

City of Hamilton GENERAL ISSUES COMMITTEE REVISED

Meeting #: 24-002

Date: January 17, 2024

Time: 9:30 a.m.

Location: Council Chambers (GIC)

Hamilton City Hall
71 Main Street West

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

- 1. CEREMONIAL ACTIVITIES
- 2. APPROVAL OF AGENDA

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

- 3. DECLARATIONS OF INTEREST
- 4. APPROVAL OF MINUTES OF PREVIOUS MEETING
 - 4.1 December 6, 2023
- 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:

Recommendation: Be received and referred to consideration of Item 10.1.

- Douglas Kwan, Director of Advocacy and Legal Services, Advocacy Centre for Tenants Ontario
- *b. Douglas Kwan, Director of Advocacy and Legal Services, Advocacy Centre for Tenants Ontario (additional letter)

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

- *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
- *I. Norman Cooper
- *m. Pauleen Ksonzena
- *n. Tracey Romanoski
- *o. Melissa Goldstein
- *p. Erin Fabello
- *g. Hamilton and District Apartment Association

6. DELEGATION REQUESTS

- 6.1 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)
- 6.2 Ian Hamilton, Hamilton-Oshawa Port Authority (HOPA Ports), respecting Port authority activities update (In-Person) (For a future meeting)
- *6.3 Delegation Requests respecting Item 10.1 Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide), for today's meeting, from the following individuals:
 - *a. Karen Andrews, Advocacy Centre for Tenants Ontario (In-Person)
 - *b. Merima Menzildzic, Hamilton Community Legal Clinic (In-Person)

- *c. Colleen Langmead, ACORN Hamilton (Virtually)
- *d. Pauline Roberts, ACORN (In-Person)
- *e. Karl Andrus, Hamilton Community Benefits Network (In-Person)
- *f. David Galvin, ACORN (In-Person)
- *g. Jennifer McGrath, ACORN (In-Person)
- *h. Lorne MacMillan, ACORN (In-Person)
- *i. Evan Pettitt and Shelby Perrie, ACORN (In-Person)
- *j. Darlene Wesley, ACORN (Virtually)
- *k. Susan McArthur, ACORN (In-Person)
- *I. 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 agenda (In-Person) (Approved December 6, 2023)
- 7.2 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)

8. STAFF PRESENTATIONS

8.1 City of Hamilton Public Engagement Policy (CM21101(b)) (City Wide) (Outstanding Business List Item)

9. CONSENT ITEMS

- 9.1 Business Improvement Areas Board of Management Changes
 - a. Revised Board of Management for the Ottawa Street Business Improvement Area (PED24004) (Wards 3 and 4)

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

- b. Dundas Business Improvement Area Changes to Board of Management (PED24018) (Ward 13)
- c. Barton Village Business Improvement Area Changes to Board of Management (PED24022) (Wards 2 and 3)
- 9.2 Pipeline Trail Public Art (PED24009) (Ward 4)
- 9.3 Advisory Committee for Persons with Disabilities (ACPD) Report 23-012 December 12, 2023
- 9.4 Encampment Response Update December 2023 (HSC23066(c)) (City Wide)

10. DISCUSSION ITEMS

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

(Sub-sections (e), (f), (g), and (h) DEFERRED from August 17, 2023)

As per Council approval, the following information applies to Delegation Requests and Written Submissions:

- That there be no further in-person or virtual delegations respecting Report PED23072, Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton at the October 19, 2023 Emergency and Community Services Committee meeting; and
- That comments respecting Report PED23072, Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton, be limited to written submissions.
- a. Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) (Outstanding Business List Item)
- 10.2 2024 Tax Supported User Fees (FCS24003) (City Wide)
- 10.3 Business Improvement Areas 2024 Proposed Budgets and Schedule of Payments
 - a. Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2)

