><u>Costs of backfilling sick absences and parental leave, as well as, associated benefit costs will not be budgeted and actual backfilling expenses incurred will be excluded from overall expenditures in the Councillor's Office Ward Budget. In the case of such absences, the replacement must provide a similar level of service and as such the costs of backfilling should be comparable to the original costs.</u></p>	<p><del>Compensation costs for all staff in the Councillor's office.</del></p> <p><del>Costs of vacation coverage for staff of the Councillor's office.</del></p> <p><del>Costs of backfilling sick absences and maternity / parental leave, as well as, associated benefit costs will not be budgeted and actual backfilling expenses incurred will be excluded from overall expenditures in the Councillor's Office Ward Budget. In the case of such absences, the replacement must provide a similar level of service and as such the costs of backfilling should be comparable to the original costs.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
 and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Parking: <ul style="list-style-type: none"> <li>• Parking for <del>E</del>elected <del>O</del>fficials is provided free of charge.</li> <li>• Parking for <u>elected officials'</u> staff must be obtained or purchased in accordance with the corporate policy for parking.</li> </ul>	<del>Parking expenses for qualifying staff of the Office of the Mayor.</del>	<u>Parking expenses for qualifying staff of Elected Officials.</u>	<del>Parking expenses for any qualifying staff of the Councillor's office.</del>
Training / Strategic Planning	<del>Training costs for staff in the Office of the Mayor. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.</del>	Costs for Council orientation, strategic planning and professional development.  <del>Training costs for one shared receptionist.</del> <u>Training costs for Elected Officials and their staff.</u>	<del>Training costs for all staff of the Councillor's office. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.</del>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
<p>Communication with Constituents: Expenses incurred in the communication of City and / or ward issues or items of interest to constituents</p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; <del>floral tributes or charitable donations in lieu of a floral tribute</del>; greeting cards; etc.</p> <p>Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</p>	<p><del>Costs of one telephone line for the receptionist.</del></p> <p><del>Costs of one shared fax line for all Councillors will be paid when the use is for City business.</del></p>	<p>Eligible expenses include, but are not limited to: mailings (printing, copying, postage, address lists); advertisements and inserts; room rentals; newspaper columns and television appearances; community association memberships; <del>floral tributes or charitable donations in lieu of a floral tribute</del>; greeting cards; etc.</p> <p><del>Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.</del></p>
<p><del>Constituency Office Facility Costs</del></p>	<p>N/A</p>	<p><del>N/A Facility costs associated with offices within City facilities for all elected officials. Expenses for external facilities are allowed in cases where City facilities are unavailable, but a satellite office is necessary. The qualifying wards for external facilities include 9, 10, 11, 12, 13, and 15.</del></p>	<p><del>All costs associated with a constituency office outside of City Hall, 71 Main Street West.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
 and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Promotion	<p>Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor.</p> <p>Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.</p>	N/A	<p>Costs for City souvenir items (mementoes) <u>which</u> are available for distribution at the discretion of the individual Councillor.</p> <p>Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.</p>
Business Entertainment / Staff Recognition	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. <del>Original-Scanned</del> receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited <del>for promotion and entertainment purposes.</del></p>	N/A	<p>Reasonable expenses associated with the entertainment of business contacts or the recognition of staff, such as business lunches or tickets to events, will be reimbursed when such entertainment is considered to be either necessary for the advancement of the interests of the City, or appropriate as a means of rewarding the efforts of staff. <del>Original-Scanned</del> receipts and supporting documentation are to be provided as outlined above and in accordance with the City's Policy for Business Travel, Seminars and Conferences.</p> <p>The purchase of alcohol is strictly prohibited <del>for promotion and entertainment purposes.</del></p>



