



## **City of Hamilton**

# **CITY COUNCIL AGENDA**

**24-001**

**Wednesday, January 24, 2024, 9:30 A.M.**

**Council Chambers**

**Hamilton City Hall**

**71 Main Street West**

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### **Call to Order**

#### **1. APPROVAL OF AGENDA**

(Added Items, if applicable, will be noted with \*)

#### **2. DECLARATIONS OF INTEREST**

#### **3. CEREMONIAL ACTIVITIES**

#### **4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

4.1 December 13, 2023

#### **5. COMMUNICATIONS**

5.1 Correspondence from the City of Greater Sudbury requesting support for their resolution requesting that the province Amend the Occupational Health and Safety Act to Clarify the Definition of 'Employer'.

Recommendation: Be received.

- 5.2 Correspondence from Emily McIntosh respecting the Next Steps in Basic Human Rights legislation.  
Recommendation: Be received.
- 5.3 Correspondence from the Ministry of Municipal Affairs and Housing respecting Greenbelt Statute Law Amendment Act, 2023 receives Royal Assent - Legislation Returns Lands to the Greenbelt and Oak Ridges Moraine.  
Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.
- 5.4 Correspondence from the Township of Clearview requesting support for their resolution respecting Cemetery Transfer / Abandonment Administration and Management Support.  
Recommendation: Be received.
- 5.5 Correspondence from the Municipality of Grey Highlands requesting support for their resolution requesting that the Government of Ontario move to modernize the Ontario Energy Board's (OEB) Leave to Construct (LTC) process for smaller pipeline projects in  
order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner.  
Recommendation: Be received.
- 5.6 Correspondence from the City of Port Colborne requesting support for their resolution regarding 1/3 Funding Grant Programs.  
Recommendation: Be received.
- 5.7 A Petition from Jason Zhu on behalf of the residents living adjacent to the Hamilton Amateur Athletics Association (HAAA) grounds requesting public consultation to address concerns about the HAAA Renewal Plan.  
Recommendation: Be received.
- 5.8 Correspondence from the Town of Aurora requesting support for their resolution respecting Community Safety and Inciteful Speech.  
Recommendation: Be received.
- 5.9 Correspondence from the Town of Aurora requesting support for their resolution respecting Homelessness Crisis.  
Recommendation: Be received.

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

- 5.10 Correspondence from Karen Armstrong, Deputy CAO and Secretary-Treasurer, Grand River Conservation Authority advising the City of Hamilton that Grand River Conservation Authority will be considering the Municipal Apportionment, at their Board meeting on January 26, 2024 at 9:30 a.m. and that their Annual General Meeting will be held on February 23, 2024 at 9:30 a.m. to consider the approval of their 2024 budget.
- Recommendation: Be received.
- 5.11 Correspondence from Pauline Brewer respecting the LRT.
- Recommendation: Be received.
- 5.12 Correspondence from Marjorie and Nat Filice thanking Council for the completion of Initiative #4 of the Mountain Brow Scenic Trail.
- Recommendation: Be received.
- 5.13 Correspondence from James Kemp, Chair, Advisory Committee for Persons with Disabilities respecting the HSR Fare Assist Program and the Cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program.
- Recommendation: Be received and referred to the General Manager of Public Works for appropriate action.
- 5.14 Correspondence from James Lambert respecting the 2024 Budget.
- Recommendation: Be received.
- 5.15 Correspondence from Kamal Sardar requesting the True implementation of by-laws of taxicab 16(q) i& ii which will make easy access to get taxicab own plate for taxicab drivers.
- Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.
- 5.16 Correspondence from the City of Mississauga requesting support for their resolution respecting for significant reforms at the Landlord and Tenant Board.
- Recommendation: Be endorsed.
- 5.17 Correspondence from the Town of Mono requesting support for their resolution declaring a Road Safety Emergency.
- Recommendation: Be received.

## **6. COMMITTEE REPORTS**

- 6.1 Sole Voting Member of the Hamilton Tourism Development Corporation Report 23-001, December 14, 2023

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

- 6.2 Selection Committee for Agencies, Boards and Sub-Committees Report 24-001, January 11, 2024
- 6.3 Public Health Committee Report 24-001, January 15, 2024
- 6.4 Public Works Committee Report 24-001, January 15, 2024
- 6.5 Planning Committee Report 24-001, January 16, 2024
- 6.6 General Issues Committee Report 24-002, January 17, 2024
- 6.7 Audit, Finance and Administration Committee Report 24-001, January 18, 2024
- 6.8 Emergency and Community Services Committee Report 24-001, January 18, 2024

## **7. MOTIONS**

- 7.1 Amendment to the Climate Change Advisory Committee Terms of Reference and an Appointment to the Climate Change Advisory Committee - REVISED
- 7.2 Amendment to Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds, which was approved by Council on December 15, 2021
- 7.3 2024 Hamilton Vacant Residential Unit Tax - REVISED
- 7.4 Amendment to Item 5 of the Public Works Committee Report 23-010, respecting Standardization of Hamilton Water Equipment and Services (PW23049) (City Wide), which was approved by Council on July 14, 2023
- 7.5 Archiving Flamborough's Local History
- 7.6 Amendment to Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community-Building Fund, which was approved by Council on December 15, 2021
- 7.7 Request to Invest Transit Safe Restart Funding Towards Transit Initiatives

## **8. NOTICES OF MOTIONS**

## **9. STATEMENT BY MEMBERS (non-debatable)**

## **10. COUNCIL COMMUNICATION UPDATES**

- 10.1 December 8, 2023 to January 18, 2024

Members of the public can contact the Clerk's Office to acquire the documents considered at this meeting, in an alternate format.

## **11. PRIVATE AND CONFIDENTIAL**

### **11.1 Closed Session Minutes - December 13, 2023**

Pursuant to Section 9.3, Sub-section pursuant to Section 9.3 sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

### **11.2 Appointments to the Various City of Hamilton Agencies, Boards and Committees for the 2022-2026 Council Term**

Pursuant to Section 9.3, Sub-section pursuant to Section 9.3 sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

## **12. BY-LAWS AND CONFIRMING BY-LAW**

### **12.1 001**

To Amend By-law No. 01-218, as amended, Being a By-law to Regulate On-Street Parking  
Schedule 6 (Time Limit Parking)  
Schedule 8 (No Parking Zones)  
Schedule 10 (Alternate Side Parking)  
Schedule 12 (Permit Parking Zones)  
Schedule 13 (No Stopping Zones)  
Ward: 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13

### **12.2 002**

To Amend City of Hamilton By-law No. 22-221, Being a By-law for Delegation of Consent Authority and Constituting a Committee of Adjustment  
Ward: City Wide

### **12.3 003**

To Amend Hamilton Zoning By-law No. 6593 Respecting Lands Located at 83 and 85 Emerald Street South, Hamilton  
ZAC-22-053  
Ward: 3

12.4 004

To Amend Hamilton Zoning By-law No. 05-200 Respecting Lands Located at 83 and 85 Emerald Street South  
ZAC-22-053  
Ward: 3

12.5 005

To Adopt Official Plan Amendment No. 197 to the Urban Hamilton Official Plan Respecting 3011 Homestead Drive (Glanbrook)  
Ward: 11

12.6 006

To Establish City of Hamilton Land Described as Part of Lot 1 on Registered Plan 416, designated as Part 2 on 62R-22189 as Part of Jackson Street  
Ward: 1

12.7 007

To Designate Property Located at 7 Ravenscliffe Avenue, City of Hamilton as Property of Cultural Heritage Value  
Ward: 2

12.8 011

To Confirm the Proceedings of City Council

### 13. ADJOURNMENT



## CITY COUNCIL MINUTES 23-024

9:30 a.m.

December 13, 2023

Council Chamber

Hamilton City Hall

71 Main Street West

**Present:** Mayor A. Horwath  
Deputy Mayor A. Wilson  
Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, M. Francis,  
T. Jackson, C. Kroetsch, T. McMeekin, N. Nann, E. Pauls, M. Spadafora,  
M. Tadeson and M. Wilson

**Absent**  
**with Regrets:** Councillor T. Hwang - Personal

Mayor Horwath called the meeting to order and recognized that Council is meeting on the traditional territories of the Erie, Neutral, HuronWendat, Haudenosaunee and Mississaugas. This land is covered by the Dish with One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. It was further acknowledged that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. The City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and it was recognized that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

### APPROVAL OF THE AGENDA

The Clerk advised of the following changes to the agenda:

#### 5. COMMUNICATIONS

- 5.18 Correspondence from Susan J. Creer, who wants to grieve BIA/City taking away parking in the City lots.

Recommendation: Be received and referred to the consideration of Item 1 of General Issues Committee Report 23-033.

- 5.19 Correspondence from Karl Andrus, Executive Director, Hamilton Community Benefits Network respecting HSIR Work Program: City Property Review and Property Disposition Strategies PED23099(a)/HSC23028(a) – 171 Main St East.

Recommendation: Be received and referred to Item 8 of General Issues Committee Report 23-033.

## 7. MOTIONS

- 7.12 **2023** Hamilton Vacant Residential Unit Tax - **Revised**

## 8. NOTICES OF MOTION

- 8.1 Advocating for the Federal Government to Help Address the Food Insecurity Crisis Through the Federation of Canadian Municipalities (FCM)
- 8.2 Ontario Ministry of Transportation (MTO) to Upload the Red Hill Valley Parkway and Lincoln M. Alexander Parkway to Own, Operate and Maintenance as a Provincial Highway (Ward 1)
- 8.3 Amendment to Item 4 of the Public Works Committee Report 23-007, respecting Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide), which was approved by Council on May 15, 2023

## 11. PRIVATE AND CONFIDENTIAL

- 11.4 Appointments to Various Agencies, Boards and Sub-Committees for the 2022-2026 Council Term

## 15. BY-LAWS AND CONFIRMING BY-LAW

- 234 To Repeal and Replace By-law No. 06-026 to Regulate the Installation, Connection and Use of Sewers and Drains in the City of Hamilton  
Ward: City Wide
- 244 To Amend By-law No. 01-215, Being a By-law To Regulate Traffic  
Schedule 9 (No Right Turn on Red)  
Schedule 18 (Bicycle Lanes)  
Ward: 2, 7
- 245 To Establish City of Hamilton Land Described as Part of Block 148 on Plan 62M-1219, Designated as Part 3 on Plan 62R-22258 as Part of Lormont Boulevard  
Ward: 9
- 246 To Establish City of Hamilton Land Described as Part of Block 148 on Plan 62M-1219, designated as Parts 1 and 2 on Plan 62R-22258 as Part of Picardy Drive  
Ward: 9



**(Spadafora/Tadeson)**

That the agenda for the December 13, 2023 meeting of Council be approved, as amended.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**DECLARATIONS OF INTEREST**

Mayor A. Horwath declared a disqualifying interest to Item 7.12, 2023 Hamilton Vacant Residential Unit Tax, as she has a vacant property.

Councillor M. Wilson declared a non-disqualify interest to Item 11 of the General Issues Committee Report 23-033, respecting Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street (HSC22038(a)) (Ward 7), as her husband is the President and CEO of Hamilton Community Foundation which is referenced in the discussion of the report.

**CEREMONIAL ACTIVITIES****3.1 Winona Peach Festival Cheque Presentation**

Robert (Bob) Lockwood, Winona Peach Festival President presented Mayor Horwath and Ward Councillor Jeff Beattie with a cheque for loan repayment.

**APPROVAL OF MINUTES OF PREVIOUS MEETING****4. November 22, 2023 (Item 4.1), November 27, 2023 (Item 4.2) and December 4, 2023 (Item 4.3)****(Spadafora/Francis)**

That the Minutes of the November 22, 2023, November 27, 2023 and December 4, 2023 meetings of Council be approved, as presented.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>COMMUNICATIONS</b>
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**(A. Wilson/Cassar)**

That Council Communications 5.1 to 5.19 be approved, as follows:

- 5.1 Correspondence from Bonfield Township requesting support for their resolution urging Minister Thompson to address the issues of childcare availability in our province and to improve childcare availability.

Recommendation: Be received.

- 5.2 Correspondence from the County of Prince Edward requesting support for their resolution in support of the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems and certain water taking activities.

Recommendation: Be received.

- 5.3 Correspondence from Township of Puslinch respecting their in-depth review of the Office of the Auditor General of Ontario Report entitled "Value for Money Audit - Highway Planning and Management", requesting support for their request to the government and the Ministry of Transportation to return to an evidence-based infrastructure funding decision making model for major highway projects.

Recommendation: Be received.

- 5.4 Correspondence from the Town of Orangeville requesting support for their resolution respecting Ontario Works Financial Assistance Rates.

Recommendation: Be endorsed.

- 5.5 Correspondence from the Municipality of South Bruce requesting support for their resolution respecting the Ontario Association of Sewage Industry Services (OASIS)

Recommendation: Be received.

- 5.6 Correspondence from the Town of Aylmer requesting support for their resolution respecting Provincial Consideration for Amendments to the *Residential Tenancies Act*.

Recommendation: Be received.

- 5.7 Correspondence from the Honourable Graydon Smith, Minister of Natural Resources and Forestry in response to the City of Hamilton's endorsement of the resolution passed by Hamilton Region Conservation Authority's Board of Directors regarding changes to the *Conservation Authorities Act* and the Ontario Wetland Evaluation System.

Recommendation: Be received.

- 5.8 Correspondence from the Honourable Kinga Surma, Minister of Infrastructure following up on a discussion at the 2023 AMO Conference respecting financial assistance for infrastructure renewal, to support upgrades to the Woodward Drinking Water Treatment Plant; the removal and replacement of the Dundas Wastewater Treatment Plant and the modernizing the City's wastewater collection system.

Recommendation: Be received.

- 5.9 Correspondence from Christine Roarke respecting Pass the vacant unit tax by-law.

Recommendation: Be received.

- 5.10 Correspondence from Coleman Township requesting support for their resolution respecting the Ontario Conservation Officer's Association (OCO) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly.

Recommendation: Be received.

- 5.11 Correspondence from Dave Antunes respecting concerns with the City's decision to make disabled buses inaccessible to the disabled.

Recommendation: Be received and referred to the General Manager of Public Works for appropriate action.

- 5.12 Correspondence from Rick Johnson respecting Hamilton's \$500M airport district roads plan moves forward.

Recommendation: Be received and referred to the General Manager of Planning and Economic Development for appropriate action.

- 5.13 Correspondence from Steven Kaszab respecting futuristic household recycling.

Recommendation: Be received and referred to the General Manager of Public Works for appropriate action.

- 5.14 Correspondence from Jan Willem Jansen respecting their concern for Hamilton's few remaining wetlands and waterways.

Recommendation: Be received and referred to Item 6 of Planning Committee Report 23-020.

- 5.15 Correspondence from Watson & Associates Economists Ltd. respecting Royal Assent of Bill 134, *Affordable Homes and Good Jobs Act, 2023*.

Recommendation: Be received and referred to the General Manager of Finance and Corporate Services and the General Manager of Planning and Economic Development for appropriate action.

- 5.16 Correspondence from Mike Slattery respecting encampments.

Recommendation: Be received and referred to the General Manager of Healthy and Safe Communities for appropriate action.

- 5.17 Correspondence from Ijaz Ahmad respecting a request for increasing the Taxi Tariff according to the existing Minimum Wage per hour in Ontario.

Recommendation: Be received and referred to the consideration of Item 8 of Planning Committee Report 23-020.

- 5.18 Correspondence from Susan J. Creer, who wants to grieve BIA/City taking away parking in the City lots.

Recommendation: Be received and referred to the consideration of Item 1 of General Issues Committee Report 23-033.

- 5.19 Correspondence from Karl Andrus, Executive Director, Hamilton Community Benefits Network respecting HSIR Work Program: City Property Review and Property Disposition Strategies PED23099(a)/HSC23028(a) – 171 Main St East.

Recommendation: Be received and referred to Item 8 of General Issues Committee Report 23-033.

**Result: Motion on the Communication Items, CARRIED by a vote of 14 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis

YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
NOT PRESENT - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/Cassar)**

That Council move into Committee of the Whole for consideration of the Committee Reports.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<p style="text-align: center;"><b>SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES REPORT 23-015</b></p>
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**(Cassar/Tadeson)**

That Selection Committee for Agencies, Boards and Sub-Committees Report 23-015 being the minutes of the meeting held on Monday, November 20, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Selection Committee for Agencies, Boards and Sub-Committees Report 23-015, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko

YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

<b>GENERAL ISSUES COMMITTEE (RATE BUDGET) COMMITTEE REPORT 23-032</b>
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**(Danko/M. Wilson)**

That General Issues (Rate Budget) Committee Report 23-032, being the meeting held on Tuesday, November 21, 2023 and Monday, November 27, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the General Issues (Rate Budget) Committee Report 23-032, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

<b>CITYHOUSING HAMILTON CORPORATION SHAREHOLDER REPORT 23-004</b>
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**(Cassar/Clark)**

That CityHousing Hamilton Corporation Shareholder Report 23-004 being the minutes of the meeting held on Monday, November 27, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the CityHousing Hamilton Corporation Shareholder Report 23-004, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- NOT PRESENT - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Deputy Mayor - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<p style="text-align: center;"><b>SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES REPORT 23-016</b></p>
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**(Tadeson/A. Wilson)**

That Selection Committee for Agencies, Boards and Sub-Committees Report 23-016 being the minutes of the meeting held on Tuesday, November 28, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Selection Committee for Agencies, Boards and Sub-Committees Report 23-016, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- NOT PRESENT - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Deputy Mayor - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES  
REPORT 23-017****(Cassar/Tadeson)**

That Selection Committee for Agencies, Boards and Sub-Committees Report 23-017 being the minutes of the meeting held on Wednesday, November 29, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Selection Committee for Agencies, Boards and Sub-Committees Report 23-017, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**SOLE VOTING MEMBER OF THE HAMILTON FARMERS' MARKET, REPORT 23-004****(Tadeson/M. Wilson)**

That Sole Voting Member of the Hamilton Farmers' Market, Report 23-004 being the minutes of the meeting held on Thursday, November 30, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Sole Voting Member of the Hamilton Farmers' Market, Report 23-004, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls



- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Deputy Mayor - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**PUBLIC HEALTH COMMITTEE REPORT 23-012**

**(M. Wilson/Tadeson)**

That Public Health Committee Report 23-012, being the meeting held on Monday, December 4, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Public Health Committee Report 23-012, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- NOT PRESENT - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Deputy Mayor - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

**PUBLIC WORKS COMMITTEE REPORT 23-018**

**(Nann/Spadafora)**

That Public Works Committee Report 23-018, being the meeting held on Monday, December 4, 2023, be received and the recommendations contained therein be approved.

Upon Council’s request, Item 1 was voted on separately, as follows:

**1. Litter Management Service Enhancements (PW23076) (City Wide) (Item 8.1)**

- (a) That the following provisions to be used to enhance city-wide litter management in the public realm, be referred to the 2024 Tax Supported Operating Budget process;
  - (i) \$150,000 for the Environmental Services Division to be used to enhance litter prevention community engagement, and enhance materials required for both manual litter removal and litter container collection within parks and trails. This includes four Summer Student positions, which works out to 1.32 full-time equivalent employees;

- (ii) That 17 full-time Roadway Operator positions at an annual cost of \$1.373 million be added to the Transportation Division's 2024 staffing complement to be used to enhance roadway sweeping on transit routes, Business Improvement Areas and in cycle lanes and to create dedicated proactive and reactive litter removal services city-wide;
  - (iii) That one full-time Waste Management By-law Officer position at an annual cost of \$86,600 be added to the Waste Management Division's 2024 staffing complement to be used to enforce the Solid Waste Management and Parks By-law in Wards 1, 2 and 3;
  - (iv) That two full-time Waste Operator positions, two full-time Supervisor positions, four Seasonal Labourers and four Summer Students, which works out to 3.64 full-time equivalent employees at an annual cost of \$543,000 be added to the Waste Management Division's 2024 staffing complement to be used to enhance litter removal and sidewalk sweeping, within the downtown core to a seven day per week service level including the creation of a night shift;
- (b) That the following provisions to be used to enhance city-wide litter management in the public realm, be referred to the 2024 Tax Supported Capital Budget process;
- (i) That \$1.78 million be added to the Transportation Division's 2024 Tax Supported Capital Budget to be used to purchase equipment to support the enhanced litter management outlined in Recommendation (a) (ii) including four electric roadway sweepers, four support vehicles and four portable litter vacuums;
  - (ii) That \$175,000 be added to the Waste Management Division's 2024 Tax Supported Capital Budget to be used to purchase two support vehicles to support enhanced litter management within the downtown core outlined in Recommendation (a) (iv) above; and
- (c) That the total Operating Impacts from Capital at an annual cost of \$307,800 resulting from the approval of Recommendation (b), be referred to the 2024 Tax Supported Capital Budget process and if approved take into effect in 2025.

**Result: Motion on Item 1 of the Public Works Committee Report 23-018, CARRIED by a vote of 12 to 3, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
NO - Ward 8 Councillor John-Paul Danko  
NO - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson

YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
NO - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the Public Works Committee Report 23-018, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**PLANNING COMMITTEE REPORT 23-020**

**(Danko/Cassar)**

That Planning Committee Report 23-020, being the meeting held on Tuesday, December 5, 2023, be received and the recommendations contained therein be approved.

Upon Council's request, Item 8 was voted on separately, as follows:

**8. Taxi Industry Review Request (Item 12.1)**

WHEREAS, since the 2007 repeal and replacement of the City of Hamilton Licensing By-law, there have been 23 amendments to Schedule 25 (Taxi Schedule);

WHEREAS, each amendment to Schedule 25 was the result of ongoing collaborative engagement between City of Hamilton Licensing staff and members of the Taxi industry; and,

WHEREAS, no thorough review of Schedule 25 has occurred during this time and given the evolution of the taxi industry, a full review of Schedule 25 may be warranted and may also benefit from input from a broader range of stakeholders.

THEREFORE, BE IT RESOLVED:

That the appropriate City of Hamilton Licensing staff be requested to report back to the Planning Committee on the feasibility of reviewing Schedule 25 and whether a review, if deemed appropriate by staff, may benefit from including a broader range of stakeholders.

**Result: Motion on Item 8 of the Planning Committee Report 23-020, CARRIED by a vote of 10 to 4, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
NO - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
NOT PRESENT - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
NO - Deputy Mayor - Ward 13 Councillor Alex Wilson  
NO - Ward 1 Councillor Maureen Wilson

Upon Council's request, Item 9 was voted on separately, as follows:

**9. Annual Inactive Plate Rate (Item 12.2)**

WHEREAS, during the Pandemic, the taxi industry was declared an essential service and continues to be relied upon as trusted community partners who regularly assist Hamilton Police Services and residents with accessible transport needs;

WHEREAS, there are 470 total taxi plates in the City of Hamilton and a recent staff review determined approximately 120 of those plates ~~that~~ are currently inactive;

WHEREAS, during the Pandemic, the City of Hamilton invoked an inactive plate rate (for taxis not on the road) of approximately \$120; and,

WHEREAS, the Municipal Act only mandates cost recovery as relates to the cost of by-law enforcement. Since no inspections are currently undertaken with inactive plates there may be an opportunity to reduce the inactive plate fee back to the pandemic fee structure.

THEREFORE, BE IT RESOLVED:

That the appropriate City of Hamilton Licensing Department staff who currently oversee the Schedule 25 report back to Planning Committee respecting the feasibility of restoring an annual inactive plate rate to approximately \$120.

**Result: Motion on Item 9 of the Planning Committee Report 23-020, CARRIED by a vote of 11 to 4, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
NO - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
NO - Deputy Mayor - Ward 13 Councillor Alex Wilson  
NO - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the Planning Committee Report 23-020, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**HAMILTON POLICE SERVICES BOARD SELECTION COMMITTEE REPORT 23-006****(Nann/Spadafora)**

That Hamilton Police Services Board Selection Committee Report 23-006, being the meeting held on Tuesday, December 5, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Hamilton Police Services Board Selection Committee Report 23-006, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**GENERAL ISSUES COMMITTEE REPORT 23-033****(A. Wilson/Cassar)**

That General Issues Committee Report 23-033, being the meeting held on Wednesday, December 6, 2023, be received and the recommendations contained therein be approved.

**(Francis/Danko)**

That Item (j)(i)(ii) respecting Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies (PED23099(a) / HSC23028(a)) (City Wide), be lifted from the Information Section and be added as Item 19 of the General Issues Committee Report 23-033, as follows:

**19. Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies (PED23099(a) / HSC23028(a)) (City Wide) (Item 10.6)**

- (ii) That sub-sections (d) and (e) to Report PED23099(a) / HSC23028(a), Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies, be DEFERRED to the February 21, 2024 General Issues Committee to allow the Ward Councillor to consult with the local community:

- (d) That the property known as 5 Lake Avenue South, Stoney Creek be declared surplus to the requirements of the City of Hamilton, in accordance with the "Procedural By-law for the Sale of Land" being By-law No. 14-204, for the purposes of achieving the city's affordable housing objectives, and that staff be directed to use an open process to select a non-profit housing provider and negotiate an agreement for the disposition of 5 Lake Avenue South, Stoney Creek for net nominal value consideration, for the purpose of affordable housing, and report back to General Issue Committee for approval;
- (e) That staff be directed to use an open process to select a non-profit housing provider and negotiate an agreement for the disposition of 13 Lake Avenue South, Stoney Creek for net nominal value consideration, for the purpose of affordable housing, and report back to General Issue Committee for approval;

**Result: Motion to Lift Item (j)(i)(ii) and add it as Item 19 of the General Issues Committee Report 23-033, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**(Kroetsch/Nann)**

That Item 8(a) of General issues Committee Report 23-033 respecting Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies (PED23099(a) / HSC23028(a)) (City Wide) be **amended**, as follows:

**8. Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies (PED23099(a) / HSC23028(a)) (City Wide) (Item 10.6)**

- (a) That staff be directed ***to defer the disposition of city-owned property at 171 Main Street East until the Housing Secretariat can have a feasibility study conducted to evaluate the costs and benefits of both the current City staff recommendation and the potential to earmark the land for an affordable housing project and report back to the General Issues Committee no later than its meeting on March 20, 2024;***

**Result: Amendment to Item 8(a) of the General Issues Committee Report 23-033, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Upon Council's request, Item 19 was voted on separately, as follows:

- 19. Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies (PED23099(a) / HSC23028(a)) (City Wide) (Item 10.6)**
- (ii) That sub-sections (d) and (e) to Report PED23099(a) / HSC23028(a), Housing Sustainability and Investment Roadmap Work Program: City Property Review and Property Disposition Strategies, be DEFERRED to the February 21, 2024 General Issues Committee to allow the Ward Councillor to consult with the local community:
- (d) That the property known as 5 Lake Avenue South, Stoney Creek be declared surplus to the requirements of the City of Hamilton, in accordance with the "Procedural By-law for the Sale of Land" being By-law No. 14-204, for the purposes of achieving the city's affordable housing objectives, and that staff be directed to use an open process to select a non-profit housing provider and negotiate an agreement for the disposition of 5 Lake Avenue South, Stoney Creek for net nominal value consideration, for the purpose of affordable housing, and report back to General Issue Committee for approval;
- (e) That staff be directed to use an open process to select a non-profit housing provider and negotiate an agreement for the disposition of 13 Lake Avenue South, Stoney Creek for net nominal value consideration, for the purpose of affordable housing, and report back to General Issue Committee for approval;



**Result: Motion on Item 19 of the General Issues Committee Report 23-033, CARRIED by a vote of 9 to 6, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- NO - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- NO - Mayor Andrea Horwath
- YES - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- NO - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- NO - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- NO - Deputy Mayor - Ward 13 Councillor Alex Wilson
- NO - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the General Issues Committee Report 23-033, As Amended, CARRIED by a vote of 15 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- NOT PRESENT - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson
- YES - Ward 2 Councillor Cameron Kroetsch
- YES - Ward 15 Councillor Ted McMeekin
- YES - Ward 3 Councillor Nrinder Nann
- YES - Ward 7 Councillor Esther Pauls
- YES - Ward 14 Councillor Mike Spadafora
- YES - Ward 11 Councillor Mark Tadeson
- YES - Deputy Mayor - Ward 13 Councillor Alex Wilson
- YES - Ward 1 Councillor Maureen Wilson

<b>AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 23-019</b>
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**(Kroetsch/Jackson)**

That Audit, Finance and Administration Committee Report 23-019, being the meeting held on Thursday, December 7, 2023, be received and the recommendations contained therein be approved.

**(Danko/Spadafora)**

That Item 1(b) of the Audit, Finance and Administration Committee Report 23-019, respecting Options for the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (Outstanding Business List Item) (Item 8.1), be **amended** as follows:

**1. Options for the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (Outstanding Business List Item) (Item 8.1)**

- (b) That as an interim solution until legal authorization is received to implement a semi-autonomous Board of Health governance model, a change be made to the membership of the Public Health Standing Committee to include **eight six** City Council members, six community representatives, and one education representative, using the City of Hamilton's existing selection processes, and that for the foregoing purposes staff be directed to report back to the Public Health Committee to:
  - (i) Prepare any amendments to the Procedural By-law that shall create a new Public Health Standing Committee, which By-law shall be drafted to become effective not earlier than the date on which the existing Public Health Standing Committee has been dissolved by the Mayor pursuant to section 284.8(1) of the Municipal Act; and,
  - (ii) Prepare for approval the qualifications and criteria for the selection of the community representatives to ensure that the Public Health Standing Committee members represent the community and have the necessary skills and competencies.

**(Horwath/Clark)**

That Item 1 of the Audit, Finance and Administration Committee Report 23-019, respecting Options for the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (Outstanding Business List Item) (Item 8.1), including the presentation from the external consultant MASS LBP, be referred to the January 15, 2024 meeting of the Public Health Committee.

**Result: Motion on the referral of Item 1 of the Audit, Finance and Administration Committee 23-019, CARRIED by a vote of 12 to 3, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
NO - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora

NO - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**Result: Motion on the balance of the Audit, Finance and Administration Committee Report 23-019, CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**EMERGENCY AND COMMUNITY SERVICES COMMITTEE REPORT 23-015**

**(Clark/Jackson)**

That Emergency and Community Services Committee Report 23-015, being the meeting held on Thursday, December 7, 2023, be received and the recommendations contained therein be approved.

**Result: Motion on the Emergency and Community Services Committee Report 23-015, CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
NOT PRESENT - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/Cassar)**

That Section 5.8(2) of the City's Procedural By-law 21-021, as Amended, which provides that a minimum of 2 days shall pass before the Report of a Standing Committee, the Selection Committee, or other Committee that reports directly to Council is presented to Council to provide adequate opportunity for review, be waived in order to consider the Selection Committee for Agencies Boards and Sub-Committees Reports 23-018; 23-019 and 23-020.

**Result: Motion CARRIED by a 2/3rds vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES REPORT 23-018, REPORT 23-019 and REPORT 23-20</b>
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**(Cassar/Tadeson)**

That Selection Committee for Agencies, Boards and Sub-Committees Report 23-017, Report 23-018 and 23-019 being the minutes of the meetings held on Friday, December 8, 2023; Monday, December 11, 2023 and Tuesday, December 12, 2023 respectively, be received and the recommendations contained therein be approved.

**Result: Motion on the Selection Committee for Agencies, Boards and Sub-Committees Report 23-018, Report 23-019, and Report 23-020 CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin

YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/Cassar)**

That Council rise from Committee of the Whole.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(Tadeson/Spadafora)**

That Council recess from 12:05 p.m. to 12:40 p.m.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>MOTIONS</b>
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**7.1 Reconsideration of a decision that was approved at the July 14, 2023 Council meeting respecting Item 1 of the Public Works Committee Report 23-010, Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide)**

**(i) (Pauls/Tadeson)**

That Item 1 of Public Works Committee Report 23-010, respecting Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide), which was approved by Council on July 14, 2023 and reads as follows, be reconsidered:

**1. Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**

- (a) That the General Manager, Public Works or designate, be directed to suspend the HSR Temporary Transit Fare Special program and the Ontario Works Affordable Transit Pass program, effective December 31st, 2023, to introduce a pilot for HSR Fare Assist program, for the period of January 1, 2024 to June 30, 2026, and;
- (b) That the total cost over the life of the pilot program, estimated at \$3.28 million including 2 temporary full-time employees, be funded through any available provincial funding and/or the Provincial Gas Tax Reserve (reserve #112204), and;
- (c) That Council approve the request to expand/extend the contract for Self-Service Benefits Portal, provided by Clark Marketing Communications Contract #C003020, to include HSR Fare Assist program as a benefit for tracking and reporting at a one-time cost of \$24,000 to be funded through the Provincial Gas Tax Reserve (reserve #112204) in 2023, and;
- (d) That Council approve the transfer of \$248,680 allocated in the Ontario Works Division base levy for the Affordable Transit Pass to the Transit Division during the 2024 budget process, and;
- (e) That staff report back no later than March 2025 to provide a status update of the Fare Assist Program, including ridership, costs, and effectiveness, and;
- (f) That staff bring forward a final report to the 2026 budget process with recommendations regarding the status of the Fare Assist program.

**Result: Motion CARRIED by a 2/3rds vote of 9 to 4, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NO - Ward 12 Councillor Craig Cassar  
NO - Ward 9 Councillor Brad Clark

NO - Ward 8 Councillor John-Paul Danko  
NOT PRESENT - Ward 5 Councillor Matt Francis  
NO - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
NOT PRESENT - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(ii) Consideration of a decision that was approved at the July 14, 2023 Council meeting respecting Item 1 of the Public Works Committee Report 23-010, Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide)**

**(Pauls/Tadeson)**

That Item 1 of Public Works Committee Report 23-010, respecting Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide), which was approved by Council on July 14, 2023 and reads as follows, be considered:

- 1. Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**
  - (a) That the General Manager, Public Works or designate, be directed to the suspend the HSR Temporary Transit Fare Special program and the Ontario Works Affordable Transit Pass program, effective December 31st, 2023, to introduce a pilot for HSR Fare Assist program, for the period of January 1, 2024 to June 30, 2026, and;
  - (b) That the total cost over the life of the pilot program, estimated at \$3.28 million including 2 temporary full-time employees, be funded through any available provincial funding and/or the Provincial Gas Tax Reserve (reserve #112204), and;
  - (c) That Council approve the request to expand/extend the contract for Self-Service Benefits Portal, provided by Clark Marketing Communications Contract #C003020, to include HSR Fare Assist program as a benefit for tracking and reporting at a one-time cost of \$24,000 to be funded through the Provincial Gas Tax Reserve (reserve #112204) in 2023, and;
  - (d) That Council approve the transfer of \$248,680 allocated in the Ontario Works Division base levy for the Affordable Transit Pass to the Transit Division during the 2024 budget process, and;

- (e) That staff report back no later than March 2025 to provide a status update of the Fare Assist Program, including ridership, costs, and effectiveness, and;
  - (f) That staff bring forward a final report to the 2026 budget process with recommendations regarding the status of the Fare Assist program.
- (iii) **Amendment to Item 1 of Public Works Committee Report 23-010, respecting Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide)**

**(Pauls/Tadeson)**

WHEREAS, the Hamilton Street Railway (HSR) has developed a Fare Assist Program that will run from January 1, 2024 to June 30, 2026, that increases transit affordability in Hamilton by providing a 30% discount on current single-ride PRESTO fares for qualifying individuals based on total household income;

WHEREAS this new Fare Assist Program will result in the suspension of two existing programs, namely The Affordable Transit Pass program (offered to low-income HSR customers and Ontario Works and Ontario Disability Support Program recipients who are employed) and The Temporary Transit Fare Special Program – also known as the Voluntary Pay Program (allowing HSR customers who use a personal mobility device, including wheelchairs, scooters, and walkers, or are a Canadian National Institute for the Blind cardholder the option to voluntarily pay a fare);

WHEREAS the intention of the Fare Assist Program is intended to have more people be eligible for fare assistance than via The Affordable Transit Pass and The Temporary Transit Fare Special Program;

WHEREAS the impact of the Fare Assist Program is that many individuals with disabilities will be disproportionately impacted negatively and lose the benefit of free transit; and

WHEREAS City of Hamilton staff have estimated that over 88,000 people in Hamilton will qualify for fare assist, the number of individuals with disabilities that will lose the benefit of free transit is unknown as these riders are currently not tracked due to lack of payment.

THEREFORE, BE IT RESOLVED:

That Item 1 of Public Works Committee Report 23-010, respecting Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide), be **amended** to read as follows:

1. **Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**



- (a) That the General Manager, Public Works or designate, be directed to the suspend ~~the HSR Temporary Transit Fare Special program and~~ the Ontario Works Affordable Transit Pass program, effective December 31st, 2023, to introduce a pilot for HSR Fare Assist program, for the period of January 1, 2024 to June 30, 2026, and;
- (b) That the total cost over the life of the pilot program, estimated at ~~\$3.28~~ \$6 million, including 2 temporary full-time employees, be funded through any available provincial funding and/or the Provincial Gas Tax Reserve (reserve #112204), and;
- (c) That Council approve the request to expand/extend the contract for Self-Service Benefits Portal, provided by Clark Marketing Communications Contract #C003020, to include HSR Fare Assist program as a benefit for tracking and reporting at a one-time cost of \$24,000 to be funded through the Provincial Gas Tax Reserve (reserve #112204) in 2023, and;
- (d) That Council approve the transfer of \$248,680 allocated in the Ontario Works Division base levy for the Affordable Transit Pass to the Transit Division during the 2024 budget process, and;
- (e) That staff report back no later than March 2025 to provide a status update of the Fare Assist Program, including ridership, costs, and effectiveness, and;
- (f) That staff bring forward a final report to the 2026 budget process with recommendations regarding the status of the Fare Assist program.

**Result: Main Motion, As Amended, DEFEATED by a vote of 3 to 12, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
NO - Ward 12 Councillor Craig Cassar  
NO - Ward 9 Councillor Brad Clark  
NO - Ward 8 Councillor John-Paul Danko  
NO - Ward 5 Councillor Matt Francis  
NO - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
NO - Ward 6 Councillor Tom Jackson  
NO - Ward 2 Councillor Cameron Kroetsch  
NO - Ward 15 Councillor Ted McMeekin  
NO - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
NO - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
NO - Deputy Mayor - Ward 13 Councillor Alex Wilson  
NO - Ward 1 Councillor Maureen Wilson

(iv) **(Nann/A. Wilson)**

That Item 1 of Public Works Committee Report 23-010, respecting Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide), be **amended** to read as follows:

1. **Hamilton Street Railway (HSR) Fare Policies (PW23024(a)) (City Wide) (Item 8.1)**

- (a) That the General Manager, Public Works or designate, be directed to suspend the HSR Temporary Transit Fare Special program **with a six month grace period for those currently utilizing the HSR Temporary Transit Fare Special program (ending on June 30, 2024)** and the Ontario Works Affordable Transit Pass program, effective December 31st, 2023, to introduce a pilot for HSR Fare Assist program, for the period of January 1, 2024 to June 30, 2026, and;
- (b) That the total cost over the life of the pilot program, estimated at **\$3.83** million, including 2 temporary full-time employees, be funded through any available provincial funding and/or the Provincial Gas Tax Reserve (reserve #112204), and;
- (c) That Council approve the request to expand/extend the contract for Self-Service Benefits Portal, provided by Clark Marketing Communications Contract #C003020, to include HSR Fare Assist program as a benefit for tracking and reporting at a one-time cost of \$24,000 to be funded through the Provincial Gas Tax Reserve (reserve #112204) in 2023, and;
- (d) That Council approve the transfer of \$248,680 allocated in the Ontario Works Division base levy for the Affordable Transit Pass to the Transit Division during the 2024 budget process, and;
- (e) That staff report back no later than March 2025 to provide a status update of the Fare Assist Program, including ridership, costs, and effectiveness;
- (f) That staff bring forward a final report to the 2026 budget process with recommendations regarding the status of the Fare Assist program; and
- (g) **That staff be directed to report back to the Public Works Committee in September 2024 on the results of the six month grace period for those currently utilizing the HSR Temporary Transit Fare Special program (ending on June 30, 2024).**

**Result: Main Motion, As Amended, CARRIED by a vote of 14 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie

YES - Ward 12 Councillor Craig Cassar

YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
NO - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.2 Request for the Integrity Commissioner to Commence an Investigation  
(Selection Committee for Agencies, Boards and Sub-Committees)**

**(Cassar/Tadeson)**

WHEREAS, on September 12, 2023, the Selection Committee for Agencies, Boards and Sub-Committees received and referred the correspondence from A. Douglas Burns, Burns Associates (Appendix A - attached hereto), respecting the Committee of Adjustment, to the Integrity Commissioner for an investigation; and

WHEREAS, as per Section 11 (2) of the Integrity Commissioner By-law 16-288, Council may make, or refer, a Complaint directly to the Integrity Commissioner;

THEREFORE BE IT RESOLVED:

That the Integrity Commissioner be requested to commence an investigation into the content of the correspondence from A. Douglas Burns, Burns Associates (Appendix A - attached hereto) respecting the Committee of Adjustment.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson

YES - Ward 1 Councillor Maureen Wilson

**7.3 Amendment to Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds, which was approved by Council on December 15, 2021**

**(Beattie/Cassar)**

WHEREAS, the initial road projects selected by the former Ward 10 Councillor for the Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds (CCBF), which was approved by Council on December 15, 2021, consisted of Maple Drive, Spartan Avenue, and Millen Road, South of Highway 8 to Maple Drive;

WHEREAS, Maple Drive and Spartan Avenue in Ward 10 have been recently rehabilitated.

WHEREAS, Works intended for Millen Road, South of Highway 8 to Maple Drive require curb and sidewalk repairs beyond the funding allotment of remaining CCBF funds for Ward 10;

WHEREAS, Millen Road, South of Highway 8 to Maple Drive is undergoing substantial infill requiring future road cuts to install new utilities;

WHEREAS, the current Ward 10 Councillor has asked staff to substitute Fruitland Road for Millen Road as the road receives higher traffic volumes and has received numerous concerns from the public with regards to its condition;

WHEREAS, Fruitland Road has become surface deficient and is in need of resurfacing to improve rideability, public safety, preservation of the road asset from further deterioration, reduce ongoing maintenance costs, and to overall improve the level of service along Fruitland Road; and

WHEREAS, Remaining CCBF funds in conjunction with a contribution from the Councillor Initiative – Ward 10 Minor Maintenance CCBF will provide sufficient funding for milling and repaving of Fruitland Road from Highway 8 to Barton Street.

THEREFORE, BE IT RESOLVED:

That Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds, be **amended**, as follows:

**4. Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds (PW21073) (City Wide) (Item 10.1)**

- (a) That the Canada Community Building Fund investment of \$30 M be allocated to the list of projects in Appendix "B", **as amended by removing Millen Road and adding Fruitland Road (attached hereto)**, to Audit, Finance & Administration Committee Report 21-022;

- (b) That three Public Works temporary full time equivalents be hired for up to 24 months at an estimated cost of \$850,000 and funded from Unallocated Capital Levy Reserve 108020 to deliver the Canada Community-Building Fund projects; and,
- (c) That the Procurement Policy 4.9 Consulting and Professional Services requirements be waived to allow for the direct award of Roster Assignments above the \$150,000 threshold for consultancy work pertaining to the Canada Community-Building Fund projects.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.4 Support for the Issuance of a Manufacturer's Limited Liquor Sales Licence ("By the Glass") for Barrel Heart Brewing**

**(A. Wilson/Cassar)**

WHEREAS Barrel Heart Brewing is operating at Unit 101,104 King Street West, Dundas, Ontario;

WHEREAS the Barrel Heart Brewing has been issued a brewery retail license on January 11, 2023;

WHEREAS in addition to brewing beer, the business model has a retail, tourism and education component; and

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO) requires written notice from the Council of the Municipality within which the applicant's site is located confirming that it has passed a resolution in support of the issuance of a Manufacturer's Limited Liquor Sales Licence ("By the Glass"), for tastings.

THEREFORE, BE IT RESOLVED:

That the Council of the City of Hamilton confirms their support for the issuance of a Manufacturer's Limited Liquor Sales Licence ("By the Glass") for Barrel Heart Brewing located at Unit 101,104 King Street West, Dundas, Ontario.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**7.5 Amendment to Item 2 of the Public Works Committee Report 23-006, respecting Automated Traffic Enforcement – New Sites (PW23029) (City Wide)**

**(Nann/Spadafora)**

WHEREAS, staff inadvertently prepared the report respecting the Automated Traffic Enforcement – New Sites (PW23029) (City Wide), with a duplicate report number;

THEREFORE, BE IT RESOLVED:

That Item 2 of the Public Works Committee Report 23-006 respecting the Automated Traffic Enforcement – New Sites (PW23029) (City Wide), which was approved by Council on May 10, 2023, be **amended** by deleting report number "PW23029" and replacing it with the report number "**PW23080**", to read as follows:

**2. Automated Traffic Enforcement – New Sites (~~PW23029~~) (PW23080) (City Wide)**

- (a) That the twenty-four (24) proposed Automated Speed Enforcement (ASE) program operating locations, attached to Public Works Committee Report 23-006 as Appendix "A", be approved for implementation from August 2023 to August 2025;

- (b) That the Traffic By-law 01-215 be amended, to designate 19 new Community Safety Zones (CSZ) associated with the proposed ASE 2023-2025 program operating locations and to do some housekeeping amendments regarding existing CSZ locations, by passing the amending by-law attached to Report **PW23080** as Appendix “B”, which has been prepared in a form satisfactory to the City Solicitor;
- (c) That the following ten (10) locations be approved for the installation of Red Light Cameras (RLC) in 2023:
1. Cannon Street East at Wentworth Street – Westbound
  2. Burlington Street East at Ottawa Street North – Eastbound
  3. Rymal Road East at Upper Gage Avenue – Southbound
  4. Green Road at King Street East – Eastbound
  5. Garth Street at Rymal Road West – Southbound
  6. Fennell Avenue West at West 5<sup>th</sup> Street – Southbound
  7. Golf Links Road at Meadowlands Boulevard – Southbound
  8. Stone Church Road East at Upper Wellington Street – Southbound
  9. Parkdale Avenue North at Roxborough Avenue – Southbound
  10. Cochrane Road at Lawrence Road – Southbound;
- (d) That the existing RLC’s on Wilson Street at Wentworth Street North and Sanford Avenue North be decommissioned to coincide with the two-way conversion of Wilson Street – Victoria Avenue to Sherman Avenue, scheduled for reconstruction in 2023/2024, and subsequently relocated to:
1. Dundas Street at Main Street – Eastbound
  2. Cannon Street East at Gage Avenue North – Eastbound; and
- (e) That the funding to support and implement recommendations in report **PW23080** be funded from the RLC Reserve #112203 and the RLC Reserve #112203 be re-named to the Automated Traffic Enforcement Reserve to recognize it being composed of both RLC and ASE.

**Result: Motion CARRIED by a vote of 14 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls

NO - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

## 7.6 Ferguson Station Fence Improvements, 244 King Street East (Ward 2)

### (Kroetsch/Nann)

WHEREAS, Ferguson Station, located at 244 King Street East, is a unique parkette and public space for the Ward 2 community and beyond;

WHEREAS, the existing wooden property fence along the parkette's southern walkway and perimeter require replacement; and

WHEREAS, the Parks & Cemeteries capital budget does not have capacity to fund this improvement in 2023/2024.

THEREFORE, BE IT RESOLVED:

- (a) That the privacy fencing at Ferguson Station at 244 King Street East to be funded from the Ward 2 Capital Re-Investment Reserve #108052 at an upset limit, including contingency, not to exceed \$45,000 be approved; and
- (b) That the General Manager of Public Works be authorized and directed to approve and execute any and all required agreements and ancillary documents, in a form satisfactory to the City Solicitor, related to the fencing improvements at Ferguson Station, 244 King Street East, Hamilton.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson



**7.7 Request for the Integrity Commissioner to Commence an Investigation  
(Hamilton Police Services Board Selection Committee)**

**(Nann/Spadafora)**

WHEREAS, on December 5, 2023, the Hamilton Police Services Board Selection Committee approved a motion recommending that Council request an investigation by its Integrity Commissioner to determine whether there was a disclosure of confidential information during the selection process undertaken by the Hamilton Police Services Board Selection Committee; and

WHEREAS, as per Section 11 (2) of the Integrity Commissioner By-law 16-288, Council may make, or refer, a Complaint directly to the Integrity Commissioner;

THEREFORE BE IT RESOLVED:

That the Integrity Commissioner be requested to commence an investigation into an allegation respecting the disclosure of confidential information during the selection process undertaken by the Hamilton Police Services Board Selection Committee.

**(Pauls/Clark)**

That consideration of Item 7.7, respecting Request for the Integrity Commissioner to Commence an Investigation (Hamilton Police Services Board Selection Committee), be deferred until after Closed Session.

**Result: Motion CARRIED by a vote of 14 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
NO - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.8 Amendment to Item 7 of the Emergency and Community Services Committee Report 23-013, respecting Service Manager Consent for Corktown Co-operative Homes Development of 221 and 223 Charlton Avenue (HSC23056) (Ward 2), which was approved by Council on October 25, 2023**

**(Kroetsch/M. Wilson)**

WHEREAS, Corktown Co-operative Homes Inc. has indicated that an additional consent is required, further to consent approved by Council on October 25, 2023, for the development of their new project at 200 Forest Avenue, Hamilton, in order to proceed;

THEREFORE, BE IT RESOLVED:

That Item 7(f) of the Emergency and Community Services Committee Report 23-013, respecting Service Manager Consent for Corktown Co-operative Homes Development of 221 and 223 Charlton Avenue (HSC23056) (Ward 2), be **amended**, as follows:

**7. Service Manager Consent for Corktown Co-operative Homes Development of 221 and 223 Charlton Avenue (HSC23056) (Ward 2) (Item 10.7)**

- (f) That the City consent to a partial discharge **and partial conveyance** of the operating agreement registered as instrument number VM195526 from title to the portion of the lands municipally known as 200 Forest Avenue in Hamilton ~~which are being~~, **and consent to them being conveyed** to the City for road widening purposes, and that the City Solicitor or her designate be authorized to take all steps and sign all documents necessary to effect the partial discharge.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

## 7.9 Appointment of Sub-Committee Chairs and Vice Chairs

### (Beattie/Cassar)

- (a) That the following Chair and Vice Chair appointments to the Various Sub-Committees, be approved:

#### (i) SCHOOL BOARD PROPERTIES SUB-COMMITTEE

- (a) That Councillor Tadeson be appointed Chair of the School Board Properties Sub-Committee for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor Francis be appointed Vice Chair of the School Board Properties Sub-Committee for the remainder of the 2022-2026 Term of Council

#### (ii) LIGHT RAIL TRANSIT SUB-COMMITTEE

- (a) That Councillor Nann be appointed Chair of the Light Rail Transit Sub-Committee for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor Kroetsch be appointed Vice Chair of the Light Rail Transit Sub-Committee for the remainder of the 2022-2026 Term of Council.

#### (iii) TRANSIT AREA RATING REVIEW SUB-COMMITTEE

- (a) That Councillor Cassar be appointed Chair of the Transit Area Rating Review Sub-Committee for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor McMeekin be appointed Vice Chair of the Transit Area Rating Review Sub-Committee for the remainder of the 2022-2026 Term of Council.

#### (iv) HAMILTON WATER SUB-COMMITTEE

- (a) That Councillor A. Wilson be appointed Chair of the Hamilton Water Sub-Committee for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor Hwang be appointed Vice Chair of the Hamilton Water Sub-Committee for the remainder of the 2022-2026 Term of Council.

**(v) NON-UNION COMPENSATION SUB-COMMITTEE**

- (a) That Councillor A. Wilson be appointed Chair of the Non-Union Compensation Sub-Committee for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor Kroetsch be appointed Vice Chair of the Non-Union Compensation Sub-Committee for the remainder of the 2022-2026 Term of Council.

**(vi) MUNICIPAL DRAINAGE COURT OF REVISION**

- (a) That Councillor Beattie be appointed Chair of the Municipal Drainage Court of Revision for the remainder of the 2022-2026 Term of Council; and
- (b) That Councillor Tadeson be appointed Vice Chair of the Municipal Drainage Court of Revision for the remainder of the 2022-2026 Term of Council.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**7.10 Appointment of Standing Committee Chairs and Vice Chairs for 2024****(A. Wilson/Cassar)**

- (a) That the following members of Council be appointed as Chair and Vice Chair (1<sup>st</sup> and 2<sup>nd</sup>, where applicable) of the following Standing Committees:

**(i) PUBLIC WORKS COMMITTEE**

- (1) That Councillor Spadafora be appointed Chair of the Public Works Committee for 2024; and

- (2) That Councillor A. Wilson be appointed Vice Chair of the Public Works Committee for 2024

**(ii) PLANNING COMMITTEE**

- (1) That Councillor Cassar be appointed Chair of the Planning Committee for 2024;
- (2) That Councillor M. Wilson be appointed 1<sup>st</sup> Vice Chair of the Planning Committee for 2024; and
- (3) That Councillor Hwang be appointed 2<sup>nd</sup> Vice Chair of the Planning Committee for 2024

**(iii) AUDIT, FINANCE AND ADMINISTRATION COMMITTEE**

- (1) That Councillor Hwang be appointed Chair of the Audit, Finance and Administration Committee for 2024; and
- (2) That Councillor Spadafora be appointed Vice Chair of the Audit, Finance and Administration Committee for 2024.

**(iv) EMERGENCY AND COMMUNITY SERVICES COMMITTEE**

- (1) That Councillor A. Wilson be appointed Chair of the Emergency and Community Services Committee for 2024; and
- (2) That Councillor Kroetsch be appointed Vice Chair of the Emergency and Community Services Committee for 2024.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.11 Accessibility Investment in Bennetto Community Centre Auditorium (Ward 2)****(Kroetsch/A. Wilson)**

WHEREAS, the City of Hamilton owned recreation facilities in Ward 2 are maintained by the City of Hamilton's Corporate Facilities & Energy Management Division, Public Works, and operated by the Recreation Division;

WHEREAS, the Bennetto Community Centre Auditorium with its purpose-built stage and bench seating is a unique asset within the Recreation portfolio with the capacity to seat one hundred and fifty people and provide a performance atmosphere for arts and music as well as accommodate public engagement and presentation space;

WHEREAS, the 2022-2023 Council Priorities were developed to reflect Hamilton's most pressing needs and biggest opportunities and, increased access to recreational facilities and services is a measure of success in achieving the outcome of providing vibrant parks, recreation and public spaces;

WHEREAS, the Recreation Master Plan (2022) guiding principles are the foundation for recommendations to inform future decisions related to its implementation and, equity and inclusion, and high-quality facilities and services are identified as two of these five guiding principles;

WHEREAS, the Bennetto Community Centre is identified as highly accessible in common areas excluding the auditorium which is accessed by staircase and not inclusive for individuals experiencing mobility considerations;

WHEREAS, the Bennetto Community Centre is a high use, year-round facility and the enhancement of the auditorium to accommodate users with mobility considerations, will draw more users to the space and create a more welcoming and inclusive environment for the community;

WHEREAS, Public Works staff will engage an Architect to provide an accessibility improvement design that takes into consideration adequate egress for fire code and the cost of any structural modifications needed as a result, and in the interim, staff have provided a preliminary high level estimate of costs; and

WHEREAS, improvements to audio and visual equipment and stage curtains for the stage need to be addressed and should be scheduled to be completed while accommodation work is being undertaken to minimize facility impacts and maximize available funding;

THEREFORE, BE IT RESOLVED:

- (a) That Public Works staff be authorized and directed to retain a Prime Design Consultant to undertake detailed design and construction of an accessibility solution for the Bennetto Community Centre Auditorium to provide access for users with mobility considerations;

- (b) That the funding for the Bennetto Community Centre Auditorium audio/visual upgrades, stage curtains and accessibility improvements, including any contingency costs, up to a maximum of \$700,000, be approved and be funded from the Ward 2 Capital Re-Investment Reserve (108052); and
- (c) That staff be directed to report back to Public Works Committee with a revised option for a funding contribution to this project to further off-set costs, should opportunities for contributory funding through applicable approved capital accessibility programs be made available before construction is completed; and
- (d) That the General Manager, Public Works Department be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Mayor Horwath relinquished the chair to Councillor A. Wilson due to a conflict of interest on the following matter.

**7.12 2023 Hamilton Vacant Residential Unit Tax - Revised**

**(Nann/Tadeson)**

WHEREAS, a Vacant Residential Unit Tax is intended to support Hamilton's housing efforts by encouraging property owners to rent or sell vacant units; and

WHEREAS, on November 22, 2023, Hamilton City Council voted against the approval of a Hamilton Vacant Residential Unit Tax By-law being a By-law to Establish a Vacant Unit Tax to impose a tax upon residential units that were vacant in 2023;

THEREFORE, BE IT RESOLVED:

- (a) 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
  - (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.***

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
CONFLICT - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Mayor Horwath assumed the chair for the remainder of the meeting.



### 7.13 **Advocating for the Federal Government to Help Address the Food Insecurity Crisis Through the Federation of Canadian Municipalities (FCM)**

**(Nann/A. Wilson)**

WHEREAS, financial and affordability pressures related to soaring mortgage and rent costs, inflated grocery costs, stagnating wages, and limited avenues for social assistance have pushed significantly more people toward food insecurity;

WHEREAS, people with fixed incomes, including seniors and students, continue to struggle disproportionately as their dollars are being spread thinner;

WHEREAS, challenges are also continuing to grow for working people, renters, and people living in remote and northern regions of Canada;

WHEREAS, racialized Canadians are disproportionately impacted by each of these factors, as the systemic barriers they face have been further exacerbated by the economic and affordability crisis of the past few years;

WHEREAS, foodbanks were established as a temporary solution to the increasing cost of food and needs in the community but are now part of a system that government and communities heavily and increasingly rely on;

WHEREAS, it has been a full year since Food Banks Canada sounded the alarms in the *HungerCount 2022* report, calling for action to be taken immediately to help the millions of struggling Canadians from coast to coast to coast;

WHEREAS, the latest Food Banks Canada report from March 2023, indicates that nearly 2 million Canadians accessed food banks across the country, a 32 per cent increase from March 2022 and a 78.5 per cent increase from March 2019, which is the highest year-over-year increase in usage ever reported;

WHEREAS, the “Emergency Food Security Fund” was established to address urgent needs during the pandemic but food insecurity has only worsened, and the federal government no longer has a program to ongoingly provide support to Food Banks;

WHEREAS, the majority of support received by foodbanks is through community fundraising and donations but given financial pressures faced by individuals, these donations are declining;

WHEREAS, in certain communities, people who were donating to food banks are now instead accessing the food bank;

WHEREAS, one in four foodbanks worry they will need to pause or reduce service due to lack of resources; and

WHEREAS, the need to address the food insecurity crisis touches on many of FCM’s focus areas, more specifically “Inclusive Communities: Canada works better when everyone can achieve their potential. We help build inclusive communities that ease the economic and social barriers people face in their everyday lives.”

THEREFORE, BE IT RESOLVED:

That the Federation of Canadian Municipalities (FCM) be requested, through resolution at its upcoming Board Meeting and AGM, to advocate the federal government to help address the food insecurity crisis by providing emergency funding to foodbanks.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**7.14 Ontario Ministry of Transportation (MTO) to Upload the Red Hill Valley Parkway and Lincoln M. Alexander Parkway to Own, Operate and Maintenance as a Provincial Highway (Ward 1)**

**(M. Wilson/Horwath)**

WHEREAS, the Red Hill Valley Parkway operates as a 9 kilometer multi-lane municipal urban freeway in length, with operating speeds of 80km/hr, an approximate Annual Average Daily Traffic of 92,000, and with 7 interchanges;

WHEREAS, The Red Hill Valley Parkway is a direct link to the Queen Elizabeth Highway which is owned and operated by the Ontario Ministry of Transportation (MTO);

WHEREAS, The Red Hill Valley Parkway connects at the south end to the Lincoln M. Alexander Parkway which is an 8 kilometer multi-lane municipal urban freeway in length, with operating speeds of 90km/hr, an approximate Annual Average Daily Traffic of 88,000, and 7 interchanges;

WHEREAS, The Lincoln M. Alexander Parkway is a direct link to Highway 403 which is owned and operated by the Ontario Ministry of Transportation (MTO);

WHEREAS, The Premier Doug Ford and Toronto Mayor Olivia Chow just announced a deal that includes oversight of two major Toronto highways; the Gardiner and the Don Valley Parkway which will be uploaded to the Provincial Government of Ontario; and

WHEREAS, The Red Hill Valley Parkway Inquiry recommended that the City of Hamilton should adopt processes for a comprehensive traffic safety approach similar to the MTO to monitor and address traffic safety issues that arise on the RHVP and LINC.

THEREFORE, BE IT RESOLVED:

- (a) That the Mayor of the City of Hamilton and Government Relations Staff facilitate a meeting with the Provincial Government and Ontario Ministry of Transportation (MTO) to begin discussions on the possibility of uploading both Parkways (Red Hill Valley Parkway and Lincoln M. Alexander Parkway) to own, operate and maintain;
- (b) That the Public Works and Planning and Economic Development Departments assist with technical details and analysis to support the possible upload by the Provincial Government and Ontario Ministry of Transportation (MTO); and
- (c) That the City Solicitor be directed to review the Haudenosaunee-Hamilton Red Hill Agreements and to provide a comprehensive opinion to the General Issues Committee with respect to the impact of the Haudenosaunee-Hamilton Red Hill Agreements, including any suggested steps or actions that need to be taken, in conjunction with the possible upload of the Red Hill Parkway to the Province.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**7.15 Amendment to Item 4 of the Public Works Committee Report 23-007, respecting Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide), which was approved by Council on May 15, 2023**

**(Nann/Cassar)**

WHEREAS, it is necessary to amend ESRI Canada Inc to ESRI Canada Limited in Appendix 'A' to Public Works Committee Report 23-007, in order to finalize the contract documents.

THEREFORE, BE IT RESOLVED:

That Item 4 of the Public Works Committee Report 23-007, respecting Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide), be **amended**, as follows:

**4. Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide) (Item 11.1)**

- (a) Pursuant to Procurement Policy #14 – Standardization, that Council approve the continued standardization of field equipment, supplies and office related systems identified in Appendix “A”, as **Amended**, to Public Works Committee Report 23-007 until May 31, 2027 and that the General Manager, Public Works Department, or designate, be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with the suppliers identified in Appendix “A” with content acceptable to the General Manager of Public Works, and in a form satisfactory to the City Solicitor and Procurement; and
- (b) That the General Manager, Public Works, or designate, be authorized to amend any Contracts executed and any ancillary documents as required in the event that suppliers identified in Appendix “A”, as **Amended**, to Public Works Committee Report 23-007 undergoes a name change in a form satisfactory to the City Solicitor.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

<b>NOTICES OF MOTION</b>
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**8.1 Advocating for the Federal Government to Help Address the Food Insecurity Crisis Through the Federation of Canadian Municipalities (FCM)****(Nann/A. Wilson)**

That the Rules of Order be waived to allow for the introduction of a motion respecting Advocating for the Federal Government to Help Address the Food Insecurity Crisis Through the Federation of Canadian Municipalities (FCM).

**Result: Motion CARRIED by a 2/3rds vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
NOT PRESENT - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.13.

**8.2 Ontario Ministry of Transportation (MTO) to Upload the Red Hill Valley Parkway and Lincoln M. Alexander Parkway to Own, Operate and Maintenance as a Provincial Highway (Ward 1)****(M. Wilson/Tadeson)**

That the Rules of Order be waived to allow for the introduction of a motion respecting Ontario Ministry of Transportation (MTO) to Upload the Red Hill Valley Parkway and Lincoln M. Alexander Parkway to Own, Operate and Maintenance as a Provincial Highway (Ward 1).

**Result: Motion CARRIED by a 2/3rds vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang

YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.14.

**8.3 Amendment to Item 4 of the Public Works Committee Report 23-007, respecting Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide), which was approved by Council on May 15, 2023**

**(Nann/Kroetsch)**

That the Rules of Order be waived to allow for the introduction of a motion respecting an Amendment to Item 4 of the Public Works Committee Report 23-007, respecting Standardization of Equipment, Supplies and Support Services (PW13027(b)) (City Wide), which was approved by Council on May 15, 2023.

**Result: Motion CARRIED by a 2/3rds vote of 15 to 1, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
YES - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 7.15.

<b>STATEMENTS BY MEMBERS</b>
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Members of Council used this opportunity to discuss matters of general interest.

**COUNCIL COMMUNICATION UPDATES****(A. Wilson/Cassar)**

That the listing of Council Communication Updates from November 17, 2023 to December 7, 2023, be received.

**Result: Motion on the Council Communication Updates from November 17, 2023 to December 7, 2023 CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**PRIVATE AND CONFIDENTIAL**

Council determined that discussion of Items 11.1, 11.2 and 11.3 was not required in Closed Session; therefore, the matters were addressed in Open Session, as follows:

**11. Closed Session Minutes – November 22, 2023 (Item 11.1), November 27, 2023 (Item 11.2) and December 4, 2023 (11.3)**

**(A. Wilson/Nann)**

That the Closed Session Minutes dated November 22, 2023, November 27, 2023 and December 4, 2023 be approved, as presented, and remain confidential.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin

YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**(A. Wilson/Tadeson)**

That Council move into Closed Session to discuss Items 11.4 respecting Appointments to Various Agencies, Boards and Sub-Committees for the 2022-2026 Council Term and Item 7.7 respecting Request for the Integrity Commissioner to Commence an Investigation (Hamilton Police Services Board Selection Committee) pursuant to Section 9.3, Sub-section pursuant to Section 9.3 sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees.

**Result: Motion CARRIED by a vote of 15 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 YES - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**11.4 Appointments to Various Agencies, Boards and Sub-Committees for the 2022-2026 Council Term**

**(Cassar/Tadeson)**

(a) That the following citizens be appointed to the following Sub-Committees for the 2022-2026 Council Term commencing December 13, 2023, and until a successor is appointed:

(i) Advisory Committee for Persons with Disabilities:

1. Bonenfant, Hope
2. Cullimore, Ben
3. Dingman, Lance
4. Dunford, Skylar



5. Frisina, Anthony
6. Hernould, Cara
7. Janosi, Levi
8. Johanson, Leif
9. Kaur, Hargun
10. Kemp, James
11. Kilburn, Paula
12. Murphy, Tim
13. Maurice, Jake
14. McNeil, Mark
15. Nolan, Kim
16. Nolan, Tim
17. Opoku-Forfieh, Michael
18. Westbrook, Robert

(ii) Agriculture and Rural Affairs Sub-Committee:

1. Cheema, Amer
2. Currie, Janice
3. Freeman, Allan
4. Payne, Allan
5. Vander Hout, Daniel

(iii) Hamilton Farmers' Market Board of Directors:

1. Carlisle, Andrea
2. LaRose, Matthew
3. Lukasik, Laura
4. Myers, Jessica
5. Reiser (Stewart), Amanda

(iv) Waste Management Sub-Committee:

1. Govender, Heather
2. Hargreave, Peter
3. Hunt, Kevin
4. Nielsen, Laurie

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

- YES - Ward 10 Councillor Jeff Beattie
- YES - Ward 12 Councillor Craig Cassar
- YES - Ward 9 Councillor Brad Clark
- YES - Ward 8 Councillor John-Paul Danko
- YES - Ward 5 Councillor Matt Francis
- YES - Mayor Andrea Horwath
- NOT PRESENT - Ward 4 Councillor Tammy Hwang
- YES - Ward 6 Councillor Tom Jackson

YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 NOT PRESENT - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

<b>MOTIONS (CONTINUED)</b>
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**7.7 Request for the Integrity Commissioner to Commence an Investigation (Hamilton Police Services Board Selection Committee)**

**(Nann/Spadafora)**

WHEREAS, on December 5, 2023, the Hamilton Police Services Board Selection Committee approved a motion recommending that Council request an investigation by its Integrity Commissioner to determine whether there was a disclosure of confidential information during the selection process undertaken by the Hamilton Police Services Board Selection Committee; and

WHEREAS, as per Section 11 (2) of the Integrity Commissioner By-law 16-288, Council may make, or refer, a Complaint directly to the Integrity Commissioner;

THEREFORE BE IT RESOLVED:

That the Integrity Commissioner be requested to commence an investigation into an allegation respecting the disclosure of confidential information during the selection process undertaken by the Hamilton Police Services Board Selection Committee.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
 YES - Ward 12 Councillor Craig Cassar  
 YES - Ward 9 Councillor Brad Clark  
 YES - Ward 8 Councillor John-Paul Danko  
 YES - Ward 5 Councillor Matt Francis  
 YES - Mayor Andrea Horwath  
 NOT PRESENT - Ward 4 Councillor Tammy Hwang  
 YES - Ward 6 Councillor Tom Jackson  
 YES - Ward 2 Councillor Cameron Kroetsch  
 YES - Ward 15 Councillor Ted McMeekin  
 YES - Ward 3 Councillor Nrinder Nann  
 NOT PRESENT - Ward 7 Councillor Esther Pauls  
 YES - Ward 14 Councillor Mike Spadafora  
 YES - Ward 11 Councillor Mark Tadeson  
 YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
 YES - Ward 1 Councillor Maureen Wilson

**BY-LAWS AND CONFIRMING BY-LAW****(A. Wilson/Tadeson)**

That Bills No. 23-234 to No. 23-247 be passed, and that the Corporate Seal be affixed thereto, and that the By-laws, be numbered, be signed by the Mayor and the City Clerk to read as follows:

- 234 To Repeal and Replace By-law No. 06-026 to Regulate the Installation, Connection and Use of Sewers and Drains in the City of Hamilton  
Ward: City Wide
- 235 To Regulate the Management, Distribution and Maintenance of the Water Works Systems  
Ward: City Wide
- 236 To Establish City of Hamilton Land Described as Block 119 on Plan 62M-1118 as Part of Davinci Boulevard  
Ward: 8
- 237 To Regulate Waterpipe Smoking in Public Places and Workplaces in the City of Hamilton  
Ward: City Wide
- 238 Respecting Removal of Part Lot Control, Block 1, Registered Plan No. 62M-1290, municipally known as 21, 23, 25, 27, and 29 Zoe Lane, Glanbrook, and 9-79 Lloyd Davies Way, Glanbrook  
Ward: 11  
PLC-23-006
- 239 To Amend Zoning By-law No. 6593 with Respect to Lands Located at 1400 Limeridge Road East, Hamilton  
Ward: 6  
ZAC-22-065
- 240 To Amend By-law No. 15-058, a By-law Respecting Building Permits and Related Matters  
Ward: City Wide
- 241 A By-law to Establish the 2024 Water and Wastewater/Storm Fees and Charges for Services, Activities and Use of Property Provided by the City of Hamilton  
Ward: City Wide
- 242 To Amend By-law No. 12-151, Being a By-law Respecting the City of Hamilton's Cemeteries  
Ward: City Wide
- 243 To Amend By-law No. 01-218, as amended, Being a By-law to Regulate On-Street Parking  
Schedule 6 (Time Limit Parking)  
Schedule 8 (No Parking Zones)  
Schedule 10 (Alternate Side Parking)  
Schedule 12 (Permit Parking Zones)

Schedule 13 (No Stopping Zones)  
Schedule 20 (School Bus Loading Zones)  
Ward: 1, 3, 4, 5, 7, 9, 10

- 244 To Amend By-law No. 01-215, Being a By-law To Regulate Traffic  
Schedule 9 (No Right Turn on Red)  
Schedule 18 (Bicycle Lanes)  
Ward: 2, 7
- 245 To Establish City of Hamilton Land Described as Part of Block 148 on Plan 62M-1219,  
Designated as Part 3 on Plan 62R-22258 as Part of Lormont Boulevard  
Ward: 9
- 246 To Establish City of Hamilton Land Described as Part of Block 148 on Plan 62M-1219,  
designated as Parts 1 and 2 on Plan 62R-22258 as Part of Picardy Drive  
Ward: 9
- 247 To Confirm the Proceedings of City Council

**Result: Motion on the Bills, CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko  
YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
NOT PRESENT - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

**(Spadafora/Tadeson)**

That, there being no further business, City Council be adjourned at 4:15 p.m.

**Result: Motion CARRIED by a vote of 14 to 0, as follows:**

YES - Ward 10 Councillor Jeff Beattie  
YES - Ward 12 Councillor Craig Cassar  
YES - Ward 9 Councillor Brad Clark  
YES - Ward 8 Councillor John-Paul Danko

YES - Ward 5 Councillor Matt Francis  
YES - Mayor Andrea Horwath  
NOT PRESENT - Ward 4 Councillor Tammy Hwang  
YES - Ward 6 Councillor Tom Jackson  
YES - Ward 2 Councillor Cameron Kroetsch  
YES - Ward 15 Councillor Ted McMeekin  
YES - Ward 3 Councillor Nrinder Nann  
NOT PRESENT - Ward 7 Councillor Esther Pauls  
YES - Ward 14 Councillor Mike Spadafora  
YES - Ward 11 Councillor Mark Tadeson  
YES - Deputy Mayor - Ward 13 Councillor Alex Wilson  
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Mayor Andrea Horwath

Janet Pilon  
Acting City Clerk

December 12, 2023

**\*Sent Via Email\***

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

*CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the “City”) entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City’s downtown core;*

*AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the “Act”);*

*AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;*

*AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;*

*AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;*

*AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City’s appeal;*

*AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;*

PO BOX 5000 STNA  
200 BRADY STREET  
SUDBURY ON P3A 5P3

CP 5000 SUCC A  
200, RUE BRADY  
SUDBURY ON P3A 5P3

705.671.2489

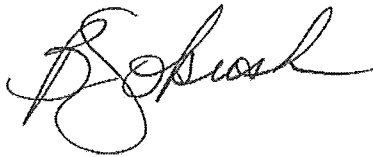
[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

*AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;*

*NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;*

*AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.*

Yours truly,

A handwritten signature in black ink, appearing to read 'Brigitte Sobush', written in a cursive style.

Brigitte Sobush  
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council  
Eric Labelle, City Solicitor and Clerk

**Pilon, Janet**

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**Subject:** Next Steps in Basic Human Rights legislation**Importance:** High**From:** Emily McIntosh**Sent:** December 13, 2023 7:29 PM**To:** Emily McIntosh**Subject:** re: Next Steps in Basic Human Rights legislation**Importance:** High

Dear Council,

I hope this email finds you well. I am reaching out in hopes that you will champion this next leg of the advocacy. We are fully committed to working with this government to enact change to ensure legislation is introduced that will hold municipally elected officials accountable to violence and harassment. As you are likely aware, there are 3 components we seek:

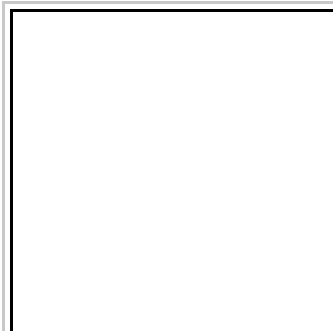
1. accountability to violence and harassment policies
2. a process for removal for substantiated egregious acts of harassment
3. a restriction on subsequent reelection

To be clear, this next phase is not adversarial in nature, but rather a direct response to the message that this needs to get bigger in order to empower government movement on this. We know the government can create even stronger legislation that would include School Board Trustees, as an example.

**We are asking councils across Ontario to wear this t shirt until legislation is introduced.** It is a passive, yet powerful way to underscore this urgency of the issue. Anyone can, and is encouraged to wear the shirt to any panel, ROMA/AMO conferences, etc. as well.

The link is here:

<https://untouchedexperiment.com/products/womenofontariosayno>



## The Women of Ontario Say No Tee

Human rights are not up for debate. By purchasing an "Accountability Now" t-shirt, you are supporting a non-partisan, province wide effort that will ensure that municipally elected representatives are held to the same standards as every other working Ontarian. We look to you - our dedicated Councillors and respected co

untouchedexperiment.com

For transparency, we feel it is appropriate to share who we have connected with within Government directly on this for context:

1. Premier of Ontario, Doug Ford
2. Associate Minister of Women's Social and Economic Opportunity, Charmaine Williams



3. former Minister of Municipal Affairs and Housing, Steve Clark; awaiting response from Minister Calandra
4. Attorney General, Doug Downey
5. former Minister of Labour, Immigration, Training and Skills Development, Monte McNaughton
6. Minister of the Environment, Conservation and Parks and Deputy Government House Leader, Andrea Khanjin
7. Minister of Natural Resources and Forestry, Graydon Smith
8. Minister of Francophone Affairs and President of the Treasury Board, Caroline Mulroney
9. Associate Minister of Housing and Municipal Affairs, Nina Tangri
10. MPP Dawn Gallagher
11. MPP Laurie Scott
12. MPP Brian Saunderson
13. \*\* a number of other Conservative MPPs via people who want to see this change (councillors, citizens)
14. \*\* a number of other party MPPs via people who want to see this change (councillors, citizens)

Please do not hesitate to reach out with any questions. We are here to work in tandem to ensure basic human rights are respected for all persons.

Thank you in advance for your support.

Sincerely,

Emily McIntosh  
The Women of Ontario Say No

**Pilon, Janet**

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**Subject:** Greenbelt Statute Law Amendment Act, 2023 receives Royal Assent - City of Hamilton

**From:** [Sean.Fraser@ontario.ca](mailto:Sean.Fraser@ontario.ca) <[Sean.Fraser@ontario.ca](mailto:Sean.Fraser@ontario.ca)>

**Sent:** December 20, 2023 4:53 PM

**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Subject:** Greenbelt Statute Law Amendment Act, 2023 receives Royal Assent - City of Hamilton

**Ministry of  
Municipal Affairs  
and Housing**

Planning and Growth Division  
777 Bay Street, 12<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 325-5799

**Ministère des  
Affaires municipales  
et du Logement**

Division de l'aménagement et de la croissance  
777, rue Bay, 12<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 325-5799



December 20, 2023

Dear Municipal Clerks/CAOs, and Conservation Authority Administrators:

**Subject: *Greenbelt Statute Law Amendment Act, 2023* receives Royal Assent - Legislation Returns Lands to the Greenbelt and Oak Ridges Moraine**

The Ontario government is following through on its commitment to fully restore the 15 parcels of land that were redesignated or removed from the Greenbelt Plan and the Oak Ridges Moraine Conservation Plan areas in late 2022.

On October 16, 2023, the government introduced legislation, Bill 136, the *Greenbelt Statute Law Amendment Act, 2023*, to restore these lands. I am writing to inform you that on December 5, 2023, Bill 136 was passed by the Legislature and the *Greenbelt Statute Law Amendment Act, 2023* received Royal Assent on December 6.

The government has carefully reviewed the feedback received from the consultation on the proposed legislation through the Environmental Registry of Ontario (ERO #019-7739) and by email. The ERO posting was open for comment for 45 days from October 16 to November 30, 2023.

This legislation came into force upon Royal Assent on December 6, 2023, and immediately:

- Adds 15 sites back to the Greenbelt that were removed/redesignated in December 2022 and incorporate the description of the Greenbelt Area and Oak Ridges Moraine Area boundaries directly into the legislation;
- Eliminates the authority to add or remove lands to/from the Greenbelt Area and Oak Ridges Moraine Area by regulation so that any future amendments to these Areas would require legislative change to the *Greenbelt Act, 2005* or the *Oak Ridges Moraine Conservation Act, 2001*;
- Revokes the existing Greenbelt Area boundary regulation (*Ontario Regulation 59/05*) and the existing regulation that designates the Oak Ridges Moraine Area (*Ontario Regulation 1/02*);
- Undoes the redesignation of lands to Settlement Area in the Oak Ridges Moraine Conservation Plan;

- Provides for a concurrent amendment to the Greenbelt Plan's land use schedules to restore the same protections to lands that they had before the 2022 amendment;
- Continues to provide that no Plan amendments can be made that would reduce the total area in the Greenbelt Plan;
- Restores the same protections for easements and covenants on the lands in the Duffins Rouge Agricultural Preserve that they had before the 2022 amendment; and
- Strengthens immunity provisions.

The *Greenbelt Statute Law Amendment Act, 2023* will provide enhanced protections to the Greenbelt moving forward by ensuring any future changes to the boundaries of these areas can only be made through an open, public, and transparent process that would require approval from the legislature.

The *Greenbelt Statute Law Amendment Act, 2023* keeps the 9,400 acres (3,800 hectares) in the Greenbelt that were added in 2022. These include lands in the Paris Galt Moraine and in Urban River Valley areas across the Greater Toronto Area.

By reinstating the protections provided for the Duffins Rouge Agricultural Preserve easements and covenants, the Ontario government recognizes the importance of this agricultural land and ensuring its sustainable use for present and future generations.

The government appreciates the valuable input and diverse perspectives provided during the consultative process on this proposal.

The *Greenbelt Statute Law Amendment Act, 2023* incorporates the description of the restored Greenbelt Area boundary directly into the *Greenbelt Act, 2005* and the description of the Oak Ridges Moraine Area directly into the *Oak Ridges Moraine Conservation Act, 2001*, the latest versions of which can be found at:

- [\*Greenbelt Act, 2005, S.O. 2005, c. 1\*](#)
- [\*Oak Ridges Moraine Conservation Act, 2001, S.O. 2001, c. 31\*](#)

A copy of Bill 136, Greenbelt Statute Law Amendment Act, 2023 can be found on the Legislative Assembly of Ontario website at:

- [\*Bill 136, the Greenbelt Statute Law Amendment Act, 2023\*](#)

More information on the decision and legislative proposal to amend the *Greenbelt Act, 2005*, *Oak Ridges Moraine Conservation Act, 2001* and other related legislation can be found on the Environmental Registry of Ontario (ERO) at:

- [\*ERO #019-7739 - Proposal to return lands to the Greenbelt - Greenbelt Statute Law Amendment Act, 2023\*](#)
- [\*ERO #019-7735 - New Act regarding the Duffins Rouge Agricultural Preserve easements and covenants\*](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan and Oak Ridges Moraine Conservation Plan can be found here:

- [\*ERO #019-6216 - Amendments to the Greenbelt Plan\*](#)

- [ERO #019-6218 Proposed redesignation of land under the Oak Ridges Moraine Conservation Plan O. Reg. 140/02](#)

Sincerely,

Sean Fraser, Assistant Deputy Minister  
Planning and Growth Division  
Ministry of Municipal Affairs and Housing

Cell: 647 282-1171

c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing



**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy  
Ministry of Public and Business Service Delivery  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M5B 2H7

Sent by Email

**RE: Cemetery Transfer/Abandonment Administration & Management Support**

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Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

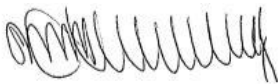
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar  
MPP Simcoe Grey, Brian Saunderson  
Ontario Municipalities



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**To:** Mayor and Council

**From:** Sasha Helmkey, Clerk/Director of Legislative Services

**Date:** December 11, 2023

**Subject:** Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

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## Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

## **Background**

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery



- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

### Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

## Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

### Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- Increased regulatory processes

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- Inconsistent cemetery regulations

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

## **Operational Impact**

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- High maintenance costs

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- Cost of cemetery management software

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

### **Support Request**

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

### **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars:

- Governance

### **Financial Implications**

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

### **Report Appendices**

Not applicable.

### **Approvals**

<b>Submitted by:</b>	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
<b>Reviewed by:</b>	Krista Pascoe, Deputy Clerk
<b>Financial Implications Reviewed by:</b>	Kelly McDonald, Treasurer
<b>Approved by:</b>	John Ferguson, CAO

December 06, 2023

The Association of Municipalities of Ontario  
200 University Ave., Suite 801  
Toronto, Ontario M5H 3C6

Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

Attention: Colin Best, President

Dear Mr. Best

**Re: Grey Highlands Resolution #2023-964**

Please be advised that the following resolution was passed at the December 06, 2023 meeting of the Council of the Municipality of Grey Highlands.

**2023-964**

**Whereas the Enbridge Gas has shared with Grey Highlands key messages regarding the Ontario Energy Board's Leave to Construct (LTC) process, entitled "reducing red tape for more cost-effective, timely energy connections in Ontario"; and**

**Whereas Grey Highlands supports and wishes to endorse the recommendations put forward by Enbridge Gas in order to expedite the installation of natural gas to rural, remote or underserved communities such as Grey Highlands; now Therefore be it resolved that the Municipality of Grey Highlands petition the Ontario Government to expedite the implementation of the following recommendations:**

- i) THAT the Government of Ontario move to modernize the Ontario Energy Board's (OEB) Leave to Construct (LTC) process for smaller pipeline projects in order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner.**
- ii) THAT the LTC cost threshold be updated from \$2M to \$10M for hydrocarbon lines (by amending Ontario Regulation O.Reg.328/03) while maintaining current requirements and expectations for Indigenous consultation and environmental review for projects greater than \$2M and less than \$10M.**
- iii) THAT these outdated regulations are causing the LTC to apply far more broadly than intended when it was established over 20 years ago due to**

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

increased regulatory and cost pressures, as well as inflation, virtually all gas pipeline projects are now greater than \$2M rendering the threshold meaningless.

iv) THAT roughly 0.5 KM pipe in urban settings now often exceeds the \$2M threshold.

v) THAT modernizing these outdated regulations would reduce delays and costs for economic development initiatives including transit projects, community expansion projects, housing developments, connections for low carbon fuel blending (e.g., renewable natural gas, hydrogen) as well as residential and business customer connections.

vi) THAT based on OEB's performance standards, this proposal would save approx. 5-7 months of regulatory process which is in addition to the time needed to undertake Indigenous consultation and environmental review and prepare an application to the OEB.

vii) THAT the cost of preparing and having a LTC application heard ranges from approx. ~\$50,000 to ~\$200,000, which is passed on to customers.

viii) THAT while no cost-based threshold exists for electricity lines, there are a range of exemptions ensuring that LTC is only required for significant electricity projects and the proposed changes would help ensure that, consistent with electricity projects, LTC for hydrocarbon lines would only be required for significant projects.

ix) THAT increasing the cost threshold to \$10M would closer align Ontario with other Canadian jurisdictions (e.g., in B.C., these thresholds are \$15M for electricity and \$20M for natural gas); and

That this resolution be circulated to the President of AMO, Colin Best, Premier Doug Ford, the Minister of Energy, Todd Smith, The Minister of Finance, Peter Bethlenfalvy and all regional municipalities requesting support of the proposed changes regarding reducing red tape for more cost-effective, timely energy connections in Ontario.

**CARRIED.**

If you require anything further, please contact this office.

Sincerely,

*Amanda Fines-Vanalstine*

Amanda Fines-VanAlstine  
Manager of Corporate Services/Deputy-Clerk  
Municipality of Grey Highlands

cc. Premier Doug Ford  
Minister of Energy Todd Smith,  
Minister of Finance, Peter Bethlenfalvy  
All municipalities in Ontario

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
www.greyhighlands.ca info@greyhighlands.ca



## PORT COLBORNE

Legislative Services

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746

E [saima.tufail@portcolborne.ca](mailto:saima.tufail@portcolborne.ca)

December 15, 2023

Via email: [lucasw@tweed.ca](mailto:lucasw@tweed.ca)

Municipality of Tweed  
c/o Lucas Wales, Deputy Clerk  
255 Metcalf Street  
Tweed, ON K0K 3J0

Dear Mr. Wales:

**Re: Municipality of Tweed regarding 1/3 Funding Grant Programs**

Please be advised that, at its meeting of December 12, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence from the Municipality of Tweed regarding 1/3 Funding Grant Programs be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

*S. Tufail*

Saima Tufail  
Acting City Clerk

cc. MP Kramp-Neuman  
MPP Bresee  
Niagara MPs (Dean Allison, Chris Bittle, Tony Baldinelli, and Vance Badawey),  
Niagara MPPs (Sam Oosterhoff, Jennifer Stevens, Wayne Gates, and Jeff Burch),  
Hastings County Warden,  
Association of Ontario Municipalities  
All Ontario Municipalities



Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

665

Title:

Councillor J. Flieler

Date:

Tuesday, November 14, 2023

---

Moved by

J. Flieler

Seconded by

P. Valiquette

WHEREAS Municipalities are facing ever increasing demands for services along with demands for repairs, maintenance, and replacement of existing infrastructure to the detriment of the tax paying public they serve as the cost of living continues to rise throughout the country;  
AND WHEREAS the Federal and Provincial governments in the past contributed through partnerships to fund projects that have been out of the financial reach of small municipalities;  
AND WHEREAS these 1/3 funding agreements have been instrumental in allowing municipalities to adequately plan and execute projects to protect the aging infrastructure already in place;  
AND WHEREAS the Municipality of Tweed has successfully completed more than 19 capital projects using these funding scenarios over the years;  
AND WHEREAS it is incumbent upon our Federal and Provincial governments to assist municipalities with limited access to funding except through municipal taxes to re-establish this very important funding stream;  
NOW THEREFORE BE IT RESOLVED THAT Council lobby the relevant Federal and Provincial representatives to bring these concerns to the forefront;  
AND FURTHER, that Council consider making a Delegation at the 2024 ROMA Conference;  
AND FURTHER, that copies be sent to MP Kramp-Neuman, MPP Bresee, the Hastings County Warden, the Association of Municipalities of Ontario, and all Ontario municipalities.

**Carried**

**Pilon, Janet**

---

**Subject:** Petition: Neighbours of the HAAA Grounds

---

**From:** Jason Zhu

**Sent:** December 15, 2023 12:39 PM

**To:** Eakins, Sarah <[Sarah.Eakins@hamilton.ca](mailto:Sarah.Eakins@hamilton.ca)>; Wilson, Maureen <[Maureen.Wilson@hamilton.ca](mailto:Maureen.Wilson@hamilton.ca)>; [clerk@hamilton.ca](mailto:clerk@hamilton.ca);  
Ward 1 Office <[ward1@hamilton.ca](mailto:ward1@hamilton.ca)>; Stewart, Meghan <[Meghan.Stewart@hamilton.ca](mailto:Meghan.Stewart@hamilton.ca)>; Pigott, Mary Louise  
<[MaryLouise.Pigott@hamilton.ca](mailto:MaryLouise.Pigott@hamilton.ca)>; Hilson, Stephanie <[Stephanie.Hilson@hamilton.ca](mailto:Stephanie.Hilson@hamilton.ca)>; Kindree, Wes  
<[Wes.Kindree@hamilton.ca](mailto:Wes.Kindree@hamilton.ca)>

**Subject:** Petition: Neighbours of the HAAA Grounds

Dear Councillor Wilson, HAAA Renewal Project Manager Sarah Eakins and Office of the City Clerk,

Kindly accept this petition as a request for public consultation to address concerns about the HAAA Renewal Plan held by residents living adjacent to the HAAA Grounds. The overwhelming majority of households residing adjacent to the HAAA Grounds share these concerns. Please note that multiple residents of voting age per household hold these concerns, however one signature per residential address has been obtained for the purposes of this petition.

We thank you for your attention to this matter and look forward to contributing to an HAAA Renewal Plan that will be successful for all community members, including neighbours of the HAAA Grounds.

Respectfully,  
Jason Zhu

## PETITION

To Hamilton Ward 1 City Councillor Maureen Wilson and City of Hamilton HAAA  
Renewal Project Manager Sarah Eakins:

Whereas the Hamilton Amateur Athletics Association (HAAA) Grounds is a small park in a densely-populated neighbourhood and is immediately adjacent to residential properties on Reginald Street and Charlton Avenue;

Whereas noise from the basketball courts within the HAAA Grounds negatively affects residents at the south end of Reginald Street. Residents report being unable to keep their windows open due to noise pollution from the basketball courts and having to call bylaw about noise late at night;

Whereas the proposed renewal plan for the HAAA Grounds continues to place noise and light-producing sports amenities in close proximity to residents adjacent to the park;

Whereas many of the residents adjacent to the HAAA Grounds were unaware of the Public Information Centers conducted in 2021 and therefore did not have the opportunity to participate;

Whereas the Public Information Centres for the HAAA Renewal have addressed the recreational needs of general park users, but have neglected to consider the effects of the new design on the wellbeing of adjacent residents;

We, the undersigned, call on our Ward 1 Councillor and the HAAA Renewal Team to conduct a consultation with the residents adjacent to the HAAA Grounds and implement a park design that addresses our concerns about noise and light pollution.

Name	Address	Date	Signature
<p>This petition contains 11 signatures A copy of the petition is available for viewing in the Office of the City Clerk</p>			



December 19, 2023

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2

**Delivered by email**  
justin.trudeau@parl.gc.ca

The Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**Delivered by email**  
premier@ontario.ca

Dear Prime Minister Trudeau and Premier Ford:

**Re: Town of Aurora Council Resolution of December 12, 2023  
Motion 10.3 – Councillor Gilliland; Re: Community Safety and Inciteful Speech**

Please be advised that this matter was considered by Council at its meeting held on December 12, 2023, and in this regard, Council adopted the following resolution:

**Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and**

**Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and**

**Whereas any loss of innocent civilian life is unacceptable and tragic; and**

**Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and**

**Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and**

**Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in**

**person or in a free, open and secure internet, and to ensure transparency and accountability;**

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and**
- 2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and**
- 3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and**
- 4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Jaclyn Grossi  
Deputy Town Clerk  
The Corporation of the Town of Aurora

JG/lb

Attachment (Council meeting extract)

Copy: All Ontario Municipalities



## 10. Motions

### 10.3 Councillor Gilliland; Re: Community Safety and Inciteful Speech

**Moved by** Councillor Gilliland

**Seconded by** Councillor Gaertner

Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and

Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and

Whereas any loss of innocent civilian life is unacceptable and tragic; and

Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and

Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and

Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in person or in a free, open and secure internet, and to ensure transparency and accountability;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and
2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful

speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and

3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and
4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

**Carried (7 to 0)**



December 19, 2023

The Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**Delivered by email**  
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of December 12, 2023  
Motion 10.1 – Councillor Gilliland; Re: Homelessness Crisis**

Please be advised that this matter was considered by Council at its meeting held on December 12, 2023, and in this regard, Council adopted the following resolution:

**Whereas the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario, and that Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, and residents as well as regional, federal, and provincial governments and agencies; and**

**Whereas the Town of Aurora recognizes the challenges of mental health, addictions, and homelessness, which are complex issues that have a significant and detrimental impact on the residents of the Town of Aurora and surrounding areas within Ontario; and**

**Whereas addressing and responding to these issues has placed extreme stress on all levels of regional, municipal, and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the Town of Aurora and surrounding areas;**

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledge that homelessness in Ontario is a social, economic and health crisis, including people with substance use disorders; and**
- 2. Be It Further Resolved That the Town of Aurora commits to ending homelessness in the community in collaboration with the Region, and both the Provincial and Federal governments; and**



3. **Be It Further Resolved That the Town of Aurora call on the Region, the Province and Federal governments to increase action and supports on the following:**
  - a. **Commit to ending homelessness in Ontario; and**
  - b. **Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, and economic partners to develop, resource, and implement an action plan to achieve this goal; and**
  - c. **Provide a long-term financial commitment to assist in the creation of more affordable and supportive housing for people in need, in York Region, including people with substance use disorders; and**
  - d. **Increase investments in evidence informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and**
4. **Be It Further Resolved That a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; the Minister of the Solicitor General; the Minister of Finance; the Chief Medical Officer of Health; Town of Aurora local MPs and MPPs; the Association of Municipalities of Ontario; and all Ontario municipalities.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Jaclyn Grossi  
Deputy Town Clerk  
The Corporation of the Town of Aurora

JG/lb

Attachment (Council meeting extract)

Copy: Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
Hon. Michael Parsa, Minister of Children, Community and Social Services, MPP  
Aurora—Oak Ridges—Richmond Hill

Hon. Sylvia Jones, Minister of Health  
Hon. Michael S. Kerzner, Solicitor General  
Hon. Peter Bethlenfalvy, Minister of Finance  
Dr. Kieran Moore, Chief Medical Officer of Health  
Dawn Gallagher Murphy, MPP Newmarket—Aurora  
Tony Van Bynen, MP Newmarket—Aurora  
Leah Taylor Roy, MP Aurora—Oak Ridges—Richmond Hill  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



## 10. Motions

### 10.1 Councillor Gilliland; Re: Homelessness Crisis

**Moved by** Councillor Gilliland

**Seconded by** Councillor Gaertner

Whereas the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario, and that Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, and residents as well as regional, federal, and provincial governments and agencies; and

Whereas the Town of Aurora recognizes the challenges of mental health, addictions, and homelessness, which are complex issues that have a significant and detrimental impact on the residents of the Town of Aurora and surrounding areas within Ontario; and

Whereas addressing and responding to these issues has placed extreme stress on all levels of regional, municipal, and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the Town of Aurora and surrounding areas;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledge that homelessness in Ontario is a social, economic and health crisis, including people with substance use disorders; and
2. Be It Further Resolved That the Town of Aurora commits to ending homelessness in the community in collaboration with the Region, and both the Provincial and Federal governments; and
3. Be It Further Resolved That the Town of Aurora call on the Region, the Province and Federal governments to increase action and supports on the following:
  - a. Commit to ending homelessness in Ontario; and
  - b. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, and economic partners to

develop, resource, and implement an action plan to achieve this goal; and

- c. Provide a long-term financial commitment to assist in the creation of more affordable and supportive housing for people in need, in York Region, including people with substance use disorders; and
- d. Increase investments in evidence informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and

- 4. Be It Further Resolved That a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; the Minister of the Solicitor General; the Minister of Finance; the Chief Medical Officer of Health; Town of Aurora local MPs and MPPs; the Association of Municipalities of Ontario; and all Ontario municipalities.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

**Carried (7 to 0)**



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

December 22, 2023

Andrea Holland, City Clerk  
City of Hamilton  
71 Main Street West  
Hamilton, ON L8P 4Y5

Dear Andrea Holland

**Re: 2024 Grand River Conservation Authority Municipal Apportionment and Budget Vote Meetings**

Please be advised that the General Membership Meeting of the Grand River Conservation Authority (GRCA) will be held on January 26, 2024, at 9:30 a.m., to consider approval of the 2024 Municipal Apportionment. In addition, the Annual General Meeting of the GRCA will be held on Friday, February 23, 2024, at 9:30 a.m., to consider approval of the 2024 Budget.

Attached is the most recent draft of the 2024 Budget, which was presented to the GRCA General Membership on October 27, 2023. Based on board direction to staff, this draft budget includes a Total Municipal Apportionment of \$13,292,000 which represents a 2.5% increase over 2023. The Municipal Apportionment, if approved, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 402/22: Budget and Apportionment.

The attached draft 2024 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2024. Also included is a calculation of the 2024 Municipal Apportionment for participating municipalities. Should you have any questions concerning the draft Budget or the Municipal Apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-10-23-80

**Date:** October 27, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2024 – Draft #1

---

## Recommendation:

THAT Report Number GM-10-23-80 - Budget 2024 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

## Summary:

This report summarizes the first draft of the 2024 Budget. The final budget for 2024 will be presented for approval at the February 24, 2024 Annual General Meeting. See Attachment A “Budget 2024 Timetable” for additional details on budget timelines.

Budget 2024- Draft #1 reflects the continuation of programs and services delivered in 2023 and maintains breakeven results. Total draft expenditures for 2024 are \$34,442,188. For context, the October 2022 draft budget for 2023 included expenditures of \$33,279,188. Preliminary budget financial figures are outlined in Attachment G which includes the Statement of Operations and detailed Program and Services statements. The individual programs and services budgets have been categorized as Operating, Capital Maintenance, and Special projects.

Grand River Conservation Authority (GRCA) programs and services are funded by:

- Municipal Apportionment (in prior years referred to as Municipal General Levy)
- Municipal Funding as per Memorandum of Understandings (MOUs)
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

Overall, the municipal funding request has been increased by 2.5% (or \$324,000) to \$13,292,000 in 2024. For a breakdown of municipal funding by Category 1, 2, and general operating expenses see Attachment C “Budget 2024 Municipal funding breakdown”.

As required under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services Under Section 21.2.2 of the Act*, the GRCA has developed an Inventory of Programs and Services based on the categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

Attachment B “Programs & Services Inventory” outlines the expenditures and funding sources applicable to each category, along with the reallocation of program surplus between programs and services.

Appendix D “Summary of Municipal Apportionment” details the municipal apportionment and MOU funding requests by participating municipalities.

**TABLE A -BUDGET 2024 EXPENDITURES**

	2024	2023 (Oct draft)	Increase/(decrease)
<b>EXPENDITURES</b>			
Operating Expenses	\$29,066,688	\$28,148,688	\$918,000
Capital Expenses	\$4,419,000	\$4,104,000	\$315,000
Special Projects	\$840,000	\$840,000	\$0
Funding to Reserve (hydro)	\$116,500	\$116,500	\$0
<b>TOTAL</b>	<b>\$34,442,188</b>	<b>\$33,209,188</b>	<b>\$1,233,000</b>

Note: Use of the term capital expenses for spending that is funded with municipal apportionment refers to major maintenance, water control structure studies, or water management equipment.

## Report:

### A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

The Conservation Authorities Act (CA Act) outlines three categories of programs and services: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

*O. Reg. 402/22 - Budget and Apportionment* also defines “general operating expense or capital cost” as an operating expense or capital cost that is not related to the provision of a program or service that an authority provides. The regulations require that these costs be identified separately, and municipal funding be apportioned using Modified Current Value Assessment (MCVA).

*O. Reg. 402/22* requirements came into force for the 2024 budget process. See Attachment A – Budget 2024 Timetable for timeline details. This regulation outlines Four Phases to the budget process

- Phase 1: Categorizing revenue and expenses as per the categories listed above, and amounts of municipal apportionment
- Phase 2: Board approval of draft budget for consultation (vote required), distribution to participating municipalities, and posting on the GRCA’s Governance section on the website. Consultation with municipalities will occur as required.
- Phase 3: Board apportionment approval process (weighted vote required)
- Phase 4: Final budget approval process (vote required)

### B. OPERATING BUDGET

In general, the 2024 budget assumes the same level of program and service delivery as provided in 2023. Any exceptions to specific program areas are included in the commentary below as applicable.

#### (a) Resource Planning

- Resource Planning fee revenue declined in 2023 and therefore this draft of the budget reduced revenue by \$100,000.
- Compensation and benefits costs reduced by \$50,000 to recognize vacancy and/or rate savings which have resulted historically (budget assumes no change in staffing complement).

#### (b) Residential Property Rental Program

- The Residential Property Rental Program is in the process of winding down. The budgeted 2023 revenue of \$110,000 assumes no decrease in occupancy during 2024.
- The budgeted net result for this program is a \$25,000 deficit.

(c) Outdoor Environmental Education

- Negotiations with school boards for 2023/24 contracts have been completed. The first draft of the budget assumes that 2023/24 school contracts will be extended for the 2024/25 school year. This draft does not include any community or day camp program delivery. Decisions regarding the future format and scope of the Outdoor Environmental Education program will be incorporated into future budget drafts as applicable.

(d) Conservation Areas

- Conservation Area 2024 budgeted revenue of \$10,500,000 is approximately \$1,000,000 less than projected revenue of \$11,500,000 for 2023.
- Operating expenses are being increased by \$350,000.
- Conservation Area program and services expenses have been expanded to include 100% of Manager of Conservation Area Operations, 50% of Luther Marsh operations, and 100% of hazard tree management in the Conservation Areas. The funding for these three additional components is being funded with surplus from other Category 3 programs.
- The Conservation Areas budget excludes any allocation for corporate services overhead expenses.
- The revenue and cost assumptions will be revisited once actuals for the full 2023 season are available. Any adjustments to operating revenue or expenses will be the transfer to/from the Conservation Areas Reserve.

(e) Investment Income

- Income increased \$50,000 due to higher interest being earned on cash balances.

(f) Section 39 Funding

- It is assumed that there will no further cutbacks in the provincial Section 39 grant for the period April 1, 2023 to March 31, 2024 and therefore the Section 39 grant amount is anticipated to remain at \$449,688.

(g) Municipal Funding

- The 2024 Budget includes \$12,275,000 of funding for Category 1 Mandatory Programs and General Operating Expenses along with \$1,017,000 for Category 2 MOU Programs for a total of \$13,292,000 which is a \$324,000 (or 2.5%) increase over the 2023 General Municipal Levy of \$12,968,000.

(h) Surplus Assumption

- The draft budget assumes a \$100,000 surplus carry forward from 2023. If additional surplus is applicable, staff will recommend that it be incorporated in the final budget and used for non-recurring expense demands (i.e. consulting, professional development, and other administrative costs).

(i) Transition Reserve (created in 2021)

- The purpose of the reserve is to fund expenditures related to the transitioning of the GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As at December 31, 2022, the reserve balance is approximately \$2.0 million.
- The strategy for Budget 2024 draft #1 is to utilize the transition reserve to fund one staff position (\$100,000) to assist with some of the deliverables required by the new regulations and to fund the Outdoor Environmental Education program deficit (\$312,000).



(j) Compensation and Benefits and Staffing Comments:

- The 2024 draft budget includes a 3% increase for compensation and benefits which allows for a general wage increase, grid steps within wage scales, and benefit cost increases. In addition, one administrative position is being added to the budget.
- Non-union salary adjustments are required to be approved by the General Membership which is typically presented in November or December for the subsequent year.
- Union wage adjustments have been incorporated into the budget in accordance with the Collective Agreement which is effective until December 31, 2025.

(k) Source Protection Program

- The province has identified that this program is considered a Category 1 mandatory program that is required to be delivered by Conservation Authorities. Funding until March 2024 was secured. The province, which currently fully funds this program, has not guaranteed funding for future years, nor has it announced an end to program funding.

## C. CAPITAL & MAJOR MAINTENANCE BUDGET

(a) Major Maintenance Spending Water Control Structures

- The budget is set at \$1,500,000. Any demands that arise more than that amount can be funded with the Water Control Structures reserve and/or the Land Sale Proceeds reserve. Staff continue to seek funding to repair and update the water control infrastructure from provincial and federal government. Government funding included in budget 2024 relates to provincial Water and Erosion Control Infrastructure (WECI) funding which is subject to provincial approval of projects. Changes to this budget line will not impact the request for municipal funding. Any additional spending will be funded with WECI funding or reserves.

(b) Capital Spending Conservation Areas

- The budget is set at \$2,000,000. This spending is budgeted to be funded with \$1,650,000 of fee revenue and \$350,000 from the conservation area reserve. Future budget drafts will be revised as capital projects are prioritized. Any increases in budgeted spending will be facilitated by either increased revenue or use of the conservation area reserve. Any decrease in budgeted expenses would be offset by a transfer to the conservation reserve.

(c) Water Monitoring Equipment and Flood Forecasting and Warning Expenses

- The budget is being held constant at \$300,000. The gauge reserve will be used to fund \$100,000 of total costs and the remaining costs will be funded with Category 1 Municipal Apportionment funding.

(d) Information Systems and Motor Pool

- Costs of \$379,000 for Information Systems and \$240,000 for Motor Pool represent the costs not funded through internal cost allocations to programs and services and are funded through the IS reserve and MP reserve respectively. See Attachment G 'P&S #16 - Supplemental Information – IS and MP' for detailed expense information.

## D. SPECIAL PROJECTS

(a) Special projects do not rely on Municipal Apportionment funding.

(b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

matching revenue, is expected to increase as projects are approved and carryover amounts are confirmed.

(c) The \$840,000 in special projects included in this draft budget are:

- \$800,000 Rural Water Quality Capital Grants
- \$40,000 Species at Risk Program

(d) New Guelph Lake Nature Centre Building

To date, the purchasing process for this project has not commenced, therefore, a reliable cost estimate is not available. The final budget draft will incorporate this project as applicable with funding to be provided via donations and potentially using GRCA reserves.

## **E. RESERVES**

For 2024, reserves are budgeted to decrease by \$331,500. Significant budgeted drawdowns to reserves include \$350,000 for Conservation Area capital projects, \$315,000 to fund the Environmental Education deficit, \$100,000 to fund one staff position, \$379,000 for Information Systems, and \$240,000 for Motor Pool. See Attachment E 'Summary of Reserves' for details of reserve movements budgeted for 2024. The use of reserves is integral to GRCA operations. The GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board-approved use

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Conservation Area revenue in excess of budget)
- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 24, 2023 meeting.

## **F. CATEGORY 2 – WATERSHED SERVICES**

The programs and services included under watershed services are:

- Subwatershed Studies
- Conservation Services
- Water Quality
- Wastewater Optimization Program
- Groundwater Resources
- Watershed Services

See Attachment F 'Budget 2024 Category 2 - Watershed Services Program Breakdown'

This budget assumes that all participating municipalities will enter into a Memorandum of Agreement with the GRCA and agree to apportioning the funding requirements using MCVA, the same as Category 1 apportionment and the same method that was used in prior years.

## **G. MUNICIPAL APPORTIONMENT (referred to as General Municipal Levy in prior years)**

Where municipal funding is applicable, namely, Category 1, 2, and General Operating Expenses, the methodology of apportionment used is Modified Current Value Assessment (MCVA) on the basis that there is a watershed benefit for all participating municipalities from the programs and services. See Attachment D 'Budget 2024 Summary of Municipal Apportionment' for details.

The methodology for calculating the MCVA and distributing apportionment is outlined *in O. Reg. 402/22 Section (7)*. Agreements with participating municipalities for Category 2 programs and services have not been finalized therefore the funding allocation is subject to change and would be communicated and agreed to accordingly if applicable.

#### **OTHER MAJOR ASSUMPTIONS**

- (a) Cottage Lot Rental Program revenue increased by 2.5% or \$57,000 in accordance with the Residential Tenancy Act.
- (b) Total Insurance expense increased by 5% or \$24,000 to reflect 2023 rate increases and projected 2024 rate increases.
- (c) Total Property Tax expense increased \$20,000.
- (d) Admin Operating expense held constant.
- (e) Other Operating expenses increased between 0% and 5% as applicable.
- (f) Motor Pool charge-out rates held constant.
- (g) Computer charge-out rates held constant.

#### **H. SIGNIFICANT OUTSTANDING BUDGET ITEMS**

- (a) Year 2023 Carry forward Adjustments  
2023 Surplus carry forward - this draft of the 2024 Budget assumes a \$100,000 surplus carryover from year 2023. The actual "2023 Net Surplus" will be incorporated into the 2024 budget.
- (b) 2023 Special Projects carry forward  
Any projects commenced in year 2023 and not completed by December 31, 2023 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).
- (c) Water Control Structures Major Maintenance Expenditures  
A final determination of the amount of spending to be added to the Budget 2024 (i.e. unspent amounts from 2023, new projects) will be made, including use of reserves for 2024 projects. Any decisions to increase spending should not impact the general municipal apportionment request but would be funded with reserves, WECl funding, and/or new funding sources, as applicable.
- (d) Conservation Area Revenue and Expenses  
Final revenue, operating, and capital expense figures are to be determined following the year-end actuals review.
- (e) Environmental Education  
Final revenue and operating expense figures are to be determined following further information on program delivery developments.

The following are attached:

- Attachment A: Budget 2024 Timetable
- Attachment B: Budget 2024 Program and Services Inventory
- Attachment C: Budget 2024 Municipal Funding Breakdown
- Attachment D: Budget 2024 Summary of Municipal Apportionment
- Attachment E: Budget 2024 Summary of Reserves
- Attachment F: Budget 2024 Category 2 - Watershed Services Program breakdown
- Attachment G: Statement of Operations & Detailed Program and Services Statements

## **Financial Implications:**

Budgeted spending for 2024 is \$34,442,188 (2023: \$33,279,188) which includes transfers of \$116,500 to reserves. This first draft of the budget includes a municipal general levy increase of \$324,000 (or 2.5%).

The main budgetary challenges faced by the GRCA are:

- Cost pressures created by the economic environment including inflation, supply chain issues, and labour force shortages.
- Conservation Area operating revenue is impacted by fluctuations in consumer demand and weather conditions which are difficult to predict.
- An aging infrastructure in the Conservation Areas and aging Nature Centre facilities.
- Increased demands on managing passive lands (i.e. land use decisions, hazard tree management, trespassing, infrastructure).
- Keeping pace with digital innovation and technological advancements.
- Meeting new regulation reporting requirements (Conservation Area Strategy, etc.)

## **Other Department Considerations:**

None

### **Prepared by:**

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### **Approved by:**

Samantha Lawson  
Chief Administrative Officer

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

ATTACHMENT A  
Grand River Conservation Authority  
Budget 2024 Timetable  
October 27, 2023

- Oct 27, 2022: Draft Budget #1 to General Meeting and Board approval of the draft budget for consultation purposes
- November 2023: Distribute Draft Budget #1 to Participating Municipalities and post it on the GRCA website in the Governance section
- Nov & Dec 2023: Consultation with Participating Municipalities as requested
- December 15, 2023: Board Motion to send 30 days' notice to Participating Municipalities of Municipal Apportionment Vote at January 26, 2024 General Meeting
- December 22, 2023: Send Notice to Participating Municipalities of Municipal Apportionment Vote and include apportionment amounts and most recent draft Budget
- Jan 26, 2024: Draft Budget #2 to General Meeting and Municipal Apportionment Vote – weighted majority and recorded. Once approved, distribute to Participating Municipalities.
- Feb 23, 2024: Final 2024 Budget Vote – weighted majority (as per by-law) and recorded. Once approved, distribute to Participating Municipalities, post on the GRCA website, and send to MNRF

Grand River Conservation Authority  
**PROGRAMS AND SERVICES INVENTORY**  
**BUDGET 2024**

to General Meeting October 27th, 2023

**ATTACHMENT B**

Programs & Services Inventory		TOTAL EXPENDITURES (includes transfers to reserves)	MUNICIPAL APPORTIONMENT/ Cat 2-MOA FUNDING	MUNICIPAL- OTHER	SELF-GENERATED REVENUE	PROVINCIAL & FEDERAL GRANTS	Funding from RESERVES	Programs & Services SURPLUS allocation	TOTAL REVENUE (after P&S surplus allocation)	NET RESULT
CATEGORY 1	Watershed Resources-Planning	1,416,100	1,303,600			37,500	75,000		1,416,100	-
	FFW & Flood Plain Mapping	1,101,000	911,662			164,338	25,000		1,101,000	-
	Water Control Structures	3,628,700	2,593,350			985,350	50,000		3,628,700	-
	Resource Planning	2,609,600	1,525,600		1,044,000	40,000			2,609,600	-
	Conservation Lands Mgmt	2,871,900	2,629,900		42,000		200,000		2,871,900	-
	Source Protection Planning	640,000	-			640,000			640,000	-
	<b>Total Category 1</b>	<b>12,267,300</b>	<b>8,964,112</b>		<b>1,086,000</b>	<b>1,867,188</b>	<b>350,000</b>	<b>-</b>	<b>12,267,300</b>	<b>-</b>
			73%	0%	9%	15%	3%	0%	100%	
General Operating	<b>General Operating Expenses (note 5)</b>	<b>4,449,188</b>	<b>3,310,888</b>		<b>250,000</b>		<b>684,000</b>	<b>204,300</b>	<b>4,449,188</b>	<b>-</b>
			74%	0%	6%	0%	15%	5%	100%	
CATEGORY 2	<b>CATEGORY 2 Watershed Services</b>	<b>1,868,000</b>	<b>1,017,000</b>	<b>850,000</b>			<b>1,000</b>		<b>1,868,000</b>	<b>-</b>
			54%	46%	0%	0%	0%	0%	100%	
CATEGORY 3	Tree Planting/Nursery Program	892,900			580,000			312,900	892,900	-
	Conservation Services	82,200				30,000		52,200	82,200	-
	Environmental Education	912,000			600,000		312,000		912,000	-
	Property Rentals	1,109,200			3,038,000			(1,928,800)	1,109,200	-
	Hydro Production	212,000			580,000			(368,000)	212,000	-
	Conservation Areas	11,432,000			10,571,000		351,000	510,000	11,432,000	-
	Administrative Support (note 6)	1,217,400						1,217,400	1,217,400	-
<b>Total Category 3</b>	<b>15,857,700</b>	<b>-</b>	<b>-</b>	<b>15,369,000</b>	<b>30,000</b>	<b>663,000</b>	<b>(204,300)</b>	<b>15,857,700</b>	<b>-</b>	
			0%	0%	97%	0%	4%	-1%	100%	
<b>TOTAL Programs &amp; Services</b>		<b>34,442,188</b>	<b>13,292,000</b>	<b>850,000</b>	<b>16,705,000</b>	<b>1,897,188</b>	<b>1,698,000</b>	<b>-</b>	<b>34,442,188</b>	<b>-</b>
			39%	2%	49%	6%	5%	0%	100%	

NOTE 1, NOTE 4

NOTE 2

NOTE 3

**COMMENTARY:**

- NOTE 1 Total Programs & Services expenditures (includes transfers to reserves) is funded 39% by the combined total of mandatory municipal apportionment and Category 2 MOA municipal funding.
- NOTE 2 Almost 50% of total expenses is funded with self-generated revenue.
- NOTE 3 Category 3 'Property Rentals' and 'Hydro Production' generate a surplus which is allocated to Category 3 programs and General Operating expenses to achieve breakeven results for each P&S.
- NOTE 4 In 2023 General Municipal Levy funding totalled \$12,968,000. Therefore Municipal funding is increasing by \$324,000 (or 2.5%) to \$13,292,000 in 2024 compared to 2023.  
**General Operating Expenses** include administrative expenses related to Office of the CAO, communications, capital support, finance, payroll, human resources, Health and Safety, head Office facility, and other administrative expenses that support the provision of programs and services.
- NOTE 5 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.
- NOTE 6 **Administrative Support** include administrative expenses related to finance, communications, capital support and other administrative expenses that support category 3 programs and services.

Grand River Conservation Authority  
**MUNICIPAL FUNDING BREAKDOWN (note 1)**

**ATTACHMENT C**

**BUDGET 2024**

to General Meeting October 27th, 2023

	2024	2023
	Municipal Apportionment	Municipal Levy
CATEGORY 1 - Mandatory	8,964,112	
General Operating Expenses	3,310,888	
CATEGORY 2 - Municipally Requested MOU's (note 2)	1,017,000	
Matching Admin & Mtce Levy		449,688
Non-Matching Admin & Mtce Levy		11,568,312
Capital Maintenance Levy		950,000
	<b>13,292,000</b>	<b>12,968,000</b>
	<i>dollar Increase</i>	324,000
	<i>percentage Increase</i>	2.5%

**Note 1**  
**Funding under special agreements with Municipalities is not included in above municipal funding breakdown (i.e. RWQP, Subwatershed studies)**

**Note 2**  
 Participation of all member municipalities for Category 2 programs and services has not been confirmed as at Oct 27/23. Adjustments may be applicable.

## Grand River Conservation Authority Summary of Municipal Apportionment - 2024 Budget

*DRAFT - October 27th, 2023*

	% CVA in Watershed	2023 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2024 Budget General Operating Expenses*	2024 Budget Category 1 Operating Expenses*	2024 Budget Category 2 Operating Expenses*	2024 Budget Total Apportionment	Actual 2023	% Change
Brant County	82.9%	7,651,609,216	6,343,184,040	2.98%	98,549	266,819	30,271	395,639	378,509	4.5%
Brantford C	100.0%	15,830,835,062	15,830,835,062	7.43%	245,952	665,906	75,549	987,407	959,163	2.9%
Amaranth Twp	82.0%	836,304,475	685,769,670	0.32%	10,654	28,846	3,273	42,773	41,929	2.0%
East Garafraxa Twp	80.0%	659,250,495	527,400,396	0.25%	8,194	22,184	2,517	32,895	32,145	2.3%
Town of Grand Valley	100.0%	629,306,057	629,306,057	0.30%	9,777	26,471	3,003	39,251	37,414	4.9%
Melancthon Twp	56.0%	621,036,905	347,780,667	0.16%	5,403	14,629	1,660	21,692	21,055	3.0%
Southgate Twp	6.0%	1,171,985,196	70,319,112	0.03%	1,092	2,958	336	4,386	4,082	7.4%
Haldimand County	41.0%	7,540,022,556	3,091,409,248	1.45%	48,029	130,037	14,753	192,819	188,187	2.5%
Norfolk County	5.0%	9,936,265,436	496,813,272	0.23%	7,719	20,898	2,371	30,988	30,398	1.9%
Halton Region	10.6%	49,388,040,845	5,220,626,448	2.45%	81,109	219,600	24,914	325,623	317,066	2.7%
Hamilton City	26.7%	98,248,255,488	26,281,408,343	12.33%	408,315	1,105,497	125,421	1,639,233	1,605,656	2.1%
Oxford County	36.1%	4,704,097,710	1,696,921,269	0.80%	26,364	71,379	8,098	105,841	103,618	2.1%
North Perth T	2.0%	2,497,940,188	49,958,804	0.02%	776	2,101	238	3,115	2,933	6.2%
Perth East Twp	40.0%	2,108,636,244	843,454,498	0.40%	13,104	35,479	4,025	52,608	51,654	1.8%
Waterloo Region	100.0%	107,591,348,898	107,591,348,898	50.49%	1,671,568	4,525,707	513,453	6,710,728	6,542,324	2.6%
Centre Wellington Twp	100.0%	5,519,221,813	5,519,221,813	2.59%	85,748	232,160	26,339	344,247	335,603	2.6%
Erin T	49.0%	2,632,734,184	1,290,039,750	0.61%	20,042	54,264	6,156	80,462	79,394	1.3%
Guelph C	100.0%	28,678,588,984	28,678,588,984	13.46%	445,558	1,206,332	136,861	1,788,751	1,757,601	1.8%
Guelph Eramosa Twp	100.0%	2,990,332,288	2,990,332,288	1.40%	46,459	125,785	14,271	186,515	182,089	2.4%
Mapleton Twp	95.0%	1,936,823,480	1,839,982,306	0.86%	28,586	77,397	8,781	114,764	111,066	3.3%
Wellington North Twp	51.0%	1,842,795,052	939,825,477	0.44%	14,601	39,533	4,485	58,619	57,083	2.7%
Puslinch Twp	75.0%	2,856,920,480	2,142,690,360	1.01%	33,289	90,130	10,225	133,644	129,031	3.6%
<b>Total</b>		<b>355,872,351,049</b>	<b>213,107,216,762</b>	<b>100.00%</b>	<b>3,310,888</b>	<b>8,964,112</b>	<b>1,017,000</b>	<b>13,292,000</b>	<b>12,968,000</b>	<b>2.5%</b>

\*Operating Expenses include maintenance of capital infrastructure, studies, and/or equipment.