- b. Dundas Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24011) (Ward 13)
- c. Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3)
- d. Ancaster Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24013) (Ward 12)
- e. Westdale Village Business Improvement Area Proposed Budget and Schedule of Payments (PED24014) (Ward 1)
- f. Waterdown Village Business improvement Area 2024 Proposed Budget and Schedule of Payments (PED24015) (Ward 15)
- g. Stoney Creek Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24016) (Ward 5)
- h. Ottawa Street Business Improvement Area Proposed Budget and Schedule of Payments (PED24017) (Wards 3 and 4)
- 10.4 Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide)
- 10.5 Light Rail Transit Sub-Committee Report 23-005 December 11, 2023
- 10.6 Airport Sub-Committee Report 23-005 December 1, 2023
- 10.7 2024 Budget Submission Advisory Committee for Persons with Disabilities (CM24001) (City Wide)
- 10.8 Arts Advisory Commission Budget Submission (PED24005) (City Wide)
- *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)

11. MOTIONS

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

11.1 Immediate Federal Government Support Required for Asylum Claimants in Municipalities

12. NOTICES OF MOTION

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

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

*14.1 Legal Advice Regarding Renoviction By-Laws (LS23020(b)) (City Wide)

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

ADJOURNMENT



GENERAL ISSUES COMMITTEE MINUTES 23-033

9:30 a.m.
December 6, 2023
Council Chambers, City Hall, 2nd Floor
71 Main Street West, Hamilton, Ontario

Present: Mayor A. Horwath

Deputy Mayor A. Wilson (Chair)

Councillors J. Beattie, C. Cassar, B. Clark, J.P. Danko, M. Francis, T. Hwang, C. Kroetsch, T. McMeekin, N. Nann, E. Pauls, M. Spadafora,

M. Tadeson, and M. Wilson

Absent: Councillor T. Jackson - Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Asset Management Plans (PW23073) (City Wide) (Item 8.2)

(M. Wilson/A. Wilson)

- (a) That the Corporate Asset Management Plans, attached as Appendices "A", "B" and "C" to Report PW23073, be approved as required by Ontario Regulation 588/17: Asset Management for Municipal Infrastructure; and,
- (b) That the Asset Management Plans, attached as Appendices "A", "B" and "C" attached to Report PW23073, subject to the approval of recommendation (a), be posted in a designated area on the City's website, as required under Ontario Regulation 588/17.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson
Yes - Ward 2 Councillor Cameron Kroetsch

Yes - Ward 3 Councillor Nrinder Nann

Yes - Ward 3 Councillor Nrinder Nann
Yes - Ward 4 Councillor Tammy Hwang

Yes - Ward 5 Councillor Matt Francis

Absent - Ward 6 Councillor Tom Jackson

Yes - Ward 7 Councillor Esther Pauls

Yes - Ward 8 Councillor J. P. Danko

Yes - Ward 9 Councillor Brad Clark

Yes	- Ward 10	Councillor Jeff Beattie
Yes	 Ward 11 	Councillor Mark Tadeson
Yes	 Ward 12 	Councillor Craig Cassar
Yes	 Ward 13 	Councillor Alex Wilson
Yes	 Ward 14 	Councillor Mike Spadafora
Yes	 Ward 15 	Councillor Ted McMeekin

2. Canada Mortgage and Housing Corporation Housing Accelerator Fund Incentive Programs (PED23143(b) / HSC23017(b)) (City Wide) (Item 8.3)

(Horwath/Cassar)

- (a) That staff be directed to bring forward to the Planning Committee for a statutory public meeting, in accordance with Section 17(15)(d) of the Planning Act, Appendix "A" to Report PED23143(b)/HSC23017(b) respecting a proposed amended Housing for Hamilton Community Improvement Plan for the purposes of authorizing new Housing Accelerator Fund incentive programs;
- (b) That staff be directed to bring forward to the Planning Committee the following for consideration in conjunction with the proposed amended Housing for Hamilton Community Improvement Plan By-law to affect its implementation:
 - (i) Appendix "B" to Report PED23143(b)/HSC23017(b) respecting a proposed Housing for Hamilton Community Improvement Project Area;
 - (ii) Appendix "C" to Report PED23143(b)/HSC23017(b) respecting program terms for a new Accessory Dwelling Unit and Multi-Plex Housing Incentive Program;
 - (iii) Appendix "D" to Report PED23143(b)/HSC23017(b) respecting program terms for a new Rapid Transit Multi-Residential Rental Housing Incentive Program;
 - (iv) Appendix "E" to Report PED23143(b)/HSC23017(b) respecting program terms for a new Housing Acceleration Incentive Program;
- (c) That staff be directed to prepare a delegated authority by-law to be brought forward to Planning Committee in conjunction with the proposed amended Housing for Hamilton Community Improvement Plan authorizing the General Manager of Healthy and Safe Communities to approve applications under the Accessory Dwelling Unit and Multi-Plex Housing Incentive Program, Rapid Transit Multi-Residential Rental Housing Incentive Program and Housing Acceleration Incentive Program up to an amount equal to the stated program maximums for grants and forgivable

loans provided the grant/forgivable loans are being funded solely from funds provided to the City through the Canadian Mortgage and Housing Corporation's Housing Accelerator Fund.