**Policy and Guidelines for Eligible Expenses for Elected Officials:  
Budget for the Office of the Mayor, Legislative Budget  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Local Travel Allowance	<p><del>Mileage and parking for the Mayor for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</del>  <u>The Mayor can choose between utilizing a City-provided vehicle or receiving a vehicle allowance.</u></p> <p>Mileage to and from the Mayor's home and City Hall will not be paid by the City.</p>	<p><del>N/A</del><u>Mileage and parking of Elected Officials and their staff for attendance at constituency and other meetings at locations other than City Hall, 71 Main St W.</u></p>	<p><del>Mileage and parking for Councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton.</del></p> <p>Mileage to and from the elected official's home and City Hall will not be paid by the City.</p>
Attendance at Functions <u>and</u> / Conferences	<p><del>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</del></p> <p><del>Original receipts and supporting documentation are to be provided as outlined above.</del></p> <p><del>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</del></p>	<p><del>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</del>  <u>Scanned receipts and supporting documentation are to be provided as outlined above.</u>  <u>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</u>  <u>N/A</u></p>	<p><del>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</del></p> <p><del>Original receipts and supporting documentation are to be as outlined above.</del></p> <p>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.</p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Attendance at Functions / Conferences (Cont:inued)	<p><del>Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception. Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.</del></p>	<p><u>Expenses incurred to attend functions / conferences on City business, including transportation, parking, registration fees or tickets, meals and accommodation, and incidental expenses (such as tips, etc.) in accordance with the City's Policy for Business Travel, Seminars and Conferences.</u></p> <p><u>Scanned receipts and supporting documentation are to be provided as outlined above.</u></p> <p><u>Expenses to attend political fundraisers will be reimbursed if they advance the interests of the City.</u></p> <p>Where the elected official is representing the City as a member of a board (excluding local boards such as Police Board), expenses incurred to attend functions and / or conferences related to this membership, as follows:</p> <p>FCM (2 members of Council)  AMO (2 members of Council)  Other (International Children's Games).</p>	<p><del>All other expenses incurred to attend functions and / or conferences.</del></p> <p><del>Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.</del></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the Office of the Mayor, Legislative Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Memberships	N/A	The cost of memberships for <del>Council as a whole</del> <u>all Elected Officials</u> (i.e., Federation of Canadian Municipalities, Association of Municipalities of Ontario, etc.).	N/A
Meeting Expenses	<del>Expenses for meetings involving staff in the Office of the Mayor.</del> <u>Meeting expenses incurred by the Mayor's Office in the course of doing City business.</u>	<p>Expenses for meetings of Council as a whole. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>Expenses for meetings of committees established by Council. The receptionist (for the Councillors' offices) will be responsible for arranging for any refreshments for these meetings and administering this budget allocation.</p> <p>The Office of the City Clerk will be responsible for set up requirements for meetings of Council and Committee meetings.</p>	<p>Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc.</p> <p><u>Meeting expenses incurred by the Councillors in the course of doing City business.</u></p>

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Meeting Expenses (continued)		Expenses for use of City Hall by community groups, <u>inclusive of facility costs</u> . <del>Staff in the Facilities Section of the Public Works Department will be responsible for arranging for any refreshments and set up requirements for these functions and administering this budget allocation.</del>	
Hosting of Conferences with Municipal Subject Content	N/A	Expenses representing contributions to events hosted by organizations with a municipal affiliation as approved by Council.	N/A

**Policy and Guidelines for Eligible Expenses for Elected Officials:  
~~Budget for the~~ Office of the Mayor, Legislative ~~Budget~~  
and Councillor Ward Office Budgets**

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Internal Charge-backs or Cost allocations	Expenses related to services provided in-house, such as printing and photocopying and the purchase of items through the City's <del>PeopleSoft</del> financial system will be charged to the account number in the budget for the Office of the Mayor provided with the requisition, if required, and no additional reporting is required.	Costs of liability insurance for general public liability, errors and omissions liability, comprehensive crime and conflict of interest for elected officials	Expenses related to services provided in-house, such as printing, photocopying, <del>office space outside of City Hall (71 Main Street West)</del> and the purchase of items through the City's <del>PeopleSoft</del> financial system will be charged to the account number in the individual Councillor's ward office budget provided with the requisition, if required, and no additional reporting is required.