**Grand River Conservation Authority**  
**BUDGET 2024 - SUMMARY of RESERVES**

ATTACHMENT E

General Meeting - October 27th, 2023

	BUDGET 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" BUDGET 2023			BUDGET 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
<b>Type A: GRCA Controlled</b>						
<b>Operating Reserves (designated)</b>						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	8,013	0	0			8,013
Personnel	1,039,112	(65,000)	0		(65,000) OUT- Vacation Accrual, Wages	974,112
Transition	2,003,704	(357,000)	55,000		(412,000) OUT-\$100K Staff Position, \$312,000 Environmental Education	1,646,704
Forestry	1,347,640	35,000	35,000			1,382,640
Information Systems and Technology	1,063,602	(344,000)	35,000	1,437,000	(1,816,000) IN-Chargebacks; OUT-Operating/Capital costs	719,602
Cottage Operations	1,215,650	35,000	35,000			1,250,650
Grand River Watershed Management Plan	116,939	3,000	3,000			119,939
Planning Enforcement	542,179	16,000	16,000			558,179
Property Rental Expenses	757,976	20,000	20,000			777,976
Watershed Restoration	276,275	8,000	8,000			284,275
Master Planning	439,958	15,000	15,000			454,958
Water Management Operating NEW-2022	850,000	25,000	25,000			875,000
Motor Pool Equipment	1,445,368	(185,000)	55,000	1,300,000	(1,540,000) IN-Chargebacks;OUT-Operating/Capital costs	1,260,368
Motor Pool Insurance	95,064	3,000	3,000			98,064
<b>Capital Reserves (designated)</b>						
Water Control Structures	2,759,473	25,000	75,000		(50,000) OUT-Water Control Structures major repairs	2,784,473
Cambridge Desiltation Pond	4,709	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	3,709
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital	7,049,262	(140,000)	210,000		(350,000) OUT-Cons Area Capital costs	6,909,262
Gauges	901,275	(70,000)	30,000		(100,000) OUT-Gauge costs	831,275
<b>Capital Reserves (undesignated)</b>						
General Capital Reserve	1,314,608	151,500	35,000	116,500	IN-Hydro Generation Revenue	1,466,108
<b>Total Type A: GRCA Controlled</b>	<b>24,895,023</b>	<b>(825,500)</b>	<b>655,000</b>	<b>2,853,500</b>	<b>(4,334,000)</b>	<b>24,069,523</b>
<b>Type B: Reserves with Outside Control/Interest</b>						
<b>With MNRF Interest (Capital Reserves)</b>						
Gravel	263,716	4,000	5,000		(1,000) OUT-Gravel Pit License	267,716
Land Sale Proceeds Reserve	22,606,367	479,000	579,000		(100,000) OUT-\$100K Demolition costs	23,085,367
<b>With School Board Interest (Operating Reserves)</b>						
App's Nature Centre	75,501	2,000	2,000			77,501
Laurel Creek Nature Centre	123,611	3,000	3,000			126,611
Guelph Lake Nature Centre	142,487	3,000	3,000			145,487
Taquanyah Nature Centre	23,197	1,000	1,000			24,197
Shade's Mills Nature Centre	79,836	2,000	2,000			81,836
<b>Total Type B: Outside Control/Interest</b>	<b>23,314,715</b>	<b>494,000</b>	<b>595,000</b>	<b>0</b>	<b>(101,000)</b>	<b>23,808,715</b>
<b>TOTAL</b>	<b>\$48,209,738</b>	<b>(331,500)</b>	<b>\$1,250,000</b>	<b>\$2,853,500</b>	<b>(\$4,435,000)</b>	<b>\$47,878,238</b>

**BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN**

*Draft October 27, 2023 to General Meeting*

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$ 285,000	\$ (50,000)	\$ 235,000	Municipal Funding
Conservation Services	\$ 1,339,000	\$ (800,000)	\$ 539,000	Municipal Funding
Water Quality	\$ 148,000	\$ (1,000)	\$ 147,000	
Water Quality - Waste Water Optimization Program	\$ 87,600		\$ 87,600	
Water Quality - Groundwater Resources	\$ 8,400	\$ -	\$ 8,400	
Watershed Sciences & Collaborative Planning *				
<b>TOTAL</b>	<b>\$ 1,868,000</b>	<b>\$ (851,000)</b>	<b>\$ 1,017,000</b>	

*\* Costs related to this activity integrated in the above listed programs and services.*

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
BUDGET 2024**

	<b>New Regulations</b>		<b>NEW REGS Budget 2023 (draft Oct version)</b>	<b>NEW REGS Budget 2024</b>
	<b>Category</b>	<b>P&amp;S Ref #</b>		
<b><u>REVENUE</u></b>				
<b><u>Municipal</u></b>				
Municipal Apportionment	Category 1	various	11,976,000	12,275,000
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000
Other	Category 2	8	850,000	850,000
			<b>13,818,000</b>	<b>14,142,000</b>
<b><u>Government Grants</u></b>				
MNRF Transfer Payments	Category 1	various	449,688	449,688
Source Protection Program-Provincial	Category 1	various	640,000	640,000
Other Provincial	Category 1	various	737,500	737,500
Other Provincial	Category 3	various	30,000	30,000
Federal	Category 1	various	40,000	40,000
			<b>1,897,188</b>	<b>1,897,188</b>
<b><u>Self Generated</u></b>				
User Fees and Sales				
<i>Resource Planning</i>	Category 1	4	1,144,000	1,044,000
<i>Tree Planting</i>	Category 3	9	580,000	580,000
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,500,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000
Property Rentals	Category 3	12	2,981,000	3,038,000
Hydro Generation	Category 3	13	580,000	580,000
Grand River Conservation Foundation	Category 1,2,3	various	27,000	27,000
Investment Income	General Operating	7	1,350,000	1,400,000
			<b>17,248,000</b>	<b>17,855,000</b>
<b>Total Self-Generated Revenue</b>			<b>17,248,000</b>	<b>17,855,000</b>
<b>TOTAL REVENUE</b>			<b>32,963,188</b>	<b>33,894,188</b>

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
BUDGET 2024**

	<b>New Regulations</b>		<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget</b>
	<b>Category</b>	<b>P&amp;S Ref #</b>	<b>(draft Oct version)</b>	<b>2024</b>
<b>EXPENSES</b>				
<b>OPERATING</b>				
Watershed Management	Category 1	1	1,276,000	1,306,100
Flood Forecasting and Warning	Category 1	2	895,000	911,000
Water Control Structures	Category 1	3	2,143,200	2,128,700
Resource Planning	Category 1	4	2,551,800	2,569,600
Conservation Lands Management	Category 1	5	2,954,600	2,871,900
Source Protection Program	Category 1	6	640,000	640,000
General Operating Expenses	General Operating	7	3,495,788	3,830,188
Watershed Services	Category 2	8	1,043,000	1,068,000
Tree Planting	Category 3	9	867,300	892,900
Conservation Services	Category 3	10	81,200	82,200
Environmental Education	Category 3	11	775,100	912,000
Property Rentals	Category 3	12	1,095,200	1,109,200
Hydro Production	Category 3	13	95,500	95,500
Conservation Areas	Category 3	14	9,037,000	9,432,000
Administrative Support	Category 3	15	1,198,000	1,217,400
<b>Total OPERATING Expenses</b>			<b>28,148,688</b>	<b>29,066,688</b>
<b>CAPITAL</b>				
Watershed Management	Category 1	1	110,000	110,000
Flood Forecasting and Warning	Category 1	2	190,000	190,000
Water Control Structures	Category 1	3	1,500,000	1,500,000
Conservation Areas	Category 3	13	2,000,000	2,000,000
Information Systems	General Operating	16	290,000	379,000
Motor Pool	General Operating	16	14,000	240,000
<b>Total Capital Expenses</b>			<b>4,104,000</b>	<b>4,419,000</b>
<b>SPECIAL</b>				
Resource Planning	Category 1	4	40,000	40,000
Conservation Services	Category 2	8	800,000	800,000
<b>Total SPECIAL PROJECTS Expenses</b>			<b>840,000</b>	<b>840,000</b>
<b>Total Expenses</b>			<b>33,092,688</b>	<b>34,325,688</b>
<b>Gross Surplus</b>			<b>(129,500)</b>	<b>(431,500)</b>
<b>Prior Year Surplus Carryforward</b>			<b>100,000</b>	<b>100,000</b>
<b>Net Funding FROM/(TO) Reserves</b>			<b>29,500</b>	<b>331,500</b>
<b>NET SURPLUS</b>			<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
P&S #1 - Watershed Management  
BUDGET 2024

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

draft Bud 2023(Oct)

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,013,900	1,044,000
Administration Expenses	197,000	197,000
Other Operating Expenses	65,100	65,100
<b>Total OPERATING Expenditures</b>	<b>1,276,000</b>	<b>1,306,100</b>
Instrumentation	60,000	60,000
Water Quality Monitoring Equipment	50,000	50,000
<b>Total CAPITAL Expenditures</b>	<b>110,000</b>	<b>110,000</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,386,000</b>	<b>1,416,100</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	1,273,500	1,303,600
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**Government Grants**

Other Provincial	37,500	37,500
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**Funding From Reserves**

Gauges	75,000	75,000
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<b>TOTAL FUNDING</b>	<b>1,386,000</b>	<b>1,416,100</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #2 - Flood Forecasting and Warning  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	551,000	567,000
Administration Expenses	236,000	236,000
Other Operating Expenses	108,000	108,000
<b>Total OPERATING Expenditures</b>	<b>895,000</b>	<b>911,000</b>
Hardware	88,000	88,000
Stream Gauges	102,000	102,000
<b>Total CAPITAL Expenditures</b>	<b>190,000</b>	<b>190,000</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,085,000</b>	<b>1,101,000</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	835,662	911,662
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**Government Grants**

MNRF Transfer Payments	164,338	164,338
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**Funding From Reserves**

Floodplain Mapping Projects & Gauges	25,000	25,000
Water Management Operating	60,000	0

<b>TOTAL REVENUE</b>	<b>1,085,000</b>	<b>1,101,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #3 - Water Control Structures  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,399,500	1,441,000
Administration Expenses	29,200	29,200
Insurance	199,000	143,000
Property Taxes	170,700	170,700
Other Operating Expenses	344,800	344,800
<b>Total OPERATING Expenditures</b>	<b>2,143,200</b>	<b>2,128,700</b>
<b>Total CAPITAL Expenditures</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>

**Funding**

**Municipal**

Municipal Apportionment (levy)	2,537,850	2,593,350
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**Government Grants**

MNRF Transfer Payments	285,350	285,350
Provincial	700,000	700,000

**Funding From Reserves**

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #4 - Resource Planning  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
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(draft Oct version)

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	2,275,200	2,293,000
Administration Expenses	221,900	221,900
Other Operating Expenses	54,700	54,700
<b>Total OPERATING Expenditures</b>	<b>2,551,800</b>	<b>2,569,600</b>
Species at Risk	40,000	40,000
<b>Total SPECIAL PROJECT Expenditures</b>	<b>40,000</b>	<b>40,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,591,800</b>	<b>2,609,600</b>

**Funding**

**Municipal**

Municipal Apportionment (levy)	1,362,800	1,525,600
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**Government Grants**

Federal	40,000	40,000
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**Self Generated**

Solicitor Enquiry Fees	90,000	80,000
Permit Fees	500,000	470,000
Plan Review Fees	554,000	494,000

**Funding from Reserves**

Water Management Operating Reserve	45,000	-
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<b>TOTAL REVENUE</b>	<b>2,591,800</b>	<b>2,609,600</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #5 - Conservation Lands Management  
BUDGET 2024**

NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
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**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	1,789,700	1,813,000
Administration Expenses	165,100	165,100
Insurance	201,000	60,000
Property Taxes	285,200	305,200
Other Operating Expenses	513,600	528,600
<b>Total OPERATING Expenditures</b>	<b>2,954,600</b>	<b>2,871,900</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,954,600</b>	<b>2,871,900</b>
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**Funding**

**Municipal**

Municipal Apportionment (levy)	2,712,600	2,629,900
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**Self Generated**

Timber Sales	15,000	15,000
Donations - Foundation	27,000	27,000

**Funding From Reserves**

Land (Demolitions)	100,000	100,000
Transition Reserve (Staffing)	100,000	100,000

<b>TOTAL REVENUE</b>	<b>2,954,600</b>	<b>2,871,900</b>
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<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #6 - Source Protection Program  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
<b>(draft Oct version)</b>	

**How much does it cost, and who pays for it?**

**Expenditures**

Compensation and Benefits	490,000	490,000
Administration Expenses	50,000	50,000
Other Operating Expenses	90,000	90,000
Water Budget - Technical Studies	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>640,000</b>	<b>640,000</b>

**Funding**

**Government Grants**

Provincial	640,000	640,000
<b>TOTAL FUNDING</b>	<b>640,000</b>	<b>640,000</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #7 General Operating Expense  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

How much does it cost, and who pays for it?

**Expenditures and Funding to Reserves**

Compensation and Benefits	2,327,500	2,441,000
Administration Expenses	370,000	370,000
Insurance	63,500	284,500
Other Operating Expenses	804,788	804,688
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)
<b>Total OPERATING Expenditures</b>	<b>3,495,788</b>	<b>3,830,188</b>
Interest Income	1,250,000	1,250,000
<b>Total FUNDING to RESERVES</b>	<b>1,250,000</b>	<b>1,250,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,745,788</b>	<b>5,080,188</b>

**Funding**

**Municipal**

Municipal Apportionment (levy)	3,253,588	3,310,888
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**Self Generated**

Investment Income	1,350,000	1,400,000
Personnel	65,000	65,000

<b>TOTAL REVENUE</b>	<b>4,668,588</b>	<b>4,775,888</b>
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<b>Net Surplus/(Deficit)</b>	<b>(77,200)</b>	<b>(304,300)</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #8 - Watershed Services - CAT 2  
BUDGET 2024**

NEW REGS Budget 2023 (draft Oct version)	NEW REGS Budget 2024
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**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	825,100	850,000
Administration Expenses	117,900	118,000
Other Operating Expenses	100,000	100,000
<b>Total OPERATING Expenditures</b>	<b>1,043,000</b>	<b>1,068,000</b>
RWQP Grants	800,000	800,000
<b>Total SPECIAL PROJECT Expenditures</b>	<b>800,000</b>	<b>800,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,843,000</b>	<b>1,868,000</b>

**Funding**

**Municipal**

Memorandums of Understanding Apportionment	992,000	1,017,000
Municipal Other	850,000	850,000

**Funding From Reserves**

Cambridge Desiltation Pond	1,000	1,000
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<b>TOTAL REVENUE</b>	<b>1,843,000</b>	<b>1,868,000</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #9 Tree Planting Program  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

How much does it cost, and who pays for it?

**Expenditures and Funding to Reserves**

Compensation and Benefits	278,000	287,000
Administration Expenses	30,900	30,900
Other Operating Expenses	558,400	575,000
<b>Total OPERATING Expenditures</b>	<b>867,300</b>	<b>892,900</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>867,300</b>	<b>892,900</b>
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**Funding**

**Self Generated**

Nursery	400,000	400,000
Landowner Contributions (Tree Planting)	180,000	180,000

<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>580,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>(287,300)</b>	<b>(312,900)</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #10 - Conservation Services  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	26,000	27,000
Administration Expenses	33,200	33,200
Other Operating Expenses	22,000	22,000
<b>Total OPERATING Expenditures</b>	<b>81,200</b>	<b>82,200</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>81,200</b>	<b>82,200</b>

**Funding**

**Government Grants**

Other Provincial	30,000	30,000
<b>TOTAL REVENUE</b>	<b>30,000</b>	<b>30,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(51,200)</b>	<b>(52,200)</b>

**GRAND RIVER CONSERVATION AUTHORITY  
P&S #11 - Environmental Education  
BUDGET 2024**

NEW REGS Budget 2023	NEW REGS Budget 2024
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation & Benefits	574,500	642,000
Administration Expenses	57,000	57,000
Other Operating Expenses	143,600	213,000
<b>Total OPERATING Expenditures</b>	<b>775,100</b>	<b>912,000</b>

Guelph Lake Nature Centre		
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>775,100</b>	<b>912,000</b>
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**Funding**

**Self Generated**

Nature Centre Revenue - Schools	500,000	600,000
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**Funding from Reserves**

Transition Reserve		312,000
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<b>TOTAL REVENUE</b>	<b>500,000</b>	<b>912,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>(275,100)</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #12 - Property Rentals  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
<b>Total OPERATING Expenditures</b>	<b>1,095,200</b>	<b>1,109,200</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,095,200</b>	<b>1,109,200</b>
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**Funding**

**Self Generated**

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000

<b>TOTAL REVENUE</b>	<b>2,981,000</b>	<b>3,038,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>1,885,800</b>	<b>1,928,800</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #13 - Hydro Production  
BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget 2023</b>	<b>Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	70,000	70,000
Other Operating Expenses	25,500	25,500
<b>Total OPERATING Expenditures</b>	<b>95,500</b>	<b>95,500</b>
General Capital/Land Sale Proceeds	116,500	116,500
<b>Total FUNDING to RESERVES</b>	<b>116,500</b>	<b>116,500</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>212,000</b>	<b>212,000</b>

**Revenue**

**Government Grants**

Provincial	0	0
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**Self Generated**

Hydro Production-Belwood	265,000	265,000
Hydro Production-Conestogo	260,000	260,000
Hydro Production-Guelph	40,000	40,000
Hydro Production-Elora	15,000	15,000
Miscellaneous Income	0	0

**Funding from Reserves**

Land Sale Proceeds	0	0
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<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>580,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>368,000</b>	<b>368,000</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #14 - Conservation Areas  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	5,033,000	5,224,000
Administration Expenses	215,000	220,000
Property Tax	65,000	65,000
Other Operating Expenses	3,724,000	3,923,000
<b>Total OPERATING Expenditures</b>	<b>9,037,000</b>	<b>9,432,000</b>
<b>Total CAPITAL Expenditures</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,037,000</b>	<b>11,432,000</b>

**Funding**

**Self Generated**

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
<b>Total Fee Revenue</b>	<b>10,000,000</b>	<b>10,500,000</b>

Miscellaneous Income (Luther)	71,000	71,000
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**Funding From Reserves**

Gravel	1,000	1,000
Conservation Areas - Capital Projects	500,000	350,000

<b>TOTAL REVENUE</b>	<b>10,572,000</b>	<b>10,922,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>(465,000)</b>	<b>(510,000)</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
P&S #15 - Administrative Support - CATEGORY 3  
BUDGET 2024**

<b>NEW REGS Budget 2023</b>	<b>NEW REGS Budget 2024</b>
(draft Oct version)	

How much does it cost, and who pays for it?

**Expenditures and Funding to Reserves**

Compensation and Benefits	648,600	668,000
Administration Expenses	100,900	100,900
Insurance	208,500	208,500
Other Operating Expenses	240,000	240,000
LESS: Recovery of Corporate Services Expenses		
<b>Total OPERATING Expenditures</b>	<b>1,198,000</b>	<b>1,217,400</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,198,000</b>	<b>1,217,400</b>
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**Funding**

<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>(1,198,000)</b>	<b>(1,217,400)</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**P&S #16 - Supplemental Information - Information Systems and Motor Pool**  
**BUDGET 2024**

<b>NEW REGS</b>	<b>NEW REGS</b>
<b>Budget</b>	<b>Budget</b>
<b>2023</b>	<b>2024</b>
(draft Oct version)	

**How much does it cost, and who pays for it?**

**Expenditures**

**Information Systems**

Compensation and Benefits	1,290,000	1,329,000
Administrative Expenses	25,500	25,500
Software and Hardware Maintenance	187,500	187,500
Supplies and Services	54,000	54,000
<b>Total OPERATING Expenditures</b>	<b>1,557,000</b>	<b>1,596,000</b>
<b>Capital Expenses</b>	<b>170,000</b>	<b>220,000</b>
<b>LESS Internal Charges</b>	<b>(1,437,000)</b>	<b>(1,437,000)</b>
<b>NET Unallocated Expenses</b>	<b>290,000</b>	<b>379,000</b>

**Motor Pool**

Compensation and Benefits	312,000	321,000
Administrative Expenses	26,000	26,000
Insurance	50,600	63,000
Motor Pool Building and Grounds Maintenance	10,400	10,000
Equipment, Repairs and Supplies	286,000	336,000
Fuel	254,000	284,000
<b>Total OPERATING Expenditures</b>	<b>939,000</b>	<b>1,040,000</b>
<b>Capital Expenses</b>	<b>375,000</b>	<b>500,000</b>
<b>LESS Internal Charges</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>
<b>NET Unallocated Expenses</b>	<b>14,000</b>	<b>240,000</b>

<b>TOTAL EXPENDITURES</b>	<b>304,000</b>	<b>619,000</b>
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**Funding**

<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>
Gross Surplus (Deficit)	(304,000)	(619,000)
Funding From Reserves	3,041,000	3,356,000
Funding to Reserves	(2,737,000)	(2,737,000)
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>

**Pilon, Janet**

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**Subject:** lrt

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**From:** pauline brewer

**Sent:** December 30, 2023 4:48 PM

**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)

**Subject:** lrt

As a taxpayer I have serious issues with the increasing costs of the LRT and changes to 2 way streets. **WE NEED A REFERENDUM.** With hundreds on the streets the city has bigger issues than a train that only benefits a few people on the route. During a recent on going conversation on the spec.com 93% of the participants agree. **Cut our losses now. Another concern is in the event of an accident, hours long police investigations, or a fire along the route the LRT will come to a standstill. Buses can detour around. The LRT cant detour. I vote for electric buses.**

December 28, 2023

Hamilton City Hall  
71 Main St. W.  
Hamilton, ON L8P 4Y5

To Whom It May Concern:

Just a note of thanks for the completion of Initiative #4 of the Mountain Brow Scenic Trail.

It is a wonderful path for walkers, joggers and bikers. As residents, we are thrilled, and it is a great walkway for tourists to our city.

We hope that someday a similar trail will be continued to Upper Horning Rd.

Thank you again.

Sincerely

Marjorie & Nat Filice



City of Hamilton  
City Hall, 71 Main Street West  
Hamilton, Ontario,

December 15, 2023

To: Mayor Horwath and Members of City Council

From: The Advisory Committee for Persons with Disabilities

Re: **HSR Fare Assist Program and the Cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program**

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Dear Mayor Horwath and Members of City Council,

The Advisory Committee for Persons with Disabilities has significant concerns regarding the cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program without first addressing several insufficiencies with the current bus design and fare payment options.

The HSR Fare Assist Program can help many people on ODSP save a modest amount on their transit costs. While it is not a great program, it is a good start to addressing the financial inequities of our social system. ACPD does have to take issue with the manner in which a smaller group of people with disabilities will be negatively impacted financially and the rapid pace in which the HSR has implemented this program.

The HSR has every right to charge for services, but they have to make sure people are able to do so. Revoking a program after only a few months notification like the no pay program used by the CNIB after being in place for decades seems unfair. Perhaps a transition could be discussed?

ACPD also takes issue with the HSR's failure to provide an accessible method of payment for persons with vision loss. The Presto system relies heavily on its Presto App. This requires a smart phone and the ability to manipulate one. This is very difficult if not impossible for people that can't see the display, nor feel the buttons to enter their banking information. This means that the only option they have is to travel to a Shoppers Drug Mart or a Fortinos. How do they get there? The fare box doesn't read out the display in

an audible format so how are they to know if it has gone through properly? Are they still on a transfer? How much money is remaining on their card? This is all information that people with vision take for granted. When a person with vision loss needs to learn a new route, it can often take weeks of practice to learn how to navigate a new path. They do not need assistance with travel training, only the ability to practice without financial hardship.

The CNIB and other agencies that represent those with vision loss have reasonable concerns that should be addressed before ceasing a program in place longer than many of us have been alive.

To understand how the voluntary pay program came about, we need to provide a little history. In the late 1990's, the HSR purchased a small number of low floor buses to begin making the service accessible. At the time, the technology only allowed for installation at the back door and the HSR designed the layout accordingly. The HSR has been designing their buses to have the back door as the primary access point ever since. This raised a big problem however, where do they pay if they are entering from the back door? At the time, it was determined that it would cost too much to install a secondary fare box and felt it was cheaper to let people with mobility devices ride for free. This is still a problem today which the HSR has not addressed.

When the *Accessibility for Ontarians with Disabilities Act (AODA)* was passed in 2005, one of the rules for conventional transit was that two wheelchair seats be provided as close to the primary access point as possible. For most cities, they use the front door as the primary access and the two wheelchair seats are up front on either side. The City of Hamilton continued to use the back door design with the two wheelchair spots closest to the rear entrance and still does to this day. If the HSR wants to switch to the front door as the primary access, they will need to change the design of the buses or they would be violating the AODA's section 49(2): The priority seating for persons with disabilities shall be located as close as practicable to the entrance door of the vehicle.

If the HSR wants persons with mobility devices to pay fare, they will need to provide an accessible means of paying at the rear door or as we have also suggested, provide a portable Presto scanner for each driver.

Other points of concern are:

- The lack of appropriate grab bars surrounding the fare box. People that use walkers and rollators will need to be able to transfer their weight off of



their mobility device onto the grab bar so they can swipe their card safely. The box should have rounded grab bars available on either side; flush or of slight prominence to the fare box.

- Powerchairs have another problem using the front scanners, the control box of the chair blocks access and you have to strain and reach around to scan the card.
- Only some designs of mobility scooters and powerchairs are able to maneuver through the front door. Mobility Scooters with wide wheel bases as well as powerchairs with large footplates and high backs or tilt seating require the back door.

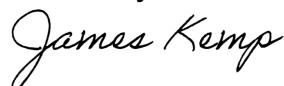
ACPD would be remiss if for not pointing out that a large number of people with disabilities live in deep poverty and cannot afford internet access or smartphones. This digital divide gets wider each day and we must remember that we are not operating on a level playing field. Presto is not very accessible to many people.

A financial argument can also be made that it actually saves the City money to allow a passenger to ride the bus for free than it does for a passenger to pay fare on a DARTS trip. It incentivizes using transit over paratransit. Classifying both programs as temporary was to ensure that they didn't affect DARTS, not that they were in place as a stop gap measure.

The ACPD was consulted on the Fare Assist Program in May of 2023 and raised these concerns with staff at that time and that information is not in the final staff report. Instead, the relevant consultation only states that some members felt there would be a problem using Presto.

ACPD supports the implementation of the Fare Assist Program, however, asks that the HSR pause their plan to cancel both temporary programs until they can better accommodate the needs of people with disabilities.

Sincerely,



James Kemp,  
Chair

Advisory Committee for Persons with Disabilities

**Pilon, Janet**

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**Subject:** A written Delegation for Budget Day

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**From:** James Lambert  
**Sent:** January 15, 2024 12:07 PM  
**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
**Cc:** Ward 2 <[ward2@hamilton.ca](mailto:ward2@hamilton.ca)>  
**Subject:** A written Delegation for Budget Day

I cannot attend tomorrow's delegations in person but I hope you can consider this written delegation.

Sincerely,

James Lambert, PhD  
Ward 2 Resident

[Bugdet Day Written Delegation 2024](#)

To the Clerk of the Hamilton City Council,

The budget of any government is the clearest reflection of its priorities, and in turn, the society that budget helps shape. It is no wonder that in the City of Hamilton, with the highest concentration of disabled people in Ontario, with one of the worst environmental records anywhere in the country, and with thousands struggling to find and keep affordable housing, the top line item on the budget is the Hamilton Police Service (HPS). Policing is the City of Hamilton's highest priority.

While every other City department is scrutinized for cost saving measures, HPS appears to receive an annual carte blanche, guaranteed to get whatever it asks for. This cost is always justified by an endlessly adaptable illogic. In years when violent crime increases, the logic goes that more police will save us. In years when violent crime decreases, we argue that this is only because of the presence of more police, and double down. According to HPS, we must maintain the "current levels of service" because the role of police is becoming ever more complex and multifaceted. Indeed, according to the HPS, with enough money, they could be the solution to literally any problem. Traffic fatalities caused by badly designed surface streets? More police on traffic enforcement. Calls from housed constituents afraid of their neighbours living on the street? More police on patrol. An opioid crisis? More police arresting alleged drug dealers. A lack of emergency mental health support? More mental health first aid training for police officers. I feel certain that there will never come a day when the chief of the Hamilton Police stands before council and proudly announces that the mission of the police has been accomplished, and we can finally start considering something else, like housing, or universal transit, to be our highest priority.

When I think about the most generous analogy that one could give to the HPS, it is of a bucket underneath a leaking roof. Despite the obvious conclusion that our priority should be to fix the roof, for as long as I've lived in Hamilton, the priority of Council has been to buy bigger buckets while the roof caves in around us. But even this analogy is misleading, because the HPS do not catch the falling water. They give the illusion of catching the falling water. In less poetic terms, they provide the appearance of safety to a certain kind of resident. One who lives in a house with a satisfactory income, and whose only interaction with police is limited to speeding tickets. Indeed, speeding and traffic enforcement constitutes the majority of the police's role in our society. Very rarely if ever do police actually stop violent crimes from occurring (if you don't believe me you can take it from Chief Bergen who says this every year when he presents his request for more money).

Last year, when my Councillor Cameron Kroetsch joined six others and voted against the police budget increase, I allowed myself to feel the faintest hope that, through our political system, we might actually be able to shape this city into a place that is safer for everybody. I know that there are some on council who cannot accept that a world with fewer police is not only possible, but better. But I also know that there are members of council who want to advance a new vision for this City. I am speaking to you. Eighty years ago, when Stelco workers went on strike, it was Mayor Sam Lawrence who stopped the Federal and Provincial governments from deploying thousands of police to crush the strike. In doing so, he set a new course, not only for our City, but for the labour movement in Canada.

Today, Doug Ford is pushing for more police throughout the entire province. We need our Councilors and our Mayor to have Sam Lawrence's courage. Now, if ever, is the time for this City to re-evaluate its priorities. I want to live in a City where the biggest items on the budget are for housing, libraries, and transit. A livable city that prioritizes the well being of all its citizens is the safest city imaginable, and it's the one that we deserve.

**Pilon, Janet**

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**Subject:** Request for True implementation of by-laws of taxicab 16(q) i& ii which will make easy access to get taxicab own plate for taxicab drivers.

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**From:** Kamal Sardar

**Sent:** Thursday, January 18, 2024 9:00 PM

**To:** Pilon, Janet <Janet.Pilon@hamilton.ca>

**Subject:** Fw: Request for True implementation of by-laws of taxicab 16(q) i& ii which will make easy access to get taxicab own plate for taxicab drivers.

Hi,

Please include this request in the next meeting of the city council.

Thank you very much.

Kamal Sardar.

----- Forwarded Message -----

**From:** Kamal Sardar

**To:** Janet Pilon <[janet.pilon@hamilton.ca](mailto:janet.pilon@hamilton.ca)>

**Sent:** Thursday, January 18, 2024 at 08:56:03 p.m. EST

**Subject:** Request for True implementation of by-laws of taxicab 16(q) i& ii which will make easy access to get taxicab own plate for taxicab drivers.

Hi,

The following by-laws make all the taxicab plates must work on the roads at least 1400 hours per year. By-law staff can easily check from the main dispatch computers of both taxi brokers, the record of 1400 hours (require a print copy of the computerized working history of one previous year) for every taxicab before its renewal.

Due to in-active taxicab plates, our citizens will suffer as they need:-

1. More taxicabs are available to every customer.
2. More taxicabs will reduce the waiting time for taxicabs for customers.
3. More taxicabs will be available for those taxicab drivers who want to drive on lower rent charges.

There is no procedure for the implementation of these by-laws. There is no penalty for not complying with these by-laws.

Suppose someone has not worked according to the limit of working hours. In that case, his ownership/taxicab ownership license may be canceled, giving him a penalty of \$5000/ and that plate should be given to the next applicant on the waiting list (appendix # 3) of Schedule 25, by-laws.

Here are the by-laws, which require all the taxicabs on the roads.

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SCHEDULE 25  
TAXI CABS  
LICENSING PREREQUISITES – TAXICAB OWNERS

16. No person shall be licensed as a taxicab owner or have such a license renewed:

(q) unless the applicant for the renewal of a taxicab owner's license has been directly and actively engaged in the management or day-to-day operations of his or her taxicab for a period of at least twelve (12) months preceding the date of application;

(i) For the purposes of subsection 16(q), "directly and actively engaged in the management or day-to-day operations of his or her taxicab(s)" shall mean active for an average of at least 35 hours per week during at least forty (40) weeks of the previous twelve (12) month period, preceding the date of application for a license or renewal thereof, in the City of Hamilton in the capacity of a licensed taxicab owner;

(ii) where an applicant has on account of illness, injury or other medical reasons been unable to meet or fulfill the requirements of subsection 16(q), the applicant may complete and file with the Director of Licensing in lieu thereof a certification so stating, together with supporting documentation including a medical certificate from a physician certified to practice in the Province of Ontario and such other evidence as the Director of Licensing may require and a certification that he or she has actually engaged in operating a taxicab on a full-time basis in the City as a licensed taxicab owner for a period of not less than one (1) year immediately preceding the onset of the medical disability and during any period that the applicant was able to be so actively engaged during the year preceding the date of application and is, at the date of application, fit to resume active engagement in the management or day to day operations of his or her taxicab(s).

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There are a lot of taxicab drivers who want to get ownership/taxicab license plates, legally from the city hall.

So, it requested to make proper arrangements for the true implementation of the above tax by-laws.

Kamal Sardar



**MISSISSAUGA**

RESOLUTION 0001-2024  
 adopted by the Council of  
 The Corporation of the City of Mississauga  
 at its meeting on January 17, 2024

0001-2024

Moved by: D. Damerla

Seconded by: M. Reid

WHEREAS the administration of residential tenancies in Ontario is generally the prerogative of the Provincial Government;

AND WHEREAS Mississauga has over 71,000 tenant households and 27% of its population are tenants;

AND WHEREAS the Landlord and Tenant Board (LTB) is an adjudicative tribunal created by the Provincial Government to resolve disputes between landlords and tenants through mediation or adjudication, resolve eviction applications from co-ops, and provide information to landlords and tenants about their rights and responsibilities;

AND WHEREAS the LTB offered in-person services at its regional location at 3 Robert Speck Parkway in Mississauga, offering daily on-site mediation, tenant duty counsel services, counter staff services for Mississauga residents, and hearings were scheduled for addresses located in Mississauga and Brampton five days per week;

AND WHEREAS the LTB moved to a remote service model in September 2020 and two months later decided to permanently remove all in-person services post pandemic;

AND WHEREAS this decision has created a digital divide for people living in rural and remote areas, people living with poverty who do not have sufficient broadband or devices to participate, people who do not speak French or English, survivors of intimate partner violence where home is not a safe space to conduct a hearing, and individuals with disability, literacy, or numeracy challenges, with the Advocacy Centre of Tenants Ontario finding in 2021 that 55.6% of tenants participated by phone compared to only 26% of landlords;

AND WHEREAS the LTB in 2018 allowed the terms of experienced adjudicators to elapse which created an adjudicator shortage creating delays that drew the Ombudsman of Ontario to investigate the Board such that in January 2020, landlords were waiting 7 weeks and tenants 8 weeks for their hearings;

AND WHEREAS the backlog was 22,803 cases when the investigation was announced in January 2020, the removal of in-person services and other operational decisions increased the backlog to 53,057 cases by March 2023. Some of those operational decisions included;

1) Removing regional scheduling and having disputes from across the province heard at every hearing block which precluded adjudicators from understanding the local

housing conditions and becoming familiar with the parties in order to issue just decisions;

- 2) Toronto and Ottawa matters are heard most often at the LTB with Mississauga applications given less priority, and homelessness prevention programs could no longer efficiently help residents without a hearing block dedicated to them;
- 3) The permanent closure of the regional office in Mississauga and elsewhere has slowed the LTB's ability to address urgent matters, parties cannot easily access documents without overcoming several digital barriers, and residents can not ask questions from knowledgeable and experienced staff to ensure that simple mistakes are caught prior to the day of their hearing;
- 4) Only select virtual hearing blocks are assigned mediators and moderators (virtual concierge helps participants on the day of their hearing to navigate the process) leaving adjudicators by themselves to manage the virtual waiting area, move people to breakout rooms and adjudicate the complex matters before them;
- 5) Where there are multiple applications regarding the same address they are heard in separate hearing blocks and assigned to different adjudicators which is both inefficient and creates a situation where unfair and inconsistent outcomes may arise;
- 6) Hallway conversations that used to resolve a large number of applications before proceeding to adjudication are no longer possible with virtual hearings with most matters proceeding directly for adjudication and increasing the Board's backlog;

AND WHEREAS the Ombudsman released its report in May 2023 and found that

- 1) "A significant number of tenants, in contrast to landlords, do not have access to video technology and must participate in hearings by phone," while the landlord and the adjudicators are in a video hearing room. Some tenants lack access to phones, rendering their participation in virtual hearings impossible without accommodation (Ombudsman's report, para. 198);
- 2) Virtual hearings are "chaotic," with participants struggling and sometimes failing to join their hearing, or "losing audio connection part way through." Adjudicators reported being unable to find and share documents on screen during a hearing. People are inappropriately placed on mute. Tenants cannot review documents when the landlord presents them and cannot share their screen if they have relevant evidence to rebut the landlord's evidence (Ombudsman's report, para. 215-220);
- 3) Delays in issuing Orders. The former Associate Chair admitted, "this is not ideal – let me be clear. We used to do 4 [days to issue orders], now we're at 30. We have a serious problem." (Ombudsman's report, para. 238);
- 4) Landlord applications took an average of 6 to 9 months to be heard but tenant applications about maintenance and tenants' rights issues took up to 2 years with some applications from 2017 yet to be resolved. (Ombudsman's Report, para. 6);
- 5) It was unconscionable to permit tenant applications to lie dormant for up to six years. "The official said the Board generally prioritized scheduling of landlord applications to reduce the backlog, because it could hear more applications in the available time. While tenant applications may be more time intensive, this does not justify shelving them in order to process landlord matters that can be more expeditiously disposed of. The Board should immediately triage the outstanding tenant matters"; (Ombudsman's report, para. 148);



AND WHEREAS the Ombudsman concluded that “[d]espite the dozens of specific recommendations I have already made, addressed at improving efficiencies ... at virtually every stage, I believe that more is required...Over the past few years, the Board has proven itself unequipped for the task of reducing its extraordinary backlog of applications..[the] Board is fundamentally failing in its role of providing swift justice to those seeking resolution of residential landlord and tenant issues.” (para. 306)

AND WHEREAS delivering computers or flip phones to parties and introducing an IT support line this year is insufficient to overcome the digital divide experienced by self-represented tenants when in-person services were taken away from their communities;

AND WHEREAS we have a housing crisis that is evidenced by the following:

- 1) In Canada, more than 235,000 people experience homelessness in any given year, and 25,000 to 35,000 people may be experiencing homelessness on any given night;
- 2) From 2022 to 2023, “Asking Rents” have increased across Ontario by from 10% to 35%, with 31.4% of Ontario’s renters being in core housing need;
- 3) In Mississauga, 39% (compared to 38% in Ontario) of renters spend more than 30% of their household income on rent, 17% (compared to 15% in Ontario) spend more than 50% of their household income on rent;
- 4) There has been an increase in all notices of eviction because of rapidly escalating rental prices, vacancy decontrol, and the impact of financialized housing;
- 5) Hearing delays at the LTB create larger arrears, which results in tenants being ineligible for accessing rent banks and other programs for support. Larger rental arrears also increase operating debts for social housing providers placing their rent-geared-to-income program in jeopardy;
- 6) With the LTB in disarray, and our housing and preventing homelessness supports restricted due to the LTB’s dysfunction, sustainable tenancies are lost. If a tenant is evicted from an affordable unit, that affordable unit is lost forever from the community because of vacancy decontrol;

AND WHEREAS homelessness and the housing crisis is felt most at the level of local government and the residents that they serve;

AND WHEREAS the LTB has failed and continues to fail in its stated role and process which has had an impact on residents across the province and on municipal human services which cannot compensate for the services and gaps created by the tribunal;

AND WHEREAS the Ministries of the Attorney General and of Municipal Affairs and Housing, the Premier of Ontario, and all Members of Provincial Parliament are mandated to provide a fair and efficient landlord and tenant adjudicative process that does not contribute to increased homelessness, but supports all tenants and in particular low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage;

AND WHEREAS in 2019 the Provincial government cut Legal Aid Ontario funding in the amount of \$130 million;

NOW THEREFORE IT BE RESOLVED

- 1) Council send a letter to Mississauga MPPs, the Attorney General, the Minister of Municipal Affairs and Housing, the Premier of Ontario (and all municipalities in Ontario), Tribunals Ontario, and the Landlord and Tenant Board highlighting the impact that the LTB's decision to remove all in-person services has had on Mississauga residents and the current housing crisis;
- 2) Request that the Government of Ontario immediately move forward on all 61 recommendations of the Ombudsman's Report;
- 3) Request that Tribunals Ontario bring back in-person hearings to ensure effective access to justice for all participants, at the same time permitting digital access where both parties are agreeable;
- 4) Request that the LTB bring back regional scheduling to improve access to housing and homelessness supports, to provide better service for people living with poverty who do not have sufficient broadband or devices to participate in virtual hearings, people who do not speak French or English, survivors of intimate partner violence where home is not a safe space to conduct a hearing, and individuals with disability, literacy, or numeracy challenges, and so that Adjudicators will have increased familiarity with the community;
- 5) Request that the LTB reopen counter service at 3 Robert Speck Parkway and all LTB regional offices so that LTB staff can provide parties with documents on the day of the hearing, can provide immediate support to parties for emergency matters, can minimize delays as documents can be reviewed for minor errors when they are filed, and can provide support for applicants and respondents in-person and can refer parties to appropriate resources;
- 6) Request that LTB operations are improved by revising LTB Forms and Notices to ensure they are written in plain language, by mailing correspondence to parties in a timely manner as an alternative to logging on to the portal, by improving website navigation, by reinstating the essential participation of mediators at every LTB session, and by improving back-office processes to ensure relevant documents are included in the LTB Portal promptly;
- 7) Request that the LTB create a Navigator Program to assess remote hearing suitability, to inform tenants of Tenant Duty Counsel and other community supports (such as interpreters and homelessness prevention programs), and to offer mediation services prior to the LTB hearing, and;
- 8) Request that the LTB conduct an annual review of all of its processes to ensure that is providing fair and accessible services, and to publicly post the findings in a transparent manner.
- 9) That the Provincial government re-instate funding to Ontario Legal Aid services in the amount of \$130 million.

<b>Recorded Vote</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councillor S. Dasko	X			
Councillor A. Tedjo	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor J. Horneck	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor M. Reid	X			
Councillor S. McFadden			X	
Councillor B. Butt	X			

Carried (10, 0, 1 Absent)



January 15, 2024

Hon. Doug Ford  
Premier of Ontario

Hon. Prabmeet Sarkaria  
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9<sup>th</sup>, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

Resolution #4-1-2024

*Moved by Elaine Capes, Seconded by Melinda Davie*

**WHEREAS** road safety is of continuing and increasing concern to Ontarians;

**AND WHEREAS**, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

**AND WHEREAS**, recent statistics and media reports show increasing fatalities and police roadway activities[iii];

**AND WHEREAS**, speeding is a leading contributing factor in many accidents including fatalities[iii];

**AND WHEREAS**, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

**AND WHEREAS**, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

**AND WHEREAS**, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

**AND WHEREAS**, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

**BE IT RESOLVED** that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 <sup>[v]</sup>.

**"Carried"**

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<sup>[i]</sup> The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

<sup>[ii]</sup> [https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article\\_3131acaf-acae-5b21-bee4-a67a33600c33.html](https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html). Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

<sup>[iii]</sup> Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

<sup>[iv]</sup> <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

<sup>[v]</sup> <http://oapssb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,

*suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.*

Respectfully,

**Fred Simpson**

Digitally signed by Fred Simpson  
Location: Town of Mono  
Date: 2024-01-15 13:56-05:00

Fred Simpson, Clerk

Copy: Minister of Finance  
Honourable Sylvia Jones, Dufferin-Caledon MPP  
Association of Municipalities of Ontario  
All Ontario municipalities



**SOLE VOTING MEMBER OF THE HAMILTON TOURISM  
DEVELOPMENT CORPORATION  
REPORT 23-001**

**9:30 a.m.**

**Thursday, December 14, 2023**

**Council Chambers**

**Hamilton City Hall, 71 Main Street West**

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**Present:** Mayor Horwath (Chair)  
Councillors C. Cassar, J.P. Danko, M. Francis, C. Kroetsch,  
N. Nann, E. Pauls, M. Spadafora, M. Tadeson, and A. Wilson

**Absent  
with Regrets:** Councillor J. Beattie – City Business  
Councillors B. Clark, T. Hwang, T. Jackson, T. McMeekin,  
M. Wilson - Personal

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**THE SOLE VOTING MEMBER OF THE HAMILTON TOURISM DEVELOPMENT  
CORPORATION PRESENTS REPORT 23-001, AND RESPECTFULLY RECOMMENDS:**

- 1. Hamilton Tourism Development Corporation Board of Directors Report 23-001 (November 30, 2023) (Item 8.1)**
  - (a) Appointment of Chair and Vice-Chair (Item 1)**
    - (i) That Councillor Spadafora be appointed Chair of the Hamilton Tourism Development Corporation Board of Directors for the 2022-2026 term of Council.
    - (ii) That Councillor Hwang be appointed Vice-Chair of the Hamilton Tourism Development Corporation Board of Directors for the 2022-2026 term of Council.

**(b) Shareholder Resolutions (Item 7.1)**

**1. APPOINTMENT OF OFFICERS**

BE IT RESOLVED that the following individuals, having consented to act as officers of the Corporation, are hereby appointed to the offices indicated next to their names, commencing on the date hereof and continuing thereafter until their successors are duly appointed:

- (i)** Jason Thorne – President;
- (ii)** John Summers – Vice-President; and
- (iii)** Shelley Hesmer – Treasurer.

**2. APPROVAL OF CORPORATE BY-LAW**

BE IT RESOLVED that By-Law No. 1 of the Corporation, a copy of which is attached hereto, is hereby approved and enacted, as of the date hereof, as the sole by-law of the Corporation and continuing thereafter until amended or replaced by the Board of Directors of the Corporation.

**3. APPROVAL OF THE 2023 BUDGET**

BE IT RESOLVED that the 2023 Budget, a copy of which is attached hereto, be approved and adopted as of the date hereof.

**4. SIGNING AUTHORITY RE: CERTAIN AGREEMENTS**

BE IT RESOLVED that the President of the Corporation is hereby authorized and directed to execute, on behalf of the Corporation:

- (i)** an Operating Agreement between the Corporation and the City of Hamilton, a copy of which is attached hereto as, together with any necessary ancillary documents and/or agreements;
- (ii)** a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto, for financial support to an upset limit of Two Million Dollars (\$2,000,000) to be used for certain business operation expenses, together with any necessary ancillary documents and/or agreements; and



- (iii) a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto, for financial support to an upset limit of Two Hundred Fifty Thousand Dollars (\$250,000) to be used for certain business administration expenses, together with any necessary ancillary documents and/or agreements.

## **5. MUNICIPAL ACCOMMODATION TAX RESERVE FUND POLICY**

BE IT RESOLVED that the Corporation's Municipal Accommodation Tax Reserve Fund Policy, a copy of which is attached hereto, be approved and adopted as of the date hereof.

## **6. CONFIRMATORY ACTIONS**

BE IT RESOLVED that the officers of the Corporation are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

**THE FOREGOING RESOLUTIONS** are hereby consented to by the Board of Directors of the Corporation pursuant to the provisions of the *Not-for-Profit Corporations Act* (Ontario).

## **2. Appointment and Remuneration of Auditor, 2023 Budget, Board of Directors Resolutions, Lines of Credit, Shareholder Resolutions (Item 11.1)**

**WHEREAS** the City of Hamilton is the sole voting member of the Corporation ("Sole Voting Member");

**AND WHEREAS** the Sole Voting Member is authorized to hold shares in the Corporation and to exercise the rights attributed thereto, pursuant to Subsection 203(1) of the *Municipal Act*, 2001, SO 2001, c25 ("Act"), but the Corporation is not an Offering Corporation within the meaning ascribed to that term in the *Business Corporations Act*, R.S.O. 1990, c. B.16 ("OBCA");

**AND WHEREAS** the Corporation is a corporation incorporated and existing under the *Not-for-Profit Corporations Act*, 2010, SO 2010, c.15 ("*Not-for-Profit Corporations Act*");

**AND WHEREAS** the Council of the City of Hamilton are sitting as representatives of the Sole Voting Member of the Corporation;

**NOW THEREFORE** the Council of the City of Hamilton, acting in its capacity as representative of the Sole Voting Member of the Corporation, RESOLVES AS FOLLOWS:

## **1. APPOINTMENT AND REMUNERATION OF AUDITOR**

BE IT RESOLVED that the undersigned, being the Sole Voting Member, hereby authorizes the President of the Corporation to appoint an auditor for the Corporation for the 2023 fiscal year at such remuneration as may be fixed by the President of the Corporation, the President of the Corporation being hereby authorized to fix such remuneration.

**2. 2023 BUDGET**

BE IT RESOLVED that the 2023 budget of the Corporation, a copy of which is attached hereto as Appendix A, as approved by the Board of Directors of the Corporation, is received by the Sole Voting Member.

**3. RECEIVE BOARD OF DIRECTORS' RESOLUTIONS**

BE IT RESOLVED that the November 30, 2023 Board of Directors' Resolution, a copy of which is attached hereto as Appendix B, is received by the Sole Voting Member.

**4. SOLE VOTING MEMBER APPROVAL RE: LINES OF CREDIT**

BE IT RESOLVED:

- (i) That the Sole Voting Member approves the Corporation entering into a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto as Appendix C, for financial support to an upset limit of Two Million Dollars (\$2,000,000) to be used for certain business operation expenses, together with any necessary ancillary documents and/or agreements;
- (ii) That the Sole Voting Member approves the Corporation entering into a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto as Appendix D, for financial support to an upset limit of Two Hundred Fifty Thousand Dollars (\$250,000) to be used for certain business administration expenses, together with any necessary ancillary documents and/or agreements;
- (iii) That the Sole Voting Member approves the Corporation drawing upon the aforementioned line of credit facilities to their respective upset limits and the Treasurer of the Corporation is hereby authorized to request advances from the City of Hamilton as required and at the discretion of the Treasurer, pursuant to the terms and conditions of the respective Line of Credit Agreements; and

- (iv) That the Mayor and City Clerk are hereby authorized and directed to sign and/or dispatch and deliver all other agreements, documents, notices, articles and/or certificates to be signed and/or dispatched or delivered under or in connection with the Direction and Declaration of the Sole Voting Member or to take any action deemed necessary in respect of any of the foregoing.

**THE FOREGOING RESOLUTIONS** are hereby consented to by the Sole Voting Member of the Corporation entitled to vote on such resolutions and are hereby passed as resolutions of the Corporation pursuant to the *Not-for-Profit Corporations Act*.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 1)**

The Committee Clerk advised there were no changes to the agenda:

The Agenda for the December 14, 2023 meeting of the Sole Voting Member of the Hamilton Tourism Development Corporation, was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) COMMUNICATIONS (Item 5)**

**(i) Hamilton Tourism Development Corporation and Municipal Accommodation Tax Overview (Item 5.1)**

The correspondence from the Hamilton Tourism Development Corporation Board of Directors respecting Hamilton Tourism Development Corporation and Municipal Accommodation Tax Overview, was received.

**(d) ADJOURNMENT (Item 15)**

There being no further business the Sole Voting Member of the Hamilton Tourism Development Corporation meeting was adjourned at 9:41 a.m.

Respectfully submitted,

Mayor A. Horwath

Chair, Sole Voting Member of the  
Hamilton Tourism Development  
Corporation

Tamara Bates, Legislative Coordinator  
Acting Secretary, Sole Voting Member  
of the Hamilton Tourism Development Corporation

**Appendix A to Sole Voting Member of the  
Tourism Development Corporation Report 23-001**

**HAMILTON TOURISM DEVELOPMENT CORPORATION  
2023 DRAFT OPERATING BUDGET  
November 30, 2023**

**FISCAL PERIOD:** January 1 to December 31, 2023

	<b>2023 Draft Budget</b>
<b>Revenue</b>	
Municipal Accommodation Tax Revenue	\$ 1,094,200
<b>Total Revenue</b>	<u>\$ 1,094,200</u>
<b>Expenses</b>	
Software Subscription	\$ 1,190
Professional fees:	
Consulting	5,000
City Staff	27,694
Insurance	3,000
Legal Fees	677
Financial Charges	100
<b>Total Expenses</b>	<u>\$ 37,661</u>
<b>Net Income</b>	<u><u>\$ 1,056,539</u></u>

**HAMILTON TOURISM DEVELOPMENT CORPORATION**  
(the "Corporation")

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE CORPORATION**

**1. APPOINTMENT OF OFFICERS**

BE IT RESOLVED that the following individuals, having consented to act as officers of the Corporation, are hereby appointed to the offices indicated next to their names, commencing on the date hereof and continuing thereafter until their successors are duly appointed:

- (i) Jason Thorne – President;
- (ii) John Summers – Vice-President; and
- (iii) Shelley Hesmer – Treasurer.

**2. APPROVAL OF CORPORATE BY-LAW**

BE IT RESOLVED that By-Law No. 1 of the Corporation, a copy of which is attached hereto, is hereby approved and enacted, as of the date hereof, as the sole by-law of the Corporation and continuing thereafter until amended or replaced by the Board of Directors of the Corporation.

**3. APPROVAL OF THE 2023 BUDGET**

BE IT RESOLVED that the 2023 Budget, a copy of which is attached hereto, be approved and adopted as of the date hereof.

**4. SIGNING AUTHORITY RE: CERTAIN AGREEMENTS**

BE IT RESOLVED that the President of the Corporation is hereby authorized and directed to execute, on behalf of the Corporation:

- (i) an Operating Agreement between the Corporation and the City of Hamilton, a copy of which is attached hereto, together with any necessary ancillary documents and/or agreements;
- (ii) a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto, for financial support to an upset limit of Two Million Dollars (\$2,000,000) to be used for certain business operation expenses, together with any necessary ancillary documents and/or agreements; and
- (iii) a Line of Credit Agreement with the City of Hamilton, a copy of which is attached hereto, for financial support to an upset limit of Two Hundred Fifty

Thousand Dollars (\$250,000) to be used for certain business administration expenses, together with any necessary ancillary documents and/or agreements.

**5. MAT RESERVE FUND POLICY**

BE IT RESOLVED that the Corporation's MAT Reserve Fund Policy, a copy of which is attached hereto, be approved and adopted as of the date hereof.

**6. CONFIRMATORY ACTIONS**

BE IT RESOLVED that the officers of the Corporation are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

**THE FOREGOING RESOLUTIONS** are hereby consented to by the Board of Directors of the Corporation pursuant to the provisions of the *Not-for-Profit Corporations Act* (Ontario).

**DATED** the 30<sup>th</sup> day of November 2023.

CITY OF HAMILTON

\_\_\_\_\_  
Tammy Hwang

\_\_\_\_\_  
Craig Cassar

\_\_\_\_\_  
Mike Spadafora

**LINE OF CREDIT AGREEMENT - BUSINESS OPERATIONS**  
(the “**Agreement**”)

**THIS AGREEMENT** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 (the “**Effective Date**”)

**BETWEEN:**

**CITY OF HAMILTON**  
(the “**City**”)

-and-

**HAMILTON TOURISM DEVELOPMENT CORPORATION**  
(the “**Borrower**”)

(collectively the “**Parties**” and individually a “**Party**”)

**WHEREAS** the Borrower is a not-for-profit corporation incorporated pursuant to the *Not-for-Profit Corporations Act, 2010*, SO 2010, c 15., in order to promote tourism and develop tourism products for and within the City of Hamilton;

**AND WHEREAS** the Borrower desires to obtain from the City a line of credit facility and the City desires to provide to the Borrower a line of credit facility;

**AND WHEREAS** the Borrower intends to use the line of credit facility to finance certain business activities of the Borrower;

**AND WHEREAS** City staff report PED20009(c) authorized and directed the Mayor and City Clerk to execute, on behalf of the City, a line of credit agreement between the City and the Borrower, for financial support to an upset limit of Two Million Dollars (\$2,000,000) for the payment of certain business operations expenses incurred by the Borrower;

**AND WHEREAS** the purpose of this Agreement is to codify the terms and conditions under which the City is prepared to make the aforementioned line of credit facility available to the Borrower.

**NOW THEREFORE** for good and valuable consideration, the receipt and sufficiency of which are hereby irrevocably acknowledged by the Parties, the Parties agree as follows:



## **ARTICLE 1**

### **INTERPRETATION**

**1.1 PREAMBLE.** The Parties acknowledge and agree that the statements in the foregoing preamble are true in substance and in fact.

**1.2 DEFINED TERMS.** All capitalized terms used in this Agreement that are not defined shall have the following meanings:

- (a) “Business Day” means a day that is not a Saturday, a Sunday, a day when the administrative offices of the City are closed, and/or a day considered to be a statutory holiday in the Province of Ontario.
- (b) “Default” or “Event of Default” means the occurrence of any of the events listed in Section 6.1.
- (c) “Governmental Authority” means any federal, provincial, local, municipal or foreign governmental entity, authority or agency, court, tribunal, regulatory commission or other body, whether legislative, judicial or executive (or a combination or permutation thereof), and any arbitrator to whom a dispute has been presented by law or by agreement of the Parties with an interest in such dispute.
- (d) “Interest Rate” means the interest payable on the Principal Indebtedness, as further detailed in Section 3.4.
- (e) “line of credit” or “line of credit facility” or “LOC” means the line of credit facility made available to the Borrower by the City pursuant to this Agreement, as more fully described in Article 3.
- (f) “Material Adverse Event” means any circumstance or event that, individually or collectively with other circumstances or events, may reasonably be expected to have an adverse effect on the financial condition or business of the Borrower, as presently conducted or as proposed to be conducted.
- (g) “Maturity Date” means the fifth (5<sup>th</sup>) anniversary of the Effective Date, unless extended pursuant to the terms and conditions set forth herein.
- (h) “Personal Information” shall have the meaning ascribed to it in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario).
- (i) “Person” means any individual, corporation, partnership, joint venture, association, joint stock company, trust, limited liability company, unincorporated organization, Governmental Authority or any other form of entity.

**1.3 CURRENCY.** All dollar amounts in this Agreement are stated and shall be paid in Canadian currency.

**1.4 SEVERABILITY.** If any provision of this Agreement is determined to be void, invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in effect and continue to bind the Parties.

## **ARTICLE 2** **TERM OF AGREEMENT**

**2.1 TERM.** The term of this Agreement shall commence on the Effective Date and remain in effect until December 31, 2027, unless terminated early or extended in accordance with the terms of this Agreement (the “**Term**”). For greater certainty, all of the obligations, covenants, warranties, conditions and agreements of the Borrower pursuant to this Agreement shall survive the termination or expiration of this Agreement until satisfied or until they expire by their nature.

## **ARTICLE 3** **AMOUNT AND TERMS - LINE OF CREDIT**

**3.1 DESCRIPTION.** The City agrees, pursuant to the terms and conditions set forth herein, to provide the Borrower with a line of credit facility up to a maximum amount of Two Million Dollars (\$2,000,000) (the “**LOC**”), representing the maximum aggregate amount of the advances of funds from the LOC (each an “**Advance**”) that may be outstanding from time to time under the LOC (the “**Principal Indebtedness**”), from which the Borrower may draw down, at any time and from time to time during the Term, a principal amount not to exceed at any one time outstanding, as to all such Advances in the aggregate, the Principal Indebtedness.

The Borrower, for value received, hereby pledges to pay to the City the Principal Indebtedness in the manner hereinafter provided, together with interest and any and all other monies which may from time to time be owing hereunder or pursuant hereto.

**3.2 PURPOSE.** The LOC shall only be used by the Borrower for the payment of certain business operations expenses incurred by the Borrower and shall not be used for any other purposes.

**3.3 ACCOUNT OF RECORD.** Any record maintained by the City in which the City records the details of the Principal Indebtedness and the amounts re-paid by the Borrower to the City shall constitute *prima facie* evidence of the indebtedness of the Borrower to the City under this Agreement with respect to the Principal Indebtedness and all other amounts owing by the Borrower to the City under this Agreement.

**3.4 INTEREST.** Interest shall be payable on the Principal Indebtedness at the rate of five and one quarter percent (5.25%) per annum, plus a one quarter percent (0.25%) administrative fee, accrued from day to day, compounded annually and shall be calculated and payable monthly in each year, unless otherwise specified by the City from time to time. Interest at the Interest Rate on all outstanding Advances shall be payable with the then Principal Indebtedness on the Maturity Date.

Interest at the Interest Rate shall accrue on overdue interest and shall be payable on demand by the City.

**3.5 BORROWING NOTICES.** All Advances shall be made by the City to the Borrower as soon as is practicable following receipt by the City of written request from the Borrower.

**3.6 PREPAYMENT.** The Borrower may prepay, in whole or in part, the Principal Indebtedness, and all interest accrued on any outstanding Advances, at any time prior to the Maturity Date, without the prior written consent of the City and without payment of premium or penalty.

**3.7 REPAYMENT OF OUTSTANDING PRINCIPAL INDEBTEDNESS.** The Borrower shall repay the Principal Indebtedness, together with all interest accrued on any outstanding Advances, to the City on the Maturity Date or at such other time as may be specified by the City from time to time.

#### **ARTICLE 4**

#### **REPRESENTATIONS AND WARRANTIES**

**4.1** The Borrower hereby represents and warrants to the City, as of the Effective Date, that to the best current actual knowledge of the Borrower:

- (a)** the Borrower is a not-for-profit corporation, duly organized and validly existing under the provincial laws of Ontario, with all necessary power and authority to enter into this Agreement and to consummate the transactions herein contemplated. The Borrower is duly qualified to conduct business in the Province of Ontario;
- (b)** all proceedings required to be taken by or on behalf of the Borrower to authorize the Borrower to execute and deliver this Agreement and to perform the covenants, obligations and agreements of the Borrower hereunder have been duly taken. No consent to the execution and delivery of this Agreement by the Borrower or the performance by the Borrower of its covenants, obligations and agreements hereunder is required from any partner, board of directors, shareholder, creditor, investor, judicial, legislative or administrative body, Governmental Authority to which the Borrower is subject or any other Person, other than any such consent which has already been given;

- (c) this Agreement constitutes the valid and legally binding obligation of the Borrower, enforceable in accordance with its terms and conditions, except as such enforcement may be limited by bankruptcy, insolvency, reorganization, moratorium or other similar laws presently or hereafter in effect, affecting the enforcement of creditors' rights generally and by general principles of equity whether applied in a proceeding at law or in equity;
- (d) there is no litigation, action, suit, claim, investigation or other proceeding of a material nature by or before any court, tribunal or other governmental agency or Governmental Authority pending or currently threatened against the Borrower that questions the validity of this Agreement or the transactions contemplated herein or that could either individually or in the aggregate have a material and/or adverse effect on the business, operations, assets, conditions, affairs, or prospects of the Borrower, or any Person for whom the Borrower is legally responsible, financially or otherwise;
- (e) the Borrower is not now and has not been subject to any proceeding commenced by or against the Borrower, whether voluntary or involuntary, seeking to have an order for relief entered against the Borrower as debtor or to adjudicate it a bankrupt or insolvent, or seeking liquidation, winding-up, reorganization, arrangement, adjustment or composition under any law relating to bankruptcy, insolvency, reorganization or relief of debtors, or seeking appointment of a receiver, trustee, custodian or other similar official for the Borrower or its assets; and
- (f) no representation or warranty made in this Agreement by the Borrower contains any untrue statement of a material fact or omits to include any material fact necessary to make such representation or warranty not misleading to the City in light of the circumstances in which such representation or warranty is made.

**4.2** The Borrower acknowledges and agrees that it shall promptly notify the City of any material change to the representations set out in Section 4.1.

## **ARTICLE 5** **COVENANTS**

**5.1** The Borrower covenants and agrees that during the Term and until all the Principal Indebtedness and/or outstanding interest has been repaid to the City in full, and except as otherwise permitted by the prior written consent of the City, that the following shall apply:

- (a) the Borrower shall remain a valid and existing corporation in accordance with the provincial laws of Ontario and the federal laws of Canada applicable therein;
- (b) the Borrower shall use the funds advanced under the LOC as contemplated by this Agreement for lawful purposes and only in accordance with the terms and conditions set out in this Agreement;
- (c) the Borrower shall pay all amounts owing (including interest, costs and any other applicable charges) under this Agreement;
- (d) the Borrower shall comply with all tax statutes administered by the Ministry of Finance of Ontario and shall file all returns required to be filed under all provincial tax statutes and properly remit all taxes due and payable under such statutes;
- (e) the Borrower shall promptly provide, upon written request from the City, all data, documents and information requested by the City from time to time concerning the Borrower's financial condition and any other documents and/or information as the City may deem necessary in its sole and absolute discretion;
- (f) at any time, the City may conduct an audit, investigation or inquiry in relation to the LOC and the Borrower shall co-operate with the City and provide free access to such staff, documents, books, records and accounts as may be requested by the City;
- (g) the Borrower shall promptly notify the City of the existence or occurrence of any event, which with the passage of time, the giving of notice, or both, would constitute a Default pursuant to this Agreement;
- (h) the Borrower shall promptly notify the City of any event or change in the financial condition of the Borrower which may result in a Material Adverse Event in the financial condition of the Borrower; and
- (i) the Borrower shall promptly notify the City of the occurrence or threatened occurrence of any litigation, dispute, arbitration, proceeding or other circumstance the result of which, if determined adversely, would be a judgment or award against it, and from time to time provide the City with all information requested by the City concerning any such proceedings.

**ARTICLE 6**  
**DEFAULT**

**6.1 EVENTS OF DEFAULT.** The occurrence of any one or more of the following events (each an “**Event of Default**”) shall constitute a default pursuant to this Agreement:

- (a) the failure of the Borrower to pay, when due, any payment of principal and/or interest payable to the City pursuant to this Agreement or any other charge with respect to the Principal Indebtedness, or the amount of any fee or payment required of the Borrower pursuant to this Agreement;
- (b) the failure of the Borrower to observe, perform or comply with any of the terms, warranties, representations, conditions, covenants and/or obligations applicable to the Borrower pursuant to this Agreement;
- (c) if the Borrower makes or has made a false or misleading statement or representation in respect of any matter related to this Agreement, other than in good faith, to the City;
- (d) the occurrence and continuance of any of the following with respect to the Borrower:
  - (i) the voluntary or involuntary filing by it of a petition in bankruptcy or similar proceeding or for reorganization or for an arrangement under any bankruptcy or insolvency law or for a receiver or trustee;
  - (ii) an assignment or proposal by it for the benefit of creditors or an admission by the Borrower, in writing, of an inability to pay its debts as they become due;
  - (iii) the entry of a judgment of insolvency against it by any Governmental Authority;
  - (iv) the Borrower becomes insolvent;
  - (v) the Borrower terminates all or substantially all of its business or operations; or
  - (vi) the Borrower takes any steps to dissolve, liquidate or wind itself up.

**6.2 ACCELERATION AND TERMINATION OF RIGHTS.** If the Borrower commits an Event of Default or any other event which causes the City, acting in good faith, to deem itself at risk, then at the option of the City all monies owing pursuant to this Agreement shall immediately become due and payable to the City upon demand and the City shall not be obligated to make any further Advances or disbursements until such Event of Default has been remedied to the satisfaction of the City in its sole discretion.

**6.3 REMEDY.** If the Borrower commits an Event of Default then the City, in its sole discretion, may permit the Borrower to commence any necessary action to remedy the Event of Default and/or perform any such covenants or agreements, all in a manner deemed fit by the City. If the City permits any such action by the Borrower to remedy an Event of Default then the Borrower shall have five (5) Business Days from the date the City provided consent to commence any such action and the Borrower shall remedy the Event of Default within a time period to be determined by the City in its sole discretion. Any expenses incurred by the City in respect of the foregoing shall be an indebtedness included in the Principal Indebtedness.

If the Borrower fails to commence or complete the remedy in accordance with this Section then all monies owing pursuant to this Agreement shall immediately become due and payable to the City upon demand.

**6.4 REMEDIES CULULATIVE.** The Parties acknowledge and agree that the rights and remedies of the City pursuant to this Agreement are cumulative and are in addition to any rights or remedies provided for under applicable law or equity. Any single or partial exercise by the City of any right or remedy shall not be deemed to be a waiver of or to alter, affect or prejudice any other right or remedy or other rights or remedies to which the City may be lawfully entitled.

## **ARTICLE 7** **ACCOUNTABILITY**

**7.1 FINANCIAL CONTROLS.** The Borrower shall ensure that there are adequate financial controls in place to ensure the accuracy, completeness and auditability of the Borrower's financial reporting.

**7.2 ACCESS TO RECORDS.** The Borrower shall, on forty-eight (48) hours prior written notice from the City, give the City free and unrestricted access to such staff, documents, books, records and accounts as may be required by the City, for the purpose of verifying compliance with this Agreement and proper use of the LOC.

**7.3 AUDIT OR INVESTIGATION.** At any time, the City, or any representative of the City, may conduct an audit, investigation or inquiry in relation to the LOC and the Borrower shall cooperate with the City and provide free and unrestricted access to such staff, documents, books, records and accounts as may be requested by the City.

In any event, the Borrower shall provide to the City, within sixty (60) days of receiving a written request from the City, an audited financial statement respecting the expenditure of all Advances made to the Borrower pursuant to this Agreement.

**7.4 RECORD MAINTENANCE.** The Borrower shall keep and maintain:

- (a) all financial records (including invoices) relating to the Principal Indebtedness in a manner consistent with generally accepted accounting practices; and
- (b) all non-financial documents and records relating to the Principal Indebtedness.

## **ARTICLE 8**

### **INSURANCE AND INDEMNITY**

**8.1 INSURANCE REQUIREMENTS.** During the Term the Borrower shall obtain and maintain, at its own expense, commercial general liability insurance in an amount and with such coverage as may be specified by the City from time to time.

**8.2 PROOF OF INSURANCE.** The Borrower shall provide the City with proof of the insurance required by this Agreement in the form of valid certificates of insurance that reference this Agreement and confirm the required coverage, before the execution of this Agreement by the City, and renewal replacements on or before the expiry of the insurance. The Borrower shall obtain the insurance policies described in this Agreement with an insurance company acceptable to the City, and its commercial general liability insurance policy shall be endorsed to include the City of Hamilton as an additional insured and provide 30 days' written notice of cancellation or material change. Certificate holder for the City will be addressed as the City of Hamilton, City Hall, 71 Main Street West, Hamilton, Ontario L8P 4Y5 Attn: Director of Tourism and Culture. Upon the request of the City, a copy of each insurance policy shall be made available to it.

**8.3 INDEMNIFICATION.** The Borrower shall defend, indemnify and save harmless the City and its employees, elected officials, representatives and agents (the "**Indemnified Parties**") from and against any and all claims, actions, causes of action, proceedings, interests, demands, losses, costs (including legal fees and expenses), assessments, fees, expenses, injuries, charges, damages, liabilities, and obligations of any kind that may be sustained, incurred, brought, asserted, prosecuted or threatened to be brought or prosecuted in any manner against any of the Indemnified Parties in any way arising out of or in connection with this Agreement or in connection with the operations, activities or business of the Borrower, whether arising directly or indirectly, or due to the result of wilful misconduct or negligent act, omission or delay, on the part of the Borrower, its employees, contractors, agents or voluntary workers, other than any claim arising directly from the gross negligence or wilful misconduct of the Indemnified Parties.



**ARTICLE 9**  
**GENERAL CONTRACT PROVISIONS**

**9.1 GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

**9.2 LANGUAGE.** The Parties have required that this Agreement be drawn up in the English language.

**9.3 NOTICE.** All notices and other communications required or permitted under this Agreement must be in writing and will be deemed given when: delivered personally; sent by overnight courier; or transmitted by facsimile or email with the word "NOTICE" written in the subject line. Notices must be sent to a Party at the following addresses, or to such other place as the Party may subsequently designate for its receipt of notices in accordance with this Section:

**To City of Hamilton:**

Attention: Director, Tourism and Culture Division  
Department: Planning and Economic Development  
Office Phone No.: +1-905-546-2424

**Mailing Address:**

City of Hamilton  
Tourism and Culture Division  
P.O. Box 2040  
Hamilton, Ontario L8P 4Y5

With a copy to:

Attention: City Clerk  
Department: Corporate Services, City Clerk's Office  
Phone No.: +1-905-546-2424 Ext. 4408  
Email: Clerk@hamilton.ca

**Mailing Address:**

City of Hamilton  
City Clerk  
P.O. Box 2040  
Hamilton, Ontario L8P 4Y5

**To the Borrower:**

Attention: Treasurer, Hamilton Tourism Development Corporation  
Office Phone No.: +1-905-546-2424 Ext. 4157

Email: Shelley.Hesmer@hamilton.ca

Mailing Address:

City of Hamilton

Treasurer, Hamilton Tourism Development Corporation

P.O. Box 2040

Hamilton, Ontario L8P 4Y5

**9.4 AMENDMENT AND WAIVER.** This Agreement may be amended, supplemented or modified only by written agreement signed by each Party. No covenant or condition in this Agreement or Event of Default shall be deemed to be waived or consented to by the City unless such waiver or consent is in writing and signed by an authorized representative of the City. Any waiver granted by the City shall be effective for the specific instance and for the purpose for which it was given and shall be deemed not to be a waiver of any rights and remedies of the City pursuant to this Agreement. No waiver of a provision of this Agreement shall operate as a waiver of any other provision or of the same provision on a future occasion. The City may impose any terms and/or conditions on any consent the City may grant to the Borrower pursuant to this Agreement.

**9.5 COMPLIANCE WITH APPLICABLE LAWS.** The Borrower acknowledges and agrees that it shall comply in all respects with all applicable legal requirements governing its duties, obligations and practices respecting its obligations under this Agreement.

**9.6 RELATIONSHIP OF THE PARTIES.** The relationship of the Borrower and City under this Agreement is that of independent parties, each acting in its own best interests. Notwithstanding anything in this Agreement to the contrary, this Agreement does not constitute and shall not be construed as constituting a partnership, joint venture or agency between the City and the Borrower. No Party shall have any right to obligate or bind the other Party in any manner whatsoever.

**9.7 ASSIGNMENT.** Neither Party may assign this Agreement nor the rights granted herein without the express written consent of the other Party. Any assignment that fails to comply with this provision shall be deemed invalid.

**9.8 BINDING AGREEMENT.** The Parties acknowledge and agree that this Agreement constitutes a legal, valid and binding obligation, enforceable against it in accordance with the terms and conditions contained herein.

**9.9 ENUREMENT.** The Parties acknowledge that the terms and conditions of this Agreement shall be binding upon, and enure to the benefit of, the Parties and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any Person (other than the Parties and their permitted successors and assigns and as expressly provided herein) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants,

conditions or provisions contained herein nor any standing or authority to enforce the terms and conditions of this Agreement.

**9.10 CONFLICT OF INTEREST.** The Parties shall not act in any case where there may be any conflict of interest between them. Immediately upon becoming aware of a conflict of interest situation or a potential conflict of interest situation, the affected Party shall notify the other Party in writing, and both Parties shall forth-with work collaboratively to remove the cause(s) of the conflict of interest.

**9.11 COUNTERPARTS.** This Agreement and any other document delivered in connection herewith may be executed and delivered in counterparts and by scan or facsimile and each such counterpart, taken together, will constitute one and the same agreement.

**9.12 MFIPPA REQUIRED DISCLOSURE.** The disclosure of information relating to this Agreement and the Agreement itself are governed in accordance with the disclosure requirements of the applicable laws, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M56 (“MFIPPA”). In accordance with MFIPPA, this will notify the Borrower that all correspondence, documentation and information provided to the City or its employees, agents or representatives by the Borrower in connection with or arising out of this Agreement shall become a record of the City. City records are subject to the provisions of MFIPPA, and the City’s obligations under MIFPPA may require records to be released. The Borrower acknowledges that the City is subject to the collection, use and disclosure obligations set out in MFIPPA and that this Agreement is therefore subject to MFIPPA. The Borrower agrees to comply with all applicable privacy legislation, including MFIPPA and the *Personal Information and Electronic Documents Act*, 2000, c.5 (“PIPEDA”).

**9.13 DISCLOSURE NOTIFICATION.** In accordance with MFIPPA, this will notify the Borrower that any Personal Information that the Borrower provides to the City during the Term is being collected under the authority of the *Municipal Act* (Ontario).

**9.14 MFIPPA PUBLIC RECORD.** The Borrower’s name at a minimum will be made public on request. In addition, certain contractual information must be disclosed to the City of Hamilton Council and accordingly may become part of the public record.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK.  
SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF** the Parties have executed this Agreement as of the Effective Date.

**CITY OF HAMILTON**

By: \_\_\_\_\_  
Name: A. Horwath  
Title: Mayor

By: \_\_\_\_\_  
Name: J. Pilon  
Title: Acting City Clerk

**HAMILTON TOURISM DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: J. Thorne  
Title: President  
*I have authority to bind the corporation.*

**LINE OF CREDIT AGREEMENT - ADMINISTRATIVE**  
(the “**Agreement**”)

**THIS AGREEMENT** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 (the “**Effective Date**”)

**BETWEEN:**

**CITY OF HAMILTON**  
(the “**City**”)

-and-

**HAMILTON TOURISM DEVELOPMENT CORPORATION**  
(the “**Borrower**”)

(collectively the “**Parties**” and individually a “**Party**”)

**WHEREAS** the Borrower is a not-for-profit corporation incorporated pursuant to the *Not-for-Profit Corporations Act, 2010*, SO 2010, c 15., in order to promote tourism and develop tourism products for and within the City of Hamilton;

**AND WHEREAS** the Borrower desires to obtain from the City a line of credit facility and the City desires to provide to the Borrower a line of credit facility;

**AND WHEREAS** the Borrower intends to use the line of credit facility to finance certain administrative expenses of the Borrower incurred by the Borrower in conducting its business;

**AND WHEREAS** City staff report PED20009(c) authorized and directed the Mayor and City Clerk to execute, on behalf of the City, a line of credit agreement between the City and the Borrower, for financial support to an upset limit of \$250,000 for the Borrower’s start-up administrative expenses;

**AND WHEREAS** the purpose of this Agreement is to codify the terms and conditions under which the City is prepared to make the aforementioned line of credit facility available to the Borrower.

**NOW THEREFORE** for good and valuable consideration, the receipt and sufficiency of which are hereby irrevocably acknowledged by the Parties, the Parties agree as follows:

## **ARTICLE 1**

### **INTERPRETATION**

**1.1 PREAMBLE.** The Parties acknowledge and agree that the statements in the foregoing preamble are true in substance and in fact.

**1.2 DEFINED TERMS.** All capitalized terms used in this Agreement that are not defined shall have the following meanings:

- (a) “Business Day” means a day that is not a Saturday, a Sunday, a day when the administrative offices of the City are closed, and/or a day considered to be a statutory holiday in the Province of Ontario.
- (b) “Default” or “Event of Default” means the occurrence of any of the events listed in Section 6.1.
- (c) “Governmental Authority” means any federal, provincial, local, municipal or foreign governmental entity, authority or agency, court, tribunal, regulatory commission or other body, whether legislative, judicial or executive (or a combination or permutation thereof), and any arbitrator to whom a dispute has been presented by law or by agreement of the Parties with an interest in such dispute.
- (d) “Interest Rate” means the interest payable on the Principal Indebtedness, as further detailed in Section 3.4.
- (e) “line of credit” or “line of credit facility” or “LOC” means the line of credit facility made available to the Borrower by the City pursuant to this Agreement, as more fully described in Article 3.
- (f) “Material Adverse Event” means any circumstance or event that, individually or collectively with other circumstances or events, may reasonably be expected to have an adverse effect on the financial condition or business of the Borrower, as presently conducted or as proposed to be conducted.
- (g) “Maturity Date” means the fifth (5<sup>th</sup>) anniversary of the Effective Date, unless extended pursuant to the terms and conditions set forth herein.
- (h) “Personal Information” shall have the meaning ascribed to it in the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario).
- (i) “Person” means any individual, corporation, partnership, joint venture, association, joint stock company, trust, limited liability company, unincorporated organization, Governmental Authority or any other form of entity.

**1.3 CURRENCY.** All dollar amounts in this Agreement are stated and shall be paid in Canadian currency.

**1.4 SEVERABILITY.** If any provision of this Agreement is determined to be void, invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in effect and continue to bind the Parties.

## **ARTICLE 2** **TERM OF AGREEMENT**

**2.1 TERM.** The term of this Agreement shall commence on the Effective Date and remain in effect until December 31, 2027, unless terminated early or extended in accordance with the terms of this Agreement (the “**Term**”). For greater certainty, all of the obligations, covenants, warranties, conditions and agreements of the Borrower pursuant to this Agreement shall survive the termination or expiration of this Agreement until satisfied or until they expire by their nature.

## **ARTICLE 3** **AMOUNT AND TERMS - LINE OF CREDIT**

**3.1 DESCRIPTION.** The City agrees, pursuant to the terms and conditions set forth herein, to provide the Borrower with a line of credit facility up to a maximum amount of Two Hundred Fifty Thousand Dollars (\$250,000) (the “**LOC**”), representing the maximum aggregate amount of the advances of funds from the LOC (each an “**Advance**”) that may be outstanding from time to time under the LOC (the “**Principal Indebtedness**”), from which the Borrower may draw down, at any time and from time to time during the Term, a principal amount not to exceed at any one time outstanding, as to all such Advances in the aggregate, the Principal Indebtedness.

The Borrower, for value received, hereby pledges to pay to the City the Principal Indebtedness in the manner hereinafter provided, together with interest and any and all other monies which may from time to time be owing hereunder or pursuant hereto.

**3.2 PURPOSE.** The LOC shall only be used by the Borrower for the payment of certain administrative expenses incurred by the Borrower in conducting its business, including without limitation: bookkeeping services, fees (banking, audit, legal, insurance), computer software and other supplies, and shall not be used for any other purposes.

**3.3 ACCOUNT OF RECORD.** Any record maintained by the City in which the City records the details of the Principal Indebtedness and the amounts re-paid by the Borrower to the City shall constitute *prima facie* evidence of the indebtedness of the Borrower to the City under this Agreement with respect to the Principal Indebtedness and all other amounts owing by the Borrower to the City under this Agreement.

**3.4 INTEREST.** Interest shall be payable on the Principal Indebtedness at the rate of five and one quarter percent (5.25%) per annum, plus a one quarter percent (0.25%) administrative fee, accrued from day to day, compounded annually and shall be calculated and payable monthly in each year, unless otherwise specified by the City from time to time. Interest at the Interest Rate on all outstanding Advances shall be payable with the then Principal Indebtedness on the Maturity Date.

Interest at the Interest Rate shall accrue on overdue interest and shall be payable on demand by the City.

**3.5 BORROWING NOTICES.** All Advances shall be made by the City to the Borrower as soon as is practicable following receipt by the City of written request from the Borrower.

**3.6 PREPAYMENT.** The Borrower may prepay, in whole or in part, the Principal Indebtedness, and all interest accrued on any outstanding Advances, at any time prior to the Maturity Date, without the prior written consent of the City and without payment of premium or penalty.

**3.7 REPAYMENT OF OUTSTANDING PRINCIPAL INDEBTEDNESS.** The Borrower shall repay the Principal Indebtedness, together with all interest accrued on any outstanding Advances, to the City on the Maturity Date or at such other time as may be specified by the City from time to time.

#### **ARTICLE 4** **REPRESENTATIONS AND WARRANTIES**

**4.1** The Borrower hereby represents and warrants to the City, as of the Effective Date, that to the best current actual knowledge of the Borrower:

- (a)** the Borrower is a not-for-profit corporation, duly organized and validly existing under the provincial laws of Ontario, with all necessary power and authority to enter into this Agreement and to consummate the transactions herein contemplated. The Borrower is duly qualified to conduct business in the Province of Ontario;
- (b)** all proceedings required to be taken by or on behalf of the Borrower to authorize the Borrower to execute and deliver this Agreement and to perform the covenants, obligations and agreements of the Borrower hereunder have been duly taken. No consent to the execution and delivery of this Agreement by the Borrower or the performance by the Borrower of its covenants, obligations and agreements hereunder is required from any partner, board of directors, shareholder, creditor, investor, judicial, legislative or administrative body, Governmental Authority to which the



Borrower is subject or any other Person, other than any such consent which has already been given;

- (c) this Agreement constitutes the valid and legally binding obligation of the Borrower, enforceable in accordance with its terms and conditions, except as such enforcement may be limited by bankruptcy, insolvency, reorganization, moratorium or other similar laws presently or hereafter in effect, affecting the enforcement of creditors' rights generally and by general principles of equity whether applied in a proceeding at law or in equity;
- (d) there is no litigation, action, suit, claim, investigation or other proceeding of a material nature by or before any court, tribunal or other governmental agency or Governmental Authority pending or currently threatened against the Borrower that questions the validity of this Agreement or the transactions contemplated herein or that could either individually or in the aggregate have a material and/or adverse effect on the business, operations, assets, conditions, affairs, or prospects of the Borrower, or any Person for whom the Borrower is legally responsible, financially or otherwise;
- (e) the Borrower is not now and has not been subject to any proceeding commenced by or against the Borrower, whether voluntary or involuntary, seeking to have an order for relief entered against the Borrower as debtor or to adjudicate it a bankrupt or insolvent, or seeking liquidation, winding-up, reorganization, arrangement, adjustment or composition under any law relating to bankruptcy, insolvency, reorganization or relief or debtors, or seeking appointment of a receiver, trustee, custodian or other similar official for the Borrower or its assets; and
- (f) no representation or warranty made in this Agreement by the Borrower contains any untrue statement of a material fact or omits to include any material fact necessary to make such representation or warranty not misleading to the City in light of the circumstances in which such representation or warranty is made.

**4.2** The Borrower acknowledges and agrees that it shall promptly notify the City of any material change to the representations set out in Section 4.1.

## **ARTICLE 5** **COVENANTS**

**5.1** The Borrower covenants and agrees that during the Term and until all the Principal Indebtedness and/or outstanding interest has been repaid to the City in full,

and except as otherwise permitted by the prior written consent of the City, that the following shall apply:

- (a)** the Borrower shall remain a valid and existing corporation in accordance with the provincial laws of Ontario and the federal laws of Canada applicable therein;
- (b)** the Borrower shall use the funds advanced under the LOC as contemplated by this Agreement for lawful purposes and only in accordance with the terms and conditions set out in this Agreement;
- (c)** the Borrower shall pay all amounts owing (including interest, costs and any other applicable charges) under this Agreement;
- (d)** the Borrower shall comply with all tax statutes administered by the Ministry of Finance of Ontario and shall file all returns required to be filed under all provincial tax statutes and properly remit all taxes due and payable under such statutes;
- (e)** the Borrower shall promptly provide, upon written request from the City, all data, documents and information requested by the City from time to time concerning the Borrower's financial condition and any other documents and/or information as the City may deem necessary in its sole and absolute discretion;
- (f)** at any time, the City may conduct an audit, investigation or inquiry in relation to the LOC and the Borrower shall co-operate with the City and provide free access to such staff, documents, books, records and accounts as may be requested by the City;
- (g)** the Borrower shall promptly notify the City of the existence or occurrence of any event, which with the passage of time, the giving of notice, or both, would constitute a Default pursuant to this Agreement;
- (h)** the Borrower shall promptly notify the City of any event or change in the financial condition of the Borrower which may result in a Material Adverse Event in the financial condition of the Borrower; and
- (i)** the Borrower shall promptly notify the City of the occurrence or threatened occurrence of any litigation, dispute, arbitration, proceeding or other circumstance the result of which, if determined adversely, would be a judgment or award against it, and from time to time provide the City with all information requested by the City concerning any such proceedings.

## **ARTICLE 6**

### **DEFAULT**

**6.1 EVENTS OF DEFAULT.** The occurrence of any one or more of the following events (each an “**Event of Default**”) shall constitute a default pursuant to this Agreement:

- (a) the failure of the Borrower to pay, when due, any payment of principal and/or interest payable to the City pursuant to this Agreement or any other charge with respect to the Principal Indebtedness, or the amount of any fee or payment required of the Borrower pursuant to this Agreement;
- (b) the failure of the Borrower to observe, perform or comply with any of the terms, warranties, representations, conditions, covenants and/or obligations applicable to the Borrower pursuant to this Agreement;
- (c) if the Borrower makes or has made a false or misleading statement or representation in respect of any matter related to this Agreement, other than in good faith, to the City;
- (d) the occurrence and continuance of any of the following with respect to the Borrower:
  - (i) the voluntary or involuntary filing by it of a petition in bankruptcy or similar proceeding or for reorganization or for an arrangement under any bankruptcy or insolvency law or for a receiver or trustee;
  - (ii) an assignment or proposal by it for the benefit of creditors or an admission by the Borrower, in writing, of an inability to pay its debts as they become due;
  - (iii) the entry of a judgment of insolvency against it by any Governmental Authority;
  - (iv) the Borrower becomes insolvent;
  - (v) the Borrower terminates all or substantially all of its business or operations; or
  - (vi) the Borrower takes any steps to dissolve, liquidate or wind itself up.

**6.2 ACCELERATION AND TERMINATION OF RIGHTS.** If the Borrower commits an Event of Default or any other event which causes the City, acting in good faith, to deem itself at risk, then at the option of the City all monies owing pursuant to this Agreement

shall immediately become due and payable to the City upon demand and the City shall not be obligated to make any further Advances or disbursements until such Event of Default has been remedied to the satisfaction of the City in its sole discretion.

**6.3 REMEDY.** If the Borrower commits an Event of Default then the City, in its sole discretion, may permit the Borrower to commence any necessary action to remedy the Event of Default and/or perform any such covenants or agreements, all in a manner deemed fit by the City. If the City permits any such action by the Borrower to remedy an Event of Default then the Borrower shall have five (5) Business Days from the date the City provided consent to commence any such action and the Borrower shall remedy the Event of Default within a time period to be determined by the City in its sole discretion. Any expenses incurred by the City in respect of the foregoing shall be an indebtedness included in the Principal Indebtedness.

If the Borrower fails to commence or complete the remedy in accordance with this Section then all monies owing pursuant to this Agreement shall immediately become due and payable to the City upon demand.

**6.4 REMEDIES CULULATIVE.** The Parties acknowledge and agree that the rights and remedies of the City pursuant to this Agreement are cumulative and are in addition to any rights or remedies provided for under applicable law or equity. Any single or partial exercise by the City of any right or remedy shall not be deemed to be a waiver of or to alter, affect or prejudice any other right or remedy or other rights or remedies to which the City may be lawfully entitled.

## **ARTICLE 7** **ACCOUNTABILITY**

**7.1 FINANCIAL CONTROLS.** The Borrower shall ensure that there are adequate financial controls in place to ensure the accuracy, completeness and auditability of the Borrower's financial reporting.

**7.2 ACCESS TO RECORDS.** The Borrower shall, on forty-eight (48) hours prior written notice from the City, give the City free and unrestricted access to such staff, documents, books, records and accounts as may be required by the City, for the purpose of verifying compliance with this Agreement and proper use of the LOC.

**7.3 AUDIT OR INVESTIGATION.** At any time, the City, or any representative of the City, may conduct an audit, investigation or inquiry in relation to the LOC and the Borrower shall cooperate with the City and provide free and unrestricted access to such staff, documents, books, records and accounts as may be requested by the City.

In any event, the Borrower shall provide to the City, within sixty (60) days of receiving a written request from the City, an audited financial statement respecting the expenditure of all Advances made to the Borrower pursuant to this Agreement.

**7.4 RECORD MAINTENANCE.** The Borrower shall keep and maintain:

- (a) all financial records (including invoices) relating to the Principal Indebtedness in a manner consistent with generally accepted accounting practices; and
- (b) all non-financial documents and records relating to the Principal Indebtedness.

## **ARTICLE 8**

### **INSURANCE AND INDEMNITY**

**8.1 INSURANCE REQUIREMENTS.** During the Term the Borrower shall obtain and maintain, at its own expense, commercial general liability insurance in an amount and with such coverage as may be specified by the City from time to time.

**8.2 PROOF OF INSURANCE.** The Borrower shall provide the City with proof of the insurance required by this Agreement in the form of valid certificates of insurance that reference this Agreement and confirm the required coverage, before the execution of this Agreement by the City, and renewal replacements on or before the expiry of the insurance. The Borrower shall obtain the insurance policies described in this Agreement with an insurance company acceptable to the City, and its commercial general liability insurance policy shall be endorsed to include the City of Hamilton as an additional insured and provide 30 days' written notice of cancellation or material change. Certificate holder for the City will be addressed as the City of Hamilton, City Hall, 71 Main Street West, Hamilton, Ontario L8P 4Y5 Attn: Director of Tourism and Culture. Upon the request of the City, a copy of each insurance policy shall be made available to it.

**8.3 INDEMNIFICATION.** The Borrower shall defend, indemnify and save harmless the City and its employees, elected officials, representatives and agents (the "**Indemnified Parties**") from and against any and all claims, actions, causes of action, proceedings, interests, demands, losses, costs (including legal fees and expenses), assessments, fees, expenses, injuries, charges, damages, liabilities, and obligations of any kind that may be sustained, incurred, brought, asserted, prosecuted or threatened to be brought or prosecuted in any manner against any of the Indemnified Parties in any way arising out of or in connection with this Agreement or in connection with the operations, activities or business of the Borrower, whether arising directly or indirectly, or due to the result of wilful misconduct or negligent act, omission or delay, on the part of the Borrower, its employees, contractors, agents or voluntary workers, other than any claim arising directly from the gross negligence or wilful misconduct of the Indemnified Parties.

**ARTICLE 9**  
**GENERAL CONTRACT PROVISIONS**

**9.1 GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

**9.2 LANGUAGE.** The Parties have required that this Agreement be drawn up in the English language.

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**To City of Hamilton:**

Attention: Director, Tourism and Culture Division  
Department: Planning and Economic Development  
Office Phone No.: +1-905-546-2424

**Mailing Address:**

City of Hamilton  
Tourism and Culture Division  
P.O. Box 2040  
Hamilton, Ontario L8P 4Y5

With a copy to:

Attention: City Clerk  
Department: Corporate Services, City Clerk's Office  
Phone No.: +1-905-546-2424 Ext. 4408  
Email: Clerk@hamilton.ca

**Mailing Address:**

City of Hamilton  
City Clerk  
P.O. Box 2040  
Hamilton, Ontario L8P 4Y5

**To the Borrower:**

Attention: Treasurer, Hamilton Tourism Development Corporation  
Office Phone No.: +1-905-546-2424 Ext. 4157

Email: Shelley.Hesmer@hamilton.ca

Mailing Address:

City of Hamilton

Treasurer, Hamilton Tourism Development Corporation

P.O. Box 2040

Hamilton, Ontario L8P 4Y5

**9.4 AMENDMENT AND WAIVER.** This Agreement may be amended, supplemented or modified only by written agreement signed by each Party. No covenant or condition in this Agreement or Event of Default shall be deemed to be waived or consented to by the City unless such waiver or consent is in writing and signed by an authorized representative of the City. Any waiver granted by the City shall be effective for the specific instance and for the purpose for which it was given and shall be deemed not to be a waiver of any rights and remedies of the City pursuant to this Agreement. No waiver of a provision of this Agreement shall operate as a waiver of any other provision or of the same provision on a future occasion. The City may impose any terms and/or conditions on any consent the City may grant to the Borrower pursuant to this Agreement.

**9.5 COMPLIANCE WITH APPLICABLE LAWS.** The Borrower acknowledges and agrees that it shall comply in all respects with all applicable legal requirements governing its duties, obligations and practices respecting its obligations under this Agreement.

**9.6 RELATIONSHIP OF THE PARTIES.** The relationship of the Borrower and City under this Agreement is that of independent parties, each acting in its own best interests. Notwithstanding anything in this Agreement to the contrary, this Agreement does not constitute and shall not be construed as constituting a partnership, joint venture or agency between the City and the Borrower. No Party shall have any right to obligate or bind the other Party in any manner whatsoever.

**9.7 ASSIGNMENT.** Neither Party may assign this Agreement nor the rights granted herein without the express written consent of the other Party. Any assignment that fails to comply with this provision shall be deemed invalid.

**9.8 BINDING AGREEMENT.** The Parties acknowledge and agree that this Agreement constitutes a legal, valid and binding obligation, enforceable against it in accordance with the terms and conditions contained herein.

**9.9 ENUREMENT.** The Parties acknowledge that the terms and conditions of this Agreement shall be binding upon, and enure to the benefit of, the Parties and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any Person (other than the Parties and their permitted successors and assigns and as expressly provided herein) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants,

conditions or provisions contained herein nor any standing or authority to enforce the terms and conditions of this Agreement.

**9.10 CONFLICT OF INTEREST.** The Parties shall not act in any case where there may be any conflict of interest between them. Immediately upon becoming aware of a conflict of interest situation or a potential conflict of interest situation, the affected Party shall notify the other Party in writing, and both Parties shall forth-with work collaboratively to remove the cause(s) of the conflict of interest.

**9.11 COUNTERPARTS.** This Agreement and any other document delivered in connection herewith may be executed and delivered in counterparts and by scan or facsimile and each such counterpart, taken together, will constitute one and the same agreement.

**9.12 MFIPPA REQUIRED DISCLOSURE.** The disclosure of information relating to this Agreement and the Agreement itself are governed in accordance with the disclosure requirements of the applicable laws, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M56 (“MFIPPA”). In accordance with MFIPPA, this will notify the Borrower that all correspondence, documentation and information provided to the City or its employees, agents or representatives by the Borrower in connection with or arising out of this Agreement shall become a record of the City. City records are subject to the provisions of MFIPPA, and the City’s obligations under MIFPPA may require records to be released. The Borrower acknowledges that the City is subject to the collection, use and disclosure obligations set out in MFIPPA and that this Agreement is therefore subject to MFIPPA. The Borrower agrees to comply with all applicable privacy legislation, including MFIPPA and the *Personal Information and Electronic Documents Act*, 2000, c.5 (“PIPEDA”).

**9.13 DISCLOSURE NOTIFICATION.** In accordance with MFIPPA, this will notify the Borrower that any Personal Information that the Borrower provides to the City during the Term is being collected under the authority of the *Municipal Act* (Ontario).

**9.14 MFIPPA PUBLIC RECORD.** The Borrower’s name at a minimum will be made public on request. In addition, certain contractual information must be disclosed to the City of Hamilton Council and accordingly may become part of the public record.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK.  
SIGNATURE PAGE TO FOLLOW]**



**IN WITNESS WHEREOF** the Parties have executed this Agreement as of the Effective Date.

**CITY OF HAMILTON**

By: \_\_\_\_\_  
Name: A. Horwath  
Title: Mayor

By: \_\_\_\_\_  
Name: J. Pilon  
Title: Acting City Clerk

**HAMILTON TOURISM DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
Name: J. Thorne  
Title: President  
*I have authority to bind the corporation.*



Hamilton

**SELECTION COMMITTEE  
FOR  
AGENCIES, BOARDS AND SUB-COMMITTEES  
REPORT 24-001  
9:30 a.m.  
January 11, 2024  
Room 192, City Hall**

**Present:** Councillor C. Cassar (Chair), T. Jackson C. Kroetsch, M. Tadeson,  
A. Wilson and M. Wilson

**Absent with  
Regrets:** Councillor B. Clark – City Business

**THE SELECTION COMMITTEE FOR AGENCIES, BOARDS AND SUB-COMMITTEES  
PRESENTS REPORT 24-001 AND RESPECTFULLY RECOMMENDS:**

- 1. Interviews of Various Agencies, Boards and Sub-Committees (Item 4.2)**
  - (a) That the directions provided to staff in Closed Session respecting the Applicant Interviews for the City of Hamilton's Agencies, Boards and Sub-Committees, be approved; and
  - (b) That the details of the Applicant Interviews for the City of Hamilton's Agencies, Boards and Sub-Committees remain confidential.

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised the Committee that there were no changes to the agenda.

The agenda for the January 11, 2024 meeting of the Selection Committee for Agencies, Boards and Sub-Committees was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no Declarations of Interest.

**(c) MINUTES OF THE PREVIOUS MEETING (Item 3)**

**(i) December 12, 2023**

The Minutes of the December 12, 2023 meeting of the Selection Committee for Agencies, Boards and Sub-Committees, were approved, as presented.

**(d) PRIVATE & CONFIDENTIAL (Item 4)**

**(i) Closed Session Minutes - December 12, 2023**

The Closed Session Minutes of the December 12, 2023 meeting of the Selection Committee for Agencies, Boards and Sub-Committees, were approved, as presented.

**(ii)** The Committee moved into Closed Session for Item 4.2, respecting the Interviews of Various Agencies, Boards and Sub-Committees, Pursuant to Section 9.3 Sub-section (b) of the City's Procedural By-law 21-021, as amended, and Section 239(2) Sub-section (b) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual.

**(iii) Interviews of Various Agencies, Boards and Sub-Committees (Item 4.2)**

For further disposition, refer to Item 1.

**(d) ADJOURNMENT (Item 6)**

There being no further business, the Selection Committee adjourned at 10:04 a.m.

Respectfully submitted,

Councillor C. Cassar, Chair  
Selection Committee

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk



**PUBLIC HEALTH COMMITTEE  
(Formerly the Board of Health)  
REPORT 24-001**

**9:30 a.m.**

**January 15, 2024**

Council Chambers, City Hall, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton, Ontario

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**Present:** Councillor M. Wilson (Acting Chair)  
Councillors C. Cassar, B. Clark, J.P. Danko, M. Francis, T. Hwang, T. Jackson, C. Kroetsch, T. McMeekin, N. Nann, M. Spadafora, M. Tadeson, E. Pauls, J. Beattie, and A. Wilson

**Absent with Regrets:** Mayor A. Horwath (Chair) – City Business

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**THE PUBLIC HEALTH COMMITTEE PRESENTS REPORT 24-001 AND RESPECTFULLY RECOMMENDS:**

1. **Options for the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (Outstanding Business List Item) (Item 10.1)**
  - (a) That Council approve, in principle, a semi-autonomous Board of Health governance structure with features similar to the City of Toronto and City of Ottawa:
    - (i) That Council direct staff to prepare and submit an application to the Province of Ontario for special legislation amending the City of Hamilton Act, 1999 and the Health Promotion and Protection Act to authorize the City to implement a semi-autonomous Board of Health governance model, with features similar to the City of Toronto and City of Ottawa Board of Health governance structures; and,
    - (ii) That Council direct staff to report back to the Public Health **Sub-Committee**, **subject to the approval of (b)**, following approval of legislative changes with a plan to implement legislative changes and establish a semi-autonomous Board of Health for the City of Hamilton;

- (b) That as an interim solution until legal authorization is received to implement a semi-autonomous Board of Health governance model, a Public Health **Sub-Committee be established** to include six City Council members, six community representatives, and one education representative, using the City of Hamilton's existing selection processes and that for the foregoing purposes staff be directed to report back to the Public Health Committee to:
- (i) Prepare any amendments to the Procedural By-law that shall create a new Public Health **Sub-Committee that reports directly to the Board of Health** which By-law shall be drafted to become effective not earlier than the date on which the existing Public Health **Standing** Committee has been dissolved by the Mayor pursuant to section 284.8(1) of the *Municipal Act*;
  - (ii) **Prepare the Terms of Reference for the Public Health Sub-Committee; and,**
  - (iii) Prepare for approval the qualifications and criteria for the selection of the community representatives to ensure that the Public Health **Sub-Committee** members represent the community and have the necessary skills and competencies.
- (c) That Item 2023-C, respecting a consultation with stakeholders to identify issues, opportunities, and options for Board of Health governance, be removed from the Public Health Committee Outstanding Business List.

#### FOR INFORMATION:

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

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

#### 6. DELEGATION REQUESTS

- 6.2 Kim Ritchie, Canadian Drug Policy Coalition, respecting Item 10.2 Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)) (City Wide) (for today's meeting)

The agenda for the January 15, 2024, Public Health Committee was approved, as amended.

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

There were no declarations of interest.

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

**(i) December 4, 2023 (Item 4.1)**

The Minutes of the December 4, 2023 meeting of the Public Health Committee were approved, as presented.

**(d) COMMUNICATIONS (Item 5)**

**(i) Correspondence from Kathryn Wilson, Board of Health Chair, Peterborough Public Health, respecting Public Health Strengthening (Item 5.1)**

That the Correspondence from Kathryn Wilson, Board of Health Chair, Peterborough Public Health, respecting Public Health Strengthening, be received.

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

**(i) The following Delegation Requests, were approved as follows:**

- (1) Kojo Dampthey, respecting Item 10.1 Options the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (for today's meeting) (Item 6.1)
- (2) Kim Ritchie, Canadian Drug Policy Coalition, respecting Item 10.2 Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)) (City Wide) (for today's meeting) (Added Item 6.2)

**(f) DELEGATION REQUESTS (Item 7)**

**(i) Kojo Dampthey, respecting Item 10.1 Options the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (for today's meeting) (Added Item 7.1)**

Kojo Dampthey addressed the Committee, respecting Item 10.1 Options the City of Hamilton's Board of Health Governance (BOH23039) (City Wide).

**(ii) Kim Ritchie, Canadian Drug Policy Coalition, respecting Item 10.2 Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)) (City Wide) (for today's meeting) (Added Item 7.2)**

Kim Ritchie addressed the Committee, respecting Item 10.2 Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)) (City Wide).

The Delegations from Kojo Dampthey, respecting Item 10.1 Options the City of Hamilton's Board of Health Governance (BOH23039) and Kim Ritchie, Canadian Drug Policy Coalition, respecting Item 10.2 Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)), were received.

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

**(i) Options for the City of Hamilton's Board of Health Governance (BOH23039) (City Wide) (Outstanding Business List Item) (Item 10.1)**

- (1)** (a) That Council approve, in principle, a semi-autonomous Board of Health governance structure with features similar to the City of Toronto and City of Ottawa;
- (i) That Council direct staff to prepare and submit an application to the Province of Ontario for special legislation amending the *City of Hamilton Act, 1999* and the *Health Promotion and Protection Act* to authorize the City to implement a semi-autonomous Board of Health governance model, with features similar to the City of Toronto and City of Ottawa Board of Health governance structures; and,
- (ii) That Council direct staff to report back to the Public Health Committee, following approval of legislative changes with a plan to implement legislative changes and establish a semi-autonomous Board of Health for the City of Hamilton;
- (b) That as an interim solution until legal authorization is received to implement a semi-autonomous Board of Health governance model, a change be made to the membership of the Public Health Standing Committee to include six City Council members, six community representatives, and one education representative, using the City of Hamilton's existing selection processes, and that for the foregoing purposes staff be directed to report back to the Public Health Committee to; and,
- (i) Prepare any amendments to the Procedure By-law that shall create a new Public Health Standing Committee, which By-law shall be drafted to become effective not earlier than the date on which the existing Public Health Standing Committee has been dissolved by the Mayor pursuant to section 284.8(1) of the *Municipal Act*; and,

- (ii) Prepare for approval the qualifications and criteria for the selection of the community representatives to ensure that the Public Health Standing Committee members represent the community and have the necessary skills and competencies.
  - (c) That Item 2023-C, respecting a consultation with stakeholders to identify issues, opportunities, and options for Board of Health governance, be removed from the Public Health Committee Outstanding Business List.
- (2) That Report BOH23039, respecting the Options for the City of Hamilton's Board of Health Governance, be **amended** as follows:
  - (a) That Council approve, in principle, a semi-autonomous Board of Health governance structure with features similar to the City of Toronto and City of Ottawa:
    - (i) That Council direct staff to prepare and submit an application to the Province of Ontario for special legislation amending the City of Hamilton Act, 1999 and the Health Promotion and Protection Act to authorize the City to implement a semi-autonomous Board of Health governance model, with features similar to the City of Toronto and City of Ottawa Board of Health governance structures; and,
    - (ii) That Council direct staff to report back to the Public Health **Sub-Committee, subject to the approval of (b)**, following approval of legislative changes with a plan to implement legislative changes and establish a semi-autonomous Board of Health for the City of Hamilton;
  - (b) That as an interim solution until legal authorization is received to implement a semi-autonomous Board of Health governance model, a Public Health **Sub-Committee be established** to include six City Council members, six community representatives, and one education representative, using the City of Hamilton's existing selection processes and that for the foregoing purposes staff be directed to report back to the Public Health Committee to:
    - (iii) Prepare any amendments to the Procedural By-law that shall create a new Public Health **Sub-Committee that reports directly to the Board of Health** which By-law shall be drafted to become effective not earlier than the date on which the existing Public Health **Standing** Committee has been dissolved by the Mayor pursuant to section 284.8(1) of the *Municipal Act*;



- (iv) **Prepare the Terms of Reference for the Public Health Sub-Committee; and,**
- (iii) Prepare for approval the qualifications and criteria for the selection of the community representatives to ensure that the Public Health **Sub-Committee** members represent the community and have the necessary skills and competencies.
- (c) That Item 2023-C, respecting a consultation with stakeholders to identify issues, opportunities, and options for Board of Health governance, be removed from the Public Health Committee Outstanding Business List.

For disposition of this matter, refer to item 1.

**(ii) Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot (HSC24001/BOH23021(a)) (City Wide) (Item 10.2)**

- (1)
  - (a) That Council approve, and staff be authorized to implement an immediate 12-month pilot for Embedded Harm Reduction in Men's Emergency Shelters, from March 1, 2024 – February 28, 2025 to support vulnerable individuals within the homeless-serving systems who use opioids;
  - (b) That the Embedded Harm Reduction pilot program be funded approximately \$607,270 and be funded from a reserve as determined by the General Manager of Finance and Corporate Services Department and General Manager of Healthy and Safe Communities Department;
  - (c) That Public Health Services conduct an evaluation of the pilot Embedded Harm Reduction in Men's Emergency Shelters and report back in Q4 2024; and,
  - (d) That the General Manager, Healthy and Safe Communities Department or delegate be authorized and directed, on behalf of the City of Hamilton, to enter into, execute and administer all agreements and documents necessary to implement a shelter based harm reduction staffing enhancement, on terms satisfactory to the General Manager, Healthy and Safe Communities Department, or their designate, and in a form acceptable to the City Solicitor
- (2) That sub-section (c) of Report HSC24001/BOH23021(a), respecting Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot be **amended** as follows:

- (c) That Public Health Services conduct an evaluation of the pilot Embedded Harm Reduction in Men's Emergency Shelters and ***engage in confidential consultation with those with lived experiences, and*** report back in Q4 2024; and,
- (3) (a) That Report HSC24001/BOH23021(a), respecting Hamilton Opioid Action Plan: Embedded Harm Reduction Pilot BE DEFERRED to the April 2, 2024, Public Health Committee meeting; and
- (b) That Public Health Services staff be directed to report back upon further consultation with the Opioid Action Table and the Hamilton Drug Strategy Steering Committee.

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

There being no further business, the Public Health Committee was adjourned at 12:07 p.m.

Respectfully submitted,

Councillor Maureen Wilson  
Chair, Public Health Committee

Aleah Whalen  
Legislative Coordinator  
Office of the City Clerk



**PUBLIC WORKS COMMITTEE  
REPORT 24-001**

1:30 p.m.

Monday, January 15, 2024

Council Chambers

Hamilton City Hall

71 Main Street West

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**Present:** Councillors M. Spadafora (Chair), A. Wilson (Vice-Chair), J. Beattie, C. Cassar, J. P. Danko, M. Francis, T. Hwang, T. Jackson, C. Kroetsch, T. McMeekin, N. Nann, E. Pauls, M. Tadeson and M. Wilson

**Also Present:** Councillor B. Clark

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**THE PUBLIC WORKS COMMITTEE PRESENTS REPORT 24-001 AND  
RESPECTFULLY RECOMMENDS:**

**1. The Canada Community Building Fund (CCBF) Projects Update  
(PW21073(b)) (City Wide) (Item 9.1)**

That Report PW21073(b), respecting The Canada Community Building Fund (CCBF) Projects Update, be received.

**2. Accessible Transportation Services Performance Report (PW22079(e)) (City  
Wide) (Item 9.2)**

That Report PW22079(e), respecting Accessible Transportation Services Performance Report, be received.

**3. Accelerated Active Transportation Plan (PED24023/PW24002) (City Wide)  
(Item 9.3)**

That Report PED24023/PW24002, respecting Accelerated Active Transportation Plan, be received.

**4. 2022-2023 Annual Corporate Safety & Security Report PW20053(b) (City Wide) (Item 9.4)**

That Report PW20053(b), respecting 2022-2023 Annual Corporate Safety & Security Report, be received.

**5. Contract Extension for Project Management Services for the Enterprise Asset Management Systems – Phase 3 (PW19035(d) (City Wide) (Item 11.1)**

- (a) That Council pursuant to Procurement Policy #11 – Non-competitive Procurements approve the extension to the contract for the provision of project management services for the Enterprise Asset Management Project, for a term of one year with the option to extend for an additional two years, and that the General Manager, Public Works Department be authorized to negotiate, enter into and execute the extension and any ancillary documents required to give effect thereto with 2448653 Ontario Ltd (operating as Caliberr Professional Services), in a form satisfactory to the City Solicitor;
- (b) That Confidential Appendix “A” to Report PW19035(d) remain confidential as it contains proprietary and sensitive competitive financial information of 2448653 Ontario Ltd (operating as Caliberr Professional Services), which was provided to the City of Hamilton in confidence in preparation for the negotiation of the Contract; and
- (c) That the negotiated awarded cost of the contract extension be publicly reported in the applicable quarterly status report for Emergency and Non-competitive Procurements.

**6. 2024 Volunteer Committee Budget - Keep Hamilton Clean and Green (PW24003) (City Wide) (Item 11.2)**

That the Keep Hamilton Clean and Green Committee’s 2024 base budget submission, attached as Appendix “A” to Public Works Committee Report 24-001, in the amount of \$18,250 representing a zero-net levy increase from the previous year budget, be approved and referred to the 2024 operating budget process for consideration.

**7. Interim Service for Weigh Scale Operation at the City's Waste Management Facilities (PW24004) (City Wide) (Item 11.3)**

- (a) That Council approve the single source procurement, pursuant to Procurement Policy #11 – Non-competitive Procurements, for the interim service for weigh scale operations at the City's Waste Management facilities until the award of Tender C11-58-23 for Operation of Weigh Scales at the City's Transfer Stations, Community Recycling Centres and Resource Recovery Centre; and
- (b) That the General Manager, Public Works Department be authorized to negotiate, enter into and execute the extension and any ancillary documents required to give effect thereto with 2648442 Ontario Inc., in a form satisfactory to the City Solicitor.

**8. Road Rehabilitation on Argon Court, Elsa Court, Glenhaven Drive, Greendale Drive, Gretna Court, Sonesto Court, Trevi Road, Hamilton (Ward 14) (Item 12.1)**

WHEREAS, Argon Court, Elsa Court, Glenhaven Drive, Greendale Drive, Gretna Court, Sonesto Court, Trevi Road, all in Ward 14, are in need of road rehabilitation to extend the life of these roadways and therefore improve service levels and reduce maintenance costs.

THEREFORE, BE IT RESOLVED:

- (a) That Public Works staff be authorized and directed to rehabilitate the road and associated concrete works on Argon Court, Elsa Court, Glenhaven Drive, Greendale Drive, Gretna Court, Sonesto Court, Trevi Road;
- (b) That all costs associated with the road resurfacing scope of work be funded from the Ward 14 Capital Re-Investment Reserve Fund #108064 at an upset limit, including contingency, not to exceed \$1,500,000, with design anticipated to commence in 2024 and construction to be completed in 2025, on the following roads:
  - (i) Argon Court from Glenhaven Drive to the east terminus of Argon Court;
  - (ii) Elsa Court from Greendale Drive to the south terminus of Elsa Court;
  - (iii) Glenhaven Drive from Cranbrook Drive to Greenshire Drive;

- (iv) Greendale Drive from Cranbrook Drive to Garrow Drive;
  - (v) Gretna Court from Cranbrook Drive to the south terminus of Gretna Court;
  - (vi) Sonesto Court from Trevi Road to the south terminus of Sonesto Court;
  - (vii) Trevi Road from Guildwood Drive to Upper Paradise Road;
- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**9. Road Rehabilitation on Bermuda Court, Clearwater Drive, Marriott Place, Miami Drive, Sarasota Avenue, Talisman Court, and Tampa Court, Hamilton (Ward 8) (Item 12.2)**

WHEREAS, Bermuda Court, Clearwater Drive, Marriott Place, Miami Drive, Sarasota Avenue, Talisman Court, and Tampa Court, all in Ward 8, are in need of road rehabilitation to extend the life of these roadways and therefore improve service levels and reduce maintenance costs.

THEREFORE, BE IT RESOLVED:

- (a) That Public Works staff be authorized and directed to rehabilitate the road and associated concrete works on Bermuda Court, Clearwater Drive, Marriott Place, Miami Drive, Sarasota Avenue, Talisman Court, and Tampa Court;
- (b) That all costs associated with the road resurfacing scope of work be funded from the Ward 8 Capital Re-Investment Reserve #108058 at an upset limit, including contingency, not to exceed \$950,000 with design anticipated to commence in 2024 and construction to be completed in 2025, on the following roads:
  - (i) Bermuda Court, from Mountbatten Drive to the west terminus of Bermuda Court,
  - (ii) Clearwater Drive, from Mountbatten Drive to Burrwood Drive,
  - (iii) Marriott Place, from Sarasota Avenue to west terminus of Marriott Place,

- (iv) Miami Drive, from Rolston Drive to Mountbatten Drive,
  - (v) Sarasota Avenue, from Rolston Drive to Miami Drive,
  - (vi) Talisman Court, from Sarasota Avenue to the west terminus of Talisman Court, and
  - (vii) Tampa Court, from Sarasota Avenue to the west terminus of Tampa Court
- (c) That the Mayor, or Mayor's delegate, and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**FOR INFORMATION:**

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

The Committee Clerk advised that there were no changes to the agenda.

The Agenda for the January 15, 2024, Public Works Committee meeting was approved, as presented.

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

There were no declarations of interest.

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

**(i) December 4, 2023 (Item 4.1)**

The Minutes of the December 4, 2023, meeting of the Public Works Committee were approved, as presented.

**(d) DELEGATION REQUESTS (Item 6)**

**(i)** The Delegation Requests were approved, as follows:

- (i) Sean Forde respecting the change in bus service to Stoney Creek (for today's meeting) (Item 6.1)
- (ii) Nick Becker respecting making sure the water will be left on for ice making at Victoria Park rink (for today's meeting) (Item 6.2)

- (iii) Delegation Requests Respecting Accessibility Issues with the HSR (for a future meeting) (Item 6.3)
  - (a) James Kemp, Advisory Committee for Persons with Disabilities (Item 6.3(a))
  - (b) Mark McNeil, Advisory Committee for Persons with Disabilities (Item 6.3(b))
  - (c) Paula Kilburn, Advisory Committee for Persons with Disabilities (Item 6.3(c))

**(e) DELEGATIONS (Item 7)**

- (i) **Sean Forde respecting the change in bus service to Stoney Creek (Item 7.1)**

Sean Forde was not present when called upon.

- (ii) **Nick Becker respecting making sure the water will be left on for ice making at Victoria Park rink (Item 7.2)**

Nick Becker was not present when called upon.

**(f) MOTIONS (Item 12)**

Councillor Spadafora relinquished the Chair to Councillor A. Wilson in order to introduce the following Motion:

- (i) **Road Rehabilitation on Argon Court, Elsa Court, Glenhaven Drive, Greendale Drive, Gretna Court, Sonesto Court, Trevi Road, Hamilton (Ward 14) (Item 12.1)**

For disposition of this matter, refer to Item 8.

Councillor Spadafora assumed the Chair.



**(g) PRIVATE AND CONFIDENTIAL (ITEM 15)**

Committee determined that discussion of Item 15.1 was not required in Closed Session; therefore, the matter was addressed in Open Session, as follows:

- (i) Confidential Appendix "A" to Item 11.1 - Contract Extension for Project Management Services for the Enterprise Asset Management Systems – Phase 3 (PW19035(d) (City Wide) (Item 15.1)**

For further disposition of this matter, refer to Item 5.

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

There being no further business, the meeting adjourned at 2:39 p.m.

Respectfully submitted,

Councillor M. Spadafora, Chair,  
Public Works Committee

Carrie McIntosh  
Legislative Coordinator  
Office of the City Clerk

# **CITY OF HAMILTON**

**2024**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION FORM**

**"KEEP HAMILTON CLEAN AND GREEN COMMITTEE"**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

**Brenda Duke (Chair)**

**Heather Donison (Vice Chair)**

**Paulina Szczepanski (Vice Chair & HWCDSB Youth Representative)**

**Lennox Toppin**

**Marisa DiCenso (HWCDSB Representative – Non-voting)**

**Jen Baker (Environmental Representative – Non-voting)**

**Whitney Chesney (Staff Liaison – City Staff – Non-voting)**

**Florence Pirrera (Project Manager – City Staff – Non-voting)**

### **MANDATE:**

Reporting through the Public Works Committee, the Keep Hamilton Clean & Green (KHCG) Committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The KHCG's focus is to encourage behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The KHCG Committee will provide input and guidance to City staff, Council and other stakeholders on community involvement, private sector involvement and identification of resources to sustain Clean & Green Hamilton programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

- Litter**
- Support the development and marketing of a coordinated cigarette litter prevention program.
  - Lead the promotion and collaboration with community partners for the ongoing operation of Team Up to Clean Up.
  - Administer Keep America Beautiful Community Appearance Index survey in 2022.
  - Support and promote City and community litter remediation and prevention initiatives.
- Illegal Dumping**
- Support the development of educational and communication tools to prevent illegal dumping.
- Graffiti**
- Support stakeholder engagement strategies and victim assistance initiatives with prevention and remediation tools.
- Beautification**
- Recognize volunteer contributions to beautification initiatives and projects that support the Clean & Green Hamilton Strategy.
  - Support neighbourhood beautification and greening initiatives as needed.
- Environmental Stewardship**
- Support and promote the engagement of citizen volunteers in programs and initiatives that encourage ecological integrity and minimize human impact on natural habitats and ecosystems on public and private properties.

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

<b>SUB TOTAL</b>	<b>\$</b>

**SPECIAL EVENT/PROJECT COSTS:**

Team Up to Clean Up (Inclusive of Cigarette Litter Prevention Initiatives)	\$13,000.00
Clean & Green Neighbourhood Grants	\$5,250.00
<b>SUB TOTAL</b>	<b>\$18,250.00</b>

<b>TOTAL COSTS</b>	<b>\$ 18,250.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$ 0.00</b>
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<b>TOTAL 2024 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 18,250.00</b>
<b>PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$18,250.00)</b>	<b>\$18,250.00</b>

**CERTIFICATION:**

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

**Representative's Name:** **Brenda Duke (Chair)**

**Signature:**



**Date:**

**December 7<sup>th</sup>, 2023**

**Telephone #:**            **Staff Liaison, Whitney Chesney 905-546-2424 x5089**



**PLANNING COMMITTEE  
REPORT  
24-001**

January 16, 2024

9:30 a.m.

**Council Chambers, Hamilton City Hall  
71 Main Street West**

**Present:** Councillor C. Cassar (Chair)  
Councillor M. Wilson (1st Vice Chair)  
Councillor T. Hwang (2nd Vice Chair)  
Councillors J. Beattie, J.P. Danko, M. Francis, C. Kroetsch,  
T. McMeekin, N. Nann, E. Pauls, M. Tadeson, A. Wilson

**THE PLANNING COMMITTEE PRESENTS REPORT 24-001 AND RESPECTFULLY RECOMMENDS:**

**1. Active Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision Applications (PED24008) (City Wide) (Item 9.1)**

That Report PED24008 respecting Active Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision Applications, be received.

**2. Application for a Zoning By-law Amendment for Lands Located at 83-85 Emerald Street South, Hamilton (PED24001) (Ward 3) (Item 10.3)**

(a) That Amended Zoning By-law Amendment Application ZAC-22-053, by Gladki Planning Associates Inc. c/o John Gladki on behalf of Realty Holdings Group Ltd. c/o David Joy, owner, for a change in zoning from the Community Institutional (I2) Zone to the "E/S-1834-H" (Multiple Dwellings, Lodges, Clubs, etc.) District, Modified, Holding, to permit the conversion of an existing three storey building, including a 555.59 square metre addition at the rear of the building, into a multiple dwelling with a maximum of 60 units and eight surface parking spaces, on lands located at 83 and 85 Emerald Street South, Hamilton, as shown on Appendix "A" attached to Report PED24001, be APPROVED, on the following basis:

(i) That the draft By-laws, attached as Appendix "B" and Appendix "C" to Report PED24001, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;

- (ii) That the amending By-law apply the Holding Provisions of Section 36(1) of the Planning Act, R.S.O. 1990 to the subject property by introducing the Holding symbol 'H' to the proposed "E-3/S-1834-H" (Multiple Dwellings, Lodges, Clubs, etc.) District, Modified;

The Holding Provision 'H' is to be removed, conditional upon:

- (1) The Owner submitting and receiving approval of a watermain hydraulic analysis, identifying the modelled system pressures at pressure district level under various boundary conditions and demand scenarios, to demonstrate that the municipal system can support the proposed intensification, to the satisfaction of the Director of Development Engineering and the Director of Hamilton Water;
  - (2) That the Owner enters into an External Works Agreement with the City to complete upgrades on the municipal infrastructure that has been identified through the Functional Servicing Report, submitted in support of the proposed intensification of the subject site, at 100% their costs, to the satisfaction of the Director of Development Engineering and the Director of Hamilton Water;
- (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2020), conforms to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019, as amended), and complies with the Urban Hamilton Official Plan.