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

-	Mayor And	rea Horwath
-	Ward 1	Councillor Maureen Wilson
-	Ward 2	Councillor Cameron Kroetsch
-	Ward 3	Councillor Nrinder Nann
-	Ward 4	Councillor Tammy Hwang
-	Ward 5	Councillor Matt Francis
-	Ward 6	Councillor Tom Jackson
-	Ward 7	Councillor Esther Pauls
-	Ward 8	Councillor J. P. Danko
-	Ward 9	Councillor Brad Clark
-	Ward 10	Councillor Jeff Beattie
-	Ward 11	Councillor Mark Tadeson
-	Ward 12	Councillor Craig Cassar
-	Ward 13	Councillor Alex Wilson
-	Ward 14	Councillor Mike Spadafora
-	Ward 15	Councillor Ted McMeekin
	-	 Ward 1 Ward 2 Ward 3 Ward 4 Ward 5 Ward 6 Ward 7 Ward 8 Ward 9 Ward 10 Ward 11 Ward 12 Ward 13 Ward 14

3. CONSENT ITEMS (Item 9)

(Nann/Hwang)

That the Consent Items 9.1 and 9.2, be approved, as follows:

(a) Reaching Home: Canada's Homeless Strategy Community
Homelessness Report 2022-23 (HSC21044(a)) (City Wide) (Item 9.1)

That Report HSC21044(a), respecting Reaching Home: Canada's Homeless Strategy Community Homelessness Report 2022-23, be received.

(b) 2023 Ending Chronic Homelessness Performance Update (Q1 and Q2) (HSC23076) (City Wide) (Item 9.2)

That Report HSC23076, respecting 2023 Ending Chronic Homelessness Performance Update (Q1 and Q2), be received.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson Yes - Ward 2 Councillor Cameron Kroetsch

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Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

4. DISCUSSION ITEMS (Item 10)

(Nann/Hwang)

That the Discussion Items 10.1, 10.2, and 10.13 be approved, as follows:

- (a) Interview Sub-Committee to the General Issues Committee Report 23-003 November 17, 2023 (Item 10.1)
 - (i) Interviews for the Climate Change Advisory Committee (Item 4.2)

That the details of the Applicant Interviews for the Climate Change Advisory Committee remain confidential.

- (b) Interview Sub-Committee to the General Issues Committee Report 23-004 November 24, 2023 (Item 10.2)
 - (i) Interviews for the Climate Change Advisory Committee (Item 4.2)

That the details of the Applicant Interviews for the Climate Change Advisory Committee remain confidential.

- (c) Interview Sub-Committee to the General Issues Committee Report 23-005 December 1, 2023 (Added Item 10.13)
 - (i) Deliberations for the Climate Change Advisory Committee (Item 4.2)
 - (1) That the direction provided to Staff in closed session be approved and remain confidential; and,

(2) That the details of the Applicants for the Climate Change Advisory Committee remain confidential.

(ii) Amendments to the Terms the Climate Change Advisory Committee

That the Climate Change Advisory Committees' Terms of Reference, be amended to reflect the following membership composition:

- (1) Overall Membership:
 - (a) The Climate Change Advisory Committee will be comprised of 15 to 25 voting and non-voting members; and,
- (2) Voting Members:
 - (a) Three to Four (3-4) Community/Citizen Members;

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

Yes	-	Mayor And	lrea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

5. Business Improvement Area (BIA) Sub-Committee Report 23-009 - November 14, 2023 (Item 10.3)

(Kroetsch/Hwang)

(a) Ancaster Business Improvement Area Spending Request (Item 11.1)

That the expenditure request from the Ancaster Business Improvement Area, in the amount of \$5,608.07 be spent on streetscaping, clean-up and

maintenance of the Ancaster Business Improvement Area, lighting and fall flowers, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved.