Note 1: ~~Office-related~~City purchased furniture, fixtures, and equipment (FFE) including electronics purchased or reimbursed from the City Budget must remain the property of the City. An inventory of office related FFE must be maintained and tracked by the Ward Office Administrative Assistant. At the end of every Council term, the completed list must be submitted to the Office of the City Clerk.

Note 2: Contracts including offers of employment can only be signed by the Mayor and Elected Officials once they are sworn in.

# CITY OF HAMILTON

## NOTICE OF MOTION

General Issues Committee: January 17, 2024

**MOVED BY COUNCILLOR N. NANN.....**

**Authorization to Enter into Grant and Loan Agreements as it Relates to Report PED17219, Properties and Process for Disposition of Lands for Affordable Housing (City Wide)**

WHEREAS, February 10<sup>th</sup>, 2016 by way of a Council Motion, Council authorized and directed the Establishment of an Affordable Housing Site Selection Sub-committee to devise a list of City of Hamilton-owned properties that could be offered to social housing providers for the purpose of building new affordable housing units; directed staff to prepare a Terms of Reference for the Affordable Housing Site Selection Sub-Committee and report back to the Emergency & Community Services Committee; and that the Community and Emergency Services and Planning and Economic Development staff report back with a process for offering City of Hamilton owned properties at no charge to not-for-profit or private sector housing providers/developers for the purpose of building new affordable housing units.;

WHEREAS on January 24, 2018, Council approved GIC Report 18-002, as staff presented report PED17219 at GIC on November 28, 2017, in response to Council’s direction of February 10<sup>th</sup>, 2016 to develop a disposition strategy of City owned lands to build new affordable housing units;

WHEREAS on January 24, 2018, Council approved GIC Report 18-002, staff recommendation (c) of report PED17219, which authorizes and directs staff to establish a capital reserve from which all net proceeds from the sale of properties identified for affordable housing are to be deposited, for use exclusively for new affordable housing development purposes, and all costs related to due diligence, and implementing the strategies outlined in appendixes to Report PED17219;

WHEREAS Affordable Housing Property Reserve (Account 112256) has been established and any positive net sales proceeds or income stream generated through the transaction of properties in this portfolio have been deposited in the Affordable Housing Property Reserve (Account 112256);

WHEREAS Affordable Housing Property Reserve (Account 112256) has a balance of approximately \$1 million as of November 29<sup>th</sup>, 2023;

WHEREAS Housing Services Division, wishes to immediately enter into an agreement with not for profit housing providers to provide additional capital funding to complete affordable housing projects that will create new affordable residential units, including but not limited to providers such as Sacajawea Non-profit Housing, Hamilton East Kiwanis Non-Profit Homes Inc. and City Housing Hamilton; and

WHEREAS previous Council reports did not request permission for the City to enter into Grant or Loan Agreements with affordable housing providers for the purpose of developing new affordable housing using the Affordable Housing Property Reserve; therefore, this motion seeks permission of Council to enter into either a Grant or Loan Agreement at the discretion of General Manager of Healthy and Safe Communities Department or their designate, and the authority to execute the agreement, providing the agreement is in a form satisfactory to the City Solicitor;

THEREFORE, BE IT RESOLVED:

- (a) That the City enter into a Grant or Loan agreements and any ancillary agreements, with non-profit affordable housing developers, funded by the Affordable Housing Property Reserve (Account 112256), for the development of new affordable housing units as determined by the General Manager of Healthy and Safe Communities ("GM"); and,
- (b) That that the General Manager of Healthy and Safe Communities be authorized to execute and administer the agreements and any ancillary documents, with terms and conditions satisfactory to the GM and in a form satisfactory to the City Solicitor.