**3. Housekeeping Amendments to the Urban Hamilton Official Plan Regarding 3011 Homestead Drive, Glanbrook (PED24003) (Ward 11) (Item 10.4)**

- (a) That City Initiative CI-23-M – Housekeeping Amendments to the Urban Hamilton Official Plan, to create a Site Specific Policy Area for the District Commercial designation in the Mount Hope Secondary Plan for lands located at 3011 Homestead Drive, Glanbrook (see Appendix "A" attached to Report PED24003), be approved on the following basis:
  - (i) That the draft Urban Hamilton Official Plan Amendment, attached as Appendix "B" to Report PED24003, be adopted by Council;
  - (ii) That the draft Urban Hamilton Official Plan Amendment is consistent with the Provincial Policy Statement (PPS), 2020 and conforms to the Growth Plan for the Greater Golden Horseshoe, 2019, as amended.



**4. Hamilton Municipal Heritage Committee Report 23-011 (Item 11.1)**

**(a) Appointment of Chair and Vice-Chair (Item 1)**

That A. Denham-Robinson be appointed as Chair of the Hamilton Municipal Heritage Committee for the remainder of the term.

That G. Carroll be appointed as Vice-Chair of the Hamilton Municipal Heritage Committee for the remainder of the term.

**(b) Recommendation to Designate 176 Wilson Street East, Ancaster, known as Birch Lawn, under Part IV of the *Ontario Heritage Act* (PED23241) (Ward 12) (Item 8.2)**

That the City Clerk be directed to give notice of Council's intention to designate 176 Wilson Street East, Ancaster, shown in Appendix "A" attached to Report PED23241, as a property of cultural heritage value pursuant to the provisions of Part IV, Section 29 of the *Ontario Heritage Act*, in accordance with the Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes, attached as Appendix "A" to Hamilton Municipal Heritage Committee Report 23-011, subject to the following:

- (i) If no objections are received to the notice of intention to designate in accordance with the *Ontario Heritage Act*, City Council directs staff to introduce the necessary by-law to designate the property to be of cultural heritage value or interest to City Council;
- (ii) If an objection to the notice of intention to designate is received in accordance with the *Ontario Heritage Act*, City Council directs staff to report back to Council to allow Council to consider the objection and decide whether or not to withdraw the notice of intention to designate the property.

**(c) Recommendation to Designate 241 Wilson Street East, Ancaster, former Ancaster Carriage Company Factory, under Part IV of the *Ontario Heritage Act* (PED23192) (Ward 12) (Item 8.3)**

That the City Clerk be directed to give notice of Council's intention to designate 241 Wilson Street East, Ancaster, shown in Appendix "A" attached to Report PED23192, as a property of cultural heritage value pursuant to the provisions of Part IV, Section 29 of the *Ontario Heritage Act*, in accordance with the Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes, attached as Appendix "B" to Hamilton Municipal Heritage Committee Report 23-011, subject to the following:

- (i) If no objections are received to the notice of intention to designate in accordance with the *Ontario Heritage Act*, City Council directs staff to introduce the necessary by-law to designate the property to be of cultural heritage value or interest to City Council;
- (ii) If an objection to the notice of intention to designate is received in accordance with the *Ontario Heritage Act*, City Council directs staff to report back to Council to allow Council to consider the objection and decide whether or not to withdraw the notice of intention to designate the property.

**(d) Establishment of Working Group Memberships (Item 10.1)**

That the working group membership be established as follows:

- (i) Education and Communications Working Group
  - (a) Alissa Denham-Robinson
  - (b) Karen Burke
  - (c) Stefan Spolnik
  - (d) Coucillor Cameron Kroestch
- (ii) Inventory and Research Working Group
  - (a) Alissa Denham-Robinson
  - (b) Lyn Lunsted
  - (c) Andy MacLaren
- (iii) Policy and Design Working Group
  - (a) Alissa Denham-Robinson
  - (b) Andrew Douglas
  - (c) Lyn Lunsted

**(e) Monthly Report on Recommended Proactive Listings for the Municipal Heritage Register, November 2023 (PED23235) (Ward 3) (Item 10.2)**

That staff be directed to list the property located at 78 Stirton Street, Hamilton (Ward 3) on the Municipal Heritage Register as a non-designated property that Council believes to be of cultural heritage value or interest, as outlined in Report PED23235, in accordance with Section 27 of the *Ontario Heritage Act*.

**5. Agriculture and Rural Affairs Sub-Committee Report 23-003 (Item 11.2)**

**(a) Stormwater Fee Information & Incentive Program Consultation (Item 8.1)**

That staff be directed to look at alternative options to the proposed stormwater fee for agricultural properties and report back to the Agriculture and Rural Affairs Sub-Committee with alternatives that are fair, affordable, justifiable, reasonable, and simple.

**(b) Rural Zones (Farm Labour Residences and Additional Dwelling Units – Detached) (Item 8.3)**

That staff be directed to include additional flexibility for Farm Labour Residences on size and permanence on justified farm situations.

**6. Notice of Objection to the Notice of Intention to Designate 54 Hess Street South, Hamilton, under Part IV of the Ontario Heritage Act (PED24002) (Ward 2) (Item 11.3)**

(a) That the Notice of Objection to the Notice of Intention to Designate 54 Hess Street South, Hamilton, under Part IV of the Ontario Heritage Act, attached as Appendix “A” to Report PED24002, be received;

(b) That Council does not withdraw the Notice of Intention to Designate 54 Hess Street South, Hamilton, under Part IV of the Ontario Heritage Act;

(c) That the draft By-law to designate 54 and 56 Hess Street South, Hamilton under Part IV of the Ontario Heritage Act, attached as Appendix “B” to Report PED24002, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council.

**7. Request for Direction to Proceed with Appeal of Committee of Adjustment Decision to Approve Consent Application FL/B-23:61 for lands located at 169 and 193 Weirs Lane, Flamborough (PED24029) (Ward 13) (Item 11.4)**

(a) That Council gives approval to the following actions, as detailed in Report PED24029, respecting Committee of Adjustment Consent application FL/B-23:61 by Franco Romano, on behalf of Robert Eric Bernstein (owner), for the lands located at 169 and 193 Weirs Lane, Flamborough, as shown on Appendix “A” attached to Report PED24029, granted by the Committee of Adjustment but recommended for denial by the Planning and Economic Development Department:

- (i) That Council of the City of Hamilton proceed with the appeal to the Ontario Land Tribunal against the decision of the Committee of Adjustment to approve Consent application FL/B-23:61.
- (ii) That Council directs appropriate Legal Services and Planning staff to attend the future Ontario Land Tribunal hearing in opposition to the decision of the Committee of Adjustment to approve Consent application FL/B-23:61.

**8. 1065 Paramount Drive Non-Statutory Public Meeting (Added Item 12.1)**

WHEREAS, Urban Hamilton Official Plan Amendment Application UHOPA-23-005 and Zoning By-law Amendment Application ZAC-23-006 for Lands Located at 1065 Paramount Drive, Stoney Creek were received on November 18, 2022 and were deemed to be complete on December 13, 2022;

WHEREAS, an appeal of these applications by the proponent for non-decision was received by the City Clerk's Office on January 3, 2024, 411 days after the receipt of the applications;

WHEREAS, the City of Hamilton adopted Council's Procedures for Appeals on February 28, 2018;

- (i) Where an appellant has agreed to postpone the scheduling of any hearing event until such time as Planning Committee has had an opportunity to consider the matter and that agreement has been communicated to the Ontario Municipal Board or its successor, that Planning staff be directed to process those matters accordingly and bring those matters to Planning Committee at a non-statutory public meeting for consideration and for direction to be given to the City Solicitor;
- (ii) Where an appellant does not agree as described in (i), that Planning and Legal Services be directed to report back on the specific matter for further instructions or direction;
- (iii) That the City Solicitor be instructed to oppose these appeals until such time as further instruction is given on any specific appeal.

**THEREFORE BE IT RESOLVED:**

That staff be directed to schedule a non-statutory public meeting and give notice in accordance with the notice requirements of the Planning Act for Urban Hamilton Official Plan Amendment Application UHOPA-23-005 and Zoning By-law Amendment Application ZAC-23-006 for Lands Located at 1065 Paramount Drive, Stoney Creek.

9. **Appeal to the Ontario Land Tribunal for lands located at 392, 398 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (DA-23-011) (LS24002) (Ward 12) (Added Item 15.2)**

That Report LS24002 respecting Appeal to the Ontario Land Tribunal for lands located at 392, 398 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (DA-23-011), be received and remain confidential.

**FOR INFORMATION:**

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

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

**5. COMMUNICATIONS**

- 5.1 Correspondence from Ancaster Heritage Village respecting OLT Appeal for lands located at 392, 398, 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (DA-23-011) (LS24002) (Ward 12)

Recommendation: Be received and referred to the consideration of Item 15.2.

**6. DELEGATION REQUESTS**

- 6.1 Janice Brown respecting 54 Hess Street (Item 11.3) (For today's meeting)

**10. PUBLIC HEARINGS**

- 10.1 Application for a Zoning By-law Amendment for Lands Located at 64 Hatt Street, Dundas (PED23164) (Ward 13) – Deferred to a future meeting.

10.2 Application for a Zoning By-law Amendment for Lands Located at 81 and 87 Rymal Road East, Hamilton (PED23216) (Ward 8) – Deferred to a future meeting.

10.3 Application for a Zoning By-law Amendment for Lands Located at 83-85 Emerald Street South, Hamilton (PED24001) (Ward 3)

(a) Added Written Submission:

(i) Laura Harrison

(b) Staff Presentation

10.4 Housekeeping Amendments to the Urban Hamilton Official Plan Regarding 3011 Homestead Drive, Glanbrook (PED24003) (Ward 11)

(a) Staff Presentation

## **11. DISCUSSION ITEMS**

11.4 Request for Direction to Proceed with Appeal of Committee of Adjustment Decision to Approve Consent Application FL/B-23:61 for lands located at 169 and 193 Weirs Lane, Flamborough (PED24029) (Ward 13)

(a) Staff Presentation

## **13. NOTICES OF MOTION**

13.1 1065 Paramount Drive Non-Statutory Public Meeting

## **15. PRIVATE & CONFIDENTIAL**

15.2 Appeal to the Ontario Land Tribunal Appeal to the Ontario Land Tribunal for lands located at 392, 398, 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (DA-23-011) (LS24002) (Ward 12)

The agenda for the January 16, 2024 Planning Committee meeting was approved, as amended.

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

There were no declarations of interest.

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

**(i) December 5, 2023 (Item 4.1)**

The Minutes of the December 5, 2023 meeting were approved, as presented.

**(d) COMMUNICATIONS (Item 5)**

**(i) Correspondence from Ancaster Heritage Village respecting OLT Appeal for lands located at 392, 398, 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (Item 11.3) (Added Item 5.1)**

The correspondence from Ancaster Heritage Village respecting OLT Appeal for lands located at 392, 398, 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (Item 11.3), was received and referred to the consideration of Item 11.3.

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

**(i) Janice Brown respecting 54 Hess Street (Item 11.3) (For today's meeting) (Added Item 6.1)**

The Delegation Request from Janice Brown respecting 54 Hess Street (Item 11.3), was approved for today's meeting.

**(f) DELEGATIONS (Item 7)**

**(i) Delegation requests respecting 54 Hess Street (Item 11.3) (Item 7.1 and Added Item 7.2)**

The Following delegations addressed the Committee respecting 54 Hess Street (Item 11.3):

1. Shannon Kyles (Item 7.1)
2. Janice Brown (Added Item 7.2)

The following Delegations respecting 54 Hess Street (Item 11.3), were received.

1. Shannon Kyles (Item 7.1)
2. Janice Brown (Added Item 7.2)

**(g) PUBLIC HEARINGS (Item 10)**

In accordance with the *Planning Act*, Chair C. Cassar advised those viewing the meeting that the public had been advised of how to pre-register to be a delegate at the Public Meetings on today's agenda.

In accordance with the provisions of the *Planning Act*, Chair C. Cassar advised that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the City of Hamilton before Council makes a decision regarding the Development applications before the Committee today, the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Land Tribunal, and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**(i) Application for a Zoning By-law Amendment for Lands Located at 83-85 Emerald Street South, Hamilton (PED24001) (Ward 3) (Item 10.3)**

Alaina Baldassarra, Planner I, addressed the Committee with the aid of a PowerPoint presentation.

The presentation from Alaina Baldassarra, Planner I, respecting Application for a Zoning By-law Amendment for Lands Located at 83-85 Emerald Street South, Hamilton, was received.

John Gladki with Gladki Planning Associates, was in attendance and indicated support for the staff report.

The presentation from John Gladki with Gladki Planning Associates, was received.

Chair Cassar called three times for public delegations and no one came forward.

(a) The following public submission was received and considered by the Committee:

(i) Laura Harrison (Added Item 10.3 (a))

(b) The public meeting was closed.

For disposition of this matter, refer to Item 2.



**(ii) Housekeeping Amendments to the Urban Hamilton Official Plan Regarding 3011 Homestead Drive, Glanbrook (PED24003) (Ward 11) (Item 10.4)**

The staff presentation was waived.

Chair Cassar called three times for public delegations and no one came forward.

- (a) There were no public submissions received regarding this matter; and,
- (b) The public meeting was closed.

For disposition of this matter, refer to Item 3.

**(h) NOTICES OF MOTION (Item 13)**

**(i) 1065 Paramount Drive Non-Statutory Public Meeting (Added Item 13.1)**

The rules of order were waived to allow for the introduction of a Motion respecting 1065 Paramount Drive Non-Statutory Public Meeting.

For disposition of this matter, refer to Item 8.

**(i) GENERAL INFORMATION / OTHER BUSINESS (Item 14)**

**(i) General Manager's Update (Added Item 14.1)**

Steve Robichaud, Acting General Manager of Planning and Economic Development, advised the Committee that Jason Thorne would be returning as General Manager next week; and, the Rezoning Report addressing farm residences and secondary dwellings is scheduled for the February 6, 2024 Planning Committee meeting.

The General Manager's Update was received.

**(j) PRIVATE & CONFIDENTIAL (Item 15)**

**(i) Closed Session Minutes – December 5, 2023 (Item 15.1)**

- (a) The Closed Session Minutes dated December 5, 2023 were approved as presented; and,

- (b) The Closed Session Minutes dated December 5, 2023, are to remain confidential.

The Committee moved into Closed Session for Item 15.2 pursuant to Section 9.3, Sub-sections (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (e), (f) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- (i) **Appeal to the Ontario Land Tribunal for lands located at 392, 398 400, 402, 406 and 412 Wilson Street East & 15 Lorne Avenue for Lack of Decision on Site Plan Control Application (DA-23-011) (LS24002) (Ward 12) (Added Item 15.2)**

For disposition of this matter, refer to Item 9.

**(k) ADJOURNMENT (Item 16)**

There being no further business, the Planning Committee adjourned at 11:20 a.m.

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Councillor C. Cassar, Chair  
Planning Committee

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Lisa Kelsey  
Legislative Coordinator



## **GENERAL ISSUES COMMITTEE REPORT 24-002**

9:30 a.m.

January 17, 2024

Council Chambers, City Hall, 2<sup>nd</sup> Floor  
71 Main Street West, Hamilton, Ontario

**Present:** Mayor A. Horwath  
Deputy Mayor M. Spadafora (Chair)  
Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, M. Francis, T. Hwang, T. Jackson, C. Kroetsch, T. McMeekin, N. Nann, E. Pauls, M. Tadeson, A. Wilson and M. Wilson

### **THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 24-002 AND RESPECTFULLY RECOMMENDS:**

1. **City of Hamilton Public Engagement Policy (CM21101(b)) (City Wide) (Outstanding Business List Item) (Item 8.1)**
  - (a) That the City of Hamilton Public Engagement Policy attached as Appendix "A" to GIC Report 24-002 be approved;
  - (b) That staff be directed to review the public engagement policy and report back to Council at a minimum of every four years on the implementation of the policy and any required updates;
  - (c) That staff report back to the General Issues Committee in Q4 2024 with a status update respecting the implementation of the Public Engagement Policy and creation of a corporate-wide Public Engagement Strategy;
  - (d) That one Full Time Equivalent (FTE) for a Performance Reporting & Impact Evaluation Specialist and one FTE for a Project Manager specializing in Public Engagement, at an annualized total of \$302,000 be referred to the 2025 Budget in the Government Relations and Community Engagement Division, to facilitate corporate-wide public engagement programming, training, and reporting; and,
  - (e) That the items respecting the City of Hamilton Public Engagement Policy be removed from the Outstanding Business List.

**2. Business Improvement Areas - Board of Management Changes (Item 9.1)**

That the Consent Items 9.1(a) through 9.1(c), be approved, as follows:

**(a) Revised Board of Management for the Ottawa Street Business Improvement Area (PED24004) (Wards 3 and 4) (Item 9.1(a))**

- (i) That the following individual be removed from the Ottawa Street Business Improvement Area Board of Management:

Sean Queroub – Nova Sewing.

**(b) Dundas Business Improvement Area Changes to Board of Management (PED24018) (Ward 13) (Item 9.1(b))**

- (i) That the following individuals be removed from the Dundas Business Improvement Area Board of Management:

- (1) Lily Zoghaid;
- (2) Donna Cole;

- (ii) That the following individuals be appointed to the Dundas Business Improvement Area Board of Management:

- (1) Jackie Webber;
- (2) Lindsay McAlpine.

**(c) Barton Village Business Improvement Area Changes to Board of Management (PED24022) (Wards 2 and 3) (Item 9.1(c))**

- (i) That the following individuals be appointed to the Barton Village Business Improvement Area Board of Management:

- (1) Brodie Dawson, Dawsons Hot Sauce;
- (2) Julia Forrester, Community Representative.

**3. Pipeline Trail Public Art (PED24009) (Ward 4) (Item 9.2)**

That Andrew Warburton Memorial Park Public Art (capital project ID 7102258202) be increased by an additional \$82,000 funded from the Public Art Reserve (ID 108044) to make the total project funding equal to \$225,000 for the Pipeline Trail Public Art Project.

**4. Advisory Committee for Persons with Disabilities (ACPD) Report 23-012 - December 12, 2023 (Item 9.3)**

That Advisory Committee for Persons with Disabilities (ACPD) Report 23-012 - December 12, 2023, be received.

**5. Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) (Item 9.4)**

That Report HSC23066(c), Encampment Response Update – December 2023, be received.

**6. Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide) (Item 10.1)**

That recommendations (e), (f), (g), and (h) to Report PED23072, Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton, be received.

**7. Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) (Outstanding Business List Item) (Item 10.1(a))**

- (a) That staff be directed to present for Council's approval, the Renovation Licence and Relocation By-law to regulate repairs and renovations to rental units, in a form satisfactory to the City Solicitor, attached as Appendix "B" to GIC Report 24-002, following the 2024 budget process and subject to the approval of the staffing and resourcing outlined in Recommendation (d) as part of the 2024 Budget;
- (b) That City of Hamilton User Fees and Charges By-law No. 23-112 be amended to reflect the new Renovation Licence and Relocation By-law Fee Schedule developed at 10% cost recovery attached as Appendix "C" to GIC Report 24-002;
- (c) That, subject to the adoption of the Renovation Licence and Relocation By-law by Council, the Transition Plan as detailed in Appendix "D" to GIC Report 24-002 to develop, implement and administer the By-law be approved;
- (d) That the General Manager of Planning and Economic Development be directed to refer the following to the 2024 Budget for the implementation of the Renovation Licence and Relocation By-law;

- (i) Three full-time (3.0 FTE) Licensing Administrators in the Licensing and By-law Services Division to administer licence applications, enter investigation files and respond to inquiries, at an estimated total cost of \$287,000 annually (\$258,300 net levy);
  - (ii) Three full-time (3.0 FTE) Licensing Compliance Officers in the Licensing and By-law Services Division to enforce the By-law, at an estimated total cost of \$327,000 annually (\$294,300 net levy);
  - (iii) One full-time (1.0 FTE) Solicitor in Legal Services to respond to legal challenges and increased Property Standards Committee hearings, at an estimated total cost of \$212,000 annually (\$190,800 net levy);
  - (iv) One full-time (1.0 FTE) Housing Clerk in the Housing Services Division to facilitate tenant support/education, at an estimated total cost of \$80,000 annually (\$72,000 net levy);
  - (v) The purchase of three (3) vehicles at an estimated initial cost of \$163,575 and an annual operating cost of \$26,850 (\$24,165 net levy);
  - (vi) An outreach, education and communications budget of \$10,000 annually (\$9,000 net levy); and,
  - (vii) A one-time cost of \$150,000 for the the transition period for the implementation of the By-law be funded by the Tax Stabilization Reserve 110046.
- (e) That Licensing and By-law Services staff be directed to work with Legal Services to obtain approval for set fines with the Ministry of the Attorney General;
  - (f) That subject to and following the approval of set fines by the Ministry of the Attorney General, staff be directed to work with Legal Services to amend the Administrative Penalties By-law No. 17-225 to incorporate charges under the Renovation Licence and Relocation By-law.

**8. 2024 Tax Supported User Fees (FCS24003) (City Wide) (Item 10.2)**

- (a) (a) That the 2024 User Fees – User Group Ice Rates (Hourly) on Page 48 of Appendix “E” to GIC Report 24-002, “2024 Tax Supported User Fees”, be approved and implemented;
- (b) (a) That the 2024 User Fees contained in Appendix “E” to GIC Report 24-002 with the exception of User Group Ice Rates (Hourly) on Page 48 of Report FCS24003, “2024 Tax Supported User Fees”, be approved and implemented;

- (b) That the City Solicitor be authorized and directed to prepare all necessary by laws, for Council approval, for the purposes of establishing the user fees contained in Appendix “E” to GIC Report 24-002; and
- (c) That the General Manager, Finance and Corporate Services, be authorized and directed to engage an external consultant to conduct a City-wide review of user fees, with primary focus on Recreation and Transit and to facilitate a process for establishing a user fee framework consistent with the City’s organizational goals and priorities centered around community benefit, accessibility, equity and ability to pay.

**9. Business Improvement Areas - 2024 Proposed Budgets and Schedule of Payments (Item 10.3)**

That the Discussion Items 10.3(a) through 10.3(h), be approved, as follows:

**(a) Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2) (Item 10.3(a))**

- (a) That the 2024 Operating Budget for the Downtown Hamilton Business Improvement Area, attached as Appendix “F” to GIC Report 24-002, in the amount of \$515,000 be approved;
- (b) That the levy portion of the Operating Budget for the Downtown Hamilton Business Improvement Area in the amount of \$450,000 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to the levy portion of the 2024 Budget as referenced in Recommendation (b) of Report PED24010;
- (d) That the 2/3 levy reduction, previously provided to Royal Connaught (110, 114, 116, 118, 120 and 122 King Street East) and the former Holiday Inn (130-150 King Street East) be eliminated in 2024;
- (e) That the following schedule of payments for 2024 be approved:
  - (i) February \$225,000;
  - (ii) June \$225,000;

Note: Assessment appeals may be deducted from the levy payments.

**(b) Dundas Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24011) (Ward 13) (Item 10.3(b))**

- (a) That the 2024 Operating Budget for the Dundas Business Improvement Area, attached as Appendix “G” to GIC Report 24-002, in the amount of \$269,665.63 be approved;
- (b) That the levy portion of the Operating Budget for the Dundas Business Improvement Area in the amount of \$178,880 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2023 Budget as referenced in Recommendation of Report PED24011;
- (d) That the following schedule of payments for 2024 Operating Budget for the Dundas Business Improvement Area be approved:
  - (i) February \$89,440;
  - (ii) June \$89,440;

Note: Assessment appeals may be deducted from the levy payments.

**(c) Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3) (Item 10. 3(c))**

- (a) That the 2024 Operating Budget for the Barton Village Business Improvement Area, attached as Appendix “H” to GIC Report 24-002, in the amount of \$220,000 be approved;
- (b) That the levy portion of the Operating Budget for the Barton Village Business Improvement Area in the amount of \$125,000 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to the levy portion of the 2024 Budget as referenced in Recommendation (b) of Report PED24012;
- (d) That the 2/3 Business Improvement Area levy reduction, previously provided to 286 Sanford Avenue North, 20 Myler Street, 30 Milton Avenue, and 42 Westinghouse Avenue be gradually phased-out over a three-year period starting in 2024 as follows:



- (i) 60% of the current value assessment in 2024, 80% of the current value assessment in 2025 and 100% of the current value assessment in 2026;

(e) That the following schedule of payments for 2024 be approved:

- (i) February \$62,500;
- (ii) June \$62,500;

Note: Assessment appeals may be deducted from the levy payments.

**(d) Ancaster Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24013) (Ward 12) (Item 10. 3(d))**

(a) That the 2024 Operating Budget for the Ancaster Village Business Improvement Area, attached as Appendix “I” to GIC Report 24-002, in the amount of \$162,990 be approved;

(b) That the levy portion of the Operating Budget for the Ancaster Village Business Improvement Area in the amount of \$121,000 be approved;

(c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, *The Municipal Act, 2001*, to levy the 2024 Budget as referenced in Recommendation of Report PED24013;

(d) That the following schedule of payments for 2024 be approved:

- (i) February \$60,500;
- (ii) June \$60,500;

Note: Assessment appeals may be deducted from the levy payments.

**(e) Westdale Village Business Improvement Area Proposed Budget and Schedule of Payments (PED24014) (Ward 1) (Item 10. 3(e))**

(a) That the 2024 Operating Budget for the Westdale Village Business Improvement Area, attached as Appendix “J” to GIC Report 24-002, in the amount of \$131,328 be approved;

(b) That the levy portion of the Operating Budget for the Westdale Village Business Improvement Area in the amount of \$131,328 be approved;

- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to levy the 2024 Budget as referenced in Recommendation of Report PED24014;
- (d) That the following schedule of payments for 2024 be approved:
  - (i) February \$65,664;
  - (ii) June \$65,664;

Note: Assessment appeals may be deducted from the levy payments.

**(f) Waterdown Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24015) (Ward 15) (Item 10.3(f))**

- (a) That the 2024 Operating Budget for the Waterdown Village Business Improvement Area, attached as Appendix “K” to GIC Report 24-002, in the amount of \$384,616 be approved;
- (b) That the levy portion of the Operating Budget for the Waterdown Village Business Improvement Area in the amount of \$285,000 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to levy the 2024 Budget as referenced in Recommendation of Report PED24015;
- (d) That the following schedule of payments for 2024 be approved:
  - (i) February \$142,500;
  - (ii) June \$142,500;

Note: Assessment appeals may be deducted from the levy payments.

**(g) Stoney Creek Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24016) (Ward 5) (Item 10.3(g))**

- (a) That the 2024 Operating Budget for the Stoney Creek Village Business Improvement Area, attached as Appendix “L” to GIC Report 24-002, in the amount of \$95,250 be approved;

- (b) That the levy portion of the Operating Budget for the Stoney Creek Village Business Improvement Area in the amount of \$74,440 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to levy the 2024 Budget as referenced in Recommendation of Report PED24016;
- (d) That the following schedule of payments for 2024 be approved:
  - (i) February \$37,220;
  - (ii) June \$37,220;

Note: Assessment appeals may be deducted from the levy payments.

**(h) Ottawa Street Business Improvement Area Proposed Budget and Schedule of Payments (PED24017) (Wards 3 and 4) (Item 10. 3(h))**

- (a) That the 2024 Operating Budget for the Ottawa Street Business Improvement Area, attached as Appendix “M” to GIC Report 24-002, in the amount of \$218,287 be approved;
- (b) That the levy portion of the Operating Budget for the Ottawa Street Business Improvement Area in the amount of \$153,000 be approved;
- (c) That the General Manager of Finance and Corporate Services be hereby authorized and directed to prepare the requisite By-law pursuant to Section 208, The *Municipal Act, 2001*, to levy the 2024 Budget as referenced in Recommendation of Report PED24017;
- (d) That the following schedule of payments for 2024 be approved:
  - (i) February \$76,500;
  - (ii) June \$76,500;

Note: Assessment appeals may be deducted from the levy payments.

**10. Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide) (Item 10.4)**

- (a) That the General Manager of the Healthy and Safe Communities Department, or their designate, be authorized to:

- (i) Enter into and execute an agreement with the Federal Ministry of Immigration, Refugees and Citizenship Canada to receive \$3.5 M in funding through the Interim Housing Assistance Program (IHAP) to partially reimburse for costs incurred providing temporary housing within Hamilton's homelessness serving system to asylum claimants in 2023; and
- (ii) Enter into and execute any future agreements with the Federal Ministry of Immigration, Refugees and Citizenship Canada to receive any additional Interim Housing Assistance Program (IHAP) funding to address ongoing pressures; and
- (b) That the General Manager of the Healthy and Safe Communities Department, or their designate, be authorized to enter into any agreements with Community Services Provider(s), and any ancillary agreements, contracts, extensions and documents, associated with the funding, including the authority to authorize the submission of budgets and quarterly and/or year-end reporting, as well as, the authority to make appropriate payments to community service providers, in a form satisfactory to the City Solicitor.

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

That the Discussion Items 10.5 through 10.9, be approved, as follows:

**(a) Light Rail Transit Sub-Committee Report 23-005 - December 11, 2023 (Item 10.5)**

**(a) Hamilton Light Rail Transit Community Benefits Update (PED23262) (City Wide) (Outstanding Business List Item) (Item 9.1)**

That Report PED23262, respecting Hamilton Light Rail Transit Community Benefits Update (City Wide), be received.

**(b) Light Rail Transit Strategic Site Selection – Update Report (PED23142(a)) (Wards 1,2, 3, 4 and 5) (Item 15.2)**

- (i) That the direction provided to staff in the Closed Session, respecting Report PED23412(a) be approved; and
- (ii) That the entirety of Report PED23412(a) Light Rail Transit Strategic Site Selection – Update Report remain confidential and not be released as a public document.

**(b) Airport Sub-Committee Report 23-005 - December 1, 2023 (Item 10.6)**

**(a) Airport Lease – Verbal Update (Item 14.1)**

That the Airport Lease – Verbal Update, be received and remain confidential.

**(b) Terms and Obligations of the Current Airport Lease (Item 11.1)**

That staff be directed to report back to the Airport Sub-Committee with information respecting the terms and obligations of Tradeport International Corporation in the current Airport lease along with an evaluation of how those terms and obligations have been satisfied to date.

**(c) 2024 Budget Submission Advisory Committee for Persons with Disabilities (CM24001) (City Wide) (Item 10.7)**

That the Advisory Committee for Persons with Disabilities 2024 base budget submission attached as Appendix “N” to GIC Report 24-002 in the amount of \$23,172.00, be approved and referred to the 2024 budget process for consideration.

**(d) Arts Advisory Commission Budget Submission (PED24005) (City Wide) (Item 10.8)**

That the Arts Advisory Commission 2024 budget submission attached as Appendix “O” to GIC Report 24-002 in the amount of \$9,000 be approved and referred to the 2024 budget process for consideration.

**(e) Advisory Committee for Persons with Disabilities (ACPD) Report 24-001 - January 9, 2024 (Added Item 10.9)**

**(a) APPOINTMENT OF COMMITTEE CHAIR AND VICE CHAIR (Item 1)**

(i) That James Kemp be appointed as Chair of the Advisory Committee for Persons with Disabilities for 2024.

(ii) That Paula Kilburn be appointed as Vice Chair of the Advisory Committee for Persons with Disabilities for 2024.

**(b) 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.

**12. Vacant Unit Tax Program Update (FCS21017(d)) (City Wide) (Added Item 10.10)**

That Report FCS21017(d), respecting the Vacant Unit Tax Program Update, be received.

**13. 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide) (Added Item 10.11)**

- (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 30th, 2024 to January 30th, 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 31st, 2024 to January 31st, 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.

**14. Ward Office Staffing Recommendations (HUR24001) (City Wide) (Added Item 10.12)**

- (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.
- (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).
- (g) That staff be directed to evaluate the determinants and methodology used to inform the Inner-City Fund to ensure transparency and fairness across all wards and report back in Q3 2024 to the General Issues Committee.

**15. Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(e)) (City Wide) (Added Item 10.13)**

- (a) That Appendix “P” to GIC Report 24-002 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.

**16. Immediate Federal Government Support Required for Asylum Claimants in Municipalities (Item 11.1)**

WHEREAS, municipalities have been at the forefront of supporting asylum claimants and refugees and providing essential settlement and housing services;

WHEREAS, the rapid and sharp increase of asylum claims in Toronto, Montreal, Hamilton and other municipalities, particularly in the Greater Toronto and Hamilton Area (GTHA), are putting municipal governments under significant pressure;

WHEREAS, without federal action, asylum claimants will not have permanent shelter and housing options once they leave temporary accommodations, and the current crisis will continue to grow;

WHEREAS, refugees and asylum claimants make up over 40% of Hamilton’s population in shelters, and is creating massive pressure on Hamilton’s already overwhelmed shelter system that is under resourced to meet the unique and complex needs of asylum claimants;

WHEREAS, the supports provided to municipalities to receive asylum claimants are often short-term and focused on emergency response and shelter, but do not ensure permanent settlement and housing options for asylum claimants, including a focus on homeless prevention and long-term stability;

WHEREAS, the crisis of asylum claimants has inextricable links to the housing, homelessness and mental health crises in Canada and the immense pressure on municipal shelter, transitional and supportive housing systems;



WHEREAS, equity-deserving communities are disproportionately represented in asylum claimant populations seeking immediate necessary support which can also lead to further stigmatization and experiences of racism, discrimination, and harassment;

WHEREAS, action on behalf of the federal government and investing in supports to combat racism, specifically anti-Black racism, is imperative as asylum seekers commonly face racism and other forms of discrimination and hate;

WHEREAS, municipalities across Canada are committed to fostering diverse, inclusive and welcoming communities for all individuals seeking asylum and tackling anti-Black racism and other forms of racism;

WHEREAS, Hamilton, Toronto and other municipalities in the Greater Toronto Hamilton Area (GTHA) have been advocating for additional federal supports for asylum claimants over the past year;

THEREFORE IT BE RESOLVED,

That the Federation of Canadian Municipalities (FCM) be requested to strongly urge the federal government to take immediate action to support asylum claimants in Canadian municipalities by taking the following actions:

- (a) Immediately provide financial support and reimbursements directly to municipalities to address the immediate short-term needs of asylum claimants and refugees through top-ups to the Canada Housing Benefit and the Interim Housing Assistance Program (IHAP);
- (b) An ongoing commitment of Interim Housing Assistance Program (IHAP) funding to address estimated annual costs for refugees in 2024, and commit to future funding until the demand for shelter returns to sustainable levels;
- (c) Collaborate with municipal governments to develop a long-term strategy to enhance capacity of local governments to effectively support asylum claimants and refugees, including through the development of tripartite agreements between municipalities, provinces and territories and the federal government to enhance cross-government coordination in providing immediate supports to asylum claimants;
- (d) Recognizing that the rise in asylum seeking populations pursuing refuge in Canada is occurring in the midst of a housing crisis, provide additional funding through National Housing Strategy programs and the Canada Housing Benefit to support asylum claimants in the medium- and long-term;

- (e) That the federal government broaden the eligibility for federally-funded settlement services to include asylum claimants who currently can only access provincially-funded services and also that settlement services be funded to support newcomers with housing searches as at present they mostly limited to orientation, language instruction, and employment; and
- (f) Extend and make permanent the Rapid Housing Initiative with another intake in 2024/25 to enable municipalities to invest in supportive housing on an urgent basis and relieve pressure on the shelter system, and work with the provinces and territories to ensure that supportive units have wrap-around health and social supports and long-term operating funding.

**17. 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) (Added Item 11.2)**

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.

**18. Legal Advice Regarding Renoviction By-Laws (LS23020(b)) (City Wide)  
(Added Item 14.1)**

That Report LS23020(b), respecting Legal Advice Regarding Renoviction By-Laws be received and remain confidential.

**FOR INFORMATION:**

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

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

**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

Recommendation: Be received and referred to the consideration of Item 10.1.

**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) - WITHDRAWN
- (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)

## **7. DELEGATIONS**

- 7.1 Karl Andrus, Hamilton Community Benefits Network, respecting Report PED19063(e), Memorandum of Understanding with City and Aeon Studio Group on Barton-Tiffany Land, which was Item 14.3 on the November 15th, 2023 agenda (In-Person) (Approved December 6, 2023) – WITHDRAWN

Withdrawn at the request of the delegate to be rescheduled for a future meeting.

## **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 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)

The agenda for the January 17, 2024 General Issues Committee meeting, was approved, as amended.

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

Deputy Mayor Mike Spadafora declared a disqualifying interest to Item 10.2, User Group Ice Rates (Hourly) on Page 48 of Appendix “A” to Report FCS24003 2024 Tax Supported User Fees, as he rents Ice time.

Deputy Mayor Mike Spadafora declared disqualifying interests to Item 5.1, 6.3, 7.3, 10.1, 10.1(a) and 14.1 respecting Report PED23072 and Report PED23072(a), Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton and Report LS23020(b), Legal Advice Regarding Renoviction By-Laws, as he is a landlord.

Mayor Andrea Horwath declared disqualifying interests to Items 6.3, 7.3, 10.1, 10.1(a), 10.10 and 14.1 respecting Report PED23072 and PED23072(a), Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton; Report FCS21017(d), Vacant Unit Tax Program - Update and Report LS23020(b), Legal Advice Regarding Renoviction By-Laws, as she is a landlord.

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

**(i) December 6, 2023 (Item 4.1)**

The minutes of the December 6, 2023 General Issues Committee meeting were approved, as presented.

**(d) COMMUNICATIONS (Item 5)**

Due to a declared conflict Deputy Mayor Spadafora relinquished the Chair to Councillor A. Wilson during the consideration of the following items:

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

The correspondence respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide), was approved as follows:

- (1) Douglas Kwan, Director of Advocacy and Legal Services, Advocacy Centre for Tenants Ontario (Item 5.1(a))
- (2) Douglas Kwan, Director of Advocacy and Legal Services, Advocacy Centre for Tenants Ontario (Additional Letter) (Added Item 5.1(b))
- (3) Christine Neale (Added Item 5.1(c))
- (4) Elizabeth Ellis, ACORN (Added Item 5.1(d))
- (5) Marie Alcaide, ACORN (Added Item 5.1(e))
  
- (6) ACORN Hamilton (Added Item 5.1(f))
- (7) Bonnielee Dunlop (Added Item 5.1(g))
- (8) Sherline Morris, ACORN (Added Item 5.1(h))
- (9) Vince Katching (Added Item 5.1(i))
- (10) Kristain Jewers (Added Item 5.1(j))
- (11) Myrna Gale (Added Item 5.1(k))
- (12) Norman Cooper (Added Item 5.1(l))
- (13) Pauleen Ksonzena (Added Item 5.1(m))
- (14) Tracey Romanoski (Added Item 5.1(n))
- (15) Melissa Goldstein (Added Item 5.1(o))
- (16) Erin Fabello (Added Item 5.1(p))
- (17) Hamilton and District Apartment Association (Added Item 5.1(q))

Be received and referred to consideration of Item 10.1.

Deputy Mayor Spadafora assumed the Chair.

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

**(i)** The Delegation Requests, were approved as follows:

- (1) Susan Creer, Accessible Hamilton, respecting the BIA's taking away parking spaces in Dundas, Hamilton, etc and "porch patios" (In-Person) (For a future meeting) (Item 6.1)
- (2) Ian Hamilton, Hamilton-Oshawa Port Authority (HOPA Ports), respecting Port authority activities update (In-Person) (For a future meeting) (Item 6.2)

Due to a declared conflict Deputy Mayor Spadafora relinquished the Chair to Councillor A. Wilson during the consideration of the following items:

- (ii) 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 (Added Item 6.3)**

Councillor A. Wilson relinquished the Chair to the Councillor Cassar in order to introduce the following motion:

The 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 were approved as follows:

- (1) Karen Andrews, Advocacy Centre for Tenants Ontario (In-Person) (Added Item 6.3(a))
- (2) Merima Menzildzic, Hamilton Community Legal Clinic (In-Person) (Added Item 6.3(b))
- (3) Colleen Langmead, ACORN Hamilton (Virtually) (Added Item 6.3(c))
- (4) Pauline Roberts, ACORN (In-Person) (Added Item 6.3(d))
- (5) David Galvin, ACORN (In-Person) (Added Item 6.3(f))
- (6) Jennifer McGrath, ACORN (In-Person) (Added Item 6.3(g))
- (7) Lorne MacMillan, ACORN (In-Person) (Added Item 6.3(h))
- (8) Evan Pettitt and Shelby Perrie, ACORN (In-Person) (Added Item 6.3(i))
- (9) Darlene Wesley, ACORN (Virtually) (Added Item 6.3(j))
- (10) Susan McArthur, ACORN (In-Person) (Added Item 6.3(k))
- (11) Brian Doucet, University of Waterloo, School of Planning (In-Person) (Added Item 6.3(l))
- (12) Brigitte Huard, ACORN (Pre-Recorded) (Added Item 6.3(m))
- (13) Dania Majid, Advocacy Centre for Tenants Ontario (Virtually) (Added Item 6.3(n))

Deputy Mayor Spadafora assumed the Chair.

**(f) DELEGATIONS (Item 7)**

**(i) Glen Norton, Music Hall Alliance / New Vision Church, respecting an overview for plans for the Music Hall at New Vision Church (In-Person) (Approved December 6, 2023) (Item 7.2)**

Glen Norton, Music Hall Alliance / New Vision Church; Helen Bradley, New Vision Church; and Dan Peace, New Vision Church, addressed the Committee respecting an overview for plans for the Music Hall at New Vision Church.

The delegates were provided with an additional 5 minutes to address the Committee with their delegation.



The delegation from Glen Norton, Music Hall Alliance / New Vision Church; Helen Bradley, New Vision Church; and Dan Peace, New Vision Church, respecting an overview for plans for the Music Hall at New Vision Church, was received.

Due to a declared conflict Deputy Mayor Spadafora relinquished the Chair to Councillor A. Wilson during the consideration of the following items:

**(ii) Delegations respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide) (Added Item 7.3)**

**(1)** The following delegates addressed the Committee respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide):

- (a) Karen Andrews, Advocacy Centre for Tenants Ontario (In-Person) (Added Item 7.3(a))
- (b) Merima Menzildzic, Hamilton Community Legal Clinic (In-Person) (Added Item 7.3(b))
- (c) Colleen Langmead, ACORN Hamilton (Virtually) (Added Item 7.3(c))
- (d) Pauline Roberts, ACORN (In-Person) (Added Item 7.3(d))
- (e) David Galvin, ACORN (In-Person) (Added Item 7.3(e))
- (f) Jennifer McGrath, ACORN (In-Person) (Added Item 7.3(f))
- (g) Lorne MacMillan, ACORN (In-Person) (Added Item 7.3(g))
- (h) Evan Pettitt and Shelby Perrie, ACORN (In-Person) (Added Item 7.3(h))
- (i) Darlene Wesley, ACORN (Virtually) (Added Item 7.3(i))
- (j) Brian Doucet, University of Waterloo, School of Planning (In-Person) (Added Item 7.3(k))
- (k) Brigitte Huard, ACORN (Pre-Recorded) (Added Item 7.3(l))
- (l) Dania Majid, Advocacy Centre for Tenants Ontario (Virtually) (Added Item 7.3(m))

**(2)** The following delegate was not present when called upon:

- (a) Susan McArthur, ACORN (In-Person) (Added Item 7.3(j))

**(3)** The following delegations respecting Item 10.1 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide), were received:

- (a) Karen Andrews, Advocacy Centre for Tenants Ontario (In-Person) (Added Item 7.3(a))
- (b) Merima Menzildzic, Hamilton Community Legal Clinic (In-Person) (Added Item 7.3(b))
- (c) Colleen Langmead, ACORN Hamilton (Virtually) (Added Item 7.3(c))
- (d) Pauline Roberts, ACORN (In-Person) (Added Item 7.3(d))
- (e) David Galvin, ACORN (In-Person) (Added Item 7.3(e))
- (f) Jennifer McGrath, ACORN (In-Person) (Added Item 7.3(f))
- (g) Lorne MacMillan, ACORN (In-Person) (Added Item 7.3(g))
- (h) Evan Pettitt and Shelby Perrie, ACORN (In-Person) (Added Item 7.3(h))
- (i) Darlene Wesley, ACORN (Virtually) (Added Item 7.3(i))
- (j) Brian Doucet, University of Waterloo, School of Planning (In-Person) (Added Item 7.3(k))
- (k) Brigitte Huard, ACORN (Pre-Recorded) (Added Item 7.3(l))
- (l) Dania Majid, Advocacy Centre for Tenants Ontario (Virtually) (Added Item 7.3(m))

Deputy Mayor Spadafora assumed the Chair.

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

**(i) City of Hamilton Public Engagement Policy (CM21101(b)) (City Wide) (Outstanding Business List Item) (Item 8.1)**

Morgan Stahl, Director - Government Relations and Community Engagement; Cindy Mutch, Manager - Community Initiatives; and Jocelyn Strutt, Senior Project Manager - Public Engagement, addressed Committee with a presentation respecting Report CM21101(b), City of Hamilton Public Engagement Policy.

The staff presentation respecting Report CM21101(b), City of Hamilton Public Engagement Policy, was received.

For disposition of this matter, refer to Item 1.

**(ii) Recess**

The General Issues Committee recessed for 30 minutes until 1:55 p.m.

Due to a declared conflict Deputy Mayor Spadafora relinquished the Chair to Councillor A. Wilson during the consideration of the following items:

**(h) DISCUSSION ITEMS (Item 10)**

**(i) Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide) (Item 10.1)**

The Report was put on the floor as follows:

- (e) That staff be directed to prepare a Renovation Licence and Relocation Listing By-law to regulate repairs and renovations to rental units, in a form satisfactory to the City Solicitor, as per Appendix "D" to Report PED23072, following the 2024 budget process, subject to the approval of the staffing and resourcing outlined in Recommendation (h) as part of the 2024 Budget;
- (f) That City of Hamilton User Fees and Charges By-law No. 23-112 be amended to reflect the new Renovation Licence and Relocation Listing Fee Schedule developed at 10% cost recovery attached as Appendix "E" to Report PED23072;
- (g) That, subject to the adoption of the Renovation Licence and Relocation Listing By-law, the Transition Plan as detailed in Appendix "F" to Report PED23072 to develop, implement and administer the By-law be approved;
- (h) That the appropriate General Managers be directed to refer the following to the 2024 Budget for the implementation of the Renovation Licence and Relocation Listing By-law:
  - (i) Three full-time (3.0 FTE) Licensing Administrators in the Licensing and By-law Services Division to administer licence applications, enter investigation files and respond to inquiries, at an estimated total cost of \$287,000 annually (\$258,300 net levy);
  - (ii) Three full-time (3.0 FTE) Licensing Compliance Officer in the Licensing and By-law Services Division to enforce the By-law, at an estimated total cost of \$327,000 annually (\$294,300 net levy);
  - (iii) One full-time (1.0 FTE) Solicitor in Legal Services to respond to legal challenges and increased Property Standards Committee hearings, at an estimated total cost of \$212,000 annually (\$190,800 net levy);

- (iv) One full-time (1.0 FTE) Housing Clerk in the Housing Services Division to facilitate tenant support/education, at an estimated total cost of \$80,000 annually (\$72,000 net levy);
- (v) The purchase of three (3) vehicles at an estimated initial cost of \$163,575 and an annual operating cost of \$26,850 (\$24,165 net levy);
- (vi) An outreach, education and communications budget of \$10,000 annually (\$9,000 net levy); and
- (vii) A one-time cost of \$150,000 to fund the transition period for the implementation of the By-law.

For disposition of this matter, refer to Item 6.

**(ii) Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) (Outstanding Business List Item) (Item 10.1(a))**

- (i) The Report was put on the floor as follows:
  - (a) That staff be directed to present for Council's approval, the Renovation Licence and Relocation By-law to regulate repairs and renovations to rental units, in a form satisfactory to the City Solicitor, attached as Appendix "A" to Report PED23072(a), following the 2024 budget process and subject to the approval of the staffing and resourcing outlined in Recommendation (d) as part of the 2024 Budget;
  - (b) That City of Hamilton User Fees and Charges By-law No. 23-112 be amended to reflect the new Renovation Licence and Relocation By-law Fee Schedule developed at 10% cost recovery attached as Appendix "B" to Report PED23072(a);
  - (c) That, subject to the adoption of the Renovation Licence and Relocation By-law by Council, the Transition Plan as detailed in Appendix "C" to Report PED23072(a) to develop, implement and administer the By-law be approved;
  - (d) That the General Manager of Planning and Economic Development be directed to refer the following to the 2024 Budget for the implementation of the Renovation Licence and Relocation By-law;

- (i) Three full-time (3.0 FTE) Licensing Administrators in the Licensing and By-law Services Division to administer licence applications, enter investigation files and respond to inquiries, at an estimated total cost of \$287,000 annually (\$258,300 net levy);
  - (ii) Three full-time (3.0 FTE) Licensing Compliance Officers in the Licensing and By-law Services Division to enforce the By-law, at an estimated total cost of \$327,000 annually (\$294,300 net levy);
  - (iii) One full-time (1.0 FTE) Solicitor in Legal Services to respond to legal challenges and increased Property Standards Committee hearings, at an estimated total cost of \$212,000 annually (\$190,800 net levy);
  - (iv) One full-time (1.0 FTE) Housing Clerk in the Housing Services Division to facilitate tenant support/education, at an estimated total cost of \$80,000 annually (\$72,000 net levy);
  - (v) The purchase of three (3) vehicles at an estimated initial cost of \$163,575 and an annual operating cost of \$26,850 (\$24,165 net levy);
  - (vi) An outreach, education and communications budget of \$10,000 annually (\$9,000 net levy); and,
  - (vii) A one-time cost of \$150,000 for the the transition period for the implementation of the By-law be funded by the Tax Stabilization Reserve 110046.
- (e) That Licensing and By-law Services staff be directed to work with Legal Services to obtain approval for set fines with the Ministry of the Attorney General;
  - (f) That subject to and following the approval of set fines by the Ministry of the Attorney General, staff be directed to work with Legal Services to amend the Administrative Penalties By-law No. 17-225 to incorporate charges under the Renovation Licence and Relocation By-law.
- (iii)** Consideration of Report PED23072(a), Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton, was DEFERRED until after Closed Session.

For disposition of this matter, refer to Item 7.

**(iii) Recess**

The General Issues Committee recessed for 15 minutes until 4:25 p.m.

**(iv) 2024 Tax Supported User Fees (FCS24003) (City Wide) (Item 10.2)**

Due to a declared conflict, Deputy Mayor Spadafora relinquished the Chair to Councillor Cassar during the consideration of User Group Ice Rates (Hourly), on page 48 of Appendix "A" to Report FCS24003, 2024 Tax Supported User Fees.

For disposition of this matter, refer to Item 8(a).

Deputy Mayor Spadafora assumed the Chair following the result of the vote.

**(v) Ward Office Staffing Recommendations (HUR24001) (City Wide) (Added Item 10.12)**

- (i) The Report was put on the floor as follows:
- (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.

- (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).
- (ii) That Report HUR24001, respecting Ward Office Staffing Recommendations, **be amended**, by adding an additional subsection (g), as follows:
  - (g) ***That staff be directed to evaluate the determinants and methodology used to inform the Inner-City Fund to ensure transparency and fairness across all wards and report back in Q3 2024 to the General Issues Committee.***

For further disposition of this matter, refer to Item 14.

**(vi) Extend the Curfew**

The General Issues Committee meeting of January 17, 2024, was extended past the 5:30 pm curfew, up to an additional 1.5 hours.

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

**(i) 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) (Added Item 12.1)**

The Rules of Order were waived to introduce a motion respecting Authorization to Enter into Grant and Loan Agreements as it Relates to Report PED17219, Properties and Process for Disposition of Lands for Affordable Housing.

For disposition of this matter, refer to Item 17.

Councillor Kroetsch introduced the following Notice of Motion:

**(ii) Arts and Cultural Performance Space and Potential Future Multi-Purpose Community Hub (Added Item 12.2)**

WHEREAS the repurposing of the former Centenary Methodist Church (now known as the New Vision Church) built in 1868 would preserve an architecturally significant space in downtown Hamilton, provide a solution to the lack of a mid-sized music and performance venue in Hamilton and create a possible future opportunity for an affordable accessible and safe community hub space;

WHEREAS the financial viability of the New Vision Church property is in jeopardy due to a shrinking congregation and the need for structural and restorative work;

WHEREAS a Not-for Profit named The Music Hall Alliance has been incorporated to lease the property from the Trustees of the New Vision Church to transform this historic space into an arts and cultural performance space in a multi-phase project;

WHEREAS the City of Hamilton's Music Strategy (2014) identified a need for a mid-sized venue within the downtown core;

WHEREAS Hamilton's Economic Development Action Plan (2016-2020) identified the need for a mid-sized venue in downtown Hamilton;

WHEREAS Downtown Hamilton has a distinct economic role as the entertainment and cultural centre of the City supported through various City policies and plans;

WHEREAS Phase 1 of the project will transform the existing New Vision Church into a mid-sized arts and cultural performance space venue;

WHEREAS a future Phase 2 could further transform the building into a Multi-Purpose Community Hub which could include programming and services for equity deserving communities, and the possibility of a EarlyON Child and Family Centre focused on meeting the needs of equity deserving families and children.

WHEREAS EarlyON Child and Family Centres provide free, high-quality programs for families and children from prenatal to 6 years old, where families can learn and play with their child and get advice from early childhood professionals;



WHEREAS the Early Years Community Plan has identified Equity, Diversity, Inclusion and Belonging as a priority for the early years system;

WHEREAS the development of a Multi-Purpose Community Hub aligns with the City's Community Safety & Well-being Plan which aims to ensure that all residents are safe, have a sense of belonging, and have access to services.

THEREFORE BE IT RESOLVED:

- (a) That the General Manager of Planning and Economic Development be authorized and directed to enter into and execute any necessary agreements with The Trustees of The New Vision Church, in a form satisfactory to the City Solicitor, to provide funding, not to exceed \$900,000, to support structural repairs to the existing sanctuary floor and supporting structure as well as hazardous abatement works and related works that are necessary for the conversion of the auditorium space of the former 1868 heritage-designated Centenary Church into a 1,000 occupant performance, event and community space, to be funded 50% from Economic Development Initiatives Capital Project (3621708900) and 50% from the Ward 2 Capital Re-Investment Reserve (108052);
- (b) That prior to the provision of any funding, The Trustees of The New Vision Church be required to provide the following to the satisfaction of the General Manager of Healthy and Safe Communities and the General Manager of Planning and Economic Development:
  - (i) confirmation of the organization's not-for-profit status, governance and organizational structure;
  - (ii) an operating plan for how the space will be utilized and managed, and that demonstrates a sustainable business model for the facility;
  - (iii) a confirmed scope, budget and timing for the works to be funded; and
  - (iv) a Community Use Plan that would allow periodic use of the venue at reduced or nominal cost for the City of Hamilton and for local not-for profit arts and culture organizations and equity-deserving groups and organizations;

- (v) confirmation of a lease and approval from the facility owner for use of Centenary Church into a 1,000 occupant performance, event and community space
- (c) That The Trustees of The New Vision Church provide an annual report to the City of Hamilton itemizing how they have met the commitments contained within the Community Use Plan;
- (d) That The Trustees of The New Vision Church be invited to submit a capital plan, operating plan, and business plan to the City for the full transformation of the former 1868 heritage-designated Centenary Church into a state-of-the-art 1,000 occupant performance, event and community space, including but not limited to accessible gender neutral washrooms, lobby restoration, ventilation and electrical service upgrades, production elevator, and related works, and a proposed funding model for the implementation of the plan, including a potential City contribution not to exceed \$3 million, and that staff be directed to review and report back to Council with recommendations regarding the City's potential support for the proposed plan as part of the 2025 Budget process;
- (e) That any funding provided for the works identified in Recommendation (d) be contingent upon The Trustees of The New Vision Church entering into an agreement with the City that gives the City the option to lease, at reduced or nominal cost, some or all of the portion of the building excluding the sanctuary space and lobby space, for the purpose of establishing a Community Hub which addresses safer space, programming and services needs and gaps for equity deserving communities, such as counselling, mental health supports, safe space for connecting and building relationships, employment services, legal support, settlement and newcomer supports, and child minding, including the possibility of locating an EarlyON Child and Family Centre with a specific focus on meeting the needs of equity deserving families and children;
- (f) That the Healthy and Safe Communities Department be directed to secure contract staff or external resources to lead an engagement with community stakeholders to determine an operating and program plan for a Community Hub envisioned within the space, to be funded from the Early Years System Reserve (112218) up to \$100,000; or a Reserve deemed appropriate by the General Manager of Finance/Corporate Services; and,

- (g) That the Healthy and Safe Communities Department be directed to report back to Council prior to the 2025 Budget process with a recommended operating and program plan for the Community Hub including any required City costs and/or contributions.

**(j) PRIVATE & CONFIDENTIAL (Item 14)**

Committee determined that discussion of Items 14.1 was not required in Closed Session; therefore, the matters were addressed in Open Session, as follows:

**(i) Legal Advice Regarding Renoviction By-Laws (LS23020(b)) (City Wide) (Added Item 14.1)**

For disposition of this matter, refer to Item 18.

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

There being no further business, the General Issues Committee adjourned at 6:09 p.m.

Respectfully submitted,

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Deputy Mayor Mike Spadafora  
Chair, General Issues Committee

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Angela McRae  
Legislative Coordinator  
Office of the City Clerk

**City Manager's Office Policy**

Corporate Wide

Policy No. CMO-GRCE-24-01



Hamilton

## **Public Engagement Policy**

**Purpose:** To guide consistent, effective, and meaningful public engagement processes between the City of Hamilton, the public, and interested community partners to support decision-making of City Council and Administration. This policy will ensure that the City of Hamilton:

- Achieves a consistent, strategic, and outcomes-driven approach to public engagement;
- Establishes consistent expectations based on Hamilton's three levels of public engagement: consultation, involvement, and collaboration; and,
- Adheres to the public engagement requirements within applicable legislation, including but not limited to the Municipal Act, Planning Act, Environmental Assessment Act and Ontario Heritage Act.

**Scope:** This policy applies to all City of Hamilton departments and respective City policies, programs, projects, and services that have an impact on the public. There are many reasons why public engagement may be undertaken, but they should all ultimately support a decision-making process for the purposes of:

- Creating a new policy, program, project, or service;
- Evaluating an existing policy, program, project, or service;
- Fulfilling a legislated requirement;
- Responding to a Council-directed request; or,
- Building community and strengthening relationships.

This policy applies to public engagement processes led by City of Hamilton staff and City Council, as well as contractors, consultants, external organizations, and volunteers that provide services on behalf of the City.

This policy does not supersede the requirements and/or specific provisions of any current legislation that guides municipal engagement activities, including the Planning Act, the Environmental Assessment Act, or any other relevant federal and provincial legislation. This policy complements legislative engagement activities to meet internal expectations.

**Responsibility:** The Government Relations and Community Engagement Division is responsible for periodically reviewing and updating this policy.

### **Definitions**

**Interested Community Partner:** refers to an individual or group who may have an interest in or be impacted by a topic, issue, or outcome. Interested partners may include



community members, groups, organizations, businesses, and/or City staff depending on the issue. This term "interested community partner" is used to replace the blanket term "stakeholder" which has colonial connotations.

**Levels of Public Engagement:** refers to the policy's three levels of public engagement: Consult, Involve, Collaborate.

**Public Engagement:** refers to an intentional process involving participants in thoughtful discussion to help inform City decision-making processes.

**Public Engagement Participants:** refers to the idea that public engagement is grounded on the premise that members of the public have the right to have an informed say in decisions that affect their lives, the right to access information from their local government, and the right to transparent and open government that provides them with opportunities for engagement.

## Principles for Public Engagement

The City of Hamilton's strategic approach to public engagement will align with the following principles:

1. **Building Trust and Relationships** – Meaningful and effective public engagement fosters mutual trust and is rooted in respectful relationships with community. Valuing and seeking community-based knowledge and experience through meaningful public engagement will contribute to a stronger, healthier, more vibrant Hamilton.
2. **Every voice is valued** – Public engagement will be inclusive and accessible to best serve our City by encouraging two-way conversations and strategies that reach diverse communities and ensure that people feel heard and know their input is valued.
3. **Clear, timely and transparent information** – The City will provide enough time and notice to support and encourage active public participation. The City will clearly explain why we are engaging, what information will be collected, and how public input will be used. Information will be easy to find, access, and understand. We will ensure that outcomes and next steps are communicated in a timely manner.
4. **Adapting Along the Way** – The City will be flexible and open to shifting our engagement approaches based on the size and scope of our work, the needs of our community and the availability of resources.
5. **Continuously Improving** – The City will cultivate a culture of excellence in public engagement by regularly evaluating, co-creating, and embracing new and improved engagement practices.

## Levels of Public Engagement

The City of Hamilton has identified three levels of public engagement: consult, involve and collaborate (as adapted from IAP2 Spectrum of Public Participation). Each level outlines the City's responsibility within the public engagement process and identifies the extent of the public's influence in shaping the decision.

1. **Consult:** the City will listen to and acknowledge public feedback. The public will share their feedback and perspectives.
2. **Involve:** the City will work with the public to understand and consider their feedback. The public's feedback will be reflected in the decision.
3. **Collaborate:** the City will partner with the public to shape a decision. The public's feedback will be incorporated in each aspect of the decision (to the maximum extent possible).

(\*Adapted from IAP2 Spectrum of Public Participation. Used with permission from IAP2 Canada)

Informing the public is a requirement of all levels of engagement and occurs throughout the process including following a decision to ensure the public is:

- Aware of and knowledgeable about the project;
- Able to provide informed input; and,
- Aware that a decision has been made.

## Policy Expectations and Standards

**Public Engagement Plans:** A public engagement plan is required for all projects and initiatives that will *consult*, *involve*, or *collaborate* with the community. Projects that only inform the public do not require a public engagement plan but may require a communications plan.

**What We Heard Summary Reports:** A summary report is required after each engagement phase of a project. This allows the community to see how their input has been considered as part of the decision-making process. What We Heard Summary Reports are required for all projects and should be posted to the Engage Hamilton project page within eight (8) weeks of the engagement phase ending.

**Notice of Collection (Privacy):** Personal information collected through City-led public engagement activities will be in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M 56 as amended and section 227 of the Municipal Act. Privacy statements will be included as part of engagement activities hosted on the Engage Hamilton portal.

**Respectful and Safe Public Engagement Spaces:** This policy recognizes that the discussion and debate that underlies public engagement activities will be conducted in a respectful and safe manner by all participants, including City staff, contractors, interested parties and the general public. This applies to in-person and online public engagement activities.

**Exemptions:** Public engagement will not occur in circumstances that relate to:

- Standard operational procedures;
- Confidential or in-camera decisions;
- Emergency or public safety-related decisions; and/or,
- An instance when public feedback will either not influence a decision or when a decision has already been made.

## **Roles and Responsibilities in Public Engagement**

### **Participant Role:**

- Participate in respectful dialogue by offering ideas, suggestions, and alternative solutions.
- Request alternative ways to participate, if required.
- Recognize that citizens elect a Mayor and Ward Councillor whose role is defined in the Municipal Act. Council must represent the public and consider the well-being and interest of the entire municipality.

### **City Council Role:**

- Endorse the public engagement policy and principles to cultivate a culture of excellence in City-led public engagement practices.
- Review and consider input gathered through public engagement in decision-making.
- Promote and support public engagement planning and identify sustainable human and financial resources required to implement this policy.

### **Administration Role:**

- Promote and support public engagement.
- Ensure public engagement is considered for all policy, program, project, or service and that a public engagement plan and a communications plan is created when public engagement is required.
- Ensure adequate time, human and financial resources are dedicated to planning, implementing, and evaluating public engagement activities, both internally and externally.
- Consider input obtained through public engagement as part of their discussions and decision-making processes.

**Project Lead Role (including consultants and community volunteers leading public engagement on behalf of the City of Hamilton):**

- Adhere to the public engagement policy.
- Participate in respectful dialogue.
- Collaborate with the Public Engagement Team before a project begins to determine the level of engagement and the support required.
- Ensure allocate adequate project time and budget towards public engagement early in project planning.
- Consider input obtained through public engagement as part of their discussions and decision-making, including recommendations to Council.
- Report back on the public engagement findings and outcomes of decisions to participants and the public.
- Utilize the Engage Hamilton platform to its fullest capabilities to support online and hybrid public engagement activities.
- Select public engagement techniques that will support the objectives of the project.

**Public Engagement Team Role:**

- Participate in respectful dialogue.
- Develop Hamilton's Public Engagement Strategy to guide consistent, effective, and meaningful public engagement processes between the City of Hamilton, the public, and interested community partners.
- Work with corporate services to develop and implement appropriate public engagement training for City of Hamilton project leads.
- Ensure adequate time, human and financial resources are dedicated to planning, implementing, and evaluating public engagement activities.
- Review the Public Engagement Policy and Guidelines, together with supporting documents, and recommend updates when needed.
- Support project leads to implement this policy.
- Provide guidance on public engagement plans and project plans for Engage Hamilton.

**Communications Team Role:**

- Work with project leads to develop a communications plan when public engagement is required.
- Design graphics and supporting visuals which are accessible and appealing.
- Promote public engagement activities and opportunities through a variety of tactics using the varied media channels available to the City.
- Provide engaging information through City social media channels to reach various demographics and interested participants.
- Ensure adequate time is dedicated to communicating public engagement activities and opportunities.
- Communicate the outcomes of decisions to participants and the public.



- Utilize online and digital tools – Hamilton.ca and Engage.Hamilton.ca to provide information accessible to the community in accordance with web standards for accessibility.

**Review:** The City of Hamilton is committed to ensuring that this policy remains relevant and achieves its intended outcome. This policy will be reviewed, at minimum, every four (4) years.

**History:** This policy comes into force February XX, 2024.

DRAFT

**Authority:** Item ,  
Report PED23072(a)  
CM:  
Ward: City Wide

**Bill No.**

## **CITY OF HAMILTON**

### **BY-LAW NO.**

#### **Renovation Licence and Relocation By-law**

WHEREAS section 8 of the *Municipal Act, 2001* states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 10 of the *Municipal Act, 2001* provides a single-tier municipality with the broad authority to pass by-laws respecting (i) the economic, social and environmental well-being of the municipality, (ii) the health, safety and well-being of persons, (iii) the protection of persons and property and (iv) business licensing;

AND WHEREAS subsection 151(1) of the *Municipal Act, 2001* authorizes a municipality to provide for a system of licences with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a licence; refuse to grant a licence or to revoke or suspend a licence;
- (b) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (c) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (d) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and,
- (e) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

**AND WHEREAS** subsection 151(1) of the *Municipal Act, 2001* applies with necessary modifications to a system of licences with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 of the Act as if it were a system of licences with respect to a business;

**AND WHEREAS**, in accordance with subsection 23.2(4) of the *Municipal Act, 2001*, Council for the City of Hamilton is of the opinion that the delegation of the legislative

powers under this by-law to the Director including, without limitation, the power to issue and impose conditions on a licence are powers of a minor nature having regard to the number of people, the size of the geographic area and the time period affected by the exercise of the power;

**AND WHEREAS** subsection 39(1) of the *Municipal Act, 2001* provides that a municipality may impose fees and charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and,
- (c) for the use of its property including property under its control.

**AND WHEREAS** subsections 425(1) and 429(1) of the *Municipal Act, 2001* authorize a municipality to pass by-laws providing that a person who contravenes a municipal by-law is guilty of an offence and to establish a system of fines for offences under a by-law;

**AND WHEREAS** section 434.1 of the *Municipal Act, 2001* provides that a municipality may require a person, subject to such considerations as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*;

**AND WHEREAS** section 436 of the *Municipal Act, 2001* provides that a municipality may pass a by-law providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether a by-law of a municipality has been complied with;

**AND WHEREAS** sections 444 and 445 of the *Municipal Act, 2001* provides that municipality may make an order requiring a person who contravened a by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity and do work to correct the contravention;

**AND WHEREAS** the Province of Ontario has enacted the *Residential Tenancies Act, 2006* and such *Act* states that:

"The purposes of this Act are to provide protection for residential Tenants from unlawful rent increases and unlawful evictions, to establish a framework for the regulation of residential rents, to balance the rights and responsibilities of residential Landlords and Tenants and to provide for the adjudication of disputes and for other processes to informally resolve disputes."

**AND WHEREAS** pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006*, a Landlord shall serve a Tenant with a notice of termination of tenancy if the Landlord requires vacant possession of the rental unit for the purpose of performing

repairs or renovations;

**AND WHEREAS** subsection 50(3) of the *Residential Tenancies Act, 2006*, requires that the notice of termination served pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006*, inform the Tenant that if they wish a right of first refusal to occupy the premises as a Tenant after the repairs or renovations are complete, they must give the Landlord notice of this fact before vacating the rental unit;

**AND WHEREAS** subsections 53(1) and 53(2) of the *Residential Tenancies Act, 2006* establish that a Tenant who receives notice of termination of a tenancy for the purpose of repairs or renovations pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*, may have a right of first refusal to occupy the rental unit as a Tenant when the repairs or renovations are complete at a rental rate that is no more than what the Landlord could have lawfully charged if there had been no interruption in the Tenant's tenancy;

**AND WHEREAS** the City of Hamilton seeks to regulate by way of licensing, any Landlord who intends to perform repairs and renovations and serves a notice of termination pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006* in order to assist the Tenant in making an informed decision as to whether or not the Tenant should deliver a notice of their wish to occupy the rental unit after the repairs and renovations are complete prior to such Tenant vacating the premises;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

## **PART I – GENERAL AND INTERPRETATION**

1. In this By-law;
  - (a) a word defined in or importing the singular number has the same meaning when used in the plural number, and vice versa;
  - (b) a reference to any Act, by-law, rule or regulation or to a provision thereof shall be deemed to include a reference to any Act, by-law, rule or regulation or provision enacted in substitution therefor or amendment thereof;
  - (c) the headings to each section are inserted for convenience of reference only and do not form part of the By-law;
  - (d) words and abbreviations which have well-known technical or trade meanings are used in the By-law in accordance with those recognized meanings; and

- (e) where an officer of the City is named, or a reference is made to an officer of the City, that reference shall be deemed to include a reference to the designate of that person, as appointed in accordance with policies and procedures of the City in force from time to time.
2. This By-law shall apply to all Rental Housing Units within the municipality of the City of Hamilton or the geographic area of the City of Hamilton, as the context requires.
3. This By-law shall not apply to:
- (a) a licensed hotel, motel, inn or bed and breakfast, tourist home, licensed lodging house, licensed short-term rental or licensed residential care facilities; and
  - (b) any building to which any of the following statutes, or their regulations, apply;
    - (i) the *Homes for Special Care Act*, R.S.O. 1990, c. H.12;
    - (ii) the *Innkeepers Act*, R.S.O. 1990, C. 17;
    - (iii) the *Long-Term, Care Homes Act, 2007*, S.O. 2007, c. 8;
    - (iv) the *Retirement Homes Act, 2010*, S.O. 2010, c.11;
    - (v) the *Social Housing Reform Act, 2000*, S.O. 2000, c. 27;  
and
    - (vi) social housing or affordable housing that is not subject to *Social Housing Reform Act, 2000*, S.O. 2000, c. 27, but which is subject to an agreement with the City and which has been approved for exemption by the Director.
4. All licence fees and inspection fees related to this By-law shall be paid in accordance with the City's User Fees and Charges By-law No. 19-160, and such licence fees and inspection fees paid shall be non-refundable.

## Definitions

5. In this By-law:

**“Administrative Penalty”** means any administrative fee pursuant to the City’s Administrative Penalties By-law 17-225;

**“Average Market Rent”** means rent at average market rent as published annually by the Canada Mortgage and Housing Corporation (CMHC) based on number of bedrooms in a Rental Housing Unit;

**“By-law”** means this By-law;

**“Chief Building Official”** means the Chief Building Official as appointed by Council pursuant to the *Building Code Act, 1992*, S.O. 1992, c.23, or their designate, and may include building inspectors for the purpose of doing inspections as contemplated under this By-law;

**“City”** means the municipality of the City of Hamilton or the geographic area of the City of Hamilton as the context requires;

**“Council”** means the Council of the City of Hamilton;

**“Director”** means the City’s Director of Licensing and By-law Services, or their designate;

**“Fire Chief”** means the City of Hamilton Chief of the Hamilton Fire Department, or their designate;

**“Landlord”** includes:

- (a) the owner of a Residential Housing Unit or any other person who permits occupancy of a Rental Housing Unit, other than a Tenant who occupies a Rental Housing Unit in a Residential Complex and who permits another person to occupy the Rental Housing Unit or any part thereof;
- (b) the heirs, assigns, personal representatives and successors in title of a person referred to in clause (a); and
- (c) a person, other than a Tenant occupying a Rental Housing Unit in a Residential Complex, who is entitled to possession of the Residential

Complex and who attempts to enforce any of the rights of a Landlord under a tenancy agreement or the *Residential Tenancies Act 2006*, including the right to collect rent;

“**Licensee**” means any Person licensed under this By-law;

“**Medical Officer of Health**” means the Medical Officer of Health for the Hamilton Health Unit and includes public health inspectors;

“**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c.25;

“**Municipal Law Enforcement Officer**” means an employee of the Licensing and By-law Services Division of the City of Hamilton who is appointed by Council to enforce the provisions of this By-law;

“**Officer**” shall include a Municipal Law Enforcement Officer, Medical Officer of Health, Fire Chief, Chief Building Official, a Hamilton Police Services police officer, or any other person appointed under the authority of a municipal by-law or by Council to enforce City by-laws;

“**Operator**” means the superintendent or property manager or any other person who may take on some or all of the roles relating to permitting occupancy in a Rental Housing Unit, but does not include an Owner;

“**Owner**” means any person or persons who have any legal right, title, estate or interest in a Rental Housing Unit and shall include, but is not limited to, a Landlord, lessors, sublessor or other person permitting the occupation of a Rental Housing Unit, their agents, heirs, personal representatives and successors in title;

“**Person**” includes an individual, sole proprietorship, partnership, limited partnership, trust, party or body corporate, and the personal or other legal representatives of a person to whom the context can apply according to the law;

“**Provincial Offences Act**” means the *Provincial Offences Act*, R.S.O. 1990, c.P33;

“**Rental Housing Unit**” means a building or part of a building: (i) consisting of one or more rooms; (ii) containing toilet and cooking facilities; (iii) designed for use as a single

housekeeping establishment; and (iv) used or intended for use as a rented residential premise;

**"Residential Complex"** means a building or related group of buildings in which one or more Rental Housing Units are located and includes all common areas and services and facilities available for the use of its residents;

**"Residential Tenancies Act, 2006"** means *the Residential Tenancies Act, 2006*, S.O. 2006 c.17;

**"Tenant"** includes a person who pays rent in return for the right to occupy the Rental Housing Unit and includes their heirs, assigns and personal representatives, but does not include a person who has the right to occupy a rental unit by virtue of being an Owner of the Residential Complex in which the Rental Housing Unit is located or a shareholder of a corporation that owns the Residential Complex; and

**"Tenant Rights and Entitlements Package"** means an information package produced by the City to inform Tenants about their rights & entitlements under the *Residential Tenancies Act, 2006*, and this By-law.

6. A term not defined in section 5 of this By-law shall have the same meaning as the term in the *Building Code Act, 1992*, S.O. 1992, c.23 or the City's Property Standards By-law.

## **PART II- LICENCE REQUIRED FOR REPAIRS AND RENOVATIONS TO RENTAL HOUSING UNITS THAT REQUIRE VACANT POSSESSION**

7. A Landlord or Operator who has delivered a notice of termination pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006* to a Tenant in order to perform repairs or renovations which require vacant possession of a Rental Housing Unit shall, within seven (7) days of serving the notice of termination pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006*, submit an application for a licence issued by the Director in accordance with the provisions of this By-law.

8. A Landlord or Operator who fails to submit an application for a licence pursuant



to section 7 of this By-law is guilty of an offence and is subject to a penalty in the amount prescribed in this By-law for each day that the Landlord or Operator fails to comply with section 7 of this By-law.

### **PART III – PROHIBITIONS**

9. No Landlord or Operator shall perform, or cause to be performed, renovations or repairs requiring vacant possession of the Rental Housing Unit pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006*, without first being issued a licence as required pursuant to this By-law.
10. No Landlord or Operator shall be issued a licence as required pursuant to this By-law without first being issued all permits required to carry out the repairs or renovations requiring vacant possession of the Rental Housing Unit pursuant to subsection 50(1)(c) of the *Residential Tenancies Act, 2006*.
11. No Landlord or Operator who received notice from a Tenant of their wish to have a right of first refusal pursuant to section 53 of the *Residential Tenancies Act, 2006*, shall be issued a licence under this By-law without first making arrangements with the Tenant in accordance with section 25 of this By-law, unless otherwise exempted in accordance with section 28 of this By-law.
12. No Landlord or Operator who has obtained a licence under this By-law shall fail to adhere to the arrangements made with the Tenant pursuant to this By-law.
13. No Landlord or Operator who has obtained a licence under this By-law shall prevent a Tenant who has informed the Landlord or Operator in writing of their wish to exercise their right of first refusal, pursuant to subsection 53(2) of the *Residential Tenancies Act, 2006*, from reoccupying the Rental Housing Unit upon the completion of repairs or renovations at a rent that is no more than what the Landlord or Operator could have lawfully charged if there had been no interruption in the Tenant’s tenancy.

14. No Landlord or Operator who has obtained a licence under this By-law shall advertise, or cause to be advertised, a renovated or repaired Rental Housing Unit for rent if the Tenant of that Rental Housing Unit has informed the Landlord or Operator in writing of their wish to exercise their right of first refusal, pursuant to subsection 53(2) of the *Residential Tenancies Act, 2006*, unless:
  - (a) the Tenant informs the Landlord or Operator, in writing, that the Tenant no longer wishes to exercise their right of first refusal to reoccupy the Rental Housing Unit; or,
  - (b) the Landlord (i) gave the Tenant sixty (60) days after the Rental Housing Unit was ready for occupancy to exercise their right of first refusal to occupy the Rental housing Unit and thereafter (ii) the Tenant chose not to exercise their right of first refusal within that sixty (60) day period.
15. No Landlord or Operator shall hold themselves out to be licensed under this By-law if they are not licensed.
16. No Landlord or Operator shall contravene or fail to comply with any of the terms and conditions of their licence issued under this By-law.
17. No Landlord or Operator shall transfer or assign a licence issued under this By-law.
18. No Person shall provide false or misleading information to the Director when applying for or renewing a licence under this By-law.
19. No Person shall hinder or obstruct an Officer or attempt to hinder or obstruct an Officer who is performing a duty under this By-law.
20. Any Person who provides false or misleading information to the Director shall be deemed to have hindered or obstructed an Officer in the execution of their duties.

#### **PART IV - APPLICATION FOR AND RENEWAL OF LICENCE**

##### **Application for a Licence**

21. Prior to submitting an application for a licence under this By-law, the Landlord or Operator shall provide a copy of the City's Tenant Rights and Entitlements Package to all Tenants who received a notice pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*.
22. Every Landlord or Operator applying for a licence as required pursuant to section 7 of this By-law shall provide the following information and materials in support of the application for a licence:
  - (a) the Landlord's name and contact information, including a mailing address, email address and telephone number;
  - (b) if there is an Operator of the Residential Complex, the Operator's name and contact information, including a mailing address, email address and telephone number;
  - (c) full description of the Residential Complex, including street address, number of Rental Housing Units, number of rooms within the Rental Housing Units, number of tenanted Rental Housing Units, rental rates for each of the tenanted Rental Housing Units and the commencement date and term of the tenancy agreement for each tenanted Rental Housing Unit at the time of submitting the application for a licence;
  - (d) a copy of the notice of termination served on the Tenant pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*;
  - (e) a copy of the building permit issued to the Landlord or Operator by the Chief Building Official and any other permit required to carry out the repairs or renovations;
  - (f) certification from the Landlord or Operator that the Landlord or Operator has provided a copy of the Tenant's Rights and Entitlements Package to all Tenants who received a notice pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*;

- (g) a copy of a report prepared by a professionally designated engineer or other person with the requisite qualification stating that the repairs or renovations are so extensive that they require vacant possession of the Rental Housing Unit; and,
- (h) any other information as may be required by the Director.

### **Notice of Application**

- 23. Within five (5) days of submitting the application for a licence under this By-law, the Landlord or Operator shall provide notice of the application submitted to the City, pursuant to this By-law, to all Tenants who received a notice of termination pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*.
- 24. Where a Residential Complex has more than one (1) tenanted Rental Housing Unit, within five (5) days of submitting an application for a licence to the City pursuant to this By-law, the Landlord or Operator shall post the notice in location on the premises, so as to be clearly visible to all residents of the premises until such time that a licence has been issued or the application for a licence has been withdrawn or revoked.

## **PART V – TEMPORARY ALTERNATE ACCOMMODATION**

### **Temporary Alternate Accommodation Required**

- 25. Where a Tenant has notified their Landlord or Operator of their wish to have a right of first refusal pursuant to section 53 of the *Residential Tenancies Act, 2006*, the Landlord or Operator shall within one-hundred and twenty (120) days of the Landlord or Operator serving the notice on the Tenant requiring vacant possession of the Rental Housing Unit, or before the date on which the Tenant notifies the Landlord of its intention to vacate the Rental Housing Unit, whichever is earlier:

- (a) make arrangements with the Tenant:
    - (i) for the Tenant's temporary alternate accommodation that is comparable to the Tenant's current Rental Housing Unit during the period of repair or renovation; or
    - (ii) to provide the Tenant with compensation in an amount equal to the difference between the rent rate currently paid by the Tenant for the Rental Housing Unit being repaired or renovated (including utilities, only if utilities were included in the tenancy agreement with the Tenant of that Rental Housing Unit) and the Average Market Rent of a Rental Housing Unit with the same number of bedrooms as the Tenant's current Rental Housing Unit, within seven (7) calendar days before the first (1<sup>st</sup>) day of each month during the period of repair or renovation; and
  - (b) make arrangements for the Tenant's return to the Rental Housing Unit after completion of the repairs and renovations at a rent that is no more than what the Landlord or Operator may have lawfully charged if there had been no interruption to the Tenant's tenancy.
26. The Landlord or Operator shall provide to the Director the particulars of the arrangements made with the Tenant forthwith after such arrangements have been made pursuant to section 25 of this By-law.
27. Comparable, for the purposes of section 25 of this By-law includes, but is not limited to, consideration of the following factors:
- (a) the rental rate for the unit is equal or less than the rent for the Rental Housing Unit being repaired or renovated;
  - (b) proximity between existing and proposed transportation options, including transit service;

- (c) relative proximity to community infrastructure such as, recreational facilities, libraries, police stations, schools and places of religious assembly;
- (d) relative proximity to commercial services and amenities;
- (e) number of bedrooms; and
- (f) size of proposed temporary alternate accommodation.

### **Application for Exemption**

- 28. A Landlord or Operator who is subject to the provisions of section 25 of this By-law may apply to the Director for an exemption from the provisions of that section, on the grounds that the Landlord or Operator was unable to make the required arrangements within the specified time period in accordance with section 25 of this By-law.
- 29. A Landlord or Operator who has made an application for exemption under section 28 of this By-law shall submit to the Director the following information and documentation in support of the application for exemption:
  - (a) an explanation for the reason that the Landlord or Operator was unable to make the required arrangements within the specified time period in accordance with section 25 of this By-law;
  - (b) documentation disclosing all proposed temporary alternate accommodations proposed by the Landlord, Operator or Tenant as required pursuant to subsection 25(a)(i) of this By-law, as applicable;
  - (c) copies of all correspondence between the Landlord, Operator and Tenant regarding the proposed temporary alternate accommodations referred to in subsection 29(b), as applicable;

- (d) copies of all correspondence between the Landlord, Operator and Tenant, and any other related documentation, pertaining to the proposed arrangements to provide the Tenant with compensation in an amount equal to the difference between the rent rate currently paid by the Tenant for the Rental Housing Unit being repaired or renovated (including utilities, only if utilities were included in the tenancy agreement with the Tenant of that Rental Housing Unit) and the Average Market Rent of a Rental Housing Unit with the same number of bedrooms as the Tenant's current Rental Housing Unit as required pursuant to subsection 25(a)(ii) of this By-law, as applicable; and
  - (e) any other information or documentation as required by the Director to assist in determining whether an exemption under this By-law should be granted.
30. The Director may, in approving an application for exemption pursuant to this By-law, impose conditions on both the Tenant and the Landlord.

#### **PART VI- POWERS OF THE DIRECTOR AND ISSUANCE OF LICENCE**

31. Notwithstanding any other provision in this By-law, the power and authority to issue or renew a licence, refuse to issue or refuse to renew a licence, to revoke a licence, and to impose terms and conditions, including special conditions on a licence are delegated to the Director.
32. The Director shall issue a licence or renew a licence where the requirements or conditions of this By-law have been met.
33. The Director may refuse to issue, refuse to renew, or revoke a licence, or impose a term or condition on a licence on the following grounds:
- (a) there are reasonable grounds to believe that any or all material or information submitted in support of an application for a licence pursuant to section 22 of this By-law or an application for exemption pursuant to

section 29 of this By-law or any other documents provided to the Director by the Landlord or Operator as required pursuant to this By-law contain a false or misleading statement;

- (b) the Residential Complex and/or any Rental Housing Unit in the Residential Complex is subject to an order, or orders, made pursuant to any governmental authority;
  - (c) a Landlord or Operator does not meet all of the requirements, terms or conditions of this By-law.
34. A licence issued under this By-law shall be posted in location on the premises, so as to be clearly visible to all residents of the premises for the duration of the licence period.
35. A licence issued under this By-law shall only be valid for the repairs or renovations of the Rental Housing Unit as provided for in the application for licence referred to in this By-law.
36. A licence issued under this By-law shall be valid for either the period of one (1) year or the estimated date by which the Rental Housing Unit is expected to be ready for occupancy following the repairs or renovations, whichever is earlier.
37. A licence, in accordance with the provisions of this By-law, shall be required for each Rental Housing Unit and/or each Residential Complex for which a building permit is issued.
38. The Director may reject an application for a licence or its renewal where any of the documents required by this By-law in support of such application are incomplete or have not been filed.
39. Notwithstanding any other provision in this By-law, the Director may impose terms and conditions on any licence at issuance, renewal or any time during the term of the licence including special conditions, as are necessary in the opinion



of the Director to give effect to this By-law.

## **PART VII – ADMINISTRATION AND ENFORCEMENT**

40. The Director is authorized to administer and enforce this By-law including, but not limited to, prescribing the format and content of any forms or other documents required under this By-law.
41. Registration and other fees under this By-law shall be as approved by Council from time to time and then included in the User Fees and Charges By-law No. 23-112.
42. An Officer may enter on a property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
  - (a) this By-law;
  - (b) a direction or order made under this By-law; or
  - (c) an order made under section 431 of the *Municipal Act, 2001*.
43. An Officer may, for the purposes of any inspection carried out under section 42 of this By-law:
  - (a) require the production for inspection of documents or things relevant to the inspection;
  - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
  - (c) require information in writing or otherwise as required by the Officer from any person concerning a matter related to the inspection; or
  - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
44. Any cost incurred by the City in exercising its authority to inspect under section

- 42 of this By-law including, but not limited, to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the owner of the property where the inspection takes place.
45. An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act, 2001* where they have been prevented or are likely to be prevented from carrying out an inspection pursuant to section 42 of this By-law.
46. If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner of the property on which the contravention occurred to discontinue the contravening activity.
47. An order under section 46 of this By-law shall set out:
- (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the property on which the contravention occurred; and,
  - (b) the date or dates by which there must be compliance with the order.
48. An order to discontinue any contravening activity made under section 46 of this By-law may be served personally or by registered mail to the last known address of:
- (a) the owner of the property where the contravention occurred; and
  - (b) such other persons affected by the order as the Officer making the order determines.
49. Service by registered mail, for the purposes of section 48 of this By-law, shall be deemed to have taken place five (5) business days after the date of mailing.
50. In addition to service given in accordance with section 48 of this By-law, an order to discontinue any contravening activity made under section 46 of this By-law

may be served by an Officer by placing a placard containing the order in a conspicuous place on the property where the contravention occurred.

51. Where service cannot be given in accordance with section 48 of this By-law, service is deemed to have taken place when given in accordance with section 50 of this By-law.
52. Where a Person does not comply with a direction, an order or a requirement under this By-law to do a matter or thing, the Director, with such assistance by others as may be required, may carry out such direction, order or requirement at the Person's expense.
53. The City may recover the costs of doing a matter or thing under section 52 of this By-law by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an interest rate of 15 per cent per year commencing on the day the City incurs the costs and ending on the day the costs, including the interest, are paid in full.
54. The Director is authorized to give immediate effect to any direction, order or requirement where the costs of carrying out the direction, order or requirement do not exceed \$30,000 and, where the costs do exceed \$30,000, as the City's Council may authorize.
55. Every person who contravenes any provision of this By-law and every director or officer of a corporation who knowingly permits a contravention of this By-law is, upon conviction, guilty of an offence and is liable:
  - (a) on a first conviction, to a fine of not more than \$10,000; and
  - (b) on any subsequent conviction, to a fine of not more than \$25,000.
56. Despite section 55 of this By-law, where the person convicted is a corporation:
  - (a) the maximum fine in subsection 55 is \$50,000; and
  - (b) the maximum fine in subsection 55 is \$100,000.

57. Where a Person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**PASSED** this XX day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk



**FEE SCHEDULE**  
**Renovation Licence and Relocation Listing By-law**

**Licence Fee**

Licence fee per unit	\$715	one time
Renewal fee per unit	\$125	annual

\*Fees to increase yearly under the User Fees and Charges Bylaw.

**Renovation Licence and Relocation Listing By-law –  
Transition Plan for Implementation**

	2024								2025
	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
Initial staff recruitment and training									
Development of Website, Resources and Brochures									
Outreach to Community, Stakeholders, Property Owners, Tenants									
AMANDA, payment portal, application documentation and checklist									
Accept Renovation Licence Applications									

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Building Services - General Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Comments for Planning Applications (COA, Consent, etc.)</b>						
1	Sewage System and Sewage Comments	\$ 274.00	\$ <b>286.00</b>	N	4.4%	Target Recovery 100%
<b>Site Plan Security Reduction Fee</b>						
2	Site Plan Security Reduction Fee (includes one site inspection)	\$ 440.00	\$ <b>459.29</b>	Y	4.4%	Target Recovery 100%
3	Site Plan Security Reduction Fee for each additional inspection	\$ 220.00	\$ <b>230.09</b>	Y	4.6%	Target Recovery 100%
<b>Routine Disclosure of Building Division Records</b>						
4	Routine Disclosure Application Fee (includes the first 15 minutes of file search time and up to 10 photocopies)	\$ 26.00	\$ <b>27.43</b>	Y	5.5%	Target Recovery 100%
5	For each additional 15 minutes of file search time above the first 15 minutes	\$ 21.00	\$ <b>22.12</b>	Y	5.3%	Target Recovery 100%
<b>Grading Security</b>						
6	Grading Security Deposit for lots in Subdivisions	\$ 1,618.00	\$ <b>1,689.00</b>	N	4.4%	Target Recovery 100%
7	Grading Deposit for a Single Lot (Infill)	\$ 8,092.00	\$ <b>8,448.00</b>	N	4.4%	Target Recovery 100%
8	Grading Security Deposit for a Semi-Detached Dwelling (Infill)	\$ 10,789.00	\$ <b>11,264.00</b>	N	4.4%	Target Recovery 100%
9	Grading Security Deposit for Additions, large accessory building or detached Secondary Dwelling Units	\$ 3,500.00	\$ <b>3,654.00</b>	N	4.4%	Target Recovery 100%
<b>Demolition Agreements</b>						
10	a) Agreement	\$ 563.00	\$ <b>587.77</b>	N	4.4%	Target Recovery 100%
11	b) Security deposit/letter of credit - per sq. metre of bldg to be demolished (\$2,500 min & \$25,000 max)	\$ 135.00	\$ <b>140.94</b>	N	4.4%	Target Recovery 100%
<b>Demolition Control By-law</b>						
12	Demolition Control Applications	\$ 563.00	\$ <b>587.77</b>	N	4.4%	Target Recovery 100%
<b>Application Fee for outdoor commercial patio exemption permits</b>						
13	Inspection Fee	\$ 556.00	\$ <b>580.46</b>	Y	4.4%	Target Recovery 100%
<b>Illegal Grow Operations</b>						
14	a) Inspection Fee	\$ 833.00	\$ <b>869.65</b>	Y	4.4%	Target Recovery 100%
15	b) Re-occupancy Fee	\$ 756.00	\$ <b>789.26</b>	Y	4.4%	Target Recovery 100%
<b>Fortification By-law</b>						
16	Exemption fee for applications pertaining to Single Family Dwellings and properties operated by not-for-profit organizations	\$ 150.00	\$ <b>156.60</b>	Y	4.4%	Target Recovery 100%
17	Exemption fee for all other applications	\$ 300.00	\$ <b>313.20</b>	Y	4.4%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Building Services - General Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Swimming Pool Enclosure By-law</b>						
18	Swimming Pool Enclosure Fee	\$ 270.00	\$ 281.88	N	4.4%	Target Recovery 100%

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Economic Development - Commercial Districts & Small Business**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Loan/Incentive Programs</b>						
1	Commercial District Revitalization Grant Program Admin Fee for Grants less than or equal to \$5,000	\$ 97.35	\$ 101.77	Y	4.5%	
2	Commercial District Revitalization Grant Program Admin Fee for Grants greater than \$5,000 and less than or equal to \$12,500	\$ 256.64	\$ 269.91	Y	5.2%	
3	Commercial District Revitalization Grant Program Admin Fee for Grants greater than \$12,500	\$ 402.65	\$ 420.35	Y	4.4%	
<b>Revitalizing Hamilton Tax Increment Grant Program (RHTIG)</b>						
4	Basic Fee - Developer only (only for Grants less than or equal to \$12,500)	\$ 256.64	\$ 269.91	Y	5.2%	
5	Basic Fee - Developer only (only for Grants greater than \$12,500)	\$ 889.38	\$ 929.20	Y	4.5%	
6	Additional Fee - Developer Transfer to New Condo Owner	\$ 473.45	\$ 495.58	Y	4.7%	
<b>Downtown and Barton/Kenilworth Housing Opportunities Program</b>						
7	a) Initial Application	\$ 331.86	\$ 345.13	Y	4.0%	
	b) Per Unit Fee is based on a Graduated Scale basis as follows:					
8	50 units or less - per unit fee	\$ 553.10	\$ 577.88	Y	4.5%	
9	51-100 units - per unit fee	\$ 446.90	\$ 464.60	Y	4.0%	
10	101 units or greater - per unit fee	\$ 415.93	\$ 433.63	Y	4.3%	
11	Commercial District Housing Opportunities Program - per unit fee	\$ 415.93	\$ 433.63	Y	4.3%	
12	Commercial District Housing Opportunities Program Application Fee (At final application stage)	\$ 331.86	\$ 345.13	Y	4.0%	
13	Hamilton Heritage Property Grant Program less than or equal to \$12,500	\$ 256.64	\$ 269.91	Y	5.2%	
14	Hamilton Heritage Property Grant Program greater than \$12,500	\$ 398.23	\$ 415.93	Y	4.4%	
15	Erase Commercial District Remediation Loan Program (formerly called the Hamilton Downtown/West Harbourfront Remediation Loan Program )	\$ 331.86	\$ 346.02	Y	4.3%	
16	Start-up and Office Tenant Attraction Program	\$ 539.82	\$ 561.95	Y	4.1%	
<b>Hamilton Community Heritage Fund Loan Program - administration fees</b>						
17	a) Designated Commercial, Industrial or like properties (fee is based on percentage of loan amount)	2.10% of loan amount	2.10% of loan amount			
18	b) Other properties	\$ 318.58	\$ 331.86	Y	4.2%	
19	ERASE Study Grant	\$ 247.79	\$ 256.64	Y	3.6%	
20	ERASE Redevelopment Grant	\$ 889.38	\$ 929.20	Y	4.5%	
21	ERASE Tax Assistance Program	\$ 889.38	\$ 929.20	Y	4.5%	
22	LEED Grant Program	\$ 889.38	\$ 929.20	Y	4.5%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Economic Development - Commercial Districts & Small Business**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
23	LEED Grant Program Administration Fees (Fee Per Unit)	\$ 473.45	\$ 495.58	Y	4.7%	
24	Hamilton Heritage Conservation Grant Program Application Fee	\$ 97.35	\$ 101.77	Y	4.5%	
25	Barton / Kenilworth Revitalization Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 256.64	\$ 269.91	Y	5.2%	
26	Barton / Kenilworth Revitalization Grant Program Admin Fee for Grants greater than \$12,500	\$ 402.65	\$ 420.35	Y	4.4%	
27	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants less than or equal to \$12,500	\$ 256.64	\$ 269.91	Y	5.2%	
28	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants greater than \$12,500	\$ 889.38	\$ 929.20	Y	4.5%	
29	Barton/Kenilworth Tax Increment Grant Program - Additional Fee - Developer Transfer to New Condo Owner	\$ 473.45	\$ 495.58	Y	4.7%	
		\$ 97.35	\$ 101.77	Y	4.5%	
30	Barton/Kenilworth Planning and Building Fees Rebate Program					
<b>Commercial Vacancy Assistance Program Fees</b>						
31	Admin Fee for Grants less than or equal to \$5,000	\$ 97.35	\$ 101.77	Y	4.5%	
32	Admin Fee for Grants greater than \$5,000	\$ 256.64	\$ 269.91	Y	5.2%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: General: Planning Act Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	<b>Cost Recovery on City-supported applications appealed to the Ontario Municipal Board</b>					
	Where an application approved by Council of the City of Hamilton is appealed to the Ontario Municipal Board, the applicant/respondent shall pay any and all costs incurred by the City to support the applicant/respondent at a hearing, including but not limited to the legal costs for in-house or retained counsel, the costs for City staff (not including Planning & Economic Development staff) and the costs of consultants and witnesses. Accordingly, applicants shall submit a completed Cost Acknowledgment Agreement, in a form as prescribed by the General Manager of Planning & Economic Development, together with their application.					
1		Full cost Recovery	<b>Full cost Recovery</b>			Target Recovery 100%
	<b>Zoning Verification</b>					
2	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Regular	\$ 131.00	\$ <b>137.00</b>	N	4.6%	Target Recovery 100%
3	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Express	\$ 200.00	\$ <b>209.00</b>	N	4.5%	Target Recovery 100%
4	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Regular	\$ 269.00	\$ <b>281.00</b>	N	4.5%	Target Recovery 100%
5	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Express	\$ 407.00	\$ <b>425.00</b>	N	4.4%	Target Recovery 100%
6	Zoning Compliance Letter - liquor license	\$ 203.00	\$ <b>212.00</b>	N	4.4%	Target Recovery 100%
7	Zoning Verification Certificate - Rental Housing Pilot	\$ 278.00	\$ <b>290.00</b>	N	4.3%	Target Recovery 100%
8	Zoning Verification Certificate – Express Service - Rental Housing Pilot	\$ 398.00	\$ <b>416.00</b>	N	4.5%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: General Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Map / Publication Sales Fees	Full Cost Recovery	<b>Full Cost Recovery</b>	Y		Target Recovery 100%
2	Data Base Information	Full Cost Recovery	<b>Full Cost Recovery</b>			Target Recovery 100%
<b>Photocopy &amp; Computer Printout Service</b>						
3	- Rate per page	\$ 0.44	\$ <b>0.46</b>	Y	4.0%	Target Recovery 100%
<b>Information Requests</b>						
4	- Floppy disks & CD's - per disk or CD	\$ 14.16	\$ <b>14.78</b>	Y	4.4%	Target Recovery 100%
5	- For manually researching a record - for each 15 minutes	\$ 20.00	\$ <b>20.88</b>	N	4.4%	Target Recovery 100%
6	- Developing Computer Programs or other methods of producing a record from machine readable record - for each 15 minutes	\$ 20.00	\$ <b>20.88</b>	N	4.4%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Administrative Penalty System (APS)**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Late Payment (after 15 days)	\$ 56.64	\$ <b>56.64</b>	Y	0.0%	Target Recovery 100%
2	Fail to Attend Hearing	\$ 110.62	\$ <b>110.62</b>	Y	0.0%	Target Recovery 100%
3	Final notice of non-payment	\$ 56.64	\$ <b>56.64</b>	Y	0.0%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Transportation Planning & Parking - Transportation Planning**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>E-Scooters</b>						
1	Administrative and Enforcement Fee	\$ 254.87	\$ <b>266.37</b>	Y	4.5%	Target Recovery 100%
2	Commercial E-Scooter Storage Fee (per day)	\$ 65.49	\$ <b>68.14</b>	Y	4.1%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Parking & School Crossing - Hamilton Municipal Parking System**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	On-Street Parking Permit - No Access to Onsite Parking	\$ 115.00	\$ <b>120.35</b>	Y	4.7%	Target Recovery 100%
2	On-Street Parking Permit - Access to Onsite Parking	\$ 175.00	\$ <b>182.30</b>	Y	4.2%	Target Recovery 100%
3	On-Street Parking Permit - Secondary Permit	\$ 200.00	\$ <b>208.85</b>	Y	4.4%	Target Recovery 100%
4	Status of Agreement Inquiries (Front Yard Parking)	\$ 63.72	\$ <b>66.37</b>	Y	4.2%	Target Recovery 100%
5	Free Floating Car Share Permits	\$ 286.73	\$ <b>299.12</b>	Y	4.3%	Target Recovery 100%
6	On-Street Patio - Metered Parking Space (per space)	\$ 875.00	\$ <b>913.27</b>	Y	4.4%	Target Recovery 100%
7	On-Street Patio - Traffic Safety Device Hardware and Installation	\$ 800.00	\$ -	Y		Discontinued - Applicant responsible
8	Inspection Fee for the Review of Business Licences	\$ 36.28	\$ <b>38.05</b>	Y	4.9%	Target Recovery 100%
9	Temporary Outdoor Patio Fee	\$ 676.11	\$ <b>676.11</b>	Y	0.0%	
<b>Residential Boulevard Parking (Front Yard Parking)</b>						
10	Teranet Registration	\$ 98.00	\$ <b>102.00</b>	N	4.1%	Target Recovery 100%
11	Application Fee	\$ 400.00	\$ <b>417.70</b>	Y	4.4%	Target Recovery 100%
12	Annual Admin Fee	\$ 11.95	\$ <b>12.39</b>	Y	3.7%	Target Recovery 100%
13	Encroachment Insurance	\$ 11.95	\$ <b>12.39</b>	Y	3.7%	Target Recovery 100%
<b>Commercial Boulevard Parking and Driveway Access Permits</b>						
14	Registration	\$ 53.00	\$ <b>55.00</b>	N	3.8%	Target Recovery 100%
15	Application/Access Permit Fee	\$ 400.00	\$ <b>417.70</b>	Y	4.4%	Target Recovery 100%
16	Encroachment Insurance	\$ 11.95	\$ <b>12.39</b>	Y	3.7%	Target Recovery 100%
17	Fee/space (first two spaces)	\$ 111.06	\$ <b>115.93</b>	Y	4.4%	Target Recovery 100%
18	Fee/space (remaining spaces)	\$ 56.02	\$ <b>58.41</b>	Y	4.3%	Target Recovery 100%
<b>Occupation of Public/Metered Parking Spaces (pre payment required)</b>						
19	Single Space Per Day	\$ 24.78	\$ <b>25.66</b>	Y	3.6%	Target Recovery 100%
20	Each Additional Day Up To 6 Consecutive Days Per Space	\$ 12.83	\$ <b>13.27</b>	Y	3.4%	Target Recovery 100%
21	Weekly Consecutive Rate Per Space	\$ 86.28	\$ <b>90.27</b>	Y	4.6%	Target Recovery 100%
22	Monthly Consecutive Rate Per Space	\$ 243.36	\$ <b>253.98</b>	Y	4.4%	Target Recovery 100%
23	Administration Fee on Temporary Parking Permits	15% of the permit fee	<b>15% of the permit fee</b>			
24	Weekly Residential Time Limit Exemption Temporary Parking Permit	\$ 25.00	\$ <b>25.66</b>	Y	2.7%	Target Recovery 100%
<b>Administrative Penalty System (APS)</b>						
25	MTO Search	\$ 22.12	\$ <b>26.54</b>	Y	20.0%	Target Recovery 100%
26	Late Payment	\$ 35.40	\$ <b>39.83</b>	Y	12.5%	Target Recovery 100%
27	Fail to Attend Hearing	\$ 110.62	\$ <b>115.93</b>	Y	4.8%	Target Recovery 100%
28	Plate Denial	\$ 8.85	\$ <b>13.27</b>	Y	49.9%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development

Division: Parking & School Crossing - Hamilton Municipal Parking System

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
29	Mail Issuance (New)	\$ 22.12	\$ 23.01	Y	4.0%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>MUSEUM GENERAL ADMISSION FEES:</b>						
<b>Children's Museum</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 1 to 12, Infant: under 1, Family: Two Adults and dependant children <b>All Other Sites</b> - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 6 to 12, Infant: 5 & under, Family: Two Adults and dependant children						
1	Dundurn Castle - Adult	\$ 13.05	\$ 13.72	Y	5.1%	
2	Dundurn Castle - Senior	\$ 11.28	\$ 11.73	Y	4.0%	
3	Dundurn Castle - Student/Youth	\$ 11.28	\$ 11.73	Y	4.0%	
4	Dundurn Castle - Child	\$ 7.96	\$ 8.41	Y	5.6%	
5	Dundurn Castle - Infant	Free	Free			n/a
6	Dundurn Castle - Family	\$ 36.06	\$ 38.05	Y	5.5%	
7	Hamilton Military Museum - Adult	\$ 4.87	\$ 5.31	Y	9.0%	
8	Hamilton Military Museum - Senior	\$ 4.20	\$ 4.65	Y	10.6%	
9	Hamilton Military Museum - Student/Youth	\$ 4.20	\$ 4.65	Y	10.6%	
10	Hamilton Military Museum - Child	\$ 3.10	\$ 3.32	Y	7.1%	
11	Hamilton Military Museum - Infant	Free	Free			n/a
12	Hamilton Military Museum - Family	\$ 13.27	\$ 13.27	Y	0.0%	n/a
13	Whitehern Historic House & Garden - Adult	\$ 7.96	\$ 7.96	Y	0.0%	n/a
14	Whitehern Historic House & Garden - Senior	\$ 6.86	\$ 6.86	Y	0.0%	n/a
15	Whitehern Historic House & Garden - Student/Youth	\$ 6.86	\$ 6.86	Y	0.0%	n/a
16	Whitehern Historic House & Garden - Child	\$ 4.87	\$ 4.87	Y	0.0%	n/a
17	Whitehern Historic House & Garden - Infant	Free	Free			n/a
18	Whitehern Historic House & Garden - Family	\$ 21.90	\$ 24.34	Y	11.1%	
19	Battlefield House Museum & Park - Adult	\$ 7.96	\$ 8.85	Y	11.1%	
20	Battlefield House Museum & Park - Senior	\$ 6.86	\$ 7.52	Y	9.7%	
21	Battlefield House Museum & Park - Student/Youth	\$ 6.86	\$ 7.52	Y	9.7%	
22	Battlefield House Museum & Park - Child	\$ 4.87	\$ 5.31	Y	9.0%	
23	Battlefield House Museum & Park - Infant	Free	Free			n/a
24	Battlefield House Museum & Park - Family	\$ 21.90	\$ 24.34	Y	11.1%	
25	Hamilton Museum of Steam & Technology - Adult	\$ 7.96	\$ 8.85	Y	11.1%	
26	Hamilton Museum of Steam & Technology - Senior	\$ 6.86	\$ 7.52	Y	9.7%	
27	Hamilton Museum of Steam & Technology - Student/Youth	\$ 6.86	\$ 7.52	Y	9.7%	
28	Hamilton Museum of Steam & Technology - Child	\$ 4.87	\$ 5.31	Y	9.0%	
29	Hamilton Museum of Steam & Technology - Infant	Free	Free			n/a
30	Hamilton Museum of Steam & Technology - Family	\$ 21.90	\$ 24.34	Y	11.1%	
31	Hamilton Children's Museum - Adult	N/A	N/A			Childrens' Museum closed for renovations

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
32	Hamilton Children's Museum - Senior	N/A	N/A			Childrens' Museum closed for renovations
33	Hamilton Children's Museum - Student/Youth	N/A	N/A			Childrens' Museum closed for renovations
34	Hamilton Children's Museum - Child	N/A	N/A			Childrens' Museum closed for renovations
35	Hamilton Children's Museum - Infant	Free	Free			Childrens' Museum closed for renovations
36	Hamilton Children's Museum - Family	N/A	N/A			Childrens' Museum closed for renovations
37	Fieldcote Memorial Park & Museum - Adult	\$ 4.65	\$ 4.87	Y	4.7%	
38	Fieldcote Memorial Park & Museum - Senior	\$ 3.98	\$ 4.20	Y	5.6%	
39	Fieldcote Memorial Park & Museum - Student/Youth	\$ 3.98	\$ 4.20	Y	5.6%	
40	Fieldcote Memorial Park & Museum - Child	\$ 2.88	\$ 3.10	Y	7.5%	
41	Fieldcote Memorial Park & Museum - Infant	Free	Free			n/a
42	Fieldcote Memorial Park & Museum - Family	\$ 12.83	\$ 13.72	Y	6.9%	
43	Griffin House - Adult	Free	Free			n/a
44	Griffin House - Senior	Free	Free			n/a
45	Griffin House - Student/Youth	Free	Free			n/a
46	Griffin House - Child	Free	Free			n/a
47	Griffin House - Infant	Free	Free			n/a
<b>MUSEUM SPECIAL EVENTS</b>						
Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.						
48	Dundurn Castle Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.			
	Hamilton Military Museum					
	Whitehern Historic House & Garden					
	Battlefield House Museum & Park					
	Hamilton Museum of Steam & Technology					
	Hamilton Children's Museum					
	Fieldcote Memorial Park & Museum					
<b>MUSEUM GROUP RATES</b>						
General tour rates for Tour Operators, Group Leaders, Community Groups. Expenses incurred for specific programming may increase rate accordingly.						
49	Dundurn Castle - Adult	\$ 10.62	\$ 10.84	Y	2.1%	
50	Dundurn Castle - Senior	\$ 9.07	\$ 9.29	Y	2.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
51	Dundurn Castle - Youth	\$ 9.07	\$ 9.29	Y	2.4%	
52	Dundurn Castle - Child	\$ 6.42	\$ 6.64	Y	3.4%	
53	Hamilton Military Museum - Adult	\$ 3.98	\$ 4.20	Y	5.6%	
54	Hamilton Military Museum - Senior	\$ 3.54	\$ 3.76	Y	6.2%	
55	Hamilton Military Museum - Youth	\$ 3.54	\$ 3.76	Y	6.2%	
56	Hamilton Military Museum - Child	\$ 2.65	\$ 2.65	Y	0.0%	
57	Dundurn National Historic Site: Guided tour of Grounds/Garden - Adult/Senior/Student	\$ 4.65	\$ 4.87	Y	4.7%	
58	Dundurn National Historic Site: Guided tour of Grounds/Garden - Child	\$ 3.76	\$ 3.98	Y	5.9%	
59	Whitehern Historic House & Garden - Adult	\$ 6.64	\$ 7.08	Y	6.6%	
60	Whitehern Historic House & Garden - Senior	\$ 5.53	\$ 5.97	Y	8.0%	
61	Whitehern Historic House & Garden - Youth	\$ 5.53	\$ 5.97	Y	8.0%	
62	Whitehern Historic House & Garden - Child	\$ 3.98	\$ 4.20	Y	5.5%	
63	Battlefield House Museum & Park - Adult	\$ 6.64	\$ 7.08	Y	6.6%	
64	Battlefield House Museum & Park - Senior	\$ 5.53	\$ 5.97	Y	8.0%	
65	Battlefield House Museum & Park - Youth	\$ 5.53	\$ 5.97	Y	8.0%	
66	Battlefield House Museum & Park - Child	\$ 3.98	\$ 4.20	Y	5.6%	
67	Hamilton Museum of Steam & Technology - Adult	\$ 6.64	\$ 7.08	Y	6.6%	
68	Hamilton Museum of Steam & Technology - Senior	\$ 5.53	\$ 5.97	Y	8.0%	
69	Hamilton Museum of Steam & Technology - Youth	\$ 5.53	\$ 5.97	Y	8.0%	
70	Hamilton Museum of Steam & Technology - Child	\$ 3.98	\$ 4.20	Y	5.6%	
71	Hamilton Children's Museum - Child	N/A	N/A			Childrens' Museum closed for renovations
72	Fieldcote Memorial Park & Museum - Adult	\$ 3.76	\$ 3.98	Y	5.9%	
73	Fieldcote Memorial Park & Museum - Senior	\$ 3.32	\$ 3.32	Y	0.0%	n/a
74	Fieldcote Memorial Park & Museum - Youth	\$ 3.32	\$ 3.32	Y	0.0%	n/a
75	Fieldcote Memorial Park & Museum - Child	\$ 2.43	\$ 2.43	Y	0.1%	n/a
<b>MUSEUM STUDENT AND YOUTH GROUP RATES</b>						
<b>Educational Program Rates</b> - minimum rate of \$3.50 per student applies to programs 1 hour in length. Programs over 1 hour in length may include discount to hourly rate. Expenses incurred for specific programming may increase rate accordingly.						
<b>Outreach Rates</b> - Minimum flat rate.						
76	Dundurn Castle - Elementary School per hour/student	\$ 4.25	\$ 4.25	N	0.0%	
77	Dundurn Castle - High School per hour/student	\$ 3.76	\$ 3.76	Y	0.0%	
78	Hamilton Military Museum - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
79	Hamilton Military Museum - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
80	Evening Tour After 5:00 pm (Dundurn and Military)	\$ 327.43	\$ 340.71	Y	4.1%	
81	Evening Tour After 5:00 pm Additional Staff (Dundurn and Military)	\$ 163.72	\$ 172.57	Y	5.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
82	Whitehern Historic House & Garden - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
83	Whitehern Historic House & Garden - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
84	Battlefield House Museum & Park - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
85	Battlefield House Museum & Park - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
86	Hamilton Museum of Steam & Technology - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
87	Hamilton Museum of Steam & Technology - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
88	Hamilton Children's Museum - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
89	Fieldcote Memorial Park & Museum - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
90	Fieldcote Memorial Park & Museum - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
91	Griffin House - Elementary School per hr/student	\$ 4.25	\$ 4.25	N	0.0%	
92	Griffin House - High School per hr/student	\$ 3.76	\$ 3.76	Y	0.0%	
93	Hamilton Civic Museum Outreach Lecture	\$ 163.72	\$ 176.99	Y	8.1%	
94	Hamilton Civic Museum Outreach Program- Elementary Flat rate	\$ 185.00	\$ 185.00	N	0.0%	
<b>MUSEUM MEMBERSHIPS (annual)</b>						
95	Hamilton Museum of Steam & Technology - Organizational per person	\$ 15.04	\$ 15.71	Y	4.4%	
<b>MUSEUM CHILD BIRTHDAY PARTIES</b>						
Package rate will fluctuate according to client needs (i.e. program, craft, food, etc.) Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.						
96	Dundurn Castle - Package per person	\$ 18.58	\$ 18.58	Y	0.0%	
97	Whitehern Historic House & Garden - Package per person	\$ 18.58	\$ 18.58	Y	0.0%	
98	Battlefield House Museum & Park - Package per person	\$ 18.58	\$ 18.58	Y	0.0%	
99	Hamilton Museum of Steam & Technology - Package per person	\$ 18.58	\$ 18.58	Y	0.0%	
100	Fieldcote Memorial Park & Museum - Package per person	\$ 18.58	\$ 18.58	Y	0.0%	
<b>MUSEUM RENTAL RATES (Social and Corporate)</b>						
Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.						
101	Ancaster Old Town Hall	\$ 51.33	\$ 53.98	Y	5.2%	
102	The Coach House at Dundurn - hourly rate	\$ 51.33	\$ 53.98	Y	5.2%	
103	Dundurn Pavilion (Outdoor)	\$ 150.44	\$ 159.29	Y	5.9%	
104	The Stable at Whitehern - hourly rate	\$ 51.33	\$ 53.98	Y	5.2%	
105	The Woodshed at HMST - hourly rate	\$ 51.33	\$ 53.98	Y	5.2%	
106	The Woodshed Pavilion with access to Kitchenette - 2021	\$ 150.44	\$ 159.29	Y	5.9%	
107	"The Party Room" at Children's Museum - hourly rate	N/A	N/A			Childrens' Museum closed for renovations
108	Private Rental Hamilton Children's Museum - hourly rate	N/A	N/A			Childrens' Museum closed for renovations