(b) Barton Village Business Improvement Area Spending Requests (Item 11.2)

- (i) That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$7,024.83 to be spent on hiring individuals to clean and maintain the road allowance and the purchase office equipment, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Barton Village Business Improvement Area, in the amount of \$10,192.27 for the purchase and maintenance of street furniture on the public road allowance, to be funded from the Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.

(c) Concession Street Business Improvement Area Spending Requests (Item 11.3)

- (i) That the expenditure request from the Concession Street Business Improvement Area, in the amount of \$8,257.54 to be spent on Beautification (hanging baskets), holiday decorations and their maintenance, office equipment and improvement, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Concession Street Business Improvement Area, in the amount of \$14,271.77 be spent on events, programming and activations to be funded from the Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.

(d) Downtown Hamilton Business Improvement Area Spending Requests (Item 11.4)

(i) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$5,378.47 to be

- spent on banners, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved; and,
- (ii) That the expenditure request from the Downtown Hamilton Business Improvement Area, in the amount of \$11,250.33 to be spent on special events, to be funded from the 2022 Parking Revenue Sharing Program for the Business Improvement Areas and payments in Lieu of the Parking Revenue Sharing Program (Parking Revenue Account 815010-52505), be approved.
- (e) Dundas Business Improvement Area Spending Request (Item 11.5)

That the expenditure request from the Dundas Business Improvement Area, in the amount of \$13,953.66.00 to be spent on office maintenance and improvement and Christmas decorations and their maintenance, to be funded from the Contribution to Operating Budget Program for the Business Improvement Areas (BIA Payments Account 815010-56905), be approved.

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

Yes Mayor Andrea Horwath Councillor Maureen Wilson Yes Ward 1 - Ward 2 Councillor Cameron Kroetsch Yes Yes - Ward 3 Councillor Nrinder Nann Yes - Ward 4 Councillor Tammy Hwang Yes - Ward 5 **Councillor Matt Francis** Absent - Ward 6 Councillor Tom Jackson Ward 7 Councillor Esther Pauls Yes Yes - Ward 8 Councillor J. P. Danko Yes - Ward 9 Councillor Brad Clark - Ward 10 Yes Councillor Jeff Beattie Yes Ward 11 Councillor Mark Tadeson Yes - Ward 12 Councillor Craig Cassar - Ward 13 Yes Councillor Alex Wilson Yes - Ward 14 Councillor Mike Spadafora Councillor Ted McMeekin Yes - Ward 15

6. International Village Business Improvement Area Proposed Budget & Schedule of Payments (PED23249) (Wards 2 and 3) (Item 10.4)

(Kroetsch/Nann)

(a) That the 2024 Operating Budget for the International Village Business Improvement Area, attached as Appendix "A" to Report PED23249, in the amount of \$248,800 be approved;

- (b) That the levy portion of the Operating Budget for the International Village Business Improvement Area in the amount of \$228,100 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 PED23249;
- (d) That the following schedule of payments for 2024 be approved:

(i) February \$114,050; (ii) June \$114,050;

Note: Assessment appeals may be deducted from the levy payments.

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

Yes Mayor Andrea Horwath Yes Ward 1 Councillor Maureen Wilson Yes - Ward 2 Councillor Cameron Kroetsch Yes - Ward 3 Councillor Nrinder Nann Yes Ward 4 Councillor Tammy Hwang Yes - Ward 5 Councillor Matt Francis Absent - Ward 6 Councillor Tom Jackson Yes Ward 7 Councillor Esther Pauls Yes - Ward 8 Councillor J. P. Danko Yes - Ward 9 Councillor Brad Clark Yes - Ward 10 Councillor Jeff Beattie - Ward 11 Yes Councillor Mark Tadeson Yes - Ward 12 Councillor Craig Cassar Yes - Ward 13 Councillor Alex Wilson - Ward 14 Yes Councillor Mike Spadafora Yes - Ward 15 Councillor Ted McMeekin

7. Concession Street Business Improvement Area Proposed Budget & Schedule of Payments (PED23250) (Ward 7) (Item 10.5)

(Pauls/Hwang)

- (a) That the 2024 Operating Budget for the Concession Street Business Improvement Area, attached as Appendix "A" to Report PED23250, in the amount of \$228,300.41 be approved;
- (b) That the levy portion of the Operating Budget for the Concession Street Business Improvement Area in the amount of \$198,550 be approved;

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- (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 PED23250;
- (d) That the following schedule of payments for 2024 be approved:

(i) January \$99,275; (ii) June \$99,275;

Note: Assessment appeals may be deducted from the levy payments.