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Culture**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
109	Fieldcote Memorial Park & Museum Meeting Room - hourly rate	\$ 51.33	\$ 53.98	Y	5.2%	
110	Battlefield Pavilion	\$ 150.44	\$ 159.29	Y	5.9%	
111	Grandview at Battlefield Park - hourly rate	\$ 51.33	\$ 53.98	Y	5.2%	
<b>MUSEUM RENTAL RATES - USE OF GROUNDS</b>						
Discounts are made available to not-for-profit and community-based organizations.						
112	Dundurn Castle - Outdoor or Cockpit	\$ 588.50	\$ 597.35	Y	1.5%	
113	Whitehern Historic House & Garden - Outdoor	\$ 384.96	\$ 398.23	Y	3.4%	
114	Battlefield House Museum & Park - Outdoor	\$ 384.96	\$ 398.23	Y	3.4%	
115	Hamilton Museum of Steam & Technology - Outdoor	\$ 384.96	\$ 398.23	Y	3.4%	
116	Fieldcote Memorial Park & Museum - Outdoor	\$ 588.50	\$ 597.35	Y	1.5%	
117	Fieldcote Memorial Park and Museum - 1/2 day rate	\$ 384.96	\$ 398.23	Y	3.4%	
118	Evening Grounds Use After 5:00pm (All sites)	\$ 654.87	\$ 663.72	Y	1.4%	
119	Dundurn parking lot- minimum rate	\$ 261.06	\$ 287.61	Y	10.2%	
<b>SOCIAL PHOTOGRAPHY - USE OF GROUNDS</b>						
120	Ancaster Old Town Hall	\$ 181.42	\$ 185.84	Y	2.4%	
121	Dundurn National Historic Site	\$ 181.42	\$ 185.84	Y	2.4%	
122	Whitehern Historic House & Garden	\$ 181.42	\$ 185.84	Y	2.4%	
123	Battlefield House Museum & Park	\$ 181.42	\$ 185.84	Y	2.4%	
124	Hamilton Museum of Steam & Technology	\$ 181.42	\$ 185.84	Y	2.4%	
125	Fieldcote Memorial Park & Museum	\$ 181.42	\$ 185.84	Y	2.4%	
<b>COMMERCIAL FILM RATES</b>						
126	Site Monitor - hourly rate	\$ 45.00	\$ 46.90	Y	4.2%	Target Recovery 100%
127	Additional monitoring - staff hourly rate [change to] Site Supervisor per hour	\$ 65.00	\$ 67.92	Y	4.5%	Target Recovery 100%
<b>Hamilton Film Office Administration Fees</b>						
<b>All Student Productions will be exempt from any permit fees</b>						
128	For Profit Productions - Administration Fee	\$ 60.18	\$ 63.72	Y	5.9%	Target Recovery 100%
129	Non-Profit Productions - Administration Fee	\$ 30.09	\$ 31.86	Y	5.9%	Target Recovery 100%
130	Surcharge on City services and/or location	Fees as negotiated	Fees as negotiated			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Tourism & Culture - Tourism**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Tourism-Oriented Directional Signs (TODS) - 2' x 8'	\$ 171.68	\$ <b>179.65</b>	Y	4.6%	Target Recovery 100%
2	Tourism-Oriented Directional Signs (TODS) - 1.5' x 6'	\$ 135.40	\$ <b>141.59</b>	Y	4.6%	Target Recovery 100%
3	Tourism-Oriented Directional Signs (TODS) - 1' x 4'	\$ 67.26	\$ <b>69.91</b>	Y	3.9%	Target Recovery 100%
4	Tourism-Oriented Directional Signs (TODS) - 1' x 5'	\$ 77.88	\$ <b>81.42</b>	Y	4.5%	Target Recovery 100%
LOGO Program - LINC & Redhill Parkway Road Signage Fees:						
5	- Mainlines/Ramps	\$ 2,550.44	\$ <b>2,662.83</b>	Y	4.4%	Target Recovery 100%
6	- Trailblazing	\$ 204.42	\$ <b>213.27</b>	Y	4.3%	Target Recovery 100%
<b>Visitors Centre Room Rental Rates (Social and Corporate)</b>						
Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded. Hourly rates will fluctuate based on cost recovery and net profit margin.						
7	Tourism Visitor Centre - daytime hourly rate	\$ 40.71	\$ <b>42.48</b>	Y	4.3%	Target Recovery 100%
8	Premium for rentals involving alcohol consumption	\$ 553.10	\$ <b>577.88</b>	Y	4.5%	Target Recovery 100%
9	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various	<b>Various</b>			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Adult Services</b>						
1	Adult Entertainment Parlour	\$ 6,698.00	\$ <b>6,993.00</b>	N	4.4%	Target Recovery 100%
2	Adult Entertainment Parlor Attendant	\$ 557.00	\$ <b>582.00</b>	N	4.5%	Target Recovery 100%
3	Adult Entertainment Parlour Operator/Manager	\$ 1,964.00	\$ <b>2,050.00</b>	N	4.4%	Target Recovery 100%
4	Adult Film Theatre	\$ 4,140.00	\$ <b>4,322.00</b>	N	4.4%	Target Recovery 100%
5	Adult Video Store Class A	\$ 4,140.00	\$ <b>4,322.00</b>	N	4.4%	Target Recovery 100%
6	Adult Video Store Class B	\$ 429.00	\$ <b>448.00</b>	N	4.4%	Target Recovery 100%
7	Body Rub Parlour Owner	\$ 10,538.00	\$ <b>11,002.00</b>	N	4.4%	Target Recovery 100%
8	Body Rub Parlour Attendant	\$ 556.00	\$ <b>580.00</b>	N	4.3%	Target Recovery 100%
9	Body Rub Parlour Operator/Manager	\$ 1,580.00	\$ <b>1,650.00</b>	N	4.4%	Target Recovery 100%
10	Tobacco & Electronic Cigarettes	\$ 483.00	\$ <b>504.00</b>	N	4.3%	Target Recovery 100%
<b>Accommodations</b>						
11	Bed and Breakfast	\$ 286.00	\$ <b>299.00</b>	N	4.5%	Target Recovery 100%
12	Motels and Hotels	\$ 286.00	\$ <b>299.00</b>	N	4.5%	Target Recovery 100%
13	Lodging House	\$ 544.00	\$ <b>568.00</b>	N	4.4%	Target Recovery 100%
14	Residential Care Facility (4-10 Residents)	\$ 748.00	\$ <b>781.00</b>	N	4.4%	Target Recovery 100%
15	Residential Care Facility (11 or more Residents)	\$ 1,068.00	\$ <b>1,115.00</b>	N	4.4%	Target Recovery 100%
16	Rental Housing	\$ 156.38	\$ <b>163.00</b>	N	4.2%	Target Recovery 100%
<b>Mobile</b>						
17	Mobile Sign leasing or renting	\$ 341.00	\$ <b>356.00</b>	N	4.4%	Target Recovery 100%
18	Hawker/Peddler (motorized vehicle)	\$ 394.00	\$ <b>411.00</b>	N	4.3%	Target Recovery 100%
19	Seasonal Food Vendor	\$ 421.00	\$ <b>440.00</b>	N	4.5%	Target Recovery 100%
20	Limousines (owner)	\$ 714.00	\$ <b>745.00</b>	N	4.3%	Target Recovery 100%
21	Limousines (driver)	\$ 83.00	\$ <b>87.00</b>	N	4.8%	Target Recovery 100%
22	Taxi cab owner (private) (Renewal)	\$ 712.00	\$ <b>743.00</b>	N	4.4%	Target Recovery 100%
23	Taxi cab owner (private) (New)	\$ 5,168.00	\$ <b>5,395.00</b>	N	4.4%	Target Recovery 100%
24	Taxi cab owner (transfer)	\$ 908.00	\$ <b>948.00</b>	N	4.4%	Target Recovery 100%
25	Taxi cab Broker	\$ 1,224.00	\$ <b>1,278.00</b>	N	4.4%	Target Recovery 100%
26	Taxi cab Driver	\$ 115.00	\$ <b>120.00</b>	N	4.3%	Target Recovery 100%
27	Transient Trader (3 month period)	\$ 771.00	\$ <b>805.00</b>	N	4.4%	Target Recovery 100%
28	Auctioneer	\$ 317.00	\$ <b>331.00</b>	N	4.4%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Food Service Vehicles:</b>						
29	Class A	\$ 421.00	\$ 440.00	N	4.5%	Target Recovery 100%
30	Class B	\$ 421.00	\$ 440.00	N	4.5%	Target Recovery 100%
31	Class C	\$ 387.00	\$ 404.00	N	4.4%	Target Recovery 100%
32	Food Service Vehicles (Four day)	\$ 110.00	\$ 115.00	N	4.5%	Target Recovery 100%
33	Food Service Vehicles (Park Permit)	\$ 231.00	\$ 241.00	N	4.3%	Target Recovery 100%
<b>Services</b>						
Eating Establishments:						
34	Bars and Nightclubs	\$ 349.00	\$ 364.00	N	4.3%	Target Recovery 100%
35	Food Premises	\$ 200.00	\$ 209.00	N	4.5%	Target Recovery 100%
36	Restaurant with Liquor Service	\$ 257.00	\$ 268.00	N	4.3%	Target Recovery 100%
<b>Public Garage:</b>						
37	Buying, Selling, Storing	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
38	Combined Engine & Body Work	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
39	Engine Work	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
40	Body Work	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
41	Service Station	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
42	Parking Lot	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
43	Car Wash Only	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
44	Public Halls	\$ 401.00	\$ 419.00	N	4.5%	Target Recovery 100%
45	Pay Day Loan Businesses	\$ 884.00	\$ 923.00	N	4.4%	Target Recovery 100%
46	Kennels, Pet Shops	\$ 284.00	\$ 296.00	N	4.2%	Target Recovery 100%
47	Personal Aesthetic Services Facility	\$ 206.00	\$ 215.00	N	4.4%	Target Recovery 100%
48	Personal Wellness Services Establishment	\$ 260.00	\$ 271.00	N	4.2%	Target Recovery 100%
<b>Places of Amusement</b>						
49	Amusement Arcade	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
50	Amusement Rides	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
51	Amusement Water	\$ 478.00	\$ 499.00	N	4.4%	Target Recovery 100%
52	Billiard / Bagatelle Tables	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
53	Bingo Parlour	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
54	Bowling Alley	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
55	Carnival	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
56	Circus	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
57	Motor Vehicle Race Track	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
58	Other	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
59	Proprietary Club	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
60	Roller Skating Rink	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
61	Skateboarding, BMX bikes	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
<b>Used Goods Services</b>						
62	Antique Market/Flea Market	\$ 286.00	\$ 299.00	N	4.5%	Target Recovery 100%
63	Pawn Broker	\$ 478.00	\$ 499.00	N	4.4%	Target Recovery 100%
64	Precious Metals & Jewellery Dealers	\$ 546.00	\$ 570.00	N	4.4%	Target Recovery 100%
65	Salvage Yard	\$ 478.00	\$ 499.00	N	4.4%	Target Recovery 100%
66	Second-hand Shop	\$ 546.00	\$ 570.00	N	4.4%	Target Recovery 100%
<b>Trade Licence Contractor</b>						
67	Building Repair	\$ 305.00	\$ 318.00	N	4.3%	Target Recovery 100%
68	Plumbing	\$ 305.00	\$ 318.00	N	4.3%	Target Recovery 100%
69	Heating, Ventilation & Air Conditioning	\$ 305.00	\$ 318.00	N	4.3%	Target Recovery 100%
70	Drain Repair	\$ 305.00	\$ 318.00	N	4.3%	Target Recovery 100%
71	Sprinkler and Fire Protection Installer	\$ 305.00	\$ 318.00	N	4.3%	Target Recovery 100%
72	Tree Cutting Services	\$ 291.00	\$ 304.00	N	4.5%	Target Recovery 100%
<b>Trade Licence Masters</b>						
73	Building Repair	\$ 180.00	\$ 188.00	N	4.4%	Target Recovery 100%
74	Plumbing	\$ 180.00	\$ 188.00	N	4.4%	Target Recovery 100%
75	Heating, Ventilation & Air Conditioning	\$ 180.00	\$ 188.00	N	4.4%	Target Recovery 100%
76	Drain Repair	\$ 180.00	\$ 188.00	N	4.4%	Target Recovery 100%
77	Sprinkler and Fire Protection Installer	\$ 180.00	\$ 188.00	N	4.4%	Target Recovery 100%
<b>Other Fees</b>						
78	Daily fee for spare taxicabs	\$ 29.20	\$ 30.09	Y	3.0%	Target Recovery 100%
79	Taxi cab (limited interest agreement)	\$ 89.00	\$ 93.00	N	4.5%	Target Recovery 100%
80	Taxi cab Priority list	\$ 109.73	\$ 114.16	Y	4.0%	Target Recovery 100%
81	Taxi cab accessible priority list	\$ 56.64	\$ 59.29	Y	4.7%	Target Recovery 100%
82	Annual spare taxicab inspection fee	\$ 191.15	\$ 200.00	Y	4.6%	Target Recovery 100%
83	Exam/Processing Fee	\$ 60.18	\$ 62.83	Y	4.4%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Licensing**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
84	Administration fee - applications / amendments	\$ 72.57	\$ 76.11	Y	4.9%	Target Recovery 100%
85	Licence re-instatement fee (late fee)	\$ 311.50	\$ 324.78	Y	4.3%	Target Recovery 100%
86	Photo ID Card	\$ 20.35	\$ 21.24	Y	4.4%	Target Recovery 100%
87	Licence certificate replacement	\$ 20.35	\$ 21.24	Y	4.4%	Target Recovery 100%
88	Licence plate replacement	\$ 84.96	\$ 88.50	Y	4.2%	Target Recovery 100%
89	Appeal to Hamilton Licensing Tribunal	\$ 165.49	\$ 172.57	Y	4.3%	Target Recovery 100%
90	Municipal consent for new liquor licence applications and extensions	\$ 203.54	\$ 212.39	Y	4.3%	Target Recovery 100%
91	Corporate Profile Report, Deed & Abstract Reports	Full Cost Recovery	Full Cost Recovery			
92	Failure to fulfil conditions imposed by the Issuer of Licenses or the Licensing Tribunal	\$ 100.00	\$ 104.40	Y	4.4%	Target Recovery 100%
93	Special Occasions Permit - With Resolution	\$ 87.61	\$ 91.46	Y	4.4%	Target Recovery 100%
94	Special Occasions Permit - Notification Only	\$ 26.55	\$ 27.72	Y	4.4%	Target Recovery 100%
95	Application for Temporary Occupancy	\$ 833.63	\$ 870.31	Y	4.4%	Target Recovery 100%
<b>Personal Transportation Provided</b>						
96	Annual Licence Fee	\$ 5,385.00	\$ 5,622.00	N	4.4%	Target Recovery 100%
97	Per Trip Fee (Transaction fee per class A-C)	\$ 0.32	\$ 0.33	N	3.1%	Target Recovery 100%
<b>Short Term Rental Accomodations</b>						
<b>NEW</b>						
98	Short-Term Rental Broker		\$ 5,000.00	N	n/a	New User Fee
99	Short-Term Rental Broker Renewal Fee		\$ 60.00	N	n/a	New User Fee
100	Short-Term Rental Operator (Entire Dwelling)		\$ 390.00	N	n/a	New User Fee
101	Short-Term Rental Operator (Entire Dwelling) Renewal Fee		\$ 60.00	N	n/a	New User Fee
102	Short-Term Rental Operator (Partial Dwelling)		\$ 90.00	N	n/a	New User Fee
103	Short-Term Rental Operator (Partial Dwelling) Renewal Fee		\$ 60.00	N	n/a	New User Fee

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Discharge of Firearms By-law</b>						
1	a) Exemption permit application fee for the discharge of recreational firearms or bows	\$ 126.55	\$ 131.86	Y	4.2%	Target Recovery 100%
2	b) Renewal fee	\$ 23.89	\$ 24.78	Y	3.7%	Target Recovery 100%
<b>Certificate of Compliance</b>						
3	a) Single detached dwelling	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
4	b) A two, three or multiple unit dwelling	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
5	- plus additional fee for each additional dwelling unit in excess of the first	\$ 46.02	\$ 47.79	Y	3.8%	Target Recovery 100%
6	c) A lodging house	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
7	- plus additional fee per each permitted resident (required every 3 years)	\$ 35.40	\$ 37.17	Y	5.0%	Target Recovery 100%
8	d) All other buildings (Liquor licence)	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
9	- plus additional fee per each 100 square metres in excess of the first 100 square metres	\$ 21.24	\$ 22.12	Y	4.2%	Target Recovery 100%
10	e) Residential care facility (first time applications & change in ownership)	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
11	- plus additional fee per each permitted resident	\$ 36.28	\$ 38.05	Y	4.9%	Target Recovery 100%
12	f) Discharge of an Order - Non registered Order to Comply	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
13	g) Discharge of an Order - Registered Order To Comply	\$ 681.42	\$ 711.50	Y	4.4%	Target Recovery 100%
<b>Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law):</b>						
Inspection demonstrating non-compliance when there has been an earlier incident of non-compliance:						
14	Initial	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
15	Subsequent	\$ 164.60	\$ 171.68	Y	4.3%	Target Recovery 100%
<i>Note: an "incident of non-compliance" includes an inspection carried out by the City or by another enforcement agency demonstrating non-compliance.</i>						
16	Vital services - Admin Fee	10% of total utility billings paid by the City	10% of total utility billings paid by the City			
Noise by-Law Exemption:						
17	- Application received prior to the event	\$ 250.00	\$ 261.00	N	4.4%	Target Recovery 100%
18	Corporate Profile Report and Deed & Abstract Reports	Full Cost Recovery	Full Cost Recovery			
19	Application Fee for outdoor commercial patio exemption permits	\$ 567.00	\$ 592.00	N	4.4%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - General Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
20	Application Fee for any appeal to the Property Standards Committee	\$ 152.21	\$ 159.29	Y	4.7%	Target Recovery 100%
21	Zoning Verification & Work Order Reports - Regular	\$ 131.00	\$ 137.00	N	4.6%	Target Recovery 100%
22	Zoning Verification & Work Order Reports - Express	\$ 200.00	\$ 209.00	N	4.5%	Target Recovery 100%
23	Fees charged by the City for costs incurred when its inspection powers under s. 436(2) of the Municipal Act, 2001 are exercised	Full Cost Recovery	Full Cost Recovery			Target Recovery 100%
24	Registration Fee - One Time Fee For Initial Registration of a Vacant Building	\$ 314.00	\$ 328.00	N	4.5%	Target Recovery 100%
25	Vacant Building Fee - Annual Inspection Fee	\$ 786.73	\$ 821.24	Y	4.4%	Target Recovery 100%
26	Annual Fee for each additional vacant building on a property (inspection)	\$ 384.96	\$ 401.77	Y	4.4%	Target Recovery 100%
27	Vacant Building Quarterly Inspection Fee	\$ 315.93	\$ 330.09	Y	4.5%	Target Recovery 100%
28	Licensing Tribunal and Property Standards Committee decisions	Full Cost Recovery	Full Cost Recovery			
29	Garbage Chute Closure Application for Permit	\$ -	\$ 300.00	Y	NEW	Cost Recovery 100% - New Fee
<b>Municipal Law Enforcement Contractor Services Administration:</b>						
30	- Administration Fee for invoices less than or equal to \$600 (before tax)	\$ 109.73	\$ 114.16	Y	4.0%	Tiered pricing consistent with practices in other municipalities
31	- Administration Fee for invoices greater than \$600 and less than \$1,000 (before tax)	\$ 248.82	\$ 260.18	Y	4.6%	Tiered pricing consistent with practices in other municipalities
32	- Administration Fee for invoices greater than \$1,000 (before tax)	\$ 278.76	\$ 291.15	Y	4.4%	Tiered pricing consistent with practices in other municipalities
33	- Administration Fee for requests for file review	\$ 88.50	\$ 92.04	Y	4.0%	Tiered pricing consistent with practices in other municipalities
34	Application Fee for outdoor commercial patio exemption permits	\$ 567.00	\$ 592.00	N	4.4%	Target Recovery 100%
35	a) Inspection Fee	\$ 224.00	\$ 234.00	N	4.5%	Target Recovery 100%
36	Paid Duty Municipal Law Enforcement	Full Cost Recovery	Full Cost Recovery			
<b>Tree Permits</b>						
37	Review of Permit Application to Injure or Destroy Trees - Urban Woodland Tree By-law No. 14-212	\$ 264.60	\$ 276.11	Y	4.3%	Target Recovery 100%
38	Review of Notice of Intent to Cut Application - Regional Woodland Tree By-law No. R00-054	\$ 158.41	\$ 165.49	Y	4.5%	Target Recovery 100%
39	Review of Permit Application to Injure or Destroy Trees - Dundas Tree By-law No. 4513-99	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
40	Review of Individual Tree Permit not within a Woodland Review of Permit Application to Injure or Destroy Trees - Stoney Creek Tree By-law No. 4401-96:	\$ 50.00	\$ 52.21	Y	4.4%	Target Recovery 100%
41	a) 2 to 10 trees	\$ 26.55	\$ 27.43	Y	3.3%	Target Recovery 100%
42	b) 11 to 20 trees	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
43	c) Greater than 20 trees	\$ 105.31	\$ 109.73	Y	4.2%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Sign By-Law Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>PERMITS FOR SIGNS</b>						
<b>SIGN TYPE</b>						
Mobile Sign						
1	- for 28 consecutive days	\$ 141.00	\$ 147.00	N	4.3%	Target Recovery 100%
2	- for 14 consecutive days	\$ 95.00	\$ 99.00	N	4.2%	Target Recovery 100%
3	Mobile Sign advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 213.00	\$ 222.00	N	4.2%	Target Recovery 100%
4	Sidewalk Sign (per year)	\$ 109.00	\$ 114.00	N	4.6%	Target Recovery 100%
5	Banner (for 28 consecutive days)	\$ 109.00	\$ 114.00	N	4.6%	Target Recovery 100%
6	Banner advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 213.00	\$ 222.00	N	4.2%	Target Recovery 100%
7	Inflatable Sign (for 7 consecutive days)	\$ 109.00	\$ 114.00	N	4.6%	Target Recovery 100%
8	New Home Development Portable Sign (per year)	\$ 70.00	\$ 73.00	N	4.3%	Target Recovery 100%
9	Sign permit fee for any new permanent signs/per property per occasion	\$ 165.00	\$ 172.00	N	4.2%	Target Recovery 100%
10	Sign permit fee for changes to existing signs/per property per occasion	\$ 256.00	\$ 267.00	N	4.3%	Target Recovery 100%
11	Corrugated Plastic Sign (yearly permit fee per location per property)	\$ 165.00	\$ 172.00	N	4.2%	Target Recovery 100%
12	A-frame signs on sidewalks (permit fee for a three-year period)	\$ 171.00	\$ 179.00	N	4.7%	Target Recovery 100%
Digital Boards						
13	Annual Sign Permit Fee	\$ 2,158.00	\$ 2,253.00	N	4.4%	Target Recovery 100%
<b>SIGN VARIANCE APPLICATION</b>						
Sign variance fees appear under "Planning" Division						
<b>ENFORCEMENT FEES</b>						
14	Removal of an Unlawful Permanent Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 274.34	\$ 286.73	Y	4.5%	Target Recovery 100%
15	Storage Charge for an Unlawful Permanent Sign - per sign/day	\$ 69.03	\$ 71.68	Y	3.8%	Target Recovery 100%
16	Removal of an Unlawful Mobile Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$ 274.34	\$ 286.73	Y	4.5%	Target Recovery 100%
17	Storage Charge for an Unlawful Mobile Sign - per sign/day	\$ 69.03	\$ 71.68	Y	3.8%	Target Recovery 100%
18	a) Inspection Fee	\$ 69.03	\$ 71.68	Y	3.8%	Target Recovery 100%
19	Storage Charge for an Unlawful Portable Sign - per sign/day	\$ 38.94	\$ 40.71	Y	4.5%	Target Recovery 100%
20	Annual Inspection Fee (existing non-conforming overhanging signs)	\$ 118.58	\$ 123.89	Y	4.5%	Target Recovery 100%
Note: the permit fees for Ground Signs, Awnings, Canopies, Marquees, Parapet Signs, Projecting Signs, Wall Signs and Billboards appear under "Building Services - Building Permit Fees"						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Lottery Licensing**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	<i>Lottery Licence Application Administration Fee</i>	\$ 72.57	\$ <b>76.11</b>	Y	4.9%	Target Recovery 100%
2	<i>Lottery Licence Fee - Bingo (per event)</i>	\$ 165.00	\$ <b>172.00</b>	N	4.2%	Target Recovery 100%
3	<i>Lottery Licence Fee - Nevada</i>	Up to maximum of 3% prize value	Up to maximum of 3% prize value			
4	<i>Lottery Licence Fee - Raffles</i>	Up to maximum of 3% prize value	Up to maximum of 3% prize value			
5	<i>Lottery Licence Fee - Others</i>	Varies by type and mandated by the province	Varies by type and mandated by the province			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Dog Licenses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Dog Licences - Standard Rate</b>						
1	- spayed/neutered or under 6 months of age	\$ 35.00	\$ 37.00	N	5.7%	Target Recovery 100%
2	- over six months not spayed/neutered	\$ 75.00	\$ 78.00	N	4.0%	Target Recovery 100%
<b>Dog Licences - Senior / Disability Rate</b>						
3	- spayed/neutered or under 6 months of age	\$ 17.00	\$ 18.00	N	5.9%	Target Recovery 100%
4	- over six months not spayed/neutered	\$ 41.00	\$ 43.00	N	4.9%	Target Recovery 100%
5	<b>Dog Licences - Dangerous or Potentially Dangerous Dog</b>	\$ 360.00	\$ 376.00	N	4.4%	Target Recovery 100%
6	Replacement Tag Fee	\$ 5.31	\$ 6.19	Y	16.6%	Target Recovery 100%
7	Late Payment Fee	\$ 19.47	\$ 20.35	Y	4.5%	Target Recovery 100%
8	Valid Licence in another Municipality where the owner has moved to the City of Hamilton within 30 days	\$ 17.00	\$ 18.00	N	5.9%	Target Recovery 100%
Leash Free Fee of \$1.00 is included/charged for every licence sold.						

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Impound Fees (Standard Rate)</b>						
1	Licensed Dog - 1st Offence	\$ 73.00	\$ 76.00	N	4.1%	Target Recovery 100%
2	Licensed Dog - Subsequent Offence	\$ 195.00	\$ 204.00	N	4.6%	Target Recovery 100%
3	Licensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$51.00 per occurrence up to 5 occurrences)	\$ 53.00	\$ 55.00	N	3.8%	Target Recovery 100%
4	Unlicensed Dog - 1st Offence	\$ 115.00	\$ 120.00	N	4.3%	Target Recovery 100%
5	Unlicensed Dog - Subsequent Offence	\$ 195.00	\$ 204.00	N	4.6%	Target Recovery 100%
6	Unlicensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$51.00 per occurrence up to 5 occurrences)	\$ 53.00	\$ 55.00	N	3.8%	Target Recovery 100%
7	Dangerous or Potentially Dangerous Dog	\$ 685.00	\$ 715.00	N	4.4%	Target Recovery 100%
8	Cat ( identified [1] and unidentified)	\$ 29.00	\$ 30.00	N	3.4%	Target Recovery 100%
9	Cat (identified [1] and unidentified)- Subsequent Offence	\$ 45.00	\$ 47.00	N	4.4%	Target Recovery 100%
10	Multiple Small Domestic Animals (up to 6)	\$ 60.00	\$ 63.00	N	5.0%	Target Recovery 100%
11	Other Small Domestic Animal [2]	\$ 28.00	\$ 29.00	N	3.6%	Target Recovery 100%
12	Snake or Reptile	\$ 28.00	\$ 29.00	N	3.6%	Target Recovery 100%
13	Livestock - Small	\$ 155.00	\$ 162.00	N	4.5%	Target Recovery 100%
14	Livestock - Large	\$ 325.00	\$ 339.00	N	4.3%	Target Recovery 100%
<b>Impound Fees (Senior &amp; Person with Disabilities Rate)</b>						
15	Licensed Dog - 1st Offence	\$ 66.00	\$ 69.00	N	4.5%	Target Recovery 100%
16	Licensed Dog - Subsequent Offence	\$ 105.00	\$ 110.00	N	4.8%	Target Recovery 100%
17	Licensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$50.00 per occurrence up to 5 occurrences)	\$ 53.00	\$ 55.00	N	3.8%	Target Recovery 100%
18	Unlicensed Dog - 1st Offence	\$ 105.00	\$ 110.00	N	4.8%	Target Recovery 100%
19	Unlicensed Dog - Subsequent Offence	\$ 169.00	\$ 176.00	N	4.1%	Target Recovery 100%
20	Unlicensed Dog - Subsequent Offence (after initial subsequent offence - increase of \$50.00 per occurrence up to 5 occurrences)	\$ 53.00	\$ 55.00	N	3.8%	Target Recovery 100%
21	Dangerous or Potentially Dangerous Dog	\$ 685.00	\$ 715.00	N	4.4%	Target Recovery 100%
22	Cat (identified [1] and unidentified)	\$ 29.00	\$ 30.00	N	3.4%	Target Recovery 100%
23	Cat (identified [1] and unidentified)- Subsequent Offence	\$ 40.00	\$ 42.00	N	5.0%	Target Recovery 100%
24	Multiple Small Domestic Animals (up to 6)	\$ 50.00	\$ 52.00	N	4.0%	Target Recovery 100%
25	Other Small Domestic Animal [2]	\$ 28.00	\$ 29.00	N	3.6%	Target Recovery 100%
26	Snake or Reptile	\$ 28.00	\$ 29.00	N	3.6%	Target Recovery 100%
27	Livestock - Small	\$ 149.00	\$ 156.00	N	4.7%	Target Recovery 100%
28	Livestock - Large	\$ 307.00	\$ 321.00	N	4.6%	Target Recovery 100%
<b>Live Surrender Fees - [3] (Standard Rate)</b>						
29	Dog (unlicensed)	\$ 184.96	\$ 192.92	Y	4.3%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
30	Dog (licensed)	\$ 146.91	\$ 153.10	Y	4.2%	Target Recovery 100%
31	Cat (unregistered)	\$ 184.96	\$ 192.92	Y	4.3%	Target Recovery 100%
32	Litter (up to 6) - Canine or Feline	\$ 67.27	\$ 69.91	Y	3.9%	Target Recovery 100%
33	a) Inspection Fee	\$ 69.03	\$ 71.68	Y	3.8%	Target Recovery 100%
34	Rabbit (individual)	\$ 67.27	\$ 69.91	Y	3.9%	Target Recovery 100%
35	Multiple Small Domestic Animals (up to 6)	\$ 67.27	\$ 69.91	Y	3.9%	Target Recovery 100%
36	Small Livestock	\$ 132.74	\$ 138.94	Y	4.7%	Target Recovery 100%
<b>Live Surrender Fees - [3] (Senior &amp; Disabled Rate)</b>						
37	Dog (unlicensed)	\$ 146.90	\$ 153.10	Y	4.2%	Target Recovery 100%
38	Dog (licensed)	\$ 108.85	\$ 113.27	Y	4.1%	Target Recovery 100%
39	Cat (not registered)	\$ 146.90	\$ 153.10	Y	4.2%	Target Recovery 100%
40	Litter (up to 6) - Canine or Feline	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
41	Other Small Domestic Animal [4]	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
42	Multiple Small Domestic Animals (up to 5)	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
43	Small Livestock	\$ 123.89	\$ 129.20	Y	4.3%	Target Recovery 100%
<b>Cadaver Surrender Fees (Standard Rate)</b>						
44	Dog	\$ 128.32	\$ 133.63	Y	4.1%	Target Recovery 100%
45	Dog - Small	\$ 57.52	\$ 60.18	Y	4.6%	Target Recovery 100%
46	Cat	\$ 57.52	\$ 60.18	Y	4.6%	Target Recovery 100%
47	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 57.52	\$ 60.18	Y	4.6%	Target Recovery 100%
48	Other Small Domestic Animal [4]	\$ 57.52	\$ 60.18	Y	4.6%	Target Recovery 100%
49	Multiple Small Domestic Animals (up to 5)	\$ 57.52	\$ 60.18	Y	4.6%	Target Recovery 100%
50	Small Livestock	\$ 101.77	\$ 106.19	Y	4.3%	Target Recovery 100%
<b>Cadaver Surrender Fees (Senior &amp; Disabled Rate)</b>						
51	Dog	\$ 99.12	\$ 103.54	Y	4.5%	Target Recovery 100%
52	Dog - Small	\$ 41.59	\$ 43.36	Y	4.3%	Target Recovery 100%
53	Cat	\$ 41.59	\$ 43.36	Y	4.3%	Target Recovery 100%
54	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$ 41.59	\$ 43.36	Y	4.3%	Target Recovery 100%
55	Other Small Domestic Animal [4]	\$ 41.59	\$ 43.36	Y	4.3%	Target Recovery 100%
56	Multiple Small Domestic Animals (up to 5)	\$ 41.59	\$ 43.36	Y	4.3%	Target Recovery 100%
57	Small Livestock	\$ 66.37	\$ 69.03	Y	4.0%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**  
**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Boarding Fees (Standard Rate Per Day)</b>						
58	Dog	\$ 21.00	\$ 22.00	N	4.8%	Target Recovery 100%
59	Dangerous or Potentially Dangerous Dog	\$ 65.00	\$ 68.00	N	4.6%	Target Recovery 100%
60	Cat	\$ 16.00	\$ 17.00	N	6.3%	Target Recovery 100%
61	Other Small Domestic Animal	\$ 10.00	\$ 11.00	N	10.0%	not applicable
62	Small Livestock	\$ 40.00	\$ 42.00	N	5.0%	Target Recovery 100%
63	Large Livestock	\$ 63.00	\$ 66.00	N	4.8%	Target Recovery 100%
<b>Boarding Fee (Senior &amp; Persons with Disabilities Rate - Per Day )</b>						
64	Dog	\$ 15.00	\$ 16.00	N	6.7%	Target Recovery 100%
65	Dangerous or Potentially Dangerous Dog	\$ 65.00	\$ 68.00	N	4.6%	Target Recovery 100%
66	Cat	\$ 10.00	\$ 11.00	N	10.0%	not applicable
67	Other Small Domestic Animal	\$ 10.00	\$ 11.00	N	10.0%	not applicable
68	Small Livestock	\$ 25.00	\$ 26.00	N	4.0%	Target Recovery 100%
69	Large Livestock	\$ 46.00	\$ 48.00	N	4.3%	Target Recovery 100%
<b>Miscellaneous</b>						
70	Vietnamese Pot Bellied Pig Licence	\$ 44.00	\$ 46.00	N	4.5%	Target Recovery 100%
71	Voluntary Cat Registration	\$ 17.00	\$ 18.00	N	5.9%	Target Recovery 100%
72	Quarantine per day - Dog	\$ 41.00	\$ 43.00	N	4.9%	Target Recovery 100%
73	Quarantine per day - Dangerous or Potentially Dangerous Dog	\$ 68.00	\$ 71.00	N	4.4%	Target Recovery 100%
74	Quarantine per day - Cat	\$ 29.00	\$ 30.00	N	3.4%	Target Recovery 100%
75	Hearing Fee re: Dangerous or Potentially Dangerous Dog	\$ 200.00	\$ 209.00	N	4.5%	Target Recovery 100%
76	Microchip implant	\$ 22.12	\$ 23.01	Y	4.0%	Target Recovery 100%
77	Wildlife removal from private trap - euthanasia PRIVATE COMPANY ONLY	\$ 115.04	\$ 120.35	Y	4.6%	Target Recovery 100%
78	Wildlife removal from private trap - release on site	\$ 67.26	\$ 69.91	Y	3.9%	Target Recovery 100%
79	Pet Transport (Ambulance)	\$ 86.73	\$ 90.27	Y	4.1%	Target Recovery 100%
80	Poopbag Refill Bags	\$ 6.19	\$ 7.08	Y	14.3%	not applicable
81	Admin Fee (e.g. for special billing arrangements)	\$ 33.63	\$ 44.25	Y	31.6%	Target Recovery 100%
82	Engraving (Urns)	\$ 14.16	\$ 15.04	Y	6.2%	Target Recovery 100%
83	Special Cremation Fee	\$ 163.72	\$ 170.80	Y	4.3%	Target Recovery 100%
84	Clay Paw Print	\$ 31.86	\$ 33.63	Y	5.6%	Target Recovery 100%
85	Painted Paw Print	\$ 53.10	\$ 55.75	Y	5.0%	Target Recovery 100%
86	Animal Assistance Fee - per hour	\$ 58.41	\$ 61.06	Y	4.5%	Target Recovery 100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Planning & Economic Development**

**Division: Licensing & By-law Services - Animal Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Animal Adoption Fees</b>						
87	Dog/Puppy	\$ 309.74	\$ <b>323.01</b>	Y	4.3%	Target Recovery 100%
88	Dog Senior/Special Needs	30.98-84.08	30.98-84.08	Y		Status quo, relief for Persons with Special Needs and seniors
89	Cat/Kitten	\$ 185.84	\$ <b>193.81</b>	Y	4.3%	Target Recovery 100%
90	Cat Senior/Special Needs	\$30.98-84.08	\$30.98-84.08	Y		Status quo, relief for Persons with Special Needs and seniors
91	Small Domestic Animal/Bird/Other	\$7.08-108.85	\$7.08-108.85	Y		not applicable
92	Snake or Reptile	\$7.08-108.85	\$7.08-108.85	Y		not applicable
<b>Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law):</b>						
Inspection demonstrating non-compliance when there has been an earlier incident of non-compliance:						
93	Initial Inspection	\$ 320.35	\$ 334.51	Y	4.4%	Target Recovery 100%
94	Subsequent Inspection	\$ 164.60	\$ 171.68	Y	4.3%	Target Recovery 100%
Note: an "incident of non-compliance" includes an inspection carried out by the City or by another enforcement agency demonstrating non-compliance.						
95	Administration Fee for requests for file review	\$ 88.50	\$ <b>92.04</b>	Y	4.0%	Target Recovery 100%
[2] Rabbits, rodents, song birds, etc.						
[3] Includes cremation						
[4] Excludes Fish - no charge						
[5] No Charge if animal fatally injured prior to capture or poses bona fide threat						

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department - Fire Inspections**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Inspections of Residential Buildings</b>						
1	Daycares – licensed	\$ 183.98	\$ <b>192.08</b>	Y	4.4%	Increase due to inflationary budget guideline. IDEA consideration granted, full cost recovery waived
2	Daycares – private home	\$ 76.59	\$ <b>79.96</b>	Y	4.4%	Increase due to inflationary budget guideline. IDEA consideration granted, full cost recovery waived
3	Foster care homes	\$ 76.59	\$ <b>79.96</b>	Y	4.4%	Increase due to inflationary budget guideline. IDEA consideration granted, full cost recovery waived
4	Group homes with a capacity of less than or equal to 4	\$ 173.98	\$ <b>181.64</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
5	Group homes with a capacity of more than 4	\$ 578.98	\$ <b>604.47</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
6	Student housing, Bed & Breakfast, Lodging house	\$ 578.98	\$ <b>604.47</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
7	Residential buildings with 1 dwelling	\$ 151.99	\$ <b>158.67</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
8	Residential buildings with 2 dwellings	\$ 578.98	\$ <b>604.47</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
9	Residential buildings with less than 4 stories and more than 2 dwelling units	\$ 866.99	\$ <b>905.13</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
10	Residential buildings with 4 - 6 stories	\$ 1,088.14	\$ <b>1,136.02</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
11	Residential buildings with 7 - 11 stories	\$ 1,398.01	\$ <b>1,459.51</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
12	Residential buildings with 12 - 18 stories	\$ 2,045.00	\$ <b>2,135.00</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
13	Residential buildings with more than 18 stories	\$ 2,368.98	\$ <b>2,473.23</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
<b>Inspections of Non-Residential Buildings</b>						
14	Non-residential buildings with less than 5 stories and less than 3,000 sq. ft per floor	\$ 670.00	\$ <b>699.48</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
15	Non-residential buildings with less than 5 stories and 3,000 sq. ft to 5,000 sq. ft per floor	\$ 751.02	\$ <b>784.06</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
16	Non-residential buildings with less than 5 stories and more than 5,000 sq. ft per floor	\$ 911.99	\$ <b>952.12</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
17	Non-residential buildings with 5 or more stories and less than 3,000 sq. ft per floor	\$ 993.01	\$ <b>1,036.70</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
18	Non-residential buildings with 5 or more stories and 3,000 to 5,000 sq. ft per floor	\$ 1,073.98	\$ <b>1,121.24</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
19	Non-residential buildings with 5 or more stories and more than 5,000 sq. ft per floor	\$ 1,236.02	\$ <b>1,290.40</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**  
**Division: Hamilton Fire Department - Fire Inspections**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Other Inspections</b>						
20	AGCO liquor licence – indoor	\$ 381.99	\$ 398.80	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
21	AGCO liquor licence – patio	\$ 235.00	\$ 245.34	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
22	Municipal business licence	\$ 266.99	\$ 278.74	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
23	Open air burning	\$ 260.00	\$ 271.44	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
24	Rental Housing License	\$ 246.14	\$ 246.14	Y	0.0%	No change based on approval of report from 2022 - PED21097/LS21022
25	Alternative Solutions Review for Ontario Fire Code	\$ 956.02	\$ 998.08	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
26	Fire Safety Plan Review - 3rd or subsequent review	\$ 206.99	\$ 216.10	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
<b>All Re-Inspections</b>						
27	2nd or subsequent re-inspection	\$ 165.00	\$ 172.26	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
<b>Permits</b>						
28	Family fireworks sale permit – store	\$ 413.01	\$ 431.18	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
29	Family fireworks sale permit – trailer	\$ 459.73	\$ 479.96	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
<b>Risk and Safety Management Plan Reviews (RSMPs) for Propane Facilities</b>						
30	Level 2 propane facility (propane volume > 5K water gallons) – first RSMP	\$ 3,461.99	\$ 3,614.32	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
31	Level 2 propane facility (propane volume > 5K water gallons) – renewal RSMP	\$ 1,796.02	\$ 1,875.04	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
32	Level 2 propane facility (propane volume > 5K water gallons) – new RSMP resulting from modification or expansion of the propane facility	\$ 2,481.99	\$ 2,591.20	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
33	Level 1 propane facility (propane volume ≤ 5K water gallons) – all RSMPs	\$ 471.99	\$ 492.76	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Responses for Motor vehicle**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Responses for Motor vehicles</b>						
1	Within City, for a motor vehicle owned by a person who does not reside in the City (motor vehicle owner) Fee per Fire Department vehicle for the 1st hour divided equally among motor vehicle owners if more than one motor vehicle	\$ 762.22	\$ <b>795.75</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
2	Each Additional Hour (In Half Hour Increments)	\$ 376.41	\$ <b>393.01</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Response for Open Air Burning**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Response for Open Air Burning</b>						
1	Non-compliance with the Open Air Burning By-law including non-compliance with a permit issued under the By-law – second or subsequent response in a 12 month period (property owner) Fee per Fire Department vehicle for the 1st hour	\$ 813.01	\$ <b>848.76</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
2	Each Additional Hour (In Half Hour Increments)	\$ 376.46	\$ <b>393.01</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Open Air Burning Permit**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Open Air Burning Permit</b>						
1	Open air burning permit	\$ 27.25	\$ 28.45	N	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Extraordinary Costs**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Extraordinary Costs</b>						
1	Costs in addition to costs ordinarily incurred to eliminate an emergency or risk, preserve property or evidence, or to investigate, including but not limited to: - renting equipment (e.g. specialized equipment); - hiring contractors; - hiring professional services (e.g. engineering services); - using consumable materials (e.g. foam) - replacing damaged equipment (e.g. bunker gear, firefighting hose); or - purchasing materials (e.g. shoring lumber)	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Full Cost Recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - False Alarm Fees**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Triggering alarm not including testing alarm:</b>						
1	4th or subsequent response in a 30 day period. Current fee is based on single vehicle response. Operating fees to be commensurate with total number of apparatus on scene	\$ 803.68	\$ 839.07	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
2	6th or subsequent response in a calendar year. Current fee is based on single vehicle response. Operating fees to be commensurate with total number apparatus on scene	\$ 803.68	\$ 839.07	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
3	Testing alarm without notification to Fire Department (property owner)	\$ 803.68	\$ 839.07	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Response for Natural Gas Leaks**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Response for Natural Gas Leaks</b>						
1	Failure to obtain Utility Service Locate (property owner) Fee per Fire Department vehicle for the 1st hour	\$ 762.22	\$ <b>795.75</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	Each Additional Hour (In Half Hour Increments)	\$ 363.01	\$ <b>378.98</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Fire Department - Fee For Service**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Reports / Letters / File Searches</b>						
1	Fire Department incident report	\$ 71.99	\$ <b>75.18</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	Clearance/status letter	\$ 55.00	\$ <b>57.43</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
3	Outstanding work order file search	\$ 163.01	\$ <b>170.18</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
<b>Fire Routes</b>						
4	Establishing new fire routes or reviewing existing fire routes	\$ 538.01	\$ <b>561.68</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
<b>Events</b>						
5	Non-emergency stand-by for events (per vehicle)	\$ 528.85	\$ <b>552.12</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
6	Full cost recovery for crew	Full Cost Recovery	<b>Full Cost Recovery</b>	Y	N/A	Full Cost Recovery
7	Approvals for pyrotechnic and firework displays and film shoot pyrotechnics	\$ 378.01	\$ <b>394.65</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
8	Capacity cards per room (upon request)	\$ 296.02	\$ <b>309.07</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Hamilton Paramedic Service**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Special Event Coverage</b>						
1	Event coverage - 1 Ambulance & 2 Paramedics - min. 4 hours	\$ 1,076.55	\$ <b>1,123.92</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	- Each Additional Hour (In Half Hour Increments)	\$ 269.69	\$ <b>281.56</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
3	Event coverage - First Response Unit & 1 Paramedic - min. 4 hours	\$ 838.19	\$ <b>875.07</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
4	- Each Additional Hour (In Half Hour Increments)	\$ 209.69	\$ <b>218.92</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
<b>Ambulance Reports/Investigations</b>						
5	Copy of Ambulance Call Reports to Outside Agencies	\$ 91.33	\$ <b>95.35</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
6	Investigative Interview of Paramedics by Outside Agencies (Per Hour)	\$ 164.56	\$ <b>171.80</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
<b>Preceptor Fees</b>						
7	Paramedic Student Equipment Fee	\$ 63.32	\$ <b>66.11</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
8	Paramedic Student Preceptor Fee - Primary Care Paramedic (Per Hour)	\$ 2.21	\$ <b>2.31</b>	Y	4.5%	Increase due to inflationary budget guideline - already at full cost recovery.
9	Paramedic Student Preceptor Fee - Advanced Care Paramedic (Per Hour)	\$ 3.19	\$ <b>3.33</b>	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Long Term Care**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Macassa Lodge</b>						
1	Day Program - All Day	\$ 24.54	\$ 25.62	N	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
<b>Wentworth Lodge</b>						
2	Meals-on-Wheels	\$ 7.78	\$ 8.12	N	4.4%	Increase due to inflationary budget guideline - already at full cost recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Chedoke Green Fees-Beddoe (Effective January 1, 2024)</b>						
1	Monday to Thursday - 18 Holes	\$ 44.54	\$ 47.44	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 51.81	\$ 55.18	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 39.38	\$ 41.94	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 44.54	\$ 47.44	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
5	Junior (18&under) - after 11 am	\$ 29.01	\$ 30.90	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
6	Twilight - Monday to Thursday	\$ 31.08	\$ 33.10	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
7	Twilight - Fri/Sat/Sun/Holidays	\$ 36.27	\$ 38.63	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
8	9 Hole - Monday to Thursday	\$ 25.89	\$ 27.57	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
9	9 Hole - Fri/Sat/Sun/Holidays	\$ 29.01	\$ 30.90	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
10	9 Hole Senior (60&up) - Monday to Thursday	\$ 22.80	\$ 24.28	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
11	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 24.86	\$ 26.48	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
12	Sunset - after 6pm	\$ 25.89	\$ 27.58	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
13	Spring/Fall Green Fees (walking)	\$ 33.84	\$ 36.04	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
14	League Fee with cart (9 holes)	\$ 29.01	\$ 30.90	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
15	League Fee with cart (18 holes)	\$ 33.84	\$ 36.04	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
16	Tournament Green Rate (Monday - Thursday)	\$ 56.08	\$ 59.73	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
17	Tournament Green Rate (Friday - Sunday)	\$ 62.84	\$ 66.93	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
18	Sell off Rate (18 holes)	\$ 26.10	\$ 27.80	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Chedoke Green Fees - Martin (Effective January 1, 2024)</b>						
19	Monday to Thursday - 18 Holes	\$ 34.19	\$ 36.41	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
20	Fri/Sat/Sun/Holidays - 18 Holes	\$ 39.38	\$ 41.93	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
21	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 30.05	\$ 32.00	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
22	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 33.16	\$ 35.31	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
23	Junior (18&under) - after 11 am	\$ 22.80	\$ 24.28	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
24	Twilight - Monday to Thursday	\$ 23.84	\$ 25.38	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
25	Twilight - Fri/Sat/Sun/Holidays	\$ 27.97	\$ 29.79	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
26	9 Hole - Monday to Thursday	\$ 19.68	\$ 20.96	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
27	9 Hole - Fri/Sat/Sun/Holidays	\$ 21.76	\$ 23.17	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
28	9 Hole Senior (60&up) - Monday to Thursday	\$ 17.62	\$ 18.76	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
29	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$ 18.65	\$ 19.86	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
30	Sunset - after 6pm	\$ 19.68	\$ 20.96	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
31	Spring/Fall Green Fees (walking)	\$ 24.17	\$ 25.74	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
32	League Fee with cart (9 holes)	\$ 24.17	\$ 25.74	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
33	League Fee with cart (18 holes)	\$ 29.01	\$ 30.90	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
34	Tournament Green Rate (Monday - Thursday)	\$ 47.38	\$ 50.46	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
35	Tournament Green Rate (Friday - Sunday)	\$ 52.22	\$ 55.61	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
36	Sell off Rate (18 holes)	\$ 20.31	\$ 21.63	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
37	Winter Golf Green Fee	\$ 22.24	\$ 23.68	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Chedoke Beddoe (only) Advantage Packs (Effective January 1, 2024)</b>						
38	12 Rounds	\$ 487.44	\$ 519.13	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
39	24 Rounds	\$ 916.55	\$ 976.12	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Chedoke Golf Memberships (Effective January 1, 2024)</b>						
40	Beddoe & Martin - Adult - any day	\$ 2,066.78	\$ 2,201.12	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
41	Beddoe & Martin - Couples - any day	\$ 3,616.84	\$ 3,851.96	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024 with 50% off second membership
42	Beddoe & Martin - Junior (18 & under) - any day	\$ 518.00	\$ 550.28	Y	6.2%	Target Recovery 100%-75% discount from adult rate
43	Beddoe & Martin - Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 1,550.08	\$ 1,650.84	Y	6.5%	Target Recovery 100%-25% discount from adult rate
44	Beddoe & Martin - Weekday (excluding holidays)	\$ 1,550.08	\$ 1,650.84	Y	6.5%	Target Recovery 100%-25% discount from adult rate
45	Beddoe & Martin - Intermediate (19-34)	N/A	\$ 1,100.56	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
46	Martin-Adult	\$ 1,346.77	\$ 1,434.31	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
47	Martin-Couples	\$ 2,356.84	\$ 2,510.05	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024 with 50% off second membership
48	Martin-Junior (18 & under) - any day	\$ 362.59	\$ 358.58	Y	-1.1%	Target Recovery 100%-75% discount from adult rate
49	Martin-Senior (60 & over) - Monday to Friday only, excluding holidays	\$ 1,010.08	\$ 1,075.73	Y	6.5%	Target Recovery 100%-25% discount from adult rate
50	Martin-Weekday - excluding holidays	\$ 1,010.08	\$ 1,075.73	Y	6.5%	Target Recovery 100%-25% discount from adult rate
51	City Wide - Adult	\$ 2,687.36	\$ 2,862.04	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
52	City Wide - Couples	\$ 4,506.47	\$ 5,008.57	Y	11.1%	Target Recovery 100%-Base increase of 6.5% for 2024 with 50% off second membership
53	City Wide - Senior	\$ 1,954.45	\$ 2,146.53	Y	9.8%	Target Recovery 100%-25% discount from adult rate
54	City Wide - Weekday - excluding holidays	\$ 2,035.89	\$ 2,146.53	Y	5.4%	Target Recovery 100%-25% discount from adult rate
55	City Wide - Intermediate Membership (19 - 34) - Any day	\$ 1,032.93	\$ 1,100.56	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
56	City Wide - Intermediate Membership (19 - 35)	\$ 1,417.41	\$ 1,431.02	Y	1.0%	Target Recovery 100%-50% off adult rate
57	City Wide - Junior (18 and under)	\$ 674.15	\$ 715.51	Y	6.1%	Target Recovery 100%-75% discount from adult rate

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Recreation - Golf Courses

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Flex Pass - Chedoke - Beddoe (Effective January 1, 2024)</b>						
<i>Flex Pass Characteristics - ADULT</i>						
58	Activation Fee to Purchase Pass - One Time Fee	\$ 298.18	\$ 317.56	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
59	Peak Green Fee (25% off before 11am)	\$ 34.85	\$ 37.11	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
60	Non-Peak Green Fee (40% off)	\$ 27.89	\$ 29.70	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
61	Activation Fee to Purchase Pass - One Time Fee	\$ 253.18	\$ 269.63	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
62	Peak Green Fee (25% off before 11am)	\$ 29.88	\$ 31.83	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
63	Non-Peak Green Fee (40% off)	\$ 23.91	\$ 25.46	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<i>Flex Pass Characteristics - ADULT</i>						
64	Activation Fee to Purchase Pass - One Time Fee	\$ 298.18	\$ 317.56	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
65	Peak Green Fee (25% off before 11am)	\$ 20.92	\$ 22.28	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
66	Non-Peak Green Fee (40% off)	\$ 20.92	\$ 22.28	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
67	Activation Fee to Purchase Pass - One Time Fee	\$ 253.18	\$ 269.63	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
68	Peak Green Fee (25% off before 11am)	\$ 17.93	\$ 19.10	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
69	Non-Peak Green Fee (40% off)	\$ 17.93	\$ 19.10	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Golf Carts - All Courses (Effective January 1, 2024)</b>						
70	9 hole pull cart	\$ 2.99	\$ 3.19	Y	6.6%	Target Recovery 100%-Base increase of 6.5% for 2024
71	18 hole pull cart	\$ 4.98	\$ 5.30	Y	6.4%	Target Recovery 100%-Base increase of 6.5% for 2024
72	18 hole power cart	\$ 33.86	\$ 36.06	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
73	18 hole power cart - single rider	\$ 18.91	\$ 20.14	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
74	9 hole power cart	\$ 19.92	\$ 21.21	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
75	9 hole power cart - single rider	\$ 9.96	\$ 10.61	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
76	Sunset (After 6pm) Power cart	\$ 9.96	\$ 10.61	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
77	League Cart	N/A	\$ 9.43	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
78	Cart Package - 10 Rides	N/A	\$ 159.28	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
79	Cart Package - 20 Rides	N/A	\$ 309.14	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
80	Cart Package - 30 Rides	N/A	\$ 437.31	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
81	Cart Package - 40 Rides	N/A	\$ 550.40	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
82	Cart Package - Unlimited	N/A	\$ 778.48	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
<b>Rental Fees</b>						
83	Club Storage	N/A	\$ 113.09	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
84	Locker Rental	N/A	\$ 42.41	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
85	Club Rental - 18 Holes	N/A	\$ 18.85	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report
<b>Notes:</b>						
Golf Assoc of Ont (GOA) Fee is added on top of regular fee.						
Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Recreation - Golf Courses

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>King's Forest Green Fees (Effective January 1, 2024)</b>						
1	Monday to Thursday - 18 Holes	\$ 62.16	\$ 66.20	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
2	Fri/Sat/Sun/Holidays - 18 Holes	\$ 70.46	\$ 75.03	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$ 47.67	\$ 50.77	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$ 54.92	\$ 58.48	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
5	Junior (18&under) - after 11 am	\$ 33.16	\$ 35.31	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
6	Twilight - Monday to Thursday	\$ 40.40	\$ 43.03	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
7	Twilight - Fri/Sat/Sun/Holidays	\$ 44.54	\$ 47.44	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
8	9 Hole - Any day	\$ 33.16	\$ 35.31	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
9	9 Hole Senior (60&up) - Any day	\$ 27.97	\$ 29.79	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
10	Spring/Fall Green Fees (walking)	\$ 43.50	\$ 46.33	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
11	League Fee with cart (9 holes)	\$ 38.68	\$ 41.20	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
12	League Fee with cart (18 holes)	\$ 43.50	\$ 46.33	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
13	Tournament Green Rate (Monday - Thursday)	\$ 72.51	\$ 77.23	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
14	Tournament Green Rate (Friday - Sunday)	\$ 80.24	\$ 85.46	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
15	Sell off Rate (18 holes)	\$ 35.77	\$ 38.10	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
16	Disc Golf - 18 holes	\$ 6.00	\$ 6.39	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
17	Disc Golf - per day	\$ 10.00	\$ 10.65	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
18	Simulated Golf - per hour weekdays	\$ 40.00	\$ 42.60	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
19	Simulated Golf - per hour weekends	\$ 45.00	\$ 47.93	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>King's Forest (only) Advantage Packs (Effective January 1, 2024)</b>						
20	12 Rounds	\$ 664.41	\$ 707.60	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
21	24 Rounds	\$ 1,285.94	\$ 1,369.52	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>King's Forest Golf Memberships (Effective January 1, 2024)</b>						
22	King's Forest -Adult	\$ 2,174.80	\$ 2,316.16	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
23	King's Forest -Couples	\$ 3,913.69	\$ 4,053.29	Y	3.6%	Target Recovery 100%-Base increase of 6.5% for 2024 with 50% off second membership
24	King's Forest -Junior (18&under) - any day	\$ 519.15	\$ 579.04	Y	11.5%	Target Recovery 100%-75% discount from adult rate
25	King's Forest -Senior (60 & over) Monday to Friday only, excluding holidays	\$ 1,552.06	\$ 1,737.12	Y	11.9%	Target Recovery 100%-25% discount from adult rate
26	King's Forest - Intermediate (19-34)	N/A	\$ 1,222.30	Y	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
27	King's Forest -Weekday	\$ 1,603.56	\$ 1,737.12	Y	8.3%	Target Recovery 100%-25% discount from adult rate
28	City Wide - Adult	\$ 2,688.56	\$ 2,862.04	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
29	City Wide - Couples	\$ 4,506.47	\$ 5,008.57	Y	11.1%	Target Recovery 100% 50% off second membership
30	City Wide-Senior	\$ 1,954.45	\$ 2,146.53	Y	9.8%	Target Recovery 100%-25% discount from adult rate
31	City Wide - Weekday	\$ 2,035.89	\$ 2,146.53	Y	5.4%	Target Recovery 100%-25% discount from adult rate
32	City Wide - Intermediate Membership (19 - 34) - Any day	\$ 1,147.70	\$ 1,158.08	Y	0.9%	Target Recovery 100%-60% discount from adult rate
33	City Wide - Junior (18 and under)	\$ 674.15	\$ 715.51	Y	6.1%	Target Recovery 100%-75% discount from adult rate
34	City Wide - Immediate (19-35)	\$ 1,417.41	\$ 1,431.02	Y	1.0%	Target Recovery 100%-50% discount from adult rate
35	Main banquet room rental - Special Event - Hourly Rate	\$ 57.80	\$ 61.56	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
36	Lower Banquet room rental - Special Event - Hourly Rate	\$ 42.12	\$ 44.86	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
37	Special Event Fee	\$ 250.00	\$ 266.25	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
38	Special Event Gratuity	\$ 50.00	\$ 53.25	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
39	Disc Golf - Fall/Winter Membership	\$ 100.00	\$ 106.50	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Flex Pass - King's Forest (Effective January 1, 2024)</b>						
<i>Flex Pass Characteristics - ADULT</i>						
40	Activation Fee to Purchase Pass - One Time Fee	\$ 298.18	\$ 317.56	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
41	Peak Green Fee (25% off before 11am)	\$ 49.80	\$ 53.04	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
42	Non-Peak Green Fee (40% off)	\$ 39.84	\$ 42.43	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<i>Flex Pass Characteristics - SENIOR (60+)</i>						
43	Activation Fee to Purchase Pass - One Time Fee	\$ 253.18	\$ 269.63	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
44	Peak Green Fee (25% off before 11am)	\$ 40.82	\$ 43.48	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
45	Non-Peak Green Fee (40% off)	\$ 32.87	\$ 35.00	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<b>Golf Carts - All Courses (Effective January 1, 2024)</b>						
46	9 hole pull cart	\$ 2.99	\$ 3.19	Y	6.6%	Target Recovery 100%-Base increase of 6.5% for 2024
47	18 hole pull cart	\$ 4.98	\$ 5.30	Y	6.4%	Target Recovery 100%-Base increase of 6.5% for 2024
48	18 hole power cart	\$ 33.86	\$ 36.06	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
49	18 hole power cart - single rider	\$ 18.91	\$ 20.14	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
50	9 hole power cart	\$ 19.92	\$ 21.21	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
51	9 hole power cart - single rider	\$ 9.96	\$ 10.61	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation - Golf Courses**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
52	Sunset (After 6pm) Power cart	\$ 9.96	\$ 10.61	Y	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
<p><b>Notes:</b></p> <p>Golf Assoc of Ont (GOA) Fee is added on top of regular fee.</p> <p>Tournament Rates are based by weekday or weekend tournaments and at a percentage of 10% less than the regular green fee and golf cart prices.</p>						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>User Group Ice Rates (Hourly)</b> (Effective July 1, 2024)						
1	Prime Time Non Subsidized	\$ 325.83	\$ <b>335.60</b>	Y	3.0%	Target Recovery 50%-Holding at 3% due to market constraints
2	Prime Time Subsidized - 43% Discount from Standard Rate	\$ 176.10	\$ <b>191.29</b>	Y	8.6%	Target Recovery 50%-43% discount from non-subsidized rate
3	Non Prime Time	\$ 244.37	\$ <b>251.70</b>	Y	3.0%	Target Recovery 50%-Holding at 3% due to market constraints
4	Non Prime Time Subsidized - 43% Discount from Standard Rate	\$ 176.10	\$ <b>143.47</b>	Y	-18.5%	Target Recovery 50%-Affiliate discount applied to both prime and non-prime ice; not expecting affiliate groups to utilize non-prime hours of ice
5	Tournaments (Subsidized Groups Only)	\$ 244.37	\$ <b>251.70</b>	Y	3.0%	Target Recovery 50%-Holding at 3% due to market constraints
6	Summer Ice Non Subsidized	\$ 352.19	\$ <b>456.58</b>	Y	29.6%	Target Recovery 50%-Adjusted to achieve 6.5% increase from affiliate price
7	Summer Ice Subsidized - 43% Discount from Standard Rate	\$ 244.37	\$ <b>260.25</b>	Y	6.5%	Target Recovery 50%-43% discount from non-subsidized rate
8	Last Minute Ice (48 Hours Prior to Use, Non-Refundable)	\$ 176.10	\$ <b>150.00</b>	Y	-14.8%	Target Recovery 50%-Lowering price in order to incentivize groups to fill short term availabilities
9	Shooter Pad (1 Hour)	\$ 30.22	\$ <b>32.18</b>	Y	6.5%	Target Recovery 50%-Base increase of 6.5% for 2024
10	Shooter Pad (1 Hour) (Block Booking >50 hours)	\$ 22.66	\$ <b>24.13</b>	Y	6.5%	Target Recovery 50%-Base increase of 6.5% for 2024

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Admission fees applied to patrons upon entering Recreation Centres, Outdoor Pools, Arenas and Seniors' Facilities for non-registered drop-in programming.</b> Infant - 0 to 36 months (Free) Child/Youth - 3 to 17 years Adult - 18 to 54 years Seniors - 55+ years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address						
<b>Recreation Centre &amp; Pool Admission Fees</b> (Effective July 1, 2024) Applied to drop-in gym programs as well as drop-in swimming programs which are staff supervised but not lead by an instructor.						
1	Single Admit (Child/Youth/Senior)	\$ 3.37	\$ 3.52	Y	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
2	Single Admit (Adult)	\$ 5.03	\$ 5.25	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
3	Single Admit (Fitness)	\$ 8.26	\$ 8.63	Y	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
4	Single Admit (Fitness Specialty)	\$ 9.86	\$ 10.29	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
5	Single Admit (Fun Night)	\$ 6.66	\$ 6.95	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
6	Single Admit (Initiative Program)	\$ 2.21	\$ 2.70	Y	22.2%	Target Recovery 35% -Adjusting to match with Senior - Single Admit
7	Aqua Bike Rental	\$ 6.10	\$ 6.37	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
8	10 Visit Clip Card (Child/Youth/Senior)	\$ 24.54	\$ 25.62	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
9	10 Visit Clip Card (Adult)	\$ 37.74	\$ 39.40	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
10	Monthly Pass (Child/Youth/Senior)	\$ 13.46	\$ 14.05	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
11	Monthly Pass (Adult)	\$ 20.11	\$ 20.99	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
12	3 Monthly Pass (Child/Youth/Senior)	\$ 36.34	\$ 37.94	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
13	3 Monthly Pass (Adult)	\$ 54.29	\$ 56.68	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
14	Yearly Pass (Child/Youth/Senior)	\$ 46.70	\$ 48.76	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
15	Yearly Pass (Senior RFAP Clients)	\$ 11.69	\$ 12.20	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
16	Yearly Pass (Adult)	\$ 110.71	\$ 115.58	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
17	Yearly Pass (Adult RFAP Clients)	\$ 27.69	\$ 28.91	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints

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## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
18	Yearly Pass (Replacement Card)	\$ 5.28	\$ 5.51	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
19	Non-Resident Fee Applied to Clip Cards & Yearly Pass Rates Above	\$ 14.70	\$ 15.35	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
20	Promotional Pass (Youth) (20 pack with expiration date)	\$ 10.93	\$ 11.41	Y	4.4%	Target Recovery 35% -
<b>Waterfit Admission Fees (Effective July 1, 2024)</b>						
<i>Applied to instructor lead drop-in water fitness programs.</i>						
21	Single Admit (Senior)	\$ 2.46	\$ 2.70	Y	9.8%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
22	Single Admit (Adult)	\$ 5.53	\$ 5.78	Y	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
23	Single Admit (Warm Water Exercise) (Adult)	\$ 6.92	\$ 7.22	Y	4.3%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
24	Single Admit (Warm Water Exercise) (Senior)	\$ 5.54	\$ 5.79	Y	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
25	Warm Water Exercise (Senior Centre Partnership)	\$ 3.24	\$ 3.39	Y	4.6%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
26	Monthly Pass (Senior)	\$ 8.09	\$ 8.89	Y	9.9%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
27	Monthly Pass (Adult)	\$ 22.92	\$ 23.93	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
28	3 Monthly Pass (Senior)	\$ 22.45	\$ 24.70	Y	10.0%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
29	3 Monthly Pass (Adult)	\$ 61.89	\$ 64.61	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
30	10 Visit Clip Card (Senior)	\$ 18.95	\$ 20.85	Y	10.0%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
31	10 Visit Clip Card (Adult)	\$ 41.51	\$ 43.33	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
32	Yearly Pass (Senior)	\$ 81.55	\$ 89.71	Y	10.0%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
33	Yearly Pass (Senior RFAP Clients)	\$ 40.78	\$ 42.58	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
34	Yearly Pass (Adult)	\$ 210.13	\$ 219.37	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
35	Yearly Pass (Adult RFAP Clients)	\$ 105.06	\$ 109.69	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
36	Yearly Pass (Replacement Card)	\$ 5.28	\$ 5.51	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
37	Non-Resident Fee Applied to Clip Cards, Yearly and Monthly Pass Rates Above	\$ 14.70	\$ 15.35	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Arena Admission Fees (Effective July 1, 2024)</b>						
<i>Applied to drop-in skating programs which are staff supervised but not lead by an instructor.</i>						
38	Single Admit (Child/Youth/Senior)	\$ 3.37	\$ 3.52	Y	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
39	Single Admit (Adult)	\$ 5.03	\$ 5.25	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
40	Shinny (Adult)	\$ 7.78	\$ 8.12	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
41	Shinny (Youth/Senior)	\$ 5.21	\$ 5.44	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
42	Figure Skating Ticket Ice	\$ 13.37	\$ 13.95	Y	4.3%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
43	10 Visit Clip Card Shinny (Adult)	\$ 58.32	\$ 60.88	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
44	10 Visit Clip Card Shinny (Youth/Senior)	\$ 39.00	\$ 40.71	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
45	10 Visit Clip Card Figure Skating Ticket Ice	\$ 100.18	\$ 104.59	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
46	Yearly Pass (Child/Youth/Senior)	\$ 42.21	\$ 44.07	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
47	Yearly Pass (Adult)	\$ 64.75	\$ 67.60	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
48	Yearly Pass (Replacement Card)	\$ 5.28	\$ 5.51	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
49	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 14.70	\$ 15.35	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
50	Promotional Pass (Youth) (20 pack with expiration date)	\$ 10.93	\$ 11.41	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
<b>Senior Facility Admission Fees (Effective July 1, 2024)</b>						
<i>Applied to all users (age 55+) of the facility based on the facility's status with the municipality as either "Club" or "Centre" designation.</i>						
51	Single Admit	\$ 2.59	\$ 2.70	Y	4.2%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
52	Yearly Pass (Senior Centre)	\$ 35.04	\$ 36.58	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
53	Non-Resident Fee Applies to Yearly Pass Rates Above	\$ 14.70	\$ 15.35	Y	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy & Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<p>Registered program fees are applied to instructional classes and charged once for the duration of the class. All registered program fees listed below are based on a single unit fee and multiplied by the number of classes to establish the full program fee unless specified.</p> <p>Preschool - 0 to 5 years Child - 6 to 12 years Youth - 13 to 17 years Adult - 18 to 54 years Seniors - 55+ years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address</p>						
<b>Aquatic Programs (Effective July 1, 2024)</b>						
1	Adult - Fitness Aqua Spinning (1 Hour Class)	\$ 9.17	\$ 10.08	Y	10.0%	Recovery Target 35% -Aligned with market comparators
2	Learn to Swim Program - Parented (30 Minute Class)	\$ 6.77	\$ 7.45	N	10.0%	Recovery Target 35% -Aligned with market comparators
3	Learn to Swim Program (30 Minute Class)	\$ 7.62	\$ 8.39	N	10.0%	Recovery Target 35% -Aligned with market comparators
4	Learn to Swim Program (45 Minute Class)	\$ 8.41	\$ 9.25	N	10.0%	Recovery Target 35% -Aligned with market comparators
5	Learn to Swim Program (45 Minute Class) (Senior)	\$ 6.73	\$ 7.40	Y	10.0%	Recovery Target 35% -Aligned with market comparators
6	Private Lesson - Semi (30 Minute Class)/per class	\$ 22.52	\$ 27.03	N	20.0%	Recovery Target 50% -Aligned with market comparators
7	Private Lesson - Tri (30 Minute Class)/per class	\$ 16.89	\$ 20.27	N	20.0%	Recovery Target 50% -Aligned with market comparators
8	Private Lesson (30 Minute Class)/per class	\$ 28.15	\$ 33.78	N	20.0%	Recovery Target 50% -Aligned with market comparators
9	Swim Patrol Program (1 Hour Class)	\$ 8.41	\$ 9.25	N	10.0%	Recovery Target 35% -Aligned with market comparators
10	Warm Water Exercise (45 Minute Class)	N/A	\$ 7.61	Y	n/a	Recovery Target 35% -New item added in 2023 included in 2024 user fee report
11	Non-Resident Fee Applies to All of the Above Rates	\$ 1.64	\$ 1.74	Y	6.4%	Recovery Target 35% -Base increase of 6.5% for 2024
<b>Aquatic Leadership Programs (Effective July 1, 2024)</b>						
<i>Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee.</i>						
12	Bronze Cross	\$ 115.09	\$ 122.57	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
13	Bronze Medallion with Emergency First Aid	\$ 135.71	\$ 144.53	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
14	Bronze Medallion/Bronze Cross Recertification	\$ 71.41	\$ 76.05	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
15	Bronze Star	\$ 99.46	\$ 105.92	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
16	Lifesaving Society Aquatic Safety Inspector	\$ 82.26	\$ 87.60	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
17	Lifesaving Society Aquatic Supervisor Training (AST)	\$ 91.85	\$ 97.82	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
18	Lifesaving Society Aquatic Supervisor Training (AST) Instructor	\$ 95.97	\$ 102.21	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
19	Lifesaving Society Assistant Instructors	\$ 162.66	\$ 173.23	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
20	Lifesaving Society Combined Instructors	\$ 230.87	\$ 245.88	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy & Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
21	Lifesaving Society Examiner	\$ 45.58	\$ 48.54	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
22	Lifesaving Society First Aid Instructor	\$ 114.82	\$ 122.28	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
23	Lifesaving Society Safeguard	\$ 27.43	\$ 29.21	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
24	Lifesaving Society SEE Auditor	\$ 27.43	\$ 29.21	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
25	Lifesaving Society Standard First Aid	\$ 91.85	\$ 97.82	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
26	Lifesaving Society Standard First Aid (Senior)	\$ 73.48	\$ 78.26	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
27	Lifesaving Society Standard First Aid Recertification	\$ 67.19	\$ 71.56	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
28	Lifesaving Society Trainer	\$ 144.30	\$ 153.68	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
29	National Lifeguard	\$ 230.87	\$ 245.88	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
30	National Lifeguard Instructor Course	\$ 80.96	\$ 86.22	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
31	National Lifeguard Recertification	\$ 50.94	\$ 54.25	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
32	Swim for Fitness 13+	\$ 75.06	\$ 79.94	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
33	Swim for Fitness 6-12 years	\$ 75.65	\$ 80.57	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
34	Swim Abilities (12 Weeks) (1 Hour Class)	\$ 89.49	\$ 95.31	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
35	Synchro Routines/Diving Competition (1 Day)	\$ 10.05	\$ 10.70	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
36	Synchro/Diving (45 Minute Class)	\$ 78.82	\$ 83.95	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
37	Synchro/Diving (45 Minute Class) (Senior)	\$ 63.06	\$ 67.16	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
38	Synchro/Diving Program - Add-on Fee (45 Minute Class)	\$ 2.21	\$ 2.35	N	6.3%	Recovery Target 35% -Base increase of 6.5% for 2024
39	Withdrawal Fee	\$ 26.25	\$ 27.96	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
40	Non-Resident Fee Applies to All of the Above Rates	\$ 14.70	\$ 15.66	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
<b>Programs (Effective July 1, 2024)</b>						
<i>All Facilities - Applied to all facilities unless otherwise identified</i>						
41	Adult - Art/Music Program (1 Hour Class)	\$ 5.58	\$ 6.13	Y	9.9%	Recovery Target 35% -Aligned with market comparators
42	Adult - Dance/Fitness Program - Specialty (1 Hour Class)	\$ 8.22	\$ 9.04	Y	10.0%	Recovery Target 35% -Aligned with market comparators
43	Adult - Dance/Fitness Program (1 Hour Class)	\$ 6.89	\$ 7.58	Y	10.0%	Recovery Target 35% -Aligned with market comparators
44	Adult - Friday Framers Program (2 Hour Class)	\$ 3.15	\$ 3.47	N	10.0%	Recovery Target 35% -Aligned with market comparators
45	Adult - Sport Program (Non-Instructed) (2 Hour Class)	\$ 6.54	\$ 7.20	Y	10.0%	Recovery Target 35% -Aligned with market comparators
46	Camp without trip – Camp Kidaca Base Fee (5 day)	\$ 28.58	\$ 31.44	N	10.0%	Recovery Target 35% -Aligned with market comparators
47	Camp Specialty Add-On Fee (per day)	\$ 18.69	\$ 20.56	N	10.0%	Recovery Target 35% -Aligned with market comparators
48	Camp Trip Add-On Fee (per trip)	\$ 28.14	\$ 32.32	N	14.9%	Recovery Target 35% -Adjusted based on increasing cost of bus transportation
49	Child - Home Alone Course (online)	\$ 26.25	\$ 28.88	Y	10.0%	Recovery Target 35% -Aligned with market comparators

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy & Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
50	Child - Music (Piano) (1 Hour Class)	\$ 15.21	\$ 16.74	N	10.0%	Recovery Target 35% -Aligned with market comparators
51	Child - Program (1 Hour)	\$ 4.18	\$ 4.60	N	10.0%	Recovery Target 35% -Aligned with market comparators
52	Child - Smash Volleyball League (1.5 Hour Class)	\$ 10.26	\$ 11.28	N	10.0%	Recovery Target 35% -Aligned with market comparators
53	Child - No Limit Basketball	N/A	\$ 9.40	N	n/a	Recovery Target 35% -New item added in 2023 included in 2024 user fee report
54	High Five (PHCD) Certification (8 Hour Class - includes manual)	\$ 68.97	\$ 75.87	N	10.0%	Recovery Target 35% -Aligned with market comparators
55	Preschool - Parented Program (1 Hour Class)	\$ 4.07	\$ 4.48	N	10.1%	Recovery Target 35% -Aligned with market comparators
56	Preschool - Program (1 Hour Class)	\$ 5.58	\$ 6.13	N	9.9%	Recovery Target 35% -Aligned with market comparators
57	Senior - Dance/Fitness Program (1 Hour Class)	\$ 5.51	\$ 6.06	Y	10.0%	Recovery Target 35% -Aligned with market comparators
58	Senior - Dance/Fitness Program - Specialty (1 Hour Class)	\$ 6.58	\$ 7.24	Y	10.1%	Recovery Target 35% -Aligned with market comparators
59	Senior - Art/Music Program (1 Hour Class)	\$ 4.46	\$ 4.91	Y	10.1%	Recovery Target 35% -Aligned with market comparators
60	Senior - Sport Program (Non-Instructed) (2 Hour Class)	\$ 5.23	\$ 5.75	Y	10.0%	Recovery Target 35% -Aligned with market comparators
61	Senior - SALC Funded Programming	N/A	\$ 3.13	Y	n/a	Recovery Target 35% -New item added in 2023 included in 2024 user fee report
62	Special Needs (3 Hours, 12 Weeks)	\$ 12.31	\$ 13.54	N	10.0%	Recovery Target 35% -Aligned with market comparators
63	Special Needs Fitness/Cooking (3 Hours, 6 Weeks)	\$ 16.66	\$ 18.33	N	10.0%	Recovery Target 35% -Aligned with market comparators
64	Youth - Leadership (20 Hours)	N/A	\$ 51.99	N	n/a	Recovery Target 35% -New fee - Youth leadership now a 20 hour program
65	Youth - Fitness Program (1 Hour Class)	\$ 5.37	\$ 5.90	N	9.9%	Recovery Target 35% -Aligned with market comparators
66	Late Pick-Up Fee (Per Each Half Hour)	\$ 10.50	\$ 12.00	N	14.3%	Recovery Target 35% -10% increase rounded up to nearest dollar
67	Program Unenrollment Fee	\$ 5.88	\$ 6.26	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
68	Withdrawal Fee (Camps)	\$ 26.25	\$ 27.96	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
69	Withdrawal Fee (Registered Programs)	\$ 5.88	\$ 6.26	Y	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
70	Non-Resident Fee Applies to All of the Above Rates	\$ 1.64	\$ 1.74	Y	6.1%	Recovery Target 35% -Base increase of 6.5% for 2024

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Sports Field Rentals (Effective January 1, 2024)</b>						
1	Field/Diamond-A (Hourly)	\$ 42.08	\$ 44.82	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
2	Field/Diamond-A-Youth Affiliated (Hourly) - 50% Discount from Standard Rate	\$ 21.04	\$ 22.41	Y	6.5%	Target Recovery 35%- 50% discount from base rate
3	Field/Diamond-B (Hourly)	\$ 29.22	\$ 31.13	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
4	Field/Diamond-B-Youth Affiliated (Hourly) - 50% Discount from Standard Rate	\$ 14.62	\$ 15.57	Y	6.5%	Target Recovery 35%- 50% discount from base rate
5	Field/Diamond-C (Hourly)	\$ 4.98	\$ 5.64	Y	13.3%	Target Recovery 35%- To achieve 6.5% increase on the affiliated rate an additional adjustment needed to the base rate
6	Field/Diamond-C-Youth Affiliated (Hourly) - 50% Discount from Standard Rate	\$ 2.65	\$ 2.82	Y	6.4%	Target Recovery 35%- 50% discount from base rate
7	Field-MINI (Hourly)	\$ 3.43	\$ 4.23	Y	23.3%	Target Recovery 35%- To achieve 6.5% increase on the affiliated rate an additional adjustment needed to the base rate
8	Field-MINI-Youth Affiliated (Hourly) - 50% Discount from Standard Rate	\$ 1.98	\$ 2.12	Y	6.8%	Target Recovery 35%- 50% discount from base rate
9	Class A Artificial Turf (Hourly)	\$ 142.39	\$ 151.66	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
10	Class A Artificial Turf - Youth/Outdoor Affiliated (Hourly) - 50% Discount from Standard Rate	\$ 71.20	\$ 75.83	Y	6.5%	Target Recovery 35%- 50% discount from base rate
11	Class C - Pickleball 12 Court Block	N/A	\$ 63.64	Y	n/a	Target Recovery 35%- New item added in 2023 included in 2024 user fee report
<b>Hall Rentals (Effective July 1, 2024)</b>						
<b>Category A - Premium Community Rooms/Auditorium/Lobby</b>						
12	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 22.83	\$ 31.84	Y	39.5%	Target Recovery 35%- 50% discount from standard rate
13	Hourly Rate - Standard	\$ 53.71	\$ 63.68	Y	18.6%	Target Recovery 35%- Aligned with market comparators
14	Hourly Rate - Commercial/Non-Resident	\$ 80.58	\$ 82.78	Y	2.7%	Target Recovery 35%- 30% premium from standard rate
<b>Category B - Standard Community Rooms</b>						
15	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 18.27	\$ 19.77	Y	8.2%	Target Recovery 35%- 50% discount from standard rate
16	Hourly Rate - Standard	\$ 39.13	\$ 39.53	Y	1.0%	Target Recovery 35%- Aligned with market comparators
17	Hourly Rate - Commercial/Non-Resident	\$ 65.23	\$ 51.39	Y	-21.2%	Target Recovery 35%- 30% premium from standard rate
<b>Category C - Basic Community Rooms</b>						
18	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 5.23	\$ 12.27	Y	134.5%	Target Recovery 35%- 50% discount from standard rate
19	Hourly Rate - Standard	\$ 15.66	\$ 24.53	Y	56.6%	Target Recovery 35%- Aligned with market comparators
20	Hourly Rate - Commercial/Non-Resident	\$ 26.10	\$ 31.89	Y	22.2%	Target Recovery 35%- 30% premium from standard rate
<b>Gym Rentals (Effective July 1, 2024)</b>						
<b>Category A - Premium Gym 6000 Sq Ft+ (ARC Double, WMT Double, Central, BMRC Double)</b>						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
21	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 39.38	\$ 42.64	Y	8.3%	Target Recovery 35%- 50% discount from standard rate
22	Hourly Rate - Standard	\$ 78.75	\$ 85.29	Y	8.3%	Target Recovery 35%- Aligned with HWDSB rate
23	Hourly Rate - Commercial/Non-Resident	\$ 118.13	\$ 127.93	Y	8.3%	Target Recovery 35%- 50% premium from standard rate
<b>Category B - Gym 3500-6000Sq Ft+ (Ancaster Single, Dundas, Huntington, Bennetto, WMT Single)</b>						
24	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 33.18	\$ 35.93	Y	8.3%	Target Recovery 35%- 50% discount from standard rate
25	Hourly Rate - Standard	\$ 66.36	\$ 71.87	Y	8.3%	Target Recovery 35%- Aligned with HWDSB rate
26	Hourly Rate - Commercial/Non-Resident	\$ 99.12	\$ 107.35	Y	8.3%	Target Recovery 35%- 50% premium from standard rate
<b>Category C - Gym - 3000-3499 (BMRC single, Winona)</b>						
27	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 16.59	\$ 17.97	Y	8.3%	Target Recovery 35%- 50% discount from standard rate
28	Hourly Rate - Standard	\$ 33.18	\$ 35.93	Y	8.3%	Target Recovery 35%- Aligned with HWDSB rate
29	Hourly Rate - Commercial/Non-Resident	\$ 49.77	\$ 53.90	Y	8.3%	Target Recovery 35%- 50% premium from standard rate
<b>Parks (Effective July 1, 2024)</b>						
30	Parks - Hamilton Pavilion (Per Booking)	\$ 81.81	\$ 87.12	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
31	Parks - Hamilton (Per Booking)	\$ 115.21	\$ 122.69	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
32	Parks - Hamilton (Hourly)	\$ 14.40	\$ 15.34	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
33	Parks - Hamilton Premium (Per Booking)	\$ 375.59	\$ 400.00	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
34	Parks - Hamilton - Wedding Ceremony/Photos (Per Booking)	\$ 198.78	\$ 211.70	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
35	Parks - Special Event Exclusive Use Fee (Select Locations Only) (Per Booking)	\$ 862.29	\$ 918.34	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
<b>Pool Rentals (Effective July 1, 2024)</b>						
<b>Category A - Specialty Pools (With 2 Lifeguards) (Stoney Creek, Westmount, Valley Park)</b>						
36	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 146.27	\$ 124.62	Y	-14.8%	Target Recovery 35%- adjusted for market comparators
37	Hourly Rate - Standard	\$ 234.03	\$ 249.25	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
38	Hourly Rate - Commercial/Non-Resident	\$ 363.54	\$ 324.02	Y	-10.9%	Target Recovery 35%- adjusted for market comparators
39	Slide Rental (Hourly)	\$ 109.12	\$ 48.70	Y	-55.4%	Target Recovery 35%- adjusted for market comparators
<b>Category B - Traditional Pools (With 2 Lifeguards) (All Other Facilities)</b>						
40	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$ 69.53	\$ 80.04	Y	15.1%	Target Recovery 35%- 50% discount from standard rate
41	Hourly Rate - Standard	\$ 146.27	\$ 160.08	Y	9.4%	Target Recovery 35%- Aligned with market comparators
42	Hourly Rate - Commercial/Non-Resident	\$ 234.03	\$ 208.10	Y	-11.1%	Target Recovery 35%- adjusted for market comparators

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Recreation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Category C - Hot/Teach Pool (With 1 Lifeguard)</b>						
43	Hourly Rate -Subsidized - 50% Discount from Standard Rate	\$ 36.73	\$ <b>64.03</b>	Y	74.3%	Target Recovery 35%- adjusted for market comparators
44	Hourly Rate - Standard	\$ 80.02	\$ <b>128.06</b>	Y	60.0%	Target Recovery 35%- adjusted for market comparators
45	Hourly Rate - Commercial/Non-Resident	\$ 128.04	\$ <b>166.48</b>	Y	30.0%	Target Recovery 35%- adjusted for market comparators
<b>Arena Floor Rates (Effective July 1, 2024)</b>						
46	Arena Floor Hamilton (Hourly)	\$ 54.74	\$ <b>58.29</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
47	Arena Special Event - Standard (Hourly)	\$ 118.18	\$ <b>125.86</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
48	Arena Special Event - Commercial/Non-Resident (Per Booking)	\$ 1,365.53	\$ <b>1,454.28</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
<b>Extra Rental Fees (Effective July 1, 2024)</b>						
49	Arena Event Cleaning Charge (Per Booking)	\$ 204.72	\$ <b>218.03</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
50	Arena Overtime (Per Booking)	\$ 409.79	\$ <b>436.43</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
51	Field & Park - Lights (Hourly)	\$ 15.21	\$ <b>18.00</b>	Y	18.4%	Target Recovery 35%
52	Field & Park - Lights - Subsidized (Hourly) - 50% Discount from Standard Rate	\$ 8.45	\$ <b>9.00</b>	Y	6.5%	Target Recovery 35%- 50% discount standard rate
53	Field & Park - Lights - Key Deposit	\$ 32.14	\$ <b>34.23</b>	N	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
54	Field & Park - Hydro Access Fee (Per Booking)	\$ 7.10	\$ <b>7.56</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
55	Flat Fee Damage Charge (Per Booking)	\$ 388.33	\$ <b>413.57</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
56	Gym/Kitchen Equipment (Hourly)	\$ 11.11	\$ <b>11.83</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
57	Flat Fee Kitchen Sanitization	\$ 67.52	\$ <b>71.90</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
58	Flat Fee Set-up Full Gym (Per Booking)	\$ 244.93	\$ <b>260.85</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
59	Flat Fee Set-up Half Gym (Per Booking)	\$ 122.63	\$ <b>130.60</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
60	Flat Fee Set-up Meeting Room (Per Booking)	\$ 63.50	\$ <b>67.63</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
61	Parking Lot (Spot/Day) (Special Events Only)	\$ 7.38	\$ <b>7.86</b>	Y	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
62	Rental Amendment	\$ 5.88	\$ <b>6.26</b>	Y	6.5%	Target Recovery 100%- Base increase of 6.5% for 2024
63	Insurance Fee	\$ 5.88	\$ <b>6.26</b>	Y	6.5%	Target Recovery 100%- Base increase of 6.5% for 2024
64	Staff - Monitor/Additional Staffing/Arena Staff (Hourly)	\$ 29.66	\$ <b>35.18</b>	Y	18.6%	Target Recovery 100%- Adjusted for estimated staff hourly rate + benefits
65	Staff - Supervisor - Onsite/Extra Lifeguard/Waterfit Instructor (Hourly)	\$ 45.02	\$ <b>53.09</b>	Y	17.9%	Target Recovery 100%- Adjusted for estimated staff hourly rate + benefits

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Inspection Fees (in addition to fees collected for Planning and/or Fire)</b>						
1	Migrant Farm Worker Housing	\$ 138.50	\$ <b>144.25</b>	Y	4.2%	100%
2	Lodging House	\$ 120.35	\$ <b>125.66</b>	Y	4.4%	
3	Residential Care Facilities - annual/per bed	\$ 70.80	\$ <b>74.34</b>	Y	5.0%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Inspection Fees (in addition to fees collected for Planning and/or Fire)</b>						
1	Food Safety Fee - High Risk	\$ 226.55	\$ <b>236.28</b>	Y	4.3%	75%
2	Food Safety Fee - Medium Risk	\$ 103.54	\$ <b>107.96</b>	Y	4.3%	75%
3	Food Safety Fee - Low Risk	\$ 52.21	\$ <b>54.87</b>	Y	5.1%	75%
4	Bed and Breakfast	\$ 103.54	\$ <b>107.96</b>	Y	4.3%	100%
5	Refreshment Vehicle - Class A	\$ 103.54	\$ <b>107.96</b>	Y	4.3%	100%
6	Refreshment Vehicle - Class B	\$ 103.54	\$ <b>107.96</b>	Y	4.3%	100%
7	Refreshment Vehicle - Class C	\$ 52.21	\$ <b>54.87</b>	Y	5.1%	100%
8	Tobacco Vendors - Inspection per Licence	\$ 211.06	\$ <b>220.35</b>	Y	4.4%	100%
9	Electronic Cigarettes - Inspection per Licence	\$ 67.70	\$ <b>70.80</b>	Y	4.6%	100%
10	Personal Services Settings Fee	\$ 126.55	\$ <b>132.12</b>	Y	4.4%	75%
11	Property Status Reports (Work Orders) - No Inspection	\$ 56.19	\$ <b>58.41</b>	Y	3.9%	100%
12	Funeral Home Inspection	\$ 67.70	\$ <b>70.80</b>	Y	4.6%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Healthy Environments</b>						
1	Special Events/Festivals - (per vendor/per event) - Inspection	\$ 38.50	\$ <b>39.82</b>	Y	3.4%	Recovery set at 25% based on affordability considerations
2	Special Events Late Fee - Inspection	\$ 29.20	\$ <b>30.09</b>	Y	3.0%	Recovery set at 25% based on affordability considerations

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Healthy and Safe Communities**

**Division: Public Health Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Healthy Environments</b>						
1	Food Handlers Course (per person) - No Inspection	\$ 56.19	\$ <b>58.41</b>	Y	3.9%	100%
2	Food Handler Training Challenge Exam - No Inspection	\$ 11.06	\$ <b>11.55</b>	Y	4.4%	100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Engineering Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Digital Records Fee per Search	\$ 31.73	\$ 33.13	Y	4.4%	
2	Annual Login Account fee to Engineering/Consultants	\$ 317.32	\$ 331.28	Y	4.4%	
3	City Specification Manual	\$ 101.65	<b>FREE</b>			Manual is free Online
4	Reports - Environmental Assessments and Master Plans	\$ 16.07	\$ 16.78	Y	4.4%	
5	Additional Digital Record Images	\$ 0.11	\$ 3.00	Y	2627.3%	Updated to reflect costs
Intrusive Environmental Investigations on City Owned Property:						
6	General Administration Fee - Application Review by SEP	\$ 281.15	\$ 293.52	Y	4.4%	
7	General Administration Fee - Application Workplan Review by Design	\$ 281.15	\$ 293.52	Y	4.4%	
8	Agreement Preparation Fee	\$ 143.00	\$ 149.29	Y	4.4%	
9	Field Review (Utility Co-ordinator Call Out)	\$ 261.05	\$ 272.54	N	4.4%	
10	Compliance Requests	\$ 113.30	\$ 118.29	N	4.4%	
11	Lawyer Fees - Inquiries	cost + 7% admin fee	cost + 7% admin fee			
12	Road Cut Permit Fees (EP)	\$ 640.25	\$ 668.43	N	4.4%	
13	Municipal Consent permit fees (MC) Short Stream	\$ 640.25	\$ 668.43	N	4.4%	
14	Municipal Consent permit fees (MC) Long Stream	\$ 1,280.30	\$ 1,336.63	N	4.4%	
15	Access Permits - Commercial or Multiple Dwelling	\$ 130.95	\$ 136.71	N	4.4%	
16	Overland Permit Annual - Overdimensional	\$ 311.10	\$ 324.79	N	4.4%	
17	Overload Permit Annual- Per tonne Overweight	\$ 225.10	\$ 235.01	N	4.4%	
18	Administration Invoice Processing Fee	\$ 70.44	\$ 73.54	Y	4.4%	
19	Overload Permit Single Trip	\$ 155.55	\$ 162.39	N	4.4%	
20	Encroachments on Road Allowance - Application Fee (excludes Outdoor Boulevard Cafes)	\$ 353.39	\$ 368.94	Y	4.4%	
21	Encroachments - Annual Fee (excludes Outdoor Boulevard Cafes and Areaways)	\$ 68.12	\$ 71.12	Y	4.4%	
22	Encroachments - Outdoor Blvd. Cafes - Application Fee	\$ 1,717.77	\$ 1,793.35	Y	4.4%	
23	Encroachments - Temporary ROW Use	\$ 122.80	\$ 128.20	Y	4.4%	
24	Encroachments - Compliance Requests & Discharge Agreements	\$ 113.28	\$ 118.27	Y	4.4%	
25	Active Encroachments - Annual Fee - Utility Corridors	Cost + 7%	Cost + 7%			
26	Permanent Road Closure Application Fee	\$ 5,048.65	\$ 5,270.79	N	4.4%	Additional charges applicable for cost of Environmental Assessment and Advertising
27	Formal Consultation for Permanent Road/Alley Closure & ROW Project Application Fee	\$ 1,145.00	\$ 1,195.38	N	4.4%	
28	Temporary Lane Occupancy	\$ 56.70	\$ 59.20	N	4.4%	
29	Temporary Sidewalk & Boulevard Occupancy	\$ 122.80	\$ 128.20	N	4.4%	
30	Temporary Road Closure - Special Events & Filming	\$ 747.95	\$ 300.00	N	-59.9%	Adjusted to reflect estimated cost
31	Temporary Full Road Closure	\$ 1,607.65	\$ 1,678.39	N	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Mum Show Admissions - Adult (13 - 54 years old)	\$ 7.08	\$ 8.33	Y	17.7%	60%
2	Mum Show Admissions - Seniors (55+ years old) and Children (6 - 12 years old)	\$ 6.20	\$ 7.42	Y	19.7%	60%
3	Mum Show Admissions - Family Rate ( 2 Adults, 2 Children)	\$ 20.35	\$ 22.45	Y	10.3%	60%
4	Mum Show Admissions - Week Pass	\$ 21.25	\$ 23.45	Y	10.4%	60%
5	Mum Show Admissions - Tour Group (20 people)	\$ 106.19	\$ 114.65	Y	8.0%	60%
6	Mum Show School Tour - Full Class	\$ 106.19	\$ 114.65	Y	8.0%	60%
7	Floral Show Marketplace Vendor Rental (12' by 6') / per day - minimum of 5 days	na	\$ 37.50	Y	na	
8	Floral Show Café Vendor Rental (12' by 12') / per day - minimum of 5 days	na	\$ 37.50	Y	na	
9	Roadway tree trimming - per tree	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
10	Work done for others Forestry - Priced per job	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
11	New Development Tree Installation (and minimum replacement value of tree) <b>Permit for work performed on, in or under a public tree (#10-#11):</b>	\$ 695.79	\$ 726.40	Y	4.4%	
12	- Minor: small scale project not requiring review of a Tree Management Plan	\$ 59.20	\$ 65.12	Y	10.0%	
13	- Major: larger scale project requiring review of a Tree Management Plan	\$ 295.76	\$ 325.34	Y	10.0%	
14	Removal of a public tree for a private individual or entity	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
15	"Loss of Canopy calculations using the Trunk Formula technique from the Guide for Plant Appraisal, 10th Edition"	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
16	Wedding photos in Greenhouse - before 5 pm (2 hour block)	\$ 251.00	\$ 262.04	Y	4.4%	
17	Wedding photos in Greenhouse - after 5 pm (2 hour block)	\$ 334.00	\$ 348.70	Y	4.4%	
18	Work done for others by Horticulture - Priced per job	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
19	Gage Park Electronic Sign (Programming)	\$ 111.50	\$ 116.41	Y	4.4%	
20	Gage Park Tropical Greenhouse Rental - half day (4 hrs.) between 9am and 5pm	\$ 369.00	\$ 391.14	Y	6.0%	
21	Gage Park Tropical Greenhouse Rental - full day (7 hrs.) between 9am and 5pm	\$ 520.00	\$ 551.20	Y	6.0%	
22	Gage Park Tropical Greenhouse Rental - Evening between 5pm and 11pm.	\$ 625.00	\$ 662.50	Y	6.0%	
23	Park/Pavilion Rental - Bleacher Rental - First Day**	\$ 596.28	\$ 622.52	Y	4.4%	N/A
24	Park/Pavilion Rental - Bleacher Rentals - Additional Days**	\$ 399.25	\$ 416.82	Y	4.4%	N/A
25	Work done for others by Parks Maintenance - Priced per Job	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee			
26	Park amenity donation - Priced per job Commemorative Program	Full Cost Recovery	Full Cost Recovery			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
27	Temporary Parks Construction Access Permit Application Fee - per application	\$ 195.00	\$ <b>203.58</b>	N	4.4%	N/A
28	Cost to Repair Damage	Full Cost Recovery	<b>Full Cost Recovery</b>			
29	Temporary Parks Access Permit Security Deposit - per application	\$ 1,000.00	\$ <b>1,000.00</b>	N	0.0%	N/A
30	Stage Rental -Priced per job	Full Cost Recovery	<b>Full Cost Recovery</b>			
31	Per parking space per day	\$ 17.00	\$ <b>17.75</b>	Y	4.4%	N/A
32	Fence Cost Share Program - Application Fee	\$ 195.00	\$ <b>203.58</b>	Y	4.4%	N/A
33	Parks Director Consent Permit		\$ <b>50.00</b>	Y	N/A	N/A
<p>** In addition to the fees noted with a **, users pay 100% of the cost of delivery, set-up and takedown of bleachers</p>						

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Interment of an Adult at Standard Depth (6-ft)	\$ 1,210.00	\$ 1,265.00	Y	4.5%	
2	Interment of an Adult at Double Depth (8-ft)	\$ 1,505.00	\$ 1,570.00	Y	4.3%	
3	Entombment in a Mausoleum Crypt - includes sealing	\$ 720.00	\$ 750.00	Y	4.2%	
4	Interment of a Child - Stillborn - Case up to 24"	\$ 250.00	\$ 260.00	Y	4.0%	
5	Interment of a Child - Case 25" to 72" - Standard Depth (6-ft)	\$ 750.00	\$ 785.00	Y	4.7%	
6	Interment of a Child - Case 25" to 72" - Double Depth (8-ft)	\$ 1,010.00	\$ 1,055.00	Y	4.5%	
7	Interment of Cremated Remains - Urn Garden Grave	\$ 485.00	\$ 505.00	Y	4.1%	
8	Interment of Cremated Remains - Columbarium Niche	\$ 410.00	\$ 430.00	Y	4.9%	
9	Interment of Cremated Remains - Ceremonial (Woodland Only)	\$ 410.00	\$ 430.00	Y	4.9%	
10	Interment - Second set of cremated remains with another burial	\$ 110.00	\$ 115.00	Y	4.5%	
11	Interment Rights purchased before January 1, 1955 - Care & Maintenance	\$ 260.00	\$ 270.00	Y	3.8%	
12	Interment Late Fee (for Funeral arriving > 30 minutes after ETA)	\$ 220.00	\$ 230.00	Y	4.5%	
13	Surcharge for Cremated Remains Internment with Urn Vault	\$ 110.00	\$ 115.00	Y	4.5%	
14	Surcharge for Interment on Saturday - Traditional Burial - 8:30am to 11:00am	\$ 890.00	\$ 930.00	Y	4.5%	
15	Surcharge for Interment on Saturday - Cremated Remains - 8:30am to 11:00am	\$ 700.00	\$ 730.00	Y	4.3%	
16	Surcharge for Interment on Sundays, Statutory, Non-Statutory and Civic Holiday - Traditional Burial - 8:30am to 11:30am	\$ 2,280.00	\$ 2,380.00	Y	4.4%	
17	Surcharge for Interment on Sundays, Statutory, Non-Statutory and Civic Holiday - Cremated Remains - 8:30am to 11:30am	\$ 1,540.00	\$ 1,610.00	Y	4.5%	
18	Interment - Lowering: Adult - from 6ft to 8 ft - Shell	\$ 4,490.00	\$ 4,690.00	Y	4.5%	
19	Interment - Lowering: Adult - from 6ft to 8 ft - Vault or Crypt	\$ 3,745.00	\$ 3,910.00	Y	4.4%	
20	Interment - Lowering: Child - from 6ft to 8 ft - Shell	\$ 1,960.00	\$ 2,045.00	Y	4.3%	
21	Interment - Lowering: Child - from 6ft to 8 ft - Vault or Crypt	\$ 1,630.00	\$ 1,700.00	Y	4.3%	
22	Interment - Scattering (Woodland Tranquility Gardens and Mount Hamilton Natural Burial Section only) - includes \$25.00 Care and maintenance fee as per Bereavement Authority of Ontario (BAO)	\$ 435.00	\$ 455.00	Y	4.6%	
23	Interment - Scattering + Memorialization (Woodland Tranquility Gardens and Mount Hamilton Natural Burial Section only) - includes \$25.00 care and maintenance fee as per BAO	\$ 700.00	\$ 730.00	Y	4.3%	
24	Interment - Removal: Adult - 6-ft No Outer Container (Shell)	\$ 3,995.00	\$ 4,170.00	Y	4.4%	
25	Interment - Removal: Adult - 8-ft No Outer Container (Shell)	\$ 4,995.00	\$ 5,215.00	Y	4.4%	
26	Interment - Removal: Adult - 6-ft Outer Container (Vault or Crypt)	\$ 3,230.00	\$ 3,370.00	Y	4.3%	
27	Interment - Removal: Adult - 8-ft Outer Container (Vault or Crypt)	\$ 3,955.00	\$ 4,130.00	Y	4.4%	
28	Interment - Removal: Child - 6-ft No Outer Container (Shell)	\$ 1,190.00	\$ 1,240.00	Y	4.2%	
29	Interment - Removal: Child - 8-ft No Outer Container (Shell)	\$ 1,600.00	\$ 1,670.00	Y	4.4%	
30	Interment - Removal: Child - 6-ft Outer Container (Vault or Crypt)	\$ 955.00	\$ 995.00	Y	4.2%	
31	Interment - Removal: Child - 8-ft Outer Container (Vault or Crypt)	\$ 1,465.00	\$ 1,530.00	Y	4.4%	
32	Disinterment of Cremated Remains - Urn Garden Grave	\$ 485.00	\$ 505.00	Y	4.1%	
33	Disinterment of Cremated Remains - Columbarium Niche	\$ 410.00	\$ 430.00	Y	4.9%	
34	Lot Sale - Singles-in-a-Row (At Need Only)	\$ 1,295.00	\$ 1,350.00	Y	4.2%	

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
35	Lot Sale - Single Flat Marker Only	\$ 2,300.00	\$ 2,400.00	Y	4.3%	
36	Lot Sale- Green/Natural Section	\$ 2,375.00	\$ 2,480.00	Y	4.4%	
37	Lot Sale - Single Monument Lot	\$ 3,015.00	\$ 3,150.00	Y	4.5%	
38	Lot Sale - Two Grave Flat Marker Only	\$ 4,600.00	\$ 4,800.00	Y	4.3%	
39	Lot Sale - Three Grave Flat Marker Only	\$ 6,900.00	\$ 7,205.00	Y	4.4%	
40	Lot Sale- Four Grave Flat Marker Only	\$ 9,200.00	\$ 9,605.00	Y	4.4%	
41	Lot Sale - Two Grave Monument	\$ 4,800.00	\$ 5,010.00	Y	4.4%	
42	Lot Sale - Three Grave Monument	\$ 7,200.00	\$ 7,515.00	Y	4.4%	
43	Lot Sale - Four Grave Monument	\$ 9,600.00	\$ 10,020.00	Y	4.4%	
44	Lot Sale - Veteran's Grave Section 18 - Woodland Only	\$ 1,145.00	\$ 1,195.00	Y	4.4%	
45	Lot Sale - Child: Stillborn - Case up to 24": C&M Portion	\$ 175.00	\$ 185.00	Y	5.7%	
46	Lot Sale - Child 72"	\$ 570.00	\$ 595.00	Y	4.4%	
47	Lot Sale - Mausoleum Crypt	\$ 3,295.00	\$ 3,440.00	Y	4.4%	
48	Lot Sale - Cremation Urn Garden Grave	\$ 1,110.00	\$ 1,160.00	Y	4.5%	
49	Lot Sale - Green/Natural Section - Cremation Grave	\$ 1,110.00	\$ 1,160.00	Y	4.5%	
50	Lot Sale - Cremation Urn Garden Grave - (Woodland and Premium)	\$ 1,465.00	\$ 1,530.00	Y	4.4%	
51	Lot Sale - Cremation Urn Garden Grave - (with monument privileges)	\$ 1,700.00	\$ 1,775.00	Y	4.4%	
52	Lot Sale - Garden Stone interment right	\$ 1,465.00	\$ 1,530.00	Y	4.4%	
53	Lot Sale - Two Grave 6ft Burials Sections ONLY	\$ 3,560.00	\$ 3,715.00	Y	4.4%	
54	Lot Sale - Two Grave Monument (Woodland Sec 14)	\$ 6,850.00	\$ 7,150.00	Y	4.4%	
55	Lot Sale - Three Grave Monument (Woodland Sec 14)	\$ 10,275.00	\$ 10,725.00	Y	4.4%	
56	Lot Sale - Four Grave Monument (Woodland Sec 14)	\$ 13,700.00	\$ 14,305.00	Y	4.4%	
57	Niche Sale - Bronze Wreath Plaque	\$ 3,260.00	\$ 3,405.00	Y	4.4%	
58	Niche Sale - Monument engraved plaque	\$ 2,590.00	\$ 2,705.00	Y	4.4%	
59	Niche Sale - Ceremonial (Woodland only)	\$ 1,855.00	\$ 1,935.00	Y	4.3%	
60	Niche Sale - Lower Level (Rows 1, 2, 6)	\$ 2,390.00	\$ 2,495.00	Y	4.4%	
61	Niche Sale - Upper Level (Rows 3-5)	\$ 3,155.00	\$ 3,295.00	Y	4.4%	
62	Niche Sale - Woodland Tranquility Gardens - Rows 3, 4 (bottom) and Hamilton Cemetery Columbarium Number Two - Rows 1, 2, 6	\$ 5,650.00	\$ 5,900.00	Y	4.4%	
63	Niche Sale - Woodland Tranquility Gardens - Rows 1, 2 (top) and Hamilton Cemetery Columbarium Number Two - 3, 4, 5	\$ 6,230.00	\$ 6,505.00	Y	4.4%	
64	Bronze Plaque (10" x 10") - Woodland Tranquility Gardens and Hamilton Cemetery Columbarium Number Two Niches ONLY	\$ 850.00	\$ 885.00	Y	4.1%	
65	Niche Sale - Premium (Row 1,2,6)(Hamilton Cemetery Columbarium Number One)	\$ 4,310.00	\$ 4,500.00	Y	4.4%	
66	Niche Sale - Premium (Row3,4,5) (Hamilton Cemetery Columbarium Number One)	\$ 5,135.00	\$ 5,360.00	Y	4.4%	
67	Interment Rights - for Cremation Bench Location	\$ 2,780.00	\$ 2,900.00	Y	4.3%	
68	Cremation Bench - for use with purchased Interment Rights	Starting from \$6110	Starting from \$6380			
69	Non-Resident Surcharge for All Cemetery Services = 25% + HST		\$ 0.25			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Environmental Services - Cemeteries**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
70	Markers and Foundations - Concrete Foundation Pouring - per square inch of surface area to a depth of 5-ft	\$ 148.00	\$ 155.00	Y	4.7%	
71	Markers and Foundations - Foundation Removal Fee	Full Cost Recovery	Full Cost Recovery			
72	Markers and Foundations - Marker Setting Fee: 12" x 10" - Flat Marker (No C&M)	\$ 175.00	\$ 185.00	Y	5.7%	
73	Markers and Foundations - Marker Setting Fee: Child's 18" x 14" Flat Marker (Plus C&M)	\$ 195.00	\$ 205.00	Y	5.1%	
74	Markers and Foundations - Marker Setting Fee: All other size Flat Marker - maximum size 24" x 18" (Plus C&M)	\$ 275.00	\$ 285.00	Y	3.6%	
75	Markers and Foundations - Marker Setting Fee: DVA Flat Marker: plus C&M	\$ 235.00	\$ 245.00	Y	4.3%	
76	Markers and Foundations - Marker Setting Fee: Bronze Vase	\$ 275.00	\$ 285.00	Y	3.6%	
77	Markers and Foundations - Marker Setting Fee: DVA Upright Marker: plus C&M	\$ 210.00	\$ 220.00	Y	4.8%	
78	Care & Maintenance - Flat Marker (173 inches or greater)	\$ 100.00	\$ 100.00	Y	0.0%	
79	Care & Maintenance - DVA Flat Marker	\$ 100.00	\$ 100.00	Y	0.0%	
80	Care & Maintenance - Small Foundations (up to 38" x 14" or 532 sq. inches)	\$ 200.00	\$ 200.00	Y	0.0%	
81	Care & Maintenance - Large Foundations (greater than 532 sq. inches)	\$ 400.00	\$ 400.00	Y	0.0%	
82	Care & Maintenance - DVA Upright Marker	\$ 200.00	\$ 200.00	Y	0.0%	
83	BAO Oversight Fee - effective July 1, 2023	\$ 30.00	\$ 30.00	Y	0.0%	
84	Columbarium Niche Bronze Plaque	\$ 995.00	\$ 1,040.00	Y	4.5%	
85	Columbarium Niche Bronze Plaque - Date scroll	\$ 170.00	\$ 175.00	Y	2.9%	
86	Columbarium Niche - Companion Vase (Bronze)	\$ 225.00	\$ 235.00	Y	4.4%	
87	Ceremonial Bronze Plaque	\$ 525.00	\$ 550.00	Y	4.8%	
88	Merchandise / Miscellaneous Services - Flower Beds - Supply, install & maintain Flower Bed - per grave to a maximum of three graves	\$ 675.00	\$ 705.00	Y	4.4%	
89	Merchandise / Miscellaneous Services - Duplicate Deed/Interment Rights Certificate/Transfer of Rights (copy)	\$ 35.00	\$ 37.00	Y	5.7%	
90	Merchandise / Miscellaneous Services - Genealogical Research	\$ 45.00	\$ 45.00	Y	0.0%	
91	Merchandise / Miscellaneous Services - Memorial Tree Planting (12"x10" stone; 6"x8" bronze plaque)	\$ 1,350.00	\$ 1,410.00	Y	4.4%	
92	Merchandise / Miscellaneous Services - Memorial Tree Planting (14" X 14" stone; inscription)	\$ 1,620.00	\$ 1,690.00	Y	4.3%	
93	Merchandise / Miscellaneous Services - Memorial Bench (bench; 8" x 5" bronze plaque with 3 lines)	\$ 2,400.00	\$ 2,505.00	Y	4.4%	
94	Merchandise / Miscellaneous Services - Temporary Marker (permitted for up to one year)	\$ 120.00	\$ 125.00	Y	4.2%	
95	Merchandise / Miscellaneous Services - Columbarium Plaque or Vase Installation	\$ 175.00	\$ 185.00	Y	5.7%	
96	Outer Container - Concrete Crypt - Youth	\$ 875.00	\$ 915.00	Y	4.6%	
97	Outer Container - Concrete Crypt - Intermediate	\$ 975.00	\$ 1,020.00	Y	4.6%	
98	Outer Container - Concrete Crypt - Oversize	\$ 1,195.00	\$ 1,250.00	Y	4.6%	
99	Temporary Access Permit from Cemetery Lands onto Private Property	\$ 195.00	\$ 205.00	Y	5.1%	
100	Temporary Access Permit deposit (returned if no damage incurred)	\$ 1,000.00	\$ 1,000.00	Y	0.0%	
101	Administrative Fee: Third Party Resale and/or Property Exchange; Family Authorization Fee	\$ 265.00	\$ 275.00	Y	3.8%	
102	Tent Rental 10'x10' per use and Chair Rental 4 chairs per use	\$ 280.00	\$ 290.00	Y	3.6%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Environmental Services - Cemeteries

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
103	Vaults - Various: Starting Prices	\$ 1,500.00	\$ 1,565.00	Y	4.3%	
104	Urn Vaults - Various: Starting Prices	\$ 1,025.00	\$ 1,070.00	Y	4.4%	
105	Inscription Dateline: Flat Charge	\$ 350.00	\$ 365.00	Y	4.3%	
106	Additional Charge per letter	\$ 8.00	\$ 9.00	Y	12.5%	
107	Monument/Marker cleaning - Various: Starting Prices	\$ 395.00	\$ 410.00	Y	3.8%	
108	Repainting of letters on monument/marker - Various: Starting Prices	\$ 395.00	\$ 410.00	Y	3.8%	
109	Urns - Various: Starting Prices	\$ 320.00	\$ 335.00	Y	4.7%	
110	Porcelain Pictures - black and white	\$ 360.00	\$ 375.00	Y	4.2%	
111	Porcelain Pictures - colour	\$ 410.00	\$ 430.00	Y	4.9%	
112	Vigil Lights - Various: Starting Prices	\$ 800.00	\$ 835.00	Y	4.4%	
113	Turf Repair fee	Full Cost Recovery	Full Cost Recovery			
114	Green/Natural Section Memorialization	\$ 675.00	\$ 705.00	Y	4.4%	
115	Access Fee - for Photo shoots, birdwatching etc. - per day	\$ 15.00	\$ 16.00	Y	6.7%	
116	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Inscription only	\$ 30.00	\$ 32.00	Y	6.7%	
117	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Flat Memorial	\$ 60.00	\$ 63.00	Y	5.0%	
118	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Upright Memorial	\$ 115.00	\$ 120.00	Y	4.3%	
119	Garden Stones ( 24 x 24 X 16 ) (stone/carving/delivery)	\$ 2,700.00	\$ 2,820.00	Y	4.4%	
120	Shrub removal - less than 4 ft tall	\$ 40.00	Full Cost Recovery	Y	N/A	
121	Private Columbarium Unit	starting from \$5200	starting at \$5,430			
122	Internment Right - for Private Columbarium Unit	\$ 2,450.00	\$ 2,560.00	Y	4.5%	
123	Shrub removal - 4ft tall or larger	\$ 100.00	Full Cost Recovery	Y	N/A	
124	Interment on Sunday - Traditional Burial or Created Remains - Only on Approval of Appropriate Authority		Full Cost Recovery			
125	Vase on Monument - Mt Hamilton (Includes, vase, plaque and setting)	\$ 645.00	\$ 675.00	Y	4.7%	
126	Columbarium Plaque Engraving	\$ 410.00	\$ 430.00	Y	4.9%	
127	Custom Emblem for Vet's Monument	\$ -	\$ 80.00	Y	100.0%	

## 2024 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Waste Management

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Non-Residential Recycling Blue Box Container	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
2	Non-Residential Recycling Blue Carts	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
3	Non-Residential Green Cart	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
4	Non-Residential Kitchen "Mini-bin" Organics Container	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
<b>Waste Management Per Event Fee for Non-Funded Festivals and Events (#5-#11):</b>						
5	- Recycling (up to 25 barrels)	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
6	- Garbage - per roll off bin (plus tipping fees)	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
7	- Organics (up to 25 green carts)	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
8	- Administrative Fee per event	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
9	- Recycling Containers - replacement of damaged blue barrels	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
10	- Organics Containers - replacement of damaged green carts	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
11	- Garbage Containers - replacement of damaged containers	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
12	Waste Removal - Non Compliance Fee (plus tipping fees)	\$ 380.68	\$ 397.43	Y	4.4%	
13	Backyard Composters	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
14	Tipping Fee per 100 kilograms	\$ 12.50	\$ 13.42	N	7.4%	
15	Minimum Vehicle Fee, residential customers	\$ 10.50	\$ 11.00	N	4.8%	
<b>Deposit Fees at Transfer Stations (#16-#20):</b>						
16	- 0-2500kg	\$ 50.00	\$ 50.00	N	0.0%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

Department: Public Works (Tax)

Division: Waste Management

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
17	- 2501-3000 kg	\$ 100.00	\$ 100.00	N	0.0%	
18	- 3001-6000 kg	\$ 200.00	\$ 200.00	N	0.0%	
19	- 6001-9000 kg	\$ 300.00	\$ 300.00	N	0.0%	
20	- Over 9000 kg	\$ 400.00	\$ 400.00	N	0.0%	
21	Impacted Soil Fee (per tonne)	\$ 12.85	\$ 13.42	Y	4.4%	
22	Waste Site Searches	\$ 50.00	\$ 52.20	Y	4.4%	
23	Special Event Waste Containers - replacement of damaged containers or equipment	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
<b>Fees charged for inspection carried out by the City resulting from non-compliance with any City by-law:</b>						
24	Initial inspection	\$ 320.28	\$ 334.37	Y	4.4%	
25	Subsequent inspection	\$ 164.27	\$ 171.50	Y	4.4%	
26	Fee for Commercial Vehicles possessing a signed affidavit transporting Waste for personal use. One trip per month (for the first 100 kg)	\$ 10.50	\$ 11.00	N	4.8%	
27	Corporate Profile Report and Deed & Abstract Reports	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
<b>Municipal Law Enforcement Service Administration:</b>						
28	Administration Fee for processing fees related to the Initial and Subsequent fees charged for inspection carried out by the City resulting from non-compliance with any City by-law and Waste Removal - Non Compliance Fee (plus tipping fee)	\$ 105.54	\$ 110.18	Y	4.4%	
29	Administration Fee for request for file review	\$ 39.46	\$ 41.20	Y	4.4%	
30	Weight verification	\$ 5.39	\$ 5.63	N	4.4%	
31	P.I.N. Property Search	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	
32	Waste Management Plan Waste Management Plan Review Fee	Full Cost Recovery + 10% Admin Fee	Full Cost Recovery + 10% Admin Fee	Y	N/A	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Transportation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Damage to Traffic Property (i.e., Traffic posts, traffic signs, signal poles) Priced per job. Direct job costs	Cost + 7% Admin Fee	<b>Full Cost Recovery + 10% Admin Fee</b>	N	N/A	
2	Banner/Sign Fabricating - external requests - Priced per Job	Cost + 7% Admin Fee	<b>Full Cost Recovery + 10% Admin Fee</b>			
3	Municipal Numbering Fees - Full installation by City Forces	\$ 203.09	\$ <b>228.00</b>	N	12.3%	100% Cost Recovery
4	Municipal Numbering Fees - Materials for Homeowner Installation (including delivery)	\$ 35.96	\$ <b>70.00</b>	N	94.6%	100% Cost Recovery
5	Traffic Signal Timing Plans - Inquiries	\$ 287.71	\$ <b>475.00</b>	Y	65.1%	100% Cost Recovery
6	Traffic Signal Timing Plans - Drawings	\$ 67.70	\$ <b>134.66</b>	Y	98.9%	100% Cost Recovery
7	Traffic Count Fee - provision of count data on file, on request	\$ 73.41	\$ <b>230.00</b>	Y	213.3%	100% Cost Recovery
8	Traffic Warning Boards - install and remove	Cost + 7% Admin Fee	<b>Full Cost Recovery + 10% Admin Fee</b>			
9	Traffic Signs - remove and replace	Cost + 7% Admin Fee	<b>Full Cost Recovery + 10% Admin Fee</b>			
10	Publication Box Permit - Initial Fee	\$ 55.00	\$ <b>57.42</b>	N	4.4%	100% Cost Recovery
11	Publication Box Annual Permit Renewal	\$ 37.02	\$ <b>38.65</b>	N	4.4%	100% Cost Recovery
12	Culvert Installation - Roads - Priced per job	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
13	Culvert Installation - Inspection Only - Priced per job	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
14	Repair-Replace Property on City Roads - Priced per job	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
15	Approach Ramp Installation	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
16	Personal Item Retrieval (Catch Basin Retrieval)	\$ 123.76	\$ <b>129.20</b>	N	4.4%	100% Cost Recovery
17	Street Flushing/Sweeping/Mud-Tracking - Developers - Priced per job	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
18	Snow Removal - Public School Board - Sidewalks - Cost Actuals	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
19	Snow Removal - Separate School Board - Sidewalks - Cost Actuals	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Transportation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
20	Temporary Road Access Permit Application Fee - per application	\$ 130.10	\$ <b>135.83</b>	N	4.4%	100% Cost Recovery
21	Temporary Road Access Permit Security Deposit - per application	\$ 1,111.68	\$ <b>1,160.60</b>	N	4.4%	100% Cost Recovery
22	Street Lighting Subdivision Review and Evaluation Fee	\$ 6,928.20	\$ <b>7,233.04</b>	Y	4.4%	100% Cost Recovery
23	Banner Installations - Main Street West	\$ 354.34	\$ <b>395.83</b>	Y	11.7%	100% Cost Recovery
24	Banner Installations - King Street West (Dundas)	Full Cost Recovery	<b>Full Cost Recovery + 10% Admin Fee</b>			
25	Removal of Encroachment from the Road Allowance		<b>Full Cost Recovery + 10% Admin Fee</b>			New Fee
26	Current Signal Timing Parameters		\$ <b>175.00</b>	Y		100% Cost Recovery
27	Development Signage Installation Fees - 1 Leg Stop Sign		\$ <b>450.00</b>	Y		100% Cost Recovery
28	Development Signage Installation Fees - 2 Leg Stop Sign		\$ <b>900.00</b>	Y		100% Cost Recovery
29	Development Signage Installation Fees - 3 Leg Stop Sign		\$ <b>1,300.00</b>	Y		100% Cost Recovery
30	Development Signage Installation Fees - 4 Leg Stop Sign		\$ <b>1,800.00</b>	Y		100% Cost Recovery
31	Development Signage Installation Fees - Street Name Signs		\$ <b>1,800.00</b>	Y		100% Cost Recovery
32	Development Signage Installation Fees - Gateway Signs (40KM Signage)		\$ <b>450.00</b>	Y		100% Cost Recovery
33	Development Signage Installation Fees - Neighborhood Traffic Circles		\$ <b>7,500.00</b>	Y		100% Cost Recovery
34	Development Signage Installation Fees - Roundabouts		\$ <b>15,500.00</b>	Y		100% Cost Recovery

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
<b>Community Sport Programming</b>						
1	Adults & Non-affiliated Youth (Hourly)	\$ 144.45	\$ 150.80	Y	4.4%	
2	Youth Affiliated (Hourly)	\$ 72.30	\$ 75.50	Y	4.4%	
3	Lights when required (Hourly)	Negotiable	Negotiable			
<b>Amateur Sport Events - Spectator Events (not-for-profit and charitable organizations)</b>						
4	Lower Bowl - west side only per Hour	\$ 141.55	\$ 147.80	Y	4.4%	
5	Upper & Lower Bowl - west side only (Daily)**	\$ 5,394.45	\$ 5,631.80	Y	4.4%	
6	Full Stadium (Daily)**	\$ 8,091.70	\$ 8,447.75	Y	4.4%	
7	Lights when required (Hourly)	Negotiable	Negotiable			
<b>Corporate Gatherings/Professional Sports</b>						
8	Field of Play Use - No Spectators (Daily) **	\$ 5,394.45	\$ 5,631.80	Y	4.4%	
9	Upper & Lower Bowl - west side only (Daily)**	\$ 10,788.95	\$ 11,263.65	Y	4.4%	
10	Full Stadium (Daily)**	\$ 16,183.40	\$ 16,895.45	Y	4.4%	
<b>Community Room Rentals - Level 1 Room 1E501 - Alumni Room (1,800 sq ft.)</b>						
11	Commercial/Non-resident (Hourly)	\$ 144.65	\$ 151.00	Y	4.4%	
12	Resident (Hourly)	\$ 86.80	\$ 90.60	Y	4.4%	
13	Community Group (Hourly)	\$ 40.55	\$ 42.35	Y	4.4%	
14	Affiliate Group (Hourly)	\$ 29.05	\$ 30.35	Y	4.5%	
15	Cleaning Cost (Per Booking)	\$ 17.40	\$ 18.15	Y	4.3%	
<b>Caretaker's Club (Soccer Warm-up Area) (Hourly Rate)</b>						
16	Commercial/Non-resident (Hourly) **	\$ 144.65	\$ 151.00	Y	4.4%	
17	Resident (Hourly) **	\$ 86.80	\$ 90.60	Y	4.4%	
18	Community Group (Hourly) **	\$ 40.55	\$ 42.35	Y	4.4%	
19	Affiliate Group (Hourly) **	\$ 29.05	\$ 30.35	Y	4.5%	
20	Cleaning Cost (Per Booking)	\$ 35.20	\$ 36.75	Y	4.4%	
<b>Green Rooms 1 (Hourly Rate)</b>						

HST is not included in the Fees; it is collected where applicable.



## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
21	Commercial/Non-resident (Hourly) **	\$ 51.85	\$ <b>54.15</b>	Y	4.4%	
22	Resident (Hourly) **	\$ 20.75	\$ <b>21.65</b>	Y	4.3%	
23	Community Group (Hourly) **	\$ 14.50	\$ <b>15.15</b>	Y	4.5%	
24	Affiliate Group (Hourly) **	\$ 10.35	\$ <b>10.80</b>	Y	4.3%	
25	Cleaning Cost (Per Booking)	\$ 52.35	\$ <b>54.65</b>	Y	4.4%	
<b>Green Rooms 2 (Hourly Rate)</b>						
26	Commercial/Non-resident (Hourly) **	\$ 23.00	\$ <b>24.00</b>	Y	4.3%	
27	Resident (Hourly) **	\$ 13.80	\$ <b>14.40</b>	Y	4.3%	
28	Community Group (Hourly) **	\$ 10.10	\$ <b>10.55</b>	Y	4.5%	
29	Affiliate Group (Hourly) **	\$ 8.05	\$ <b>8.40</b>	Y	4.3%	
30	Cleaning Cost (Per Booking)	\$ 26.05	\$ <b>27.20</b>	Y	4.4%	
<b>Green Rooms 3 (Hourly Rate)</b>						
31	Commercial/Non-resident (Hourly) **	\$ 23.00	\$ <b>24.00</b>	Y	4.3%	
32	Resident (Hourly) **	\$ 13.80	\$ <b>14.40</b>	Y	4.3%	
33	Community Group (Hourly) **	\$ 10.10	\$ <b>10.55</b>	Y	4.5%	
34	Affiliate Group (Hourly) **	\$ 8.05	\$ <b>8.40</b>	Y	4.3%	
35	Cleaning Cost (Per Booking)	\$ 26.05	\$ <b>27.20</b>	Y	4.4%	
<b>Change Rooms 1 (Hourly Rate)</b>						
36	Commercial/Non-resident (Hourly) **	\$ 25.95	\$ <b>27.10</b>	Y	4.4%	
37	Resident (Hourly) **	\$ 15.55	\$ <b>16.25</b>	Y	4.5%	
38	Community Group (Hourly) **	\$ 10.35	\$ <b>10.80</b>	Y	4.3%	
39	Affiliate Group (Hourly) **	\$ 7.80	\$ <b>8.15</b>	Y	4.5%	
40	Cleaning Cost (Per Booking)	\$ 34.70	\$ <b>36.25</b>	Y	4.5%	
<b>Change Rooms 2 (Hourly Rate)</b>						
41	Commercial/Non-resident (Hourly) **	\$ 25.95	\$ <b>27.10</b>	Y	4.4%	
42	Resident (Hourly) **	\$ 15.55	\$ <b>16.25</b>	Y	4.5%	
43	Community Group (Hourly) **	\$ 10.35	\$ <b>10.80</b>	Y	4.3%	
44	Affiliate Group (Hourly) **	\$ 7.80	\$ <b>8.15</b>	Y	4.5%	
45	Cleaning Cost (Per Booking)	\$ 52.00	\$ <b>54.30</b>	Y	4.4%	
<b>Change Rooms 3 (Hourly Rate)</b>						
46	Commercial/Non-resident (Hourly) **	\$ 25.95	\$ <b>27.10</b>	Y	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
47	Resident (Hourly) **	\$ 15.55	\$ 16.25	Y	4.5%	
48	Community Group (Hourly) **	\$ 10.35	\$ 10.80	Y	4.3%	
49	Affiliate Group (Hourly) **	\$ 7.80	\$ 8.15	Y	4.5%	
50	Cleaning Cost (Per Booking)	\$ 34.70	\$ 36.25	Y	4.5%	
<b>Change Rooms 4 (Hourly Rate)</b>						
51	Commercial/Non-resident (Hourly) **	\$ 25.95	\$ 27.10	Y	4.4%	
52	Resident (Hourly) **	\$ 15.55	\$ 16.25	Y	4.5%	
53	Community Group (Hourly) **	\$ 10.35	\$ 10.80	Y	4.3%	
54	Affiliate Group (Hourly) **	\$ 7.80	\$ 8.15	Y	4.5%	
55	Cleaning Cost (Per Booking)	\$ 34.70	\$ 36.25	Y	4.5%	
<b>Community Room Rentals - Level 2</b>						
<b>Room 2W 600 - City Lounge (1,625 sq ft.)</b>						
56	Commercial/Non-resident (Hourly)	\$ 60.20	\$ 62.85	Y	4.4%	
57	Resident (Hourly)	\$ 36.20	\$ 37.80	Y	4.4%	
58	Community Group (Hourly)	\$ 16.90	\$ 17.65	Y	4.4%	
59	Affiliate Group (Hourly)	\$ 12.10	\$ 12.65	Y	4.5%	
60	Cleaning Cost (Per Booking)	\$ 52.85	\$ 55.20	Y	4.4%	
<b>Room 2W 336 - Community Video Room (194 sq ft.)</b>						
61	Commercial/Non-resident (Hourly)	\$ 24.10	\$ 25.15	Y	4.4%	
62	Resident (Hourly)	\$ 15.80	\$ 16.50	Y	4.4%	
63	Community Group (Hourly)	\$ 10.10	\$ 10.55	Y	4.5%	
64	Affiliate Group (Hourly)	\$ 8.05	\$ 8.40	Y	4.3%	
65	Cleaning Cost (Per Booking)	\$ 8.80	\$ 9.20	Y	4.5%	
<b>Room 2W 601 - Community Room (280 sq ft.)</b>						
66	Commercial/Non-resident (Hourly)	\$ 24.10	\$ 25.15	Y	4.4%	
67	Resident (Hourly)	\$ 15.80	\$ 16.50	Y	4.4%	
68	Community Group (Hourly)	\$ 10.10	\$ 10.55	Y	4.5%	
69	Affiliate Group (Hourly)	\$ 8.05	\$ 8.40	Y	4.3%	
70	Cleaning Cost (Per Booking)	\$ 8.80	\$ 9.20	Y	4.5%	
<b>Room 2W 602 - Community Room (280 sq ft.)</b>						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
71	Commercial/Non-resident (Hourly)	\$ 24.10	\$ 25.15	Y	4.4%	
72	Resident (Hourly)	\$ 15.80	\$ 16.50	Y	4.4%	
73	Community Group (Hourly)	\$ 10.10	\$ 10.55	Y	4.5%	
74	Affiliate Group (Hourly)	\$ 8.05	\$ 8.40	Y	4.3%	
75	Cleaning Cost (Per Booking)	\$ 8.80	\$ 9.20	Y	4.5%	
<b>Room 2W 603 - Community Room (366 sq ft.)</b>						
76	Commercial/Non-resident (Hourly)	\$ 24.10	\$ 25.15	Y	4.4%	
77	Resident (Hourly)	\$ 15.80	\$ 16.50	Y	4.4%	
78	Community Group (Hourly)	\$ 10.10	\$ 10.55	Y	4.5%	
79	Affiliate Group (Hourly)	\$ 8.05	\$ 8.40	Y	4.3%	
80	Cleaning Cost (Per Booking)	\$ 8.80	\$ 9.20	Y	4.5%	
<b>Corporate Room Rentals - Level 4</b>						
<b>Room 4W 300 (1,012 sq ft.) - Club Room 1</b>						
81	Social/Corporate - Day Rate **	\$ 353.80	\$ 369.35	Y	4.4%	
82	Social/Corporate - Evening Rate **	\$ 353.80	\$ 369.35	Y	4.4%	
83	Social/Corporate - Day & Evening Rate **	\$ 636.95	\$ 665.00	Y	4.4%	
84	Community Groups (not-for-profit) - Day Rate **	\$ 212.40	\$ 221.75	Y	4.4%	
85	Community Groups (not-for-profit) - Evening Rate **	\$ 212.40	\$ 221.75	Y	4.4%	
86	Community Groups (not-for-profit) - Day & Evening**	\$ 382.25	\$ 399.05	Y	4.4%	
87	City of Hamilton - Day Rate **	\$ 106.30	\$ 111.00	Y	4.4%	
88	City of Hamilton - Evening Rate **	\$ 106.30	\$ 111.00	Y	4.4%	
89	City of Hamilton - Day & Evening Rate **	\$ 191.20	\$ 199.60	Y	4.4%	
90	Cleaning Cost (Per Booking)	\$ 17.65	\$ 18.45	Y	4.5%	
<b>Room 4W 301 (1,410 sq ft.) - Club Room 2</b>						
91	Social/Corporate - Day Rate **	\$ 530.85	\$ 554.20	Y	4.4%	
92	Social/Corporate - Evening Rate **	\$ 530.85	\$ 554.20	Y	4.4%	
93	Social/Corporate - Day & Evening Rate **	\$ 955.30	\$ 997.35	Y	4.4%	
94	Community Groups (not-for-profit) - Day Rate **	\$ 318.55	\$ 332.55	Y	4.4%	
95	Community Groups (not-for-profit) - Evening Rate **	\$ 318.55	\$ 332.55	Y	4.4%	
96	Community Groups (not-for-profit) - Day & Evening**	\$ 573.25	\$ 598.45	Y	4.4%	
97	City of Hamilton - Day Rate **	\$ 159.40	\$ 166.40	Y	4.4%	
98	City of Hamilton - Evening Rate **	\$ 159.40	\$ 166.40	Y	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
99	City of Hamilton - Day & Evening Rate **	\$ 286.75	\$ 299.35	Y	4.4%	
100	Cleaning Cost (Per Booking)	\$ 26.45	\$ 27.60	Y	4.3%	
<b>Room 4W 313 (5,952 sq ft.) - Club Room 3</b>						
101	Social/Corporate - Day Rate **	\$ 1,651.10	\$ 1,723.75	Y	4.4%	
102	Social/Corporate - Evening Rate **	\$ 1,651.10	\$ 1,723.75	Y	4.4%	
103	Social/Corporate - Day & Evening Rate **	\$ 2,971.85	\$ 3,102.60	Y	4.4%	
104	Community Groups (not-for-profit) - Day Rate **	\$ 990.75	\$ 1,034.35	Y	4.4%	
105	Community Groups (not-for-profit) - Evening Rate **	\$ 990.75	\$ 1,034.35	Y	4.4%	
106	Community Groups (not-for-profit) - Day & Evening**	\$ 1,783.25	\$ 1,861.70	Y	4.4%	
107	City of Hamilton - Day Rate **	\$ 495.35	\$ 517.15	Y	4.4%	
108	City of Hamilton - Evening Rate **	\$ 495.35	\$ 517.15	Y	4.4%	
109	City of Hamilton - Day & Evening Rate **	\$ 891.60	\$ 930.85	Y	4.4%	
110	Cleaning Cost (Per Booking)	\$ 96.85	\$ 101.10	Y	4.4%	
<b>Room 4W 314 (1,410 sq ft.) - Club Room 4</b>						
111	Social/Corporate - Day Rate **	\$ 530.85	\$ 554.20	Y	4.4%	
112	Social/Corporate - Evening Rate **	\$ 530.85	\$ 554.20	Y	4.4%	
113	Social/Corporate - Day & Evening Rate **	\$ 955.30	\$ 997.35	Y	4.4%	
114	Community Groups (not-for-profit) - Day Rate **	\$ 318.55	\$ 332.55	Y	4.4%	
115	Community Groups (not-for-profit) - Evening Rate **	\$ 318.55	\$ 332.55	Y	4.4%	
116	Community Groups (not-for-profit) - Day & Evening**	\$ 573.25	\$ 598.45	Y	4.4%	
117	City of Hamilton - Day Rate **	\$ 159.40	\$ 166.40	Y	4.4%	
118	City of Hamilton - Evening Rate **	\$ 159.40	\$ 166.40	Y	4.4%	
119	City of Hamilton - Day & Evening Rate **	\$ 286.75	\$ 299.35	Y	4.4%	
120	Cleaning Cost (Per Booking)	\$ 26.45	\$ 27.60	Y	4.3%	
<b>Room 4W 315 (1,012 sq ft.) - Club Room 5</b>						
121	Social/Corporate - Day Rate **	\$ 353.80	\$ 369.35	Y	4.4%	
122	Social/Corporate - Evening Rate **	\$ 353.80	\$ 369.35	Y	4.4%	
123	Social/Corporate - Day & Evening Rate **	\$ 636.95	\$ 665.00	Y	4.4%	
124	Community Groups (not-for-profit) - Day Rate **	\$ 212.40	\$ 221.75	Y	4.4%	
125	Community Groups (not-for-profit) - Evening Rate **	\$ 212.40	\$ 221.75	Y	4.4%	
126	Community Groups (not-for-profit) - Day & Evening**	\$ 382.25	\$ 399.05	Y	4.4%	
127	City of Hamilton - Day Rate **	\$ 106.30	\$ 111.00	Y	4.4%	
128	City of Hamilton - Evening Rate **	\$ 106.30	\$ 111.00	Y	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
129	City of Hamilton - Day & Evening Rate **	\$ 191.20	\$ 199.60	Y	4.4%	
130	Cleaning Cost (Per Booking)	\$ 17.65	\$ 18.45	Y	4.5%	
<b>Club Level - includes all rooms noted above (10,796 sq ft.)</b>						
131	Social/Corporate - Day Rate **	\$ 2,417.65	\$ 2,524.05	Y	4.4%	
132	Social/Corporate - Evening Rate **	\$ 2,417.65	\$ 2,524.05	Y	4.4%	
133	Social/Corporate - Day & Evening Rate **	\$ 4,351.55	\$ 4,543.00	Y	4.4%	
134	Community Groups (not-for-profit) - Day Rate **	\$ 1,450.65	\$ 1,514.50	Y	4.4%	
135	Community Groups (not-for-profit) - Evening Rate **	\$ 1,450.65	\$ 1,514.50	Y	4.4%	
136	Community Groups (not-for-profit) - Day & Evening**	\$ 2,610.95	\$ 2,725.85	Y	4.4%	
137	City of Hamilton - Day Rate **	\$ 727.65	\$ 759.65	Y	4.4%	
138	City of Hamilton - Evening Rate **	\$ 727.65	\$ 759.65	Y	4.4%	
139	City of Hamilton - Day & Evening Rate **	\$ 1,305.50	\$ 1,362.95	Y	4.4%	
140	Cleaning Cost (Per Booking)	\$ 184.85	\$ 193.00	Y	4.4%	
141	<b>Film/Video Shoots</b>	Negotiable	<b>Negotiable</b>			
142	<b>Photography (Commercial Rate)</b> Flat Fee - First 4 Hours	\$ 1,884.85	\$ 1,967.80	Y	4.4%	
143	Hourly fee beyond 4 hours	\$ 457.50	\$ 477.65	Y	4.4%	
144	<b>Photography (Wedding Photography Only) (2 hour maximum)</b>	\$ 202.40	\$ 211.30	Y	4.4%	
<b>Concerts</b>						
145	West Stands Only	Negotiable	<b>Negotiable</b>			
146	Full Stadium	Negotiable	<b>Negotiable</b>			
<b>South Plaza - outside gates SE corner</b>						
147	Commercial/Non-resident (Hourly)**	\$ 144.55	\$ 150.90	Y	4.4%	
148	Resident (Hourly)**	\$ 86.75	\$ 90.55	Y	4.4%	
149	Community Group (Hourly)**	\$ 40.55	\$ 42.35	Y	4.4%	
150	Affiliate Group (Hourly)**	\$ 28.95	\$ 30.20	Y	4.3%	
<b>Coors Banquet Patio - East Side 2nd Floor &amp; Concourse</b>						
151	Commercial/Non-resident (Hourly)**	\$ 144.55	\$ 150.90	Y	4.4%	
152	Resident (Hourly)**	\$ 86.75	\$ 90.55	Y	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Energy, Fleet and Facilities - Tim Horton's Field**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
153	Community Group (Hourly)**	\$ 40.55	\$ 42.35	Y	4.4%	
154	Affiliate Group (Hourly)**	\$ 28.95	\$ 30.20	Y	4.3%	
<b>Coors Light Patio - North End</b>						
155	Commercial/Non-resident (Hourly)**	\$ 144.55	\$ 150.90	Y	4.4%	
156	Resident (Hourly)**	\$ 86.75	\$ 90.55	Y	4.4%	
157	Community Group (Hourly)**	\$ 40.55	\$ 42.35	Y	4.4%	
158	Affiliate Group (Hourly)**	\$ 28.95	\$ 30.20	Y	4.3%	
<b>Stiplely BBQ Area - South Plaza inside the gates</b>						
159	Commercial/Non-resident (Hourly)**	\$ 144.55	\$ 150.90	Y	4.4%	
160	Resident (Hourly)**	\$ 86.75	\$ 90.55	Y	4.4%	
161	Community Group (Hourly)**	\$ 40.55	\$ 42.35	Y	4.4%	
162	Affiliate Group (Hourly)**	\$ 28.95	\$ 30.20	Y	4.3%	
** All additional operational expenses are to be added to the above noted rates.						

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Public Works (Tax)**

**Division: Transit**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1		\$ 3.50	\$ 3.50	N	0.0%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
2	Adult Ticket	\$ 2.70	\$ 2.80	N	3.7%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
3	Child Fare (6-12)	\$ 2.25	Free	N		Per Report PW14015c; report PW14015a effective Sept 1, 2023
4	Youth (13-19) Fare	\$ 2.25	\$ 2.30	N	2.2%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
5	Senior Fare	\$ 2.25	\$ 2.30	N	2.2%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
6	Adult Monthly Pass	\$ 118.80	\$ 123.20	N	3.7%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
7	Child (6-12) Monthly Pass	\$ 99.00	Free	N		Per Report PW14015c; report PW14015a effective Sept 1, 2023
8	Youth (13-19) Monthly Pass	\$ 99.00	\$ 101.20	N	2.2%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
9	Senior Monthly Pass	\$ 41.50	\$ 44.50	N	7.2%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
10	Senior Annual Pass	\$ 415.00	\$ 445.00	N	7.2%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
11	Golden Age Pass (80 years+)	Free	Free			Per Report PW14015c; report PW14015a effective Sept 1, 2023
12	University College Transit Pass (UCTP)	\$ 207.90	\$ 215.60	N	3.7%	Current Contract expires August 2026
13	McMaster Undergraduate UCTP	\$ 238.79	\$ 247.63	N	3.7%	Current Contract expires August 2026
14	McMaster Graduate Student Association (GSA) UCTP	\$ 302.35	\$ 313.54	N	3.7%	Current Contract expires August 2026
15	Columbia International College Transit Pass (off campus residence)	\$ 75.00	\$ 80.00	N	6.7%	Fee as at Sept 1/24 based on March 2024 youth monthly pass, rounded to the nearest \$5.
16	Columbia International College Transit Pass (on campus residence)	\$ 25.00	\$ 25.00	N	0.0%	Fee as at Sept 1/24 based on March 2024 youth monthly pass, rounded to the nearest \$5.
17	Columbia International College Transit Pass (non residence)	\$ 85.00	\$ 85.00	N	0.0%	Fee as at Sept 1/24 based on March 2024 youth monthly pass, rounded to the nearest \$5.
18	Employee Commuter Pass	\$ 113.28	\$ 118.26	N	4.4%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
19	School Hour Only Pass	\$ 71.81	\$ 74.97	N	4.4%	Based on percent of approved Youth pass rate
20	School Plus Pass	\$ 27.20	\$ 28.40	N	4.4%	Based on percent of approved Youth pass rate
21	Affordable Transit Pass	\$ 59.40	\$ 61.60	N	3.7%	Per Report PW14015c; report PW14015a effective Sept 1, 2023
22	TransCab	Regular Fare + \$0.50	Regular Fare + \$0.50			No increase as current fee is sufficient
23	Urban Charters	\$ 155.96	\$ 162.82	Y	4.4%	Corporate guideline for fee increase
24	HSR Photo ID - Elementary/Secondary School Students	\$ 5.56	\$ 5.56	Y	0.0%	Currently at full recovery
25	HSR Replacement Photo ID - Senior, EC Pass, SHO, School Plus Pass	\$ 16.67	\$ 16.67	Y	0.0%	Currently at full recovery
26	Document Requests on CD's (Mobility Programs and Transportation Planning)	\$ 4.91	\$ 5.13	Y	4.5%	Corporate guideline for fee increase
27	Event Impact – Advertisement Charge for route diversion/route impact (per Pole Card)	\$ 3.89	\$ 4.06	Y	4.4%	Corporate guideline for fee increase
28	Event Coverage – PER Supervisory Charge for event related activities including crowd disbursement, operational needs, and other customer related event needs	\$ 249.37	\$ 260.34	Y	4.4%	Corporate guideline for fee increase
29	Minimum: First 4 Hours Additional \$/Hr beyond 4 Hours	\$ 62.34	\$ 65.08	Y	4.4%	Corporate guideline for fee increase

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Financial Services**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Tenders and RFPs	\$ 52.08	\$ <b>54.37</b>	Y	4.4%	100%
2	Tenders and RFPs - Complex	\$ 179.47	\$ <b>187.37</b>	Y	4.4%	100%
3	Change in Banking Information (Note 1)	\$ 29.03	\$ <b>30.31</b>	Y	4.4%	100%
<b>Consideration of assignment/corporate change requests (Note 2)</b>						
4	Simple	\$ 409.73	\$ <b>427.76</b>	Y	4.4%	100%
5	Standard	\$ 736.06	\$ <b>768.45</b>	Y	4.4%	100%
6	Complex	\$ 981.50	\$ <b>1,024.69</b>	Y	4.4%	100%
<b>Notes:</b>						
1. Change in Banking Information will only be applied when there is more than one request per year made by the vendor.						
2. The fee for consideration of assignment/corporate change requests include any applicable 'change in Banking Information' fee.						



## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: City Clerk's**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Marriage Licence Fee	\$ 172.00	\$ 178.00	N	3.5%	100%
2	Death Registration Administration Fee	\$ 51.00	\$ 53.00	N	3.9%	100%
3	Certified Copies	\$ 30.09	\$ 31.41	Y	4.4%	100%
4	Photocopies per page (8.5x11 or 8.5x14)	\$ 0.42	\$ 0.44	Y	4.8%	100%
5	Photocopies large scale drawings (greater than 8.5x14)	\$ 11.50	\$ 12.00	Y	4.3%	100%
6	Commissioner of Oaths	\$ 24.34	\$ 25.22	Y	3.6%	100%
7	Proof of Residence Letter	\$ 27.43	\$ 28.32	Y	3.2%	100%
8	Proof of Life - Pension Forms	\$ 19.47	\$ 19.91	Y	2.3%	100%
9	Civil Marriage Ceremony	\$ 331.85	\$ 345.13	Y	4.0%	100%
10	Renewal of Vows Ceremony	\$ 53.98	\$ 56.28	Y	4.3%	100%
11	Fee for Witnesses	\$ 26.99	\$ 28.19	Y	4.4%	100%
12	Storage Charge for an Unlawful Election Sign - per sign/day	\$ 38.05	\$ 39.72	Y	4.4%	100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Financial Services - Taxation**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Recovery %	Comments / Recovery %
1	Registration of Delinquent Accounts - Phase 1	\$ 1,227.90	\$ 1,281.95	N	4.4%	100%	
2	Registration of Delinquent Accounts - Carried to Tax Sale	\$ 1,568.20	\$ 1,637.20	N	4.4%	100%	
3	Extension Agreements	\$ 227.10	\$ 237.10	N	4.4%	100%	
4	Tax Certificate (manual and on-line)	\$ 68.10	\$ 71.10	N	4.4%	100%	
5	Tax Letters (Analysis, Income Tax, Paid in Full) - per year	\$ 30.05	\$ 31.35	N	4.3%	100%	
6	Ownership change fee	\$ 16.15	\$ 16.85	N	4.3%	100%	
7	Mortgage Company - on-line account balance/status (annual fee per property account)	\$ 6.35	\$ 6.65	N	4.7%	100%	
8	Mortgage Company - payout statement / account detail (per account)	\$ 13.05	\$ 13.60	N	4.2%	100%	
9	Tax Transfer Fee - Balances transferred to City tax roll	\$ 38.10	\$ 39.78	Y	4.4%	100%	
10	NSF Fee - Processing fee on all 'returned' payments	\$ 38.10	\$ 39.78	Y	4.4%	100%	
11	Admin Fee for Arrears Notices (on arrears > \$50)	\$ 3.30	\$ 4.30	N	30.3%	100%	
12	Admin Fee for 3 Years Arrears Letter (Pending Lien Registration)	\$ 10.75	\$ 11.20	N	4.2%	100%	
13	New tax roll account fee	\$ 20.05	\$ 20.95	N	4.5%	100%	
14	Apportionment fee - Current year	\$ 66.70	\$ 69.65	N	4.4%	100%	
15	On-line Tax Certificate - delinquent account turn off/on	\$ 38.10	\$ 39.78	Y	4.4%	100%	
16	Misapplied Payments - payment transfer (Taxpayer or Financial Institution error)	\$ 38.10	\$ 39.78	Y	4.4%	100%	
17	Reprint of prior year tax bill (no charge for current year tax bill) - per bill	\$ 13.05	\$ 13.60	N	4.2%	100%	
18	Full Tax Deferral Program - application fee	\$ 200.00	\$ 200.00	Y	0.0%		Limited due to ability to pay, covered by other fees
19	Full Tax Deferral Program - annual renewal fee	\$ 100.00	\$ 100.00	Y	0.0%		Limited due to ability to pay, covered by other fees
20	Debit Authorizations from Financial Institutions	\$ 38.10	\$ 39.78	Y	4.4%	100%	

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Financial Planning, Administration & Policy**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Subdivision Agreement Finance Processing Flat Fee	\$ 1,641.93	\$ 1,714.17	N	4.4%	100%
2	Subdivision Agreement Finance Processing Per Lot Fee	\$ 17.11	\$ 17.86	N	4.4%	100%
3	Subdivision Agreement Finance Processing Best Efforts Fee	\$ 1,641.93	\$ 1,714.17	N	4.4%	100%
4	Subdivision Compliance Fee	\$ 77.20	\$ 80.60	N	4.4%	100%
5	DC Deferral Agreement Application Fee	\$ 780.00	\$ 814.32	N	4.4%	100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: Various**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Manual searches for records (per 15 minutes)	\$ 13.72	\$ <b>14.32</b>	Y	4.4%	100%
2	Preparation of Records for release (per 15 minutes)	\$ 13.72	\$ <b>14.32</b>	Y	4.4%	100%
3	Developing computer programs or other methods of producing a record from a machine (per 15 minutes)	\$ 22.12	\$ <b>23.09</b>	Y	4.4%	100%
4	Encrypted USB Charge	\$ 31.64	\$ <b>33.03</b>	Y	4.4%	100%
5	Routine Disclosure Administration fee	\$ 10.62	\$ <b>11.09</b>	Y	4.4%	100%

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: Corporate Services**

**Division: POA**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Administrative review cost recovery fee Collection cost recovery fee	\$ 65.00	\$ 68.00	N	4.6%	based on Province
2	Court Documents (POA) - per page	\$ 2.65	\$ 2.80	N	5.7%	based on Province
3	Certified Court Documents (POA) - per page	\$ 4.90	\$ 5.15	N	5.1%	based on Province

HST is not included in the Fees; it is collected where applicable.

## 2024 PROPOSED USER FEES & CHARGES

**Department: City Manager**

**Division: Human Resources**

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	2024 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
Employee File Duplication:						
1	Base rate (0-10 pages)	\$ 133.70	\$ <b>139.58</b>	Y	4.4%	
2	Greater than 10 pages (per page)	\$ 1.38	\$ <b>1.44</b>	Y	4.4%	

HST is not included in the Fees; it is collected where applicable.

## 2024 Downtown Hamilton Business Improvement Area Budget

Revenues	2022 Audited	2023 Budget	2024 Budget
Levy	\$385,878)	\$425,000)	\$450,000)
Grants			
Interest			
Other Income	\$70,440)	\$65,000)	\$65,000)
Wage Subsidies			
Revenue from retained earnings			
<b>Total Revenue</b>	<b>\$456,318)</b>	<b>\$490,000)</b>	<b>\$515,000)</b>

Office Expenses			
Professional Fees	\$8,332)	\$7,000)	\$8,500)
Telephone / Internet		\$6,000)	\$4,000)
Levy Appeals		\$10,000)	\$30,000)
HST			
Rent		\$48,000)	\$48,000)
Meetings		\$7,000)	\$7,500)
Memberships		\$1,000)	\$2,000)
Salaries/Benefits	\$179,360)	\$180,000)	\$160,000)
Office Expenses	\$83,552)		\$5,000)
Insurance		\$12,000)	\$12,000)
Amortization	\$6,340)	\$12,000)	\$7,000)
Other - Bank charges/Bad Debts	\$0)	\$1,000)	\$1,000)
<b>Total</b>	<b>\$277,584)</b>	<b>\$284,000)</b>	<b>\$285,000)</b>

Special Events/Promotions			
Events & promotions			
Communications			
<b>Total</b>	<b>\$178,086)</b>	<b>\$151,000)</b>	<b>\$165,000)</b>

Beautification			
<b>Total</b>	<b>\$51,938)</b>	<b>\$55,000)</b>	<b>\$65,000)</b>

<b>TOTAL EXPENSES</b>	<b>\$507,608)</b>	<b>\$490,000)</b>	<b>\$515,000)</b>
	<b>(\$51,290)</b>	<b>\$0)</b>	<b>\$0)</b>

**2024 DUNDAS BUSINESS IMPROVEMENT AREA BUDGET**

REVENUE	2023 Budget	Proposed 2024 Budget
Levy	178,880.00	178,880.00
HST Rebate	11,423.00	
Other income/ Reserves	35,500.00	35,500.00
Accumulated Surplus	42,411.00	55,285.63
<b>TOTAL REVENUE</b>	<b>268,214.00</b>	<b>269,665.63</b>

**EVENTS AND PROMOTIONS**

General Advertising	16,100.00	16,100.00
Easter	7,500.00	7,500.00
Scarecrow Saturday	5,300.00	5,300.00
Dickens of a Christmas	52,440.00	52,440.00
Buskerfest/ Summer Activations	25,000.00	25,000.00
<b>EVENTS TOTAL</b>	<b>106,340.00</b>	<b>106,340.00</b>

**BEAUTIFICATION**

Hanging baskets, Planters, seasonal décor, weeding, waste management	<b>29,200.00</b>	<b>29,996.22</b>
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**SPECIAL PROJECTS**

2023 Special Promotions or beautification projects	<b>24,900.00</b>	<b>24,900.00</b>
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**ADMINISTRATION**

Economic Development	3,000.00	3,000.00
Rent	22,374.00	22,000.00
Office	3,500.00	3,500.00
Telephone & Utilites	2,000.00	2,000.00
Member Services	2,100.00	2,100.00
Insurance	4,000.00	4,249.41
Staff/ Wages	65,000.00	65,780.00
Assessment Appeals	2,000.00	2,000.00
Audit and Bookkeeping	3,800.00	3,800.00
Bank Fees		400
<b>ADMINISTRATION TOTAL</b>	<b>107,774.00</b>	<b>108,429.41</b>

<b>EXPENSE TOTAL</b>	<b>268,214.00</b>	<b>269,665.63</b>
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<b>Net Gain/ Loss</b>	-	-
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1. Other incomes is acquired from several grants and filming donations received during the year. In the event grants are not available, the Dundas BIA has reserve funds which have been put aside by the board. The reserve funds can be found on page 8 of the 2022



**2024 Barton Village Business Improvement Area Budget**

**Budget 2024**

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BIA Levy	\$125,000.00
Grants and Sponsorships	\$40,000.00
Additional Revenues	\$55,000.00
<b>Total Revenues</b>	<b>\$220,000.00</b>

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**Marketing and Events** \$54,000.00

**Meetings and Business  
Development** \$6,800.00

**Streetscape & Beautification** \$13,500.00

**Insurance** \$5,000.00

**Administrative** \$32,700.00

**Staff** \$108,000.00

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**Total Expenses** \$220,000.00

## 2024 Ancaster Village Business Improvement Area Budget

BIA Contingency	\$5,000
Admin Services	\$76,540
Aesthetics	\$25,000
Marketing	\$36,450
Events	<u>\$20,000</u>
<b>Totals</b>	<b><u>\$162,990</u></b>
Cash Drawdown from BIA Account	<u>\$41,990</u>
<b>BIA Levies Total</b>	<b><u>\$121,000</u></b>

## 2024 Westdale Village Business Improvement Area Budget

### Revenue:

\$131,328 – 2024 Tax Levy

### Expenses:

*Staffing*

\$43,000

*Special Events*

\$37,203

*Marketing*

\$31,125

*Office Expenses*

\$1,000

*Beautification*

\$15,000

*Casual Labour*

\$2,000

*Contingency*

\$2,000

## 2024 Waterdown Village Business Improvement Area Budget

2024

REVENUES

EXEPNSES

	2023 BUDGET	2023 Proj. ACTUALS	2024 BUDGET	2023-2024 Budget \$ CHANGE	2023-2024 Budget % CHANGE
Tax Levy, City of Hamilton	270,000	270,000	285,000	15,000	5.56
Supplementary Taxes	-	6,888	-	-	-
Property Tax Adjustments	(5,000)	-	(5,000)	-	-
Vendor Fees	15,000	27,000	24,000	9,000	60
Grants	6,500	22,320	6,500	-	-
Event Revenues (Sponsorships)	10,500	13,715	10,500	-	-
Transfer from Surplus	39,535	-	36,116	(3,419)	(8.65)
Other (ticket sales, donations, etc.)	200	1,500	500	300	150
Marketing Reserve Contribution	10,000	10,000	10,000	-	-
HST Refund	16,000	17,580	17,000	1,000	6.25
<b>TOTAL REVENUE</b>	<b>362,735</b>	<b>369,003</b>	<b>384,616</b>	<b>21,881</b>	<b>6.03</b>
Admin & Operations	169,800	180,403	184,210	14,410	8.49
Beautification	84,500	75,145	83,700	(800)	(0.95)
Farmers' Market	25,535	24,080	27,381	1,846	7.23
Events & Prmotions	28,750	28,480	30,400	1,650	5.74
Marketing & Advertising	33,350	30,805	33,500	150	0.45
Member Engagement	2,000	1,275	2,000	-	-
HST Paid	15,000	17,000	17,000	2,000	13.33
Non-refundable	3,800	3,925	3,925	125	3.29
Additions (Capitalized)	0	2,275	2,500	2,500	-
<b>TOTAL EXPENDITURES</b>	<b>362,735</b>	<b>363,388</b>	<b>384,616</b>	<b>21,881</b>	<b>6.03</b>

## 2024 Stoney Creek Village Improvement Area Budget

2024 Stoney Creek Budget2024 proposed**Revenue**

Opening Bank Balance	10,000	
BIA Tax Levy	74,440	
HST Refund	10,810	
A/R	0	
		95,250

**Expenditures****Streetscape**

Flowers/streetscape items	15,000	
Planters	9,990	
Banner/Wreath Installation	0	
		24,440

**Promotion**

Web Page Hosting	500	
Santa Claus Parade	500	
Advertising	5000	
		6000

**Administration**

Executive Director	\$29,000	
Miscellaneous	500	
Meeting Expense	400	
Office Supplies	350	
Liability Insurance	2,200	
OBIAA Membership	250	
Bank Charges	60	
Audit Fees and Accounting	2,500	
		35,260

**Events**

Strawberry Fest	9,000	
PumpkinFest	9,000	
Stoney Creek Sparkles	5,000	
Jazz in the Creek	6,000	
Market	6,800	
Kringle in the Creek	5,000	
AppleFest	4,000	
Revenue -Vendors, sponsors -	-9,000	
City Enrichment Fund	-6,800	
		\$29,000

**Revenue Neutral Activity**

Boots in the Creek Expenses	100,000	
Boots in the Creek Revenue	-100,000	
Summer Students	15,000	
Summer Students Grant	-15,000	

**Total Expenditures****\$95,250****Other Revenue**

Operating Grant	-9,200	
Christmas Grant	-1,300	
Net Expenditures		-\$10,500

## Reserve Fund

\$10,500

## 2024 Ottawa Street Business Improvement Area Budget

BIA Budget 2024    Bia Account: \$128,159.28    Contingency: \$17,399.46

<b>Income</b>					
	<b>BIA Levies</b>	<b>City Hall / Gov</b>	<b>OSFM</b>	<b>Sew Hungry</b>	<b>Total</b>
BIA Levies	153,000				153000
Market Rent			5700		5700
HST		31,357			31357
CIP		12,230			12230
Holiday Grant		1000			1000
Sew Hungry				15000	15000
<b>Total</b>	<b>153,000</b>	<b>44,587</b>	<b>5700</b>	<b>15000</b>	<b>218287</b>

<b>Expenses</b>					
	<b>BIA Levies</b>	<b>City Hall</b>	<b>OSFM</b>	<b>Sew Hungry</b>	<b>Total</b>
Insurance	3434				3434
Office Facilities	25,250		5700		30950
Full Time Employees	55,000				55000
Part Time Employees	24,000				24000
Administration Services	6077				6077
Beautification		26000			26000
Events / Activations	11,326	12500			23826
Sew Hungry				15000	15000
Marketing	27,913	6087			34,000
<b>Total</b>	<b>153,000</b>	<b>44587</b>	<b>5700</b>	<b>15000</b>	<b>218287</b>

<b>Admin Services:</b>		<b>Office Facilities:</b>	
Meeting Expenses	177	Office Supplies	1000
OBIAA Membership	2500	Utilities	2000
Chamber Awards	0	Rent	25,200
Book Keeping	3,000	Phone / Internet	2750
Audit	400		
<b>Total</b>	<b>6077</b>		<b>30950</b>

# **CITY OF HAMILTON**

**2024**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION FORM**

<p><b>ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES</b></p>
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## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

James Kemp (Chair)	Kim Nolan
Paula Kilburn (Vice-Chair)	Tim Nolan
Patty Cameron	Jayne Cardno
Lance Dingman	Michelle Dent
Anthony Frisina	Mark McNeil
Levi Janosi	
Bob Semkow	
Tim Murphy	

### **MANDATE:**

The Advisory Committee for Persons with Disabilities advises Council on providing full accessibility and inclusion of persons with disabilities in the City related to City goods and services and City-owned facilities and spaces and recommends to the City of Hamilton policies, procedures, standards and guidelines.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

#### Terms of Reference:

1. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Ontario Human Rights Code (OHRC), and all applicable legislation, regulations, standards, policies and guidelines:
  - i. Advise Council and staff on barriers affecting full participation of persons with disabilities in the City.
  - ii. Advise Council and staff, annually about the preparation, implementation, and effectiveness of its accessibility plan required pursuant to the AODA.
  - iii. Ensure that the right of access for persons with disabilities to programs and services provided by the City is sustained, maintained, and/or improved.
  - iv. Review and comment to Council and other levels of government on pertinent reports, proposed legislation and studies which affect all persons with disabilities, where appropriate.
  - v. Provide a forum where persons with disabilities and service representatives can express their concerns, identify barriers, share information and recommend improvements to the existing level of City services, goods, facilities and spaces, for



- persons with disabilities, while taking into consideration a wide spectrum of disabilities in discussions and decision making.
- vi. Educate and increase awareness to City Council and staff on issues which affect people with disabilities.
  - vii. Regularly review the progress and measure the success of the committee and its activities.
2. The Chair and Vice-Chair of the Advisory Committee for Persons with Disabilities may serve for more than one year in a Council term.
  3. Members are expected to attend all meetings. If a member misses more than three consecutive (3) meetings during their term, the Chair, after hearing and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.
  4. Members are to adhere to the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards.

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, MS Teams, etc.)	\$4,672.00
Administrative Assistance (note-taking) for special meetings such as Roundtable.	
<b>SUB TOTAL</b>	<b>\$4,672.00</b>

**SPECIAL EVENT/PROJECT COSTS:**

Conference and related travel expenses	\$1,500.00
"Ability First" Accessibility Fair	\$8,000.00
Accessibility Award Program	\$9,000.00
<b>SUB TOTAL</b>	<b>\$18,500.00</b>

<b>TOTAL COSTS</b>	<b>\$23,172.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$</b>
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<b>TOTAL 2024 BUDGET REQUEST (net of reserve funding)</b>	<b>\$23,172.00</b>
<b>PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$14,100)</b>	<b>\$14,100.00</b>

**CERTIFICATION:**

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

**Representative's Name:** James Kemp

**Signature:** *James Kemp*

**Date:** December 13<sup>th</sup>, 2023

**Telephone #:** ██████████

# **CITY OF HAMILTON**

**2024**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION**

**ARTS ADVISORY COMMISSION**

**PART A: General Information**

**ADVISORY COMMISSION MEMBERS:**

Annette Paiement – Chair (resigned)	
Monolina Bhattacharyya-Ray	
Elizabeth Jayne Cardno	
Monika Ciolek (resigned)	
Lisa LaRocca	
Janna Malseed (resigned)	
Ranil Sonnadara	

**MANDATE:**

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

The commission is in a pause state currently however in anticipation of a recruiting of a new quorum for 2024 we would like to request a budget of \$9,000 (similar to 2023) to ensure that the Advisory Committee has funds when reinstated to pursue initiatives in support of their mandate.

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Refreshments for Committee Meetings (6 regular AAC meetings and Sub Committee Meetings)	\$500
Off-site Meetings	\$500
Refreshments for Training Sessions and Sub Committees	\$800
Binders, office supplies, printing etc.	\$500
Printing costs for reports, etc.	\$1000
<b>SUB TOTAL</b>	<b>\$3300</b>

**SPECIAL EVENT/PROJECT COSTS:**

Arts Community consultation outreach events	\$16000
<b>SUB TOTAL</b>	<b>\$16000</b>

<b>TOTAL COSTS</b>	<b>\$19300</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$10300</b>
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<b>TOTAL 2024 BUDGET REQUEST (net of reserve funding)</b>	<b>\$9000</b>
<b>PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$)</b>	<b>\$9000</b>

**CERTIFICATION:**

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

**Representative's Name:**

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**Signature:**

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**Date:**

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**Telephone #:**

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**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:  
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	<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>
<p><b>OFFICE EQUIPMENT EXPENSES</b></p>	<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:  
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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>Workplace Technology and Operational Resources (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, 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:  
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<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:  
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<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:  
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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:  
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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**

<b>DESCRIPTION</b>	<b>BUDGET FOR THE OFFICE OF THE MAYOR</b>	<b>LEGISLATIVE BUDGET</b>	<b>WARD OFFICE BUDGET</b>
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.



## **AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 24-001**

**9:30 a.m.  
January 18, 2024  
Council Chambers  
Hamilton City Hall**

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

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

- 1. Equity, Diversity, and Inclusion Audit (AUD23013) (City Wide) (Item 8.1)**
  - (a) That Appendix “A” attached to Audit, Finance and Administration Committee Report 24-001, respecting Equity, Diversity, and Inclusion Audit be received; and
  - (b) That the City Manager be directed to work with the IDEA Team and the Senior Leadership Team to draft a new Management Responses document for a report back to the Audit, Finance and Administration Committee by the end of Q2 2024, that:
    - (i) shows a clear action plan with timelines; and
    - (ii) includes comments and direct participation from SLT clarifying their individual and departmental commitments and participation within the updated management response document.
- 2. DARTS Vehicle Safety Audit AUD22007(a) Update to Management Response (PW24005) (City Wide) (Outstanding Business List Item) - REVISED (Item 9.1)**

That Report PW24005, respecting DARTS Vehicle Safety Audit AUD22007(a) Update to Management Response - Revised, be received.

**3. HMRF-HWRF Pension Administration Sub-Committee Report 23-002 (Item 10.1)**

**(a) Consent Items (Item 9)**

That the following Consent Items, be received:

- (i) Hamilton Municipal Retirement Fund (HMRF), Hamilton Wentworth Retirement Fund (HWRF) Plan Wind-Up (FCS23006(a)) (City Wide) (Item 9.1)
- (ii) Master Trust Pension Investment Performance Report as at June 30, 2023 (FCS23094) (City Wide) (Item 9.2)

**(b) Master Trust Pension Statement of Investment Policies and Procedures (FCS23098) (City Wide) (Item 10.1)**

- (i) That Appendix "B" to Audit, Finance and Administration Committee Report 24-001, respecting the 2023 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures, be approved and replace the previous 2022 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures contained in Report FCS23009 and approved by Council on April 12, 2023;
- (ii) That Appendix "B" to Audit, Finance and Administration Committee Report 24-001, respecting the 2023 City of Hamilton Defined Benefit Pension Plans Master Trust Statement of Investment Policies and Procedures, be forwarded to the Hamilton Street Railway Pension Advisory Committee for their information.

**4. Reserve / Revenue Funds and Trust Accounts Statement of Investment Policies and Procedures Review (FCS24004) (City Wide) (Item 10.2)**

- (a) That Appendix "C" attached to Audit, Finance and Administration Committee Report 24-001, respecting the Reserve / Funds and Trust Accounts Statement of Investment Policies and Procedures, dated December 12, 2023, be approved and replace the previous Reserve / Revenue Funds and Trust Accounts Statement of Investment Policies and Procedures contained in Report FCS19074 and approved by Council on December 11, 2019.
- (b) That Corporate Services staff report back to the Audit, Finance and Administration Committee on both the City's progress to date and a timeline for potential future actions with respect to the City's entire investment portfolio by Q4 2024 in relation to the Environment, Social, and Governance Factors (ESG), set out in section 1.10 of Appendix A to Report FCS24004.

**FOR INFORMATION:**

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

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

**9. CONSENT ITEMS**

9.1(a) DARTS Vehicle Safety Audit AUD22007(a) Update to Management Response (PW24005) (City Wide) (Outstanding Business List Item) - **REVISED**

The agenda for the January 18, 2024 Audit, Finance and Administration Committee meeting, was approved, as amended.

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

There were no declarations of interest.

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

**(i) December 7, 2023 (Item 4.1)**

The Minutes of the December 7, 2023 meeting of the Audit, Finance and Administration Committee, were approved, as presented.

**(d) DELEGATION REQUESTS (Item 6)**

The following Delegation Requests, were approved for a future meeting:

- (i) Zachary Bobolo, HTowing, respecting Towing contract (for a future meeting)
- (ii) Adeyinka taiwo-Fasegha, respecting water bill issue (for a future meeting)

**(e) STAFF PRESENTATIONS (Item 8)**

**(i) Equity, Diversity, and Inclusion Audit (AUD23013) (City Wide) (Item 8.1)**

(1) Brigitte Minard, Deputy Auditor General, and Lyn Guo, Senior Audit and Investigations Specialist, addressed Committee respecting the Equity, Diversity, and Inclusion Audit, with the aid of a presentation.

The presentation from Brigitte Minard, Deputy Auditor General, and Lyn Guo, Senior Audit and Investigations Specialist, respecting the Equity, Diversity, and Inclusion Audit, was received.

- (2) (a) That Appendix “A” attached to Report AUD23013, respecting Equity, Diversity, and Inclusion Audit be received;
- (b) That the Management Response, as detailed in Appendix “B” to Report AUD23013 be approved; and
- (c) That the City Manager be directed to implement the Management Responses (attached as Appendix “B” to Report AUD23013) and report back to the Audit, Finance and Administration Committee by December 2024 on the nature and status of actions taken in response to the audit report including the provision of expected completion dates for all items that have completion dates listed as “unknown”.
- (3) That the recommendations in Report AUD23013, respecting Equity, Diversity and Inclusion Audit, be **amended** as follows:
- (a) That Appendix “A” attached to Report AUD23013, respecting Equity, Diversity, and Inclusion Audit be received; **and**
- ~~(b) That the Management Response, as detailed in Appendix “B” to Report AUD23013 be approved; and~~
- ~~(c)(b) That the City Manager be directed to **implement work with the IDEA Team and the Senior Leadership Team to draft a new the** Management Responses ~~(attached as Appendix “B” to Report AUD23013)~~ **document for** report back to the Audit, Finance and Administration Committee by **December the end of Q2 2024 on the nature and status of actions taken in response to the audit report including the provision of expected completion dates for all items that have completion dates listed as “unknown”, that:**~~
- ~~(i) shows a clear action plan with timelines; and~~
- ~~(ii) includes comments and direct participation from SLT clarifying their individual and departmental commitments and participation within the updated management response document.~~

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



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

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

The following amendment to the Audit, Finance and Administration Committee Outstanding Business List, were approved:

**(1) Items Considered Completed and to be Removed**

- (a) Accessible Transit Services: DARTS Fleet Management and Vehicle Safety Audit (Report 50695) Management Action Plans (AUD22007(a)) (City Wide)**  
Added: April 6, 2023, Audit, Finance and Administration Committee Report 23-005, Item 1  
Addressed as Item 9.1 on today's agenda

**(g) ADJOURNMENT (Item 15)**

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 11:32 a.m.

Respectfully submitted,

Councillor Tammy Hwang, Chair  
Audit, Finance and Administration  
Committee

Tamara Bates  
Legislative Coordinator  
Office of the City Clerk



Hamilton

OFFICE OF THE  
AUDITOR GENERAL

# Equity, Diversity, and Inclusion Audit



December 7, 2023

**Office of the Auditor General**

**Lyn Guo**, Senior Audit and Investigation Specialist

**Nancy Hu**, Senior Audit and Investigation Specialist

**Brigitte Minard**, Deputy Auditor General

**Charles Brown**, Auditor General

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## Executive Summary

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- 1 On February 19, 2019, Hamilton City Council passed a motion containing seven directions to City staff, including “staff be directed to prepare a report on the steps that would be required to implement an equity-diversity-and-inclusion lens framework to City policy and program development, practices, service delivery, budgeting, business planning and prioritization...”
- 2 This motion complemented the 2018-2022 Term of Council Priorities which included Equity, Diversity, and Inclusion (EDI) with the stated goal of “equity-seeking communities will feel safe, supported and have an enhanced sense of belonging through strengthening community capacity, City responsiveness and creating inclusive engagement opportunities.” This priority was also aligned with the 2016-2025 Strategic Plan high-level priorities of Community Engagement & Participation and Culture and Diversity.
- 3 The Office of the Auditor General (OAG) performed an audit that evaluated and assessed the management of progress made on EDI efforts at the City of Hamilton resulting from this Council direction.

The audit included the three areas below:

- Internal EDI assessed the EDI Framework and work related to its implementation within the organization by the Human Resources’ Division’s Talent and Diversity’s Section (HR EDI).
  - External EDI (Community EDI) assessed EDI-related efforts led by the Office of Government and Community Relations in Hamilton, with a focus on community engagement, e.g. supporting Urban Indigenous Strategy implementation and citizen advisory groups such as the Committee against Racism.
  - Service Delivery assessed efforts to ensure EDI has been embedded into City services delivered to residents and businesses.
- 4 The most significant issues identified by the OAG in this audit were governance, lack of risk assessment and change management in the planning and implementation of EDI. For Community EDI and Service Delivery there are not any overarching strategies and objectives on how or what to achieve.
  - 5 Overall, the OAG sought to answer the question “Is the City set up for a successful implementation of EDI throughout the organization?”. We sought to answer this question by focusing our work in three areas, 1-internally, as an employer, 2-when engaging with the community in community and public engagement, and 3-in City service delivery. The OAG finds that the City is not currently set up for assured success. Some progress has been made, but more needs to be done, particularly for some fundamental items that are required as the foundation of EDI efforts at the City of Hamilton.

- 6 A Corporate EDI Framework has been developed and is in the process of being implemented; however, there is no fully developed Project Management Plan (PMP) for the implementation of the EDI (now IDEA) framework.
- 7 The work done to date is good, but the efforts need to be executed in a more systematic and methodical way. As such, the City's data collection and metrics are still in the early stages and need to more meaningfully inform the City on the barriers to equity, diversity, and inclusion and/or its progress towards addressing these issues.
- 8 For EDI efforts, EDI implementation and governance should not be the responsibility of the HR EDI team alone. HR EDI should use the established Framework to help guide the individual Departments and other Divisions with their own, specific EDI-related goals. HR's EDI work should focus on their purview (recruitment, promotion, retention, etc.), and be a resource for EDI (e.g. provide training), but the responsibility for implementing EDI in the organization should be with the individual Departments and Divisions and could be overseen by a formal Steering Committee supported by HR EDI.
- 9 The HR EDI team proposed and implemented a form of EDI Steering Committee to help with EDI implementation but in its current deployment, it does not function as a conventional steering committee. It is more of a liaison group or departmental advisory committee. One of the duties of a steering committee is to oversee and support a project to ensure the attainment of its goals. Having the right governance structure ensures accountability and oversight of initiatives / strategies that impact more than one department or division. This would also address the concern where several staff in various service delivery areas have said Corporate support is needed to help service and program areas to develop their own strategy for embedding EDI in business processes.
- 10 We found the initiative lacks a comprehensive, corporate project plan, strategy and direction to City Departments and Divisions for achieving EDI goals. There are very limited tools and resources to support achieving the organization's EDI goals, particularly for Community EDI and Service Delivery.
- 11 That being said, we do recognize some service areas have made efforts towards the goals, such as having retained or intending to retain an equity specialist whose job would be developing EDI strategy for their service areas; and embedding EDI in its 5-year Economic Development Action Plan, etc. Further, these efforts have laid the foundation so the City can continue to build up the strategies, project plan and corporate direction to move the City towards its EDI goals. Without an effective corporate governance model for EDI efforts, Departments and Divisions will continue in their service delivery efforts without clear corporate direction and EDI efforts will be less effective than they could be.
- 12 In late 2022, EDI was rebranded as IDEA (Inclusion, Diversity, Equity and Accessibility) to include the Accessibility work done by the HR Talent & Diversity team. As EDI was the term when the audit started and was the focus of the audit, we use the term EDI in this audit report.

- 13 Overall, OAG has made 33 recommendations in the Recommendation Report (Appendix “B” to Report AUD23013) which will address the key audit findings, with a focus on EDI implementation from a project management perspective.

## Introduction and Background

### The City of Hamilton’s Equity, Diversity, and Inclusion Actions

- 14 Some demographic data for Hamilton per the Statistics Canada 2021 Census is below:

**Figure 1: City of Hamilton Demographic Data**

Demographic Category	Hamilton, 2021	
	Total Population	Population 15+ in Labour Force
Men	49.2%	52.0%
Women	50.8%	48.0%
Indigenous	2.2%	2.1%
Visible Minority	25.1%	24.7%
Persons w/a Disability	39.1%	35.8%

Source: Data is derived from custom tabulations of Statistic Canada’s 2021 Census obtained by the City of Hamilton as a consortium member of the Canadian Community Economic Development Network (CCEDNet) Community Data Program.

Below is data from the Employment Equity Survey as reported by Human Resources showing the make-up of the City of Hamilton’s employee population in 2021 (note: response rate to this survey was below 80%).

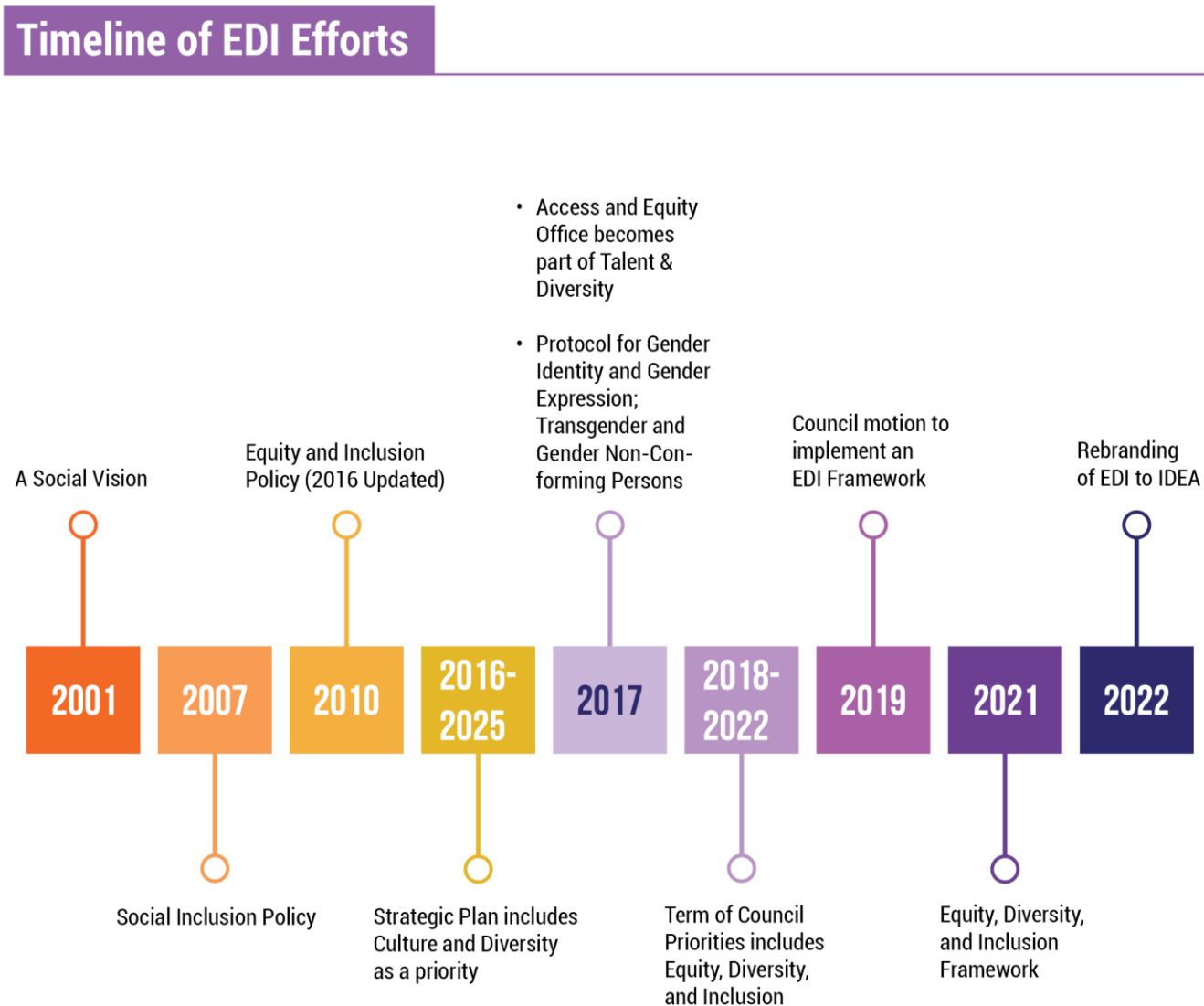
Employment Equity Data	Self-Identifies as			
	Woman	Aboriginal/ Indigenous	Visible Minority/ Racialized	Person with a Disability
City of Hamilton Staff Survey (ACTIVE RESPONDENTS (2021))	48.8%	2.2%	12.0%	5.6%

Source: Report to Council [HUR19019 \(c\) Appendix B](#), from November 30, 2022.

- 15 There have been previous efforts in the City of Hamilton (the City) to attempt to address equity, diversity, and inclusion. Starting in 2001 with “A Social Vision” which was a Social Development Strategy document for the City of Hamilton that included a description of Hamilton as “a vibrant community which promotes support for basic needs as well as inclusion and learning for all. Inclusion involves recognition of respect for diversity.”
- 16 In 2007 a Social Inclusion Policy was proposed with the intent of acknowledging the impact that social barriers like poverty, language, ability, racism, and classism have on the ability of a

person to participate fully in life within a community. The OAG could not find any evidence of an actual policy and/or its implementation.

Figure 2: Timeline of EDI Efforts



17 One of the earliest City policies regarding equity, diversity, and inclusion was the Equity and Inclusion Policy created in 2010. The Policy was developed “to enhance and strengthen Council’s decisions and to apply the principles to all City of Hamilton’s processes, policies, practices, programs, services, opportunities, actions, corporate strategic plans and departmental goals in ensuring beneficial outcomes and improved quality of life for all of the City’s internal and external stakeholders.”

18 There are three principles that underpin this City policy:

- The principle of Equity which reflects the City’s inherent belief in the human rights of all persons.

- The principle of Inclusion which creates a sense of belonging.
- The principle of Diversity that validates the sum total of potential found in any group of people.

- 19 The administration of this policy fell under the Access and Equity Office, which became part of the Talent and Diversity office in 2017. The Talent and Diversity Office includes the current Diversity and Inclusion Section within the Human Resources Division (HR EDI).
- 20 This policy was updated in 2016 to include the term “Gender Expression.” It is currently being revised as part of the ongoing internal EDI implementation work by HR EDI.
- 21 In 2016, the ten-year Strategic Plan (2016-2025) for the City was approved by City Council and there were seven priorities, including Culture and Diversity: “Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.”
- 22 A trigger event that brought diversity and inclusion into the spotlight was the legal settlement in 2016 between the City and a transgender woman respecting a human rights application after the woman was denied entry to the woman’s washroom and instead, was offered a universal washroom at one of the City’s facilities.
- 23 The settlement included an agreement to codify specified City practices with regards to the protected grounds of gender identity and gender expression and the rights of transgender and gender non-conforming persons. The Protocol for Gender Identity and Gender Expression: Transgender and Gender Non-conforming was created to meet this obligation and was approved by Council in 2017. Additionally, Transgender Protocol training is mandatory for all new employees.
- 24 In 2017, a Diversity and Inclusion Strategic Plan was developed by HR’s Diversity and Inclusion office. The strategic plan is at a very high level. The Diversity and Inclusion Strategic Plan set the priorities of the Diversity and Inclusion team as follows:
- Legislative and policy compliance
  - Education
  - Workplace diversity
  - Database and metric tracking
  - Workplace inclusion
- 25 The Diversity and Inclusion Strategic Plan objectives were:
- To ensure all aspects of our City are built on the principle of human rights, diversity and inclusion
  - To create, foster, support and ultimately sustain a City culture whereby all people feel a strong sense of inclusion, empowerment and opportunity to develop and growth.



- 26 In 2018, Equity, Diversity, and Inclusion was included in the 2018-2022 Term of Council Priorities. The priority states, “The City is committed to creating and nurturing a city that is welcoming and inclusive.”
- The goal of this priority is that “Equity-seeking communities will feel safe, supported and have an enhanced sense of belonging through strengthening community capacity, city responsiveness and creating inclusive engagement opportunities.”
- 27 This priority was aligned to the ten-year Strategic Plan priorities of Community Engagement & Participation, Culture and Diversity, and Our People & Performance.
- 28 A motion approved by City Council in February of 2019 was the most recent effort to address EDI for the City. In 2019, as part of the Council-approved motion, staff was directed to look into what would be required to implement an “equity-diversity-and-inclusion lens framework to City policy and program development, practices, service delivery, budgeting, business planning and prioritization.”
- 29 One item in the 2019 Council-approved motion stated that “the City’s Internal Audit services conduct an Equity, Diversity and Inclusion (EDI) Audit, city-system wide, to establish the baseline as it relates to City policy, program development, hiring and staff development practices, service delivery, budgeting, business planning and prioritization by which to measure progress annually.” As a result, an audit of EDI implementation by the City was put on the 2019-2022 Audit Workplan.
- 30 In September 2021, Ernst and Young (EY) and the HR Director of Talent and Diversity presented to Council an EDI Framework, which was approved by Council. This framework and the work to implement it was reviewed as part of this audit.
- 31 To support the implementation, a Senior Project Manager (SPM) EDI was hired in Q2 2022, and an EDI Human Resources Business Partner (BP) was hired in Q3 2022.

## **Community EDI Implementation**

- 32 In 2019, community priority population programs/services that used to be within the Community Initiatives portfolio under Healthy and Safe Communities were restructured. While most work in the portfolio remained within the Healthy and Safe Communities Department, the 25-year Community Vision – Our Future Hamilton, Strategic Public Engagement and Community Initiatives, together with 2 Full Time Equivalent (FTE) employees were transferred to the City Manager’s Office. In 2021 this work was moved, reporting to the Director of the Office of Government and Community Relations. Today, the community relations work performed and overseen by this Office includes:
- Corporate-wide Public Engagement
  - Hate Mitigation & Prevention Action Plan

- Distribution, development coordination, programming and funding of the City Enrichment Fund
- Overseeing the funding and service agreement with Hamilton Anti-Racism Resource Center (HARRC)
- Community inclusion objectives such as fostering community partnerships and relationships on behalf of the City of Hamilton (including inclusion campaigns – Hamilton for All, Salam Hamilton, representation on various community working groups and network tables.
- Ongoing Support and Oversight of five Citizen Advisory Committees:
  - Mundialization Committee
  - Immigrants and Refugees
  - Women and Gender Equity
  - Committee Against Racism
  - Advisory Committee for Persons with Disabilities
  - LGBTQ Committee – moved to the Healthy and Safe Communities Department in early 2023 to align with the Community, Safety & Well-being Plan

33 The Office also provided collaborative support to the Urban Indigenous Strategy and Community Safety and Well-being Plan that were developed in consultation with community partners and whose creation was led by teams from the Healthy and Safe Communities Department.

34 In 2020, resulting from Council direction, Sage Solutions Inc was engaged for consulting work to:

- Review the City’s draft policy, procedures and Trespass By-law on hate mitigation and provide advice based on best practices and public input.
- Engage the community and garner input from residents, equity-seeking groups, and other key community stakeholders on current hate-mitigation policies and strategies.
- Produce and present public consultation findings on hate-mitigation policies and procedures, as well as other broader ideas to combat hate.

35 In August 2021, 18 recommendations were presented to Council (at the General Issues Committee-GIC) at the conclusion of Sage Solutions’ work, of which four of the recommendations were considered out of the jurisdiction of the City.

36 The 18 recommendations were grouped in the following four themes:

- **Proactive Leadership** included four recommendations, called for the City to take the lead condemning hate activities and promote positive values, establishing a well-informed response to stand against hate, resource and implement an action plan to confront systemic racism, oppression and other forms of discrimination.

- **Centring Communities** included seven recommendations, called for collaboration with community partners and stakeholders to initiate convergent strategies to combat hate, focus on prevention, increase diverse representation at decision-making tables and invest in safe community spaces.
- **Education and Early Intervention** included two recommendations, called for early education starting from school curriculum on prevention of racism and hate, equity, diversity, inclusion, justice and belonging, partnership with school boards and community organization. Invest in placemaking initiatives that encourage diverse community interactions across groups.
- **Regulations and Enforcement** included five recommendations, called for standing against hate beginning on City properties, build a coordinated community reporting system and collaborate with Police Services.

37 The Office of Government and Community Relations proposed seven action plans to address these recommendations.

## EDI in Service Delivery

38 One of the motions from the February 2019 Council meeting referenced above was that an implementation of the equity, diversity, and inclusion lens begin in the City’s Housing & Homelessness Strategy and service delivery. To address this, the Housing and Homelessness Action Plan (HHAP) developed by Housing Services in 2013 was reviewed and revised in 2019 and 2020. According to the 2020 version of HHAP, a formal equity, diversity, and inclusion framework and Gender Based Analysis Plus (GBA+) are to be developed to ensure they are effectively meeting the specific needs of the people who need them.

39 Most of the progress the City of Hamilton has made so far was in response to legislative requirements. Examples include:

- Accessible transportation (DARTS, transit infrastructure).
- Accessible facilities (park benches, braille in City buildings).
- Inclusion programming in Recreation Centers operated by the City.

40 The Economic Development Action Plan (EDAP) included two actions to address EDI as a result of recognizing the importance of the contribution of immigrants to economic growth and the labour force in Hamilton. The Planning and Economic Development Department also manages the Placemaking Pilot Grant program which encourages community interaction to embrace EDI.

41 In addition to the six permanent program areas of funding under the City Enrichment Fund, a pilot grant program for digital equity was added and aimed to be operationalized in 2023/2024. In addition, a set of new EDI questions was included in the grant application intake process to inform grant award decision making.

## Audit Objective

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- 42 The objective of the audit was to assess whether the City has a sound plan and strategy, as well as the management of tools and resources to support and achieve the EDI goals as stated in 2018-2022 Council Terms of Priorities, that “equity-seeking communities will feel safe, supported and have an enhanced sense of belonging through strengthening community capacity, City responsiveness and creating inclusive engagement opportunities.” At the time of audit fieldwork, the 2023-2026 Term of Council Priorities had not yet been finalized.

## Audit Scope

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- 43 The scope of the audit included reviewing the HR EDI framework, current strategies, project management activities, roadmap and action plans in both Human Resources and the Office of Government and Community Relations, and EDI implementation in the City of Hamilton’s service delivery.

## What We Did

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- 44 To address City Council’s February 19, 2019 motion to perform an audit “to establish the baseline as it relates to City policy, program development, hiring and staff development practices, service delivery, budgeting, business planning and prioritization by which to measure progress annually,” the OAG divided the audit into the following areas of focus.
- Internal EDI led by Human Resources Talent & Diversity’s EDI team (HR EDI)
  - External (Community) EDI led by Office of Government and Community Relations
  - EDI implementation in service delivery for the following areas:
    - Children’s and Community Services, Housing Services, Recreation, and Family Health in the Healthy and Safe Communities Department
    - Transit, Parks and Cemeteries in the Public Works Department
    - Tourism and Culture, Planning, Small Business and Business Investment in the Planning and Economic Development Department
    - CityHousing Hamilton
- 45 For these three areas OAG performed the following procedures:
- Gained an understanding of the history of EDI efforts in the City.
  - Gained an understanding of the work completed to-date and in progress on the Internal and External (Community) EDI implementation as well as what is being done in City service delivery.

- Reviewed the work and recommendations of consultants, as applicable, in the three areas.
- Performed relevant testing and review of policies and procedures to verify/validate progress made to date on EDI implementation.
- Assessed the City’s procedures and structures in place to implement and manage EDI implementation.

## How We Did It

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- 46
- Reviewed documentation such as strategic and project management plans, policies and procedures, contracts, RFPs, and Council Reports related to current EDI implementation efforts.
  - Reviewed webpages with information related to EDI implementation including Divisional webpages regarding services and programs.
  - Interviewed relevant staff, including over 60 staff members across the organization in the three areas, including four current General Managers (GM).
  - Reviewed available data, metrics, and performance measures, as applicable.
  - Researched EDI literature, websites, and other municipalities’ work.

## What the Scope Did Not Include

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- 47
- This audit did not include a review of all service areas in all Departments, a sample of service areas were selected for review for the audit.

## Key Terms

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- 48
- The definitions below were provided by Human Resources Talent & Diversity group from the Corporate New Employee Orientation (CNEO) Equity, Diversity and Inclusion (EDI) training available to new employees.

**Accessibility** - Inclusive practice of ensuring everyone along the continuum of human ability and experience can acquire the same information, engage in the same interactions, and enjoy the same services in an equally effective and integrated manner with substantially equivalent ease of use.

**Diversity** - A term used to encompass the acceptance and respect of various dimensions such as race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, place of origin, and education.

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**Equity** - A condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

**Inclusion** - The extent to which diverse members of a group feel valued and respected. It is often referred to as a sense of belonging.

The definitions below were provided the Office of Government and Community Relations:

**Community Engagement** - Community engagement refers to a strategic process, intention, or action with the goal of facilitating interactions, building relationships, and working collaboratively with identified groups of people, whether they are affiliated by a geographic location (community of place), a community of similar interest, or a community of affiliation or identity, to affect positive change.

**Public Engagement** - Public engagement or public participation is viewed as any intentional process that involves the public in problem solving or decision-making and uses public input to inform decisions.

**Barrier** - A barrier is anything that keeps an individual or group from participating fully in an activity. A barrier can be visible, invisible, environmental, physical, economic, social, or political. Barriers prevent full communication, working together, and progress or achievement.

**Equity-Seeking Groups** - Equity-seeking groups are those that identify barriers to equal access, opportunities and resources due to disadvantage and actively seek social justice and reparation.

The definition below is taken from Statistics Canada:

**Visible Minority** - refers to whether a person is a visible minority or not, as defined by the *Employment Equity Act*. The *Employment Equity Act* defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour". The visible minority population consists mainly of the following groups: South Asian, Chinese, Black, Filipino, Arab, Latin American, Southeast Asian, West Asian, Korean and Japanese.

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## Detailed Findings

### Governance and Risk Management - Who is Responsible?

- 49 A greater focus on change management at the organizational level is needed to prepare, equip, and support staff in moving towards embedding EDI in day-to-day work at the City and in the way the City delivers its services.
- 50 Additionally, a formal risk assessment has not been performed for EDI implementation. A risk assessment helps management identify goals, obstacles, and gaps along the way (risks), and determine strategy to mitigate the risks. For a long-range project as EDI implementation, it

would help in determining what the goals are in the short-term and what the goals are for the long-term, and subsequently how resources can be prioritized to meet these short term and long-term goals. It can help to realistically assess what can be achieved in the short- term and how much the City can commit to on an annual basis to help relieve the pressure on the organization and manage stakeholder expectations throughout this journey.

- 51 Further, the City of Hamilton budget process has yet to formally embed EDI considerations in the budgeting process, nor is there a budget set aside to support embedding EDI in service delivery. Having said that, some areas have funded or intend to fund an EDI specialist, which is important. Budgeting with EDI considerations in service delivery would help to address the issue of equitable provision of services and programs to diverse groups and enable the City to measure and track the investments it makes in embedding EDI into the City's service delivery.

## Internal EDI

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### EDI Framework Development

- 52 OAG reviewed the work done by Ernst & Young (EY) which informed the EDI Framework being implemented and the related systemic initiatives. We did find some issues with the deliverables that pose challenges in the development of the Framework and initiatives.
- 53 The cultural assessment survey, on which EY's assessment of City culture and subsequent recommendations were based, was not representative of City staff. For example, the 43% response rate is of those who were sent the survey link via email. There are a large group of employees without City email addresses. The OAG estimates that the survey responses represented only 27.5% of the total employees at the time.
- 54 From a review of the cultural survey results, it is not clear to the OAG how or whether the tool rigorously gauged equity or diversity. The only item the OAG noted was a question that asked: do you think we have a diverse workforce? The survey had more questions regarding day-to-day general work environment/culture and broadly gauges inclusivity. The OAG finds it to be similar to the City's Our People Survey which was sent out four months later.
- 55 An Executive Leadership Assessment (ELA) was done with the Senior Leadership Team (SLT) team at the time. The ELA is a one-on-one consultant-led assessment with SLT members to provide tailored development plans for areas and ownership for driving behaviour changes related to EDI. This along with the cultural assessment was meant to be done annually but were not. These were intended to be measures of progress/impact of our EDI implementation progress.
- 56 Additionally, EY proposed six systemic initiatives which were recommended as part of the Framework to implement EDI within our organization. The initiatives and key activities are shown in Figure 3 (Summary of EDI Roadmap):

Figure 3: Summary of EDI Roadmap

## Summary of EDI Roadmap – Summary of Systemic Initiatives

Following data collection and analysis from multiple sources – EDI diagnostic survey, Leader Interviews, Focus Groups, and a Senior Leadership Team Workshop – the following systemic initiatives were recommended in the EDI Framework

1

### **BUSINESS CASE**

Create EDI business case to outline the benefits of EDI and how it impacts business performance and the City's overall objectives

**Key Activities:**

- Assemble the EDI business case team
- Define the business case
- Implement business plans and set up review cycle
- Communicate business case

2

### **COMMUNICATIONS PLAN**

Create an organization-wide communications plan that includes an EDI calendar, campaign and community events

**Key Activities:**

- Broadcast Leadership's commitment to EDI
- Create EDI communications campaign strategy
- Create EDI communications calendar
- Spread awareness of EDI learning events

3

### **STRUCTURED PERFORMANCE MANAGEMENT**

Implement targeted approaches to help retain employees and progress all employees fairly

**Key Activities:**

- Assemble performance management and career progression subcommittee
- Enhance performance appraisal process
- Create targeted talent development programs
- Enhance talent mapping and succession planning
- Measure impact



## Summary of EDI Roadmap – Summary of EDI Cultural Behaviours

Following data collection and analysis from multiple sources – EDI diagnostic survey, Leader Interviews, Focus Groups, and a Senior Leadership Team Workshop – the following EDI cultural behaviours were recommended in the EDI Framework.

**4**

### **LEADER COMMITMENT**

Improve Senior Leadership communication to better cascade priorities to various levels within the organization

**Key Activities:**

- Engage team with EDI content
- Define behavioural sprint, implement, reflect and engage, report back and iterate

**5**

### **INCLUSIVE COLLABORATION**

Actively seek out opportunities to involve others and regularly seek feedback on how to team more inclusively

**Key Activities:**

- Encourage feedback
- Incorporate the use of inclusive language
- Break down silos
- Define behavioural sprint, implement, reflect and engage, report back and iterate

**6**

### **BETTER RECOGNIZE AND PROMOTE EMPLOYEES**

Lead with an open-mind to drive more employee recognition

**Key Activities:**

- Increase recognition
- Foster a work environment where varying opinions and ideas are welcome
- Define behavioural sprint, implement, reflect and engage, report back and iterate

- 57 At a high-level, the six initiatives recommended by EY as well as the EDI Framework (see Figure 4) are reasonable to move the City towards its objective to implement the EDI Framework, but they lack specific details on how to operationalize them. There is not much detail regarding what should specifically be done and to what end for each of the six initiatives. It is not clear what the short-term objectives are and how, specifically, will these objectives contribute to addressing equity, diversity, and inclusion at the City of Hamilton.
- 58 The EDI Framework sets up an administrative/HR support structure but the path to meaningful, systematic organizational change is much more difficult to achieve than fulfilling the six proposed initiatives. HR EDI needs to fill in the details. The somewhat rudimentary nature of the recommendations (e.g. "create business case") is also indicative that EDI as a concept was/is not mature at the City of Hamilton.
- 59 With the substantive use of consultants in EDI implementation work, the City should be more directive and/or have more scrutiny of the work of consultants. As it was noted above, one of the inputs for the EDI Framework was informed by a survey that was not representative of the City's staff, and EY provided high-level guidelines but little in the way of details that can be operationalized, the City of Hamilton should consider how to ensure consultants are providing us with recommendations that are actionable and whether they will have a lasting impact given the cost for engaging consultants.

## Project Management of EDI Framework Implementation

- 60 With respect to project management fundamentals, OAG found there is no fully developed Project Management Plan (PMP) for the implementation of the EDI Framework. OAG asked HR EDI staff for a PMP and was provided a Gantt chart, which is a project management tool that illustrates work completed over a period of time in relation to the time planned for the work. The chart provided included start and end dates of specific tasks, but it was very rudimentary (e.g. no dependencies-one task can only start once another is completed, no project milestones, no critical path, etc.). Per HR EDI staff, the PMP is a work in progress and still being developed. It is noted that the Senior Project Manager (SPM) EDI was hired in Q2 2022.
- 61 Typically, a Project Management Plan has 5 key items:
1. Project Charter (Business Objectives & Process Success Criteria)
  2. Project Requirements
  3. Work Breakdown Structure (defines scope in terms of deliverables)
  4. Plan (includes risk, budget, resources, schedule, quality assessment, procurement, etc.)
  5. Communications (identifying stakeholders and what information to share, who should get it, how to distribute, and when to share).
- 62 These five items are typically developed in sequential order.

- 63 Though HR EDI is still in early stages of the EDI Framework implementation, work has been done on several of the initiatives without having a fully developed PMP. This is likely the reason for the lack of objectives and goals (short- and long-term) related to the EDI Framework implementation to date (see related Findings below).

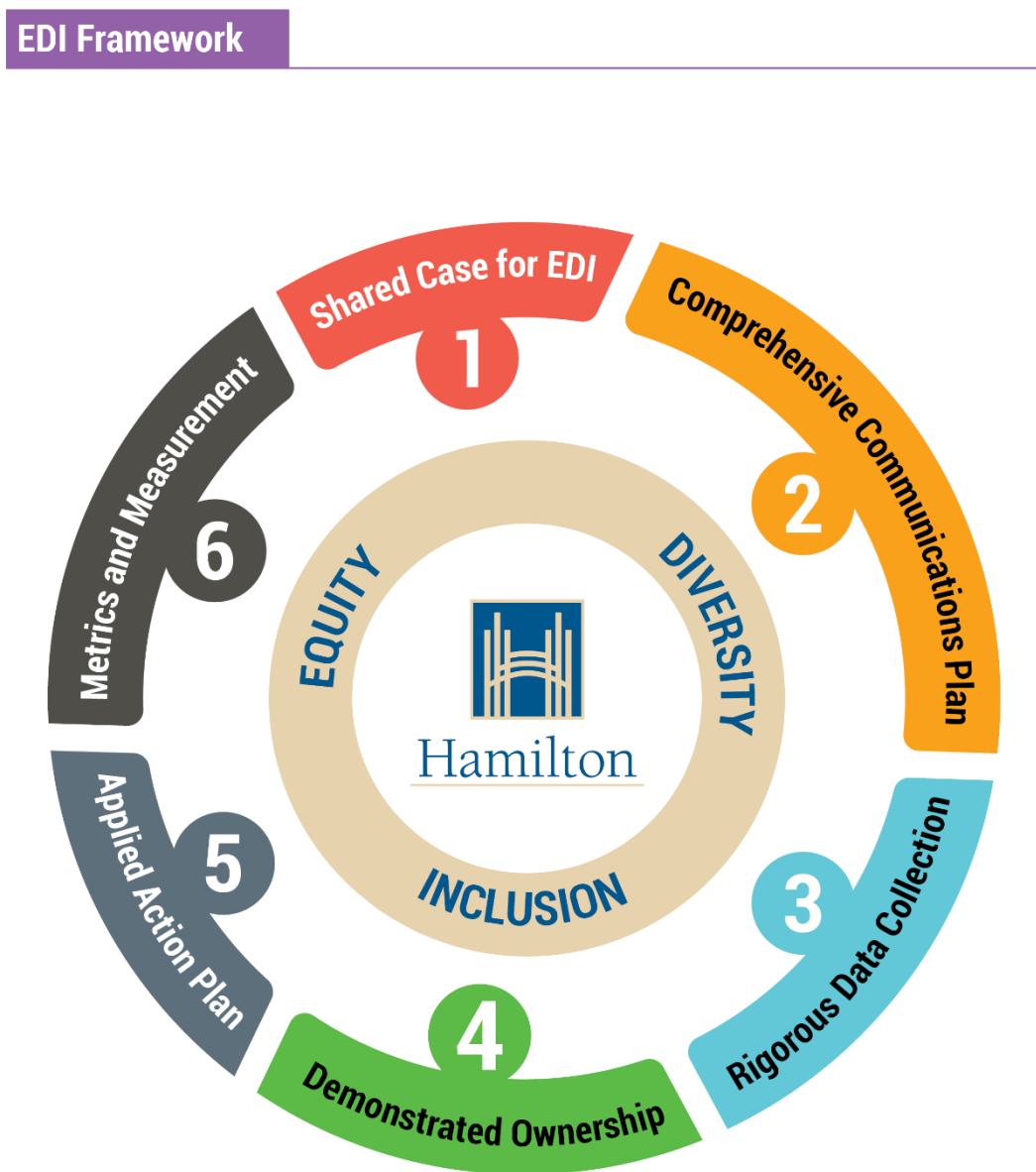
## Status of EDI Road Map and Implementation to Date

- 64 The OAG reviewed and documented HR EDI's progress to date on the implementation of the six initiatives noted above to support the EDI Framework.
- A **Business Case** was written by EY for the City of Hamilton
  - The **Communication Plan** for EDI framework is still in progress. However, there are not clear objectives and goals of what the Communication Plan will be achieving and what the communications should be about.
  - **Structured Performance Management:** Some succession planning work has been proposed but this is still in development. Some draft documents were provided to the OAG and the succession planning objectives included: "consider diversity of candidates," and the end goal of succession planning was to "provide a continuous flow of diverse talented high potential employees ready to move into key positions." There was no information on how "diverse" is defined in this context or what may be considered adequately "diverse".
  - **Leader Commitment:** Some short videos have been filmed by the Senior Leadership Team (SLT), but still need to be edited and finalized. The plan is for the videos to be included in new employee orientation sessions. SLT Performance Accountability and Development (PAD) goals include Harvard ManageMentor training completion rates and Employment Equity survey completion rates.
  - **Inclusive Collaboration:** More EDI (IDEA) training modules are being developed. There is a proposal for a Leadership Allies group for IDEA work which would include training leaders on how to have impactful IDEA discussions with their staff.
  - **Better Recognize and Promote Employees:** The HR Organizational Learning & Development Section has a proposal to create a framework to set minimum guidelines for employee recognition events. Based on the OAG's review of this work, it is not clear how this will further EDI work for this initiative.
- 65 Some of the six components of the framework should work in progression and/or piggy-back off each other. For example, the first step is a business case which should be the driver for EDI. The business case should help inform the Communication Plan objectives (why the City is doing this, why is it important, etc.), which should drive what data the City collects. Demonstrated ownership drives action plans (and possibly vice versa). Action plans should also drive the performance measures the City maintains. HR EDI seems to be putting efforts

towards each component separately and/or independently. As such, it is difficult to track the true progress of the Framework's implementation. This also contributes significantly to why the City does not have meaningful metrics linked to action plans at this time.

- 66 The work completed to date are steps towards embedding EDI in the organization. However, because of the lack of specific objectives and goals, there is not a systematic or methodical approach to this important work.

Figure 4: EDI Framework



Source: [Report to Council HUR19019 \(b\) Appendix A](#), from September 22, 2021

## EDI Steering Committee

67 The EDI Steering Committee (SC) was formed prior to the creation of the current EDI Framework. The Steering Committee was approved by Council as proposed in the September 18, 2019 General Issues Committee-GIC report, (HUR19019) to be comprised of representatives from all departments and across all levels of the organization.

68 In our view, the EDI Steering Committee that was eventually formed is more of an Advisory Committee comprised of staff liaisons between the HR EDI team and their respective Departments/areas. Though they have done some of the work that was originally proposed, they do not function as a conventional steering committee. The first Steering Committee met in September 2020 and the members participated in the focus groups EY put together to inform the subsequent EDI Framework.

69 A steering committee is meant to be a governing body tasked with overseeing and supporting a project.

70 They provide guidance and support to achieve project objectives and goals throughout the term of the project. This is not the current function of the EDI Steering Committee.

71 A steering committee usually includes stakeholders and representatives from departments with a significant stake in the project's success. For example, in the case of the City, this would include:

- General Managers as well as heads of Divisions.
- Subject matter experts from Departmental areas already doing EDI work.
- Employees with substantial project management expertise.

This is not the current make up of the EDI Steering Committee.

72 The original Steering Committee was comprised of 18 members. General Managers (GMs) were asked to nominate individuals from their Departments to participate in the Steering Committee. The criteria for nominations were/are:

- Strong performance and high potential in their current role
- Succession planning candidates that would benefit from participation in an organizational project of this scope
- Viewed as influencers within their current teams/workgroups who can be early adopters of EDI
- Various and diverse perspectives and lived experiences to enhance the decision outcomes

73 Further, nominees had to possess the "Ability to devote the required time to participate in this initiative, which is anticipated to be approximately two hours of meeting time per month along with quarterly half day sessions for the next two to three years."

- 74 The original Committee members included staff from each of the five Departments (Corporate Services, Healthy and Safe Communities, Planning and Economic Development, Public Works, and the City Manager's Office).
- 75 At the time of OAG's fieldwork there were 15 EDI Steering Committee members (four Managers, one supervisor, and ten staff). OAG interviewed ten of the members. Of the members OAG interviewed, many seemed to have been appointed (based on their knowledge) as a professional development opportunity (later corroborated by GM interviews as well) and time availability criteria, but few mentioned lived experiences. Some members did volunteer/ask to participate because they were already doing EDI work in their area and had a passion for the work. Three of the four criteria above emphasize members who have been identified in their department as potential leaders rather than lived experiences or knowledge/work done in EDI.
- 76 In our consultations with HR, they felt that it was not necessary for the members to be knowledgeable about EDI because members of the Steering Committee would receive training. It was more important that the members be influencers/future leaders that could take the training they receive and help embed the knowledge in their respective Departments.
- 77 These EDI Steering Committee nominations were made before any unconscious bias training was provided to management and was during the early stages of the City's Employment Equity Data collection. The OAG also noted that the City does not collect demographic data on LGBTQ2SIA+ staff. Of the ten Steering Committee members interviewed, only one confirmed to OAG they identified as a visible minority.
- 78 In our opinion, the established criteria are not the most effective criteria for a committee to help implement and embed EDI. Criteria for the Committee should be based on what would help best achieve the objectives and goals of the Committee. Lived experience should have a greater emphasis and the criteria not just limited to staff member's demographic self-identification. A white male could have a spouse or children that come from the four groups and/or identify as LGBTQ2SIA+. There should be more inclusive and equitable criteria as well as documentation as to why someone was nominated. Having individuals with lived experiences involved in EDI implementation would help embed the cultural and behavior elements needed for success. There should also be a criterion for individuals already doing EDI work in service areas (e.g., Paramedics and Public Art have already embedded elements of EDI in the work they are currently doing.).
- 79 Further, the emphasis on succession planning and future leaders is a criterion that could be seen as a barrier as the City currently does not have (and did not have at that time) succession plan guidance on how to identify and/or recruit a more diverse pool of candidates for future leadership.
- 80 Regarding the work done to date by the current Steering Committee, a common issue mentioned during the SC interviews was that the committee seemed to languish for the first year or so. It took a long time to develop the Terms of Reference (TOR) to understand what their purpose as a Steering Committee member was. Even now some members still feel there is a lack of understanding of objectives and purpose amongst some of them.

- 81 This year, Steering Committee members were asked to create individual workplans for Education (training) and Communication to execute in their departments and/or areas. Some members mentioned it was not clear what about EDI they should be communicating. The OAG was provided with two SC workplans as examples to review and saw very disparate approaches to communications. Some of this was due to the two areas being different and having unique communication methods (e.g., televisions in common areas vs. email, etc.) but there was not a cohesive rollout of EDI communications, including messaging. There was no evidence of any guidance from HR EDI regarding inclusive language or accessibility considerations in their delivery. This is not surprising as the Communication Plan as part of the EDI Framework implementation has not been finalized.
- 82 One of the risks with this disparate approach to EDI communications is communication fatigue and communications are perceived as performative (emails about holidays and events) and not cohesive and substantial. By the time the City of Hamilton has more substantial communications, people may not take notice.
- 83 Also mentioned by some Steering Committee members was the feeling there is not full support by all levels of management within their Department and/or Division and they feel lost as to how to go about working within their Division to support EDI efforts. The Steering Committee members have been questioned as to the value and purpose of what they are doing for the time spent. This is likely a result of the overall lack of objectives and goals for the Committee as well as the function being more of a group of advisory liaisons for their respective areas without enough reach for other Divisions and their entire Department.
- 84 The current structure and strategy for the EDI Steering Committee is not conducive to creating substantial change to embed EDI in the organization.

## Data Collection and Performance Measurement

- 85 The Employment Equity Survey (EES) was launched in January 2020. Through the Employment Equity Survey (EES), staff (including new hires) and applicants are asked if they self-identify as a Woman, Aboriginal (Indigenous), Visible Minority/Racialized, or Person with a Disability. The data collected follows demographic data collection requirements per the Employment Equity Act for federal and federally regulated organizations. The requirement does not apply to the City (The City is not a federal or federally regulated organization). However, HR EDI started to use this requirement and follow the guidance as a basis to start collecting some Employment Equity data. Also, as noted below, the City's PeopleSoft system was already configured for this.
- 86 In reviewing the process, we found that the data collected is very basic and the survey response options are limited. For example, it does not offer individuals an option to self-identify as a member of the LGBTQ2SIA+ community. According to HR EDI, they are currently limited in what they can collect regarding demographics as there are system limitations as to what data can be stored in the PeopleSoft HR system. The collection of the four demographic groups was done because PeopleSoft was already set up for it. Any additional data collection

or storage would require additional modules or further customization in the existing system. Additional modules and customizations would require a funding source/budget.

- 87 The EES data was collected to inform the metrics that track if City of Hamilton staff and job applicants are reflective of the community they serve. To date, HR EDI staff has simply periodically reported the collected data with the data available from the 2016 Census on Hamilton Labour Market Availability (LMA) and the Canadian LMA to show progress towards being reflective of the community. The survey results have been reported to Council regularly, with the most recent report provided on November 30, 2022 as Appendix B with HR's report HUR19019 (c). The OAG has also included the 2021 Census Data for informational purposes below (Figure 5, "Demographic Category") and again later on in the report (Figure 6), as there have been changes between the 2016 and 2021 census data.

**Figure 5: Demographic Category**

Employment Equity Data	Self-Identifies as			
	Woman	Aboriginal/ Indigenous	Visible Minority/ Racialized	Person with a Disability
City of Hamilton Staff Survey (ACTIVE RESPONDENTS (2022))	47.7%	2.2%	12.4%	5.5%
City of Hamilton Applicant Pool (2022 YTD October 31, 2022)	54.4%	2.1%	29.6%	4.2%
City of Hamilton New Hires (2022 YTD October 31, 2022)	81.7%	2.0%	27.4%	5.6%

Statistics Canada Census Data	Self-Identifies as			
	Woman	Aboriginal/ Indigenous	Visible Minority/ Racialized	Person with a Disability
Hamilton Population (2016)**	51.1%	2.3%	19.0%	29.1% <sup>+</sup>
Hamilton LMA (2016)**	48.3%	2.0%	17.6%	n/a
Canada LMA (2016)***	48.2%	4.0%	21.3%	9.1% <sup>+</sup>

\*\* Based on total population, including children and others not seeking work.

\*\*\*Refers to the number of people in the workforce from which employer can hire.

+Disability data is from 2017 Canadian Survey on Disability

Source: Report to Council [HUR19019 \(c\) Appendix B](#), from November 30, 2022.

Demographic Category	Hamilton, 2021		Canada 2021	
	Total Population	Population 15+ in Labour Force	Total Population	Population 15+ in Labour Force
Women	50.8%	48.0%	50.6%	47.9%
Indigenous	2.2%	2.1%	5.0%	4.2%
Visible Minority	25.1%	24.7%	26.5%	27.2%
Persons w/a Disability	39.1%	35.8%	35.7%	33.6%

Source: Data is derived from custom tabulations of Statistic Canada's 2021 Census obtained by the City of Hamilton as a consortium member of the Canadian Community Economic Development Network (CCEDNet) Community Data Program.



- 88 Additionally, the legislative guidance for the Employment Equity Act recommends an 80% return and response rate (even if the response is “choose not to answer”). The City’s overall response rate as of the end of fieldwork (June 2023) was around 61%. Also, the City of Hamilton has not reached the 80% response rate in all Departments. The Departments that have not yet met this are Healthy & Safe Communities and Public Works. These are the two largest Departments with a high percentage of staff that historically have not had a work email address. According to HR EDI staff, in addition to challenges relating to having staff without a work email address access and having the time to take the survey (either through an email link sent to a personal email address or paper surveys), another struggle is that some staff included in the overall headcount may be on leave and cannot be contacted to take the survey.
- 89 Because the City has not achieved the minimum 80% response and return rate in all Departments, the data is not used to inform any EDI actions or plans (e.g., regarding staff diversity).
- 90 There has been significant progress made in recent months, within Departments, to achieve the 80% response and return rate and that is due to the combined efforts of HR EDI staff and Department management.
- 91 HR EDI staff did provide some reports that they are in the early stages of developing and validating that would capture some additional information such as salary, promotions, and terminations, but even these reports are based on the four demographic groups data collected from the EES. So, the same issues would apply (no LGBTQ2SIA+ data and return and response rate).
- 92 In our view, utilizing EES data to gauge if the City is making progress towards having City staff being more reflective of the community falls short of what is needed. A more fulsome and nuanced approach is needed. There is other information that should be reviewed (such as exit demographic information, information from exit interviews-qualitative data, positions held, promotions, etc.).
- 93 This goal could be better-defined and have more specific, tailored objectives. For example, is the goal to be reflective of the community the City serves considered to be met if the percentages are reached but women, visible minority/racialized, Aboriginal (Indigenous), and persons with disabilities are in lower-level positions and not represented at leadership levels? This is a policy issue and would ultimately be a Council decision.
- 94 There are some departments that have met the 80% return and response rate. For these departments, the metrics collected via the EES are not yet used at the department level to consider changes (as needed) to address the diversity of their workforce. Currently, HR EDI has not analyzed the demographics in each Department against the Hamilton and Canadian LMA data and has not reported to Council on it. Work has yet to be done to develop plans linked to the use of the data provided. Demographic make-up goals should be department specific and linked to strategies and/or service needs.
- 95 Without rigorous and reliable data collection, the City will not be able to develop performance measures to inform the City’s progress towards its goals. As part of the work relating to the

creation of the EDI Framework, EY provided HR with recommendations for an EDI Dashboard. Included were legally and culturally accepted demographic data collection questions and “Commonly Tracked EDI Metrics”. This information should help guide improvements to the City’s data collection and metrics tracking.

- 96 HR EDI’s resource challenges regarding data collection are not only the PeopleSoft HR system limitations. Currently, HR EDI’s core team is made up of a Senior Project Manager EDI and EDI Human Resources Business Partner (there is also a Training Coordinator position open as well), but another key resource would be a data analyst. The data and metrics component for EDI is very important and should be developed in conjunction with rolling out action plans or initiatives on what data can be collected and how it is collected can be considered. It will almost be impossible for data collection and analysis to be successful without data analyst capabilities being assigned to this work.
- 97 Because of the City’s limited data collection, the organization does not have meaningful performance measures for the implementation of the EDI Framework. As noted above, the data the City collects is not linked to action plans. Because the EDI Framework is not fully implemented in the organization the City is far from establishing performance measures. The data and metrics the City currently collects and reviews does not inform anything about the City’s EDI efforts or potential barriers to employment and/or promotions.

## Other Considerations for Internal EDI implementation

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### EDI Resources

- 98 Another item that was part of Council’s February 19, 2019 motion was to have the “Equity, Diversity & Inclusion toolkit (Handbook)” that was “developed to support existing work by staff, be reviewed, edited and revised as required following consultations with internal and external stakeholders and made available as a resource to City staff and the community.” Although a handbook was developed, according to the HR Team, it will not be rolled out as a resource. According to HR, there were concerns with the EDI Handbook - it was produced by a consultant that a former Mayor’s Office engaged, so HR EDI does not own the document and cannot make the required revisions to bring it into alignment with the Framework.
- 99 Currently, there is nothing to replace the “Handbook”. Originally, and per the Council motion, the intention was to revise it to bring it in alignment with the EDI Framework. As part of EY’s work to develop the EDI Framework and implementation they provided recommendations on how to do this. The revisions were not made, and the Handbook was never rolled out.
- 100 Per HR EDI staff, the newly launched (July 2023) IDEA Landing Page will be a resource for IDEA (Inclusion, Diversity, Equity, Accessibility) information for all employees. HR plans for the site to be updated regularly with new training, resources, tools, and communication as they become available. As of July 25, 2023, the resources and tools were limited (the few resources included Steering Committee page with a list of members, EDI Framework graphic, new IDEA logo, calendar of EDI events, etc.). Further, the IDEA Landing Page was launched before being

fully developed as a resource. Since it is a HOWI landing page (accessed by employee login only), it is not intended to be a community resource. The original Handbook was intended to be both a City staff and community resource. So, there is still no community resource. Also, as of the launch date, OAG did not see any announcement of the launch of the IDEA Landing Page for staff to be aware of it.

- 101 Though the page is still being developed and more updates are to come, there is a risk associated with an undeveloped resource. Staff may not see it as a useful resource and may not come back to it if it is perpetually in development.

## EDI in Recruiting

- 102 OAG observed that the City has done limited targeted recruiting. In the November 30, 2022 report to GIC, HUR19019 (c), HR outlined efforts undertaken to help increase the number of Persons with Disabilities as they identified this as an area where the City is still lagging per the EES data. Their efforts are significant and should be acknowledged. However, the City of Hamilton is also still below the LMA for Hamilton and Canada for Visible Minority/Racialized staff. HR has also done some targeted recruiting related to Indigenous/Aboriginal populations, but with the percentage of staff at 2.2% and Hamilton LMA at 2.0% and Canadian LMA at 2.3%, City staff demographics for this group is tracking closely to the community. The percentage of women on staff (47.7%) were tracking very close to the Hamilton and Canadian LMA of 48% as well. Refer to Figure 5 for full details.
- 103 In the above report, HR acknowledged that the City of Hamilton is still behind in Visible Minority/Racialized demographic by saying “While our current employee population of Visible Minority/Racialized staff are still below the Labour Market Availability, our applicant and new hire data indicates that we are attracting candidates and hiring above the levels indicated by the Labour Market Availability.” However, the City is not currently reporting on the EES data of staff that are leaving the City so the new hire applicant data alone does not give the complete picture (and new hire data is also included in current staff data) of what progress is being made regarding Visible Minority/Racialized staff.
- 104 OAG obtained the 2021 Census data for the EES demographic groups from Children and Community Services staff (see Figure 5). OAG noted the biggest change in the Hamilton and Canada LMA has been in the Visible Minority/Racialized LMA. The Hamilton LMA increased from 17.6% (in 2016) to 24.7%. The Canadian LMA, increased from 21.3 % (in 2016) to 27.2%. The City is already behind for this group in staff representation.
- 105 The 9.1% Persons with a Disability for Canadian LMA as reported in the HUR19019 (c) Appendix B, from November 30, 2022 (see Figure 5) comes from the 2017 Canadian Survey on Disability (CSD) and is not from the 2016 Census data (as it was labeled in the report). The Statistics Canada Census data does collect Persons with a Disability LMA, but the criteria may be broader than the CSD. The CSD was conducted again in 2022 but this data has yet to be released. The numbers in OAG’s Figure 6 are from the 2021 Statistics Canada Census data.

Figure 6: Statistics Canada 2021 Census Data

Demographic Category	Hamilton, 2021		Canada 2021	
	Total Population	Population 15+ in Labour Force	Total Population	Population 15+ in Labour Force
Women	50.8%	48.0%	50.6%	47.9%
Indigenous	2.2%	2.1%	5.0%	4.2%
Visible Minority	25.1%	24.7%	26.5%	27.2%
Persons w/a Disability	39.1%	35.8%	35.7%	33.6%

Source: Data is derived from custom tabulations of Statistic Canada's 2021 Census obtained by the City of Hamilton as a consortium member of the Canadian Community Economic Development Network (CCEDNet) Community Data Program.

- 106 When HR last reported the data to GIC in November 2022 (see Figure 5) the 2021 Census data was not published and has only recently become available. HR plans to report to GIC with the 2021 Census data in Q4 of 2023.
- 107 HR management stated they do not undertake targeted recruitment for visible/racialized minorities. However, OAG believes there is room to take a more inclusive approach to recruiting.
- 108 For example, the OAG was provided with a spreadsheet by the HR Director Talent & Diversity of their "Diversity Recruitment Resources" which contained a list of various job posting sites. OAG looked at each of the resources listed with websites and found one City of Hamilton position on an Indigenous job board and it was for the Director of Indigenous Relations for the City of Hamilton. This was not targeted recruiting to increase Indigenous staff within the City overall, this was targeted recruiting to attract a pool of Indigenous candidates for the Indigenous Relations position. This is understandable, but in contrast, right above it, McMaster University had a posting for a position for their Associate Vice President and Chief Financial Officer.
- 109 OAG also checked the PinkJobs.com website listed in their file. The website is a free diversity and inclusion focused job board that serves North America (including Canada), Australia, and Europe. Pink Jobs is headquartered in Manchester, United Kingdom, but employers in Canada can list unlimited job postings for both full-time and part-time roles on Pink Jobs and view candidate resumes." Pink Jobs was originally created over 10 years ago to list LGBT friendly roles and has grown to focus all aspects of diversity and inclusion. There did not appear to be any City of Hamilton jobs on the website. OAG noted that the Region of Peel and the City of Toronto had posted several jobs.
- 110 Though there is a cost associated with some of these sites, several listed were free. HR Talent & Diversity should take a more inclusive approach to recruiting if the City's stated goal is to have City staff be more reflective of the community it serves. In addition to helping with recruiting a diverse staff, it also sends a message to job seekers that the City of Hamilton is an inclusive employer.

## **EDI in Corporate Policies**

- 111 OAG found that HR EDI have yet to meet with the Corporate Policy Review Group (PRG) to discuss how the group can incorporate the EDI Framework into their policy review process. This is a part of the HR Strategic Plan. Per one of the co-chairs of the PRG, the HR EDI team have not been able to attend their meetings and they are scheduled to meet in the Fall of 2023. After fieldwork on this audit was completed, OAG confirmed that in late September 2023, HR EDI met with the PRG and presented “Embedding IDEA into Policy Guide” and requested feedback.

## **EDI Champions**

- 112 In general, the OAG finds that the City has a top-down approach for EDI implementation and communications. SLT and management have been the initial focus for training with the Harvard ManageMentor. In their September 18, 2019 GIC report on the EDI Framework (HUR19019), HR recommended that the City Manager “be identified as the Diversity and Inclusion Champion for the City of Hamilton.” As noted above, videos of SLT speaking about EDI have been recorded with the intention they will be included in new employee training.
- 113 In the 2021 Our People Survey, one of the Bottom 5 drivers for staff were the availability/accessibility of Senior Leadership and Two-Way Communication. From the OAG’s interviews with GMs and the City Manager, they all seem genuinely supportive of EDI work. However, if staff see SLT as inaccessible and two-way communication is lacking between themselves and supervisors, the top-down approach may seem superficial or they may not feel they are being heard. If most of the diversity of the City’s workforce is at the staff level, this approach by itself, may not work.
- 114 As noted in the Community and Service Delivery EDI work below, despite a lack of a governance structure and overall strategy, there is a lot of good work on EDI being done thanks to the dedicated and knowledgeable staff at the City. Many staff have education, training, and work experience working with equity, diversity, and inclusion challenges. They should be the champions. The SLT and City Manager should champion the work of these particular individuals in their newsletters and videos in addition to speaking broadly about their own commitment to EDI. This sets up a two-way communication flow regarding EDI efforts and commitment in the City.

## **Use of the Term “EDI lens”**

- 115 The term “lens” is still being used in EDI discussions despite EY’s recommendation (and HR EDI’s agreement) to not use it. It is not clear that this information and the reason was shared with City staff. This was included as a recommendation for revisions to the Handbook that were part of EY’s work related to the development of the EDI Framework. Since the Handbook was never revised, there has been no direction on alternative ways to express this.

## Community EDI

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- 116 The Office of Government and Community Relations (OGCR) was leading the City's public engagement efforts at the time of the audit. In a broad sense, public engagement should include leading and supporting citizen advisory committees, working with community partners and engaging the public in resolving prominent issues and seeking feedback in the way the City operates, etc. Among many benefits of public engagement are: enhanced understanding of public interests, concerns and priorities, and public engagement helps build resident's trust and confidence in City government.
- 117 Community relations work supporting and overseeing community groups and volunteer advisory committees is an important component of EDI efforts at the City. The OAG did not locate a framework or a clearly documented objective of what is to be achieved in working with community groups and volunteer advisory committees. We noted work with these groups tends to be issue driven. Further, each community group and volunteer advisory committee has its own agenda and mandate. Per the OGCR, there are 21 citizen advisory committees at the City, five are supported and overseen by the Office of Government and Community Relations. Other groups are either supported by the Community Strategies (formerly Community Initiatives) team in Healthy and Safe Communities or other departments across the Corporation. As the activities of many of the volunteer advisory committees in the City will be undergoing a review, we feel the review should consider finding a common objective or goal, as well as an executable strategy to lead the volunteer advisory committees, and a consistent methodology to monitor the progress of their work. This approach would reduce the amount of work imposed on the team who leads and supports these groups and enable reportable results.
- 118 Regular communication with public is one way to keep public informed of what is going on. From a public trust point of view, the OAG finds that the City could have done better in communicating with the public for some of the commitments that were made. On February 27, 2019, Council approved a motion that included seven actions the City was to take to address EDI. The motion was made public in a Media Release the next day. However, we confirmed some of the seven actions did not happen (e.g., an EDI Summit). In addition, terms such as "Mayor's Roundtable on Diversity and Inclusion" and "Diversity Advisory Committee" appeared in a Council report, which is public information. Staff confirmed that the Mayor's Roundtable and Diversity Advisory Committee either was never formed or was deferred. We were unable to locate any information with regards to if there was an explanation or discussion with the public on the commitment not being fulfilled.
- 119 Upkeeping the commitments that the City made and being transparent in everything the City does is key to maintain the trust and confidence of residents. When a commitment made cannot be achieved, it is a good strategy to provide an explanation to the public on why the commitment was not kept.
- 120 Sage Solutions consultants previously made 18 recommendations on anti-hate and discrimination mitigation strategies. The majority of these recommendations are very high-level and will require a collaborative approach across the organization and with community stakeholders. The OGCR team alone is simply not able to address all of them. From the OAG's

point of view, no single Division can effectively mitigate hate and discrimination without actions across the organization. Examples of these recommendations are:

- Accelerate decisive and well-informed City responses to stand against hate.
- Incorporate more diverse representation at decision-making table.
- Invest in more safe community spaces.

121 The OGCR developed an action plan in December 2021 that outlined seven actions to be taken in two phases. As four of the seven actions are recurring in nature, even though the actions to date can be considered completed, these efforts should continue. Examples of such ongoing efforts include engaging with stakeholders and advocating to higher levels of government. Due to lack of oversight authority, the team can only address those recommendations within their control.

122 For the value of the consulting work to be fully achieved, and for the hate mitigation and anti-racism strategy to be effective, collaborative actions are required from other City Divisions and community partners. When the recommendations are not acted upon, the money spent on hiring a consultant has not achieved its intended value.

123 We noted some of the work under this Office are similar in nature to those in other areas, for example the Urban Indigenous Strategy (UIS) implementation under Indigenous Relations Section and the Community Safety and Well-being Plan implementation with the Community Strategies Section. OAG believes it is important to review and streamline the work in these areas to avoid redundancy, and to create synergies and maximize the amount of progress that can be achieved with existing resources.

124 The Outstanding Business List (OBL) is maintained by the Office of the City Clerk to ensure Council directions are recorded as formal Council business, and when Council directions have been fulfilled, ensure they are reported back to Council. The current process is that only items specifically requiring a report back to Council are placed on the OBL. While the 2019 Council-approved motion (Council Minutes 19-004, Item 7(b)) on EDI implementation contained seven actions, only two of the actions (steps to implement EDI and EDI framework) were required to report back to Council. The remaining actions were not required to report back (per the approved motion), therefore never made it on to the OBL. As a result, there was no regular Council or staff line of sight on these other action items.

125 These six actions were:

- **Housing** - That implementation of the equity, diversity and inclusion lens begin in the City's Housing & Homelessness Strategy and service delivery;
- **EDI Toolkit** - That the attached draft Equity, Diversity & Inclusion toolkit, developed to support existing work by staff, be reviewed, edited, and revised as required following consultations with internal and external stakeholders and made available as a resource to City staff and the community;

- **EDI Summit** - That the City Manager, in partnership with the various Volunteer Advisory Committees representing equity seeking groups, be directed to plan and execute an Equity, Diversity and Inclusion Summit through which members of Council and the public can hear directly from subject matter experts and the community on equity practices and how an equity, diversity and inclusion lens could be integrated and incorporated into public policy and service delivery;
- **EDI Summit Budget** - That the costs associated with the Hamilton Equity, Diversity and Inclusion Summit be funded from the Mayor's Office, up to a maximum of \$5,000;
- **Participating upper-level government EDI initiatives** - That as part of ongoing efforts to develop and advance the equity, diversity and inclusion analysis, staff participate in relevant, Provincial and Federal equity, diversity and inclusion related initiatives; and
- **Audit of EDI** - That the City's Internal Audit services conduct an Equity, Diversity and Inclusion (EDI) Audit, city-system wide, to establish the baseline as it relates to City policy, program development, hiring and staff development practices, service delivery, budgeting, business planning and prioritization by which to measure progress annually.

126 The OAG notes that an EDI Audit was included on the 2019-2022 Term of Council Audit Work Plan (AUD19007) that was approved by Council in September 2019, subsequent to the motion.

127 Overall, the lack of tracking of these items could expose the City to significant reputational risk regarding items that were ultimately not tracked and actioned. It could also call into question how serious the City is with regards to implementing EDI.

## EDI Implementation in Service Delivery

128 OAG concluded EDI has not been fully embedded in service delivery business processes at the City of Hamilton, nor has there been an adequate project management plan or governance structure in place to enable consistent implementation across the organization. However, that does not mean that there are not EDI efforts underway at the City of Hamilton. Currently, in some service areas accessibility and inclusion concepts and principles are being applied during service planning and delivery. Primarily these efforts are to meet various compliance requirements for that particular service area or due to Council direction. Examples we noted are accessibility in transit services and inclusion programming in recreation centres owned and operated by the City.

129 We found that the City's current EDI work tends to be reactive to legislation requirements. Accessibility, one element of EDI or IDEA, has been implemented in all areas Accessibility for Ontarians with Disabilities Act (AODA) governs. City buses and bus-stops, parks and recreation centers and city facilities have been made accessible. Under Council direction, an inclusion program was developed and implemented in City owned recreation centers to support people with disabilities. The City as a whole strives to be in full compliance with AODA by 2025.

130 The audit did not review every service or program provided by the City. The ones that were selected for review were primarily outward facing services provided to general public by



departments/boards: CityHousing Hamilton, Healthy and Safe Communities, Planning and Economic Development and Public Works. There were some limitations of information available due to many staff changes and regular webpage renewal and updating.

- 131 The methodology utilized in reviewing EDI in service delivery included interviews with frontline staff of the selected areas, research of department / division websites regarding services and programs, and review of policies and procedures for delivering services. To ensure consistency, we developed a standard set of questions, and adapted them as needed. We also interviewed four General Managers of these departments to gain an understanding of how senior management is directing EDI implementation in their own areas.

## Current State

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- 132 For the services selected for review by the OAG in this audit, and based on the available information, we were unable to locate a framework, nor a high-level plan or overall strategy that provides corporate standards for the implementation of EDI at the individual service delivery level. This situation ties back to the need for an governance structure to provide directions, strategies and oversee the implementation.
- 133 No business area has a budget set aside for EDI implementation. Interviews with senior management of Corporate Services confirmed our view that the City's current budgeting processes does not have specific considerations for equity.
- 134 Based on the interviews with over 40 staff members from all departments, and our research of their services, EDI has not been formally embedded in business processes. However, as a starting point, some areas have recruited an EDI specialist such as Children Services, but actual EDI work is yet to be developed, while in other areas EDI work is less advanced. Other areas have included EDI in their action plans such as the 2021-2025 Economic Development Action Plan.
- 135 Most staff we interviewed were passionate about EDI and expressed a strong desire to do more, but they were unclear where to start and what to do. A strong message we received is there is a need for Corporate direction, standards, and guidelines. This need is not only because there is a shortage of experience and skill in implementing EDI, but also because consistency in service delivery across the organization is almost impossible without an established governance structure.
- 136 Below is a summary of the OAG's findings of EDI efforts in each City Department. A sample of programs and services were selected for review to determine whether EDI has been or is planned to be embedded in each Department.

## **Planning and Economic Development Department (PED)**

- 137 Divisions with the following services were selected for review. Sustainable Community Planning, Commercial and Small Businesses, Business Development and Immigration Partnership, Heritage Resources, Cultural Development, Placemaking and Public Art.
- 138 We found that being in compliance with AODA requirements is one of the key considerations in planning for services in the Planning and Economic Development Department. Some informal EDI considerations were applied in public consultation meetings held by the Department; however, there were no policies or procedures that speak to embedding EDI in the service planning and delivery process.
- 139 The Economic Development Action Plan 2021-2025 is the guiding document for the City's Economic Development Division, as well as for Hamilton business communities. The Plan recognizes the importance of EDI in Hamilton's economic growth and the contribution of immigrants to the local labour force and have included two actions to address EDI in the Action Plan.
- 140 The Placemaking Grant Pilot Program started in 2021, and through 2023 aimed to enliven public spaces in Hamilton. The Program awarded 13 projects in 2021, of which 3 projects were either led by community groups or designed with inclusivity being considered. The Art Sector Review Panel and Final Jury for Hamilton Arts Awards included people from EDI backgrounds. PED staff did note there is a shortage of EDI knowledge and experience in PED staff. To support Indigenous heritage, Civic Museums have co-funded a contract employee, an Indigenous Specialist, with the Indigenous Relations Section in the Healthy and Safe Communities Department.

## **Public Works Department**

- 141 Two divisions were selected for review: Transit, and Parks, Open Spaces and Cemeteries.
- The priority has been to ensure City properties and facilities such as parks, buses and bus stops are in full compliance with AODA accessibility requirements.
- 142 In addition to the existing DARTS service, EDI is newly built into the six principles that will guide the work of Transit however neither a strategy nor action plans are fully developed to embed EDI into Transit service delivery.
- 143 The six principles of the Transit Division are: 1. Customer experience is at the heart of what we do; 2. We honor equity, diversity and inclusion; 3. We deliver on our promises; 4. We connect, innovate and go forward; 5. We engage with our employees to improve customer experience; 6. We make a positive impact on communities, environment and economy. Management has played a strong role in advocating and embracing diversity and reducing hate and discrimination incidents on City of Hamilton Transit.

- 144 Other items noted by Public Works included: training of staff who work on different shifts and different locations within a 7-day operation has been challenging. For parks and open spaces, with the existing budget, staff tried to apply EDI on items such as arm rests on benches to help getting up; wheelchair accessible swings and picnic tables; rubber surfaces for play structures; wayfinding signage on trails, focusing on pictographs, etc. in a limited number of parks and open spaces. For Cemeteries, burial supports for special income and a variety of interment options are offered. There is no budget for items such as universal washrooms on City properties to accommodate the diverse needs of the community.

## Healthy and Safe Communities Department

- 145 The following services in Healthy and Safe Communities Department were selected for review: Indigenous Relations, Community Initiatives (now Community Strategy), Health Equity (Public Health Services), Children Services/Early Years, and Housing Services as well as Recreation.
- 146 The implementation of the Community Safety and Well Being Plan (CSWBP) and the Urban Indigenous Strategy (UIS) resides with two teams in the Healthy and Safe Communities Department: Community Strategy, Indigenous Relations. It appears there was some overlapping work with that of the Office of Government and Community relations. There is a need to review the location of the work within the organization and streamline the work as part of reviewing governance of EDI in the organization.
- 147 Both CSWBP and UIS are corporate initiatives requiring collaboration across the organization. The two teams do not appear to have the oversight authority needed to fully and successfully implement these initiatives.
- 148 In Recreation, an Inclusion Program is in place to accommodate persons with disabilities in City operated/owned recreation centres to comply with AODA requirements as well as Council direction. Fee subsidy is available for low-income families to access the City's recreation facilities. Universal changerooms and recreation program brochures in languages other than English are available.
- 149 Public Health Services' Health Equity Plan was in the development stage at the time of our fieldwork. The plan is required under Health Equity Guidelines, 2018. Barriers were identified in current recruitment processes in attracting racialized and Indigenous applicants to Public Health Services.
- 150 An Equity Specialist has been recruited and will be a shared resource in the Children and Community Services Division for equitable service delivery. However, strategy and action plans are yet to be developed. The OAG was told that inclusive measures supporting families and children with special needs are in compliance with *Child Care and Early Years Act, 2014*.
- 151 The Housing and Homeless Action Plan (HHAP) was developed in 2013 and reviewed and revised in both 2019 and 2020. The 2020 version of the Action Plan stated "*The HHAP will always be implemented through a person-centred approach to equity that acknowledges the unique needs of each individual...*" Housing Services is currently in the process of developing

an EDI framework for the housing system, which will require corporate guidelines and support to ensure consistency with Corporate EDI Framework.

## CityHousing Hamilton

- 152 The mission of CityHousing Hamilton is to “*provide affordable housing that is safe, well maintained, cost effective and that supports the diverse needs of our many communities.*”
- 153 The 2023-2027 Strategic Plan of CityHousing Hamilton included two action plans to implement EDI, of which the first one is to recruit an Equity Specialist. Per the Strategic Plan, CityHousing is to first undertake a tenant need assessment and perform analysis which would serve as the starting point of EDI strategy. The Equity Specialist is yet to be recruited to develop the strategy and lead the work of EDI implementation.

## Overall Analysis of EDI at the City of Hamilton

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- 154 Implementing a City-wide EDI plan requires a solid foundation consisting of a governance structure, communications, planning, clear objectives, strategies, and metrics. The leadership and staff OAG spoke with are committed to embedding EDI in the organization, in the work they do, and in the services they provide to the community. However, the City of Hamilton needs a more robust foundation in the form of such elements as governance structure, project plans, risk management tools, performance measures and benchmarks, defined objectives, and detailed strategies.
- 155 We have noted a lack of governance in several sections of this report, in particular, there is not an overall strategy or oversight body for implementing Community EDI and embedding it in all service delivery. The current EDI Framework being implemented by HR EDI only addresses EDI within the organization, primarily as an employer. Much of the service delivery related EDI work to date has been driven by or has been implemented in reaction to legislation (e.g. AODA requirements). There is no systematic framework for implementing EDI principles across the entire organization in service delivery. To do so, resources and a high degree of collaboration across the organization would need to occur.
- 156 In addition, what staff have implemented or applied with respect to EDI in delivering services to residents and business (where it exists) is fragmented. Each area is doing what they believe is right. However, there is no leveraging of synergies or communication amongst them to standardize EDI language, utilize common approaches, achieve efficiencies, and avoid duplication of efforts and/or costs. Corporate support is needed for EDI development and implementation in both Community EDI work and in City service delivery to ensure they are consistent with a Corporate framework and expectations. The City as a whole, in all areas, should be sending a consistent message and have a consistent approach.
- 157 In our view, EDI implementation in all three areas will require more than a framework to be effectively embedded in the organization. “HR Diversity initiatives should address three levels of organizational change: structural, cultural, and behavioral.”<sup>1</sup>. Governance structures, frameworks, succession plans, etc. are the structural elements but culture and behavioral

change is also required. For example, equitable hiring practices, performance evaluations, and advancement policies and plans may remove barriers to the participation of women, Visible Minorities/Racialized people, Indigenous/Aboriginal people, and Persons with Disabilities but if the City's culture does not support their hiring and advancement, EDI principles will not be achieved or embedded in the organization. To this end, the training being rolled out by HR EDI is helpful but in and of itself will not change the culture. In our opinion, much more than a top-down approach is needed.

<sup>1</sup> Holvino, Ferdman, Merrill-Sands, Creating and sustaining Diversity and Inclusion in Organization: Strategies and approaches.

- 158 In addition, when consultants are relied upon to provide advice and make recommendations, the City should more rigorously review the consultant's deliverables and their recommendations. Consultant recommendations should be suited specifically for the City of Hamilton's needs and be actionable (e.g. sufficiently detailed on how to operationalize and/or identify who will be responsible) instead of being generic to municipalities or organizations in general.
- 159 Keeping commitments made to the public is also important to enable and maintain public confidence in the City. Unrealistic assessment of resources (people, systems, time commitments, etc.) and efforts regarding what may be needed to embed EDI in the organization may lead to unrealistic commitments being made, which may result in the City and/or Council not being able to keep its commitments. When this happens, communication with public on what is going on is required to demonstrate the City's seriousness about its commitment to Equity, Diversity, and Inclusion. Without this fundamental piece, the successful implementation of EDI in the organization is at risk.
- 160 As part of EY's report to the City regarding the EDI Framework, they performed an assessment of the current state of EDI within the City. Using a maturity model that shows increasing levels of proficiency with regard to the extent to which EDI is embedded within an organization, the City was in the early stages of EDI maturity (Figure 7).

Figure 7: Summary of Results – EDI Maturity Model

Summary of Results – EDI Maturity Model					
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	We are compliant	We are all the same	We encourage everyone to be themselves	EDI is part of everything we do	EDI is who we are, not what we do
<b>What issues are you tackling?</b>	<p>People can be judgemental about cultural differences</p> <p>Our workforce is disillusioned</p> <p>Don't have the right EDI data</p>	<p>We have one size fits all approach</p> <p>We struggle to identify the gaps and set targets</p> <p>We don't know how to start the conversation</p> <p>We don't have leadership commitment</p>	<p>We know where the barriers to progression are</p> <p>We tend to focus on traditional interventions that don't tackle the barriers systemically</p> <p>We have a strategy but it isn't followed through</p>	<p>We're very focused on EDI but it is not yet a part of our everyday culture</p> <p>We have clear accountability, but not everyone contributes</p> <p>Struggle to manage this against other strategic priorities</p>	<p>We can articulate the ROI of our investment and we want to do more to evidence non financial value to a broad set of stakeholder</p> <p>We want to use our progress to influence others and change the world</p>
<b>What is the business doing?</b>	<ul style="list-style-type: none"> <li>Focus policy only on regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Collect limited diversity data (gender, age and ethnicity) but don't proactively analyse</li> </ul>	<ul style="list-style-type: none"> <li>Strategy in place with leadership commitment, but limited follow through</li> <li>Interventions in place but not always targeted or prioritized</li> <li>Bias awareness</li> <li>Limited metrics &amp; tracking</li> <li>Networks and groups drive change</li> </ul>	<ul style="list-style-type: none"> <li>Leadership are accountable</li> <li>Can demonstrate progress against objectives</li> <li>Collect diversity and EX data that shapes the approach</li> <li>Business case for diversity is part of strategic and operational activities</li> </ul>	<ul style="list-style-type: none"> <li>Cultural evolution is core to business strategy</li> <li>Progress and evolution is evaluated and lessons learned are fed back into every part of the business</li> <li>All employees are empowered to influence</li> <li>Dedicated budget and clear ROI</li> </ul>
<b>What is the impact?</b>	<ul style="list-style-type: none"> <li>High attrition, absenteeism</li> <li>Employees are cynical mistrustful of leadership</li> </ul>	<ul style="list-style-type: none"> <li>'Don't ask, don't tell' culture stifles team spirit and creativity</li> <li>Employees disengaged</li> </ul>	<ul style="list-style-type: none"> <li>Positive impact on productivity</li> <li>Employees feel valued and teams perform well</li> </ul>	<ul style="list-style-type: none"> <li>Better engagement scores</li> <li>Senior management is more diverse</li> <li>Employees seek mentors and take responsibility for career development</li> </ul>	<ul style="list-style-type: none"> <li>Higher profit margins</li> <li>Employees are passionate brand ambassadors</li> <li>Influencing broad set stakeholders and re-shaping corporate expectations</li> <li>Voice in the market</li> </ul>
<b>Where are you now and where do you want to get to?</b>	 <p><b>CURRENT STATE</b></p>				

Source: [Report to Council HUR19019 \(b\) Appendix F](#), from September 22, 2021.

161 Based on OAG's review, the City has made some progress in individual elements but still lies somewhere between Levels 2 and 3. "EDI is part of everything we do" is the descriptor for Level 4. Even though it has been almost two years since the EDI Framework was approved by Council, resources were not hired until 2022, and more substantive progress will take time.

162 Related to this, we note that the new 2023-2026 Term of Council Priorities do not include EDI as a stand-alone priority. OAG reached out to Corporate Initiatives staff in the City Manager's Office regarding this observation:

*"The discussion and individual feedback noted that it was more of a lens that should always be applied to how the City approaches our work and deliver City services, rather than an individual priority."*

It is the OAG's opinion that the City of Hamilton, in its current state, is not yet mature enough to reliably achieve this based (as noted above, see Figure 7). The City is at risk of not successfully implementing EDI throughout the organization.

163 We note that the Report on Council Priorities states that "All of these priorities will be applied with an equity and accessibility lens, ensuring this maximum benefit for the people of Hamilton". A realistic appraisal of the current situation is needed, including the resources required to successfully embed EDI in City service delivery.

164 In 2017-2018, the City's Diversity staff participated in the Regional Roundtable on Diversity forum facilitated by external consultants. An internal environmental scan was performed on the EDI conditions in the City. An environmental scan is the process of gathering information about factors that may impact an organization's internal and external environments. The basic purpose of environmental scanning is to help management understand their current state and determine the future direction of the organization.

165 The details of the assessment were reported to the GIC on September 18, 2023 (HUR19019 Appendix C, City of Hamilton Internal Environmental Scan). The assessment was done on eight domains –

- Planning & Policy
- Organizational Culture
- Education & Training
- Human Resources
- Community Capacity Building
- Service Planning & Development
- Client Engagement
- Service Provision

166 Based on the scan the three domains where the organization was the strongest with regards to equity, diversity, and inclusion were Education & Training, Community Capacity Building, and Planning & Policy. The three domains where the organization required improvement were Client Engagement, Service Planning and Development, and Human Resources. The results of the scan led to the implementation of the collection of the EES data, diversity competencies in management's PAD process, and community engagement at Festival and Events. This same assessment or similar assessment could be done annually and kept as an annual benchmark for the City.

- 167 From an external point of view, environmental scan comparators could include benchmarking against other municipalities (Ottawa and Toronto are among the 2023 top 100 of “Canada’s Best Diversity Employers.”), reviewing regulatory changes impacting IDEA, and understanding shifts in the City’s population prior to Census data every five years. The results of these scans could be reported to Council every two years.
- 168 When reporting to Council, HR EDI should present a road map of then to now and report on how exactly efforts and implemented action plans address equity, diversity, and inclusion (and accessibility) and their outcomes. EES data could be presented again until the 80% response and return rate has been met and at that time, a detailed action plan associated with what it will be used for should be presented.
- 169 Though there are many examples of good efforts towards EDI implementation throughout the organization in all areas reviewed by OAG, they tend to lack clear objectives and purpose, are disparate, and often siloed. It is our view that the City needs a sound strategy and project plan in place to implement EDI across the organization including: as an employer, in community and public engagement efforts, and in the delivery of city services to residents and businesses. However, there have been numerous good efforts made by staff across the organization that forms the foundation for further EDI work, which will be strengthened with the provision of clear corporate direction, including the development of objectives and executable strategies, and the provision of effective tools and resources.
- 170 The OAG found a number of indicators that the existing team lacks the capacity to implement the EDI Framework and bring it to a more robust maturity level. To address this, we recommend that they formally assess their resources and needs for the future.
- 171 In an initiative of this size and scope, the challenges for change management are significant. To create the cultural and behavioural change to make EDI the norm for what the City does, the organization may need to step back and reorganize to make it happen. A large part of the cultural and behavioural change is organizational commitment, including management buy-in. Though the GMs have shown their support by participation in the ELA and in filming EDI videos, more ingrained efforts beyond this in each Department need to be part of the day-to-day work and strategic objectives. As previously stated, there were indications through the course of the audit that the City’s current capacity for implementation has, and may, be insufficient to address the gaps identified in this report at a level of maturity and comprehensiveness that is desired by management and within reasonable timelines.



## Recommendations

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- 172 Please refer to Appendix "B" to Report AUD23013 for a list of Recommendations and the related Management Responses that will address the key audit findings, with a focus on EDI implementation from project management and governance perspective, data collection and metrics, and related process improvements.

## Conclusion

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- 173 The OAG has brought forward 33 recommendations to strengthen EDI processes at the City of Hamilton.
- 174 The OAG would like to thank the Human Resources Talent & Diversity team, and, the members of the EDI Steering Committee, the Office of Government and Community Relations team, as well as staff across the organization who we interviewed and provided information for their help throughout this audit. We look forward to following up with management in the future to see the progress of their action plans and their impact on improving EDI at the City of Hamilton.

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## Statement of Investment Policies and Procedures

City of Hamilton Defined Benefit Pension Plans Master Trust

November 2023

**APPROVED** on this                      day of November, 2023

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## **Section 1—Overview**

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### **1.01 Purpose of Statement**

This Statement of Investment Policies and Procedures (the “Policy” or “Master Trust SIPP”) provides the framework for the investment of the assets of the City of Hamilton Defined Benefit Pension Plans Master Trust (the “Master Trust”).

This Policy is based on the “prudent person portfolio approach” to ensure the prudent investment and administration of the assets of the Master Trust are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

### **1.02 Background of the Master Trust**

The inception date of the Master Trust is November 1, 1999, when three defined benefit pension plans, the “Plans”, (the Hamilton Municipal Retirement Fund (Registration number 0275123), the Hamilton Street Railway Pension Plan (1994) (Registration number 0253344), and the Hamilton Wentworth Retirement Fund (Registration number 1073352)) invested in units of the Master Trust. The portfolio of assets in the Master Trust is referred to as “the Fund”. These Plans hold units of the Master Trust and share, on a pro-rata basis, in all income, expenses and capital gains and losses of the Master Trust.

For reference purposes, the details of the Statement of Investment Policies and Procedures for each of the above mentioned Plans participating in the Master Trust have been attached to Appendix A of this Policy.

### **1.03 Objective of the Plan**

The objective of the Plans is to provide members of the Plans with retirement benefits prescribed under the terms thereof.

### **1.04 Investment and Risk Philosophy**

The primary investment objective is to provide an economic return on assets sufficient to fund Plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plans and the City of Hamilton (the “City”).

In recognition of the risk and return objectives of the Plans and the City, an initial asset allocation policy was developed by the Investment Consultant in consultation with both the Chief Investments Officer and the Treasurer of the City (the “Treasurer”) based on the Plans’ current (at that time) funded status and the characteristics of the Plans and City. It is recognized, however, that the Plans’ return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plans’ funded statuses improve.

### **1.05 Administration**

The General Manager of Finance and Corporate Services for the City (“General Manager of Finance and Corporate Services”) is the designated contact person at the City for administrative purposes.

## **Section 2—Asset Mix and Diversification Policy**

### **2.01 Master Trust Return Expectations**

Each of the investment managers appointed to invest the assets of the Master Trust (the “Investment Managers”) is directed to achieve a satisfactory long-term real rate of return through a diversified portfolio, consistent with acceptable risks, performance objectives and prudent management.

In order to achieve their long-term investment goals, the Plans must invest in assets that have uncertain returns, such as Canadian equities, foreign equities and bonds. However, the City attempts to reduce the overall level of risk by diversifying the asset classes and further diversifying within each individual asset class. Based on historical data and reasonable expectations for future returns, the City believes that a diversified portfolio of Canadian equities, nominal bonds, real return bonds and foreign equities will likely outperform over the long term.

The overall goal of this Policy is to maximize the return of the Fund while bearing a reasonable level of risk relative to the liabilities in order to ensure the solvency of the Fund over time. The assets of the Plans are sufficiently liquid to make payments which may become due from the Plans. The weights applied to each of the asset classes are based on the targets in the initial asset allocation outlined in Section 2.03 and adjusted based on the target allocation in the Dynamic Investment Policy Schedule in Section 2.03.

### **2.02 Expected Volatility**

The volatility of the Master Trust is directly related to its asset mix, specifically, the balance between Canadian bonds, Canadian equities and foreign equities. Since the Investment Managers do not have the authority to make any type of leveraged investment on behalf of the Master Trust, the volatility of the Master Trust should be similar to the volatility of the Benchmark Portfolio set out in Section 4.02 (Performance Measurement).

### **2.03 Asset Mix**

(a) In order to achieve the long-term objective within the risk/return considerations described in Section 1.04, the following asset mix policy (Benchmark Portfolio) and ranges were selected for the initial asset allocation:

<b>Assets</b>	<b>Minimum %</b>	<b>Initial Target Weight %</b>	<b>Maximum %</b>	<b>Asset Category</b>
Canadian Equity	25	30	35	Return-Seeking
Global Equity	25	30	35	Return-Seeking
Total Equities	50	60	70	Return-Seeking
Fixed Income	30	40	50	Liability-Hedging

For purpose of the total asset mix described above, the Investment Managers' asset class pooled funds are deemed to be 100% invested, even though these funds may contain a portion held in cash and cash equivalent instruments.

The Plan's target asset allocation<sup>1</sup> for each investment category listed in subsection 76(12) of the Regulation 909 to the Pension Benefits Act (Ontario) is as follows:

**PfAD Table**

<b>Investment Category under subsection 76(12) of Regulation 909</b>	<b>Target Asset Allocation*</b>	<b>Accessed through mutual or pooled or segregated funds</b>
1. Insured Contracts	0.0%	-
2. Mutual or pooled funds or segregated funds	N/A	-
3. Demand deposits and cash on hand	0.0%	-
4. Short-term notes and treasury bills	0.0%	-
5. Mortgage Loans	0.0%	-
6. Mortgage Loans	0.0%	-
7. Real Estate	0.0%	-
8. Real Estate Debentures	0.0%	-
9. Resource properties	0.0%	-
10. Venture Capital	0.0%	-
11. Corporations referred to in subsection 11(2) of Schedule III to the federal investment regs	0.0%	-
12. Employer issued securities	0.0%	-
13. Canadian stocks other than investments referred to in 1 to 12 above	18.0%	Yes
14. Non-Canadian stocks other than investments referred to in 1 to 12 above	18.0%	Yes
15. Canadian bonds and debentures other than investments referred to in 1 to 12 above	64.0%	Yes
16. Non-Canadian bonds and debentures other than investments referred to in 1 to 12 above	0.0%	-
17. Investments other than investments referred to in 1 to 16 above	0.0%	-

For inclusion within a fixed income investment category in the above table, the minimum ratings for target asset allocations of fixed income assets are outlined below. This framework is used to inform whether the target asset allocation to an investment category qualifies as fixed income for purposes of calculating the Provision for Adverse Deviations (PfAD) as defined under Regulation 909.

<b>Credit Rating Agency</b>	<b>Rating – Bond Market Securities</b>	<b>Rating – Money Market Securities</b>
DBRS	BBB	R-2 (middle)
Fitch Ratings	BBB-	F-3
Moody's Investors Services	Baa3	P-3
Standard & Poor's	BBB-	A-3

- (b) **Return-Seeking Assets:** These assets generally will consist of all non-fixed income investments, such as equities and alternatives, with a main focus on price appreciation with generally higher expected long-term returns.
- (c) **Liability-Hedging Assets:** These assets generally will be fixed-income investments, such as bonds, with similar duration characteristics as the pension liabilities (i.e., these assets generally behave like pension liabilities). Since these assets focus mainly on current income, their expected long-term returns will generally be lower than return-seeking assets.
- (d) **Sub-Allocations and Rebalancing Ranges:** The sub-allocations and rebalancing ranges within the return-seeking portfolio will be reviewed from time to time as the total return-seeking allocation changes due to the Dynamic Investment Policy Schedule below. The rebalancing ranges for the total return-seeking assets and liability-hedging

\* The target asset allocation indicated in the PfAD table is based on the glidepath positioning as of June 30, 2023.

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assets (fixed income) are also determined by the Dynamic Investment Policy Schedule below.

- (e) In recognition of the risk and return objectives of the Plans and the City, an initial asset allocation policy was developed by the Investment Consultant in consultation with both the Chief Investments Officer and the Treasurer based on the Plans' current (at that time) funded status and the characteristics of the Plans and City. It is recognized, however, that the Plans' return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plans' funded statuses improve.

Based on an assessment of the Plans' long-term goals and desired risk levels, the HMRF/HWRF Pension Administration Sub-Committee (following advice from the Investment Consultant) recommended to City Council a "Dynamic Investment Policy" which was subsequently approved by City Council. The Dynamic Investment Policy was developed by the Investment Consultant in consultation with the Chief Investments Officer and the Treasurer, and is based on the 2010 Dynamic Investment Policy Study which was conducted by the Investment Consultant.

The Dynamic Investment Policy dynamically adjusts the allocation to return-seeking assets and liability-hedging assets as the Plans' funded statuses improve. Funded status may change due to any combination of investment returns, contributions, benefit payments, fund expenses, and changes to liabilities (including discount rate changes).

This Policy is based on the results of the 2010 Dynamic Investment Policy Study and the Dynamic Investment Policy Schedule is as follows:

Funded Ratio <sup>1 2</sup>	Return -Seeking Allocation		
	Minimum	Target	Maximum
<65%	50%	60%	70%
65%	50%	60%	70%
66%	50%	60%	70%
67%	50%	60%	70%
68%	50%	60%	70%
69%	50%	60%	70%
70%	50%	60%	70%
71%	49%	59%	69%
72%	47%	57%	67%
73%	46%	56%	66%
74%	44%	54%	64%
75%	43%	53%	63%
76%	41%	51%	61%
77%	40%	50%	60%
78%	38%	48%	58%
79%	37%	47%	57%
80%	35%	45%	55%
81%	34%	44%	54%
82%	32%	42%	52%
83%	31%	41%	51%



Return -Seeking Allocation			
Funded Ratio <sup>1 2</sup>	Minimum	Target	Maximum
84%	29%	39%	49%
85%	28%	38%	48%
86%	26%	36%	46%
87%	25%	35%	45%
88%	23%	33%	43%
89%	22%	32%	42%
90%	20%	30%	40%
91%	19%	29%	39%
92%	17%	27%	37%
93%	16%	26%	36%
94%	14%	24%	34%
95%	13%	23%	33%
96%	11%	21%	31%
97%	10%	20%	30%
98%	8%	18%	28%
99%	7%	17%	27%
100%	5%	15%	25%
>100%	5%	15%	25%

<sup>1</sup> Funded ratio defined on a Wind-up basis.

<sup>2</sup> Funded ratio will change based on any combination of investment returns, contributions, benefits payments, expenses and changes in liabilities.

Sub-Allocations: The sub-allocations within the liability hedging and return seeking categories will be drawn down approximately based on the table below. However, allocations to illiquid assets may be adjusted at a slower rate. Sub-allocations should be within 5% of their targets. The sub-allocations will be adjusted proportionately when the return-seeking allocation is between the levels listed in the table below.

	Return Seeking		Liability Hedging	
	Canadian Equity	Global Equity	Long-Term Bonds	Real Return Bonds
15% return seeking	8%	7%	11%	74%
20% return seeking	10%	10%	12%	68%
25% return seeking	13%	12%	14%	61%
30% return seeking	15%	15%	15%	55%
35% return seeking	18%	17%	17%	48%
40% return seeking	20%	20%	18%	42%
45% return seeking	23%	22%	20%	35%
50% return seeking	25%	25%	21%	29%
55% return seeking	28%	27%	23%	22%
60% return seeking	30%	30%	25%	15%

Duration Strategy: Based on the Dynamic Investment Policy Study completed in 2010, the portfolio interest rate dollar duration will increase as the funded status improves and the allocation to liability hedging assets increases. Interest rate derivatives may be used on either a strategic or opportunistic basis to mitigate risk by increasing the hedge ratio up to 100%. This will be at the discretion of the Administrator and based on the duration of the Plan's liabilities.

Rebalancing and Monitoring: A systematic rebalancing procedure will be utilized to ensure that the asset allocation of the Fund stays within the ranges defined above. As the return-seeking asset allocation changes, the sub-category allocations will be kept approximately proportional to the Initial allocation specified above. However, the allocations to illiquid investments may be adjusted more slowly. The funded ratio and asset allocation of the Fund will be reviewed regularly or when significant cash flows occur, and will be monitored and reported on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. The Fund will be rebalanced as necessary, making use of benefit payments and contributions to the extent possible and considering the transaction costs involved in the rebalancing.

## **2.04 Management Structure**

The Master Trust may employ a mix of active and passive management styles. Active management provides the opportunity to outperform specific investment benchmarks and it can provide lower absolute volatility of returns. Passive, or index, management minimizes the risk of underperformance relative to a benchmark index and is generally less expensive than active management. This approach also diversifies the manager risk, making the Master Trust less reliant on the skills of a single Investment Manager.

Because holding large amounts of foreign assets can expose the Master Trust to fluctuations in the level of the Canadian dollar, a portion of the foreign assets may be hedged back into Canadian dollars.

## **2.05 Environmental, Social and Governance (ESG) Issues**

The Administrator's primary responsibility is to make decisions in the best interest of the Plan beneficiaries. This responsibility requires that there be an appropriate balance between the need to seek long-term investment returns to help build better pensions for all members of the Plans and the needs for those returns to be delivered in as stable a manner as possible (given the behaviour of the investment markets).

The Administrator neither favours nor avoids managers and investments based on ESG integration. In keeping with the foregoing, and having regard to the size of the Plans and the pension fund, the Administrator does not take ESG factors into account when making investment decisions. As previously noted, the Administrator has delegated the search for investment managers to its Investment Consultant. On the direction of the Administrator, the Investment Consultant is directed to search and select the best investment managers for investing the assets of the Plans considering factors such as business, staff, historical performance and investment process, since the Administrator believes that these factors will contribute to higher investment returns in the long run and manage risk. Investment Managers are not prohibited from considering ESG factors if they believe that it will have a positive impact on the Plans' investment returns.

## **Section 3—Permitted and Prohibited Investments**

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### **3.01 General Guidelines**

The investments of the Master Trust must comply with the requirements and restrictions set out in the *Income Tax Act* (Canada) and the *Pension Benefits Act* (Ontario), and their respective Regulations.

### **3.02 Permitted Investments**

In general, and subject to the restrictions in this Section 3, the Investment Managers may invest in any of the following asset classes and in any of the investment instruments listed below:

- (a) **Canadian and Foreign Equities**
  - (i) Common and convertible preferred stock the shares of which are (a) listed on a prescribed stock exchange in Canada; or (b) listed on a prescribed stock exchange outside Canada;
  - (ii) Debentures convertible into common or convertible preferred stock, provided such instruments are traded on a recognized public exchange or through established investment dealers;
  - (iii) Rights, warrants and special warrants for common or convertible preferred stock the shares of which are (a) listed on a prescribed stock exchange in Canada; or (b) listed on a prescribed stock exchange outside Canada;
  - (iv) Private placement equities, where the security will be eligible for trading on a recognized public exchange within a reasonable and defined time frame;
  - (v) Instalment receipts, American Depository Receipts, Global Depository Receipts and similar exchange traded instruments;
  - (vi) Units of real estate investment trusts (REITs);
  - (vii) Exchange traded index-participation units (e.g., iUnits; SPDRs);
  - (viii) Income trusts registered as reporting issuers under the Securities Act, domiciled in a Canadian jurisdiction that provides limited liability protection to unit holders; and
  - (ix) Units of limited partnerships which are listed on the TSX exchange.

- (b) **Canadian and Foreign Fixed Income**
- (i) Bonds, debentures, notes, non-convertible preferred stock and other evidence of indebtedness of Canadian or developed market foreign issuers whether denominated and payable in Canadian dollars or a foreign currency, provided such instruments are traded on a recognized public exchange or through established investment dealers, subject to Section 3.04 below;
  - (ii) Real return bonds, subject to Section 3.04 below;
  - (iii) Mortgages secured against Canadian real estate subject to Section 3.05 below;
  - (iv) Mortgage-backed securities, guaranteed under the *National Housing Act*;
  - (v) Term deposits and guaranteed investment certificates;
  - (vi) Private placements of bonds subject to Section 3.03 below; and,
  - (vii) Investment in bond and debenture issues of the City and affiliated bodies is neither encouraged nor discouraged. The decision by the Investment Manager(s) to invest in such issues is entirely their responsibility and they should be governed by the same degree of due diligence and prudence that they would apply when assessing any other investment in respect of a registered pension plan.
- (c) **Cash and Short Term Investments**
- (i) Cash on hand and demand deposits;
  - (ii) Canadian and U.S. Treasury bills and bonds (with remaining maturities not exceeding 365 days) issued by the federal (Canada & U.S., as applicable) and provincial governments and their agencies;
  - (iii) Sovereign short-term debt instruments of developed countries, with maturities not exceeding 365 days;
  - (iv) Obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances;
  - (v) Commercial paper and term deposits; and
  - (vi) Other money market instruments (maturity not exceeding 365 days).
- (d) **Derivatives**
- Assets are not invested in derivative instruments and the trust will not invest in derivatives directly (including options and futures). In the event that a pooled fund invests in derivatives, prior to investing in such pooled fund, appropriate risk management processes and procedures will be in place in order to help mitigate any risks associated with derivatives. Specifically, all derivative investments will

be made in accordance with applicable legislation and regulatory policies relating to the investment of pension plan assets in derivatives. The following uses of non-leveraged derivative instruments are permitted:

- (i) Covered put and/or call options with respect to publicly traded securities that are held in the portfolio;
  - (ii) The Investment Manager of an index portfolio may utilize fully backed, i.e. non-leveraged, derivative strategies designed to replicate the performance of specific market indices, i.e.- exchange-traded equity index futures contracts;
  - (iii) Investment Managers may use currency futures contracts and forward contracts to hedge foreign currency exposure; and
  - (iv) Interest rate derivatives can be used to hedge the interest rate risk in the liabilities.
- (e) **Other Investments**
- (i) Investments in open-ended or closed-ended pooled funds provided that the assets of such funds are permissible investments under this Policy, and
  - (ii) Deposit accounts of the Custodian can be used to invest surplus cash holdings.
- (f) **Index Mandates**
- (i) For managers of index mandates, permitted investment vehicles may include all instruments that may form part of the respective index.

### **3.03 Minimum Quality Requirements**

- (a) **Quality Standards**  
Within the investment restrictions for individual portfolios, all portfolios should hold a prudently diversified exposure to the intended market.
- (i) The minimum quality standard for individual bonds and debentures is 'BBB-' or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
  - (ii) The minimum quality standard for individual short term investments is 'R-1' low or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
  - (iii) The minimum quality standard for individual preferred shares is 'P-1' or equivalent as rated by a Recognized Bond Rating Agency, at the time of purchase.
  - (iv) All investments shall be reasonably liquid (i.e. in normal circumstances they should be capable of liquidation within 1 month).

**(b) Split Ratings**

In cases where the Recognized Bond Rating Agencies do not agree on the credit rating, the bond will be classified according to the following methodology:

- (i) If two agencies rate a security, use the lower of the two ratings;
- (ii) If three agencies rate a security, use the most common; and if four agencies rate a security, use the lowest most common; and
- (iii) If three agencies rate a security and all three agencies disagree, use the middle rating; if four agencies rate a security and all four agencies disagree, use the lowest middle rating.

**(c) Downgrades in Credit Quality**

Each Investment Manager will take the following steps in the event of a downgrade in the credit rating of a portfolio asset by a Recognized Rating Agency to below the purchase standards set out in Section 3.03 (a) Quality Standards:

- (i) The Chief Investments Officer will be notified of the downgrade by telephone at the earliest possible opportunity;
- (ii) Within ten business days of the downgrade, the Investment Manager will advise the Chief Investments Officer in writing of the course of action taken or to be taken by the Investment Manager, and its rationale; and
- (iii) Immediately upon downgrade, the Investment Manager will place the asset on a Watch List subject to monthly review by the Investment Manager with the Chief Investments Officer until such time as the security matures, is sold or until it is upgraded to a level consistent with the purchase quality standards as expressed in the above guidelines.

**(d) Rating Agencies**

For the purposes of this Policy, the following rating agencies shall be considered to be ‘Recognized Bond Rating Agencies’:

- (i) Dominion Bond Rating Service Limited;
- (ii) Standard and Poor’s;
- (iii) Moody’s Investors Services Inc.; and
- (iv) Fitch Ratings

**(e) Private Placement Bonds**

Private placement bonds are permitted subject to **all** of the following conditions:

- (i) The issues acquired must be ‘A’ or equivalent rated;
- (ii) The total investment in such issues must **not** exceed 10% of the market value of the Investment Manager(s) bond portfolio;

- (iii) The Investment Manager's portfolio may **not** hold more than 5% of the market value of any one private placement;
- (iv) The Investment Manager(s) must be satisfied that there is sufficient liquidity to ensure sale at a reasonable price; and
- (v) The minimum issue size for any single security must be at least \$150 million.

### **3.04 Maximum Quantity Restrictions**

#### **(a) Total Fund Level**

No one equity holding shall represent more than 10% of the total market value of the Master Trust's assets.

#### **(b) Individual Investment Manager Level**

The Investment Manager(s) shall adhere to the following restrictions:

##### **(i) Equities**

- (A) No one equity holding shall represent more than 10% of the market value of any one Investment Manager's equity portfolio.
- (B) No one equity holding shall represent more than 10% of the voting shares of a corporation.
- (C) No one equity holding shall represent more than 10% of the available public float of such equity security.
- (D) Income Trusts shall not comprise more than 15% of any Investment Manager's Canadian equity portfolio.

##### **(ii) Bonds and Short Term**

- (A) Except for federal and provincial bonds (including government guaranteed bonds), no more than 10% of an Investment Manager's bond portfolio may be invested in the bonds of a single issuer and its related companies.
- (B) Except for federal and provincial bonds, no one bond holding shall represent more than 10% of the market value of the total outstanding for that bond issue.
- (C) No more than 8% of the market value of an Investment Manager's bond portfolio shall be invested in bonds rated BBB (this includes all of BBB's: BBB+, BBB, and BBB-) or equivalent.
- (D) This Policy will permit the continued holding of instruments whose ratings are downgraded below BBB- after purchase, provided that such instruments are disposed of in an orderly fashion.

- (E) No more than 10% of the market value of an Investment Manager's bond portfolio shall be invested in bonds denominated in a currency other than Canadian dollars.
- (F) Except for the dedicated real return bond mandate, no more than 10% of the market value of the bond portfolio may be held in real return bonds.

**(iii) Other**

The use of derivative securities shall be supported at all times by the explicit allocation of sufficient assets to back the intended derivative strategy. For greater certainty, Investment Managers are not permitted to leverage the assets of the Master Trust. The use of derivative securities is only permitted for the uses described in this Policy. Purchase or sale of any of these instruments for speculative purposes is prohibited.

Notwithstanding the limits described in this Section, the single security limits do not apply to an Investment Manager's index mandate.

### **3.05 Prior Permission Required**

The following investments are permitted **provided that** prior permission for such investments has been obtained from the Administrator:

- (a) Investments in private placement equities (except for the foreign equity investment managers investing in pooled funds where the pooled fund policy permits private placement equities).
- (b) Direct investments in mortgages.
- (c) Direct investments in any one parcel of real property that has a book value less than or equal to 5% of the book value of the Master Trust's assets. The aggregate book value of all investments in real property and Canadian resource properties shall not exceed 25% of the book value of the Master Trust's assets. (Previously, the overall 25% limit in respect of real and resource properties was a requirement under the *Pension Benefits Act* (Ontario).)
- (d) Direct investments in venture capital financing or private equity partnerships; and
- (e) Derivatives other than those described in 3.02(d).

### **3.06 Prohibited Investments**

The Investment Managers shall not:

- (a) Invest in companies for the purpose of managing them;
- (b) Invest in securities that would result in the imposition of a tax on the Fund under the *Income Tax Act* (Canada) unless they provide a prior written acknowledgement that such investments will result in a tax and receive prior written permission for such investments from the Administrator or;
- (c) Make any investments not specifically permitted by this Policy.



### **3.07 Securities Lending**

The investments of the Master Trust may be loaned, for the purpose of generating revenue for the Fund, subject to the provisions of the *Pension Benefits Act* (Ontario) and the *Income Tax Act* (Canada), and applicable regulations.

For securities held in segregated accounts, such loans must be secured by cash and/or readily marketable government bonds, treasury bills and/or letters of credit, discount notes and bankers' acceptances of chartered banks. For loaned securities, the security held or collateral must have an aggregate market value which shall never be less than the percentage of the aggregate market value of the loaned securities which is the highest of: (i) the minimum percentage required by any applicable legislation, regulatory authority or prevailing market practice; or (ii) 105%. The aggregate market value of the loaned securities and of the collateral shall be monitored and calculated by the Custodian daily.

The terms and conditions of any securities lending program will be set out in a contract with the custodian. The custodian shall, at all times, ensure that the Chief Investments Officer has a current list of those institutions that are approved to borrow the Fund's investments.

Lending of the portion of the Master Trust's assets held in a pooled fund is governed by the terms of the conditions set out in the pooled fund Statement of Investment Policies and Procedures or similar document.

### **3.08 Borrowing**

The Master Trust shall not borrow money, except to cover short-term contingency and the borrowing is for a period that does not exceed ninety days, subject to the *Pension Benefits Act* (Ontario), the *Income Tax Act* (Canada) and the written permission of the General Manager of Finance and Corporate Services.

### **3.09 Conflicts between the Policy and Pooled Fund Investment Policies**

While the guidelines in this Policy are intended to guide the management of the Master Trust, it is recognized that, due to the use of pooled funds, there may be instances where there is a conflict between the Policy and the investment policy of a pooled fund. In that case, the Investment Manager is expected to notify Chief Investments Officer upon the initial review of the Policy and whenever a change in the pooled fund policy creates a conflict. However, it is understood that any ambiguity will be interpreted in favour of the pooled fund policy, provided such interpretation complies with all applicable laws.

## **Section 4—Monitoring and Control**

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### **4.01 Delegation of Responsibilities**

The General Manager of Finance and Corporate Services is the designated contact person for administrative matters. However, City Council has delegated certain administrative duties and responsibilities to internal and external agents, including to the HMRF/HWRF Pension Administration Sub-committee, the Chief Investments Officer and the General Manager of Finance and Corporate Services. Overall responsibility for the Master Trust ultimately rests with City Council, and the City (acting through Council) is the pension plan administrator of the Plans (for each Plan, the “Administrator”).

**(a) Chief Investments Officer**

The Chief Investments Officer has been delegated the following responsibilities:

- (i) monitoring the Master Trust asset mix and rebalancing as required, including executing asset mix changes required per the Dynamic Policy Schedules outlined in section 2.03;
- (ii) day-to-day liaison including contract management with external Investment Managers, the Investment Consultant, and the Custodian/Trustee;
- (iii) monitoring and budgeting for cash flow within the pension fund;
- (iv) researching, recommending and implementing improvements to asset management of the Master Trust;
- (v) directing and implementing strategy for self-managed portfolios, if any; and
- (vi) preparing and presenting to City Council and the HMRF/HWRF Pension Administration Sub-Committee a report on the Plan’s investment performance and asset mix, and such other information as City Council may require and/or other such information as the Chief Investments Officer considers appropriate to include in the report, on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time.

**(b) Investment Managers**

The Investment Managers have been delegated the following responsibilities:

- (i) invest the assets of the Master Trust in accordance with this Policy;
- (ii) meet with the Chief Investments Officer as required and provide written reports regarding the Investment Manager’s past performance, their future strategies and other issues as requested;

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- (iii) notify the Chief Investments Officer, in writing of any significant changes in the Investment Manager's philosophies and policies, personnel or organization and procedures;
- (iv) will provide periodically, but no less than on an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time, lists of assets and such other information as may be requested by the Chief Investments Officer; and,
- (v) file, on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time compliance reports (see Section 4.03).

**(c) Custodian/Trustee**

The custodian/trustee will:

- (i) Fulfil the regular duties of a Custodian/Trustee as required by law;
- (ii) maintain safe custody over the assets of the Master Trust Plans;
- (iii) execute the instructions of the Chief Investments Officer and the Investment Managers; and
- (iv) record income and provide financial statements to the Chief Investments Officer on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time, or as otherwise required.

**(d) Investment Consultant**

The investment consultant has been delegated the following responsibilities:

- (i) assist the Chief Investments Officer in developing a prudent long-term asset mix, and specific investment objectives and policies;
- (ii) monitor, analyse and report on the Master Trust's investment performance and to support the Chief Investments Officer on any investment related matters;
- (iii) monitor and report the funded status of the Plans to the Chief Investments Officer on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time;
- (iv) assist with the selection of Investment Managers, custodians and other suppliers; and
- (v) meet with the Chief Investments Officer as required.

**(e) Actuary**

The actuary has been delegated the following responsibilities:

- (i) perform actuarial valuations of the Plan as required; and
- (ii) advise the Chief Investments Officer and the Investment Consultant on any matters relating to Plan design, membership and contributions, and actuarial valuations.

**4.02 Performance Measurement**

For the purpose of evaluating the performance of the Master Trust and the Investment Managers, all rates of returns are measured over moving four-year periods. Return objectives are net of fees and include realized and unrealized capital gains or losses plus income from all sources. Returns will be measured quarterly and will be calculated as time-weighted rates of return.

**(a) Active and Index Canadian Equity Managers**

Investment results of the active and index Canadian Equity Managers are to be tested regularly against a Benchmark Portfolio comprising:

Benchmark	%
S&P/TSX Composite Index	100

**(b) Active and Index Global Equity Managers**

Investment results of the active and index Global Equity Managers are to be tested regularly against a long-term Benchmark Portfolio comprising:

Benchmark	%
MSCI World Index (C\$)	100

**(c) Active and Index Canadian Bond Managers – Long Bonds**

Investment results of the active and index Canadian Bond Managers for Long Bonds are to be tested regularly against a Benchmark Portfolio comprising:

Benchmark	%
FTSE Canada Long Bond Index	100

**(d) Active and Index Canadian Bond Managers – Real Return Bonds**

Investment results of the active and index Canadian Bond Managers for Real Return Bonds are to be tested regularly against a Benchmark Portfolio comprising:

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<b>Benchmark</b>	<b>%</b>
FTSE Canada Real Return Bond Index	100

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#### **4.03 Compliance Reporting by Investment Manager**

The Investment Managers are required to complete and deliver a compliance report to the Chief Investments Officer and the Investment Consultant on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. The compliance report will indicate whether or not the Investment Manager was in compliance with this Policy during the period covered in the report.

In the event that an Investment Manager is not in compliance with this Policy, the Investment Manager is required to advise the Chief Investments Officer immediately, detail the nature of the non-compliance and recommend an appropriate course of action to remedy the situation.

The Master Trust invests in pooled funds with separate investment policies. In that case, the Investment Manager must confirm compliance to the pooled fund policy. In addition, should a conflict arise between a pooled fund policy and this Policy, the Investment Manager is required to advise the Chief Investments Officer immediately and detail the nature of the conflict.

#### **4.04 Standard of Professional Conduct**

The Investment Managers are expected to comply, at all times and in all respects, with a written code of ethics that is no less stringent in all material respects than the Code of Ethics and Standards of Professional Conduct as promulgated by the CFA Institute.

The Investment Managers will manage the assets with the care, diligence and skill that an investment manager of ordinary prudence would use in dealing with pension plan assets. The Investment Managers will also use all relevant knowledge and skill that they possess or ought to possess as prudent investment managers.

## Section 5—Administration

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### 5.01 Conflicts of Interest

#### (a) Responsibilities

This standard applies to the City’s staff, as well as to all agents employed by the City, in the execution of their responsibilities under the *Pension Benefits Act* (Ontario) (the “Affected Persons”).

An “agent” is defined to mean a company, organization, association or individual, as well as its employees who are retained by the Administrator to provide specific services with respect to the investment, administration and management of the assets of the Master Trust.

#### (b) Disclosure

In the execution of their duties, the Affected Persons shall disclose any material conflict of interest relating to them, or any material ownership of securities, which could impair their ability to render unbiased advice, or to make unbiased decisions, affecting the administration of the Master Trust assets.

Further, it is expected that no Affected Person shall make any personal financial gain (direct or indirect) because of his or her fiduciary position. However, normal and reasonable fees and expenses incurred in the discharge of their responsibilities are permitted in accordance with City policies as approved by Council.

No Affected Person shall accept a gift or gratuity or other personal favour, other than one of nominal value, from a person with whom the employee deals in the course of performance of his or her duties and responsibilities for the Master Trust.

It is incumbent on any Affected Person who believes that he or she may have a conflict of interest, or who is aware of any conflict of interest, to disclose full details of the situation to the attention of the General Manager of Finance and Corporate Services and/or the Treasurer immediately. The General Manager of Finance and Corporate Services and/or the Treasurer, in turn, will decide what action is appropriate under the circumstances.

No Affected Person who has or is required to make a disclosure as contemplated in this Policy shall participate in any discussion, decision or vote relating to any proposed investment or transaction in respect of which he or she has made or is required to make disclosure, unless otherwise determined permissible by decision of the General Manager of Finance and Corporate Services and/or the Treasurer.

## **5.02 Related Party Transactions**

The Chief Investments Officer shall not, on behalf of the Plans or the Master Trust, directly or indirectly,

- (i) lend the moneys of the Plans to a related party or use those moneys to hold an investment in the securities of a related party; or
- (ii) enter into a transaction with a related party.

The Chief Investments Officer may enter into a transaction with a related party:

- (i) for the operation or administration of the Plans if it is under terms and conditions that are not less favourable to the Plans than market terms and conditions and such transaction does not involve the making of loans to, or investments in, the related party or
- (ii) the value of the transaction is nominal or the transaction is immaterial. In assessing whether the value of the transaction is nominal or immaterial, two or more transactions with the same related party shall be considered as a single transaction.

For the purposes of Section 5.02, only the market value of the combined assets of the Fund shall be used as the criteria to determine whether a transaction is nominal or immaterial. Transactions less than 0.5% of the combined market value of the assets of the Fund are considered nominal.

The following investments are exempt from the related party rules:

- (i) investments in an investment fund or a segregated fund (as those terms are used in the *Pension Benefits Standards Regulations*) in which investors other than the administrator and its affiliates may invest and that complies with Section 9 and Section 11 of Schedule III to the *Pension Benefits Standards Regulations*;
- (ii) investments in an unallocated general fund of a person authorized to carry on a life insurance business in Canada;
- (iii) investments in securities issued or fully guaranteed by the Government of Canada, the government of a province, or an agency of either one of them;

- (iv) investments in a fund composed of mortgage-backed securities that are fully guaranteed by the Government of Canada, the government of a province, or an agency of either one of them;
- (v) investments in a fund that replicates the composition of a widely recognized index of a broad class of securities traded at a marketplace (as that term is used in the *Pension Benefits Standards Regulations*); or
- (vi) investments that involve the purchase of a contract or agreement in respect of which the return is based on the performance of a widely recognized index of a broad class of securities traded at a marketplace (as that term is used in the *Pension Benefits Standards Regulations*).

A “related party” is defined to mean the Administrator of the Plans, including any officer, director or employee of the Administrator. It also includes, the Investment Managers and their employees, a union representing employees of the employer, a member of the Master Trust, a spouse or child of the persons named previously, or a corporation that is directly or indirectly controlled by the persons named previously, and any other person constituting a “related party” under the *Pension Benefits Act* (Ontario). Related party does not include government or a government agency, or a bank, trust company or other financial institution that holds the assets of the Master Trust.

### **5.03 Selecting Investment Managers**

In the event that a new Investment Manager must be selected or additional Investment Manager(s) added to the existing Investment Manager(s), the Chief Investments Officer will undertake an Investment Manager search with or without the assistance of a third-party investment consultant depending on the expertise required. The criteria used for selecting an Investment Manager will be consistent with the investment and risk philosophy set out in Section 1.04 (Investment and Risk Philosophy).

### **5.04 Directed Brokerage Commissions**

Investment Managers may use directed brokerage to pay for research and other investment related services provided they comply with, and provide the disclosure required by, the Soft Dollar Standards promulgated by the CFA Institute.

### **5.05 Monitoring of Asset Mix**

In order to ensure that the Master Trust operates within the minimum and maximum guidelines stated in this Policy as outlined in Section 2, the Chief Investments Officer shall monitor the asset mix on at least an annual basis, or upon such more frequent basis as may be requested by City Council or its delegates from time to time. Rebalancing between the investment mandates can take place over a reasonably short period of time after an imbalance has been identified. Rebalancing may be effected by redirecting the net cash flows to and from the Master Trust, or by transferring cash or securities between portfolios and/or Investment Managers.



### **5.06 Monitoring of Investment Managers**

An important element in the success of this Policy is the link between the Investment Managers and the Chief Investments Officer. It is expected that the Investment Managers will communicate with the Chief Investments Officer whenever necessary. Periodic, written investment reports from the Investment Managers are sent to and reviewed by the Chief Investments Officer and form part of the monitoring process.

Meetings including telephone conference call meetings between the Investment Managers and the Chief Investments Officer will be scheduled as required. At each meeting or telephone conference call meeting, it is expected that the Investment Managers will prepare a general economic and capital markets overview, which will be distributed prior to or during the meeting. They should also include the following in their presentations:

- review of the previous period's strategy and investment results,
- discussion of how the condition of the capital markets affects the investment strategy of their respective portfolios,
- economic and market expectations,
- anticipated changes in the asset mix within the limits provided in this Policy, and,
- discussion of compliance and any exceptions.
- discussion of any votes that were cast against the wishes of company management by the Investment Managers in exercising voting rights (Section 5.08).

### **5.07 Dismissal of an Investment Manager**

Reasons for considering the termination of the services of an Investment Manager include, but are not limited to, the following factors:

- (a) performance results which are below the stated performance benchmarks;
- (b) changes in the overall structure of the Master Trusts' assets such that the Investment Manager's services are no longer required;
- (c) change in personnel, firm structure or investment philosophy which might adversely affect the potential return and/or risk level of the portfolio; and/or
- (d) failure to adhere to this Policy.

### **5.08 Voting Rights**

The Administrator has delegated voting rights acquired through the investments held by the Master Trust to the custodian of the securities to be exercised in accordance with the Investment Manager's instructions. Investment Managers are expected to exercise all voting rights related to investments held by the Master Trust in the interests of the members of the underlying pension plans. The Investment Managers shall report when they vote against the wishes of the company management to the Chief Investments Officer, providing information as to the reasons behind this vote.

### **5.09 Valuation of Investments Not Regularly Traded**

The following principles will apply for the valuation of investments that are not traded regularly:

- (a) **Equities**  
Average of bid-and-ask prices from two major investment dealers, at least once every calendar quarter.
- (b) **Bonds**  
Same as for equities.
- (c) **Mortgages**  
Unless in arrears, the outstanding principal plus/minus the premium/discount resulting from the differential between face rate and the currently available rate for a mortgage of similar quality and term, determined at least once every month.
- (d) **Real Estate**  
A certified written appraisal from a qualified independent appraiser at least once every two years.

### **5.10 Policy Review**

This Policy may be reviewed and revised at any time, but at least once every calendar year it must be formally reviewed. Should the Investment Manager(s) wish to review this Policy at any time, it is his/her responsibility to contact the Chief Investments Officer with specific recommendations.

The appropriateness of the Dynamic Investment Policy asset allocation parameters should be reviewed on an ongoing basis. A new Dynamic Investment Policy Study (Dynamic Asset-Liability Modeling Study) may be undertaken if any of the following events occur:

- (a) The plan gets significantly closer to the end-state of the flight path, including if the flight path funded ratio measurement changes significantly (to over 84%) from the starting point of the 2010 study, which was 69%.
- (b) There are significant changes to the regulations that affect the key metrics used in making decisions in the 2010 Dynamic Investment Policy Study or should affect the asset allocation in the future;
- (c) Capital market conditions change significantly such that the assumptions embedded in the 2010 Dynamic Investment Policy Study are no longer reasonable; or
- (d) The plan sponsor's risk posture changes significantly.

## Appendix A - Statement of Investment Policies & Procedures Hamilton Municipal Retirement Fund

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### Overview

#### 1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the “Hamilton Municipal Retirement Fund SIPP”) provides the framework for the investment of the assets of the Hamilton Municipal Retirement Fund, registration number 0275123 (the “Plan”);

The objective of the Hamilton Municipal Retirement Fund SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton Municipal Retirement Fund SIPP is based on the “prudent person portfolio approach” to ensure the prudent investment and administration of the assets of the Plan (the “Fund”) are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

#### 1.02 Background of the Plan

The Hamilton Municipal Retirement Fund is a contributory defined benefit plan. The plan has been closed to new entrants since 1965. Municipal employees hired after June 30, 1965 participate in the OMERS Pension Plan. Therefore, this is a closed fund and will terminate upon the death of the last retiree or successor. Effective July 1, 2001, the last active member retired from the Plan.

#### 1.03 Plan Profile

##### a) Contributions

There are no active members in the Plan.

##### b) Benefits

2% of average annual earnings in best consecutive 5 years before retirement for each year of credited service up to 35 years reduced by 0.675% of the 5-year average earnings up to the final year’s YMPE for each year of contributory service after January 1, 1966. CPP Offset suspended from date of retirement to age 65. Effective Jan 1, 2006 annual increases will not be less than the increase provided to retirees under the OMERS plan.

##### c) Liabilities

As of the most recent actuarial valuation of the Plan as at December 31, 2021 there were no active members, 3 deferred members and 148 retirees and beneficiaries.

As of December 31, 2021, the going-concern liability of the plan was \$58,278,888, including a Provision for Adverse Deviation (PfAD) of \$3,143,871, compared to the actuarial value of assets of \$73,721,565. On a solvency basis, the liability was \$48,960,477, while the assets (at market) were \$73,571,565 (net of a provision for

plan windup expenses of \$150,000). On a windup basis, the liability was \$60,690,521.

#### **1.04 Objective of the Plan**

The objective of the Plans is to provide members of the Plans with retirement benefits prescribed under the terms thereof.

#### **1.05 Investment and Risk Philosophy**

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

#### **1.06 Administration**

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

#### **1.07 Pooling of Assets**

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton-Wentworth Retirement Fund and the Hamilton Street Railway Pension Plan (1994).

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the parameters set out in Section 3.02 (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

#### **1.08 Master Trust SIPP**

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton Municipal Retirement Fund.

## Appendix B - Statement of Investment Policies & Procedures Hamilton Street Railway Pension Plan (1994)

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### Overview

#### 1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the “Hamilton Street Railway Pension Plan SIPP”) provides the framework for the investment of the assets of the Hamilton Street Railway Pension Plan (1994), registration number 0253344 (the “Plan”);

The objective of the Hamilton Street Railway Pension Plan SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton Street Railway Pension Plan SIPP is based on the “prudent person portfolio approach” to ensure the prudent investment and administration of the assets of the Plan (the “Fund”) are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

#### 1.02 Background of the Plan

The current Plan dates from January 1, 1994 when two former plans – Canada Coach Lines and Hamilton Street Railway plans were merged. Effective January 1, 2009 this contributory defined benefit plan was closed to new members and active members stopped contributing and accruing service under the plan.

#### 1.03 Plan Profile

##### a) Contributions

Under the terms of the Plan text, members’ contributions prior to 1999 were 7.5% of earnings less contributions made to Canada Pension Plan. For the calendar years 1999 through 2008, members (depending on the year) either enjoyed a contribution holiday or were limited to contribution rates of 1% of earnings. Effective January 2009, as members became City employees, no member contributions have been required or permitted to be made to the Plan.

##### b) Benefits

Members receive a pension equal to 1.5% of average pensionable earnings up to the average Year’s Maximum Pensionable Earnings (YMPE) as established under the Canada Pension Plan, plus 2% of the excess, multiplied by years of credited service accrued up to December 31, 2008. The “average pensionable earnings” are defined as the average of best five years’ earnings during the member’s credited service and OMERS credited service, if any. The “average YMPE” is defined as the average of the YMPE for the last thirty-six complete months of plan membership.

In the event that pensions accrued under the prior plan exceed the pension accrued under the current plan for service prior to July 1, 1980, then the pension is increased accordingly. Pensions are subject to annual indexing equal to the indexing provided

to retirees under the OMERS plan (100% of inflation to a maximum of 6% per annum).

**c) *Liabilities***

As of the most recent actuarial valuation of the Plan as at January 1, 2020, there were 315 active members, 29 deferred members and 610 retirees and beneficiaries. The average age of the active members was approximately 54.3 years with average pensionable earnings of \$70,474.

As of January 1, 2020, the going-concern liability of the plan was \$228,695,400, including a Provision for Adverse Deviation (PfAD) of \$17,103,300, compared to the actuarial value of assets of \$211,167,500. On a solvency basis, the liability was \$216,314,100 while the assets (at market) were \$210,967,500 (net of a provision for plan windup expenses of \$200,000). On a windup basis the liability was \$315,487,000.

The going-concern deficit is being eliminated through a series of special payments. No special payments are required for the solvency deficit since the solvency ratio exceeds .85.

#### **1.04 Objective of the Plan**

The objective of the Plan is to provide members of the Plan with retirement benefits prescribed under the terms thereof.

#### **1.05 Investment and Risk Philosophy**

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

#### **1.06 Administration**

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

#### **1.07 Pooling of Assets**

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton-Wentworth Retirement Fund and the Hamilton Municipal Retirement Fund.

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the

parameters set out in Section 3.02 (a), (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

**1.08 Master Trust SIPP**

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton Street Railway Pension Plan (1994).

## Appendix C - Statement of Investment Policies & Procedures The Hamilton-Wentworth Retirement Fund

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### Overview

#### 1.01 Purpose of Statement

This Statement of Investment Policies and Procedures (the “Hamilton-Wentworth Retirement Fund SIPP”) provides the framework for the investment of the assets of the Hamilton-Wentworth Retirement Fund, registration number 1073352 (the “Plan”);

The objective of the Hamilton-Wentworth Retirement Fund SIPP is to ensure that the assets of the Plan, together with expected contributions made by both the City and the Plan members, shall be invested in a continued prudent and effective manner.

The Hamilton-Wentworth Retirement Fund SIPP is based on the “prudent person portfolio approach” to ensure the prudent investment and administration of the assets of the Plan (the “Fund”) are within the parameters set out in the *Pension Benefits Act*, (Ontario) and the Regulations thereunder.

All provisions in the Master Trust SIPP apply to this Appendix.

#### 1.02 Background of the Plan

The Plan is a contributory, defined benefit Plan. Effective January 1, 1985 all active Region Other Participants, excluding Police Civilians, were transferred to OMERS. The liability to transfer such members to OMERS was met by monthly payments of \$115,187 until December 31, 2000 and monthly payments of \$361 thereafter, concluding September 30, 2003. Effective January 1, 2002, the last active member retired from the plan.

#### 1.03 Plan Profile

##### a) Contributions

Under the terms of the Plan text:

For normal retirement age 60 class:

- 1) Senior Police Officers: contributions should be 7% of earnings up to the YMPE plus 8.5% of contributory earnings in excess of YMPE.
- 2) Other Police Officers: contributions should be 6.5% of earnings up to YMPE plus 8% of contributory earnings in excess of YMPE.

For a normal retirement age of 65 contributions should be 5.75% of earnings.

##### b) Benefits

2% of average annual earnings in best 5 years before retirement for each year of credited service up to 35 years reduced by 0.675% of the 5-year average earnings up to the final year’s YMPE for each year of contributory service after January 1, 1966. CPP Offset suspended from date of retirement to age 65. Effective Jan 1, 2006 annual increases will not be less than the increase provided to retirees under the



OMERS plan, which is currently equal to 100% of the increase in the Consumer Price Index to a maximum of 6.0% per annum.

*c) Liabilities*

As of the most recent actuarial valuation of the Plan as at December 31, 2021, there were no active members, no deferred members and 124 retirees and beneficiaries.

As of December 31, 2021, the going-concern liability of the plan was \$47,727,000, including a Provision for Adverse Deviation (PfAD) of \$3,510,000, compared to the actuarial value of assets of \$54,459,000. On a solvency basis, the liabilities were \$44,957,000 while the assets were \$54,389,000 (net of a provision for plan windup expenses of \$70,000). On a windup basis the liability was \$55,457,000.

**1.04 Objective of the Plan**

The objective of the Plan is to provide members of the Plan with retirement benefits prescribed under the terms thereof.

**1.05 Investment and Risk Philosophy**

The primary investment objective is to provide an economic return on assets sufficient to fund plan liabilities over the long-term, while adhering to prudent investment practices.

The investment philosophies and strategies must take into account both return and risk objectives of the Plan and the City.

In recognition of the risk and return objectives of the Plan and the City, an initial Asset Allocation Policy was developed based on the Plan's current funded status and the characteristics of the Plan and City. It is recognized, however, that the Plan return requirements and risk tolerance will change over time, and the intent is to reallocate the portfolio to lower risk allocations dynamically as the Plan's funded status improves.

**1.06 Administration**

The General Manager of Finance and Corporate Services for the City of Hamilton is the designated contact at the City for administrative purposes.

**1.07 Pooling of Assets**

For investment purposes, certain assets of the Plan are invested in units of the City of Hamilton Defined Benefit Plans Master Trust, along with certain assets of the Hamilton Street Railway Pension Plan (1994) and the Hamilton Municipal Retirement Fund.

Up to 2 % of Plan assets may be invested outside of the City of Hamilton Defined Benefit Plans Master Trust for operating expenses and liquidity purposes, in accordance with the parameters set out in Section 3.02 (c) and (e) of the City of Hamilton Defined Benefit Plans Master Trust SIPP. The provisions of the City of Hamilton Defined Benefit Plans Master Trust SIPP apply to the investment of these assets.

**1.08 Master Trust SIPP**

The Master Trust SIPP is the policy that should be followed while investing the pooled assets of the Hamilton-Wentworth Retirement Fund Pension Plan.

## Appendix D – Compliance Reports

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**Appendix B to Audit, Finance and Administration  
Committee Report 24-001**

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**The City of Hamilton Master Trust  
Index Bond Manager**

**Compliance Report for the Quarter Ended \_\_\_\_\_  
(date)**

		<b>GUIDELINES</b>	<b>POLICY COMPLIED WITH YES/NO *</b>
<b>ASSET MIX (at Market Value)</b>		%	
<b>FIXED INCOME</b>	BONDS	100%	
<b>CASH</b>	SHORT-TERM & CASH	0%	
<b>CONSTRAINTS</b>			
<b>GENERAL</b>	Investment Policy Section 3.01 – General Guidelines		
<b>BONDS</b>	Investment Policy Section 3.02 (b) – Bonds		
<b>CASH</b>	Investment Policy Section 3.02 (c) – Cash		
<b>DERIVATIVES</b>	Investment Policy Section 3.02 (c) – Derivatives		
<b>OTHER</b>	Investment Policy Section 3.02 (e) – Other Investments		
<b>INDEX</b>	Investment Policy Section 3.02 (f) – Index Mandates		
<b>QUALITY REQUIREMENTS</b>	Investment Policy Section 3.03 – Minimum Quality Requirements		
<b>QUANTITY RESTRICTIONS</b>	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
<b>PRIOR PERMISSION</b>	Investment Policy Section 3.05 – Prior Permission Required		
<b>PROHIBITED INVESTMENTS</b>	Investment Policy Section 3.06 – Prohibited Investments		
<b>SECURITIES LENDING</b>	Investment Policy Section 3.07 – Securities Lending		
<b>RESPONSIBILITIES</b>	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
<b>STANDARDS OF PROFESSIONAL CONDUCT</b>	Investment Policy Section 4.04 - Standards of Professional Conduct		
<b>CONFLICTS OF INTEREST</b>	Investment Policy Section 5.01 - Conflicts of Interest		
<b>VOTING RIGHTS</b>	Investment Policy Section 5.08 - Voting Rights		

\* If policy not complied with, comment on specifics

**COMPLETED BY:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

**Appendix B to Audit, Finance and Administration  
Committee Report 24-001**

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**The City of Hamilton Master Trust  
Index Equity Manager**

Compliance Report for the Quarter Ended \_\_\_\_\_  
(date)

		GUIDELINES	POLICY COMPLIED WITH  YES/NO *
<b>ASSET MIX (at Market Value)</b>		%	
<b>EQUITIES</b>			
	U.S.		
	EAFE		
	TOTAL FOREIGN		
<b>CASH</b>	SHORT-TERM & CASH		
<b>CONSTRAINTS</b>			
<b>GENERAL</b>	Investment Policy Section 3.01 – General Guidelines		
<b>EQUITIES</b>	Investment Policy Section 3.02 (a) – Canadian and Foreign Equities		
<b>CASH</b>	Investment Policy Section 3.02 (c) – Cash and Short Term Investments		
<b>DERIVATIVES</b>	Investment Policy Section 3.02 (d) – Derivatives		
<b>OTHER INVESTMENTS</b>	Investment Policy Section 3.02 (e) – Other Investments		
<b>INDEX</b>	Investment Policy Section 3.02 (f) – Index Mandates		
<b>QUALITY REQUIREMENTS</b>	Investment Policy Section 3.03 – Minimum Quality Requirements		
<b>QUANTITY RESTRICTIONS</b>	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
<b>PRIOR PERMISSION</b>	Investment Policy Section 3.05 – Prior Permission Required		
<b>PROHIBITED INVESTMENTS</b>	Investment Policy Section 3.06 – Prohibited Investments		
<b>SECURITIES LENDING</b>	Investment Policy Section 3.07 – Securities Lending		
<b>BORROWING</b>	Investment Policy Section 3.08 – Borrowing		
<b>RESPONSIBILITIES</b>	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
<b>STANDARDS OF PROFESSIONAL CONDUCT</b>	Investment Policy Section 4.04 - Standards of Professional Conduct		
<b>CONFLICTS OF INTEREST</b>	Investment Policy Section 5.01 - Conflicts of Interest		
<b>VOTING RIGHTS</b>	Investment Policy Section 5.08 - Voting Rights		

\* If policy not complied with, comment on specifics

**COMPLETED BY:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

**The City of Hamilton Master Trust  
Active Bond Manager**

**Compliance Report for the Quarter Ended \_\_\_\_\_  
(date)**

		GUIDELINES	POLICY COMPLIED WITH  YES/NO *
<b>ASSET MIX (at Market Value)</b>		%	
<b>FIXED INCOME</b>	BONDS	100%	
<b>CASH</b>	SHORT-TERM & CASH	0%	
<b>CONSTRAINTS</b>			
<b>GENERAL</b>	Investment Policy Section 3.01 – General Guidelines		
<b>BONDS</b>	Investment Policy Section 3.02 (b) – Bonds		
<b>CASH</b>	Investment Policy Section 3.02 (c) – Cash		
<b>DERIVATIVES</b>	Investment Policy Section 3.02 (c) – Derivatives		
<b>OTHER</b>	Investment Policy Section 3.02 (e) – Other Investments		
<b>INDEX</b>	Investment Policy Section 3.02 (f) – Index Mandates		
<b>QUALITY REQUIREMENTS</b>	Investment Policy Section 3.03 – Minimum Quality Requirements		
<b>QUANTITY RESTRICTIONS</b>	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
<b>PRIOR PERMISSION</b>	Investment Policy Section 3.05 – Prior Permission Required		
<b>PROHIBITED INVESTMENTS</b>	Investment Policy Section 3.06 – Prohibited Investments		
<b>SECURITIES LENDING</b>	Investment Policy Section 3.07 – Securities Lending		
<b>RESPONSIBILITIES</b>	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
<b>STANDARDS OF PROFESSIONAL CONDUCT</b>	Investment Policy Section 4.04 - Standards of Professional Conduct		
<b>CONFLICTS OF INTEREST</b>	Investment Policy Section 5.01 - Conflicts of Interest		
<b>VOTING RIGHTS</b>	Investment Policy Section 5.08 - Voting Rights		

\* If policy not complied with, comment on specifics

**COMPLETED BY:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

**Appendix B to Audit, Finance and Administration  
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**The City of Hamilton Master Trust  
Active Equity Manager**

Compliance Report for the Quarter Ended \_\_\_\_\_  
(date)

		GUIDELINES	POLICY COMPLIED WITH  YES/NO *
<b>ASSET MIX (at Market Value)</b>		%	
<b>EQUITIES</b>	CANADIAN		
	U.S.		
	EAFE		
	TOTAL FOREIGN		
<b>CASH</b>	SHORT-TERM & CASH		
<b>CONSTRAINTS</b>			
<b>GENERAL</b>	Investment Policy Section 3.01 – General Guidelines		
<b>EQUITIES</b>	Investment Policy Section 3.02 (a) – Canadian and Foreign Equities		
<b>CASH</b>	Investment Policy Section 3.02 (c) – Cash and Short Term Investments		
<b>DERIVATIVES</b>	Investment Policy Section 3.02 (d) – Derivatives		
<b>OTHER INVESTMENTS</b>	Investment Policy Section 3.02 (e) – Other Investments		
<b>INDEX</b>	Investment Policy Section 3.02 (f) – Index Mandates		
<b>QUALITY REQUIREMENTS</b>	Investment Policy Section 3.03 – Minimum Quality Requirements		
<b>QUANTITY RESTRICTIONS</b>	Investment Policy Section 3.04 – Maximum Quantity Restrictions		
<b>PRIOR PERMISSION</b>	Investment Policy Section 3.05 – Prior Permission Required		
<b>PROHIBITED INVESTMENTS</b>	Investment Policy Section 3.06 – Prohibited Investments		
<b>SECURITIES LENDING</b>	Investment Policy Section 3.07 – Securities Lending		
<b>BORROWING</b>	Investment Policy Section 3.08 – Borrowing		
<b>RESPONSIBILITIES</b>	Investment Policy Section 4.01 (b) – Delegation of Responsibilities – Investment Managers		
<b>STANDARDS OF PROFESSIONAL CONDUCT</b>	Investment Policy Section 4.04 - Standards of Professional Conduct		
<b>CONFLICTS OF INTEREST</b>	Investment Policy Section 5.01 - Conflicts of Interest		
<b>VOTING RIGHTS</b>	Investment Policy Section 5.08 - Voting Rights		

\* If policy not complied with, comment on specifics

**COMPLETED BY:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

**Statement of Investment  
Policies and Procedures**

**City of Hamilton –  
Reserve/Revenue Funds  
and Trust Accounts**

**Dated: December 12, 2023**

**APPROVED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2023

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## **Executive Summary**

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### **Section 1: Overview and Administration**

- Policy provides investment framework for the City's Reserve/Revenue funds and Trust Accounts.
- Overall objective is to ensure Funds and Trust Accounts are invested in accordance with existing legislation.
- Overall responsibility for Funds and Trust Accounts rests with the City Treasurer and Council, but many administrative duties and responsibilities have been delegated.
- The Chief Investments Officer (CIO) will complete and deliver a performance report to City Treasurer annually as at fiscal year-end unless otherwise requested by City Council or the City Treasurer and inform the City Treasurer of any security which experiences a credit downgrade in a timely manner.
- City's Investment staff will comply with the Code of Ethics and Standards of Professional Conduct as promulgated by the CFA Institute and the City's Code of Conduct.
- Council members, the City's senior management team, and all external advisors are subject to the City's guidelines pertaining to actual and perceived conflicts of interest.
- CIO will monitor the Funds' and Trust Accounts' asset mixes on a quarterly basis and will rebalance when necessary.
- City Treasurer must formally review the Policy at least once in every four calendar years.
- City Treasurer shall prepare and provide a comprehensive annual investment report to Council.

### **Section 2: Asset Mix and Diversification**

- CIO will arrange for the investment of the Funds and Trust Accounts to achieve a satisfactory return using diversified portfolios that conform with all legislative constraints.
- Asset mix policies have been established for the Funds and Trusts Accounts at acceptable risk levels.
- Funds and Trust Accounts will be managed by the City's investment personnel.

### **Section 3: Reserve/Revenue Funds**

- A short description of the City's Reserve/Revenue Funds and important cash flow considerations.
- The primary goals of the Funds include: 1) conforming to legislative constraints; 2) preserving capital; 3) maintaining adequate liquidity; and 4) maximizing returns.
- The performance objective is to outperform its benchmark composed of sixty-two decimal five percent (62.5%) FTSE Canada All-Gov't Short Term Bond Index, twenty-seven decimal five percent (27.5%) FTSE Canada All-Gov't Bond Index and ten percent (10.0%) FTSE Canada 91-Day T-Bill Index.
- Accounting issues will be taken into account when managing the City's fixed income assets.
- Duration is to be maintained between one (1) year and six (6) years.

**Section 4: Reserve/Revenue Funds – Permitted Investments**

- The investments of the Funds must comply with the requirements and restrictions set out in the *Municipal Act, 2001*, specifically Eligible investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97 and any revisions thereof.
- Minimum quality standard for eligible individual bonds is “BBB” and for short term securities is “R-1 low” as rated by a recognized bond rating agency.
- Please refer to chart in Section 4.06 for maximum quantity restrictions.
- The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars with the exception of those investments specified in Section 4.07 and footnote 6 of Appendix “A”.

**Section 5: Trust Accounts**

- A very brief description of the City’s Trust Accounts is included.
- The primary goals of the Trust Accounts include: 1) conforming to legislative constraints; 2) preserving capital; 3) maintaining adequate liquidity and 4) maximizing returns.
- Individual performance objectives will be set for each Trust Account. **If need be**, a customized sub-policy will also be drafted and appended to this Policy because the composition of investment assets and asset mix may vary broadly for each Trust Account.

**Section 6: Trust Accounts – Permitted Investments**

- The investments of the Trust Accounts must comply with the requirements and restrictions set out in the *Trustee Act*.
- Permitted investments are set out in detail in Section 6.02.
- Minimum quality standard for eligible individual bonds is “A (low)” and short term securities is “R-1 low” at purchase, as rated by a recognized bond rating agency. However issues rated “BBB” are permitted subject to the individual Trust Account maximums.
- All investment must be reasonably liquid (capable of liquidation with six (6) months).
- Please refer to Section 6.04 for maximum quantity restrictions.
- If it is not obvious that an investment qualifies under this Policy, the CIO must consult with the City Treasurer prior to purchasing the investment.

**Appendix A – Sector and Issuer Limitations**

**Appendix B – *Municipal Act, 2001* (Eligible Investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97)**

**Appendix C – *Trustee Act* (Investment Provisions)**

**Appendix D – CFA institute Code of Ethics and Standards of Professional Conduct**

## **Section 1 – Overview and Administration**

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### **1.01 Purpose of Statement**

This Statement of Investment Policies and Procedures (the “Policy”) provides the framework for the investment of the assets of the City of Hamilton’s Reserve/Revenue Funds (the “Funds”) and the City of Hamilton’s Trust Accounts (the “Trust Accounts”).

The overall objective of the Policy is to ensure that the Funds and Trust Accounts are invested in accordance with existing legislation in such a way as to maximize investment returns while minimizing investment risk.

### **1.02 Background**

The City Treasurer of the City of Hamilton (the “City”) establishes the Policy for approval by the Council of the Municipality for the City of Hamilton (“Council”) and ensures that the designated assets are managed in accordance with the guidelines set out in the Policy. Council has determined that the Funds and Trust Accounts shall be managed internally by the Chief Investments Officer (the “CIO”). The Custodian, as appointed by council, is to hold an account for the assets to be managed in accordance to this policy.

### **1.03 Delegation of Responsibilities**

Overall responsibility for the Funds and Trust Accounts ultimately rests with the City Treasurer and Council. It is permitted however to delegate administrative duties and responsibilities to internal and external agents.

#### **a) Chief Investments Officer**

The CIO is responsible for:

- (i) monitoring asset mix and rebalancing as required;
- (ii) day-to-day liaison with the Custodian and the Investment Consultant;
- (iii) monitoring and budgeting for cash flow within the Funds and Trust Accounts.
- (iv) researching, recommending and implementing improvements to asset management of the City’s investment assets; and
- (v) directing and implementing investment strategies for City managed portfolios.

#### **b) Custodian/Trustee**

The custodian/trustee will:

- (i) fulfill the regular duties of a Custodian/Trustee as required by law;
- (ii) maintain safe custody over the assets of the Funds and Trust accounts;
- (iii) execute the instructions of the City Treasurer and the CIO; and
- (iv) record income and provide financial statements to the City Treasurer monthly, or as required.

#### **c) Investment Consultant**

The investment consultant will:

- (i) assist the CIO and the City Treasurer in developing a prudent long-term asset mix, and specific investment objectives and policies;
- (ii) monitor, analyze and report on the Fund’s investment performance and to support the City Treasurer on any investment related matters;

- (iii) assist with the selections of investment managers, custodians and other suppliers; and,
- (iv) meet with the City Treasurer and/or CIO as required.

**d) The City Treasurer**

The City Treasurer will provide annual audited financial statements of the Funds and Trust Accounts.

**e) City Solicitor**

The City's Solicitor will:

- (i) provide legal advice to the City Treasurer regarding compliance with relevant legislation; and
- (ii) provide legal counsel on a range of issues, including the review of contracts with suppliers.

The City Treasurer has the authority to retain other consultants/suppliers as the City Treasurer deems necessary from time to time.

**1.04 Performance Reporting**

The CIO is required to complete and deliver a performance report to the City Treasurer and to Council annually as at fiscal year-end unless otherwise requested by City Council or the City Treasurer.

**1.05 Downgrades in Credit Quality**

In order to keep the City Treasurer informed, the CIO will take the following steps in the event of a downgrade in the credit rating of a portfolio asset by a recognized bond rating agency to below the purchase standards set out in Sections 4.04 and 6.03:

- within ten (10) business days, the CIO will advise the City Treasurer in writing of the course of action taken, or intended to be taken by the CIO, and his rationale;
- immediately upon downgrade, the asset will be placed on a Watch List subject to monthly review by the CIO with the City Treasurer until such time as the security is sold or is upgraded to a level consistent with the Policy's purchase quality standards; and
- if an investment falls below the standard required, the City shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan.

**1.06 Standard of Professional Conduct**

The City's investment personnel are expected to comply, at all times and in all respects, with the Code of Ethics and Standards of Professional Conduct as promulgated by the CFA Institute and the City's Code of Conduct Policy.

The CIO will manage the assets with the care, diligence and skill that an investment manager of ordinary prudence would use in dealing with assets of this nature. The CIO will also use all relevant knowledge and skill that he or she possesses, as a prudent investment manager.

### **1.07 Conflicts of Interest**

The standard applies to individual members of Council, the City's senior management team, the Custodian, the Investment Consultant and any other external Advisor(s). All are subject to the following guidelines pertaining to both actual and perceived conflicts of interest.

#### **Disclosure of Council Members and the Senior Management Team**

Council Members and City employees shall subscribe to the City's Conflict of Interest guidelines. In addition:

- a) A member of Council and the City's senior management team shall fully disclose the particulars of any actual or perceived conflict of interest immediately upon becoming aware of the actual or perceived conflict, and in writing to the City Treasurer; and
- b) The person or persons in conflict as identified above shall not directly or indirectly participate in any discussion on the subject of the conflict nor participate in any vote on the matter. All such disclosures shall be recorded in the minutes of council or the senior management team meeting during which the apparent conflict was discussed.

#### **The Custodian, the Investment Consultant and any other Advisor(s) (the "Parties")**

While it is impossible to determine every circumstance or case which can give rise to possible conflicts of interest, the following indicates some of the types of activities that could result in an actual or perceived conflict of interest and must be disclosed:

##### **a) Disclosure of Conflict**

A representative of the Parties shall disclose to the City Treasurer any material conflict of interest relating to him, and any material beneficial ownership of investments involved, which could reasonably be expected to impair his ability to render unbiased and objective advice. These disclosures shall be made whenever one of the Parties wishes to make recommendations concerning an investment in which he has a material beneficial interest or perceived conflict.

##### **b) Disclosure of additional compensation arrangements**

The Parties shall disclose to the City Treasurer in writing any compensation including payments in cash or in kind, he receives from an issuer of securities or any person other than his employer for services he renders to his customers or clients which could reasonably be expected to impair his ability to render unbiased and objective advice with respect to the assets. An employee of the Parties shall also disclose, with the approval of his employer, special compensation arrangements with the employer that might conflict with the City's interests, such as bonuses based on short term performance criteria. Such written notice shall be presented within thirty (30) days.

##### **c) Disclosure of referral fees**

The Parties shall disclose any consideration paid to others for making a particular recommendation relating to asset matters. This disclosure statement shall be provided before the recommendation is implemented.

### **1.08 Related Party Transactions**

The City Treasurer, on behalf of the Funds and Trust Accounts, may not enter into a transaction with a related party unless:

- a) the transaction is both required for operation and or administration of the Funds and Trust Accounts and the terms and conditions of the transaction are not less favourable than market terms and conditions;
- b) securities of the related party are acquired at a public exchange; or
- c) the combined value of all transactions with the same related party is nominal or the transaction(s) is immaterial

For the purposes of this Section 1.08, transactions involving less than TEN THOUSAND DOLLARS (\$10,000.00) are considered nominal. A “related party” is defined to include any officer, director or employee of the City. It also includes a spouse or child of the persons named previously, or a corporation that is directly or indirectly controlled by the persons named previously, among others. Related party does not include government or a government agency, or a bank, trust company or other financial institution that holds the assets of the Funds and/or Trust accounts.

### **1.09 Monitoring of Asset Mix**

In order to ensure that the Funds and Trust Accounts operate within the minimum and maximum guidelines stated in the Policy, the CIO shall monitor the asset mix on a calendar quarterly basis. Rebalancing can take place over a reasonably short period of time after an imbalance has been identified. Rebalancing may be affected by redirecting the net cash flows to and from the Funds and/or Trust Accounts, or by transferring cash or securities.

### **1.10 Environmental, Social, and Governance Factors (ESG)**

The City of Hamilton believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the communities in which they do business, and that these actions contribute to long term financial performance.

The City has chosen to monitor the developments of ESG factors and will reconsider its approach as and when appropriate to do so.

### **1.11 Policy Review**

This Policy may be reviewed and revised at any time, but the City Treasurer and Council must formally review it at least once in every four calendar years.

### **1.12 City Treasurer's Report for the Reserve/Revenue Funds**

The City Treasurer shall provide an investment report annually to Council by May 31 of the calendar year for the prior fiscal year that complies with section 8 (Investment report) of Ontario Regulation 438/97, Eligible Investments, Related Financial Agreements and Prudent Investment, under the *Municipal Act*, 2001 S.O. 2001, c.25 (the "*Municipal Act*"), and shall contain, but not be limited to, the following information:

- a) a statement about the performance of the portfolio of investments of the City during the period covered by the report;
- b) a listing of the types of securities in which the portfolio invested during the period covered by the report;
- c) a listing of the securities and their credit ratings held by the portfolio at the date of the report;
- d) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- e) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale of each security;
- f) a statement by the CIO as to whether or not, in his or her opinion all investments are consistent with this Statement of Investment Policy and Procedures ("SIPP") adopted by the City;
- g) a statement by the treasurer as to whether or not, in his or her opinion all investments are consistent with this SIPP adopted by the City; and
- h) any other information that the council may require or that, in the opinion of the City Treasurer, should be included.



## Section 2 – Asset Mix and Diversification Policy

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### 2.01 Portfolio Return Expectations

The City Treasurer has appointed the CIO to arrange for the investment of part or all of the assets of the Funds and Trust Accounts to achieve a satisfactory long-term rate of return through a diversified portfolio, consistent with acceptable risks and prudent management and that conforms with all legislative constraints.

An appropriate asset mix policy has been established for the Funds and Trust Accounts to provide a reference for long-term return requirements at risk levels acceptable to the City Treasurer. Risk is controlled by investing in well diversified and high-quality portfolios.

### 2.02 Management Structure

The Funds and Trust Accounts will be managed by the City's investment personnel.

## Section 3 – Reserve/Revenue Funds

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### 3.01 Fund Policy

The City's Reserve/Revenue Funds were amalgamated in 2001. Based on the pattern of cash flows experienced in the past, one can assume that cash flow will be added to the Funds between February and October and the Funds will be drawn down between November and February.

These assets of the Reserve/Revenue Fund will be managed on a total return basis and measured against performance benchmarks. Another important cash flow consideration relates to the Fund's intra-month cash flow activity. According to City sources, there is a great deal of short-term cash activity every month and the Funds require a comprehensive cash management operation.

### 3.02 Objectives

The primary goals of the Funds are to ensure compliance with the *Municipal Act, 2001* and Eligible Investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97, to minimize investment risk, and to maximize investment returns.

The four basic objectives of the Policy are:

#### 1. Conform to Legislative Constraints

The City's investment portfolios must conform with the *Municipal Act*, which is the guiding legislation for investment of municipal funds. In particular, the investments must conform to Eligible Investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97. Eligible investments are discussed in greater detail in Section 4.02.

#### 2. Preserve Capital

Ensuring the safety of principal is of paramount importance for the City. Proper diversification will help to ensure that this objective is met. The establishment of limitations relating to credit rating, sector exposure and term structure will ensure safety of principal by limiting the investment exposure to any one issuer, sector or term.

The limitations described in Section 4 reflect the requirements of the current legislation and the City's own guidelines on prudent investment standards. All eligible investments must adhere to these limits.

#### 3. Maintain Adequate Liquidity

Maintaining adequate liquidity ensures that the Funds can be fully invested until required by the City. Liquid investments also afford more opportunities for investment management (i.e. lengthening or shortening the term of securities to take advantage of movements in interest rates or shifts in the yield curve).

The predictability of the City's cash flows will be an important consideration in determining the degree of liquidity required in the portfolio.

#### 4. Maximize Returns while Conforming to Other Objectives

Investment returns should be maximized through opportunistic investment management without compromising the objectives of preservation of capital and maintenance of liquidity.

The CIO is responsible for managing the Fund's investment assets. For the purposes of evaluating the Fund's performance, all rates of returns will be measured over moving one-year and four-year periods. Return objectives will be on a total return basis and will include realized and unrealized capital gains or losses plus income from all sources. Returns will be calculated on a time-weighted basis and compared to the objectives described below.

##### Performance Objectives:

The Fund's performance objective, as outlined in Section 4.10, is to outperform a benchmark portfolio constructed from a blend of returns composed of sixty-two decimal five percent (62.5%) of the FTSE Canada All-Government Short Term Bond Index, twenty-seven decimal five percent (27.5%) of the FTSE Canada All-Government Bond Index and ten percent (10.0%) of the FTSE Canada 91-Day Treasury Bill Index, measured over four-year cycles.

The City's cash management objectives include the maintenance of positive cash flow, the development of prudent temporary borrowing strategies and the investment of the City's idle funds to earn a competitive rate of return.

#### 3.03 Investment and Risk Philosophy

##### a) Investment Philosophy

The Funds will be managed on a total return basis, as per the objectives, guidelines and constraints imposed by the Policy. Efforts will be made to maximize returns and avoid capital losses, while incorporating the Funds' unique cash flow demands.

##### b) Risk Philosophy

The Funds shall be managed in a conservative manner with special care and attention being taken to minimize risk and preserve capital.

#### 3.04 Accounting Issues

With the likelihood that the City's fixed income portfolio may incur unrealized losses, it is extremely important to address the accounting treatment of such unrealized losses with the City's auditors. Discussions with the City's auditors reveal that they will adopt a very conservative approach in valuing the portfolio, but will distinguish between temporary and permanent impairments in value. Should the loss in value of a portfolio be deemed permanent, the investment will be written down to recognize the loss. A write down of a portfolio investment to reflect a loss in value will not be reversed if there is a subsequent increase in value.

The following guidance is outlined within PS 3041-Portfolio investments:

.07 When there has been a loss in value of a portfolio investment that is other than a temporary decline, the investment should be written down to recognize the loss. The write-down should be included in the statement of operations.

.08 A write-down of a portfolio investment to reflect a loss in value should not be reversed if there is a subsequent increase in value.

.10 A decline in quoted market value below cost or amortized cost of an investment with a fixed maturity amount may be considered temporary unless it is anticipated that the investment will be disposed of before it matures or that the cost or amortized cost may not be realizable.

This information has important implications for the manner in which the City's fixed income investments should be managed and its resulting term structure.

## Section 4 - Reserve/Revenue Funds: Permitted Investments and Performance Measurement

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### 4.01 General Guidelines

The investments of the Funds must comply with the requirements and restrictions set out in the *Municipal Act, 2001* S.O. 2001, c.25 (the "*Municipal Act*"), specifically Eligible Investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97 and any revisions thereof. Any changes or revisions to the *Municipal Act*, specifically Eligible Investments, Related Financial Agreements and Prudent Investment, Ontario Regulation 438/97, subsequent to the formal adoption of this Policy, will be effective immediately. This Policy will be updated to reflect the change(s) at the time of its formal review.

### 4.02 Permitted Investments

The City will invest only in securities permitted under the *Municipal Act* and its related regulations, as amended from time to time.

A list of Sector and Issuer Limitations (the List) will be established by the City Treasurer and the Chief Investments Officer (see Appendix A). The List will state explicitly the approved sectors and issuer limitations of securities that may be held in the portfolio. In addition, while all investments on the List must meet legislative requirements, specific minimum credit rating requirements, dollar limits and/or percentage limits (of the total portfolio) will be established for each issuer. The List will be amended from time to time by the Chief Investments Officer.

### 4.03 Grandfathered Investments—Non-Bank ABCP

Investments which were allowed under the *Municipal Act* will be grandfathered and considered acceptable investments provided that:

- a) the City invested in the security before January 12, 2009; and
- b) the terms of the City's continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled "In the matter of the Companies' Creditors Arrangement Act, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al". O. Reg. 438/97 s.2.1

### 4.04 Minimum Quality Requirements

The City shall not invest in a security that does not meet the credit rating requirements established under the *Municipal Act* and Regulations.

### 4.05 Investments in School Board Issued Securities

A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless the money raised by issuing the security is to be used for school purposes.

### 4.06 Maximum Quantity Restrictions

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The City shall not invest more than twenty-five percent (25%) of the portfolio in short-term debt issued or guaranteed by the City. Short-term debt means any debt instrument that shall be fully repaid no later than three hundred and sixty-four (364) days after the debt is incurred. The total investment in 'A' or equivalent rated debt on purchase must not exceed thirty-five percent (35%) of the market value of the City's bond portfolio.

Subject to the quality limits imposed above, the following quantity restrictions at the total fund level are to be respected. Please see the Sector and Issuer Limitations List in Appendix A for more details:

	<b>Minimum %</b>	<b>Maximum %</b>
Federal issues in aggregate	0	100
Federal Guarantee	0	100
Provincial holdings in aggregate	0	100
Single province exposure	0	50
Individual non-federal/non-provincial holding (*)	0	10
Non-federal/non-provincial holdings in aggregate	0	50
Municipal Issues (*)		
-individual muni issue rated "AAA"	0	10
-individual muni issue rated "AA"	0	10
-individual muni issue rated "A"	0	5
Municipal holdings in aggregate	0	30
Banks and Credit Unions in aggregate	0	50
Asset-Backed in aggregate	0	25
Foreign Country Debt in Cdn dollars	0	25
Commercial paper in aggregate	0	20
One Investment Program in aggregate	0	15
Corporate Debt rated A(low) or better < 5 years in aggregate	0	15
Ontario Infrastructure and Lands Corporation "AA" Broader Public Sector	0	15
Supranational	0	30
Short term securities in aggregate	0	50
Any security if the City acquires the security as a gift in a will or as a donation not made for a charitable purpose	0	N/A
Shares of a corporation received through a court order in lieu of debt that is payable to the municipality	0	N/A
Forward Rate Agreement	0	N/A
Portfolio benchmark duration (Macaulay)	1 year	6 years

(\*) Except for City of Hamilton issues which have a limit of twenty-five percent (25%).

#### **4.07 Currency**

The City shall not invest in a security that is expressed or payable in any currency other than Canadian dollars with the exception of those investments specified in footnote 6 of Appendix "A": investments in securities that are deposit receipts, deposit notes,

certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by a bank listed in Schedule I to the *Bank Act* (Canada), expressed or payable in the currency of the United States of America, are permitted. A maximum portfolio and individual limit of 2%, within the maximum portfolio and individual limits for Schedule I banks as indicated in the Appendix "A", applies. These investments will also adhere to a minimum credit rating and a minimum money market rating requirement of A(low) and R1(low) respectively.

#### **4.08 Securities Lending**

The investments of the Funds may be loaned, for the purpose of generating revenue for the Funds on a fully indemnified basis.

For securities held in segregated accounts, such loans must be secured by cash and/or readily marketable government bonds, treasury bills and/or letters of credit, discount notes and bankers' acceptances of chartered banks. For bonds, the security held must have a market value of at least one hundred and two percent (102%) of the market value of the loaned securities. This market value relationship must be calculated at least daily. The terms and conditions of any securities lending program will be set out in a contract with the Custodian. The Custodian shall, at all times, ensure that the City Treasurer has a current list of those institutions that are approved to borrow the Fund's investments.

#### **4.09 Forward Rate Agreements**

The City is authorized to enter into agreements to make prescribed investments as outlined in O. Reg. 438/97, on a future date and to that effect may enter into a one or more forward rate agreements.

##### **a) Description of a Forward Rate Agreement**

A Forward Rate Agreement ("FRA") is legally binding agreement between two parties to exchange cash flows based on interest rates (usually one party pays a fixed interest rate and the other party pays a floating interest rate) applied to a notional principal amount at a given future date.

##### **b) Purpose**

The FRA should be used to minimize the cost or risk associated with investments because of fluctuations in interest rates.

Overall, the FRA should provide the City with the possibility to protect the future returns in anticipation of fluctuating interest rates (i.e. fixes today the interest rate that will accrue on an investment occurring in the future). It will also allow the City's to plan for cash flows more effectively as future interest rates are no longer uncertain.

The FRA must be entered into with the intent of accomplishing the above purposes. For example, the fund may enter into a FRA to fix the rate of return for an investment that would meet the obligations of a sinking fund debenture.

##### **c) Standard FRA Contract**

The standard FRA contract shall include the following:

- A forward amount, which is the principal amount of the investment or that portion of the principal amount to which the agreement relates;

- A settlement day, which is a specified future date;
- A forward rate of interest, which is a notional rate of interest applicable on the settlement day;
- A reference rate of interest, which is the market rate of interest payable on a specified future date on an acceptance issued by a bank listed in Schedule I, II and III to the *Bank Act*, S.C. 1991, c. 46 (the "*Bank Act*"); and
- A settlement payment to be payable on the settlement day if the forward rate and the reference rate of interest are different.

**d) Type of investments**

The City is allowed to enter into a FRA in any of the fixed income securities prescribed in the Sector and Issuer Limitations list (Appendix A). Dealing in FRA's is permitted in Canadian dollars only.

**e) Counterparty**

The City shall not enter a FRA except with a bank listed in Schedule I, II and III to the *Bank Act* and only if the bank's long term debt obligations on the day the agreement is entered are rated A (high) or higher by DBRS, A+ or higher by Fitch, A1 or higher by Moody's or A+ or higher by S&P.

**f) Reference Rate**

The reference rate is the market rate of interest (floating interest rate) payable on a specified future date.

The parties are free to use any market rate of interest as a reference rate for entering into a FRA, provided the methodology of computing the rate is objective, transparent and mutually acceptable to counterparties.

**g) Size Limit**

The City should not enter a FRA if the forward notional amount, when added to all forward notional amounts under other forward agreements, if any, relating to the same investment, would exceed the total amount of the principal of the investment.

**h) Term**

The City shall not enter a FRA unless the settlement day under the agreement is within twelve (12) months of the day on which the agreement is executed.

**i) Valuation**

The FRA portfolio must be marked to market as determined by the custodian. The City shall apply the Generally Accepted Accounting Principles (GAAP) in reporting the impact of the FRA on the financial statements.



**j) Netting Settlement**

The agreement should be set up so that on the settlement date, all FRA payments to be exchanged will be net settled (i.e. only the differential between the fixed and floating is paid).

In case of insolvency, the claim of the counterparty provides for the netting of the transaction between the insolvent and the creditor. In such case, the amount payable by one party is set off against the amount payable by the other party and only the net balance is paid or received.

**k) Risk Management Authorization**

All agreements will be negotiated by the CIO and authorized by the City Treasurer or Council of the City. The City Treasurer or Council will be presented with:

1. Estimated cost to the municipality resulting from the use of a FRA
2. Detailed estimate of the expected results of the use of a FRA
3. An analysis of financial and other risk to the municipality that would exist with and without the use of a FRA

**l) Contract**

A FRA contract should be developed and used as standard in all transactions. The standard shall clearly define the rights and obligations of each party.

**m) Credit exposure limits**

FRA with Schedule III banks should be limited to twenty-five percent (25%) of the entire FRA portfolio.

**n) Monitoring**

The CIO shall ensure that the appropriate infrastructure and monitoring systems such as ability to price the FRA, marked to market the positions, monitor limit exposures on an ongoing basis are put in place.

**o) Monitoring Report**

If the City has any subsisting FRA in a fiscal year, the City Treasurer of the City shall prepare and present to the City council once in that fiscal year, or more frequently if the council or desires, a detailed report on all those agreements.

The report must contain the following information and documents:

- A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the agreements;
- A statement by the City Treasurer indicating whether, in his or her opinion, all the forward rate agreements entered during the period of the report are consistent with the City's statement of policies and goals relating to the use of forward rate agreements;
- Such information as the council may require; and
- Such other information as the City Treasurer considers appropriate to include in the report.

**4.10 Performance Measurement**

For purposes of evaluating the performance of the Funds, all rates of returns are measured over moving one-year and four-year periods. Return objectives include realized and unrealized capital gains or losses plus income from all sources.

The Funds' performance objective is to outperform a benchmark portfolio constructed from a blend of returns composed of sixty-two decimal five percent (62.5%) of the FTSE Canada All-Government Short-Term Bond Index, twenty-seven decimal five percent (27.5%) of the FTSE Canada All-Government Bond Index and ten percent (10.0%) of FTSE Canada 91-Day Treasury Bill Index.

**Total Fund**

Investment weightings and investment results are to be measured regularly against a long-term Benchmark Portfolio comprising:

Benchmark	%
FTSE Canada All-Government Short-Term Bond Index	62.5
FTSE Canada All-Government Bond Index	27.5
FTSE Canada 91-Day Treasury Bill Index	<u>10.0</u>
	100.0

## Section 5 - Trust Accounts

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### 5.01 Profile

The City's Trust Accounts consist of multiple accounts, each with distinct and unique objectives. The individual Trust Accounts therefore, although small, may not be co-mingled.

Notwithstanding the following, a subpolicy will be developed for each individual Trust Account and appended to this Policy, **if need be**. Each subpolicy will contain a statement of objectives, and constraints and guidelines customized to the unique requirements of the individual Trust Accounts.

### 5.02 Objectives

The primary goals of the Trust Accounts are to ensure compliance with the investment provisions of the Trustee Act, R.S.O. 1990, c. T.23 (the "*Trustee Act*"). Effective July 1, 1999, the investment provisions of the *Trustee Act* were amended to a "prudent investor" standard. The new legal standard of "prudent investor" allows for greater portfolio diversification and a less restrictive means of selecting appropriate investments.

The basic objectives of the Trust Accounts include:

#### 1. Conform to Legislative Constraints

The City's Trust Accounts must conform with the *Trustee Act of Ontario*, which is the guiding legislation for investment of trust monies. In particular, the investments must conform to the requirements and restrictions imposed by Section 27 of the *Trustee Act*.

Among other criteria, Section 27 of the *Trustee Act* stipulates that a trustee:

- must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments;
- may invest trust property in any form of property in which a prudent investor might invest; and
- must diversify the investments of trust property to the extent that is appropriate.

#### 2. Preserve Capital

Ensuring the safety of principal is of paramount importance for the City. Proper diversification will help to ensure that this objective is met.

The limitations described in Section 6 reflect the requirements of the current legislation and the City's own guidelines on prudent investment standards. All eligible investments must adhere to these limits.

#### 3. Maintain Adequate Liquidity

Maintaining adequate liquidity ensures that the Trust Accounts can be fully invested until required by the City. Liquid investments also afford more opportunities for investment management (i.e. moving in to or out of equity investments as dictated by prevailing market conditions or lengthening or shortening the term of fixed income securities to take advantage of movements in interest rates).

#### **4. Maximize Returns while Conforming to Other Objectives**

Investment returns should be maximized through opportunistic investment management without compromising the objectives of preservation of capital and maintenance of liquidity.

The CIO is responsible for managing the Trust Accounts' investment assets. For the purposes of evaluating the Trust Accounts performance, all rates of returns will be measured over moving one-year and four-year periods. Return objectives will be on a total return basis and will include realized and unrealized capital gains or losses plus income from all sources. Returns will be calculated on a time-weighted basis.

##### **Performance Objectives:**

The performance objectives of the individual Trust Accounts must be treated on an account-by-account basis. The Trust Accounts are too diverse in nature to set specific performance objectives as individual objectives and constraints vary and the composition of investment assets and asset mix vary broadly.

#### **5.03 Investment and Risk Philosophy**

##### **a) Investment Philosophy**

The Trust Accounts will be managed on a total return basis, as per the objectives, guidelines and constraints imposed by the Policy and individual Trust Accounts. Efforts will be made to maximize returns and avoid capital losses.

##### **b) Risk Philosophy**

The Funds shall be managed in a conservative manner with special care and attention being taken to minimize risk and preserve capital.

## Section 6 - Trust Accounts: Permitted Investments

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### 6.01 General Guidelines

The investments of the Trust Accounts must comply with the requirements and restrictions set out in the *Trustee Act*, R.S.O. 1990, c. T.23 (the "*Trustee Act*"), specifically the requirements and restrictions imposed by Section 27 of the *Trustee Act*. Any changes or revisions to the *Trustee Act*, specifically Section 27, subsequent to the formal adoption of this Policy will be effective immediately. This Policy will be updated to reflect the change(s) at the time of the Policy's formal review.

### 6.02 Permitted Investments

The following are prescribed, for the purposes of this investment policy, as securities that the City may invest in:

#### 1. Canadian and Foreign Equities

Permitted instruments are:

- common and convertible preferred equity listed on recognized stock exchanges;
- debentures convertible into common equity;
- rights, warrants and special warrants for common or convertible preferred stock;
- instalment receipts;
- American Depository Receipts and Global Depository Receipts; and
- exchange traded index participation units.

#### 2. Bonds

Permitted instruments are:

- bonds, debentures, notes and other evidences of indebtedness of Canadian issuers denominated in Canadian dollars;
- mortgage-backed securities, guaranteed by the federal government as to the timely payment of all payments under the *National Housing Act*, R.S.C. 1985, c. N-11;
- term deposits and guaranteed investment certificates; and
- Supra-National bonds issued by the International Bank for Reconstruction and Development denominated in Canadian dollars.

#### 3. Cash and Short-Term Investments

Permitted instruments (defined to be securities with less than one (1) year to maturity) are:

- cash on hand and demand deposits including deposit accounts of the custodian,
- treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, and
- commercial paper and term deposits.

#### **4. Other Investments**

Permitted instruments are:

- deposit accounts of the custodian which can be used to invest surplus cash holdings; and
- investments may be made in mutual funds.

#### **6.03 Minimum Quality Requirements**

Within the investment restrictions for individual portfolios, including mutual funds, all portfolios should hold a prudently diversified exposure to the intended market.

The following minimum quality restrictions apply to all investments held in the portfolio:

- generally speaking, the minimum quality standard for individual bond issues is 'A (Low)' or equivalent, as rated by a recognized bond rating agency at the time of purchase, however, issues rated 'BBB' are permitted subject to the individual Trust Account maximums;
- the minimum quality standard for individual short term securities is 'R-1 (Low)' or equivalent, as rated by a recognized bond rating agency at the time of purchase; and
- all investments shall be reasonably liquid (i.e. in normal circumstances they should be capable of liquidation within six (6) months).

#### **6.04 Maximum Quantity Restrictions**

The following restrictions are to be respected:

##### **Equities**

- The equity holdings will be well diversified and contain at least fifteen (15) securities. The maximum holding for any individual stock will be ten percent (10%) of the equity portfolio based on market value;
- Equity holdings representing more than ten percent (10%) of the voting shares of a corporation or more than ten percent (10%) of the available public float shall be disclosed on a quarterly basis; and
- Equity holdings representing more than twenty percent (20%) of the voting shares of a corporation or more than twenty percent (20%) of the available public float are not permitted. In addition, the combined share of all holdings in excess of ten percent (10%) of the voting shares or public float may not exceed three percent (3%) of the total equity portfolio. All calculations are based on market value.

##### **Bonds and Short Term**

- Except for federal and provincial bonds (including government guaranteed bonds), no more than ten percent (10%) of the bond portfolio may be invested in the bonds of a single issuer and its related companies;
- No one bond holding shall represent more than ten percent (10% of the market value of the total outstanding for that bond issue;
- No more than ten percent (10%) of the market value of the bond portfolio may be held in 'BBB' issues; and
- No more than ten percent (10%) of the market value of the bond portfolio may be held in real return bonds.

### **Mutual Fund Investments**

The CIO may invest in mutual funds, provided that every effort is made to minimize investment management fees.

### **Pooled Fund Investments**

Investments in pooled funds are not permitted, unless such funds can be deemed to be mutual funds.

### **Prior Permission Required**

The following investments may be permitted **provided that** prior approval has been obtained from the City Council:

- investments in private placements;
- direct investments in real estate;
- direct investments in venture capital financing or private equity limited partnerships;
- investments in bonds of foreign issuers;
- investments in units of investment trusts (e.g. REITs or resource trust units); and
- direct investments in mortgages.

No other investment is permitted.

### **6.05 Securities Lending**

The investments of the trust accounts may be loaned, for the purpose of generating revenue for the trust accounts on a fully indemnified basis.

For securities held in segregated accounts, such loans must be secured by cash and/or readily marketable government bonds, treasury bills and/or letters of credit, discount notes and bankers' acceptances of chartered banks. For bonds, the security held must have a market value of at least one hundred and two percent (102%) of the market value of the loaned securities. This market value relationship must be calculated at least daily.

The terms and conditions of any securities lending program will be set out in a contract with the Custodian. The Custodian shall, at all times, ensure that the City Treasurer has a current list of those institutions that are approved to borrow the trust accounts' investments.

### **6.06 General Restriction**

At all times, the CIO must meet the requirements for eligible investments as outlined in the *Trustee Act*.

If it is not obvious that an investment qualifies under this Policy, the CIO should consult with the City Treasurer of his concern about the investment before the investment is acquired.

## Appendix A – Sector and Issuer Limitations

	Sector Exposure Maximum Limits <sup>1</sup>		Restrictions		
	Portfolio Limit	Individual Limit	Minimum Credit Rating <sup>2</sup>	Money Market Rating	Maximum Term-to-Maturity (on the day the investment is made)
Federal Canada Government	100%	100%	N/A	R1(high)	
Federal Guarantees	100%	25%	N/A	R1(high)	
Provincial including Provincial Guarantees	100%	50%	AA(low)	R1(mid)	
	20%	10%	A(low)	R1(mid)	
	10%	10%	BBB(low)	R1(mid)	
<b>Municipal</b>					
City of Hamilton	25%	25%	N/A		
Other Municipalities and School Boards	25%	10%	AA(low)		
	15%	5%	A(low)		
Municipal Totals	30%				
Asset-Backed Securities (ABS) <sup>3</sup>	25%	10%	AAA	R1(high)	
Banks <sup>4</sup> and Credit Union					
Schedule I Banks <sup>6</sup>	50%	10%	AA(low)	R1(mid)	
Schedule I Banks <sup>6</sup>	20%	5%	A(low) <sup>5</sup>	R1(low)	
Schedule II Banks	15%	5%	AA(low)	R1(high)	
Schedule II Banks	10%	5%	A(low) <sup>5</sup>	R1(mid)	
Schedule III Banks	15%	5%	AA(low)	R1(high)	
Schedule III Banks	10%	5%	A(low) <sup>5</sup>	R1(mid)	
Credit Union with Guarantee <sup>7,8</sup>	8%	4%			1 year
Total for Banks & Credit Union with Guarantee	50%				
Negotiable promissory notes or Commercial Paper (other than ABS) <sup>3,9</sup>	15%	5%		R1(high)	1 year or less from the date of issue
	10%	2%		R1(mid) <sup>10</sup>	1 year or less from the date of issue
Total Promissory Notes/ Commercial Paper	20%				
Foreign Country Debt (C\$ Issued)	25%	10%	AA(low)		
One Investment Program <sup>11</sup>	15%	10%			
Corporate Debt <sup>12</sup>	15%	5%	A(low)		5 years



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Ontario Infrastructure and Lands Corporation/ "AA" Broader Public Sector	15%	5%			
Supranationals	30%	10%	AAA		
Security – gift in a will; or non-charitable donation <sup>13</sup>	n/a	n/a			
Shares of a Corporation <sup>14</sup>	n/a	n/a			
Forward Rate Agreements	n/a	25% <sup>15</sup>			

Notes:

<sup>1</sup> Exposure percentage limitations to be applied to the par value of the total portfolio exclusive of the exposure to similar assets and/or securities held under the investments made in the One Investment Program.

<sup>2</sup> Minimum credit rating is met from at least one of the following credit rating agencies: Standard & Poor's, Fitch Ratings, Dominion Bond Rating Service Limited or Moody's Investors Services Inc.

<sup>3</sup> Investments in ABS or negotiable promissory notes or commercial paper require, on the date that the investment is made, that the City of Hamilton itself is rated or all of the City of Hamilton's long-term debt obligations are rated AA(low) or higher; OR that such investments be made under One Investment Program.

<sup>4</sup> Prescribed securities are: deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by a bank listed in Schedule I, II or III to the *Bank Act* (Canada); and bonds, debentures, promissory notes or other evidence of indebtedness, issued or guaranteed by a bank listed in Schedule I, II or III to the *Bank Act* (Canada).

<sup>5</sup> For securities of bonds, debentures, promissory notes or other evidence of indebtedness, issued or guaranteed by a bank listed in Schedule I, II or III to the *Bank Act* (Canada) with a term-to-maturity less than or equal to 2 years on the day the investment is made, the prescribed minimum credit rating is AA(low).

<sup>6</sup> Investments in securities that are deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by a bank listed in Schedule I to the *Bank Act* (Canada), expressed or payable in the currency of the United States of America, are permitted. A maximum portfolio and individual limit of 2%, within the maximum portfolio and individual limits for Schedule I banks as indicated in the table above, applies. These investments will also adhere to a minimum credit rating and a minimum money market rating requirement of A(low) and R1(low) respectively.

<sup>7</sup> Prescribed securities are deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by a credit union or central to which the *Credit Union and Caisses Populaires Act, 2020* applies.

<sup>8</sup> Unconditional (Irrevocable) Letter of Guarantee issued by the credit union central for the credit union in a form satisfactory to the City Solicitor and with content acceptable to the City.

<sup>9</sup> Promissory note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

<sup>10</sup> Minimum credit rating must satisfy R1(mid) by Dominion Bond Rating Service Limited, F1+ by Fitch Ratings, Prime-1 by Moody's Investors Services Inc. or A-1+ by Standard and Poor's.

<sup>11</sup> One Investment Program is jointly run by CHUMS (a subsidiary of the Municipal Finance Officers' Association of Ontario) and Local Authority Services (a corporation of the Association of Municipalities of Ontario).

<sup>12</sup> Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada

<sup>13</sup> Any security if the City acquires the security as a gift in a will or as a donation not made for a charitable purpose. If the City acquires such a security that is not otherwise prescribed under Part I of O. Reg. 438/97, the City shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan.

<sup>14</sup> Shares of a corporation received if the corporation has a debt payable to municipality, under court order the corporation has received creditor protection, and in lieu of debt is authorized by the court order and in the opinion of the Treasurer of the municipality the debt would be uncollectable by the City.

<sup>15</sup> FRA with Schedule III Bank limited to 25% of entire FRA portfolio.

**Appendix B - *Municipal Act, 2001*, Ontario Regulation 438/97  
(Eligible Investments, Related Financial Agreements and Prudent  
Investment)**

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**ONTARIO REGULATION 438/97** (formerly under Municipal Act)

**ELIGIBLE INVESTMENTS, RELATED FINANCIAL AGREEMENTS AND PRUDENT  
INVESTMENT**

Last amendment: 106/22

**PART I  
ELIGIBLE INVESTMENTS AND FORWARD RATE AGREEMENTS**

**Investment under s. 418 of the Act**

1. (1) This Part applies in respect of investments by a municipality under section 418 of the Act. O. Reg. 43/18, s. 2.

(2) A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Part. O. Reg. 43/18, s. 2.

**Eligible investments**

2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,
  - i. Canada or a province or territory of Canada,
  - ii. an agency of Canada or a province or territory of Canada,
  - iii. a country other than Canada,
  - iv. a municipality in Canada including the municipality making the investment,
    - iv.1 the Ontario Infrastructure and Lands Corporation,
  - v. a school board or similar entity in Canada,
    - v.1 a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
    - v.2 a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
  - vi. a local board as defined in the *Municipal Affairs Act* (but not including a school board or a municipality) or a conservation authority established under the *Conservation Authorities Act*,

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- vi.1 a board of a public hospital within the meaning of the *Public Hospitals Act*,
  - vi.2 a non-profit housing corporation incorporated under section 13 of the *Housing Development Act*,
  - vi.3 a local housing corporation as defined in section 24 of the *Housing Services Act, 2011*, or
  - vii. the Municipal Finance Authority of British Columbia.
2. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,
- i. the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the *Trustee Act*, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and
  - ii. the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.
3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
- i. a bank listed in Schedule I, II or III to the *Bank Act (Canada)*,
  - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
  - iii. a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.
- 3.1 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,
- i. a bank listed in Schedule I, II or III to the *Bank Act (Canada)*, or
  - ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*.
  - iii. REVOKED: O. Reg. 43/18, s. 3 (1).
4. Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.
- 4.1 Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid

more than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.

4.2 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

4.3 Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

5. Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,

- i. a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
- ii. a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, or
- iii. a board of a public hospital within the meaning of the *Public Hospitals Act*.

6. Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.

6.1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational governmental organization, other than the International Bank for Reconstruction and Development.

7. Securities that are arrangements for the sale of assets that entitle the purchaser to an undivided beneficial interest in a pool of assets.

7.1 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.

7.2 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.

8. Negotiable promissory notes or commercial paper, other than securities referred to in paragraph 7, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

- 8.1 Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.
10. Any security if the municipality acquires the security as a gift in a will or as a donation not made for a charitable purpose.
11. REVOKED: O. Reg. 43/18, s. 3 (5).
12. Shares of a corporation if,
- i. the corporation has a debt payable to the municipality,
  - ii. under a court order, the corporation has received protection from its creditors,
  - iii. the acquisition of the shares in lieu of the debt is authorized by the court order, and
  - iv. the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order. O. Reg. 438/97, s. 2; O. Reg. 265/02, s. 1; O. Reg. 399/02, s. 2; O. Reg. 655/05, s. 2; O. Reg. 607/06, s. 1; O. Reg. 39/07, s. 1; O. Reg. 373/11, s. 1; O. Reg. 74/16, s. 1, 2; O. Reg. 43/18, s. 3; O. Reg. 106/22, s. 1.

### **Eligible investments, continued**

**2.1** A security is prescribed for the purposes of subsection 418 (1) of the Act as a security that a municipality may invest in if,

- (a) the municipality invested in the security before January 12, 2009; and
- (b) the terms of the municipality's continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled "In the matter of the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al". O. Reg. 292/09, s. 1.

### **Ratings, financial indicators**

**3.** (1) A municipality shall not invest in a security under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 or paragraph 4 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

- (a) REVOKED: O. Reg. 265/02, s. 2 (1).
- (b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;
- (b.1) by Fitch Ratings as "AA-" or higher;
- (c) by Moody's Investors Services Inc. as "Aa3" or higher; or

(d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 3 (1);  
O. Reg. 265/02, s. 2 (1); O. Reg. 399/02, s. 3 (1); O. Reg. 655/05, s. 3 (1, 2);  
O. Reg. 607/06, s. 2; O. Reg. 39/07, s. 2; O. Reg. 43/18, s. 4 (1).

(2) A municipality shall not invest in a security under paragraph 3.1 or 4.1 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

(a) by Dominion Bond Rating Service Limited as "A(low)" or higher;

(b) by Fitch Ratings as "A-" or higher;

(c) by Moody's Investors Services Inc. as "A3" or higher; or

(d) by Standard and Poor's as "A-" or higher. O. Reg. 43/18, s. 4 (2).

(2.0.1) If a municipality's total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of \$250,000, the municipality shall not invest in any additional security under paragraph 4.2 of section 2 unless the credit union or central that issues, guarantees or endorses the security provides, within 30 days before the day the investment is made,

(a) audited financial statements indicating that the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central; or

(b) certification in writing that all of the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (1).

(2.0.2) For the purposes of subsection (2.0.1), the financial indicators to be met by the credit union or central are the following:

1. Positive retained earnings in its audited financial statements for its most recently completed fiscal year.

2. Regulatory capital of at least the percentage of its total assets set out in subsection (2.0.3) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.

3. Regulatory capital of at least the percentage of its total risk weighted assets set out in subsection (2.0.4) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.

4. Positive net income in its audited financial statements for three of its five most recently completed fiscal years. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (2-4).

(2.0.3) The percentage mentioned in paragraph 2 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 1 of subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (5).

(2.0.4) The percentage mentioned in paragraph 3 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 2 of subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (6).

(2.0.5) A municipality shall not invest in securities under paragraph 4.3 of section 2 unless the credit union or central that issues or guarantees the security satisfies the conditions set out in subsection (2.0.1). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (7).

(2.1) A municipality shall not invest in a security under paragraph 6.1 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “AAA”;
- (b) by Fitch Ratings as “AAA”;
- (c) by Moody’s Investors Services Inc. as “Aaa”; or
- (d) by Standard and Poor’s as “AAA”. O. Reg. 655/05, s. 3 (4).

(3) A municipality shall not invest in a security under paragraph 7 of section 2 that matures more than one year from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “AAA”;
- (a.1) by Fitch Ratings as “AAA”;
- (b) by Moody’s Investors Services Inc. as “Aaa”; or
- (c) by Standard and Poor’s as “AAA”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (2); O. Reg. 655/05, s. 3 (5); O. Reg. 43/18, s. 4 (3).

(4) A municipality shall not invest in a security under paragraph 7 of section 2 that matures one year or less from the date of issue unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “R-1(high)”;
- (a.1) by Fitch Ratings as “F1+”;
- (b) by Moody’s Investors Services Inc. as “Prime-1”; or
- (c) by Standard and Poor’s as “A-1+”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (3); O. Reg. 655/05, s. 3 (6); O. Reg. 43/18, s. 4 (4).

(4.1) A municipality shall not invest in a security under paragraph 7.1 or 7.2 of section 2 unless the security is rated,

- (a) by Dominion Bond Rating Service Limited as “A(low)” or higher;
- (b) by Fitch Ratings as “A-” or higher;
- (c) by Moody’s Investors Services Inc. as “A3” or higher; or
- (d) by Standard and Poor’s as “A-” or higher. O. Reg. 43/18, s. 4 (5).

(4.2) REVOKED: O. Reg. 43/18, s. 4 (5).

(5) A municipality shall not invest in a security under paragraph 8 of section 2 unless the promissory note or commercial paper is rated,

- (a) by Dominion Bond Rating Service Limited as “R-1(mid)” or higher;
- (a.1) by Fitch Ratings as “F1+”;
- (b) by Moody’s Investors Services Inc. as “Prime-1”; or
- (c) by Standard and Poor’s as “A-1+”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (4); O. Reg. 655/05, s. 3 (8).

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(6) If an investment made under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2 or paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2 falls below the standard required by this section, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (6).

(6.1) Subsection (6) does not apply with respect to an investment made by a municipality under paragraph 7 of section 2 on a day before the day this subsection comes into force. O. Reg. 292/09, s. 2 (3).

(6.1.1) If a municipality's total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of the limit mentioned in subsection (2.0.1) of this section and one of the following circumstances applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.2 of section 2 in excess of that limit and shall sell the investments in accordance with the plan:

1. The financial indicators mentioned in subsection (2.0.2) are not met.
2. The credit union or central fails to provide audited financial statements or a certification as mentioned in subsection (2.0.1). O. Reg. 43/18, s. 4 (7); O. Reg. 106/22, s. 2 (8).

(6.1.2) For the purposes of determining the value of investments under subsection (6.1.1), the value of all investments under subparagraph 3 iii of section 2 shall be counted as part of the total first, followed by the value of all investments made under paragraph 4.2 of section 2. O. Reg. 43/18, s. 4 (7).

(6.1.3) If one of the circumstances in paragraph 1 or 2 of subsection (6.1.1) applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.3 of section 2 and shall sell the investments in accordance with the plan. O. Reg. 43/18, s. 4 (7).

(7) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made and as long as it continues, the investment ranks, at a minimum, concurrently and equally in respect of payment of principal and interest with all unsecured debt of the corporation. O. Reg. 265/02, s. 2 (2).

(8) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made, the total amount of the municipality's investment in debt of any corporation incorporated under section 142 of the *Electricity Act, 1998* that would result after the proposed investment is made does not exceed the total amount of investment in debt, including any interest accrued on such debt, of the municipality in such a corporation that existed on the day before the day the proposed investment is to be made. O. Reg. 265/02, s. 2 (2).

(9) Any investment made under paragraph 9 of section 2, including any refinancing, renewal or replacement thereof, may not be held for longer than a total of 10 years from the date such investment is made. O. Reg. 265/02, s. 2 (2).

(10) Subsections (7), (8) and (9) do not prevent a municipality from holding or disposing of a security described in paragraph 9 of section 2 issued by a corporation incorporated under section 142 of the *Electricity Act, 1998*, if the municipality acquired the security through a transfer by-law or otherwise under that Act. O. Reg. 655/05, s. 3 (9).



(11) If a municipality acquires a security under paragraph 10 of section 2 that is not otherwise prescribed under this Part, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (8).

(12) REVOKED: O. Reg. 292/09, s. 2 (4).

### **Investment limit**

4. (1) A municipality shall not invest more than 25 per cent of the total amount in all sinking and retirement funds in respect of debentures of the municipality, as estimated by its treasurer on the date of the investment, in short-term debt issued or guaranteed by the municipality. O. Reg. 438/97, s. 4 (1).

(2) In this section,

“short-term debt” means any debt, the terms of which provide that the principal and interest of the debt shall be fully repaid no later than 364 days after the debt is incurred. O. Reg. 438/97, s. 4 (2).

### **Conditions**

4.1 (1) A municipality shall not invest in a security under paragraph 7 of section 2 or in a promissory note or commercial paper under paragraph 8 of section 2 unless, on the date that the investment is made,

(a) the municipality itself is rated, or all of the municipality’s long-term debt obligations are rated,

- (i) by Dominion Bond Rating Service Limited as “AA(low)” or higher,
- (i.1) by Fitch Ratings as “AA-” or higher,
- (ii) by Moody’s Investors Services Inc. as “Aa3” or higher, or
- (iii) by Standard and Poor’s as “AA-” or higher; or

(b) the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality’s agent for the investment in that security, promissory note or commercial paper. O. Reg. 265/02, s. 3; O. Reg. 399/02, s. 4; O. Reg. 655/05, s. 4 (1, 2); O. Reg. 43/18, s. 5 (1).

(1.1) A municipality shall not invest in a security under paragraph 7.1 or 8.1 of section 2 unless, on the date the investment is made, the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality’s agent for the investment in the security. O. Reg. 655/05, s. 4 (3); O. Reg. 43/18, s. 5 (2).

(1.2) Subsection (1.1) does not apply to investments in securities by the City of Ottawa if all of the following requirements are satisfied:

1. Only the proceeds of the sale by the City of its securities in a corporation incorporated under section 142 of the *Electricity Act, 1998* are used to make the investments.

2. The investments are made in a professionally-managed fund.
3. The terms of the investments provide that,
  - i. where the investment is in debt instruments, the principal must be repaid no earlier than seven years after the date on which the City makes the investment, and
  - ii. where the investment is in shares, an amount equal to the principal amount of the investment cannot be withdrawn from the fund for at least seven years after the date on which the City makes the investment.
4. The City establishes and uses a separate reserve fund for the investments.
5. Subject to paragraph 6, the money in the reserve fund, including any returns on the investments or proceeds from their disposition, are used to pay capital costs of the City and for no other purpose.
6. The City may borrow money from the reserve fund but must repay it plus interest. O. Reg. 655/05, s. 4 (3).

(2) The investment made under clause (1) (b) or described in subsection (1.1), as the case may be, must be made in the One Investment Program of the Local Authority Services and the CHUMS Financing Corporation with,

- (a) another municipality;
- (b) a public hospital;
- (c) a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*;
- (d) a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;
- (d.1) a foundation established by a college mentioned in clause (d) whose purposes include receiving and maintaining a fund or funds for the benefit of the college;
- (e) a school board;
- (f) any agent of an institution listed in clauses (a) to (e);
- (g) Local Authority Services;
- (h) CHUMS Financing Corporation;
- (i) Association of Municipalities of Ontario; or
- (j) Municipal Finance Officers' Association of Ontario. O. Reg. 265/02, s. 3; O. Reg. 655/05, s. 4 (4); O. Reg. 607/06, s. 3; O. Reg. 292/09, s. 3; O. Reg. 52/11, s. 1; O. Reg. 74/16, s. 1, 3; O. Reg. 43/18, s. 5 (3-5).

### **School purposes**

5. A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless,

(a) the money raised by issuing the security is to be used for school purposes;  
and

(b) REVOKED: O. Reg. 248/01, s. 1.

O. Reg. 438/97, s. 5; O. Reg. 248/01, s. 1.

### **Canadian dollars**

6. (1) Subject to subsection (3), a municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 43/18, s. 6 (1).

(2) Subsection (1) does not prevent a municipality from continuing an investment, made before this Regulation comes into force, that is expressed and payable in the currency of the United States of America or the United Kingdom. O. Reg. 438/97, s. 6 (2).

(3) Subsection (1) does not apply in respect of securities listed in paragraphs 3, 3.1 and 4.2 of section 2, which may also be expressed or payable in the currency of the United States of America. O. Reg. 43/18, s. 6 (2).

### **Statement of policies and goals**

7. (1) Before a municipality invests in a security prescribed under this Part, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. O. Reg. 438/97, s. 7; O. Reg. 43/18, s. 7.

(2) In preparing the statement of the municipality's investment policies and goals under subsection (1), the council of the municipality shall consider,

- (a) the municipality's risk tolerance and the preservation of its capital;
- (b) the municipality's need for a diversified portfolio of investments; and
- (c) obtaining legal advice and financial advice with respect to the proposed investments. O. Reg. 265/02, s. 4.

(3) REVOKED: O. Reg. 655/05, s. 5.

(4) In preparing the statement of the municipality's investment policies and goals under subsection (1) for investments made under paragraph 9 of section 2, the council of the municipality shall consider its plans for the investment and how the proposed investment would affect the interest of municipal taxpayers. O. Reg. 265/02, s. 4.

### **Investment report**

8. (1) If a municipality has an investment in a security prescribed under this Part, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. O. Reg. 438/97, s. 8 (1); O. Reg. 43/18, s. 7.

(2) The investment report referred to in subsection (1) shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;

(b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;

(c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;

(d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and

(e) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.

2. An investment described in paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2.

3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4; O. Reg. 43/18, s. 8 (1).

(2.2) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any investments under paragraphs 4.2 and 4.3 of section 2 are affected by the circumstances set out in paragraphs 1 and 2 of subsection 3 (6.1.1) during the period covered by the report. O. Reg. 43/18, s. 8 (2).

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition. O. Reg. 265/02, s. 5.

### **Inconsistencies, treasurer's duty**

**8.1** If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it. O. Reg. 655/05, s. 7.

### **Investments pre March 6, 1997**

**9.** (1) Despite this Part, an investment by a municipality in bonds, debentures or other indebtedness of a corporation made before March 6, 1997 may be continued if the bond, debenture or other indebtedness is rated,

(a) REVOKED: O. Reg. 265/02, s. 6.

(b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

- (b.1) by Fitch Ratings as “AA-” or higher;
- (c) by Moody’s Investors Services Inc. as “Aa3” or higher; or
- (d) by Standard and Poor’s as “AA-” or higher. O. Reg. 438/97, s. 9 (1); O. Reg. 265/02, s. 6; O. Reg. 399/02, s. 5; O. Reg. 655/05, s. 8; O. Reg. 43/18, s. 7.

(1.1) REVOKED: O. Reg. 43/18, s. 9 (1).

(2) If the rating of an investment continued under subsection (1) falls below the standard required by that subsection, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 9 (2).

#### FORWARD RATE AGREEMENTS

#### **Forward rate agreements**

**10.** (1) A municipality that enters into an agreement to make an investment on a future date in a security prescribed by section 2 may enter one or more forward rate agreements with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) in order to minimize the cost or risk associated with the investment because of fluctuations in interest rates. O. Reg. 655/05, s. 9.

(2) A forward rate agreement shall provide for the following matters:

- 1. Specifying a forward amount, which is the principal amount of the investment or that portion of the principal amount to which the agreement relates.
- 2. Specifying a settlement day, which is a specified future date.
- 3. Specifying a forward rate of interest, which is a notional rate of interest applicable on the settlement day.
- 4. Specifying a reference rate of interest, which is the market rate of interest payable on a specified future date on an acceptance issued by a bank listed in Schedule I, II or III to the *Bank Act* (Canada).
- 5. Requiring a settlement payment to be payable on the settlement day if the forward rate and the reference rate of interest are different. O. Reg. 655/05, s. 9.

(3) A municipality shall not enter a forward rate agreement if the forward amount described in paragraph 1 of subsection (2) for the investment whose cost or risk the agreement is intended to minimize, when added to all forward amounts under other forward rate agreements, if any, relating to the same investment, would exceed the total amount of the principal of the investment. O. Reg. 655/05, s. 9.

(4) A municipality shall not enter a forward rate agreement unless the settlement day under the agreement is within 12 months of the day on which the agreement is executed. O. Reg. 655/05, s. 9.

(5) A municipality shall not enter a forward rate agreement if the settlement payment described in paragraph 5 of subsection (2) exceeds the difference between the amount of interest that would be payable on the forward amount calculated at the forward

rate of interest for the period for which the investment was made and the amount that would be payable calculated at the reference rate of interest. O. Reg. 655/05, s. 9.

(6) A municipality shall not enter a forward rate agreement except with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) and only if the bank's long-term debt obligations on the day the agreement is entered are rated,

- (a) by Dominion Bond Rating Service Limited as "A(high)" or higher;
- (b) by Fitch Ratings as "A+" or higher;
- (c) by Moody's Investors Service Inc. as "A1" or higher; or
- (d) by Standard and Poor's as "A+" or higher. O. Reg. 655/05, s. 9.

### **Statement of policies and goals**

**11.** (1) Before a municipality passes a by-law authorizing a forward rate agreement, the council of the municipality shall adopt a statement of policies and goals relating to the use of forward rate agreements. O. Reg. 655/05, s. 9.

(2) The council of the municipality shall consider the following matters when preparing the statement of policies and goals:

- 1. The types of investments for which forward rate agreements are appropriate.
- 2. The fixed costs and estimated costs to the municipality resulting from the use of such agreements.
- 3. A detailed estimate of the expected results of using such agreements.
- 4. The financial and other risks to the municipality that would exist with, and without, the use of such agreements.
- 5. Risk control measures relating to such agreements, such as,
  - i. credit exposure limits based on credit ratings and on the degree of regulatory oversight and the regulatory capital of the other party to the agreement,
  - ii. standard agreements, and
  - iii. ongoing monitoring with respect to the agreements. O. Reg. 655/05, s. 9.

### **Report to council**

**12.** (1) If a municipality has any subsisting forward rate agreements in a fiscal year, the treasurer of the municipality shall prepare and present to the municipal council once in that fiscal year, or more frequently if the council so desires, a detailed report on all of those agreements. O. Reg. 655/05, s. 9.

(2) The report must contain the following information and documents:

- 1. A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the agreements.

2. A statement by the treasurer indicating whether, in his or her opinion, all of the forward rate agreements entered during the period of the report are consistent with the municipality's statement of policies and goals relating to the use of forward rate agreements.
3. Such other information as the council may require.
4. Such other information as the treasurer considers appropriate to include in the report. O. Reg. 655/05, s. 9.

## **PART II PRUDENT INVESTMENT**

### **Definitions**

**13.** In this Part,

"Investment Board" means a municipal service board that is established under section 196 of the Act by a municipality for the purposes of this Part and includes, for the purposes of paragraph 3 of section 15, subsection 17 (3) and sections 21 and 23, the Toronto Investment Board; ("commission des placements")

"Joint Investment Board" means a municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of this Part; ("commission mixte des placements")

"Toronto Investment Board" means the board of the City of Toronto described in subsection 46 (2) of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006*. ("Commission des placements de Toronto") O. Reg. 43/18, s. 10.