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

Yes Mayor Andrea Horwath Yes Ward 1 Councillor Maureen Wilson - Ward 2 Councillor Cameron Kroetsch Yes Yes - Ward 3 Councillor Nrinder Nann - Ward 4 Councillor Tammy Hwang Yes Yes - Ward 5 **Councillor Matt Francis** Absent - Ward 6 Councillor Tom Jackson Yes Ward 7 **Councillor Esther Pauls** - Ward 8 Yes Councillor J. P. Danko - Ward 9 Yes Councillor Brad Clark - Ward 10 Yes Councillor Jeff Beattie - Ward 11 Yes Councillor Mark Tadeson - Ward 12 Yes Councillor Craig Cassar Yes - Ward 13 Councillor Alex Wilson Yes - Ward 14 Councillor Mike Spadafora - Ward 15 Councillor Ted McMeekin Yes

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

(Horwath/Nann)

- (a) That staff be directed to proceed with a market offering of the city-owned property at 171 Main Street East, in accordance with the "Sale of Land Policy By-law" being By-law No. 14-204, with the net proceeds of the sale to be used for affordable housing purposes;
- (b) That staff be directed to initiate a Zoning By-law Amendment application for the city-owned property at 9 Clarence Street for the purpose of permitting multiple dwellings (DE-2) of five storeys, and report back to General Issues Committee with a disposition strategy for a nominal value sale to a nonprofit affordable housing provider or a direct partnership with a non-profit housing provider, for the purpose of affordable housing;

- (c) That staff be directed to initiate a Zoning By-law Amendment application for the city-owned property at 70 Hope Avenue for the purpose of permitting multiple dwellings (DE-2) of three storeys and report back to General Issues Committee with a disposition strategy for a nominal value sale to a non-profit affordable housing provider or a direct partnership with a non-profit housing provider, for the purpose of affordable housing;
- (d) That staff be directed to initiate a Zoning By-law Amendment Application for the city-owned property at 1126 Garth Street for the purpose of permitting multiple dwellings (DE-2) of three storeys and report back to General Issues Committee on a disposition strategy for a nominal value sale to a non-profit affordable housing provider or a direct partnership with a non-profit housing provider, for the purpose of affordable housing; and,
- (e) That a new capital project with funding of up to \$150K from the Housing Accelerator Fund Reserve #112259, be approved to be used for costs associated with the rezoning and disposition of the properties identified in Recommendations (a)-(f) to Report PED23099(a) / HSC23028(a).

Result: Main MOTION, As Amended CARRIED by a vote of 15 to 0, as follows:

Yes Mayor Andrea Horwath Councillor Maureen Wilson Yes Ward 1 Yes - Ward 2 Councillor Cameron Kroetsch Yes - Ward 3 Councillor Nrinder Nann Yes Ward 4 Councillor Tammy Hwang Yes - Ward 5 **Councillor Matt Francis** Absent - Ward 6 Councillor Tom Jackson Ward 7 Councillor Esther Pauls Yes Yes - Ward 8 Councillor J. P. Danko Yes - Ward 9 Councillor Brad Clark Yes - Ward 10 Councillor Jeff Beattie Yes Ward 11 Councillor Mark Tadeson Yes - Ward 12 Councillor Craig Cassar - Ward 13 Yes Councillor Alex Wilson Yes - Ward 14 Councillor Mike Spadafora Yes - Ward 15 Councillor Ted McMeekin

9. Revitalizing Hamilton Tax Increment Grant Program - 235 Main Street West, 74 Queen Street South and 244-246 Jackson Street West, Hamilton (PED23243) (Ward 1) (Item 10.7)

(M. Wilson/Spadafora)