### **Application**

**14.** This Part applies in respect of investments by a municipality under section 418.1 of the Act. O. Reg. 43/18, s. 10.

### **Requirements under s. 418.1 (3) of the Act**

**15.** A municipality must satisfy one of the following requirements on the day referred to in subsection 418.1 (3) of the Act in order to pass a by-law for the purposes of that subsection:

1. The municipality must have, in the opinion of its treasurer, at least,
  - i. \$100,000,000 in money and investments that it does not require immediately, or
  - ii. \$50,000,000 in net financial assets, as indicated in Schedule 70 of the most recent Financial Information Return supplied to the Ministry of Municipal Affairs by the municipality under the Act and posted on the Ministry's website on the day the municipality passes the by-law under subsection 418.1 (2) of the Act.
2. The municipality must have entered into an agreement to establish and invest through a Joint Investment Board with one or more other municipalities, and all of the municipalities must have, in the opinion of each of their

treasurers, a combined total of at least \$100,000,000 in money and investments that the municipalities do not require immediately.

3. The municipality must have entered into an agreement with the following parties to invest through an Investment Board or a Joint Investment Board that was established by another municipality or municipalities before the day the municipality passes the by-law:

- i. The Investment Board or Joint Investment Board, as the case may be.
- ii. Any other municipalities investing through the Investment Board or Joint Investment Board on the day the municipality passes the by-law. O. Reg. 43/18, s. 10.

### **Limitation, school board securities**

**16.** A municipality shall not invest money in a security issued or guaranteed by a school board or similar entity in Canada unless the money raised by issuing the security is to be used for school purposes. O. Reg. 43/18, s. 10.

### **Investments only through Investment Board or Joint Investment Board**

**17.** (1) A municipality that satisfies the requirement set out in paragraph 1 of section 15 may invest money only by having an Investment Board that meets the following criteria do so on its behalf:

1. The Investment Board has been established by the municipality.
2. The Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board,
  - i. the municipality's powers to make the investments, and
  - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) A municipality that satisfies the requirement set out in paragraph 2 of section 15 may invest money only by having a Joint Investment Board that satisfies the following criteria do so on its behalf:

1. The Joint Investment Board is the subject of an agreement referred to in paragraph 2 of section 15.
2. The Joint Investment Board has been given the control and management of the municipality's investments, together with that of all the other municipalities that are party to the agreement referred to under paragraph 2 of section 15, by each municipality delegating to the Joint Investment Board,
  - i. the municipality's powers to make the investments, and
  - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.



(3) A municipality that satisfies the requirement under paragraph 3 of section 15 may invest money only by having an Investment Board or Joint Investment Board, as the case may be, that satisfies the following criteria do so on its behalf:

1. The Investment Board or Joint Investment Board is the subject of an agreement referred to in paragraph 3 of section 15.
2. The Investment Board or Joint Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board or Joint Investment Board,
  - i. the municipality's powers to make the investments, and
  - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(4) The following persons may not be appointed as members of the Investment Board or Joint Investment Board:

1. An officer or employee of any municipality for which it invests.
2. A member of council of any municipality for which it invests. O. Reg. 43/18, s. 10.

(5) Subsection (4) does not apply to any treasurer of a municipality for which the board invests provided that treasurers do not make up more than one quarter of the members. O. Reg. 43/18, s. 10; CTR 12 AU 22 - 1.

### **Investment policy**

**18.** (1) The council of a municipality shall adopt and maintain an investment policy in relation to investing under this Part. O. Reg. 43/18, s. 10.

(2) The investment policy shall include requirements with respect to the following:

1. The municipality's objectives for return on investment and risk tolerance.
2. The municipality's need for liquidity including, for greater certainty, the municipality's anticipated needs for funds for planned projects and the municipality's needs to have funds available for unanticipated contingencies. O. Reg. 43/18, s. 10.

(3) The investment policy may include other requirements with respect to investment matters that council considers to be in the interests of the municipality. O. Reg. 43/18, s. 10.

(4) At least annually, the council shall review the investment policy and update it, as necessary, as a result of the review. O. Reg. 43/18, s. 10.

### **Investment plan**

**19.** (1) An Investment Board or Joint Investment Board shall adopt and maintain an investment plan in respect of all municipalities that have delegated to it,

- (a) the municipality's powers to make investments; and

(b) the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) The investment plan shall deal with how the Investment Board or Joint Investment Board will invest each municipality's money and set out the Board's projections of the proportions of each municipality's portfolio of investments to be invested at the end of the year in each type of security selected by the Investment Board or Joint Investment Board and may include other requirements. O. Reg. 43/18, s. 10.

(3) At least annually, following each council's review of the investment policy under subsection 18 (4), the Investment Board or Joint Investment Board shall review the investment plan and update it, as necessary, as a result of the reviews. O. Reg. 43/18, s. 10.

### **Investment report**

**20.** (1) An Investment Board or Joint Investment Board shall prepare and provide to the council of each municipality referred to in subsection 19 (1), each year or more frequently as specified by the council, an investment report. O. Reg. 43/18, s. 10.

(2) The investment report shall contain,

(a) a statement about the performance of the municipality's portfolio of investments during the period covered by the report;

(b) a statement by the treasurer of the municipality as to whether or not, in the opinion of the treasurer, all investments are consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19; and

(c) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 43/18, s. 10.

### **Inconsistencies, treasurer's duty**

**21.** If an investment made by an Investment Board or a Joint Investment Board is, in the opinion of the municipality's treasurer, not consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19 of this Regulation or section 48.1 of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006*, as the case may be, the treasurer shall report the inconsistency to the council within 30 days after becoming aware of it. O. Reg. 43/18, s. 10.

### **Agents of the Investment Board**

**22.** (1) Subject to subsections (2) and (3), an Investment Board or Joint Investment Board may authorize an agent to exercise any of the board's functions to the same extent that a prudent investor, acting in accordance with ordinary investment practice, would authorize an agent to exercise any investment function. O. Reg. 43/18, s. 10.

(2) An Investment Board or Joint Investment Board may not authorize an agent under subsection (1) unless a written agreement between the board and the agent is in effect and the agreement includes,

(a) a requirement that the agent comply with the requirements included in the investment policy or policies under section 18 and with the investment plan under section 19; and

(b) a requirement that the agent report to the board at regular stated intervals. O. Reg. 43/18, s. 10.

(3) An Investment Board or Joint Investment Board shall exercise prudence in selecting an agent, in establishing the terms of the agent's authority and in monitoring the agent's performance to ensure compliance with those terms. O. Reg. 43/18, s. 10.

(4) For the purpose of subsection (3), prudence in monitoring an agent's performance includes,

(a) reviewing the agent's reports;

(b) regularly reviewing the agreement between the Investment Board or Joint Investment Board and the agent and how it is being put into effect, including assessing whether the requirement described in clause (2) (a) is being complied with;

(c) considering whether directions should be provided to the agent or whether the agent's appointment should be revoked; and

(d) providing directions to the agent or revoking the appointment if the Investment Board or Joint Investment Board considers it appropriate to do so. O. Reg. 43/18, s. 10.

(5) This section does not prevent the investment, by the Investment Board or Joint Investment Board, in mutual funds, pooled funds or segregated funds under variable insurance contracts, and the manager of such a fund is not an agent for the purpose of this section. O. Reg. 43/18, s. 10.

### **Withdrawal from investment arrangement**

**23.** A municipality may withdraw from investing through an Investment Board or Joint Investment Board that the municipality has not established if all of the following conditions are met:

1. All the municipalities investing through the board agree to the withdrawal.

2. The municipality has done one of the following:

i. Entered into an agreement with another municipality that has established an Investment Board, that Investment Board and any other municipalities investing through that Investment Board, to invest through that Investment Board.

ii. Entered into an agreement with the municipalities that have established a Joint Investment Board, that Joint Investment Board and any other municipalities investing through that Joint Investment Board, to invest through that Joint Investment Board.

- iii. Established an Investment Board on its own or established a Joint Investment Board with one or more other municipalities.
3. The municipality has given the Investment Board or Joint Investment Board through which it will be investing the control and management of the municipality's investments by delegating to the board,
- i. the municipality's powers to make the investments, and
  - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

### **Application of Part, withdrawal or dissolution**

**24.** (1) This section applies if a municipality establishes an Investment Board or a Joint Investment Board,

- (a) in order to meet the condition set out in subparagraph 2 iii of section 23 with respect to withdrawing from investing; or
- (b) in order to meet a condition set out in Ontario Regulation 42/18 (Dissolution of and Prescribed Changes to Investment Board or Joint Investment Board) made under the Act. O. Reg. 43/18, s. 10.

(2) The municipality must satisfy the requirement set out in paragraph 1 or 2 of section 15 at the time of establishing the board and the reference in subparagraph 1 ii of section 15 to "the day the municipality passes the by-law under subsection 418.1 (2) of the Act" is deemed for the purposes of this section to be a reference to "the day the Investment Board is established". O. Reg. 43/18, s. 10.

(3) Subsections 17 (1) and (2) apply to the municipality. O. Reg. 43/18, s. 10.

(4) Sections 16 and 18 to 22 apply with respect to the investment of money by the Investment Board or Joint Investment Board. O. Reg. 43/18, s. 10.

### **Transitional matters, what may be done in advance**

**25.** For greater certainty, before a municipality passes a by-law under subsection 418.1 (2) of the Act and before the effective date of the by-law,

- (a) the municipality may establish an Investment Board or Joint Investment Board and appoint the members;
- (b) the municipality may enter into an agreement described in paragraph 2 or 3 of section 15;
- (c) the municipality may adopt an investment policy under section 18;
- (d) an Investment Board or Joint Investment Board may adopt an investment plan under section 19; and
- (e) an Investment Board or Joint Investment Board may authorize an agent under section 22. O. Reg. 43/18, s. 10.

**Transitional matters, s. 418.1 of the Act**

**26.** (1) No municipality shall pass a by-law under subsection 418.1 (2) of the Act until January 1, 2019. O. Reg. 43/18, s. 10.

(2) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8 of this Regulation continues to apply to the municipality for the purposes of reporting in respect of any period up to and including the effective date of the by-law; and

(b) section 20 of this Regulation applies to an Investment Board or Joint Investment Board for the purposes of reporting in respect of any period following the effective date of the by-law. O. Reg. 43/18, s. 10.

(3) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8.1 of this Regulation continues to apply with respect to investments made on or before the effective date of the by-law; and

(b) section 21 of this Regulation applies with respect to investments made following the effective date of the by-law. O. Reg. 43/18, s. 10.

(4) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act, reports shall be made by the treasurer under subsection 12 (1) of this Regulation until reports have been made covering the periods up to and including the period ending on the effective date of the by-law. O. Reg. 43/18, s. 10.

## **Appendix C - Trustee Act (Investment Provisions)**

R.S.O. 1990, c. T.23

Amended by: 1992, c. 32, s. 27; 1993, c. 27, Sched.; 1994, c. 27, s. 43 (2); 1998, c. 18, Sched. B, s. 16; 2000, c. 26, Sched. A, s. 15; 2001, c. 9, Sched. B, s. 13; 2002, c. 24, Sched. B, s. 47; 2005, c. 5, s. 71; 2006, c. 19, Sched. B, s. 23.

### Definitions

**1.** In this Act,

“assign” means the execution and performance by a person of every necessary or suitable deed or act for assigning, surrendering, or otherwise transferring land of which such person is possessed, either for the whole estate of the person so possessed or for any less estate, and “assignment” has a corresponding meaning; (“céder”, “cession”)

“contingent right” as applied to land includes a contingent and executory interest, and a possibility coupled with an interest, whether the object of the gift or limitation of such interest or possibility is or is not ascertained, and also a right of entry whether immediate or future, vested or contingent; (“droit éventuel”)

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“convey” applied to a person means the execution and delivery by such person of every necessary or suitable assurance for conveying or disposing to another land whereof such person is seized, or wherein the person is entitled to a contingent right, either for the whole estate or for any less estate, together with the performance of all formalities required by law to the validity of such conveyance, and “conveyance” has a corresponding meaning; (“transporter”, “transport

“devisee” includes the heir of a devisee, and the devisee of an heir, and any person who may claim right by devolution of title of a similar description; (“légataire immobilier”)

“instrument” includes a deed, a will and a written document and an Act of the Legislature, but not a judgment or order of a court; (“acte”)

“land” includes messuages, and all other hereditaments, whether corporeal or incorporeal, chattels and other personal property transmissible to heirs, money to be laid out in the purchase of land, and any share of the same hereditaments and properties, or any of them, and any estate of inheritance, or estate for any life or lives, or other estate transmissible to heirs, and any possibility, right or title of entry or action, and any other interest capable of being inherited, whether the same estates, possibilities, rights, titles and interests, or any of them, are in possession, reversion, remainder or contingency; (“bien-fonds”)

“mortgage” is applicable to every estate, interest or property, in land or personal estate, that is merely a security for money, and “mortgagee” has a corresponding meaning and includes every person deriving title under the original mortgagee; (“hypothèque”, “créancier hypothécaire”)

“personal estate” includes leasehold estates and other chattels real, and also money, shares of government and other funds, securities for money (not being real estate), debts, choses in action, rights, credits, goods, and all other property, except real estate, which by law devolves upon the executor or administrator, and any share or interest therein; (“biens meubles”)

“personal representative” means an executor, an administrator, and an administrator with the will annexed; (“représentant successoral”)

“possessed” is applicable to any vested estate less than a life estate, legal or equitable, in possession or in expectancy, in any land; (“possession”)

“securities” includes stocks, funds and shares; (“valeurs mobilières”)

“seized” is applicable to any vested interest for life, or of a greater description, and extends to estates, legal and equitable, in possession, or in futurity, in any land; (“saisi”)

“stock” includes fully paid-up shares, and any fund, annuity, or security transferable in books kept by any incorporated bank, company or society, or by instrument of transfer, either alone or accompanied by other formalities, and any share or interest therein; (“action”)

“transfer”, in relation to stock, includes the performance and execution of every deed, power of attorney, act or thing, on the part of the transferor to effect and complete the title in the transferee; (“transfert”)

“trust” does not mean the duties incident to an estate conveyed by way of mortgage but, with this exception, includes implied and constructive trusts and cases where the trustee has some beneficial estate or interest in the subject of the trust, and extends to and includes the duties incident to the office of personal representative of a deceased person, and “trustee” has a corresponding meaning and includes a trustee however appointed and several joint trustees; (“fiducie”, “fiduciaire”)

“will” includes,

- (a) a testament,
- (b) a codicil,
- (c) an appointment by will or by writing in the nature of a will in exercise of a power, and
- (d) any other testamentary disposition. (“testament”) R.S.O. 1990, c. T.23, s. 1; 2006, c. 19, Sched. B, s. 23.

## **INVESTMENTS**

### **Investments authorized by other Acts or regulations**

**26.** If a provision of another Act or the regulations under another Act authorizes money or other property to be invested in property in which a trustee is authorized to invest and the provision came into force before section 16 of Schedule B of the *Red Tape Reduction Act, 1998*, the provision shall be deemed to authorize investment in the property in which a trustee could invest immediately before the coming into force of section 16 of Schedule B of the *Red Tape Reduction Act, 1998*. 1998, c. 18, Sched. B, s. 16 (1).

### **Investment standards**

**27. (1)** In investing trust property, a trustee must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments. 1998, c. 18, Sched. B, s.16 (1).

### **Authorized investments**

**(2)** A trustee may invest trust property in any form of property in which a prudent investor might invest. 1998, c. 18, Sched. B, s. 16 (1).

### **Mutual, pooled and segregated funds**

**(3)** Any rule of law that prohibits a trustee from delegating powers or duties does not prevent the trustee from investing in mutual funds, pooled funds or segregated funds under variable insurance contracts, and sections 27.1 and 27.2 do not apply to the purchase of such funds. 2001, c. 9, Sched. B, s. 13 (2).

### **Common trust funds**

**(4)** If trust property is held by co-trustees and one of the co-trustees is a trust corporation as defined in the *Loan and Trust Corporations Act*, any rule of law that prohibits a trustee from delegating powers or duties does not prevent the co-trustees from investing in a common trust fund, as defined in that Act, that is maintained by the trust corporation

and sections 27.1 and 27.2 do not apply. 1998, c. 18, Sched. B, s. 16 (1); 2001, c. 9, Sched. B, s. 13 (3).

### **Criteria**

(5) A trustee must consider the following criteria in planning the investment of trust property, in addition to any others that are relevant to the circumstances:

1. General economic conditions.
2. The possible effect of inflation or deflation.
3. The expected tax consequences of investment decisions or strategies.
4. The role that each investment or course of action plays within the overall trust portfolio.
5. The expected total return from income and the appreciation of capital.
6. Needs for liquidity, regularity of income and preservation or appreciation of capital.
7. An asset's special relationship or special value, if any, to the purposes of the trust or to one or more of the beneficiaries. 1998, c. 18, Sched. B, s. 16 (1).

### **Diversification**

(6) A trustee must diversify the investment of trust property to an extent that is appropriate to,

- (a) the requirements of the trust; and
- (b) general economic and investment market conditions. 1998, c. 18, Sched. B, s. 16 (1).

### **Investment advice**

(7) A trustee may obtain advice in relation to the investment of trust property. 1998, c. 18, Sched. B, s. 16 (1).

### **Reliance on advice**

(8) It is not a breach of trust for a trustee to rely on advice obtained under subsection (7) if a prudent investor would rely on the advice under comparable circumstances. 1998, c. 18, Sched. B, s. 16 (1).

### **Terms of trust**

(9) This section and section 27.1 do not authorize or require a trustee to act in a manner that is inconsistent with the terms of the trust. 2001, c. 9, Sched. B, s. 13 (4).

### **Same**

(10) For the purposes of subsection (9), the constating documents of a corporation that is deemed to be a trustee under subsection 1 (2) of the *Charities Accounting Act* form part of the terms of the trust. 2001, c. 9, Sched. B, s. 13 (4).

### **Trustee may delegate functions to agent**

27.1 (1) Subject to subsections (2) to (5), a trustee may authorize an agent to exercise any of the trustee's functions relating to investment of trust property to the same extent that a prudent investor, acting in accordance with ordinary investment practice, would authorize an agent to exercise any investment function. 2001, c. 9, Sched. B, s. 13 (5).



### **Investment plan or strategy**

(2) A trustee may not authorize an agent to exercise functions on the trustee's behalf unless the trustee has prepared a written plan or strategy that,

(a) complies with section 28; and

(b) is intended to ensure that the functions will be exercised in the best interests of the beneficiaries of the trust. 2001, c. 9, Sched. B, s. 13 (5).

### **Agreement**

(3) A trustee may not authorize an agent to exercise functions on the trustee's behalf unless a written agreement between the trustee and the agent is in effect and includes,

(a) a requirement that the agent comply with the plan or strategy in place from time to time; and

(b) a requirement that the agent report to the trustee at regular stated intervals. 2001, c. 9, Sched. B, s. 13 (5).

### **Trustee's duty**

(4) A trustee is required to exercise prudence in selecting an agent, in establishing the terms of the agent's authority and in monitoring the agent's performance to ensure compliance with those terms. 2001, c. 9, Sched. B, s. 13 (5).

### **Same**

(5) For the purpose of subsection (4),

(a) prudence in selecting an agent includes compliance with any regulation made under section 30; and

(b) prudence in monitoring an agent's performance includes,  
(i) reviewing the agent's reports.

(ii) regularly reviewing the agreement between the trustee and the agent and how it is being put into effect, including considering whether the plan or strategy of investment should be revised or replaced, replacing the plan or strategy if the trustee considers it appropriate to do so, and assessing whether the plan or strategy is being complied with,

(iii) considering whether directions should be provided to the agent or whether the agent's appointment should be revoked, and

(iv) providing directions to the agent or revoking the appointment if the trustee considers it appropriate to do so. 2001, c. 9, Sched. B, s. 13 (5).

### **Duty of agent**

27.2 (1) An agent who is authorized to exercise a trustee's functions relating to investment of trust property has a duty to do so,

(a) with the standard of care expected of a person carrying on the business of investing the money of others;

(b) in accordance with the agreement between the trustee and the agent; and

(c) in accordance with the plan or strategy of investment. 2001, c. 9, Sched. B, s. 13 (5).

### **No further delegation**

(2) An agent who is authorized to exercise a trustee's functions relating to investment of trust property shall not delegate that authority to another person. 2001, c. 9, Sched. B, s. 13 (5).

### **Proceeding against agent**

(3) If an agent is authorized to exercise a trustee's functions relating to investment of trust property and the trust suffers a loss because of the agent's breach of the duty owed under subsection (1) or (2), a proceeding against the agent may be commenced by,

(a) the trustee; or

(b) a beneficiary, if the trustee does not commence a proceeding within a reasonable time after acquiring knowledge of the breach. 2001, c. 9, Sched. B, s. 13 (5).

### **Protection from liability**

28. A trustee is not liable for a loss to the trust arising from the investment of trust property if the conduct of the trustee that led to the loss conformed to a plan or strategy for the investment of the trust property, comprising reasonable assessments of risk and return, that a prudent investor could adopt under comparable circumstances. 1998, c. 18, Sched. B, s. 16 (1).

### **Assessment of damages**

29. If a trustee is liable for a loss to the trust arising from the investment of trust property, a court assessing the damages payable by the trustee may take into account the overall performance of the investments. 1998, c. 18, Sched. B, s. 16 (1).

### **Regulations, agents**

30. The Attorney General may make regulations governing or restricting the classes of persons or the qualifications of persons who are eligible to be agents under section 27.1 and establishing conditions for eligibility. 2001, c. 9, Sched. B, s. 13 (6).

### **Application, ss. 27-30**

31. Sections 27 to 30 apply to a trust whether it is created before or after the date section 13 of Schedule B to the *Government Efficiency Act, 2001* comes into force. 2001, c. 9, Sched. B, s. 13 (6).

32. Repealed: 1998, c. 18, Sched. B, s. 16 (1).

33. Repealed: 1998, c. 18, Sched. B, s. 16 (1).

34. Repealed: 1998, c. 18, Sched. B, s. 16 (1).



## Appendix D - CFA Institute Code of Ethics and Standards of Professional Conduct

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### Preamble

The CFA Institute Code of Ethics and Standards of Professional Conduct are fundamental to the values of CFA Institute and essential to achieving its mission to lead the investment profession globally by promoting the highest standards of ethics, education, and professional excellence for the ultimate benefit of society. High ethical standards are critical to maintaining the public's trust in financial markets and in the investment profession. Since their creation in the 1960s, the Code and Standards have promoted the integrity of CFA Institute members and served as a model for measuring the ethics of investment professionals globally, regardless of job function, cultural differences, or local laws and regulations. All CFA Institute members (including holders of the Chartered Financial Analyst [CFA] designation) and CFA candidates have the personal responsibility to embrace and uphold the provisions of the Code and Standards and are encouraged to notify their employer of this responsibility. Violations may result in disciplinary sanctions by CFA Institute. Sanctions can include revocation of membership, revocation of candidacy in the CFA Program, and revocation of the right to use the CFA designation.

### The Code of Ethics

Members of CFA Institute (including CFA charterholders) and candidates for the CFA designation ("Members and Candidates") must:

- Act with integrity, competence, diligence, and respect and in an ethical manner with the public, clients, prospective clients, employers, employees, colleagues in the investment profession, and other participants in the global capital markets.
- Place the integrity of the investment profession and the interests of clients above their own personal interests.
- Use reasonable care and exercise independent professional judgment when conducting investment analysis, making investment recommendations, taking investment actions, and engaging in other professional activities.
- Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the profession.
- Promote the integrity and viability of the global capital markets for the ultimate benefit of society.
- Maintain and improve their professional competence and strive to maintain and improve the competence of other investment professionals.

## **Standards of Professional Conduct**

### **I. PROFESSIONALISM**

**A. Knowledge of the Law:** Members and Candidates must understand and comply with all applicable laws, rules, and regulations (including the CFA Institute Code of Ethics and Standards of Professional Conduct) of any government, regulatory organization, licensing agency, or professional association governing their professional activities. In the event of conflict, Members and Candidates must comply with the more strict law, rule, or regulation. Members and Candidates must not knowingly participate or assist in and must dissociate from any violation of such laws, rules, or regulations.

**B. Independence and Objectivity:** Members and Candidates must use reasonable care and judgment to achieve and maintain independence and objectivity in their professional activities. Members and Candidates must not offer, solicit, or accept any gift, benefit, compensation, or consideration that reasonably could be expected to compromise their own or another's independence and objectivity.

**C. Misrepresentation:** Members and Candidates must not knowingly make any misrepresentations relating to investment analysis, recommendations, actions, or other professional activities.

**D. Misconduct:** Members and Candidates must not engage in any professional conduct involving dishonesty, fraud, or deceit or commit any act that reflects adversely on their professional reputation, integrity, or competence.

### **II. INTEGRITY OF CAPITAL MARKETS**

**A. Material Nonpublic Information:** Members and Candidates who possess material nonpublic information that could affect the value of an investment must not act or cause others to act on the information.

**B. Market Manipulation:** Members and Candidates must not engage in practices that distort prices or artificially inflate trading volume with the intent to mislead market participants.

### **III. DUTIES TO CLIENTS**

**A. Loyalty, Prudence, and Care:** Members and Candidates have a duty of loyalty to their clients and must act with reasonable care and exercise prudent judgment. Members and Candidates must act for the benefit of their clients and place their clients' interests before their employer's or their own interests.

**B. Fair Dealing:** Members and Candidates must deal fairly and objectively with all clients when providing investment analysis, making investment recommendations, taking investment action, or engaging in other professional activities.

**C. Suitability**

1. When Members and Candidates are in an advisory relationship with a client, they must:
  - a) Make a reasonable inquiry into a client's or prospective client's investment experience, risk and return objectives, and financial constraints prior to making any investment recommendation or taking investment action and must reassess and update this information regularly.
  - b) Determine that an investment is suitable to the client's financial situation and consistent with the client's written objectives, mandates, and constraints before making an investment recommendation or taking investment action.
  - c) Judge the suitability of investments in the context of the client's total portfolio.
2. When Members and Candidates are responsible for managing a portfolio to a specific mandate, strategy, or style, they must make only investment recommendations or take only investment actions that are consistent with the stated objectives and constraints of the portfolio.

**D. Performance Presentation:** When communicating investment performance information, Members and Candidates must make reasonable efforts to ensure that it is fair, accurate, and complete.

**E. Preservation of Confidentiality:** Members and Candidates must keep information about current, former, and prospective clients confidential unless:

1. The information concerns illegal activities on the part of the client or prospective client,
2. Disclosure is required by law, or
3. The client or prospective client permits disclosure of the information.

**IV. DUTIES TO EMPLOYERS**

**A. Loyalty:** In matters related to their employment, Members and Candidates must act for the benefit of their employer and not deprive their employer of the advantage of their skills and abilities, divulge confidential information, or otherwise cause harm to their employer.

**B. Additional Compensation Arrangements:** Members and Candidates must not accept gifts, benefits, compensation, or consideration that competes with or might reasonably be expected to create a conflict of interest with their employer's interest unless they obtain written consent from all parties involved.

**C. Responsibilities of Supervisors:** Members and Candidates must make reasonable efforts to ensure that anyone subject to their supervision or authority complies with applicable laws, rules, regulations, and the Code and Standards.

**V. INVESTMENT ANALYSIS, RECOMMENDATIONS, AND ACTIONS**

**A. Diligence and Reasonable Basis:**

Members and Candidates must:

1. Exercise diligence, independence, and thoroughness in analyzing investments, making investment recommendations, and taking investment actions.
2. Have a reasonable and adequate basis, supported by appropriate research and investigation, for any investment analysis, recommendation, or action.

**B. Communication with Clients and Prospective Clients**

Members and Candidates must:

1. Disclose to clients and prospective clients the basic format and general principles of the investment processes they use to analyze investments, select securities, and construct portfolios and must promptly disclose any changes that might materially affect those processes.
2. Disclose to clients and prospective clients significant limitations and risks associated with the investment process.
3. Use reasonable judgment in identifying which factors are important to their investment analyses, recommendations, or actions and include those factors in communications with clients and prospective clients.
4. Distinguish between fact and opinion in the presentation of investment analysis and recommendations.

**C. Record Retention:** Members and Candidates must develop and maintain appropriate records to support their investment analyses, recommendations, actions, and other investment-related communications with clients and prospective clients.

**VI. CONFLICTS OF INTEREST**

**A. Disclosure of Conflicts:** Members and Candidates must make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with respective duties to their clients, prospective clients, and employer. Members and Candidates must ensure that such disclosures are prominent, are delivered in plain language, and communicate the relevant information effectively.

**B. Priority of Transactions:** Investment transactions for clients and employers must have priority over investment transactions in which a Member or Candidate is the beneficial owner.

**C. Referral Fees:** Members and Candidates must disclose to their employer, clients, and prospective clients, as appropriate, any compensation, consideration, or benefit received from or paid to others for the recommendation of products or services.

**VII. RESPONSIBILITIES AS A CFA INSTITUTE MEMBER OR CFA CANDIDATE**

**A. Conduct as Participants in CFA Institute Programs:** Members and Candidates must not engage in any conduct that compromises the reputation or integrity of CFA Institute or the CFA designation or the integrity, validity, or security of CFA Institute programs.

**B. Reference to CFA Institute, the CFA Designation, and the CFA Program:** When referring to CFA Institute, CFA Institute membership, the CFA designation, or candidacy in the CFA Program, Members and Candidates must not misrepresent or exaggerate the meaning or implications of membership in CFA Institute, holding the CFA designation, or candidacy in the CFA Program.



## **EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 24-001**

1:30 p.m.

Thursday, January 18, 2024

Council Chambers

Hamilton City Hall

71 Main Street West

**Present:** Councillor A. Wilson (Chair), Councillors B. Clark, T. Hwang, T. Jackson, C. Kroetsch (Vice-Chair), N. Nann, and M. Wilson

### **THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 24-001 AND RESPECTFULLY RECOMMENDS:**

1. **Use of Indigenous Images/Themes in City Sports and Recreation Facilities (HSC24004) (City Wide) (Item 10.1)**
  - (a) That the Use of Indigenous Images/Themes in City Sports and Recreation Facilities Policy (the "Policy"), attached as Appendix "A" to Report 24-001 of the Emergency and Community Services Committee, and the Staff Procedure Document, attached as Appendix "B" to Appendix "B" to Report 24-001 of the Emergency and Community Services Committee, be approved and in force effective January 24, 2024; and
  - (b) Subject to the approval of the Policy as Appendix "A", that the City Clerk be authorized and directed to respond to the letter dated April 15, 2019 from the Office of the Ontario Human Rights Commission to advise that the City of Hamilton has adopted a policy on the Use of Indigenous Images/Themes in City Sports and Recreation Facilities and to provide a copy of the Policy.
2. **Citizen Committee Report: Seniors Advisory Committee's Communications Survey (Item 10.2)**
  - (a) That the content and design of the Seniors Advisory Committee's Communications Survey attached as Appendix "C" to Report 24-001 of the Emergency and Community Services Committee be approved; and



- (b) That the Seniors Advisory Committee's Communications Survey be disseminated in 2024 to various organizations and their members, including the Hamilton Public Library's Brown Bag Lunch (BBL Network), the City's Recreation Division (Seniors Services), members of the City's seniors centres, clubs and Seniors Centre Without Walls program, the YWCA Seniors Active Living Centres, Age-Friendly Hamilton partners, and through Engage Hamilton.

**3. Wentworth Lodge Heritage Trust Fund Sub-Committee Report 24-001 - January 11, 2024 (Added Item 10.3)**

That the following items be approved, as presented:

**1. Appointment of the Chair (Item 1)**

That Councillor A. Wilson be appointed as Chair of the Wentworth Lodge Heritage Trust Fund Sub-Committee for the remainder of the 2022-2026 term.

**2. Wentworth Lodge Heritage Trust Fund - Financial Status - 2023 (HSC23046) (Ward 13)**

- (a) That 90% of the current GIC investment of \$282,776 be re-invested into a similar GIC portfolio at the end of the current term of March 18, 2024 and, that the remaining 10% of that investment be added to the Wentworth Lodge Heritage Trust bank account to be used at the discretion of the Wentworth Lodge Heritage Trust Fund Sub-Committee to support resident activities and enhance the quality of life for residents of Wentworth Lodge; and
- (b) That the Wentworth Lodge Heritage Sub-Committee authorize the Senior Administrator, Long-Term Care Division, to oversee and approve purchases up to a total of \$20,000 from the Heritage Trust Fund bank account to support resident activities and quality of life for residents of Wentworth Lodge through to December 1, 2024.

**4. Appointment of an Acting Administrator of Ontario Works (Item 11.1)**

WHEREAS, Bonnie Elder, the Administrator of Ontario Works retired in December, 2023,

WHEREAS Robyn McCormick has been appointed the Acting Administrator of Ontario Works in the interim; and

WHEREAS, the Ministry of Community and Social Services, in following normal protocol, requires a written declaration from Council appointing Robyn McCormick the Acting Administrator of Ontario Works for the City of Hamilton

THEREFORE, BE IT RESOLVED:

- (a) That Robyn McCormick be appointed the Acting Administrator of Ontario Works; and
- (b) That staff be directed to submit a copy of this motion to the Ministry of Community and Social Services, as a written declaration of Council's appointment.

**FOR INFORMATION:**

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

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

**10. DISCUSSION ITEM**

10.3 Wentworth Lodge Heritage Trust Fund Sub-Committee Report 24-001 - January 11, 2024

The agenda for the January 18, 2024 Emergency and Community Services Committee meeting was approved, as amended.

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

There were no Declarations of Interest.

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

**(i) December 7, 2023 (Item 4.1)**

The Minutes of the December 7, 2023 meeting of the Emergency and Community Services Committee, were approved, as presented.

**(d) STAFF PRESENTATION (Item 8)**

**(i) Hamilton Veterans' Committee Annual Presentation for 2023 (Item 8.1)**

Michael Rehill, Chair of the Veterans' Committee, addressed Committee respecting an Annual Presentation for 2023, with the aid of a PowerPoint presentation.

The Hamilton Veterans' Committee Annual Presentation for 2023, was received.

**(e) ADJOURNMENT (Item 16)**

There being no further business, the Emergency and Community Services Committee adjourned at 1:51 p.m.

Respectfully submitted,


Councillor A. Wilson, Chair  
Emergency and Community Services  
Committee


Loren Kolar  
Legislative Coordinator  
Office of the City Clerk


<b>Use of Indigenous Images/Themes in City Sports &amp; Recreational Facilities Policy</b>		Content Created: 2024-01-18
<<Category Name Insert Here>>	Hamilton	Supersedes Policy: n/a
Policy No: <<Insert Here>>		Approval: YEAR-MM-DD
Page 1 of 4		Date of Last Review: YEAR-MM-DD

## ***Use of Indigenous Images/Themes in City Sports & Recreation Facilities Policy***

<b>POLICY STATEMENT</b>	The City of Hamilton is committed to promoting and creating positive and inclusive experiences in its sports and recreation Facilities to establish an understanding and mutual respect for the dignity and worth of all people.
<b>PURPOSE</b>	This policy will provide direction, education and awareness to City staff, members of the public, and non-Indigenous sports teams with respect to the use and display of Indigenous Images/ Themes at all City of Hamilton's Sport and Recreation Facilities.
<b>SCOPE</b>	The Use of Indigenous Images/Themes in City Sports/Recreation Facilities Policy (the " <b>Policy</b> ") applies to all municipally owned sport & recreation Facilities.
<b>OBJECTIVE</b>	<p>The City will focus on supporting the needs of the Indigenous community in positive and respectful ways as it relates to the City's sport &amp; recreation Facilities and will work with community sport and local Indigenous groups to be an ally in this environment.</p> <p>The City will not permit the display of any Indigenous Images that are related to non-Indigenous sport organizations in the City's sport &amp; recreation facilities and the City will work to ensure that City recreation Facilities are void of Indigenous Images related to non-Indigenous sport organizations.</p>
<b>DEFINITIONS</b>	The following terms referenced in this Policy are defined as:
<b>"City"</b>	The City of Hamilton.
<b>"Indigenous"</b>	In Canada, Indigenous peoples are First Nations, Métis, and Inuit. These are the original inhabitants of the land that is now Canada.
<b>"Indigenous Images"</b>	Includes symbols, team names, logos and imagery/themes on banners, trophies, plaques, signs, and murals that pertain to Indigenous culture. For certainty, the display of Indigenous Images on uniforms and personal belongings are not captured by this policy.

<b>Use of Indigenous Images/Themes in City Sports &amp; Recreational Facilities Policy</b>			Content Created: 2024-01-18
<<Category Name Insert Here>>		Hamilton	Supersedes Policy: n/a
Policy No: <<Insert Here>>			Approval: YEAR-MM-DD
Page 2 of 4			Date of Last Review: YEAR-MM-DD
<b>Truth and Reconciliation Calls to Action</b>	The Truth and Reconciliation Commission of Canada released 94 Calls to Action in 2015 to address the legacy of residential schools and advance the process of Canadian reconciliation. These Calls to Action are reflected in Hamilton's Urban Indigenous Strategy created in 2019.		
<b>Facilities</b>	All City owned and operated indoor & outdoor sport facilities such as recreation and community centres, arenas, sport fields, court surfaces and operations yards under the jurisdiction of the City of Hamilton.		

<p><b>Use of Indigenous Images/Themes in City Sports &amp; Recreational Facilities Policy</b></p>		<p>Content Created: 2024-01-18</p>
<p>&lt;&lt;Category Name Insert Here&gt;&gt;</p>	<p>Hamilton</p>	<p>Supersedes Policy: n/a</p>
<p>Policy No: &lt;&lt;Insert Here&gt;&gt;</p>		<p>Approval: YEAR-MM-DD</p>
<p>Page 3 of 4</p>		<p>Date of Last Review: YEAR-MM-DD</p>
<p><b>CITY RESPONSIBILITIES</b></p>	<p>The City will:</p> <ol style="list-style-type: none"> <li>1. Provide opportunities for education and communication of the Policy to all individuals that have a connection to the City's sport and recreation Facilities.</li> <li>2. Continue to work with non-Indigenous sport organizations to encourage alignment of this policy in facilities outside of City of Hamilton owned facilities.</li> <li>3. Function as an ally with the Indigenous community to help promote change within our society.</li> <li>4. Provide corporate resources and educate non-Indigenous sports organizations and clubs on an ongoing basis in the use of Indigenous Images within the City's sport &amp; recreation Facilities.</li> <li>5. Develop corporate staff training with expanded material, with a focus on addressing the Truth and Reconciliation Calls to Action #57, 87 &amp; 88 as it relates to this Policy.</li> </ol> <p>The following positions within the Recreation Division of the Healthy &amp; Safe Communities Departments are responsible for fulfilling the City's Responsibilities and ensuring compliance with this Policy:</p> <ol style="list-style-type: none"> <li>1. Director of Recreation</li> <li>2. Manager, Sport Services</li> <li>3. Sport Specialist</li> </ol>	
<p><b>COMPLAINT PROCESS</b></p>	<ol style="list-style-type: none"> <li>1. Sport organizations and clubs with rental contracts for the use of City sport and recreational Facilities are responsible for abiding by the terms and conditions of their rental contract and with all applicable City policies, including this Policy.</li> <li>2. Where an individual or group identifies Indigenous Images within City Facilities that appear to be in contravention of this Policy, operational staff will alert management of such concerns.</li> <li>3. Management team, in consultation with the City's Indigenous Relations Team, will then identify whether the complaint represents a violation of this Policy.</li> <li>4. Where a violation of this Policy is found, Management staff, in consultation with the City's Indigenous Relations Team, will discuss the matter with the individual or group, providing necessary education and using reasonable efforts to determine a solution that is consistent with the Objectives of this Policy.</li> </ol>	

<b>Use of Indigenous Images/Themes in City Sports &amp; Recreational Facilities Policy</b>		 Hamilton	Content Created: 2024-01-18
<<Category Name Insert Here>>			Supersedes Policy: n/a
Policy No: <<Insert Here>>			Approval: YEAR-MM-DD
Page 4 of 4			Date of Last Review: YEAR-MM-DD
<b>COMPLIANCE</b>	Management staff may request the removal of items deemed in contravention of this policy as appropriate after investigation and consultation with the City's Indigenous Relations Team. As a last resort, management staff may pursue available enforcement opportunities to ensure compliance with the Objectives of this Policy.		
<b>RELATED</b>	The following related documents are referenced in this Policy: <ol style="list-style-type: none"> <li>1. <a href="#">Urban Indigenous Strategy</a></li> <li>2. <a href="#">Correspondence from Ontario Human Rights Commission</a></li> <li>3. <a href="#">Truth and Reconciliation Calls to Action</a></li> </ol>		
<b>HISTORY</b>			

## **Use of Indigenous Images/Themes in City Sports & Recreation Facilities Policy (the “Policy”) – Staff Procedure**

### **Guiding Principles**

- In terms of a commitment to reconciliation, and in line with the Urban Indigenous Strategy (which is based on the Truth and Reconciliation’s Calls to Action), this policy is a logical next step for honoring Indigenous peoples in and around the Hamilton area. We are committed to eradicating images that have the potential to be harmful and disrespectful to Indigenous peoples.
- We need to be respectful of how decisions of the past have been made in a social environment unlike the environment of today. While we appreciate the context of those previous environments, we need to be mindful of the effects that those decisions have had on the environments of today.
- We respect the fact that many will have different reactions to this policy; however, we are committed to relationships with Indigenous Peoples that are built on dignity and respect, and by working to advance reconciliation and substantive equality.

### **Staff Procedure**

- Policy resources and education will be provided to City of Hamilton staff overseeing sport amenities in Q1 of each year.
- The Sports Services team, in consultation with the City’s Indigenous Relations Team, shall conduct a review of all images/themes currently being represented in City recreation facilities for compliance with the Policy.
- The Sports Services team, in consultation with the City’s Indigenous Relations Team, shall provide education and resources to any sport organizations impacted by the review of images/themes.
- This Policy shall be distributed to all sport user groups permitted to use City of Hamilton recreation facilities.
- Staff shall engage Communications and Marketing on strategies to spread awareness of Policy to public as well as internal staff through different avenues of promotion.
- The Sports Services team, in consultation with the City’s Indigenous Relations Team, will conduct an annual review of images/themes used within City of Hamilton recreational facilities for compliance with the Policy.
- Frontline recreation staff shall report the use of Indigenous images/themes that appear to be in non-compliance with the Policy to their reporting Supervisor.
- The Sport Services Management team, in consultation with the City’s Indigenous Relations Team, will use reasonable efforts to work with organizations and groups to review the Policy, provide education, and achieve compliance with the Policy.



**Scope**

The review of images and themes within City of Hamilton recreation facilities will include but will not be limited to:

- Fixed Signage;
- Electronic advertisements;
- Temporary tournament fixtures;
- Operating equipment; and
- Any items that are operated by or in the possession of the City of Hamilton

# Communications Survey

January 2024

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To help improve communications with older adults living in Hamilton, the City of Hamilton's Seniors Advisory Committee has developed this Communications Survey. The questions below were designed based on responses to a survey the Seniors Advisory Committee conducted at the Senior's Kickoff Event in June 2023. This survey has been designed to help gain a broader understanding of the methods of communication preferred by older adults living in Hamilton.

*Please indicate if you are filling out this survey as an individual or as a representative of an organization. Please check only one with an 'X'.*

*Individual* \_\_\_\_\_

*Organization* \_\_\_\_\_

*If you checked Organization, please fill out the survey based on your knowledge of your clients who are seniors.*

1. Age range? Please circle your age range (not to be completed if you checked "Organization").
  - a. 55 to 65 years
  - b. 66 to 75 years
  - c. 76 to 85 years
  - d. 86 to 95 years
  - e. 96 years and older

2. How do you receive information that is of interest to you? Please indicate by using a number to identify the method you use the most. For example, if newspapers are what you use most often then put a '1' in the box to its right. Please identify your top four.

- a. Email
- b. Community Newsletter
- c. Website
- d. Social Media, such as Facebook
- e. Newspapers (daily and/or weekly)
- f. Television
- g. Radio
- h. Other (please list) \_\_\_\_\_

3. What kind of information would be of most interest and importance to you? Please indicate by using a number to identify the one that is of most interest and importance. For example, if your Family Physician is of most interest then put a '1' in the box to its right. Please identify your top five.

- a. Family Physician
- b. Dentist
- c. Vision Care
- d. Police Services, Fraud Prevention
- e. Elder Abuse
- f. Programs and Services, such as Caregiver
- g. Financial Services
- h. OHIP
- i. Legal Information, such as Wills
- j. Public transportation, such as the bus or Darts

- k. Housing, such as retirement living options
  - l. Long-term care home option
  - m. Services, such as lawn care and snow removal
  - n. Free workshops
  - o. Outings – Trails, Botanical Gardens, Dundurn Castle
  - p. Exercise and Fitness, such as Yoga, Tai Chi
  - q. Heating and cooling for your home
  - r. Other ( \_\_\_\_\_ )
4. Do you own or have daily access to the following technologies? Please check all that apply.
- a. Personal Computer
  - b. Tablet
  - c. Smart Phone
5. Do you consider yourself... (please check only one)?
- a. Very knowledgeable and comfortable with technology
  - b. Knowledgeable and comfortable with technology
  - c. Somewhat knowledgeable and comfortable with technology
  - d. Not at all knowledgeable and comfortable with technology
6. Do you use the City of Hamilton's website to get information? Please circle **'yes'** or **'no'**.

If you circled 'yes', please answer the following questions below:

- a. What do you like about the City of Hamilton's website? Please check all that apply.
  - i. Layout and design
  - ii. Colour

- iii. Font size
- iv. Level of detail provided
- v. Easy to find information
- vi. Search capability

b. What do you dislike about the City's website? Please check all that apply.

- i. Layout
- ii. Colour
- iii. Font size
- iv. Level of detail provided
- v. Easy to find information
- vi. Search capability

7. What is your preferred language? Please check your first and second choice by using a number ('1' and '2').

- a. English
- b. French
- c. Italian
- d. Portuguese
- e. Croatian
- f. Simplified Chinese
- g. Polish
- h. Hindi
- i. Arabic

8. What other barriers get in the way of communications?

9. Optional question:

Would you be interested in volunteering to help with translating?

Please circle **'yes'** or **'no'**.

If you circled yes, please provide your contact information.

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

# CITY OF HAMILTON

## MOTION

Council Date: January 24, 2024

MOVED BY COUNCILLOR J.P. DANKO.....

SECONDED BY COUNCILLOR .....

### Amendment to the Climate Change Advisory Committee Terms of Reference and an Appointment to the Climate Change Advisory Committee

- (a) That the Climate Change Advisory Committee Terms of Reference be **amended** to reflect the following:
  - (i) Non-Voting members:
    - **Three (3)** City Councillors with **at least** one representing an urban ward and one representing a rural ward; and
  - (ii) The Climate Change Advisory Committee will be comprised of 15 to 26 voting and non-voting members representing both professional and personal lived experience with climate or social issues, striving for a balance of representation from the sectors that represent the major sources of greenhouse gas (GHG) emissions and those working within the fields of climate change, and other applicable fields (i.e. energy, planning, engineering, sustainability, agriculture, natural environment etc.), as follows:
- (b) That Councillor Craig Cassar be appointed as Council’s representative on the Climate Change Advisory Committee, for the remainder of the 2022-2026 Term of Council, effective immediately.

# CITY OF HAMILTON

## MOTION

Council Date: January 24, 2024

MOVED BY COUNCILLOR M. SPADAFORA .....

SECONDED BY COUNCILLOR .....

**Amendment to Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds, which was approved by Council on December 15, 2021**

WHEREAS, the initial road projects selected by the former Ward 14 Councillor for the Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds (CCBF), were approved by Council on December 15, 2021;

WHEREAS, there are remaining CCBF funds for Ward 14 road projects, it is now necessary to amend the road projects for Ward 14 to include sections of Garth Street, Chedmac Drive, and Rice Avenue in Ward 14, as noted below:

- Garth Street from Lincoln Alexander Parkway to Stone Church Road (Southbound);
- Rice Avenue from Wendover Drive to Mohawk Road; and
- Chedmac Drive from Rice Avenue to Southridge Drive

WHEREAS, the remaining CCBF funds, in conjunction with a contribution from the Ward 14 Minor Maintenance Fund, will provide sufficient funding for the milling and repaving of additional roadway sections to preserve road integrity, reduce ongoing maintenance costs, and improve rideability along the above roads.

THEREFORE, BE IT RESOLVED:

That Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds, be **amended**, as follows:

**4. Investing in City Roads and Sidewalks Infrastructure with Canada Community - Building Funds (PW21073) (City Wide) (Item 10.1)**

- (a) That the Canada Community Building Fund investment of \$30 M be allocated to the list of projects in Appendix "B", **as amended, by adding sections of Garth Street from Lincoln Alexander Parkway to Stone Church Road (southbound), Chedmac Drive from Rice Avenue to Southridge Drive, and Rice Avenue from Wendover Drive to Mohawk Road**, to Audit, Finance & Administration Committee Report 21-022;



- (b) That three Public Works temporary full time equivalents be hired for up to 24 months at an estimated cost of \$850,000 and funded from Unallocated Capital Levy Reserve 108020 to deliver the Canada Community-Building Fund projects; and,
- (c) That the Procurement Policy 4.9 Consulting and Professional Services requirements be waived to allow for the direct award of Roster Assignments above the \$150,000 threshold for consultancy work pertaining to the Canada Community-Building Fund projects.

# CITY OF HAMILTON

## MOTION

Council: January 24, 2024

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

**SECONDED BY COUNCILLOR .....**

### 2024 Hamilton Vacant Residential Unit Tax

WHEREAS, the City of Hamilton was granted authority to enact a Vacant Unit Tax by the Province of Ontario on May 3, 2022;

WHEREAS, Council approved a Residential Vacant Unit Tax program framework on January 25, 2023;

WHEREAS, although Council did not enact a By-law on November 22, 2023 for the purpose of levying and collecting a residential Vacant Unit Tax for the calendar year 2023, Council is not precluded from considering a Vacant Unit Tax By-law for the calendar year 2024 and vacancy year 2024;

WHEREAS, it is appropriate for Council to instruct the City Solicitor to prepare a Vacant Unit Tax By-law for the calendar year 2024 for consideration by Council; and

WHEREAS, it is appropriate for the said Vacant Unit Tax By-law to be considered by Council early in 2024 so that, if the Vacant Unit Tax By-law is enacted by Council, all affected property owners shall have notice of its requirements early in calendar year to which it relates;

THEREFORE, BE IT RESOLVED:

- (a) That the City Solicitor be authorized and directed to prepare the necessary By-law for the purposes of levying and collecting the Residential Vacant Unit Tax for the vacancy year 2024, and that the same be put before Council for consideration in the *first* quarter of 2024; and
- (b) That the City Solicitor be authorized and directed to include language within the By-law that provides an exemption from the Residential Vacant Unit Tax for owners of non-profit housing and designated housing projects under the *Housing Services Act*.

# CITY OF HAMILTON

## MOTION

Council Date: January 24, 2024

**MOVED BY COUNCILLOR M. SPADAFORA .....**

**SECONDED BY COUNCILLOR .....**

**Amendment to Item 5 of the Public Works Committee Report 23-010, respecting Standardization of Hamilton Water Equipment and Services (PW23049) (City Wide), which was approved by Council on July 14, 2023**

WHEREAS, in order to finalize the contract documents, it is necessary to amend Appendix “B” and “C” to the Public Works Committee Report 23-010, as follows:

- (i) Alfa Laval Canada Inc. to Alfa Laval Inc. in Appendix “B”
- (ii) Eramosa to Eramosa Engineering Inc. in Appendix “B”
- (iii) Rosetown Mechanical to Rosetown Central Refrigeration & Air Conditioning LTD in Appendix “B”
- (iv) Industrial Scientific Corporation to Industrial Scientific Canada ULC in Appendix “C”

THEREFORE, BE IT RESOLVED:

That Item 5 of the Public Works Committee Report 23-010, respecting Standardization of Hamilton Water Equipment and Services (PW23049) (City Wide), be **amended**, as follows:

- (a) That the standardization of the products, services, manufacturers and distributors identified in the attached Appendices “A”, “B” as **Amended**, and “C”, as **Amended**, to Public Works Committee Report 23-010 pursuant to Procurement Policy #14 - Standardization and as the single source of supply for the listed equipment, parts, supplies and services for the Hamilton Water Division be approved.
- (b) That the General Manager of Public Works, or their designate, be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with those suppliers identified in the attached Appendices with content acceptable to the General Manager of Public Works, and in a form satisfactory to the City Solicitor; and,
- (c) That the General Manager of Public Works, or their designate, be authorized to amend any Contracts executed and any ancillary documents as required in the event that a service provider, manufacturer, or distributor identified in the attached Appendices undergoes a name change or a new distributor relationship in a form satisfactory to the City Solicitor.

Attachments:

- Appendix “B”, **As Amended**
- Appendix “C”, **As Amended**

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
3M	x			Original Equipment Manufacturer for DBI-Sala Davit Guard System and associated parts. Original Equipment Manufacturer of NSF 53, BLA100 Series Filters for the Carlisle Well water treatment.			\$ 50,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -
ABB Inc. (Asea Brown Boveri)	x	x	x	Original Equipment Manufacturer for analyzers and transmitters, as well as GE Industrial Solutions electrical control equipment, switchgear, soft starters, variable frequency drives, power distribution equipment / Centrifuge power and control equipment. Original Equipment Manufacturer for regulatory water quality monitoring equipment which include measurement & analytical products.	Original Equipment Manufacturer, sole service provider for ABB and GE Industrial Solutions products.	Original Equipment Manufacturer, sole goods provider for ABB and GE Industrial Solutions products.	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 2,280.00	\$ 13,768.00
ACG - Envirocan Wastewater Treatment		x	x		Sole authorized service provider for JWC Environmental, Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® products.	Sole authorized parts distributor for JWC Environmental, Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® products.	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 36,300.00
ACI Instrumentation Ltd.		x	x		ACI Instruments LTD is the sole service provider for Pulsar, Greyline and Krohne products.	ACI Instruments LTD is the sole distributor of parts for Pulsar, Greyline, Hydroflow and Krohne products.	\$ 35,000.00	\$ 3,693.04	\$ 13,405.20	\$ 21,000.00	\$ 22,589.00	\$ 79,319.00
Active Scale Manufacturing Inc.	x	x	x	Original Equipment Manufacturer for the truck weigh scale system used at the Woodward WWTP.	Sole authorized service provider for Active Scale products.	Sole authorized parts provider for Active Scale products.	\$ 10,000.00	\$ 6,371.88	\$ 8,285.79	\$ 3,872.00	\$ 850.00	\$ -
Additel	x			Original Equipment Manufacturer for process measurement and calibration monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advantech	x			Original Equipment Manufacturer for Advantech equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aerzen Canada Inc.	x	x	x	Original Equipment Manufacturer for Aerzen blowers and associated parts.	Sole authorized service provider for Aerzen Canada products.	Sole authorized parts provider for Aerzen Canada products.	\$ 10,000.00	\$ 39,581.38	\$ 1,437.81	\$ -	\$ 1,788.90	\$ 1,040.60
Ainsworth Inc. (Formerly ESC Automation Inc.)		x	x		Sole authorized service provider for Delta Controls products.	Sole authorized parts provider for Delta Controls products.	\$ 30,000.00	\$ -	\$ 21,808.75	\$ 54,000.00	\$ 43,937.00	\$ 82,887.00

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
AirOn HVAC Services Ltd.	x	x		Original Equipment Manufacturer authorized service provider for Honeywell Niagara (WAS Building) and Bistech (TSB Building) products. Provide all Labour, Equipment and Materials necessary to service and maintain the Laboratory's only Makeup Air Unit (MAU).	The Makeup Air Unit (Engineered Air) is the sole unit that provides exhaust for all laboratory chemical hoods. AirOn has been providing this service and now has an intimate history of the needs and complexity, as well as AirOn technicians are specially trained to maintain and service this MUA unit, until a replacement unit can be provided under separate contract. In addition AirOn is the Sole Original Equipment Manufacturer authorized service provider for Honeywell Niagara (WAS Building) and Bistech (TSB Building) products.		\$ 115,000.00	\$ 108,567.85	\$250,876.73	\$75,629	\$ 175,519.15	\$ 74,650.00
Alfa Laval Canada Inc.	x	x	x	Original Equipment Manufacturer for centrifuges, gravity thickener belts (formerly Ashbrooks) and associated parts.	Sole authorized service provider for Alfa Laval <b>Canada</b> Inc. (including associated parts required for service) and Ashbrooks products.	Sole parts provider for Alfa Laval Canada Inc. and Ashbrooks products.	\$ 75,000.00	\$ 81,651.57	\$ 159,225.34	\$ 10,035.00	\$ 26,114.02	\$ 315,342.13
Anderson Electronics		x	x		Anderson Electronics is the preferred service provider for DC power battery bank protection systems. These systems are used to protect the electrical system including high voltage switch gear, pumps used at Woodward water treatment plant, major pumps stations and UPS units in RTC stations. They also provide ongoing data trending, battery condition history and perform any required repairs. As they have all the history in their proprietary data base, an alternate provider would not have the history and trending data to make the appropriate repair recommendations.	Anderson Electronics is the preferred parts provider for DC power battery bank protection systems. These systems are used to protect the electrical system including high voltage switch gear, pumps used at Woodward water treatment plant, major pumps stations and UPS units in RTC stations. They also provide ongoing data trending, battery condition history and perform any required repairs. As they have all the history in their proprietary data base, an alternate provider would not have the history and trending data to make the appropriate parts recommendations.	\$ 50,000.00	\$ -	\$ 8,679.28			
Aqua Technical Sales Inc.			x			Sole authorized distributor for Smith & Loveless line of sewage pumping, headworks, screening, treatment equipment, Shade Aides and associated parts for the above.	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
APCO	x			Original Equipment Manufacturer of specialty valves.			\$ -	\$ -	\$0.00	\$0	\$ -	\$ -
Armstrong Fluid Technology	x			Original Equipment Manufacturer for pumps, hot water recirculation systems and associated parts.			\$ -	\$ -		\$ -	\$ -	\$ -
A.R. Thomson Group	x			Original Equipment Manufacturer of Gaskets (soft and metal), packing, mechanical seals and bearing isolators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asco	x			Original Equipment Manufacturer for regulatory flow, control and pressure control equipment and Transfer Switches			\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
ASI Group Ltd.		x			Provision of underwater services for inspection, repair, cleanout, or installation of equipment. ASI are a specialized local and readily available firm to respond to emergency situations. They have extensive experience performing diving work with Hamilton Water which mitigates safety risks and have a vast understanding of the City's water infrastructure.		\$ 15,000.00	\$ 17,382.68	\$ -	\$ -	\$ 8,151.00	\$ 25,111.00
ATI	x			Original Equipment Manufacturer for gas analytical equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auma Actuators Inc	x			Original Equipment Manufacturer for actuators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Avensys Solutions Inc.		x	x		Sole authorized service provider for Teledyne ISCO and QCEC automatic water/wastewater sampling and flow monitoring equipment for Canada.	Sole parts distributor for Fluid Components International LLC products for the Province of Ontario and sole distributor for Teledyne ISCO and QCEC automatic water/wastewater sampling and flow monitoring equipment for Canada.	\$ 25,000.00	\$ 11,556.41	\$ 34,782.01	\$ 70,571.00	\$ 34,219.00	\$ 48,481.45
AW Chesterton Co Ltd	x	x	x	Original Equipment Manufacturer for Mechanical Seal Pumps and Valve Packing, Engineered Polymer Hydraulic/Pneumatic Seals, Sheet Gaskets, Metal and Concrete Composite Coating Systems, MRO and Production Cleaners and Degreasers, Lubricants and Metal Working Fluids.	Sole authorized service provider for AW Chesterton Co. Ltd products and Inpro/Seals® Custom Engineered Bearing Protection and Process Seals.	Sole parts distributor for Inpro/Seals® Custom Engineered Bearing Protection and Process Seals.	\$ 60,000.00	\$ 52,828.00	\$ -	\$ 1,542.00	\$ 3,666.60	\$ 10,560.00
Aysix Analytical Equipment	x			Original Equipment Manufacturer for process monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banyan	x			Original Equipment Manufacturer of FRP (non-metallic) flight chain, flight board links, sprockets, spacers, UHMW wear strips, wear shoes and fibreglass C&L flight boards.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benshaw	x			Original Equipment Manufacturer for soft starters, variable frequency drives and switchgear equipment.			\$ 10,000.00	\$ -		\$ -	\$ -	\$ 8,028.00
Bentley Nevada a division of BAKER HUGHES ENERGY SERVICES CANADA INC	x	x	x	Original Equipment Manufacturer for pump monitoring equipment.	Sole authorized service provider for Bentley Nevada products, including but not limited to vibration monitoring equipment and associated parts.	Sole goods provider for Bentley Nevada products, including but not limited to vibration monitoring equipment and associated parts.	\$ 75,000.00	\$ -	\$ 13,891.53	\$ -	\$ -	\$ 6,442.50

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Biorem		x			The manufacturer of the proprietary biofilter system at Woodward WWTP is no longer in business. Biorem is the only known service provider that has experience inspecting, maintaining, repairing and training on this proprietary system. Furthermore, Biorem is the manufacturer of the proprietary biofilter at HCS6A which will require similar inspection, maintenance and repair services.		\$ 15,000.00					
Blue-White Industries	x			Original Equipment Manufacturer for chemical metering and dosing equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BNW Valve	x			Original Equipment Manufacturer of zero leakage stainless steel sluice gates, mud valves, flap valves, telescopic valves and stop gates.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brentwood Industries	x			Original Equipment Manufacturer for clarifier tank equipment and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Byron Jackson	x			Original Equipment Manufacturer of industrial pumps and systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C-CAN Power Systems Inc.	x		x	Original Equipment Manufacturer of a wide range of high performance DC Power Systems used to support critical industrial process systems.		Sole authorized parts distributor for high performance DC Power Systems and battery charger systems.	\$ 20,000.00					
C & M Environmental Technologies Inc.		x	x		Sole authorized service provider for Brentwood (inspection service only), WesTech Engineering LLC and Spirac products.	Sole authorized distributor for Brentwood, WesTech Engineering LLC, and Spirac products. Sole authorized sales representative for WesTech Engineering sludge mixers and associated parts (eg. draft tubes, motors, etc.) in Ontario.	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 21,376.88
Can-Am Instruments Ltd.		x	x		Sole Original Equipment Manufacturer authorized service provider for Hach Flow & Sampling in Ontario.	Sole authorized distributor of Hach Flow & Sampling products in Ontario.	\$ 10,000.00	\$ 4,876.27	\$ 6,647.22	\$ 10,073.00	\$ 1,958.34	\$ 13,955.76
Cancoppas Limited		x	x		Sole authorized service provider for Aysix Technologies products, and GWF Technologies.	Sole authorized parts distributor for Aysix Technologies products in Canada, and GWF Technologies products in Ontario.	\$ 15,000.00	\$ 12,132.25	\$ 9,076.55	\$ 62,427.00	\$ 24,677.25	\$ 19,765.42

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Caterpillar Inc.	x	x	x	Original Equipment Manufacturer for engines, generators, controllers and associated parts for back-up power equipment.	Within the Electrical Power Centre, all generator maintenance services, proprietary PLC and automation control components must be performed by caterpillar due to the complex nature of the equipment installed through a capital project, procured through a competitive process and to ensure warranty compliance	Within the Electrical Power Centre, all propriety and non propriety parts required for generator maintenance services shall be supplied by caterpillar due to the complex nature of the equipment installed through a capital project, procured through a competitive process and to ensure warranty compliance	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Chemline	x			Original Equipment Manufacturer for pressure control devices, valves, control and regulation devices, piping, tubing and flow meters.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chemtrac	x			Original Equipment Manufacturer of process monitoring and control instruments.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chopper	x			Original Equipment Manufacturer of Pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cla-Val	x			Original Equipment Manufacturer for specialty valves and flow monitoring.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conval Process Solutions Inc.			x			Sole authorized distributor for Golden Anderson (GA) Industries products in Ontario.	\$ 10,000.00	\$ 9,154.25	\$ 15,751.61	\$ -	\$ 23,618.45	\$ 13,709.00
Crane Pumps And Systems Canada	x			Original Equipment Manufacturer pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cummins	x			Original Equipment Manufacturer for engines, generators, controllers and associated parts for back-up power equipment.			\$ 10,000.00	\$ -	\$ -	\$ -	\$ 1,094.34	\$ -
Danfoss / Vacon	x			Original Equipment Manufacturer for Vacon soft starters and variable frequency drives.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delta Controls	x			Original Equipment Manufacturer of building automation systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Devine & Associates Ltd.		x	x		Sole authorized service provider of Cla-Val products in Ontario.	Sole authorized parts distributor of Cla-Val products in Ontario.	\$ 10,000.00	\$ 19,709.90	\$ 20,568.97	\$ 4,086.00	\$ 22,324.00	\$ 4,216.00
Dezurik	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Directrik Inc.		x	x		Sole service provider for Hidrostal, Armstrong, Flowserve and seepex pumps and equipment.	Sole authorized distributor for Seepex, Armstrong, Vogelsang, Flowserve (including but not limited to Worthington, Pacific, Ingersoll-Rand, Byron Jackson, Durco, Innomag and Sihi), Trillium Flow Technologies (WEMCO, WSP), and Hidrostal pumps and products for the province of Ontario	\$ 25,000.00	\$ 109,223.47	\$ 18,286.11	\$ 18,067.00	\$ 24,572.53	\$ -
Durco	x			Original Equipment Manufacturer of plug and butterfly valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DXP - NatPro			x			Sole authorized part distributor for Pentair and Aurora products.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Eaton Industries Canada Company	x	x	x	Original Equipment Manufacturer of parts for electrical distribution equipment covering Eaton Industries Canada, Cutler-Hammer, Westinghouse, Cooper, and Klockler Moller brand names. Parts include motor control, soft starter/VFD's, transformers, switchgear, breakers, relays/power meters, Ct's, Pt's, surge protectors, Uninterrupted Power Supply (UPS) units and other associated electrical distribution parts.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Eaton control logic. This work will require programming to be completed by Eaton. The selection of Eaton as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Eaton control logic. This work will require programming to be completed by Eaton. The selection of Eaton as the station control software was determined through a competitive capital procurement process.	\$ 150,000.00	\$ 200,337.04	\$ 34,645.27	\$ 77,000.00	\$ 127,341.00	\$ 124,004.43
Eaton Powerware	x	x	x	Original Equipment Manufacturer of UPS systems ranging from 110v to 600V	Service/maintenance provider for UPS systems (including any parts required for service/maintenance) covering Eaton Powerware Equipment. Eaton Powerware has an intimate history of the needs and complexity, as well as technicians are specially trained to maintain their own Original Equipment Manufacturer equipment at various locations across Hamilton Water.	Authorized provider of service, maintenance and technical support for UPS systems including the supply and installation of proprietary and associated non-proprietary parts and assemblies covering Eaton Powerware Equipment. The selection of Eaton Powerware as the station equipment was determined through a competitive capital procurement process.	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Endress+Hauser	x			Original Equipment Manufacturer for process measurement and optimization monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Dynamics International / Nexom	x			Original Equipment Manufacturer for aeration diffusers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Eramosa <i>Engineering Inc.</i>		x	x		Service provider for the SCADA architecture, DATA, Network under SCADA master plan and SCADA_E network provider. Eramosa <i>Engineering Inc.</i> is the most qualified service provider for work required within the core areas of the SCADA control centre and application servers based on their legacy knowledge and confidentiality requirements pertaining to cyber security of the SCADA System.	Parts Provider of the SCADA architecture , DATA, Network under SCADA master plan and SCADA_E network provider. Eramosa <i>Engineering Inc.</i> is the most qualified provider for work required within the core areas of the SCADA control centre and application servers based on their legacy knowledge and confidentiality requirements pertaining to cyber security of the SCADA System.	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Everest Automation		x	x		Sole authorized provider of service for ABB measurement & analytical products. This includes temperature, pressure, level, flow, combustion, pH, ORP, conductivity, gas analyzers and liquid analyzers, etc. excluding Aquamaster.	Sole authorized parts and equipment distributor for ABB measurement & analytical products. This includes temperature, pressure, level, flow, combustion, pH, ORP, conductivity, gas analyzers and liquid analyzers, etc. excluding Aquamaster.	\$ 10,000.00					
Evoqua Water Technologies Ltd.	x		x	Original Equipment Manufacturer for intake screens, clarification systems, separation systems and associated parts as well as disinfection, water quality and regulatory monitoring equipment.		Sole authorized parts distributor for Wallace & Tiernan equipment and associated parts.	\$ 100,000.00	\$ 152,070.51	\$ 20,697.11	\$ 120,508.00	\$ 21,104.99	\$ 549,684.42
Fag Bearings	x			Original Equipment Manufacturer for bearings.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Floval Equipment Ltd.		x	x		Sole authorized service provider for BNW Valve, HydraTite Seal products and Dezurik (APCO, Hilton and Willamette).	Sole authorized parts distributor for BNW Valve, HydraTite Seal, DeZURIK, APCO, Willamette, and Hilton parts and equipment.	\$ 15,000.00	\$ 1,395.23	\$ 25,710.74	\$ -	\$ 14,000.00	\$ 19,723.00
Flow Motion	x			Original Equipment Manufacturer for chemical metering equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flowserve	x			Original Equipment Manufacturer for valves and pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fluid Components International LLC	x			Original Equipment Manufacturer of thermal mass flow meters, flow switches and level switches.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Flygt	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fontaine-Aquanox	x			Original Equipment Manufacturer of water control gates.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gerrie Electric Wholesale Limited		x	x		Sole authorized service provider for Rockwell Automation, Allen Bradley, Endress+Hauser brand electrical distribution systems and parts. Rockwell Agent for technical support under Rockwell technical support agreement.	Sole authorized parts distributor for Rockwell Automation, Allen Bradley, and Endress+Hauser parts for electrical, distribution, Instrumentation Control components and devices.	\$ 130,000.00	\$ 191,849.31	\$ 262,137.64	\$ 243,200.00	\$ 135,000.00	\$ 126,582.97

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Golden Anderson (GA Industries)	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gorman Rupp	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Goulds Water Technology	x			Original Equipment Manufacturer of pumps, boosters, drives, valves and controllers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gratec	x			Original Equipment Manufacturer for mixers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GrayMatter Systems		x	x		Gray Matter Systems, Inc. is the Partner of Record for the City of Hamilton and currently the only third-party entity GE Digital allowed to quote and provide support under the GE Digital AP agreement. Provides support for the GE Historian and Alarm and Events software.	Aventech panel computers (OIT's) with embedded ifix license	\$ 60,000.00	\$ -	\$ -	\$ 20,483.00	\$ -	\$ -
Greyline	x			Original Equipment Manufacturer of level monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grundfos	x			Original Equipment Manufacturer for submersible pumps and related parts, and chemical dosing equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GWF Technologies (Hydrovision)	x			Original Equipment Manufacturer for flow monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H2Flow Equipment, Inc.		x	x		H2Flow Equipment Inc. is the sole authorized service provider for Environmental Dynamics International parts and equipment.	H2 Flow is the sole authorized parts provider for all UGSI Chemical Feed, Inc. PolyBlend® and Dynablen™ polymer activation products, aeration diffusers systems and associated parts. H2Flow Equipment Inc. is the sole authorized distributor for parts supplied and provided by Environmental Dynamics International	\$ 100,000.00	\$ 24,288.13	\$ 17,697.88	\$ -	\$ -	\$ -
Hach Sales & Service LP	x	x	x	Original Equipment Manufacturer for regulatory analyzers, monitoring and control devices.	Sole authorized service provider for repair, start-up service, warranty repair or maintenance on HACH instruments.	Sole source parts distributor for all Hach branded products, excluding Hach flow & sampling products (see Can-Am)	\$ 200,000.00	\$ 217,364.23	\$ 196,539.21	\$ 259,394.00	\$ 89,537.75	\$ 73,963.28
HCE Telecom Inc.	x	x	x	City authorized SCADA ISP provider	HCE provides remote SCADA access and communications to Hamilton Water Infrastructure including fibre optic cable installation and repair services. This has been secured through the City Network Fibre Contract (FCS15031) (City Wide)	Based on the City Wide contract for Services with HCE, its recommended that HCE also be the provider of communication hardware, routers, switches and cellular antennas to maintain reliability and compatibility of the systems.	\$ 10,000.00	\$ 4,603.63	\$ -	\$ 29,000.00	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Hibon	x	x		Original Equipment Manufacturer of Hibon brand multi stage centrifugal blowers and associated parts	Sole authorized service center for field service visits & complete blower overhauls for multi stage centrifugal blowers in Canada.		\$ 10,000.00					
Hidrostal	x			Original Equipment Manufacturer of high-quality, low-maintenance pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HILTON	x			Original Equipment Manufacturer of shutoff and control valves			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hitachi, Hitachi Energy Formerly (ABB/GE)	x	x	x	Hitachi purchased certain divisions of ABB and GE. Now Hitachi is the Original Equipment Manufacturer for analyzers and transmitters, as well as GE Industrial Solutions electrical control equipment, switchgear, soft starters, variable frequency drives. Power distribution equipment / Centrifuge power and control equipment.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Hitachi or Hitachi Energy control logic. This work will require programming to be completed by Hitachi or Hitachi Energy. The selection of Hitachi or Hitachi Energy as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Hitachi or Hitachi Energy control logic will require programming to be completed by Hitachi or Hitachi Energy. The selection of Hitachi or Hitachi Energy as the station control software was determined through a competitive capital procurement process.	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Honeywell	x			Original Equipment Manufacturer for Miller Davit Guard Systems and associated parts including but not limited to davit posts, tripods, self-retracting lifelines (with rescue function) and davit bases (permanently installed and portable).			\$ 10,000.00					
Howden Roots, LLC	x			Original Equipment Manufacturer of rotary positive displacement blowers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HTS Engineering Ltd.		x	x		Sole authorized service provider for Alerton products for building automation.	Sole authorized parts distributor for Alerton products for building automation.	\$ 50,000.00					
HydraTech Engineered Products	x			Original Equipment Manufacturer of HydraTite Seal.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydroflow	x			Original Equipment Manufacturer for electronic water conditioners and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydromatic Pumps	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Ingersoll-Rand	x			Original Equipment Manufacturer of Pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Innomag	x			Original Equipment Manufacturer of sealless, non-metallic, magnetically driven pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inpro Seal products	x			Original Equipment Manufacturer of permanent bearing protection and complete shaft sealing solutions for rotating equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J&S Valve, Inc.	x			Original Equipment Manufacturer of Gate Valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
John Brooks Company Limited		x	x		Sole authorized service provider for Grundfos (Municipal Water Utility distributor for Grundfos Sewage pumps and Controllers), Gorman Rupp and Vaughan Co. Inc. (including Chopper, Triton, and Rotomix brands).	Sole authorized parts distributor for Engineered Systems, Gorman Rupp Pumps (Municipal), Vaughan Co. Inc. (Chopper, Triton, Rotomix), Goulds Water Technology and Grundfos (Municipal Water Utility distributor for Grundfos Sewage pumps and Controllers).	\$ 40,000.00	\$ 40,648.44	\$ 2,652.93	\$ 10,186.00	\$ 270.60	\$ 75,878.02
John Crane	x			Original Equipment Manufacturer of seals, packing, couplings and associated parts.			\$ 40,000.00	\$ 41,483.00	\$ 6,156.55	\$ 22,400.00	\$ 9,455.84	\$ 13,829.20
JSM Controls Inc		x			JSM is the preferred service provider to the City of Hamilton for chlorination equipment and gas chlorination systems including any parts required for service in water/wastewater treatment applications. <u>Rationale:</u> 1. JSM Controls maintains the appropriate TSSA licensing and credentials to perform this work. 2. Extensive experience with Hamilton Water leaves them well-versed with the process and equipment within Hamilton Water's facilities. 3. Expertise and timely service is critical to ensure regulatory compliance. 4. Market scan in 2016 and current input from Evoqua Water Technologies indicates that small-scale service on chlorination systems is limited to only a few Canadian vendors, and due to proximity JSM is the best option for Hamilton Water. In advance of the 2024-2025 Standardization cycle, the team has committed to completing a municipal review and procurement Request for Information to determine if a competitive bidding process is required for this service.		\$ 100,000.00	\$ 69,197.18	\$ 9,996.26	\$ 19,000.00	\$ 40,000.00	\$ 40,894.00

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
JWC Environmental	x			Original Equipment Manufacturer for Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Honey Monster® and Monster Screening Systems® and associated parts			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Krohne	x			Original Equipment Manufacturer for flow meters.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KSB Pumps Inc. (Canada)	x	x	x	Original Equipment Manufacturer for pumps and associated parts.	Sole authorized service provider in Canada for all KSB manufactured pumps and valves.	Sole authorized parts provider in Canada for all KSB manufactured pumps, valves and associated goods.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,102.26
Kurz Instruments	x			Original Equipment Manufacturer of flow monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lakeside Process Controls Ltd		x	x		Sole authorized service provider for Emerson Automation Solutions products including, but not limited to, MicroMotion flowmeters, Fisher Control Valves, DeltaV® Control Systems, and the Rosemount brand of measurement devices.	Sole authorized parts distributor for Emerson Automation Solutions products including, but not limited to, MicroMotion flowmeters, Fisher Control Valves, DeltaV® Control Systems, and the Rosemount brand of measurement devices.	\$ 10,000.00	\$ 2,691.56	\$ 36,997.58	\$ 32,463.00	\$ 4,638.06	\$ 1,280.00
Landmark Municipal Services ULC (LMS)		x			Landmark is the preferred service provider to the City of Hamilton for annual aircraft lighting and water tower maintenance and repair. They have extensive experience, have been the primary constructor's of water towers owned and operated by the City of Hamilton, and have a proven track record of providing reliable, responsive and safe service for work on the City of Hamilton's water towers. <u>Rationale:</u> 1. Aviation navigation lighting, regulated by Canadian Aviation Regs – requires immediate replacement if lights fail. 2. Landmark is the original constructor of 5 out of 7 water towers/standpipes owned by Hamilton Water, so they have the inherent knowledge of the structures. 3. Landmark is the market leaders in this service and have the familiarity and expertise with the infrastructure we are asking them to work on. In advance of the 2024-2025 Standardization cycle, the team has committed to completing a municipal review and procurement Request for Information to determine if a competitive bidding process is required for this service.		\$ 45,000.00	\$ 42,956.44	\$ -	\$ 10,350.00	\$ 18,500.00	\$ 9,800.00

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Limitorque Products	x			Original Equipment Manufacturer of Valve Actuators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Link Belt	x			Original Equipment Manufacturer for bearings, seals and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lonestar	x	x	x	Original Equipment Manufacturer for aeration blowers and associated parts.	Sole provider for all service and warranty needs for blower related products in Ontario.	Sole provider for all sales, parts, and warranty needs for blower related products in Ontario.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lotowater Technical Services Inc		x			Lotowater is the preferred service provider to the City of Hamilton for potable water wells assessment, maintenance and repair. They are local and readily available to respond to emergency situations, they have profound experience with each of the City's communal drinking water wells, and they maintain an inventory of repair parts and equipment at their facility.		\$ 10,000.00	\$ 2,035.20	\$ 6,906.46	\$ 135,230.00	\$ -	\$ -
Mccrometer	x			Original Equipment Manufacturer for regulatory flow monitoring devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mettler Toledo	x	x	x	Original Equipment Manufacturer of the M series Water pH analyzers and associated sensors	Sole provider of service for the M series Water pH analyzers and associated sensors.	Sole provider of parts and new equipment for the M series Water pH analyzers and associated sensors.	\$ 20,000.00					
Micro Pump	x			Original Equipment Manufacturer of pumps for regulatory water quality sampling systems and chemical metering equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moyno Inc	x			Original Equipment Manufacturer for pumps, grinders and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSA	x			Original Equipment Manufacturer for gas monitoring equipment, self contained breathing apparatus, confined space entry equipment, and associated replacement parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Myers Pumps	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Netzsch	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nivus	x			Original Equipment Manufacturer for flow and level control equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pacific	x			Original Equipment Manufacturer of pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pentair	x			Original Equipment Manufacturer for Pentair (Aurora, Aurora Fire, Fairbanks, Nijhuis, Layne-Vertiline, VTSH (vertical turbine solid handling) products and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Philadelphia Mixing Solutions	x			Original Equipment Manufacturer for mixers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PMC Engineering	x			Original Equipment Manufacturer for level, pressure and process monitoring and control equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Powell Electric (Formerly GE)	x	x	x	<p>Powell Electric is the Original Equipment Manufacturer for the following equipment:</p> <ol style="list-style-type: none"> <li>1) PowerVac Switchgear Product Line - MV Power Distribution Equipment</li> <li>2) PowlVac Switchgear Product line - MV Power Distribution Equipment</li> <li>3) Powell Breaker Technologies Inc. (PBTI) - MV Power Distribution Equipment</li> <li>4) Powell Flextrol Product Line - MV Power Distribution Equipment</li> <li>5) Powell Flexgear ProductUne- LV Power Distribution Equipment</li> <li>6) Powell Arc Whipper - MV Transfer/ Padmount Switches (SF6 and Oil)</li> <li>7) Delta/Unibus Product Lines - Isolated Phase Bus Equipment</li> <li>8) Delta/Unibus Product Lines - LV and MV Non-Seg Bus Duct Bus Equipment</li> <li>9) Powell Bus Product Line - LV and MV Non-Seg Bus Duct Bus Equipment</li> </ol> <p>Original Equipment Manufacturer for power distribution, soft starters and variable frequency drives and other associated electrical distribution parts (including PLC's, programming and design).</p>	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Powell Electric control logic. This work will require programming to be completed by Powell Electric. The selection of Powell Electric as the station control software was determined through a competitive capital procurement process.	The supply of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Powell Electric control logic will require programming to be completed by Powell Electric. The selection of Powell Electric as the station control software was determined through a competitive capital procurement process.	\$ 100,000.00	\$ -	\$ 9,957.24			



**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Powell Fabrication & Manufacturing Inc.	x			Original Equipment Manufacturer of pneumatic valve closure systems of the chlorine rail cars.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro Aqua Inc		x	x		Sole service provider for Schwing Bioset equipment and parts in Ontario.	Sole authorized parts distributor for Evoqua's Wastewater Treatment Group equipment, and are the only authorized seller of Schwing Bioset Parts in Ontario.	\$ 200,000.00	\$ 34,991.73	\$ -	\$ 2,336.00	\$ 2,080.70	\$ 110,566.68
Prominent	x			Original Equipment Manufacturer for regulatory water quality monitoring and disinfection equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pro-Tech Power		x	x		Pro-Tech Power is the exclusive authorized service representative for Schweitzer Engineering Laboratories Inc. in the province of Ontario.	Pro-Tech Power is the exclusive authorized manufacturer's representative for Schweitzer Engineering Laboratories Inc. in the province of Ontario.	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Pulsar	x			Original Equipment Manufacturer of level monitoring equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RAVCO International		x			Ravco is the preferred service provider including any associated parts to complete the work, as required for the fountain located at the low lift building. Ravco designed the layout, PLC control logic and wind and drainage sensors needed for the operation. Ravco has the intimate knowledge necessary to perform ongoing maintenance as required.		\$ 25,000.00	\$ 3,917.77	\$ -	\$ -	\$ -	\$ -
Red Valve	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rockwell Automation (Allen-Bradley)	x			Original Equipment Manufacturer for soft starters, variable frequency drives, Reduced Voltage Starters, MCC components and SCADA components.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ro-Flo Compressors LLC	x			Original Equipment Manufacturer for compressors and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,558.00
Rosetown Central Refrigeration & Air Conditioning LTD Mechanical		x			Service and supply of parts for HVAC systems in SCADA hub rooms Rosetown Central has been maintaining and servicing the Liebert computer room equipment at 700 Woodward Avenue for just over 15 years and are well-versed in the site and equipment conditions. this knowledge adds value for the speed of repairs and historical knowledge for any upgrade recommendations.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Rotamix	x			Original Equipment Manufacturer of Pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rotork Controls (Canada) Ltd.	x	x	x	Original Equipment Manufacturer for actuators.	Original Equipment Manufacturer authorized service provider.	Original Equipment Manufacturer authorized distributor.	\$ 65,000.00	\$ 55,586.23	\$ 36,656.31	\$ 13,000.00	\$ 17,205.05	\$ 43,910.66
Royce Technologies	x			Original Equipment Manufacturer of monitoring and control instrumentation and sensors.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S&C Electric Canada	x	x		Original Equipment Manufacturer for electrical distribution equipment including all controls, battery chargers and power distribution/communication equipment.	Original Equipment Manufacturer authorized service/maintenance provider for power distribution systems including any parts required for service and maintenance. S&C Electric Canada has an intimate history of the needs and complexity of the equipment in the EPC and have specifically trained technicians to maintain their own Original Equipment Manufacturer equipment.		\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
SCG Process		x	x		Sole service provider for Spence, ProMinent Canada and the Powell Fabrication & Manufacturing Inc. UniPro™ Valve Closure Systems and related systems.	Sole authorized parts distributor for Howden Roots, LLC (formerly Spencer Turbine), Watson Marlow Fluid Technology, ProMinent Canada products and Powell Fabrication & Manufacturing Inc.	\$ 80,000.00	\$ 78,641.42	\$ 98,534.04	\$ 70,000.00	\$ 37,965.04	\$ 52,918.46
Schneider Electric Canada	x	x	x	Original Equipment Manufacturer for the following power distribution system: 1) Federal Pioneer Ltd. - LV & MV Distribution Equipment 2) Square D - LV & MV Distribution Equipment 3) Merlin Gerin – LV & MV Distribution Equipment 4) Telemecanique – Automation & Control Products 5) APC - UPS Equipment 6) ASCO – Transfer Switches 7) Powerlogic – Metering Equipment. Also the Original Equipment Manufacturer for ION Metering parts and relays, and other associated electrical distribution parts.	Authorized provider of service, maintenance and technical support including the supply and installation of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Schneider Electric Canada control logic. This work will require programming to be completed by Schneider Electric Canada. The selection of Schneider Electric Canada as the station control software was determined through a competitive capital procurement process.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Schneider Electric Canada control logic will require programming to be completed by Schneider Electric Canada. The selection of Schneider Electric Canada as the station control software was determined through a competitive capital procurement process.	\$ 20,000.00	\$ 4,086.69	\$ -	\$ -	\$ -	\$ 10,874.44
Schweitzer Engineering Laboratories	x			Original Equipment Manufacturer for protective relay and communications equipment associated with the power distribution system. Distributer - Pro-Tech listed above			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Schwing Bioset Inc	x			Original Equipment Manufacturer for biosolids equipment and associated parts.			\$ -	\$ -	\$ 24,681.36	\$ 34,000.00	\$ 230,598.16	\$ 26,132.50

Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services												
Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Seepex	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SES North America Inc. DBA Suez Digital Solutions.	x	x		Original Equipment Manufacturer and support for eRIS reporting software used by SCADA and Ops.	Sole Original Equipment Manufacturer authorized service agent in North America for existing eRIS software users.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Siemens Canada Limited	x	x	x	Original Equipment Manufacturer for power distribution, soft starters and variable frequency drives, PLC's and other associated electrical distribution parts.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Siemens Canada Limited control logic will require programming to be completed by Siemens Canada Limited. The selection of Siemens Canada Limited as the station control software was determined through a competitive capital procurement process.	Provider of proprietary and associated non-proprietary parts and assemblies in stations/facilities operated using Siemens Canada Limited control logic will require programming to be completed by Siemens Canada Limited. The selection of Siemens Canada Limited as the station control software was determined through a competitive capital procurement process.	\$ 40,000.00	\$ -	\$ 2,533.83	\$ -	\$ -	\$ 58,480.04
Sihi	x			Original Equipment Manufacturer of liquid and vacuum pumps, compressors and systems			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Singer Valve	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SKF Bearings	x			Original Equipment Manufacturer for bearings.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Smart Turner Pumps Inc.	x	x	x	Original Equipment Manufacturer for pumps and associated parts.	Sole authorized service provider for Smart Turner Pumps.	Sole authorized parts distributor of Smart Turner Pumps.	\$ 60,000.00	\$ 59,931.67		\$ 58,370.00	\$ -	\$ -
Smith & Loveless, Inc.	x		x	Original Equipment Manufacturer for pumps, grit classification systems and associated parts.		Original Equipment Manufacturer and sole distributor of Smith & Loveless products and equipment.	\$ 80,000.00	\$ 77,845.39	\$ 75,006.30	\$ -	\$ -	\$ -
Spaans Babcock	x	x	x	Original Equipment Manufacturer for screws, gear box and associated parts.	Original Equipment Manufacturer and sole provider of Spaans Babcock training / inspection and site services in North America. The products include Spaans Babcock screw pumps, hydro screw generators, fine screen and any spare parts related to these products.	Original Equipment Manufacturer and sole distributor of Spaans Babcock products in North America. The products include Spaans Babcock screw pumps, hydro screw generators, fine screen and any spare parts related to these products.	\$ 20,000.00	\$ 39,401.54	\$ 15,610.01	\$ 71,125.00	\$ 8,455.00	\$ 7,833.00

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
SPD Sales Limited		x	x		Sole Original Equipment Manufacturer authorized service provider for Grundfos (Dosing and Disinfection Products), Kurz Instruments, Chemtrac, ATI, Xylem Brands (YSI IQ Sensornet, Royce Technologies & WTW products).	Sole authorized distributor for MSA Safety Inc. (for Fixed Gas and Flame Detection products), ATI products, Blue-White Industries Pro-Series M product line, Nivus, Grundfos (Dosing and Disinfection Products), Kurz Instruments, Chemtrac, and Xylem Brands (YSI IQ Sensornet, Royce Technologies & WTW products).	\$ 125,000.00	\$ 154,107.69	\$ 113,558.43	\$ 115,781.00	\$ 79,801.75	\$ 43,437.00
Spirac	x			Original Equipment Manufacturer for grit handling augers and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SPX Flow	x			Original Equipment Manufacturer for mixer process systems and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SRP Control Systems Limited		x	x		Sole Authorized Service Provider for PMC Engineering Legacy Series Industrial Pressure Transmitters, PMC Engineering Versaline Series Submersible Depth and Level Sensors, and STS Series Precision Pressure Sensors.	Sole authorized parts distributor of PMC Engineering Legacy Series Industrial Pressure Transmitters, PMC Engineering VersaLine Series Submersible Depth and Level Sensors, and STS Series Precision Pressure Sensors in Canada.	\$ 10,000.00	\$ 3,047.72	\$ 11,977.17	\$ 19,920.00	\$ 16,215.00	\$ -
Summa Engineering Limited		x			SUMMA Engineering Ltd. as the SCADA Service vendor for the Electrical Power Center (EPC) housing the 13.8 kV switchgear Automation System project at the Woodward Avenue WWTP. Summa Engineering Ltd. being the Designer of the SCADA for this automation system are the preferred service provider for the SCADA graphics system for this complete system. SUMMA has in the past, successfully completed similar work and has completed SCADA Graphics Original Equipment Manufacturer Projects. Also, SUMMA, being the designer of the SCADA - E graphics system, can provide expert service seamlessly without delays. SUMMA has the experience and dedicated staff to provide SCADA - E service.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Syntec Process Equipment Ltd.		x	x		Sole authorized service provider for Banyan Products, Fontaine- Aquanox, J&S Valve Inc., Netzsch, Singer, Trueline Valve Corp., Val-Matic, Trumbull Mfg. Ltd and Red Valve / Tideflex	Sole authorized parts distributor for Banyan Products, Fontaine- Aquanox, J&S Valve Inc., Netzsch, Singer, Limitorque Products for Simons Automation and Supply, Trueline Valve Corp., Val-Matic, Trumbull Mfg. Ltd and Red Valve / Tideflex	\$ 200,000.00	\$ 221,655.19	\$ 191,135.08	\$ 172,381.00	\$ 197,007.30	\$ 129,690.50
T.D. Rooke Associates Limited			x			Sole authorized parts distributor for SPXFLOW – Lightning Mixers, and associated parts.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Teledyne (ISCO & QCEC)	x			Original Equipment Manufacturer of auto samplers.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tideflex	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Toromont Industries Ltd.		x			Toromont programmed the PLC control according to customer Plant Control Narrative and performed the commissioning and customer witness test for the supplied system. Toromont is the sole service provider for the standby power PLC control, full commissioning, testing, training and inspection for the Woodward Power Center. Consequently Toromont is the Sole service provider (and associated parts required for the service) for C175 diesel generator sets with remote radiators, Local and manual control panels (LMCP), and System Automation System (SAS) Panels at Woodward WWTP.		\$ 30,000.00	\$ -	\$ -	\$ -	\$ 1,094.34	\$ -
Triton	x			Original Equipment Manufacturer of pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trillium Measurement and Control		x	x		Sole authorized service provider for Varec digester equipment and associated parts.	Sole authorized parts provider for Varec digester equipment and associated parts.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trojan Technologies	x	x	x	Original Equipment Manufacturer for disinfection process equipment.	Service provider must be used to ensure performance guarantee is maintained.	Parts must be purchased through Original Equipment Manufacturer to maintain warranties and guarantee equipment performance	\$ 20,000.00	\$ 14,481.86	\$ 21,470.95	\$ -	\$ -	\$ -
Troy-Ontor Inc		x	x		Sole authorized service provider for Auma products in Canada.	Sole authorized parts distributor for Auma products in Canada.	\$ 80,000.00	\$ 70,727.26	\$ 37,990.52	\$ 18,000.00	\$ 19,431.92	\$ 29,897.00
Trueline Valve Corporation	x			Original Equipment Manufacturer of industrial valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trumbull Mfg.	x			Original Equipment Manufacturer of Mud valves, extension stems, universal joints, chainwheels, telescopic valves and relief valves			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
<b>Tyco Integrated Fire and Security Canada, Inc. o/a Johnson Controls</b>	x	x		Original Equipment Manufacturer and service/maintenance provider of Simplex fire alarm panels.	Tyco Integrated Fire and Security Canada, Inc. o/a Johnson Controls collaboratively designed, commissioned and verified the newly installed Fire Alarm and fire protection equipment installed at 700 Woodward Avenue Hamilton. This system contains a Simplex-brand fire alarm panel and Tyco sprinkler products.		\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UGSI Chemical Feed, Inc</b>	x			Original Equipment Manufacturer for PolyBlend ® product line of equipment, including but not limited to pumps, mixers, drives, controllers, ORP, Strantrol Analyzers and Chemical Feed/mixing systems.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>United Electric Controls</b>	x			Original Equipment Manufacturer for pressure control and monitoring devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>USP Technologies</b>		x			USP is the sole source service provider for the Binbrook Odour Control Pilot using Hydrogen Peroxide to control sewer odours. The pilot began in 2020 and is approximately 3 years in length.		\$ 100,000.00	\$ 149,698.61	\$ 92,000.00	\$ -	\$ -	\$ -
<b>Val-Matic</b>	x			Original Equipment Manufacturer for valves and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Varec</b>	x			Original Equipment Manufacturer for tank level gauges.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Varec Biogas</b>	x	x		Original Equipment Manufacturer for digester equipment and associated parts.	Only a qualified field service engineer from Varec Biogas is authorized to perform any service on Varec Biogas equipment, otherwise this will void any existing warranties for the product.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vaughan Company</b>	x			Original Equipment Manufacturer for pumps and associated parts.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Vega</b>	x			Original Equipment Manufacturer for process control equipment.			\$ -	\$ 55,592.78	\$ 47,146.58	\$ -	\$ -	\$ -
<b>VEOLIA WTS Services USA Inc. (Formerly Suez Treatment Solutions Inc.)</b>	x	x	x	Original Equipment Manufacturer for Climber Screen ®, and associated parts.	Original Equipment Manufacturer and sole provider of service for Climber Screen ® related equipment.	Original Equipment Manufacturer and sole distributor of Climber Screen ®, and associated parts.	\$ 150,000.00	\$ 1,584.85		\$ 52,547.00	\$ -	\$ 357,720.21

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Vogelsang	x			Original Equipment Manufacturer of HiFlo Pumps and Rota-Cut inline Macerators.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wajax Limited		x	x		Sole authorized service provider for Moyno Progressing Cavity Pumps in Ontario.	Sole authorized parts distributor for Moyno Progressing Cavity Pumps in Ontario.	\$ 50,000.00	\$ 84,959.70	\$ 51,519.56	\$ 101,000.00	\$ 23,845.51	\$ 325,401.64
Wallace And Tiernan	x			Original Equipment Manufacturer for disinfection process equipment.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Appendix B - Equipment, Parts, Supplies and Services for Plant Operations and Plant Maintenance and Technical Services**

Vendor Name	Original Equipment Manufacturer	Provider for Service	Distributor for Equipment, Parts and Supplies	(Original Equipment Manufacturer) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
Watech		x			Underwater services for inspection, rehabilitation, repairs, cleanout, or installation of equipment. They are a specialized, local and readily available firm. They have previous experience performing diving work with the City which mitigates safety risks. Having two vendors will provide redundancy for the specialized services that the City cannot provide and are typically required for unforeseen conditions that are time-sensitive.		\$ 15,000.00					
Watts Unlimited	x	x		Original Equipment Manufacturer of UPS systems for the Real Time Control bypass gates.	Original Equipment Manufacturer authorized service/maintenance provider for UPS systems (including any parts required for service/maintenance) covering Watts Equipment including but no limited to batteries, transfer switches, bypass switches, controllers and any associated components. Watts has an intimate history of the needs and complexity, as well as technicians are specially trained to maintain their own Original Equipment Manufacturer equipment at various locations across Hamilton Water.		\$ 10,000.00	\$ -				
Watson Marlow Fluid Technology	x			Original Equipment Manufacturer of peristaltic pumps.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEMCO	x			Original Equipment Manufacturer of centrifugal screw and vortex pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WesTech Engineering LLC	x			Original Equipment Manufacturer of the ExtremeDuty™ Internal Sludge Mixer Model SMI1.			\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Westech Industrial Ltd			x			Sole authorized parts provider for Emerson and Varec - Biogas equipment and in-service digester gas or biogas (untreated or treated) in Canada.	\$ 10,000.00	\$ -	\$ 49,633.54	\$ -	\$ -	\$ 5,013.00
Willamette	x			Original Equipment Manufacturer of valves.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Worthington	x			Original Equipment Manufacturer of Pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WSP	x			Original Equipment Manufacturer of self-priming pumps			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Xylem Canada LP.	x	x	x	Original Equipment Manufacturer of Flygt branded submersible pumps and mixers, and associated parts. Original Equipment Manufacturer of Godwin branded pumps and accessories.	Sole Original Equipment Manufacturer authorized service provider for Flygt branded submersible pumps and mixers. Sole Original Equipment Manufacturer authorized service provider Godwin branded pumps and accessories.	Sole authorized distributor of Flygt branded submersible pumps and mixers, and associated parts. Sole authorized distributor of Godwin branded pumps and accessories.	\$ 400,000.00	\$ 333,370.96	\$ 234,631.17	\$ 330,861.00	\$ 293,238.49	\$ 452,639.62
YSI	x			Original Equipment Manufacturer for regulatory analyzers, monitoring and control devices.			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>							<b>\$ 4,070,000.00</b>	<b>\$2,911,277.91</b>	<b>\$ 2,316,902.62</b>	<b>2,375,837</b>	<b>1,804,146</b>	<b>3,534,767</b>



## Appendix C - Equipment, Parts, Supplies and Services for Additional Hamilton Water Sections

Vendor Name	Original Equipment Manufacturer (OEM)	Provider for Service	Distributor for Equipment, Parts and Supplies	(OEM) Description of Goods and/or Service Supplied	Provider for Service	Distributor for Equipment, Parts and Supplies	Estimated Spend 2023	Annual Spent 2022	Annual Spent 2021	Annual Spent 2020	Annual Spent 2019	Annual Spent 2018
AECOM Canada Ltd		x			National vendor responsible for National Water Wastewater Benchmarking Initiative (NWWBI), through the Canadian Infrastructure Benchmarking Initiative (CIBI).		\$ 30,000.00	\$ 28,457.24	\$ 48,229.19	\$ 50,773.00	\$ 49,895.00	\$ 49,895.00
DCM - Data Communications Management	x		x	Mailable toilet leak dye strip manufacturer, used for high water billing notifications. Proprietary product from DCM.		No other known supplier of this mailable dye strip, which is required to be effectively and efficiently distributed to users across the City via Canada Post. Other similar products are in the form of a tablet which can crumble while in transit.	\$ 17,000.00	\$ 36,554.57	\$ -	\$ 9,800.00	\$ -	\$ -
Devine & Associates Limited			x			Sole provider of Equipment and services to maintain existing Cla-Val water distribution system anti-stagnation valve (3/4" or 1" programmable timer valve).	\$ 50,000.00	\$ 74,970.61	\$ 120,025.11	\$ 265,838.00	\$174,531.74	\$ 279,231.58
E.H. Wachs	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and services for ERV- 750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, guillotine saw and Lakeshore Hydrant Services (LHS) Pretzel Hydrant Marker.	Sole Original Equipment Manufacturer spare services provider for ERV-750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, and guillotine saw.	Sole Supply of Original Equipment Manufacturer spare parts, equipment for ERV- 750 Valve Exerciser - Automated Valve Operator, VMT2 Valve and Hydrant Maintenance Trailer, WACHS Vital (valve data collection) software system, WACHS Hydrant Cutter, guillotine saw and Lakeshore Hydrant Services (LHS) Pretzel Hydrant Marker.	\$ 75,000.00	\$ 110,871.82	\$ 57,696.93	\$ 86,681.00	\$ 57,421.44	\$ 30,000.00
Evans Supply Limited (Utility & Municipal Products)		x	x		Evans provides yearly calibration service of test equipment for the back-flow preventers on the hydrant adapter assemblies.	Sole Distributor of spare parts associated with fire hydrant adapter assemblies. This can include but is not limited to reduced pressure back flow preventer devices, spacers of various sizes, stands and swivels.	\$ 35,000.00	\$ 46,558.09	\$ 22,333.91	\$ 33,233.00	\$ 22,088.85	\$ 15,573.50
Flowpoint Environmental Systems LP	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Flow Point terminals.	Annual Licensing and Technical support for existing terminals and software for the City's Bulk Water Filling and Hauled Waste sewage stations. This software system allows customers to create an account online and make online purchases.	Provider of parts terminals for the City's Bulk Water Filling and Hauled Waste sewage stations.	\$ 30,000.00	\$ 4,167.08	\$ 7,219.88	\$ 18,901.00	\$ -	\$ 12,575.00
Industrial Scientific Corporation Canada ULC	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and services to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	Sole service provider to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	sole distributor of spare parts, and equipment to maintain existing Ventis gas detectors and accessories used by Hamilton Water.	\$ 65,000.00	\$ 58,139.94	\$ 53,928.38	\$ 56,179.00	\$ 57,840.91	\$ 52,155.72

<b>Kronos Inc.</b>	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing Kronos In Touch 9000 terminals.	\$ 30,000.00	\$ 31,637.63	\$ 0.00	\$ 46,632.00	\$ 25,116.98	\$ 10,000.00
<b>SPD</b>			x			Sole source distributor of parts, equipment and supplies of Wager Odor Control products and engineered media.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Van Essen Instruments - Canada</b>	x	x	x	Supply of Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	Original Equipment Manufacturer spare parts, equipment and support services to maintain existing water level and water quality dataloggers, including communication devices and cables.	\$ 20,000.00	\$ 15,948.49	\$ 0.00	\$ 1,680.00	\$ 24,355.50	\$ 30,000.00
<b>Totals</b>							\$ 362,000.00	\$ 407,305.47	\$ 309,433.40	\$ 569,717.00	\$ 411,250.42	\$ 479,430.80

# CITY OF HAMILTON

## MOTION

Council Date: January 24, 2024

**MOVED BY COUNCILLOR T. McMEEKIN.....**

**SECONDED BY COUNCILLOR .....**

### **Archiving Flamborough’s Local History**

WHEREAS, the Flamborough Archives & Heritage Society has been moving forward with archiving local history;

WHEREAS, the technical challenges related to copying and storing material is a situation that needs to be addressed, and

WHEREAS, the archives are anxious to create an account of the emerging importance of cultural changes in the Waterdown area, especially as relates a large and diverse population growth that is contributing significantly to a broader diversity in the community.

THEREFORE, BE IT RESOLVED:

- (a) That a grant be provided to Flamborough Archives & Heritage Society for archiving Flamborough’s local history and funded from the Ward 15 Non-Property Tax Revenue Account (3301609615) at an upset limit, including contingency, not to exceed \$10,000; and
- (b) That the Mayor and City Clerk be authorized and directed to approve and execute all required agreements and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

# CITY OF HAMILTON

## MOTION

Council Date: January 24, 2024

**MOVED BY COUNCILLOR J.P. DANKO.....**

**SECONDED BY COUNCILLOR .....**

**Amendment to Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community-Building Fund, which was approved by Council on December 15, 2021**

WHEREAS, the initial road projects selected by the Ward 8 Councillor for the Investing in City Roads and Sidewalks Infrastructure with Canada Community Building Fund, which was approved by Council on December 15, 2021, consisted of Limeridge Road, from Garth Street to West 5th Street and roads minor maintenance, and was amended on August 12, 2022 to include a Phase Two Ward 8 Complete Streets Review;

WHEREAS, works intended for Limeridge Road from Garth Street to West 5th Street, including bicycle lanes, curb and sidewalk repairs are beyond the funding allotment of remaining Canada Community-Building Fund for Ward 8;

WHEREAS, the Ward 8 Councillor has asked staff to substitute Burrwood Drive from Mountbatten Drive to Marlowe Drive, Mountbatten Drive from Elkwood Drive to Marlowe Drive, and Tyrone Drive from West 5th Street to Burrwood Drive, for Limeridge Road from Garth Street to West 5th Street and roads minor maintenance work, as the rehabilitation works on Burrwood Drive, Mountbatten Drive, and Tyrone Drive is achievable within the remaining Canada Community-Building Fund for Ward 8;

WHEREAS, the pavement conditions of Burrwood Drive, Mountbatten Drive, and Tyrone Drive are generally equal or worse than Limeridge Road, from Garth Street to West 5th Street; and

WHEREAS, Burrwood Drive, Mountbatten Drive, and Tyrone Drive have become surface deficient and are in need of resurfacing to improve rideability, public safety, preservation of the road asset from further deterioration, reduce ongoing maintenance costs, and to overall improve the level of service;

THEREFORE, BE IT RESOLVED:

That Item 4 of the Audit, Finance and Administration Committee Report 21-022, respecting Investing in City Roads and Sidewalks Infrastructure with Canada Community-Building Fund, be **amended**, as follows:

**4. Investing in City Roads and Sidewalks Infrastructure with Canada Community-Building Fund (PW21073) (City Wide) (Item 10.1)**

- (a) That the Canada Community-Building Fund investment of \$30 M be allocated to the list of projects in Appendix "B", ***as amended by removing Limeridge Road and roads minor maintenance from the list and adding Burrwood Drive from Mountbatten Drive to Marlowe Drive, Mountbatten Drive from Elkwood Drive to Marlowe Drive, and Tyrone Drive from West 5th Street to Burrwood Drive***, to Audit, Finance & Administration Committee Report 21-022;
- (b) That three Public Works temporary full time equivalents be hired for up to 24 months at an estimated cost of \$850,000 and funded from Unallocated Capital Levy Reserve 108020 to deliver the Canada Community-Building Fund projects; and,
- (c) That the Procurement Policy 4.9 Consulting and Professional Services requirements be waived to allow for the direct award of Roster Assignments above the \$150,000 threshold for consultancy work pertaining to the Canada Community-Building Fund projects.

# CITY OF HAMILTON MOTION

Council: January 24, 2024

**MOVED BY MAYOR A. HORWATH.....**

**SECONDED BY COUNCILLOR .....**

## **Request to Invest Transit Safe Restart Funding Towards Transit Initiatives**

WHEREAS, to date, Hamilton’s transit ridership has not yet recovered to pre-pandemic ridership levels;

WHEREAS, 2023 year-to-date ridership is approximately 12% less than the same period in 2019;

WHEREAS, the Government of Ontario committed to a contribution of 33.3% or \$83.3 million to the City's Investing in Canada Infrastructure Program public transit stream maintenance and storage facility with a gross project cost of \$250 million;

WHEREAS, the transit maintenance and storage facility project’s cost has increased by 58% to \$396 million due to post pandemic inflation for construction materials;

WHEREAS, the Government of Canada's contribution to the transit maintenance and storage facility project may increase from \$99.999 million or 40% of the original project cost through application of existing Canada Community Benefit Funding;

WHEREAS, the Government of Ontario's contribution of \$83.3 represents 21% of the revised transit maintenance and storage facility project cost of \$396 million, versus the previous 33.3% commitment;

WHEREAS, the Government of Ontario provided \$34,033,929 in Transit Safe Restart funding to the City of Hamilton to offset COVID related impacts on transit services;

WHEREAS, the City utilized \$28,621,186 in Transit Safe Restart funding;

WHEREAS, the Government of Ontario is directing the City of Hamilton to return \$5,802,074 in Transit Safe Restart funding; and

WHEREAS, the City was required to deposit the Transit Safe Restart funding in an interest bearing account, which generated \$389,333 in interest income, which the Government of Ontario is also directing the City of Hamilton to return.

**THEREFORE, BE IT RESOLVED:**

That the Government of Ontario be requested to permit the City of Hamilton to apply the remaining Transit Safe Restart funding against the continued shortfall in transit ridership post pandemic, as well as the post pandemic inflationary pressures related to the maintenance and storage facility project.

# COUNCIL COMMUNICATION UPDATES

**December 8, 2023 to January 18, 2024**

Council received the following Communication Updates during the time period listed above, the updates are also available to the public on City's website, as per Section 5.18 of By-law 21-021 (A By-Law To Govern the Proceedings of Council and Committees of Council) a member of Council may refer any of the items listed below, to a Standing Committee by contacting the Clerk and it will be placed on the next available agenda of the respective Standing Committee.


Item Number	Date	Department	Subject
1	December 8, 2023	Healthy and Safe Communities	Interim Housing Assistance Program funding (City Wide)
2	December 12, 2023	Healthy and Safe Communities	Housing Secretariat's Website Launch
3	December 12, 2023	Planning and Economic Development	Hamilton Animal Services Paperless Licence Renewal Update (City Wide)
4	December 12, 2023	Healthy and Safe Communities	Housing Secretariat Webpage Launch
5	December 15, 2023	Planning and Economic Development	Traffic Signal Cabinet Wraps – Selected Artists (City Wide)
6	December 18, 2023	Healthy and Safe Communities	Update #3 Regarding 2023-2024 Winter Response Strategy (City Wide)
7	December 19, 2023	Public Works	Interim service for weigh scale operation at the City's Waste Management facilities (WM2302) (City Wide)
8	December 20, 2023	Public Works	Ontario's Independent Electricity System Operator (IESO) (CFEM2311) (City Wide)
9	December 22, 2023	Public Works	Fire Prevention Order 30263 for Dundas Little Theatre (CFEM2312) (Ward 13)
10	December 30, 2023	Public Works	Chedoke Creek Remediation Update - HW.23.12 (City Wide)
11	January 8, 2024	Planning and Economic Development	Residential Zones Project (Reimagining Neighbourhoods) Public Engagement (Wards 1 to 12)
12	January 8, 2024	Public Works	Order to Comply - Fire Damage for Woodlands Park Washroom Located at 501 Barton Street East (CFEM2401) (Ward 3)
13	January 8, 2024	Public Health	Operation of a Take Home Drug Checking Pilot (City Wide)
14	January 8, 2024	Corporate Services	UPDATE – 2024 Development Charges Background Study and Draft By-laws (City Wide)

15	January 11, 2024	Planning and Economic Development	Parking Standards Review Engagement (City Wide)
16	January 11, 2024	Planning and Economic Development	Hamilton Strategic Transportation Network Review (City Wide)
17	January 11, 2024	Public Health	Enforcement of Immunization of School Pupils Act (City Wide)
18	January 12, 2024	Public Works	Procurement Policy 10 - Digester 3 Emergency Repairs - HW2401
19	January 16, 2024	Corporate Services	Hamilton Stormwater Financial Incentive Program Update (City Wide)
20	January 16, 2024	Public Works	Update #6 – Gage Park Tropical Greenhouse Roof Panel Investigation (CFEM2402) (Ward 3)
21	January 18, 2024	Planning and Economic Development	Poet in Place 2024-2025 (City Wide)





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 8, 2023
<b>SUBJECT:</b>	Interim Housing Assistance Program funding (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Michelle Baird Director Housing Services Division Healthy and Safe Communities Department
<b>SIGNATURE:</b>	

Hamilton continues to be challenged with the impact of refugee and asylum claimants within our emergency shelter system. Over the course of 2023 the numbers of individuals seeking shelter as asylum claimants has continually increased. At this point in time well over 35% of all shelter beds are being filled with asylum claimants and these numbers are even higher in the men's and women's systems with the men's system seeing more than 50% of all beds being occupied by asylum claimants.

The costs being incurred through these pressures are being covered through the Provincial Homelessness Prevention Program funding and through our local levy. This means we have less funding available to allocate to programs targeting the needs of those experiencing homelessness in Hamilton, particularly as we come into the winter months.

Through the Mayor and Council advocacy to the Federal and Provincial government to support needed funding has been underway over the past number of months and this advocacy continues.

We've been notified that we will be receiving funding assistance to address these concerns through the Federal Government through the Interim Housing Assistance Program (IHAP). **Hamilton is receiving an interim payment of \$3.5 million to assist with immediate budgetary and capacity challenges to provide continued support to claimants.** This funding reimburses costs already assumed by the City in provision of services. A decision on our full year financial ask of \$10 million will follow in 2024.

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**SUBJECT: Interim Housing Assistance Program Funding (City Wide) - Page 2 of 2**

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These funds will be used to offset costs incurred to date which will subsequently allow continued investment in homeless services, including expansion of the winter response plan.

An update with respect to the full financial impacts as well as the 2023 full budget decision will follow in early 2024.


For more information, please contact Michelle Baird, Director, Housing Services, at [Michelle.Baird@hamilton.ca](mailto:Michelle.Baird@hamilton.ca) or 905-546-2424 x4860.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Council
<b>DATE:</b>	December 12, 2023
<b>SUBJECT:</b>	Housing Secretariat's Website Launch
<b>WARD(S) AFFECTED:</b>	City-wide
<b>SUBMITTED BY:</b>	Justin Lewis, Director Housing Secretariat Division Healthy & Safe Communities Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Members of Council that the Housing Secretariat is expected to launch its webpage, [www.hamilton.ca/housingsecretariat](http://www.hamilton.ca/housingsecretariat) on Tuesday, December 12, 2023.

As presented to the General Issues Committee on November 15, 2023, the Housing Secretariat's webpage will be dedicated to fostering effective and transparent communication between the Housing Secretariat and the residents of the City of Hamilton. The webpage will provide a single source of information for the Housing Secretariat and our initiatives. It will offer a single intake application process for the Affordable Housing Development Project Stream, the Community Partnership Action Table, and a conduit for Developers and Investors interested in engaging with the City of Hamilton on shared goals.

Previously many inquiries were directed to City staff, as well as your Offices from non-profit and charitable organizations proposing affordable housing projects, developers and investors expressing interest in contributing to address the housing crisis, and citizens eager to participate in the process. The Housing Secretariat's webpage will focus on a clear process for the City of Hamilton to collect this information and begin to work in an organized way to address this challenge in our community.

Key Features of the [www.hamilton.ca/housingsecretariat](http://www.hamilton.ca/housingsecretariat) webpage:

- 1. The Affordable Housing Development Project Stream Application:** The creation of the Development Project Stream is to organize new affordable housing construction projects on an annual basis to meet the objectives set out in the Housing Sustainability and Investment Roadmap, the Housing and Homelessness Action Plan, and through the established Council Priorities. The Project Stream will also provide a clearer and more transparent process in our

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funding allocation decisions, which will satisfy requests for the City to have a more streamlined process so that all potential affordable housing developers have an equal opportunity to pursue available funding. Non-profit and charitable organizations will be able to apply for the Affordable Housing Development Project Stream through an online application process directly on the website.

2. **Promoting Community Engagement:** The website will feature an opportunity for Hamilton community members to apply for membership of the Community Partnership Action Table to contribute their experiences in support of the four pillars of the Housing Secretariat's Roadmap.
3. **Invitation for Developers and Investors to Contribute to the Affordable Housing Landscape:** Through an online application process, interested Developers and Investors in the community will be able to submit an expression of interest to collaborate with the Housing Secretariat in reshaping the landscape of affordable housing. The open application will provide an avenue for Developers and Investors to submit their ideas for the Housing Secretariat to consider, whether this be a proposed development, or an investment made to the City of Hamilton to contribute to affordable housing.

Investing in housing initiatives in Hamilton aligns with the City's vision to eliminate or reduce homelessness, reduce the waitlist for social housing, and create affordable housing. It is one of the City of Hamilton's key priorities and is clearly outlined in the Housing Sustainability and Investment Roadmap (HSIR).

As a next step, Housing Secretariat staff will be contacting the lengthy list of stakeholders and community members who have reached out to express interest in working with the City of Hamilton on affordable housing opportunities and solutions.

We value your input and invite City Council Members to explore the website, provide feedback, and promote this webpage through your communication channels. Together, we can continue to improve and tailor this communication platform to better serve the needs of our community.

Please contact Justin Lewis, Director, Housing Secretariat with any questions or comments or to set up a meeting to discuss the Housing Secretariat's website at [Justin.Lewis@hamilton.ca](mailto:Justin.Lewis@hamilton.ca)

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## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 12, 2023
<b>SUBJECT:</b>	Hamilton Animal Services Paperless Licence Renewal Update (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Monica Ciriello Director, Licensing & By-law Services Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council that beginning in 2024 Hamilton Animal Services Licence Renewals will be administered electronically, when pet owners have provided staff email addresses. This change is in response to Licensing and By-law Services ongoing continuous improvement climate action initiatives for 2024.

In September of 2023, Animal Services undertook a review, of internal processes inclusive of the historical process of Licence Renewals. Currently there are approximately 55,000 pets registered within the City. This means that 55,000 paper copies of Licence Renewals are mailed out annually to pet owners throughout the City.

Animal Services determined that implementing a paperless renewal option, would reduce the sections carbon footprint by going paperless, improve process efficiency, save money spent on paper, envelopes, printers, ink, postage, office space for files, as well as reduce employee time spent managing the paperwork. By making this internal process change, Animal Services anticipates an annual savings of approximately \$56,000, not including staff time.

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**SUBJECT: Hamilton Animal Services Paperless Licence Renewal Update (City Wide) - Page 2 of 2**

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Implementing this process improvement will allow the renewals to be go out electronically via email to coincide with the online payment portal. If Animal Services does not have an email address from a pet owner, a Licence Renewal mailout will be provided. Animal Services has set a target to be 80% paperless with Licence Renewals by the end of the first quarter of 2024.


If you require any further information on the above matter, please contact Kelly Beaton, Manager, Animal Services by e-mail [Kelly.Beaton@hamilton.ca](mailto:Kelly.Beaton@hamilton.ca) or at (905) 546-2424 Ext.1105.

**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Council
<b>DATE:</b>	December 12, 2023
<b>SUBJECT:</b>	Housing Secretariat Webpage Launch
<b>WARD(S) AFFECTED:</b>	City-Wide
<b>SUBMITTED BY:</b>	Justin Lewis, Director Housing Secretariat Division Healthy & Safe Communities Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Members of Council that the Housing Secretariat has launched its webpage, [www.hamilton.ca/housingsecretariat](http://www.hamilton.ca/housingsecretariat) on Tuesday, December 12, 2023.

As presented to the General Issues Committee on November 15, 2023, the Housing Secretariat webpage will be dedicated to fostering effective and transparent communication between the Housing Secretariat and the residents of the City of Hamilton. The webpage will provide a single source of information for the Housing Secretariat and our initiatives. It will offer a single intake application process for the Affordable Housing Development Project Stream, the Community Partnership Action Table, and a conduit for Developers and Investors interested in engaging with the City of Hamilton on shared goals.

Previously many inquiries were directed to City staff, as well as your Offices from non-profit and charitable organizations proposing affordable housing projects, developers and investors expressing interest in contributing to address the housing crisis, and citizens eager to participate in the process. The Housing Secretariat webpage will focus on a clear process for the City of Hamilton to collect this information and begin to work in an organized way to address this challenge in our community.

Key Features of the [www.hamilton.ca/housingsecretariat](http://www.hamilton.ca/housingsecretariat) webpage:

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Homelessness Action Plan, and through the established Council Priorities. The Project Stream will also provide a clearer and more transparent process in our funding allocation decisions, which will satisfy requests for the City to have a more streamlined process so that all potential affordable housing developers have an equal opportunity to pursue available funding. Non-profit and charitable organizations will be able to apply for the Affordable Housing Development Project Stream through an online application process directly on the website.

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As a next step, Housing Secretariat staff will be contacting the lengthy list of stakeholders and community members who have reached out to express interest in working with the City of Hamilton on affordable housing opportunities and solutions.

We value your input and invite City Council members to explore the webpage, provide feedback, and promote this webpage through your communication channels. Together, we can continue to improve and tailor this communication platform to better serve the needs of our community.

Please contact Justin Lewis, Director, Housing Secretariat with any questions or comments or to set up a meeting to discuss the Housing Secretariat webpage at [Justin.Lewis@hamilton.ca](mailto:Justin.Lewis@hamilton.ca).

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## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 15, 2023
<b>SUBJECT:</b>	Traffic Signal Cabinet Wraps – Selected Artists (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	John Summers Acting Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council of new artwork selected for installation on Traffic Signal Cabinets.

Earlier this year the City of Hamilton invited local artists to submit proposals for traffic signal cabinet wraps. Through this call for artists, 47 new artworks by 40 artists were selected by a volunteer citizen jury. Please refer to Appendix “A” attached to this Communication Update for the selected artwork.

The artworks have been created by artists of different experience level and range in style and original medium from digital art to original paintings and three-dimensional works. The art is printed on graffiti-resistant vinyl wraps and has an estimated lifespan of ten years. Traffic Signal Cabinet artists received remuneration of \$700 for each design.

Adding artwork to traffic signal cabinets is part of the City’s Cabinet Replacement Program managed by the Transportation Operations and Maintenance Division in the Public Works Department. The goal of the project is to improve the streetscape through vibrant and positive artwork that celebrates Hamilton and will help deter graffiti. All new and replacement traffic signal cabinets will be wrapped as part of the Cabinet Replacement Program.

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**SUBJECT: Traffic Signal Cabinet Wraps – Selected Artists (City Wide) - Page 2  
of 2**

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Traffic signal cabinet wraps are a joint project by staff in the Tourism and Culture Division and Transportation Operations and Maintenance Division. Since 2019, staff have issued four calls for artists for new artwork and over 100 artworks have been installed.

For more information about the artwork selected, please contact Sarah Ehmke, Senior Project Manager – Placemaking and Animation by email at [Sarah.Ehmke@hamilton.ca](mailto:Sarah.Ehmke@hamilton.ca) or by phone at (905) 546-2424 Ext. 7505. For additional information about the Cabinet Replacement Program, please contact Mike Field, Manager, Transportation Operations by email at [Mike.Field@hamilton.ca](mailto:Mike.Field@hamilton.ca) or by phone at (905) 546-2424 Ext. 4576.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” - Traffic Signal Cabinet Wraps Artwork



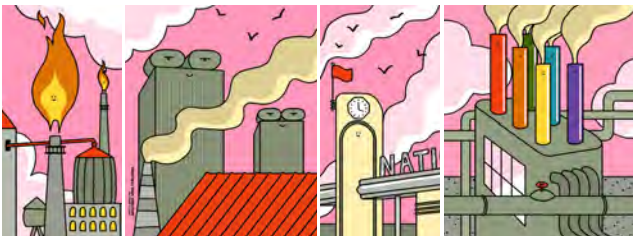
**ALLISON + CAM**  
*Wish You Were Here*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**ALLISON + CAM**  
*Life's A Beach*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**ALLISON + CAM**  
*Greetings From Steeltown*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**GABRIEL BARIBEAU**  
*Tour of the Jungle*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**HEIDI BERTON**  
*Birdwatching*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**MEGAN BLAKES**  
*City in the Jungle*  
TRAFFIC SIGNAL CABINET WRAPS 2023





**MEGAN BLAKES**  
*The Bustling City*

TRAFFIC SIGNAL CABINET WRAPS 2023



**LEE BONDZIO**  
*Dark Waters / Devil's Punchbowl*

TRAFFIC SIGNAL CABINET WRAPS 2023



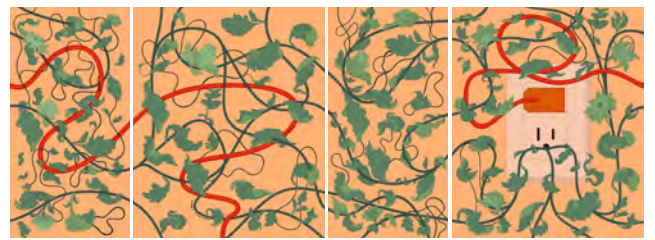
**LUCIA CACKOVIC**  
*Boundless Blooms*

TRAFFIC SIGNAL CABINET WRAPS 2023



**TARA CASTATOR**  
*Grounded*

TRAFFIC SIGNAL CABINET WRAPS 2023



**CHRIS ERSKINE**  
*The Beach Strip Lighthouse*

TRAFFIC SIGNAL CABINET WRAPS 2023



**MATTHEW FOSTER**  
*Birds of a Feather*

TRAFFIC SIGNAL CABINET WRAPS 2023





**ANTHONY GIOVANNETTI**  
*City Architecture and The Little Stories They Tell*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**TED HAMER**  
*Cardinals*  
TRAFFIC SIGNAL CABINET WRAPS 2023



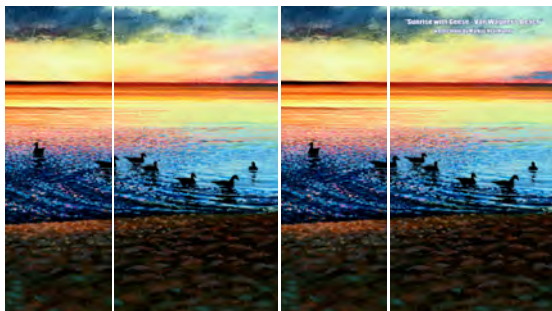
**JESS HANNIGAN**  
*Quilt of the Creatives*  
TRAFFIC SIGNAL CABINET WRAPS 2023



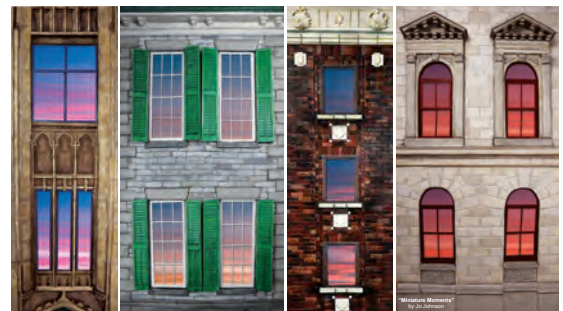
**MARKUS NEAL HUMBY**  
*Book Road Farm - Ancaster*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**MARKUS NEAL HUMBY**  
*Sunrise with Geese - Van Wagner's Beach*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**JO JOHNSON**  
*Miniature Moments*  
TRAFFIC SIGNAL CABINET WRAPS 2023





**LAURA KAY KEELING**  
*Untitled*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**LAURA KONYNDYK**  
*Flora and Fauna in Hamilton*  
TRAFFIC SIGNAL CABINET WRAPS 2023



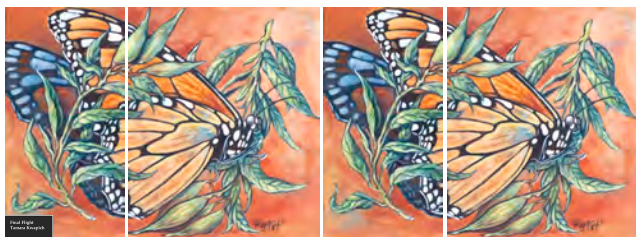
**JORDAN KOPOIAN**  
*The 905 Rocks*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**TAMARA KWAPICH**  
*Garden Visitor*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**TAMARA KWAPICH**  
*Final Flight*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**NICK LA ROCCA**  
*Labour Day Classic*  
TRAFFIC SIGNAL CABINET WRAPS 2023





**TRISHA LEIGH LAVOIE**  
*Hamilton Botanical*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**SIOBHAN LYNCH**  
*Spiral Dance*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**MARKO MARIC**  
*Four Views of Hamilton*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**MEL W. MARSHALL**  
*Art Crawl - Study 2*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**COLLEEN O'HARA**  
*Leapfrog*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**MAXWELL O'TOOLE**  
*We All Look At The Same Sunset*  
 TRAFFIC SIGNAL CABINET WRAPS 2023

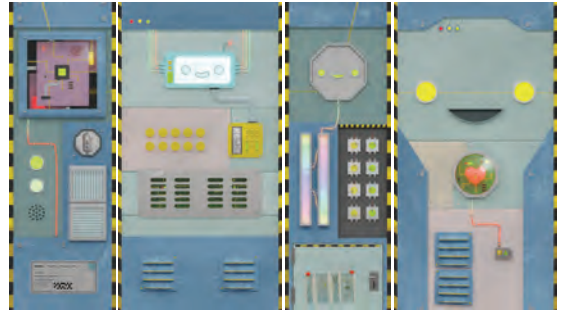




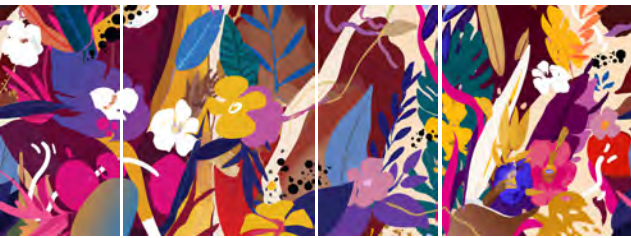
**KIMBERLY PAPP**  
*Birds of the Hammerhood*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**SIMON PENG**  
*Traffic Signal-Bot*  
TRAFFIC SIGNAL CABINET WRAPS 2023



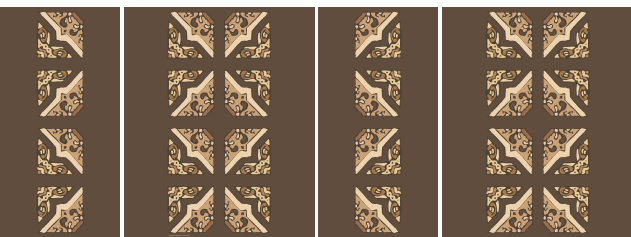
**CHRIS PEREZ**  
*Innovative Imagine Inclusion*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**LUKE PHILLIPS**  
*You Belong*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**KRISTOPHER PSARAKIS**  
*Family Tiles*  
TRAFFIC SIGNAL CABINET WRAPS 2023



**GORD PULLAR**  
*Hamilton Portage*  
TRAFFIC SIGNAL CABINET WRAPS 2023







**KYLE REED**  
*Summer Reading*

TRAFFIC SIGNAL CABINET WRAPS 2023



**ABIGAYLE RHODES**  
*Space Girl*

TRAFFIC SIGNAL CABINET WRAPS 2023



**MARIEL RUTHERFORD**  
*Getting My Steps In*

TRAFFIC SIGNAL CABINET WRAPS 2023



**LAURA SMITH**  
*Welcome to the Jungle*

TRAFFIC SIGNAL CABINET WRAPS 2023



**BASKA SZOSTAK**  
*Hidden Gems*

TRAFFIC SIGNAL CABINET WRAPS 2023



**DIANNE TWOMBLY**  
*Digging Hamilton*

TRAFFIC SIGNAL CABINET WRAPS 2023





**DIANNE TWOMBLY**  
*Hamilton Night Garden*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



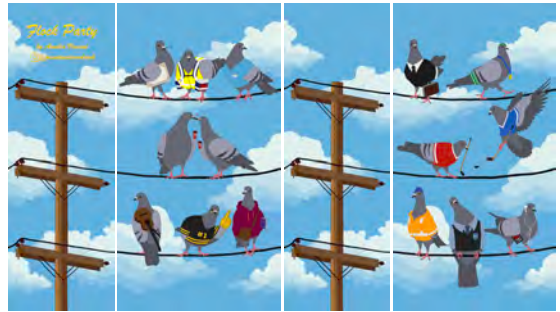
**LINDSAY VAN EKELENBURG**  
*Cormorants at Rest*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**LINDSAY VAN EKELENBURG**  
*Local Flora*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**AMELIA VINCENT**  
*Flock Party*  
 TRAFFIC SIGNAL CABINET WRAPS 2023



**KAYLA WHITNEY**  
*Alive and Well*  
 TRAFFIC SIGNAL CABINET WRAPS 2023





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 18, 2023
<b>SUBJECT:</b>	Update #3 Regarding 2023-2024 Winter Response Strategy (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Michelle Baird Director, Housing Services Division, Healthy and Safe Communities
<b>SIGNATURE:</b>	<i>Michelle Baird</i>

### COUNCIL DIRECTION

On September 13, 2023, Council approved that staff implement an annual Winter Response Strategy, from December 1, 2023, to March 31, 2024, through Emergency & Community Services report HSC23012(a) to support vulnerable individuals within the homelessness serving system.

On November 27<sup>th</sup>, 2023, and November 30<sup>th</sup>, 2023, Housing Services Division provided Communication Updates about enhancements to the Council approved winter response.

### INFORMATION

This Communication Update provides information on ongoing work underway to further enhance services which will complement the Council approved Annual Winter Response Strategy and already implemented enhancements.

As a result of continued collaboration with partners, an additional overnight warming space serving men will be operationalized. This collaboration is between the City of Hamilton and Good Shepherd Centres, who will utilize the former Cathedral Boys High School located at 378 Main St. East as part of the City's Winter Response Strategy.

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**SUBJECT: Update #3 Regarding 2023-2024 Winter Response Strategy (City Wide)**  
**- Page 2 of 2**

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This site will operate as a low-barrier overnight warming location, offering up to 50 spaces and will serve men, trans- and non-binary people impacted by homelessness. This location will operate seven days a week from 8:00pm to 8:00am.

Due to final operational and staffing requirements still underway, this site will be activated in the coming weeks in a phased approach, increasing up to the maximum 50 spaces. When an exact opening date is determined, the City will work with its community partners to ensure those that can benefit from these spaces are aware and the City's Winter Response Strategy webpage will also be updated.

This location has previously operated in similar capacities, having been utilized as a full temporary shelter location for up to 100 individuals in both the men's and women's serving systems during the City's COVID-19 Pandemic response.

Housing Services Division staff continue to work with other partners to explore options that can further be implemented to support pressures across the system. Updates will be provided as these services are finalized.

With these changes, the Winter Response Strategy overall from December 1, 2023, to March 31, 2024, includes:


- Warming Bus through Hamilton Transit operating nightly from 10 p.m. to 6 a.m., including onboard support through social service staff (all populations)
- 45 additional overnight warming spaces (serving women, trans- and non-binary people)
- 50 additional overnight warming spaces, once operational (serving men, trans- and non-binary people)
- 40 additional overnight drop-in spaces (serving women, trans- and non-binary people)
- 100 additional day-time drop-in spaces (all populations)
- 45 additional emergency shelter beds (serving men)
- Extended hours of operation at 3 designated Recreation Centres to act as a warming space (all populations)
- Extended hours of operation at the Hamilton Public Library Central location to act as a warming space (all populations)

Details on the Winter Response Strategy can be found on the City of Hamilton's website at the following page: [www.hamilton.ca/WinterResponse](http://www.hamilton.ca/WinterResponse)

For more information, please contact Rob Mastroianni, Manager Homelessness & Housing Support, at [Rob.Mastroianni@hamilton.ca](mailto:Rob.Mastroianni@hamilton.ca) or 905-546-2424 ext.8035.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 19, 2023
<b>SUBJECT:</b>	Interim service for weigh scale operation at the City's Waste Management facilities (WM2302) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Angela Storey Director, Waste Management Public Works Department
<b>SIGNATURE:</b>	

This Communications Update is to inform the Mayor and Members of Council about the interim service delivery of the weigh scales at the City's three Transfer Stations, Community Recycling Centres and Resource Recovery Centre as the current costs to support the service have reached \$250,000 under the City's Procurement Policy 10 – Emergency Procurements.

### Operations Update

In December 2018, the City of Hamilton awarded Contract C11-50-18 to Neptune Security Services Inc. for the operation of the weigh scales at the City's Transfer Stations, Community Recycling Centres and Resource Recovery Centre. The contract ended in May 2023 as the result of failure to meet the contract requirements due to the vendor's insolvency.

Through the City's Procurement Policy 10 – Emergency Procurements, the City retained Kavin Group (dba 2449983 Ontario Inc.) to provide temporary staffing services to operate the weigh scale houses and keep the sites open for municipal waste collection services, waste haulage, and public waste drop-off while Staff from the Waste Management Division and Procurement Section developed a new Request for Tender for this operation. Weigh scale house operations is an essential service to provide data entry used for billing for the waste facility operations contracts and receiving payment for waste delivered from residential and commercial customers at the City's Transfer Stations and Community Recycling Centres.

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**SUBJECT: Interim service for weigh scale operation at the City's Waste Management facilities (PW2302) (City Wide) - Page 2 of 2**

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As applicable, further information related to this service will be shared with Council as Staff and Procurement conclude the process to establish a new contract for the City's Waste Management weigh scale operations.


If you have any questions related to the operation of the weigh scales at the City's Waste Management facilities, please contact Rob Conley at (905) 546-2424, extension 7296.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 20, 2023
<b>SUBJECT:</b>	Ontario's Independent Electricity System Operator (IESO) (CFEM2311) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

The purpose of this Communications Update is to advise Council of a recent announcement from Ontario's Independent Electricity System Operator (IESO), announcing the plans to procure a total of 5,000MW of new energy producing resources (wind, hydro, biomass and solar). This is the first major renewables procurement made by the Province in seven years. Please see the full announcement in Appendix "A" attached to Communication Update CFEM2311.

These procurements will complement energy-storage projects currently in operation or being developed, representing as much as 3,000 MW of renewable energy on the grid by 2028.

Staff are reviewing the details of the recent announcement and will bring forward more information as it relates to relevant projects and future opportunities for the Municipality with regards to renewable energy production and storage.

The IESO's most recent forecasts confirmed that the province's electricity demand will continue to grow by roughly two per cent per year over the next 20 years.

Hamilton Renewable Power Inc. currently have two energy generation sites with energy supply contracts with IESO ending December 2027.

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**SUBJECT: Ontario's Independent Electricity System Operator (IESO)  
(CFEM2311) (City Wide) – Page 2 of 2**

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For more information, please contact Indra Maharjan, Director, Corporate Facilities & Energy Management Division at [Indra.Maharjan@hamilton.ca](mailto:Indra.Maharjan@hamilton.ca) or 905-546-2424 Extension 4617.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to CFEM2311 – The Canadian Renewable Energy Association – Dated  
Toronto, December 13, 2023





## Ontario announces first major renewables procurement in seven years

### The Canadian Renewable Energy Association (CanREA) applauds Ontario's Independent Electricity System Operator (IESO) for announcing plans to procure 5,000 MW of new wind, solar and other forms of renewable energy.

**Toronto, December 13, 2023**—CanREA applauds Ontario's Independent Electricity System Operator (IESO) for announcing its first major renewables procurement since March, 2016.

On December 11, the IESO provided a resource adequacy update to Ontario's Minister of Energy, entitled "Evaluating Procurement Options for Supply Adequacy," and [announced it is making plans to procure a total of 5,000 MW](#) of new energy-producing resources (wind, hydro, biomass and solar).

"This announcement provides a clear signal to our members that Ontario is ready for new renewable projects, said Eric Muller, CanREA's Director for Ontario. "This procurement will be a significant opportunity for our members to develop low-cost wind, solar and energy storage in Ontario to meet the province's growing needs."

CanREA has consistently advocated with the Ministry of Energy and the IESO for clear and timely procurement targets and longer-term procurement certainty for the market. This is now being addressed by the IESO's five-year (2024-2028), cadenced approach for upcoming procurements, including 2,000 MW of new non-emitting electricity generation by 2030 as part of the "Long-Term 2 Request for Proposals" (LT2 RFP), as well as 1,500 MW for 2032 and an additional 1,500 MW for 2034.

The IESO notes that these procurements will complement the energy-storage projects currently in operation or being developed, which could represent as much as 3,000 MW on the grid by 2028.

"Provinces across the country are investing in renewable energy and energy storage projects—Ontario will now be investing in both," said Vittoria Bellissimo, CanREA's President and CEO. "Ontario ratepayers will be well served with this additional, affordable, clean renewable energy on the grid."



Canadian Renewable  
Energy Association  
WIND. SOLAR. STORAGE.

Association canadienne  
de l'énergie renouvelable  
ÉOLIEN. SOLAIRE. STOCKAGE.

"On behalf of our members, CanREA is committed to working collaboratively with the government, the IESO and key decision-makers to address these challenges constructively," said Muller. "There is a lot more to do in Ontario, and we are looking forward to getting it done."

## Quotes

"This announcement provides a clear signal to our members that Ontario is ready for new renewable projects. This procurement will be a significant opportunity for our members to develop low-cost wind, solar and energy storage in Ontario to meet the province's growing needs."

—Eric Muller, Ontario Director, Canadian Renewable Energy Association (CanREA)

"Provinces across the country are investing in renewable energy and energy storage projects—Ontario will now be investing in both. Ontario ratepayers will be well served with this additional, affordable, clean renewable energy on the grid."

—Vittoria Bellissimo, President and CEO, Canadian Renewable Energy Association (CanREA)

"On behalf of our members, CanREA is committed to working collaboratively with the government, the IESO and key decision-makers to address these challenges constructively. There is a lot more to do in Ontario, and we are looking forward to getting it done."

—Eric Muller, Ontario Director, Canadian Renewable Energy Association (CanREA)

## For media inquiries or interview opportunities, please contact:

Communications  
Canadian Renewable Energy Association  
613-227-5378  
[communications@renewablesassociation.ca](mailto:communications@renewablesassociation.ca)


## About CanREA

The Canadian Renewable Energy Association (CanREA) is the voice for wind energy, solar energy and energy storage solutions that will power Canada's energy future. We work to create the conditions for a modern energy system through stakeholder advocacy and public engagement. Our diverse members are uniquely positioned to deliver clean, low-cost, reliable, flexible and scalable solutions for Canada's energy needs. For more information on how Canada can use wind energy, solar energy and energy storage to help achieve its net-zero commitments, consult "[Powering Canada's Journey to Net-Zero: CanREA's 2050 Vision](#)." Follow us on [Twitter](#) and [LinkedIn](#). [Subscribe to our newsletter](#) here. [Become a member](#) here. Learn more at [renewablesassociation.ca](http://renewablesassociation.ca).





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 22, 2023
<b>SUBJECT:</b>	Fire Prevention Order 30263 for Dundas Little Theatre (CFEM2312) (Ward 13)
<b>WARD(S) AFFECTED:</b>	Ward 13
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council of a recent Inspection Order the City received, Order 30263, in relation to the Fire Protection and Prevention Act, from the Hamilton Fire Department (HFD) December 6, 2023. The order has been sent to be posted on the City's website: <https://www.hamilton.ca/city-council/news-notices/ministry-orders>. The order was issued after an inspection by the HFD of the Dundas Little Theatre, 37 Market Street South identified operational practices that reduced fire safety measures and egress of the site. Please see Inspection Order in Appendix "A" attached to Communication Update CFEM2312.

This is a leased site and staff promptly addressed the issues and is working with the tenant to ensure future fire safety practices are maintained. All the items have been addressed and City Staff are waiting for the confirmation that the order been closed. At that time, we will move the order to the "Closed" tab. An order received from a regulatory authority is tracked through ARCHIBUS (Computerized Maintenance Management System) and will be discussed at Corporate Facility and Energy Management (CFEM) Management meetings. In response to this order a review of the lease agreement is being done by the Real Estate team.

We appreciate the efforts of City Staff as they continue to respond to protect public safety.

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**SUBJECT: Fire Prevention Order 30263 for Dundas Little Theatre (CFEM2312)  
(Ward 13) - Page 2 of 2**

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If you have any questions respecting this communication update, please contact Robyn Ellis, Manager of Strategic Planning & Capital Compliance at [Robyn.Ellis@hamilton.ca](mailto:Robyn.Ellis@hamilton.ca) or Extension 2616.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to CFEM2312 – Fire Prevention Order 30263 for Dundas Little Theatre

**INSPECTION ORDER**

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

Hamilton Fire Department  
Fire Prevention Division  
55 King William Street  
Hamilton, ON L8R 1A2  
Phone: 905-546-2424 ext. 7785  
Email: sam.siegel@hamilton.ca



**This Order is issued to:** City of Hamilton

On November 28, 2023, I, S. Siegel, an Inspector under section 19(1) of the *Fire Protection and Prevention Act, 1997* inspected the following property Owned by you:

**Property Location:** 37 Market Street South  
City Of Hamilton (formerly the Town Of Dundas)

Based on this inspection:

**Measures necessary to ensure fire safety at this property are ordered under section 21(1)(g) of the *Fire Protection and Prevention Act, 1997*.**

The reasons for this Order and the action required by this Order are set out on the following pages. You must complete the action required by this Order by: **January 8, 2024**.

The municipal building department should be contacted to determine if a building permit is required before starting any work. Under section 22(2) of the *Fire Protection and Prevention Act, 1997*, repairs, alterations or installations carried out in compliance with this Order, will be deemed not to contravene the Building Code established under the *Building Code Act, 1992*.

Other information, including information about the right to request a review of this Order by any person who considers themselves aggrieved by this Order, is also provided.

Signed,

S. Siegel, Fire Inspector  
Inspector under section 19(1) of the *Fire Protection and Prevention Act, 1997*

A copy of this Order is provided to the Chief Building Official as required by section 22(3) of the *Fire Protection and Prevention Act, 1997*, for Orders requiring repairs, alterations or installations to a building, structure or premises.

# INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

**PROPERTY DESCRIPTION:**

This property is a single storey assembly occupancy used as a theatre for the performing arts. The building is equipped with a fire alarm system, emergency lighting and fire extinguishers. There is a lobby area outside the main auditorium and a small wood and paint area adjacent to the theatre.

**Reasons for Order and Action Required:**

Item #	Reason and Action
1	<p><b>Fire Code Reference:</b>  <b>Division B 2.2.3.2.(1)(c)</b>                      Closures in fire separations shall be maintained to ensure that they are operable at all times by making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching.</p> <hr/> <p><b>Reasons:</b>                      At the time of inspection, the 45-minute rated self-closing door between the wood/paint shop and the theatre had its self-closing device disconnected.</p> <hr/> <p><b>Action Required:</b>                      Repair/replace door hardware to ensure proper closing and latching for the 45-minute rated self-closing door between the wood/paint shop and the theatre.</p>
2	<p><b>Fire Code Reference:</b>  <b>Division B 2.2.3.3.</b>                      Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure.</p> <hr/> <p><b>Reasons:</b>                      At the time of inspection, the 45-minute rated self-closing door between the wood/paint shop and the theatre had weather stripping along the edge, preventing the door from latching properly. Additionally, the self-closing rated doors between the lobby and auditorium had kickdown door stops that were propping the doors open, as was also found between the exit hallway and the costume change room.</p> <hr/> <p><b>Action Required:</b>                      Discontinue the practice of obstructing, blocking, wedging open or altering the following fire</p>

<h2 style="margin: 0;">INSPECTION ORDER</h2> <p style="margin: 5px 0;">Made under section 21 of the <i>Fire Protection and Prevention Act, 1997</i></p>
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Hamilton Fire Department

Inspection Order Number: 30263

	separation door(s) in any way that would prevent the door from closing: <ul style="list-style-type: none"> <li>a) Doors between lobby and auditorium.</li> <li>b) Door between costume room and exit hallway.</li> </ul>
<b>3</b>	<p><b>Fire Code Reference:</b>  <b>Division B 2.7.1.7.(1)</b>                  Means of egress shall be maintained in good repair and free of obstructions.</p> <hr/> <p><b>Reasons:</b>                  At the time of inspection, multiple egress paths of travel and exit doors were blocked by items, including but not limited to stage props and furniture.</p> <hr/> <p><b>Action Required:</b>                  Remove all items presently obstructing the following means of egress and exits and maintain these free of obstructions:</p> <ul style="list-style-type: none"> <li>a) Coat hangars and shelf near exit door in lobby.</li> <li>b) Large wood table in lobby spanning across main path of travel.</li> <li>c) Exit door behind stage and path of travel to this exit blocked by stage props and chairs.</li> </ul>
<b>4</b>	<p><b>Fire Code Reference:</b>  <b>Division B 2.7.3.3.</b></p> <p>(2) Emergency lighting unit equipment shall be inspected monthly to ensure that</p> <ul style="list-style-type: none"> <li>(a) the terminal connections are clean, free of corrosion and lubricated when necessary,</li> <li>(b) the terminal clamps are clean and tight as per manufacturer's specifications,</li> <li>(c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and</li> <li>(d) the battery surface is kept clean and dry.</li> </ul> <p>(3) Emergency lighting unit equipment shall be tested</p> <ul style="list-style-type: none"> <li>(a) monthly to ensure that the emergency lights will function upon failure of the primary power supply, and</li> <li>(b) annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.</li> </ul> <p>(4) After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.</p> <p>(5) Except as provided in Sentences (1) to (4), emergency lights shall be inspected at intervals not greater than 12 months to ensure that they are functional.</p>

**INSPECTION ORDER**

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

	<p>(6) Where emergency power for the lights referred to in Sentence (5) is provided from a system of batteries, the batteries shall be inspected and tested in accordance with the procedures set out in Sentences (2) to (4).</p> <p><b>Division B 1.1.1.2.(3)</b>                  Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.</p>
	<p><b>Reasons:</b>                  At the time of inspection there were no monthly or annual emergency lighting test records on site.</p>
	<p><b>Action Required:</b>                  Test and inspect the building's emergency lighting unit equipment in accordance with the manufacturer's specifications and instructions and in accordance with 2.7.3.3.(1)-(6) of the Ontario Fire Code. This will require the emergency lighting unit equipment to be:</p> <ul style="list-style-type: none"> <li>a) tested and inspected annually as described in the above regulations</li> <li>b) tested and inspected monthly as described in the above regulations.</li> </ul> <p>Any deficiencies noted as a result of the check, inspection or test as required above, shall be corrected to ensure the appliance, system or device operates as intended. When a test, corrective measure or operational procedure is conducted, a written record shall be prepared noting what was done and the date and time it was done.</p> <p>Refer to Item 6, for details on retaining written test records.</p>
<b>5</b>	<p><b>Fire Code Reference:</b>  <b>Division B 6.3.2.2.</b></p> <p>(1) Except as provided in Sentence (2), a fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".</p> <p>(2) Despite Clause 5.7.4.1.6. of CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", a UL listed smoke detector sensitivity instrument may be used to conduct annual sensitivity testing of smoke detectors.</p> <p>(4) A record of each device, component and circuit of the fire alarm system that is inspected and tested in accordance with Sentence (1) shall</p> <ul style="list-style-type: none"> <li>(a) indicate whether the device, component or circuit is in proper working order, and</li> <li>(b) be kept in accordance with Subsection 1.1.2.</li> </ul>



**INSPECTION ORDER**

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

	<p>(5) Where a fire alarm system is monitored to transmit a signal to the fire department, the owner shall record whether all signals from the tests conducted in Sentence (1), or other events, are received by the monitoring station, and records shall be kept in accordance with Subsection 1.1.2.</p> <p><b>Division B 1.1.1.2.(3)</b>                  Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.</p> <p><b>Reasons:</b>                  At the time of inspection there were no monthly or annual fire alarm system test records on site.</p> <p><b>Action Required:</b>                  Test and inspect the building's fire alarm system in accordance with Article 6.3.2.2. of the Ontario Fire Code which references CAN/ULC Standard S536-04, "Inspection and Testing of Fire Alarm Systems". This will require:</p> <ul style="list-style-type: none"> <li>a) A complete test and inspection of the building's fire alarm system now and annually hereafter</li> <li>b) A monthly test now and monthly hereafter and the daily check as described in the above regulations.</li> </ul> <p>Any deficiencies noted as a result of the check, inspection or test as required above, shall be corrected to ensure the appliance, system or device operates as intended. When a test, corrective measure or operational procedure is conducted, a written record shall be prepared noting what was done and the date and time it was done.</p> <p>Be advised that in accordance with Subsection 1.2.1. of Division C, it is your responsibility as owner to confirm that persons performing work on your fire alarm system shall have either successfully completed a fire alarm training program acceptable to the Fire Marshal or are supervised by a technician that has met these requirements. (see enclosed Appendix Y5 for your information / assistance) Written records of all annual tests <u>must contain the certification #</u> of the person supervising or conducting the test.</p> <p>Refer to Item 6, for details on retaining written test records.</p>
<p><b>6</b></p>	<p><b>Fire Code Reference:</b>  <b>Division B 1.1.2.1.(1)</b>                  If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.</p> <p><b>Division B 1.1.2.1.(2)</b></p>

## INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

If this Code requires an inspection to be conducted in a supported group living residence or an intensive support residence regulated under the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*, a written record shall be made noting what was inspected and the date and time of the inspection.

**Division B 1.1.2.1.(3)**

The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.

**Division B 1.1.2.2.(1)**

Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates

- (a) for a period of at least two years after being prepared, and
- (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.

**Reasons:**

At the time of inspection, there were no monthly or annual fire alarm or emergency lighting test records on site.

**Action Required:**

- a) Keep a written record available of tests required as referenced in Items 4 and 5. These records are to include corrective measures taken and are to be kept for a period of two (2) years after they are made:
  - i) Written records shall be retained so that the most recent and the immediately preceding records are available.
- b) The original or a copy of these test records is to be retained at the building for examination by the Chief Fire Official.

**NOTE:** A failure to conduct and keep records on site of the weekly, monthly and yearly testing of your building's life safety equipment/systems, presently and in the future, will result in an immediate charge for failing to comply with O.Reg. 213/07, as amended. Contact the Inspector who issued the Order to make arrangements for inspection of the test records.

***If work is not completed on the date(s) specified requiring a further re-inspection(s), each additional re-inspection(s) would be subject to a \$81.05 fee in accordance with City of Hamilton By-law 02-284, "By-law to Establish Fees for Fire Prevention and Suppression Services".***

# INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

## COMPLIANCE WITH ORDER:

The owner and/or occupant named on page 1 of this Order is responsible for compliance with this Order.

Under section 30 of the *Fire Protection and Prevention Act, 1997*, a person who fails to comply with an Order is guilty of an offence and, on conviction, is subject to a fine of up to \$20,000 for each day during which the non-compliance continues. A conviction or payment of the fine does not relieve the person from complying with the Order.

Compliance with this Order does not relieve the owner and/or occupant from compliance with other Fire Code requirements not referenced in this Order or with other applicable law such as the *Building Code Act, 1992* or the *Planning Act*.

## Service Information:

Served by: S. Siegel

Signature:  \_\_\_\_\_

This Order is served to each owner and/or occupant named on page 1 of this Order.

### Service to Owner and/or Occupant Named in Order:

City of Hamilton

Date: December 6, 2023

Owner     Occupant

Manner of service:

Personal     Regular letter mail     Email     Fax     Other [ \_\_\_\_\_ ]

**INSPECTION ORDER**  
Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

**ADDITIONAL PERSONS SERVED:**

A copy of this Order may be served to additional persons.

<b>Service to:</b>				Date: December 6, 2023
City Clerk – City of Hamilton				
<input checked="" type="checkbox"/> Director/Officer of Corporation	<input type="checkbox"/> Other	[REDACTED]		
Manner of service:				
<input type="checkbox"/> Personal	<input checked="" type="checkbox"/> Regular letter mail	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Other [REDACTED]

## INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Hamilton Fire Department

Inspection Order Number: 30263

### RIGHT TO REQUEST A REVIEW OF THIS ORDER:

Any person who is aggrieved by this Order may make a request to the Fire Marshal for a review of the Order. For more information, see Part VI of the *Fire Protection and Prevention Act, 1997*.

#### Important Information:


- A request to the Fire Marshal for a review of this Order must be made in writing and received by the Fire Marshal within **15 calendar days** after the Order is served.
- If you miss this deadline or if you need more time to make this request, you may apply to the Fire Marshal for an extension. Your application for an extension must be received by the Fire Marshal within **30 calendar days** after the Order is served. You must provide reasons why you need more time to request a review of this Order.
- You are not required to comply with this Order while it is under review by the Fire Marshal until a decision is issued, however, there may be exceptions where necessary for public safety.
- Following a review of this Order, the Fire Marshal may confirm, amend or rescind the Order, or may make a new Order. The Fire Marshal may also refuse to consider your request and refer the matter directly to the Fire Safety Commission. The Fire Marshal is not required to hold a hearing when conducting a review.

#### Instructions:

- A request to the Fire Marshal for a review of an Order, or an application to extend the time for requesting a review, may be made online at:  
[www.ontario.ca/firemarshal](http://www.ontario.ca/firemarshal)
  - Select 'Orders / Fire Marshal Reviews'.
  - Complete the online application form and upload a copy of the Order as an attachment.
- Alternatively, these requests may be made by either email, fax, or mail at:
  - Email: [OFMEMReviews@ontario.ca](mailto:OFMEMReviews@ontario.ca)
  - Fax: 416-628-3739
  - Mail: Fire Marshal – REVIEWS  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2nd Floor, Toronto, ON M3M 0B1
  - Contact the Office of the Fire Marshal and Emergency Management at 647-329-1100 to obtain a copy of the "Application for a Fire Marshal Review of an Order" form.
  - Complete and submit the form together with a full copy of the Order.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	December 30, 2023
<b>SUBJECT:</b>	Chedoke Creek Remediation Update - HW.23.12 (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Cari Vanderperk Director, Watershed Management Public Works Department
<b>SIGNATURE:</b>	

On October 30, 2023, the City of Hamilton (City) was granted an extension and subsequently issued an Amendment to Director's Order No.1-PE3L3 (Order) by the Ontario Ministry of the Environment, Conservation and Parks (MECP), to complete targeted dredging activities in Chedoke Creek by November 30, 2023. The remaining activities in the approved Chedoke Creek Workplan, including sediment transport and disposal, were to be completed by December 31, 2023.

As of December 30, 2023 all of the approximately 16,000 tonnes of sediment have been transported off-site, thereby meeting the December 31, 2023 Order deadline. Approximately 300 truckloads were required to remove all the sediment.

Site clean-up including dismantling the pond, berms and disposal of the berm material will continue into January (not subject to the MECP Order deadline), and the restoration of Kay Drage Park will begin in the Spring 2024, as soon as weather permits.

As previously communicated, the Order also requires the City to submit a report to the MECP, within one (1) month of the completion of the transportation of sediment, that the natural environment has been restored to pre-spill conditions and that further impairment to the natural environment will not occur as a result of the discharge to Chedoke Creek. This report will be publicly available once completed and posted to the City's website.

The project team appreciates the patience of the community and partners while we complete this very important work. For regular updates on project progress please

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**SUBJECT: Chedoke (City Wide) - Page 2 of 2**


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reference the story map on the Chedoke Creek Remediation website at [www.hamilton.ca/chedokecreekremediation](http://www.hamilton.ca/chedokecreekremediation).

**APPENDICES AND SCHEDULES ATTACHED - N/A**



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 8, 2024
<b>SUBJECT:</b>	Residential Zones Project (Reimagining Neighbourhoods) Public Engagement (Wards 1 to 12)
<b>WARD(S) AFFECTED:</b>	Wards 1 to 12
<b>SUBMITTED BY:</b>	Shannon McKie Acting Director, Planning and Chief Planner Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to provide Council with an update to the Community Outreach and Engagement activities that Planning staff initiated in November 2023 for the Residential Zones Project. An engagement plan was developed by City staff in consultation with other teams, including the Community Engagement Team. The Community Outreach and Engagement activities were introduced to Council in a previous Communication Update on November 8, 2023.

Through Reimagining Neighbourhoods, the City's residential zones are changing to enhance housing options in predominately low-rise residential neighbourhoods. The objective of the Community Outreach and Engagement activities is to provide homeowners, renters, developers, and the general public with access to information to understand how zoning changes will provide the opportunity for more housing choice and more affordable housing options and growth that is more sustainable and equitable across the City.

Community Outreach and Engagement activities undertaken by the City over the course of November and December 2023 included:

- Updated Residential Zones Project website, available at [www.hamilton.ca/residentialzoning](http://www.hamilton.ca/residentialzoning);
- Engage Hamilton launch on November 17, 2023 available at [www.engage.hamilton.ca/reimagining-neighbourhoods](http://www.engage.hamilton.ca/reimagining-neighbourhoods);

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**SUBJECT: Residential Zones Project (Reimagining Neighbourhoods) -  
Public Engagement (Wards 1 to 12) - Page 2 of 6**

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- Publication of an interactive Story Map, available at <https://storymaps.arcgis.com/stories/9f202598778c436f906f9154d9fbbf9d>, and Survey on November 17, 2023;
- Regular email updates and social media posts;
- Participation in a podcast interview with Global News and Building Hamilton in December 2023, to be released on January 6, 2024;
- Presentations to three Advisory Committees and the Development Industry Liaison Group (DILG); and,
- Facilitation of eight in-person community pop-up events.

The activities identified above are summarized at a high-level in this Communication Update, with the exception of the podcast interview to be published in January 2024. A summary graphic has been attached to this Communication Update to capture the work completed to date. Additional outreach and engagement are continuing in January 2024. A full summary of all engagement carried out for the Reimagining Neighbourhoods project will be incorporated into and appended to the Recommendation Report to Council presenting the proposed residential zone changes for Council's consideration.

## **Summary of Community Outreach and Engagement**

### **Project and Engage Hamilton Webpage**

The City of Hamilton updated the Residential Zones Project (Reimagining Neighbourhoods) webpage and launched the Engage Hamilton Reimagining Neighbourhoods microsite on November 17, 2023. The Residential Zones Project webpage contains important project related information, including the project phases, timing, important contact information to ask questions and submit comments, and a sign-up link for the project notification list. Visitors to the Residential Zones Project webpage are also enabled to click on a link to visit the Engage Hamilton Reimagining Neighbourhoods microsite.

The Reimagining Neighbourhoods microsite, hosted on the Engage Hamilton platform, was launched by the City to collect feedback from the public related to the Residential Zones Project. The microsite includes a project timeline and information about past and upcoming consultation and engagement events. It also includes Frequently Asked Questions (FAQs) about the project, as well as a direct link to the project Survey, described further in this Communication Update.

Since the Residential Zones Project webpage was updated, the webpage has been visited by over 1,200 users, with over 8,000 interactions with the webpage<sup>1</sup>. This

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<sup>1</sup> Data collected between November 17 and December 8, 2023

includes page views, scrolls, and clicks of different components on the webpage. The Residential Zones Project webpage remains active and will continue to be used by the City as a tool to inform the public about the Residential Zones Project.

### **Story Map and Survey**

The Reimagining Neighbourhoods Story Map and Survey were launched on the Engage Hamilton webpage on November 17th, 2023. The purpose of the Story Map was to inform members of the public about the Reimagining Neighbourhoods project. The Story Map was leveraged as a tool to educate members of the public about the expanded residential permissions in neighbourhoods, and the types of built form that could occur along the edges of neighbourhoods through the proposed Mid Rise Residential Zones. The Story Map described and provided visuals of the potential changes that could occur within and along the edges of neighbourhoods as a result of changes to residential zones proposed through the Residential Zones Project.

The Survey was open from November 17, 2023 to December 8, 2023. The Survey included a total of five multiple choice and open-ended questions. A total of 221 responses were received from members of the public who shared their priorities and feedback on the benefits of and concerns related to new housing options in Hamilton's neighbourhoods. A fulsome summary of the results and analysis will be provided in the Consultation summary report as noted above.

### **Video**

To further the public's understanding of the Reimagining Neighbourhoods project and to reach a wider audience through additional engagement tools, a series of videos are being produced to highlight aspects of the project. The first video provides an overview of the project by presenting what a reimaged neighbourhood may look like. This video was launched on the Engage Hamilton webpage on December 14, 2023 and subsequently promoted via the City's social media posts.

### **Social Media**

The City launched the Reimagining Neighbourhoods project to the City's various social media platforms. The purpose of these social media posts was to promote and inform the general public about the Reimagining Neighbourhoods project and communication and engagement activities. These posts provided a link to the Reimagining Neighbourhoods webpage and invited the public to view the Story Map and complete the Survey. Social media posts to the City's X (Twitter) and Facebook pages were published on November 17, 2023 and to LinkedIn on December 4, 2023. A subsequent social media post to the City's X and Facebook pages was published on December 21, 2023 to promote the Reimagining Neighbourhoods video and upcoming public

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**SUBJECT: Residential Zones Project (Reimagining Neighbourhoods) -  
Public Engagement (Wards 1 to 12) - Page 4 of 6**

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information meeting scheduled for January 18, 2024. Together, these posts have been reshared more than 15 times.

### **Advisory Committees and Other Committees**

City staff met with and provided a presentation to the following advisory and other committees:

- Development Industry Liaison Group (DILG) on November 20, 2023;
- Seniors Advisory Committee on December 1, 2023; and,
- Advisory Committee for Persons with Disabilities on December 12, 2023.

The purpose of the presentations was to inform members about the ongoing Reimagining Neighbourhoods project. City staff prepared a comprehensive presentation that provided background on the project and a summary of ongoing initiatives led by the City to provide housing choice in Hamilton's neighbourhoods.

Following the presentation, the Advisory Committee and DILG members were invited to ask questions and provide comments. City staff received minor questions and comments from participants, which were addressed and responded to by City staff.

### **Pop-Ups**

City staff hosted eight pop-up events throughout Hamilton between November 22, 2023, and November 29, 2023. The City also attended Hamilton Day on November 4, 2023 to advertise the pop-ups and invite residents and business owners attending Hamilton Day to participate in the upcoming pop-ups. During Hamilton Day, City staff visited the Locke Street Business Improvement Area, the International Village Business Improvement Area, and the Hamilton Farmer's Market.

Pop-up events were identified by City staff and the consultant team at WSP as an important approach to engagement for the Reimagining Neighbourhoods Residential Zones Project. Traditional engagement methods, such as public open houses, are often scheduled at inconvenient locations and times. Pop-ups reduce this barrier and allow people to engage in quick, accessible, and fun opportunities to share their experience, provide comments, and ask questions. They are an important tool to inform and educate broad audiences and can increase project visibility directly in the community. Importantly, pop-ups were leveraged by City staff as an intentional approach to engage seniors, youth, and families in a civic process and to expose them to a city-building initiative. The pop-ups were hosted in high-traffic areas such as community recreation centres and a shopping centre and were strategically located across the City.

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**SUBJECT: Residential Zones Project (Reimagining Neighbourhoods) -  
Public Engagement (Wards 1 to 12) - Page 5 of 6**

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Details of the pop-ups, including date, time, and location, are identified below:

<b>Date</b>	<b>Location</b>	<b>Time</b>
Wednesday, November 22, 2023	Stoney Creek Recreation Centre	6:00pm to 8:00pm
Wednesday, November 22, 2023	Valley Park Recreation Centre	6:00pm to 8:00pm
Friday, November 24, 2023	Morgan Firestone Arena	6:00pm to 8:00pm
Friday, November 24, 2023	Lime Ridge Mall	6:00pm to 8:00pm
Saturday, November 25, 2023	Lime Ridge Mall	2:00pm to 4:00pm
Monday, November 27, 2023	J.L. Grightmire Arena	6:00pm to 8:00pm
Monday, November 27, 2023	Sackville Senior's Centre	10:30am to 1:30pm
Wednesday, November 29, 2023	Bernie Morelli Recreation Centre	6:00pm to 8:00 pm

The objective of the pop-up events was to:

- Drive traffic to the Reimagining Neighbourhoods webpage on Engage Hamilton, and promote the webpage as a destination for all things related to Reimagining Neighbourhoods;
- Provide a method for the public to easily access the Story Map and Survey using a QR Code, to gather feedback from the public; and,
- Engage with individuals who may not typically participate in open houses and/or other forms of traditional engagement approaches to receive their feedback and inform them about the Reimagining Neighbourhoods project and provide an opportunity for the public to sign up to the project notification list.

**SUBJECT: Residential Zones Project (Reimagining Neighbourhoods) -  
Public Engagement (Wards 1 to 12) - Page 6 of 6**

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Two City staff members attended each pop-up event. City staff distributed informational postcards about the Project, engaged residents in discussion about the project and directed residents to the Residential Zones Project and Engage Hamilton microsite using the QR Code, specifically the Ideas Tool on Engage Hamilton to collect feedback. City staff recorded the following impressions from the pop-ups:

<b>Approximate Number of Attendees*</b>	402
<b>Postcards Distributed</b>	650
<b>Email Registrations</b>	36
<b>Survey Completions**</b>	5
<b>One-on-One Conversations</b>	110

\* Approximate number of attendees generally refers to the number of individuals who were present at the location during the time of the pop-up.

\*\* Survey completions indicates the number of surveys that were completed at the pop-up by using a tablet provided by the City.

### **Next Steps**

City staff continue to be available to meet one-on-one with Councillors to review details of proposed zoning changes within each Ward as requested. Outreach and engagement with the community will continue into the new year, including a public information meeting scheduled for January 18, 2024. A fulsome Consultation Report will be provided to document the outcomes of all Reimagining Neighbourhoods consultation events.

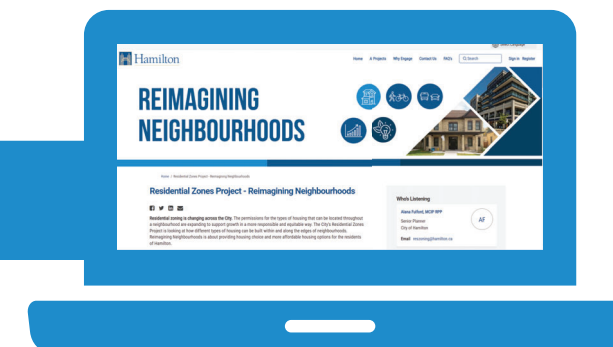
Please contact Shannon McKie, Acting Director, Planning and Chief Planner with any questions or comments or to set up a meeting to discuss the Residential Zones Project by email at [Shannon.McKie@hamilton.ca](mailto:Shannon.McKie@hamilton.ca) or by phone at (905) 546-2424 Ext. 1288.

### **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” – Engagement by the Numbers

# Reimagining Hamilton Engagement by the Numbers

Engagement Period: November 4 to December 12



## Project Webpage

**1,200** Visitors

**8,000** Interactions  
(Webpage views, scrolls, and clicks)

## Podcast Interview

 **1** Podcast interview

## Story Map and Survey

 **221** Survey Responses

## Advisory Committee Meetings

 **3** Meetings  
**65** Participants

## Community Pop-ups



**8** Pop-ups **402** Approximate Number of Attendees


**5** Survey Completions **36** Email Registrations

**650** Postcards Distributed **110** One-on-One Conversations





## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 8, 2024
<b>SUBJECT:</b>	Order to Comply - Fire Damage for Woodlands Park Washroom Located at 501 Barton Street East (CFEM2401) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>SUBMITTED BY:</b>	Indra Maharjan Director of Corporate Facilities & Energy Management Public Works
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council of a recent Order to Comply the City received in relation to the Building Code Act, from the Building Division January 2, 2024. The order has been sent to be posted on the City's website: <https://www.hamilton.ca/city-council/news-notice/ministry-orders>. The order to comply was issued after a fire damaged the washroom structure at Woodlands Park, 501 Barton Street East requiring the site to be secured immediately. Please see the Order to Comply in Appendix "A" attached to Communication Update CFEM2401.

The site has been well secured to make the site safe and prevent access. In addition, an engineer will be engaged to complete a structural stability assessment and advise for further works per the order. At that time, we will move the order to the "Closed" tab. An order received from a regulatory authority is tracked through ARCHIBUS (Computerized Maintenance Management System) and will be discussed at Corporate Facility and Energy Management (CFEM) Management meetings.

We appreciate the efforts of City Staff as they continue to respond to protect public safety.

If you have any questions respecting this communication update, please contact Robyn Ellis, Manager of Strategic Planning & Capital Compliance at [Robyn.Ellis@hamilton.ca](mailto:Robyn.Ellis@hamilton.ca) or Extension 2616.

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**SUBJECT: Order to Comply – Fire Damage for Woodlands Park Washroom  
Located at 501 Barton Street East (CFEM2401) (Ward 3) - Page 2 of 2**

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**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to CFEM2401 – Order to Comply – Fire Damage for Woodlands Park Washroom





PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
Building Division  
71 Main Street West, 3<sup>rd</sup> Floor  
Hamilton, Ontario, Canada L8P 4Y5  
Phone: 905.546.3950 Fax: 905.546.3934  
www.hamilton.ca

# Order to Comply – Fire Damage

Date Order Issued: Jan. 2, 2024

**Address to which Order applies:**

501 Barton St. E.

**Order issued to:**

City of Hamilton  
71 Main St. W.  
Hamilton, ON L8P 4Y5

The inspection on or about Jan. 2, 2024 at the above-referenced address found the following contravention(s) of the By-law as noted below.

You are hereby ordered to correct the contraventions itemized below by immediately.

Item	Reference	Description	Required action and compliance date
1.	Subsection 15.9(2) of the Building Code Act, 1992	The fire damaged building/structure is: a) Structurally inadequate or faulty for the purpose for which it is used; <u>or and</u> b) In a condition that could be hazardous to the health or safety of persons outside the building or persons whose access to the building has not been reasonably prevented causing the building to be unsafe.	1) Secure building and make safe; 2) Provide Professional Engineer's letter for the structural stability of the building(s); 3) Obtain building permit. <u>or</u> <u>demolition permit.</u>

**Order issued by:**

Name: Collin Potter

BCIN: 12066

Signature: [Signature]


Telephone No.: 905.546.2424 ext. 1389

**Note:**

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order may result in an Order to prohibit the use of or occupancy of the building and the Chief Building Official may cause the building to be renovated, repaired or demolished to remove the unsafe condition.
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members Board of Health
<b>DATE:</b>	January 8, 2024
<b>SUBJECT:</b>	Operation of a Take Home Drug Checking Pilot (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Julie Prieto Director, Epidemiology & Wellness Division Public Health Services
<b>SIGNATURE:</b>	

This communication provides Council with an update on implementation of a 12-month take home drug checking pilot.

Drug checking is an emerging community harm reduction approach to address the ongoing harms from a toxic unregulated drug supply. Take-home drug checking strips are a simple, accessible, and low-cost approach that allows individuals to test their own drugs to identify the presence of a single substance of concern (e.g., fentanyl, xylazine, etc.). This form of drug checking provides results indicating whether the substance of concern is present (i.e., yes or no), meaning that results do not indicate the amount of a substance found in a drug sample. Evidence regarding drug checking indicates that it can positively impact individual's behavioural intent and engagement in safer drug use behaviours (e.g., using with a friend, using slowly, etc.). A local survey of individuals accessing harm reduction supplies was completed with users accessing the Van services in November 2023 and found that most respondents indicated interest in receiving both fentanyl and xylazine drug checking strips to support safer substance use.

In June 2023, Council approved the implementation of a one-year drug checking and surveillance system pilot to be implemented in a manner satisfactory to the City Solicitor. Public Health Services consulted with Legal and Risk Management Services on the operation of a take home drug checking pilot and will implement the program as outlined below.

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For the twelve-month pilot Public Health Services intends to distribute both fentanyl and xylazine testing strips. The pilot will be implemented with the following measures:

- Education and training will be provided to staff and individuals on manufacturer's instructions on the use and limitations of test strips;
- Education to harm reduction clients will include information on how to use the test strips, storage, limitations, damage, and expiry dates of test strips in verbal, print and pictorial form;
- Additional supplies and instructions will be provided with test strips in pre-packaged kits, to help with convenience and ease of use for clients;
- The harm reduction phone line, staffed by Public Health Nurses will be available for any questions from clients during business hours; and,
- City website resources on harm reduction including general information, videos(s) and use instructions (or links to these resources) will be provided with the distributed test strips.

Public Health Services is currently finalizing the education and training materials and intends to launch the pilot in February 2024.

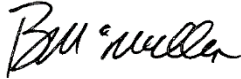
If you have any questions, or require additional information, please contact Julie Prieto, Director, Epidemiology and Wellness Division, Public Health Services at Ext. 3528 or [julie.prieto@hamilton.ca](mailto:julie.prieto@hamilton.ca).

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

Not Applicable.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 8, 2024
<b>SUBJECT:</b>	UPDATE – 2024 Development Charges Background Study and Draft By-laws (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

The City of Hamilton's existing Development Charges By-law is set to expire at the end of the day on June 12, 2024. A new Development Charges Background Study and By-law will be considered at Council prior to the date of expiration.

The 2024 Development Charges Background Study and the Draft Development Charges By-law are now available and posted to the City's [website](#).

In fulfillment of the direction received through Staff Report [FCS23040\(a\)](#), the materials released also include the proposed exemptions and other policies endorsed by Council for public consultation through Report [FCS23103](#) and the proposed Area Specific and Local Service Policies endorsed by Council for public consultation through Report [FCS23104](#). Staff have also sent a communication about the release of these materials to known stakeholders and individuals who have previously contacted staff regarding the Background Study and related documents.

There are several engagement opportunities for feedback from interested stakeholders:

1. General comments and questions can continue to be sent to staff via [DCBackgroundStudy@hamilton.ca](mailto:DCBackgroundStudy@hamilton.ca).
2. An in-person public engagement session is planned for Tuesday, January 23, 2024, from 7 to 9 p.m. in City Hall, Room 264. A panel of staff and the DC consultant will be available.

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**SUBJECT: 2024 Development Charges Background Study and Draft By-laws  
(City Wide) – Page 2 of 2**

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3. A virtual public engagement session is planned for Wednesday, January 24, 2024, from 10 a.m. to 12 noon. A panel of staff and the DC consultant will be available.
4. The Public Meeting required under the *Development Charges Act* is planned to be held at the February 22, 2024 meeting of the Audit, Finance & Administration (AF&A) Committee. Notice of this meeting will be placed in local newspapers and communicated through the City's social media channels.
5. Additional information on any of the above engagement opportunities can be requested via email to [DCBackgroundStudy@hamilton.ca](mailto:DCBackgroundStudy@hamilton.ca).

Following the public engagement sessions (January 23 and 24 as noted above) staff will bring a report forward to the statutory public meeting at AF&A on February 22, 2024. Public feedback from all meetings will be considered in a comprehensive staff report at AF & A in April 2024 prior to Council's endorsement and adoption of the by-laws by June 1, 2024.

**APPENDICES AND SCHEDULES ATTACHED**

None

CP/dt



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 11, 2024
<b>SUBJECT:</b>	Parking Standards Review Engagement (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Brian Hollingworth Director, Transportation Planning and Parking Planning and Economic Development Department
<b>SIGNATURE:</b>	<i>Brian Hollingworth</i>

The purpose of this Communication Update is to advise Council on upcoming engagement activities related to the on-going Parking Standards Review Project. In August 2023, Council received a Report on the Parking Standards Review (PED23156) and directed that Staff be authorized to proceed with public engagement on the proposed standards and related policies.

As presented in Report PED23156, proposed updates being considered as part of the Parking Standards Review will be updated with applicable zoning by-laws and include the elimination of minimum parking requirements in the Lower City and the Upper James Corridor, reductions in parking requirements for other areas, and the introduction of parking maximums. These changes are intended to streamline development approvals, contribute to more affordable housing, and help to facilitate more sustainable development.

In order to seek input on the proposed changes, a project website has been established along with a short survey on the Engage Hamilton platform which can be accessed via the following links:

- <https://engage.hamilton.ca/parking-standards-review>
- <https://www.hamilton.ca/build-invest-grow/planning-development/zoning/parking-standards-review>

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**SUBJECT: Parking Standards Review Engagement (City Wide) - Page 2 of 2**

In addition, information on the proposed Parking Standards will be presented as part of the Residential Zones Project Virtual Public Information Meeting on January 18, 2024, at 6:00 p.m. The Parking Standards Review will be promoted on the City's social media channels.


If you have any questions regarding this communication, please contact Brian Hollingworth, Director Transportation Planning and Parking at (905) 546-2424 Ext. 2953 or by email at [Brian.Hollingworth@hamilton.ca](mailto:Brian.Hollingworth@hamilton.ca).

**APPENDICES AND SCHEDULES ATTACHED**

Not Applicable.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 11, 2024
<b>SUBJECT:</b>	Hamilton Strategic Transportation Network Review (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Brian Hollingworth Director, Transportation Planning and Parking Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council of an upcoming Public Information Centre (PIC) for the Strategic Transportation Network Review.

The Strategic Transportation Network Review was initiated in Fall 2022 and is examining transportation infrastructure needs to support growth to the year 2041, with consideration for 2041 to 2051 growth. The transportation inputs will update the road, transit, and active transportation networks developed as part of the 2018 Transportation Master Plan (TMP) and include potential projects to support growth. The Strategic Transportation Network Review will:

- Align with the 2018 Transportation Master Plan Vision and Desired Outcomes;
- Identify projects that update the road, transit, and active transportation networks (along with supporting infrastructure) in the 2018 Transportation Master Plan;
- Include the anticipated timing and updated costs of each project; and,
- Provide recommended transportation projects to be included in the upcoming 2024 City of Hamilton Development Charges Background Study and By-law.

This Study is being conducted following the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment (EA), an approved process under the *Environmental Assessment Act*. The Environmental Assessment process includes extensive public engagement and consultation. Two rounds of consultation are being held, providing opportunities for the public to participate throughout the Study.

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**SUBJECT: Hamilton Strategic Transportation Network Review (City Wide) - Page  
2 of 2**

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Public Information Centre #2 (PIC #2) will be held in person at **Turner Park Public Library on Thursday, January 18, 6:00 p.m. – 8:00 p.m.** and a recorded presentation will be posted on the project webpage for public review and feedback (<http://engage.hamilton.ca/stnr>). The Notice of PIC #2 is attached as Appendix “A” to this communication.

If you have any questions regarding this communication, please contact Omar Shams, Project Manager, Mobility Planning - New Initiatives at (905) 546-2424 Ext. 7474 or by email at [Omar.Shams@hamilton.ca](mailto:Omar.Shams@hamilton.ca).

**APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” – Notice of Public Information Centre #2



## Notice of Public Information Centre #2

# Strategic Transportation Network Review

## Strategic Transportation Network Review Description

The City of Hamilton is conducting a **Strategic Transportation Network Review (STNR)**. The STNR will determine the short and long-term transportation needs to support servicing requirements to the year 2041 with consideration for 2041-2051. The STNR will:

- Align with the 2018 Transportation Master Plan Vision and Desired Outcomes.
- Identify projects that update the road, transit, and active transportation networks (along with supporting infrastructure) in the 2018 Transportation Master Plan.
- Include the anticipated timing and updated costs of each project.
- Provide recommended transportation projects to be included in the upcoming 2024 City of Hamilton Development Charges Background Study and By-Law.

## Study Process

This study is being conducted in accordance with the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment (EA), an approved process under the *Environmental Assessment Act*. The EA process includes extensive public engagement and consultation. Two rounds of consultation are being held, providing opportunities for the public to participate throughout the study.

## Public Information Centre #2

January 18 - February 2, 2024

## We Want Your Input!

You are invited to participate in the second round of public consultation. Please visit the study's webpage at [engage.hamilton.ca/stnr](https://engage.hamilton.ca/stnr) to learn more about the study. You are also invited to attend the second and final public information centre to learn more about the STNR draft recommendations for Hamilton's road, transit, and active transportation networks.

A recorded presentation, questionnaire, and interactive map will be available on the study's webpage.

## In-Person Event

January 18, 2024, 6 PM – 8 PM  
Turner Park Public Library  
352 Rymal Road East  
Hamilton, ON  
L9B 1C2

If you have any comments or questions regarding this study please contact:

### Omar Shams C.E.T.

Project Manager  
City of Hamilton  
100 King Street West, 9<sup>th</sup> Floor  
Hamilton, ON L8P 1A2  
905-546-2424 ext. 7474  
omar.shams@hamilton.ca

### Scott Johnston, P.Eng.


Consultant Project Manager  
Arcadis  
55 St. Clair Avenue West  
Toronto, ON M4V 2Y7  
416-596-1930 ext. 65503  
hamiltonnetworkreview@arcadis.com



*With the exception of personal information, all comments submitted will become part of the public record of the study. This notice was first published **January 9 & 12, 2024***



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members Board of Health
<b>DATE:</b>	January 11, 2024
<b>SUBJECT:</b>	Enforcement of Immunization of School Pupils Act (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Jordan Walker Director, Communicable Disease Control Division Public Health Services
<b>SIGNATURE:</b>	

This communication is to provide Council with an update on Hamilton Public Health Services Vaccine Programs as we are approaching the restart of one element of our immunization program post pandemic, the enforcement of the *Immunization of School Pupils Act*. This program element can lead to questions from the public.

Our immunization programs work to prevent vaccine-preventable diseases and prevent outbreaks of vaccine-preventable disease. Vaccines are one of the most important and effective interventions we have to keep people healthy and prevent diseases. Ensuring high vaccination rates in our schools helps to protect both the vaccinated and those that are at risk of severe disease but cannot be vaccinated (e.g., individuals who cannot be vaccinated due to medical or religious reasons).

Public Health Services' role in immunization programs is to:

- Promote and provide advice about immunization to the public and health care professionals and organizations;
- Distribute publicly funded vaccines to all providers in Hamilton except pharmacies;
- Monitor to ensure the proper storage of vaccines;
- Directly provide vaccines for select circumstances, including:
  - Grade 7 school-based vaccines, including Grade 8 catch-up;
  - COVID-19 and influenza, focusing on the most vulnerable, equity deserving populations; and,
  - Catch-up clinics for those behind in vaccinations, with a particular focus on easing access for equity deserving populations and those without a primary care provider.

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- Screening vaccination records for all children in school and childcare to ensure they are up to date with vaccinations, and providing reminders to get up to date; and,
- For school children, where the above efforts have failed to ensure that children are vaccinated in keeping with legislation, or a valid reason for an exemption provided, enforcement as required under the *Immunization of School Pupils Act*.

Information about our vaccine programs and services can be found here:  
[www.hamilton.ca/immunization](http://www.hamilton.ca/immunization).

During the COVID-19 pandemic there was a decrease in overall immunization rates among children for routine childhood and school-age vaccinations. Response to the COVID-19 pandemic impacted the ability of both Public Health Services and primary care to provide access to immunization services. Beginning in March 2022, Public Health Services began offering catch-up vaccinations at our then operational COVID-19 mass immunization clinic, and our monthly community catch-up clinics were reopened in January 2023. In the fall of 2022, Public Health Services resumed school-based clinics for Grade 7 vaccinations and offered catch-up for Grade 8 students. Additionally in the spring of 2023 broad catch-up clinics were offered in high schools for students in Grades 9 to 12 who may have missed vaccinations during the pandemic, with additional catch-up clinics offered for high school catchment areas over the summer of 2023.

While vaccination rates post-pandemic have improved, the percentage of students with an up-to-date vaccine record continues to be lower compared to pre-pandemic, both in Hamilton and province-wide. Historically, enforcement of the *Immunization of School Pupils Act* has been necessary to achieve compliance with the *Act* and ensure vaccination rates reach levels high enough to limit transmission and prevent outbreaks.

The *Immunization of School Pupils Act* is an Ontario law that requires children under the age of 18 years attending school to have an up-to-date immunization record, or valid exemption, on file with their local public health unit for designated publicly funded childhood immunizations. Annually, Public Health Services assesses the vaccination records of all children attending school and where there are vaccination records missing for those vaccines required under the *Immunization of School Pupils Act*, notices are sent to parents and guardians. If the required immunizations are not up to date, or a valid exemption submitted, notice is given to the child's school to suspend the child from school until this is addressed. Primary care is aware and collaborates in making vaccines as accessible as possible during these times, as does Public Health Services. The screening and notification process resumed in January of 2023.

Beginning in Q1 2024, Public Health Services will restart the enforcement of the *Immunization of School Pupils Act* focusing at this time on Grades 9 to 12. For students in those grades where vaccine records were outstanding, initial notices were distributed

in November of 2023. Follow-up notices will be distributed later this month and will inform them that if immunizations are still missing, suspension from school would take effect the week of March 5, 2024. As soon as Public Health Services is provided with the required information, the suspension will be rescinded, and the school is advised that the student may return.

Public Health Services makes every effort to get vaccines to kids and families during this time, both through primary care and our own clinics, so that suspensions can be prevented or kept as short as possible. To support students to ensure compliance with the *Act*, Hamilton Public Health Services will be engaging primary care providers locally on the suspension process and planning, advising of the potential for patients to reach out seeking additional vaccinations, and the importance of parents and guardians reporting these vaccinations to Public Health Services. Public Health Services will be attending high schools in Hamilton during the month of January and February to offer opportunity for catch-up records assessment and vaccination. Additionally, Public Health Services is increasing the frequency of our community catch-up clinics to weekly, to support those clients who may be unable to access or unattached to primary care. Throughout the week of March 4-8, 2024, Public Health Services will hold clinics for those students who may be suspended and still require additional vaccinations.

Public Health Services will provide further information on the Vaccine Program's roles and responsibilities under the *Immunization of School Pupils Act* in a report to the February 2024 Public Health Committee.


If you have any questions, or require additional information, please contact Jordan Walker, Director, Communicable Disease Control Division, Public Health Services at Ext. 7365 or [jordan.walker@hamilton.ca](mailto:jordan.walker@hamilton.ca).

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

Not Applicable.



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 12, 2024
<b>SUBJECT:</b>	Procurement Policy 10 - Digester 3 Emergency Repairs - HW2401
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Shane McCauley Director, Water & Wastewater Operations Public Works Department
<b>SIGNATURE:</b>	

Mayor Horwath and Members of Council, the purpose of this Communication Update is to satisfy the notification requirement in accordance with Procurement Policy By-law No. 22-255, Policy 10; and is related to the emergency repairs that were required due to an upset of Digester #3 at the Woodward Wastewater Treatment Plant (WWTP).

On February 5, 2022, Hamilton Water - Plant Maintenance and Technical Services declared an emergency, as defined in the Procurement Policy By-Law 22-255.

Digester #3 at the Woodward Wastewater Treatment Plant (WWTP) suffered a process upset that caused a pressure increase until the digester cover lifted and damaged the cover support beams. The upward force deformed the beams and caused the welds to fracture where the beams connected to the outer thrust ring and radial beams.

CIMA + Engineering was retained for Consulting Services to assess the damage and provide contract management services during the repairs to Digester #3. Maple Reinders was engaged as the contractor to complete the remediation work.

Prior to commencement of the repair work, the digester was required to be cleaned out. WESSUC Inc. was retained to remove, appropriately track, and dispose of the contents to a registered landfill. The final cost of the solids clean-out was \$1,433,133.51.

Thereafter, Maple Reinders completed their work as of August 2023 marking the end of the emergency work. The final cost for Maple Reinders to complete the required repairs under Procurement Policy 10 was \$3,248,709.00, necessitating a notification to Council.

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**SUBJECT: Procurement Policy 10 – Digester 3 Emergency Repairs (HW2401)  
(City Wide) – Page 2 of 2**

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For further information, please contact Danny Locco, Manager of Plant Maintenance and Technical Services at (905) 546-2424, extension 5487.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 16, 2024
<b>SUBJECT:</b>	Hamilton Stormwater Financial Incentive Program Update (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
<b>SIGNATURE:</b>	

This Communication Update provides information regarding the Engagement for the proposed stormwater financial incentive program. It includes some historical background information on the stormwater funding review and the feedback received for the proposed incentives program.

### Stormwater Incentives Program Engagement

As previously advised, the City of Hamilton is changing its stormwater funding model and asked property owners and residents for feedback on a new stormwater incentive program. Feedback on the proposed financial incentive program will be considered as part of a change in how stormwater management is funded at the City.

Engagement to help shape plans for the proposed Stormwater Incentive Program took place from October 31, 2023, to January 8, 2024. A [Stormwater Incentive Program | Engage Hamilton](#) webpage was set up. This site received 3.26 K visits between October 31, 2023, and January 8, 2024.

Individuals participated by taking a survey, joining a virtual meeting or attending an in-person open house. Individuals were able to submit questions to the project team through this site or by emailing [StormwaterFundingReview@hamilton.ca](mailto:StormwaterFundingReview@hamilton.ca). This inbox will remain active through implementation and go-live. Additionally, an educational video around the Stormwater Management Program was created by the City's consultant, AECOM, and posted on several City sites.

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Three distinct surveys were available through [Stormwater Incentive Program | Engage Hamilton](#): one for residents and residential property owners; one for industrial, commercial, institutional (ICI) and large multi-residential property owners and operators; and one specific to agricultural / farm properties. Individuals were also able to fill out a hard copy survey and submit it to the project team. The survey yielded responses from 471 residential, 36 ICI and multi-residential properties with greater than six units and 276 agricultural property owners. The Stormwater Funding Review inbox has also fielded over 100 questions and comments from residents, the majority of these being agricultural or rural property owners.

Public Information sessions included:

- Two virtual meetings were held as follows via Zoom focusing on two distinct sectors.
  - November 7, 2023 – 2:30 to 4:00 p.m.
  - November 7, 2023 – 7:00 to 8:30 p.m.
- Two in-person open house events were held with the project team. The project team provided information boards available for questions and feedback on the proposed incentive program. A presentation was also provided followed by a question-and-answer period.
  - November 15, 2023 – 6:30 to 8:30 p.m. – Hamilton City Hall, Council Chambers, 71 Main Street West, Hamilton
  - November 16, 2023 – 6:00 to 8:00 p.m. – Ancaster Fairgrounds, 630 Trinity Road South, Ancaster
- November 30, 2023, Agriculture and Rural Affairs Sub-Committee meeting, Stormwater Financial Incentives program presentation.

The project team has begun to analyze the results of the three distinct surveys, as well as feedback received via email and at the virtual and in-person open houses. The in-person open house at the Ancaster Fairgrounds was well attended by individuals representing the agricultural sector and the participants of the surveys can be broken down into essentially three constituency groups: residential (from across Hamilton), agricultural and industrial, commercial, institutional and large multi-residential.

On December 13, 2023, Council approved the following direction with respect to the Stormwater Financial Incentive Program:

- (a) That staff, in the report back regarding the implementation of a Stormwater Incentives Program, include specific recommendations regarding a stormwater rate structure and incentives program that recognizes rural agricultural properties as different from Industrial, Commercial, Institutional and Multi-Residential properties; and

- (b) That staff clearly explain the financial impacts of the stormwater rate structure and incentives program for rural agricultural properties, including alignment to the Council approved guiding principles: Fair and equitable, Climate resilient and environmentally sustainable, Affordable and financially sustainable, Justifiable, and Simple.

In response to the preceding motion, as well as, similar themes received in the public feedback, the project team is working on enhancements to the draft Storm Incentive Programs that align with the Review Guiding Principles approved by Council in November 2022. Staff is developing a unique “made in Hamilton” incentive program for ICI, agricultural and multi-residential properties with greater than six units that will include a multi-stream credit program unlike other municipalities.

The preliminary credit program that is being considered will consist of three streams for ICI, agricultural and multi-residential properties with greater than six units:

- **Green Space Credit** – would take into consideration the pervious to impervious ratio of a property. Preliminary analysis of the Green Space credit could reduce Base Storm charges by up to 97% based on the ratio of hard surface to the total softscape of the property. Properties that will likely benefit from this credit include farms, parks, schools, golf courses, cemeteries and other large properties with large amounts of permeable surfaces.
- **Hamilton Harbour Discharge Credit** – up to a 90% credit (reduction on their stormwater fee) if the property owner can demonstrate that the properties’ stormwater fully discharges to Lake Ontario which is Provincial jurisdiction.
- **Stormwater Management Infrastructure Credit** – Property owners will be able to apply for a credit (i.e., reduction on their stormwater fee) if they reduce the quantity or improve the quality of stormwater that runs off their property. The various criteria and associated credit are summarized in Table 1 of this Communication Update. To apply for the credit, property owners will need to show that they have and maintain measures on their property to meet the proposed credit criteria.

**Table 1**

<b>Stormwater Objective</b>	<b>Maximum Credit Amount (Total Max. 50%)</b>	<b>Description</b>	<b>Example Measures</b>
<b>Slow it down</b> (peak flow reduction)	40%	Percent reduction of the 100-year storm post-development flow to pre-development conditions of the site.	Detention ponds, cisterns
<b>Clean it up</b> (water quality)	25%	Remove ammonia, sediment, and phosphorous. Remove 60% to 70% sediment (based on receiving waters).	Oil-grit separators, treatment facilities
<b>Soak it up</b> (volumen reduction)	40%	Percent capture of first 28 mm of rainfall during a single rainfall event.	Infiltration facilities/rain gardens, re-use facilities, pervious pavers
<b>Prevent it first</b> (pollution prevention)	15%	Develop and implement a pollution prevention plan.	Salt management plan, pesticide/manure management, sweeping, spill response plan, public education etc.

Note: property owners will not be eligible for more than one stream of the program.

The Residential Stormwater Incentive Program as outlined below, drafted in summer 2023 remains unchanged and consistent with the engagement feedback received by residents. Staff is having further discussion with local non-profit Green Venture regarding a formal partnership to enhance their existing Naturehood’s program. The program would provide on-site guidance to implement stormwater measures that would be subsidized by the City. This approach would be similar to residential subsidized incentive programs offered in Guelph, Kitchener and Waterloo.

**Draft Residential Stormwater Incentive Program**

Single-family residential and multi-residential properties with six or fewer units will be able to access subsidized programs that provide:

- A grant (subsidy) for the disconnection of downspouts, installation of a backwater valve, and other eligible works that help to reduce the risk of basement flooding;
- In-person advisory services on how properties can reduce their stormwater water runoff;
- How-to information/publications on how properties can reduce their stormwater runoff; and
- A grant (subsidy) for the installation of rain barrels, rain gardens, bioswales, pollinator gardens, or permeable surfaces and other measures that reduce the quantity and improve the quality of stormwater runoff from residential properties.

## **Next Steps**

Staff will be bringing forward a recommendation report to the General Issues Committee expected in Q2 of 2024. This will include a fulsome summary of the engagement process and feedback received, a detailed outline of the enhanced Stormwater Financial Incentive Programs, provide stormwater fee profiles of various property types and will identify staff requirements to administer the Incentive Programs and ongoing Stormwater Fee program.

Following approval of the Incentive Program, the planned communication strategy will focus on the implementation of the new stormwater fee, including:

- Updates to the Engage Hamilton webpage (survey / consultation summary, next steps, etc.)
- Updates to other City websites regarding implementation (who will be billed – when and how, approved credit program, credit application process, residential incentive program)
- Development of an online “calculator” showing what a property would be charged
- Bill inserts with information about the upcoming stormwater fee
- On-going monitoring of the stormwater funding review email

## **City of Hamilton Stormwater Funding Background**

On July 12, 2019, Council passed a motion that directed staff to review a Stormwater Rate Program for the City of Hamilton and report back to the General Issues Committee (GIC) with a framework and options for implementation. Report PW19109 was presented to GIC on December 4, 2019, and outlined other municipal stormwater rate programs, as well as a preliminary fee structure developed from the guiding principles identified within the Report.

On June 22, 2022, Corporate Services staff provided a report to the Public Works Committee that recommended engaging a consultant to undertake a holistic Stormwater Funding Review (Review). Report FCS22043 outlined three phases for the project including Discovery, Detailed Analysis and Implementation. The estimated timeline to report back with the results of the Review, conduct public consultation and provide a recommended stormwater funding model was June 2024. In addition to approving the engagement of a consultant and related funding, staff was directed to report back to the General Issues Committee to provide Guiding Principles for consideration that would direct the evaluation of alternative stormwater rate funding structures as part of the Review.

On November 30, 2022, the General Issues Committee approved Guiding Principles for the Review as follows:

- Fair and equitable
- Climate resilient and environmentally sustainable
- Affordable and financially sustainable
- Justifiable
- Simple to understand and manage

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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: Hamilton Stormwater Financial Incentive Program Update (City Wide) –  
Page 6 of 6**

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On January 25, 2023, Council approved the following direction with respect to the Review:

- (a) That staff be directed to report back to the General Issues Committee (GIC) in the second quarter of 2023 on the steps and resources required to implement a dedicated user fee for stormwater services, with an implementation date no later than January 2025; and
- (b) That, in addition to the guiding principles that may be adopted by Council through Report FCS22043(a), staff be directed to include all aspects of the City's stormwater services to be funded from the revenues associated with this dedicated user fee.

The January 2023 Council motion essentially fast tracked the Review timeline a full year from an original reporting timeline of June 2024 to June 2023. An unintended impact of the accelerated timeline was that there was not sufficient time to incorporate a comprehensive public engagement plan regarding the Review results and / or the recommended future funding model (often referred to as the Rate Structure). Staff and the consultant (AECOM) did provide three education sessions with Councillors and the Mayor in early February 2023.

On June 28, 2023, Council approved a Stormwater Rate Structure that will become effective September 1, 2025. Staff has been directed to develop and report back regarding the implementation of a Stormwater Incentives Program once a public engagement has been undertaken. Staff expect to report back on the incentives program in Q2 2024.

On December 13, 2023, Council approved the following direction with respect to the Stormwater Financial Incentive Program:

- (a) That staff, in the report back regarding the implementation of a Stormwater Incentives Program, include specific recommendations regarding a stormwater rate structure and incentives program that recognizes rural agricultural properties as different from Industrial, Commercial, Institutional and Multi-Residential properties; and,
- (b) That staff clearly explain the financial impacts of the stormwater rate structure and incentives program for rural agricultural properties, including alignment to the Council approved guiding principles: Fair and equitable, Climate resilient and environmentally sustainable, Affordable and financially sustainable, Justifiable, and Simple.

**APPENDICES AND SCHEDULES ATTACHED**

N/A

JS/dt



# COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 16, 2024
<b>SUBJECT:</b>	Update #6 – Gage Park Tropical Greenhouse Roof Panel Investigation (CFEM2402) (Ward 3)
<b>WARD(S) AFFECTED:</b>	Ward 3
<b>SUBMITTED BY:</b>	Indra Maharjan Director, Corporate Facilities & Energy Management Public Works Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to satisfy the notification requirement in accordance with Procurement Policy By-law No. 22-255, Policy 10 – Emergency Procurements. This emergency was a result of failed roof panels that were dislodged from their frames during inclement weather at the Gage Park Tropical Greenhouse. The final cost to complete the necessary repairs was \$256,368.25.

Background: On July 26, 2023, the General Manager, Public Works supported Corporate Facilities and Energy Management’s request that an emergency be declared, as defined in the Procurement Policy By-Law No. 22-255. The details of the emergency are as follows: roofing panels were being dislodged from their frames during inclement weather. The emergency was declared as a result of a structural consultant’s investigative work, to effect emergency temporary repairs to the Tropical Greenhouse roof ensuring the health and safety of the public and staff. The contractor successfully completed the repairs and site restoration in October 2023.

The greenhouse was closed to the public, commencing July 24, 2023, and was reopened to public on October 16, 2023. Success for the Corporate Facilities & Energy Management team was working with our client groups to ensure essential usage of the site was prioritized and made safe for public and staff. This includes access to the West side of the property for the Festival of Friends and access for staff into the Tropical Greenhouse to facilitate maintenance and care of the plants.

**SUBJECT: Update #6 – Gage Park Tropical Greenhouse Roof Panel Investigation  
(CFEM2402) (Ward 3) - Page 2 of 2**

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If you have any questions respecting this communication update, please contact Robyn Ellis, Manager of Strategic Planning & Capital Compliance at [Robyn.Ellis@hamilton.ca](mailto:Robyn.Ellis@hamilton.ca) or Extension 2616.

**APPENDICES AND SCHEDULES ATTACHED**

N/A



## COMMUNICATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	January 18, 2024
<b>SUBJECT:</b>	Poet in Place 2024-2025 (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	John Summers Acting Director, Tourism and Culture Planning and Economic Development Department
<b>SIGNATURE:</b>	

The purpose of this Communication Update is to advise Council that Lishai Peel has been selected as Hamilton's first Poet in Place.

Lishai Peel is a Hamilton based writer, spoken word artist and community-engaged consultant with over a decade of experience working in the arts and culture sector. As well as being a working writer, Lishai has freelanced for various institutions and youth serving organizations, supporting them to think through matters of access, representation and equity in the arts. Lishai's approach is fuelled by a recognition that people know what is best for their communities and any work that is carried out, programming or advocacy, must be deeply rooted in local contexts.

As a spoken word artist, Lishai has performed in over 300 venues across the country. Her writing has won awards with The Malahat Review, The Vancouver Writers Fest and the Writers' Trust of Canada. Her essays and poems have been published by Book\*hug Press, Room Magazine, Lilith Magazine, Hey Alma, Middleground Magazine, Arc Poetry Magazine, The Malhat Review, Illanot Review and others. Lishai has an MFA in creative writing from Guelph University and works as the Executive Director of gritLIT, Hamilton's festival of readers and writers.

All applications to the Poet in Place program were reviewed by a selection committee comprised of poets, literary artists and individuals with project and placemaking experience. During the adjudication process, Lishai's application achieved the highest score and her work received high praise. In particular, the selection committee

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## **SUBJECT: Poet in Place 2024-2025 (City Wide) - Page 2 of 2**

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recognized her poetic voice, impactful performance ability, and her experience in creative project management. They also noted the high level of community engagement demonstrated in Lishai's application and the potential to build connections between the public and the poetic arts through the power of words.

In the role of Poet in Place for 2024-2025, Lishai Peel will perform original works at select city events and programs, enhance public spaces through poetry projects and deliver workshops in partnership with the Hamilton Public Library. Rooted in creative placemaking, the Poet in Place program will create meaningful opportunities for Hamiltonians to engage with the poetic arts.

For more information about the Poet in Place program visit [hamilton.ca/PoetInPlace](https://hamilton.ca/PoetInPlace) or please contact Sarah Ehmke, Senior Project Manager – Placemaking and Animation by email at [Sarah.Ehmke@hamilton.ca](mailto:Sarah.Ehmke@hamilton.ca) or by phone at (905) 546-2424 Ext. 7505.

### **APPENDICES AND SCHEDULES ATTACHED**

Not Applicable.

**Authority:** Item 14, Committee of the Whole Report 01-003 (FCS01007)  
CM: February 6, 2001 Ward: 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024

**Bill No. 001**

## CITY OF HAMILTON

### BY-LAW NO. 24-

#### To Amend By-law No. 01-218, as amended, Being a By-law To Regulate On-Street Parking

**WHEREAS** *Section 11(1)1 of the Municipal Act, S.O. 2001, Chapter 25*, as amended, confers upon the councils of all municipalities the power to enact by-laws for regulating parking and traffic on highways subject to the *Highway Traffic Act*;

**AND WHEREAS** on the 18th day of September, 2001, the Council of the City of Hamilton enacted By-law No. 01-218 to regulate on-street parking;

**AND WHEREAS** it is necessary to amend By-law No. 01-218, as amended.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. By-law No. 01-218, as amended, is hereby further amended by adding/deleting from the identified Schedules and Sections noted in the table below as follows:

Schedule	Section	Highway	Side	Location	Duration	Times	Days	Adding/ Deleting
6 - Time Limit	E	Briarwood Crescent	Both	South of Bendamere Avenue, exclusive of the south leg between Sanatorium Road and Briarwood Crescent.	1 hr	8 am - 4 pm	Mon - Fri	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

Page 2 of 5

<b>Schedule</b>	<b>Section</b>	<b>Highway</b>	<b>Side</b>	<b>Location</b>	<b>Times</b>	<b>Adding/ Deleting</b>
8 - No Parking	E	<b>Briarwood</b>	Both	from the eastern intersection with Bendamere to the south leg of Briarwood	8:00 a.m. to 4:00 p.m. Monday to Friday	Deleting
8 - No Parking	E	<b>Briarwood Cr.</b>	both	from Bendamere Ave. to Briarwood Cr. (south entrance)	8:00 a.m. to 4:00 p.m. Monday to Friday	Deleting
8 - No Parking	F	<b>Highgate</b>	North & West	Highbury to southern intersection with Bankfield	Dec 1st to Mar 31st	Deleting
8 - No Parking	G	<b>Locke</b>	West	from 9m south of Canada to 6m southerly	Anytime	Deleting
8 - No Parking	G	<b>Main Street East</b>	North	12 metres east of John Street South to 14 metres east thereof	Anytime	Deleting
8 - No Parking	C	<b>Old Highway 8</b>	Both	End to End	Anytime	Deleting
8 - No Parking	F	<b>Bankfield Crescent</b>	North, West & South	Highbury Drive to Highbury Drive, on the "inside" side of the crescent	December 1st to March 31st	Adding
8 - No Parking	F	<b>Bayonne Drive</b>	South	Picardy Drive to Taverny Road	December 1st to March 31st	Adding
8 - No Parking	D	<b>Cittadella Boulevard</b>	North	27 metres east of Rockledge Drive to 6 metres east thereof	Anytime	Adding
8 - No Parking	D	<b>Dalgleish Trail</b>	West	36 metres south of Bethune Avenue to 6 metres south thereof	Anytime	Adding
8 - No Parking	D	<b>Dalgleish Trail</b>	West	31 metres north of Bethune Avenue to 6 metres north thereof	Anytime	Adding
8 - No Parking	A	<b>Dougherty Court</b>	South & West	22 metres east of Robarts Drive to 22 metres east thereof	Anytime	Adding
8 - No Parking	E	<b>Glencairn Avenue</b>	East	King Street East to Lucerne Avenue	Anytime	Adding
8 - No Parking	F	<b>Highgate Drive</b>	North & West	Highbury Drive to the northern intersection with Bankfield Crescent	December 1st to March 31st	Adding
8 - No Parking	E	<b>Limeridge Road East</b>	North	13 metres east of Lockton Crescent to 6 metres east thereof	Anytime	Adding
8 - No Parking	G	<b>Locke Street South</b>	West	Canada Street to 19 metres south thereof	Anytime	Adding
8 - No Parking	G	<b>Main Street East</b>	North	18 metres east of John Street South to 14 metres east thereof	Anytime	Adding
8 - No Parking	D	<b>Odonnel Drive</b>	West	Windwood Drive to Gowland Drive	December 1st to March 31st	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

8 - No Parking	C	Old Highway 8	Both	102 meters east of Plastow Street to east intersection with Highway 8	Anytime	Adding
8 - No Parking	C	Old Highway 8	Both	152 metres west of Carruthers Lane to west intersection with Highway 8	Anytime	Adding
8 - No Parking	F	Springgarden Crescent (East Leg)	East	Hillgarden Drive to 12 metres north of Summerfield Avenue	Anytime	Adding
8 - No Parking	F	Talence Drive	North	Picardy Drive to Taverny Road	December 1st to March 31st	Adding
8 - No Parking	F	Taverny Road	West	Taverny Road to Bayonne Drive	December 1st to March 31st	Adding

Schedule	Section	Highway	Location	NPA from 8am on 1st day of each month, to 11pm on 15th day of each month AND Dec-Mar	NPA from 8am on 16th day of each month to 11pm on last day of month Apr-Nov	Adding/Deleting
10 - Alt Side (Apr-Nov)	E	Glencairn Avenue	King Street to Central Avenue	East	West	Deleting
10 - Alt Side (Apr-Nov)	E	Glencairn Avenue	Lucerne Avenue to Central Avenue	East	West	Adding

Schedule	Section	Highway	Side	Location	Times	Adding/Deleting
12 - Permit	E	Canada St.	North	50m east of Ray St. to 8m easterly	Anytime	Deleting
12 - Permit	E	Norway	West	Maplewood to the south property line of number 54 Norway	8:00 am - 5:00 pm Mon. - Fri.	Deleting
12 - Permit	E	Roseland	North	from 18.3m west of the easterly end of Roseland to 6m westerly	Anytime	Deleting
12 - Permit	E	Cannon Street East	North	10 metres west of Madison Avenue to 6 metres west thereof	Anytime	Adding
12 - Permit	E	Highland Avenue	South	50 metres east of East Bend Avenue North to 6 metres east thereof	Anytime	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

12 - Permit	E	Niagara Street	East	65 metres north of Munroe Street to 6 metres north thereof	Anytime	Adding
12 - Permit	E	Norway Avenue	West	Maplewood Avenue to 171 metres south thereof	Anytime	Adding

Schedule	Section	Highway	Side	Location	Times	Adding/ Deleting
13 - No Stopping	E	Locke	West	from 16m south of Canada to Hunter	Anytime	Deleting
13 - No Stopping	F	Millen Avenue	Both	From a point 10m north of Margaret Avenue to a point 10m south of Pine Drive	Anytime	Deleting
13 - No Stopping	E	Queen Street North	East	King Street West to York Boulevard	4:00 p.m. to 6:00 p.m. Monday to Friday	Deleting
13 - No Stopping	E	Sherman	East	Dunsmure to 16.8m southerly	Anytime	Deleting
13 - No Stopping	E	Sherman	East	Main to King	7:00 a.m. to 9:00 a.m. Monday to Friday	Deleting
13 - No Stopping	E	Sherman	East	Cannon to King	7:00 a.m. to 9:00 a.m. Monday to Friday	Deleting
13 - No Stopping	E	Sherman	East	King to Cannon	4:00 p.m. to 6:00 p.m. Monday to Friday	Deleting
13 - No Stopping	E	Sherman	West	Cannon to Main	4:00 p.m. to 6:00 p.m. Monday to Friday	Deleting
13 - No Stopping	F	Federal Street	South	Warwick Road to 37 metres west thereof	Anytime	Adding
13 - No Stopping	E	Locke Street South	West	Hunter Street West to 19 metres south of Canada Street	Anytime	Adding
13 - No Stopping	F	Millen Road	Both	10 metres north of Margaret Avenue to 10 metres south of Pine Drive	Anytime	Adding
13 - No Stopping	F	Millen Road (East Leg)	Both	Shoreview Place to North Service Road	Anytime	Adding
13 - No Stopping	E	Queen Street North	East	Market Street to York Boulevard	4:00 p.m. to 6:00 p.m. Monday to Friday	Adding
13 - No Stopping	E	Sherman Avenue North	West	Wilson Street to Cannon Street East	4:00 p.m. to 6:00 p.m. Monday to Friday	Adding
13 - No Stopping	E	Sherman Avenue North	Both	King Street East to Wilson Street	Anytime	Adding
13 - No Stopping	E	Sherman Avenue North	East	Wilson Street to Cannon Street East	Anytime	Adding
13 - No Stopping	E	Sherman Avenue South	West	Main Street East to Dunsmure Road	4:00 p.m. to 6:00 p.m. Monday to Friday	Adding

To Amend By-law No. 01-218, as amended,  
Being a By-law to Regulate On-Street Parking

13 - No Stopping	E	<b>Sherman Avenue South</b>	Both	Vineland Avenue to King Street East	Anytime	Adding
13 - No Stopping	F	<b>Shoreview Place</b>	Both	Millen Road (West Leg) to Millen Road (East Leg)	Anytime	Adding

2. Subject to the amendments made in this By-law, in all other respects, By-law No. 01-218, including all Schedules thereto, as amended, is hereby confirmed unchanged.
3. This By-law shall come into force and take effect on the date of its passing and enactment.

**PASSED** this 24<sup>th</sup> day of January 2024.

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A. Horwath  
Mayor

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JAP Holland  
Acting City Clerk

**Authority:** Item 2, Selection Committee for Agencies, Boards and Sub-Committees Report 23-020  
CM: December 13, 2023 Ward: City Wide  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024

**Bill No. 002**

## **CITY OF HAMILTON**

### **BY-LAW NO. 24-**

#### **To Amend City of Hamilton By-law No. 22-221, being a By-law for Delegation of Consent Authority and Constituting a Committee of Adjustment**

**WHEREAS** Council enacted a by-law to constitute a Committee of Adjustment, as per Section 44 of the *Planning Act* R.S.O. 1990, c-P.13, as amended;

**AND WHEREAS** Council wishes to amend By-law No. 22-221;

**NOW THEREFORE** the Council of the City of Hamilton hereby enacts as follows:

1. That Section 4. (1), of By-law No. 22-221, be amended to reflect the following:
  4. (1) The Committee shall be composed of seven (7) members, who are Not Members of Council.
2. That Section 8, of By-law No. 22-221, be amended to add the following:
  - (e) Consents for Mortgages.
3. This By-law shall come into effect on the day it is passed.

**PASSED** this 24<sup>th</sup> day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk

**Authority:** Item 2, Planning Committee Report 24-001 (PED24001)

CM: January 24, 2024 Ward: City Wide

Written approval for this by-law was given by Mayoral Decision MDE-2024 01

Dated January 24, 2024

**Bill No. 003**

## **CITY OF HAMILTON**

### **BY-LAW NO. 24-003**

#### **To Amend Hamilton Zoning By-law No. 6593 Respecting Lands Located at 83 and 85 Emerald Street South, Hamilton**

**WHEREAS** the *City of Hamilton Act, 1999*, Statutes of Ontario, 1999 Chap. 14, Schedule C. did incorporate, as of January 1, 2001, the municipality “City of Hamilton”;

**AND WHEREAS** the City of Hamilton is the successor to certain area municipalities, including the former municipality known as the “The Corporation of the City of Hamilton” and is the successor to the former regional municipality, namely, “The Regional Municipality of Hamilton-Wentworth”;

**AND WHEREAS** the *City of Hamilton Act, 1999* provides that the Zoning By-laws and Official Plans of the former area municipalities and the Official Plan of the former regional municipality continue in full force in the City of Hamilton until subsequently amended or repealed by the Council of the City of Hamilton;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton passed Zoning By-law No. 6593 (Hamilton) on the 25th day of July 1950, which by-law was approved by the Ontario Municipal Board by Order dated the 7th day of December 1951 (File No. P.F.C. 3821);

**AND WHEREAS** the Council of the City of Hamilton, in adopting Item 2 of Report 24-001 of the Planning Committee, at its meeting held on the 24<sup>th</sup> day of January, 2024 recommended that Zoning By-law No. 6593 (Hamilton), be amended as hereinafter provided; and,

**AND WHEREAS** this By-law is in conformity with the Urban Hamilton Official Plan;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That Sheet No. E14 of the District Maps appended to and forming part of the Zoning By-law No. 6593 (Hamilton), is amended by adding the “E/S-1834-H” (Multiple Dwellings, Lodges, Clubs, etc.) District, Modified, Holding, on the lands, the extent and boundaries of which are shown on a plan hereto annexed as Schedule “A”.
2. That the “E” (Multiple Dwellings, Lodges, Clubs, etc.) District provisions, as contained in Section 11 of Zoning By-law No. 6593, be modified to include the following special requirements:



- a) Notwithstanding Subsection 11(3)(i)(b), a minimum front yard setback of 5.0 metres shall be required.
  - b) Notwithstanding Subsection 11(3)(iii)(b), a minimum rear yard depth of 13.0 metres shall be required.
  - c) Notwithstanding Subsection 11(6), not less than 12.5% of the area of the lot shall be provided as landscaped area.
  - d) In addition to Subsection 18A(1)(a), 18A(1)(b), 18A-Table 1 and 18A-Table 2, a minimum of 8 parking spaces is required for a multiple dwelling with 60 units or less.
  - e) Notwithstanding Subsection 18A(1)(c) and 18A-Table 3, no loading spaces shall be required for a multiple dwelling.
  - f) Notwithstanding Subsection 18A(11)(a), a minimum of 1.3 metre planting strip shall be required for any parking spaces abutting the rear lot line and a 0.9 metre planting strip shall be required for any parking spaces abutting the southerly side lot line.
  - g) In addition to Section 11, a minimum of four one bedroom units shall be required.
3. That the 'H' symbol applicable to the lands referred to in Section 1 of this By-law, shall be removed conditional upon:
- a) The Holding Provision "E/S-1834-H" (Multiple Dwellings) District, Modified, Holding be removed conditional upon:
    - i) The Owner submitting and receiving approval of a watermain hydraulic analysis (WHA), identifying the modelled system pressures at pressure district level under various boundary conditions and demand scenarios, to demonstrate that the municipal system can support the proposed intensification, to the satisfaction of the Director of Development Engineering and the Director of Hamilton Water.
    - iii) That the Owner enters into an External Works Agreement with the City to complete upgrades on the municipal infrastructure that has been identified through the Functional Servicing Report, submitted in support of the proposed intensification of the subject site, at 100% of the Owner's costs, to the satisfaction of the Director of Development Engineering and the Director of Hamilton Water.
4. That no building or structure shall be erected, altered, extended or enlarged, nor shall any building or structure or part thereof be used, nor shall any land be used,

except in accordance with the “E/S-1834-H” (Multiple Dwellings, Lodges, Clubs, etc.) District, Modified, Holding subject to the special requirements referred to in Section 2 and 3 of this By-law.

5. That By-law No. 6593 is amended by adding this By-law to Section 19B as Schedule S-1834.
6. That Sheet No. E14 of the District Maps are amended by marking the lands referred to in Section 1 of this By-law as S-1834-H.
7. That the Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the *Planning Act*.

**PASSED** this 24<sup>th</sup> day of January, 2024

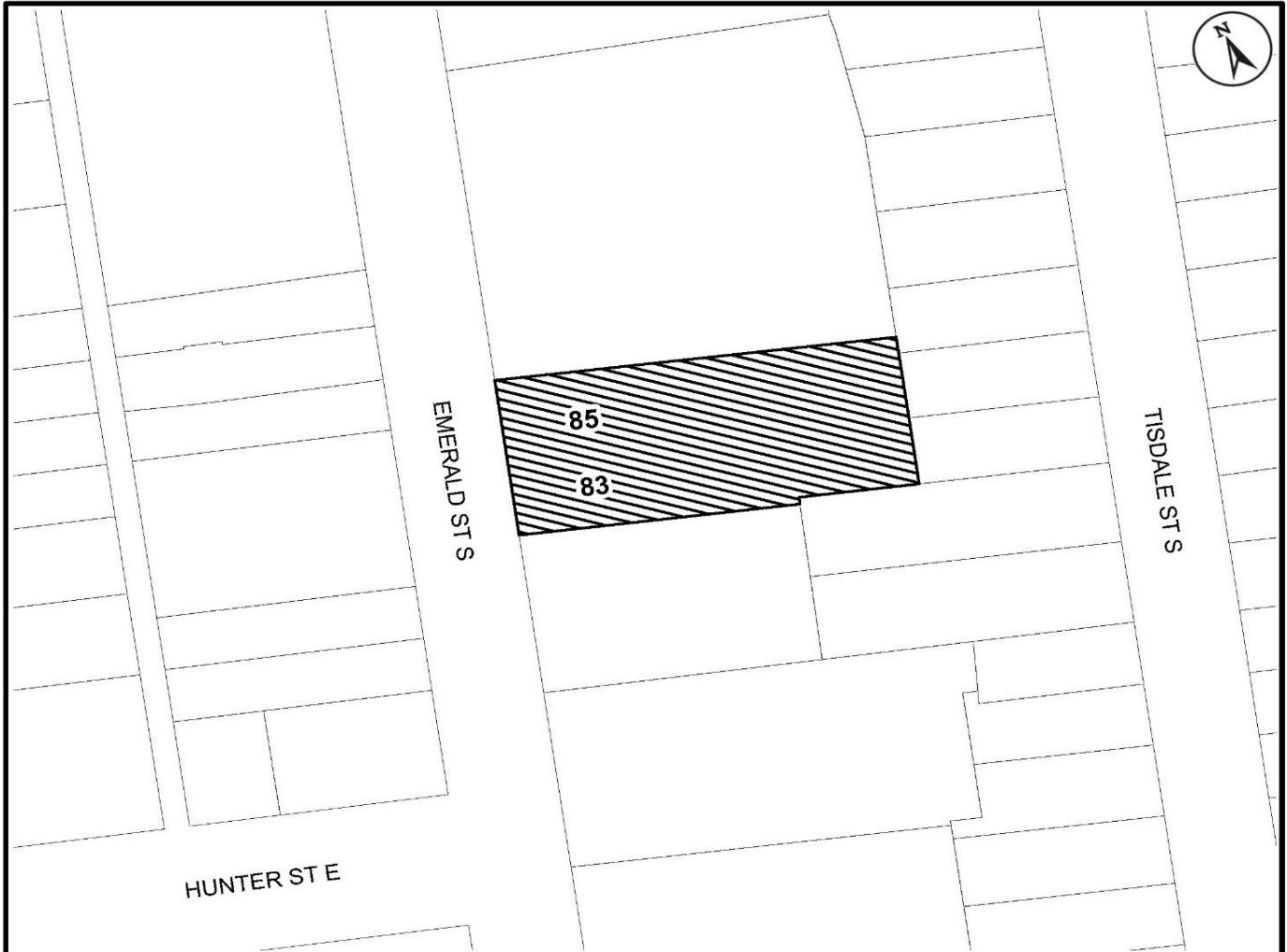
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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk

ZAC-22-053



This is Schedule "A" to By-law No. 24-

Passed the ..... day of ....., 2024

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 Mayor

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 Clerk

## Schedule "A"

Map forming Part of  
 By-law No. 24-\_\_\_\_\_

to Amend By-law No. 6593

### Subject Property

83 & 85 Emerald Street South



Lands to be added as "E/S-1834-H" (Multiple Dwellings, Lodges, Clubs, etc.) District, Modified, Holding

Scale:  
 N.T.S

File Name/Number:  
 ZAC-23-053

Date:  
 December 13, 2023

Planner/Technician:  
 AB/NB



Hamilton

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

**Authority:** Item 2, Planning Committee Report 24-001 (PED24001)  
CM: January 24, 2024 Ward: City Wide  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024

**Bill No. 004**

**CITY OF HAMILTON**  
**BY-LAW NO. 24-004**

**To Amend Hamilton Zoning By-law No. 05-200**  
**Respecting Lands Located at 83 and 85 Emerald Street South**

**WHEREAS** Council approved Item 2 of Report 24-001 of the Planning Committee, at its meeting held on January 24, 2024;

**AND WHEREAS** this By-law conforms to the Urban Hamilton Official Plan;

**NOW THEREFORE** Council of the City of Hamilton amends Zoning By-law No. 05-200 as follows:

1. That Map 996 of Schedule "A" – Zoning Maps is amended by removing the Community Institutional (I2) Zone for the lands identified as 83 and 85 Emerald Street South, Hamilton attached as Schedule "A" to this By-law.
2. That the Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the *Planning Act*.

**PASSED** this 24<sup>th</sup> day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk


ZAC-22-053



This is Schedule "A" to By-law No. 24-  
 Passed the ..... day of ....., 2024

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 Mayor  
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 Clerk

**Schedule "A"**  
 Map forming Part of  
 By-law No. 24-\_\_\_\_\_  
 to Amend By-law No. 05-200  
 Map 996

**Subject Property**  
 83 & 85 Emerald Street South  
 Lands to be removed from Zoning By-law No. 05-200

Scale: N.T.S	File Name/Number: ZAC-23-053	 Hamilton
Date: December 13, 2023	Planner/Technician: AB/NB	
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT		

**Authority:** Item 3, Planning Committee Report 24-001 (PED24003)  
CM: January 24, 2024 Ward: 11  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024

**Bill No. 005**

## **CITY OF HAMILTON**

### **BY-LAW NO. 24-**

**To Adopt:**

**Official Plan Amendment No. 197 to the  
Urban Hamilton Official Plan**

**Respecting:**

**3011 Homestead Drive  
(Glanbrook)**

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. Amendment No. 197 to the Urban Hamilton Official Plan consisting of Schedule "1", hereto annexed and forming part of this by-law, is hereby adopted.

**PASSED** this 24<sup>th</sup> day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk

## Urban Hamilton Official Plan Amendment No. 197

The following text, together with Appendix “A” attached hereto, constitutes Official Plan Amendment No. 197 to the Urban Hamilton Official Plan.

### 1.0 Purpose and Effect:

The purpose and effect of this Amendment is to create a Site Specific Policy within the Mount Hope Secondary Plan to permit certain commercial and prestige industrial uses on the subject lands in addition to the permitted uses of the District Commercial Designation of the Urban Hamilton Official Plan.

### 2.0 Location:

The lands affected by this Amendment are known municipally as 3011 Homestead Drive, in the former Township of Glanbrook.

### 3.0 Basis:

- The basis for permitting this Amendment is to facilitate the implementation of the Minutes of Settlement approved through Ontario Land Tribunal Interim Decision issued on December 4, 2023. The proposed Amendment is consistent with the Provincial Policy Statement, 2020 and conforms to the Growth Plan for the Greater Golden Horseshoe, 2019, as amended.

### 4.0 Actual Changes:

#### 4.1 Volume 2 – Secondary Plans

##### **Text**

#### 4.1.1 Chapter B-5 – Glanbrook Secondary Plans – Section 5.4 – Mount Hope Secondary Plan

- a. That Volume 2: Chapter B-5 – Glanbrook Secondary Plans – Section 5.4 – Mount Hope Secondary Plan be amended by adding a new Site Specific Policy, as follows:

## **“Site Specific Policy – Area L**

B.5.4.11.12 In addition to Policy B.5.4.4.1 of the Mount Hope Secondary Plan, for the lands located at 3011 Homestead Drive and identified as Site Specific Policy – Area L, the following uses shall also be permitted:

- Contractor’s Establishment
- Computer, Electronic and Data Processing Establishment
- Planned Business Centre
- Production Studio
- Research and Development Establishment
- Self-Storage Facility
- Surveying, Engineering, Planning or Design Business
- Trade School
- Tradesperson’s Shop”

### **Maps and Appendices**

#### 4.2.2 Map

a. That Volume 2: Map B.5.4-1– Mount Hope Secondary Plan – Mount Hope – Land Use Plan be amended by identifying the subject lands as Site Specific Policy – Area “L” as shown on Appendix “A”, attached to this Amendment.

### **5.0 Implementation:**

An implementing Site Plan will give effect to the intended uses on the subject lands.

This Official Plan Amendment is Schedule “1” to By-law No. 24-005 passed on the 24th day of January, 2024.

## **The City of Hamilton**

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A. Horwath  
Mayor

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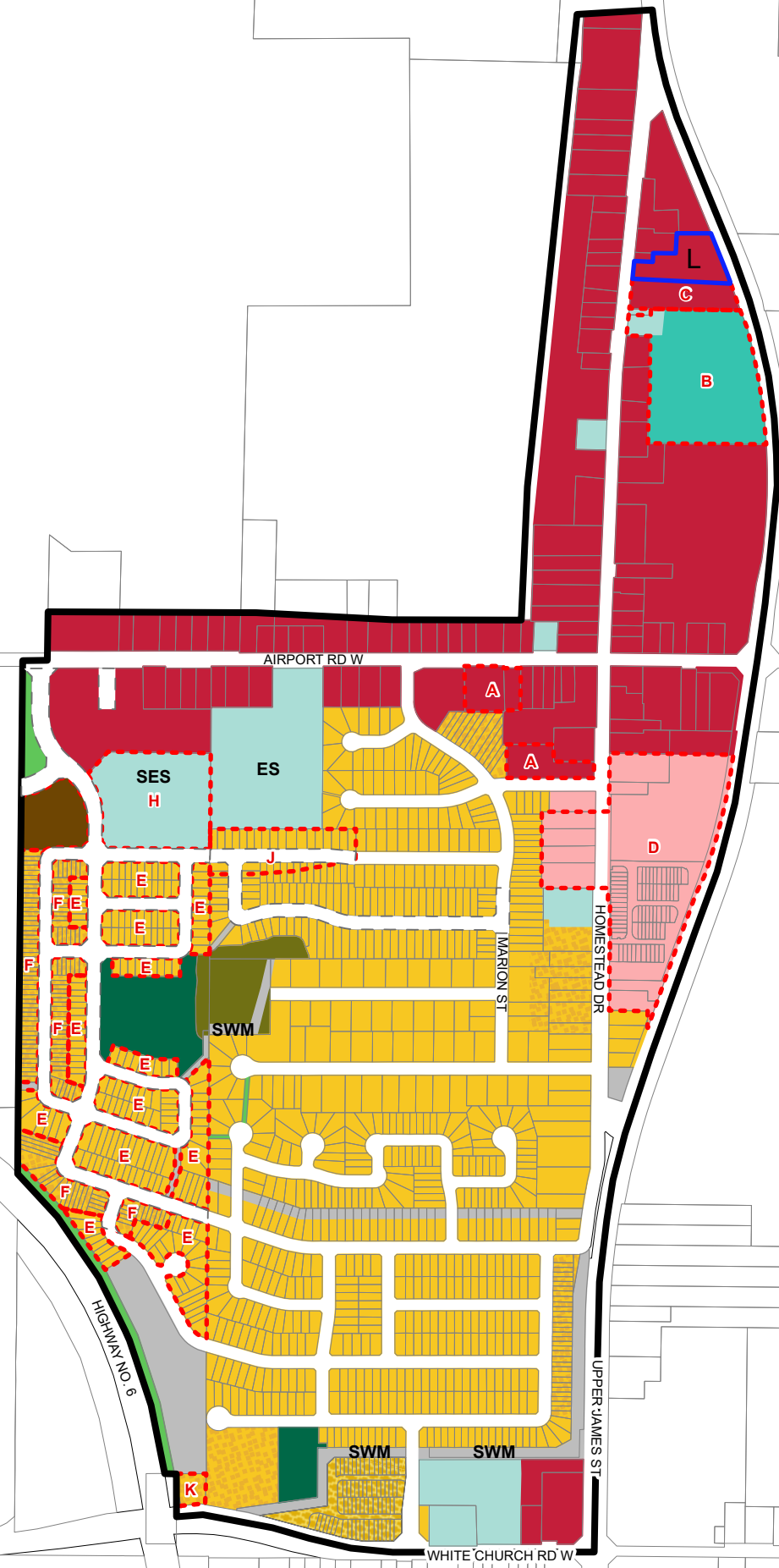
J. Pilon  
Acting City Clerk



Appendix A  
 APPROVED Amendment No.197  
 to the Urban Hamilton Official Plan

**L** Lands to be identified as  
 Site Specific Policy – Area “L”  
 (3011 Homestead Drive, Glanbrook)

Date: January 17, 2024	Revised By: SM/NB	Reference File No.: CI-23-M
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**Legend**

**Residential Designations**

- Low Density Residential 2
- Low Density Residential 2c
- Low Density Residential 3f
- Medium Density Residential 3

**Parks and Open Space Designations**

- Neighbourhood Park
- Community Park
- General Open Space
- Natural Open Space

**Other Designations**

- Institutional
- Mixed Use - Medium Density
- District Commercial
- ES** Elementary School
- SES** Separate Elementary School
- Utility
- SWM** Storm Water Management

**Other Features**

- Area or Site Specific Policy
- Proposed Roads
- Secondary Plan Boundary

Council Adopted: July 9, 2009  
 Ministerial Approval: March 16, 2011  
 Effective Date: August 16, 2013

**Urban Hamilton Official Plan**  
**Mount Hope**  
**Secondary Plan**  
 Land Use Plan  
 Map B.5.4-1

Date: May 2023



Not To Scale



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
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 THIS IS NOT A PLAN OF SURVEY.

**Authority:** Item 3, Public Works Committee Report 22-004 (PW22013)  
CM: March 30, 2022 Ward: 1  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024

**Bill No. 006**

## **CITY OF HAMILTON**

### **BY-LAW NO. 24-**

**To Establish City of Hamilton Land  
Described as Part of Lot 1 on Registered Plan 416, designated as Part 2 on  
62R-22189 as Part of Jackson Street**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes, and in particular by-laws with respect to highways; and

**WHEREAS** section 31(2) of the *Municipal Act, 2001* provides that land may only become a highway by virtue of a by-law establishing the highway.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. The land, owned by and located in the City of Hamilton, described as **Part of Lot 1 on Registered Plan 416, designated as Part 2 on Plan 62R-22189**, is established as a public highway, forming part of **Jackson Street**.
2. The General Manager of Public Works or their authorized agent is authorized to establish the said land as a public highway.
3. This By-law comes into force on the date of its registration in the Land Registry Office (No. 62).

**PASSED** this 24<sup>th</sup> day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk

**Authority:** Item 5, Planning Committee Report 23-018 (PED23187)  
CM: November 8, 2023 Ward: 2  
Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
Dated January 24, 2024  
**Bill No. 007**

**CITY OF HAMILTON  
BY-LAW NO. 24-**

**To Designate Property Located at 7 Ravenscliffe Avenue, City of Hamilton as  
Property of Cultural Heritage Value**

**WHEREAS** section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 authorizes Council of the municipality to enact by-laws to designate property, including all buildings and structures thereon, to be of cultural heritage value or interest;

**AND WHEREAS** Council of the City of Hamilton has received and considered the recommendations of its Hamilton Municipal Heritage Committee pertaining to this by-law, arising from the meeting of the Hamilton Municipal Heritage Committee held on October 20, 2023;

**AND WHEREAS** the Council of the City of Hamilton, at its meeting held on November 8, 2023, resolved to direct the City Clerk to take appropriate action to designate the Property described as 7 Ravenscliffe Avenue, in the City of Hamilton, and more particularly described in Schedule “A” hereto (the “Property”), as property of cultural heritage value or interest, which resolution was confirmed by By-law No. 23-214;

**AND WHEREAS** in accordance with subsection 29(3) of the *Ontario Heritage Act*, Council of the City of Hamilton has caused to be served on the owner of the Property and upon the Ontario Heritage Trust, a Notice of Intention to Designate the Property as being of cultural heritage value or interest, and has caused a Notice of Intention to Designate to be published in a newspaper having general circulation in the municipality, a copy of which is attached hereto as Schedule “B”;

**AND WHEREAS** no Notice of Objection to the proposed designation under section 29(5) of the *Ontario Heritage Act* has been served upon the Clerk of the municipality;

**AND WHEREAS** Council has decided to designate the Property in accordance with section 29(8) of the *Ontario Heritage Act*;

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

To Designate Property Located at 7 Ravenscliffe Avenue, City of Hamilton as  
Property of Cultural Heritage Value

Page 2 of 7

1. A statement explaining the cultural heritage value or interest of the Property, and a description of the heritage attributes of the Property are set out in Schedule “C” hereto.
2. The Property, together with its heritage attributes listed in Schedule “C” hereto, is hereby designated as property of cultural heritage value or interest.
3. The City Clerk is hereby authorized and directed,
  - a. to cause a copy of this By-law, together with the statement of cultural heritage value or interest and description of heritage attributes of the Property, to be served on the Ontario Heritage Trust, the owner of the Property, and any person who served an objection to the Notice of Intention to Designate, by a method permitted by the *Ontario Heritage Act*; and,
  - b. to publish a notice of passing of this By-law in a newspaper having general circulation in the City of Hamilton. Once this By-law comes into force and effect in accordance with the applicable provisions of the *Ontario Heritage Act*, the City Solicitor is hereby authorized and directed to cause a copy of this By-law, together with its Schedules, to be registered against the whole of the Property described in Schedule “A” hereto in the proper registry office.

**PASSED** this 24th day of January, 2024.

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A. Horwath  
Mayor

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Janet Pilon  
Acting City Clerk

To Designate Property Located at 7 Ravenscliffe Avenue, City of Hamilton as  
Property of Cultural Heritage Value

Page 3 of 7

**Schedule "A"**

**To**

**By-law No. 24-007**

**7 Ravenscliffe Avenue  
Hamilton, Ontario**

PIN: 17075-0150 (LT)

Legal Description:

LOTS 6 & 7, PL 368; HAMILTON

**Schedule “B”**

**To**

**By-law No. 24-007**

**7 Ravenscliffe Avenue,  
Hamilton, Ontario**

**Notice of Intention to Designate  
7 Ravenscliffe Avenue, Hamilton**

The City of Hamilton intends to designate 7 Ravenscliffe Avenue, Hamilton, under Section 29 of the *Ontario Heritage Act*, as being a property of cultural heritage value.


**Statement of Cultural Heritage Value or Interest**

The property is comprised of a circa 1911 stucco-clad brick building and is a representative example of residential Italian Renaissance Revival style of architecture, displaying a high degree of craftsmanship. The property is associated with its first owner, president of the Tuckett Tobacco Company Ltd. Harry Blois Witton, and with architects Walter Stewart and William Witton. The property helps define the historic character of Ravenscliffe Avenue and the Durand neighbourhood and is visually and historically linked to its surroundings.

The Statement of Cultural Heritage Value or Interest, Description of Heritage Attributes and supporting Cultural Heritage Assessment may be found online via [www.hamilton.ca](http://www.hamilton.ca) or viewed at the Office of the City Clerk, 71 Main Street West, 1st Floor, Hamilton, Ontario, L8P 4Y5, during regular business hours.

Any person may, within 30 days after the date of the publication of the Notice, serve written notice of their objections to the proposed designation, together with a statement for the objection and relevant facts, on the City Clerk at the Office of the City Clerk.

Dated at Hamilton, this 14th day of November, 2023.



**Janet Pilon**  
**Acting City Clerk**  
Hamilton, Ontario

**CONTACT:** Meg Oldfield, Cultural Heritage Planner  
Phone: (905) 546-2424 ext. 7163, E-mail: [Meg.Oldfield@hamilton.ca](mailto:Meg.Oldfield@hamilton.ca)

**[www.hamilton.ca/heritageplanning](http://www.hamilton.ca/heritageplanning)**



**Schedule “C”**

**To**

**By-law No. 24-007**

**7 Ravenscliffe Avenue  
Hamilton, Ontario**

**STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST, AND  
DESCRIPTION OF HERITAGE ATTRIBUTES**

**Description of Property**

The 0.17-hectare property at 7 Ravenscliffe Avenue is comprised of a two-and-one-half-storey stucco-clad brick residence constructed circa 1911, located in the Durand neighbourhood of the City of Hamilton.

**Statement of Cultural Heritage Value or Interest**

The cultural heritage value of the property lies in its design value as a representative example of residential Italian Renaissance Revival architectural style in Hamilton, as demonstrated by its low hipped roof with red clay tiles, stucco façade, paired bracketed eaves, balconets, belt course, pilasters, and Tuscan columns. The property displays a high degree of craftsmanship as demonstrated by the interior wood and plaster features in the front foyer, library, and first and second storey staircase, and the exterior features including the moulded entablature, double bracketed eaves, and Tuscan columns.

The historical value of the property lies in its direct association with Harry Blois Witton (1865-1927), the original owner of the building. Witton worked as a lawyer in Hamilton for 11 years before he was named the vice-president of Tuckett Tobacco Company Ltd. in 1896, and president in 1915. Witton also served on the Hamilton City Council from 1911-1927, and the Board of Education's appointment to the Library Board. Additionally, the historical value of the property also lies in its direct association with the prominent Hamilton architectural firm of Stewart & Witton, which was operated by Walter Stewart (1871-1917) and William Witton (1871-1947), Harry Blois Witton's brother, from 1904-1917. The pair designed a number of recognizable residential and institutional buildings in Hamilton, including 6 Ravenscliffe Avenue, Herkimer Apartments, King George Public School, and St. Giles Presbyterian Church.

The contextual value of the property lies in its role in defining the historic character of Ravenscliffe Avenue and the Durand neighbourhood. The building is visually and historically linked to its surroundings as part of the surviving late-nineteenth to early-twentieth century residential streetscape that makes up one of Hamilton's most prominent and distinguished neighbourhoods.

### **Description of Heritage Attributes**

The key attributes that embody the cultural heritage value of the property as a representative example of the Italian Renaissance Revival style of architecture, with a high degree of craftsmanship, and its historical association with previous owner Harry Blois Witton and architectural firm of Stewart & Witton include:

- All four elevations and roofline of the two-and-one-half storey stucco-clad brick structure including its:
  - Front hipped roof with flanking projecting bays with its:
    - Flanking stucco-clad decorative chimneys;
    - Red clay tiles;
    - Two hipped-roof front dormers;
    - Entablature with modillioned eaves cornice, carved soffit, moulded frieze and architrave, with paired carved brackets;
  - Smooth stucco façades;
  - Flat-headed window openings with one-over-one hung wood windows and storms and plain lug sills;
  - Belt course between the first and second storeys;
  - Five-bay front (west) elevation with its:
    - Flanking balconets in the outer second-storey projecting bays with wrought-iron railings, corbels beneath and decorative keystones in the window below;
    - Central entrance with enclosed portico, plain architrave and pilasters, balcony with balustrades, and arched entryway with French doors;



- Covered porch in the side (south) elevation with entablature, pilasters, and Tuscan columns;
- Decorative copper downspouts; and,
- Coal chutes in the side (north) elevation.
- The interior and original first and second storey features, including the:
  - Front foyer with its segmentally arched front entry way with double doors with wood carved leaf and acorn design, wood paneled walls with carved wood pilasters and double brackets, and cross vaulted ceiling;
  - First-floor library with its ornately decorated plaster ceiling with plaster rosettes, wood carved crown moulding and dentils, wood paneled walls with built in shelves, fluted square wood columns with Ionic capitals, and fireplace with moulded wood and marble detailing;
  - Oval shaped dining room with its ornately decorated plaster ceiling with wood carved crown moulding and dentils, curved wood paneling and curved wood doors; and,
  - First and second storey main staircase with carved wood handrail and newel post, carved wood paneling, and alcove with carved wood keystone, fluted pilasters, and fluted Tuscan columns.

The key attributes that embody the contextual value of the property as a defining feature of the historical character of Ravenscliffe Avenue and the Durand neighbourhood include its:

- Moderate setback from Ravenscliffe Avenue with grassed lawn and central walkway to the front entrance.

Written approval for this by-law was given by Mayoral Decision MDE-2024 01  
dated January 24, 2024

**Bill No. 011**

**CITY OF HAMILTON  
BY-LAW NO. 24-**

To Confirm the Proceedings of City Council at its meeting held on January 24, 2024.

**THE COUNCIL OF THE  
CITY OF HAMILTON  
ENACTS AS FOLLOWS:**

1. The Action of City Council at its meeting held on the 24<sup>th</sup> day of January 2024, in respect of each recommendation contained in

Sole Voting Member of the Hamilton Tourism Development Corporation Report 23-001 – December 14, 2023,

Selection Committee for Agencies, Boards and Sub-Committees Report 24-001 – January 11, 2024

Public Health Committee Report 24-001 – January 15, 2024,

Public Works Committee Report 24-001 – January 15, 2024,

Planning Committee Report 24-001 – January 16, 2024,

General Issues Committee Report 24-001 – January 17, 2024,

Audit, Finance and Administration Committee Report 24-001 – January 18, 2024,  
and

Emergency and Community Services Committee Report 24-001 – January 18, 2024

considered by City of Hamilton Council at the said meeting, and in respect of each motion, resolution and other action passed and taken by the City Council at its said meeting is hereby adopted, ratified and confirmed.

2. The Mayor of the City of Hamilton and the proper officials of the City of Hamilton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor and the City Clerk are hereby directed to execute all documents necessary in that behalf, and the City Clerk is hereby authorized and directed to affix the Corporate Seal of the Corporation to all such documents.

**PASSED** this 24th day of January, 2024.

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A. Horwath  
Mayor

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J. Pilon  
Acting City Clerk