(a) That a Revitalizing Hamilton Tax Increment Grant Program Application submitted by 235 Main Holdings Inc. (David Kemper), for the properties

municipally known as 235 Main Street West, 74 Queen Street South and 244-246 Jackson Street West, Hamilton, estimated at \$2,117,592.80 over a maximum of a four year period, and based upon the incremental tax increase attributable to the redevelopment of 235 Main Street West, 74 Queen Street South and 244-246 Jackson Street West be authorized and approved in accordance with the terms and conditions of the Revitalizing Hamilton Tax Increment Grant Program, and on the condition that these properties merge on title and that the ownership of these properties is solely held by 235 Main Holdings Inc. (David Kemper), prior to any grant payment being made and prior to the Grant Agreement being entered into;

- (b) That the city enter into a Revitalizing Hamilton Tax Increment Grant Program Grant Agreement with 235 Main Holdings Inc. for the properties municipally known as 235 Main Street West, 74 Queen Street South and 244-246 Jackson Street West, and that the General Manager of the Planning and Economic Development Department be authorized and directed to execute the Grant Agreement together with any ancillary documentation in a form satisfactory to the City Solicitor and with the following terms and conditions:
 - (i) Terms and conditions as provided for in the Revitalizing Hamilton Tax Increment Grant Program;
 - (ii) That title for the properties municipally known as 235 Main Street West, 74 Queen Street South and 244-246 Jackson Street West merge and are owned solely by 235 Main Holdings Inc. prior to the Grant being paid and prior to the Grant Agreement being executed by the General Manager of Planning and Economic Development;
 - (iii) Such further conditions as determined by the General Manager of Planning and Economic Development;
- (c) That the General Manager of the Planning and Economic Development Department be authorized and directed to administer the Grant and Grant Agreement including, but not limited to, deciding on actions to take in respect of events of default and executing any Grant Amending Agreements, together with any ancillary amending documentation, if required, provided that the terms and conditions of the Revitalizing Hamilton Tax Increment Grant Program, as approved by City Council, are maintained and that any applicable Grant Amending Agreements are undertaken in a form satisfactory to the City Solicitor.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson

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Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

10. Open Streets Temporary Linear Urban Park 2023 Update (PED22075(b)) (City Wide) (Outstanding Business List Item) (Item 10.8)

(Nann/Cassar)

- (a) That the Open Streets Temporary Linear Urban Park concept, as successfully demonstrated through the closure of King Street East on Sunday June 18, 2023, be established as an annual program with a minimum of two events per calendar year;
- (b) That the James Street North Summer Art Crawl Pedestrianization Pilot that was implemented on Friday's in summer 2023 be incorporated into the Open Streets Program on an annual basis and include the months of May, June, July and August; and,
- (c) That the matter respecting Item J, Open Streets Temporary Linear Urban Park be identified as complete and removed from the General Issues Committee 2023 Rate and Capital Budgets Outstanding Business List.

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

Yes	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie

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Yes - Ward 11 Councillor Mark Tadeson
Yes - Ward 12 Councillor Craig Cassar
Yes - Ward 13 Councillor Alex Wilson
Yes - Ward 14 Councillor Mike Spadafora
Yes - Ward 15 Councillor Ted McMeekin

11. Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street (HSC22038(a)) (Ward 7) (Item 10.9)

(Pauls/Cassar)

- (a) That Council approve the City entering into an agreement with Hamilton East Kiwanis Non-Profit Homes Inc. for up to a maximum amount of \$3.5M funded by the sources below, for the development of 20 Program Units of 126 affordable rental units on the property municipally known as 1540 Upper Wentworth Street with terms and conditions as identified in Appendix "A" to Report HSC22038(a)and that the General Manager of Healthy and Safe Communities be authorized to amend the terms and conditions in Appendix "A" as long as they do not conflict with the terms of the Ontario Priorities Housing Initiative Rental Housing Component Year 5 program guidelines and do not conflict with the funding source maximums identified below:
 - (i) That the Ministry of Municipal Affairs and Housing be advised that the City of Hamilton recommends that Ontario Priorities Housing Initiative Rental Housing Component Year 5 funding ("OPHI Funding"), up to a maximum of \$2,559,040 (Project ID 6732341321);
 - (ii) That up to a maximum of \$631,005 of Poverty Reduction Fund (Project ID 6731741609) ("Poverty Reduction Funding"); and,
 - (iii) That up to a maximum of \$309,955 of funding from the Affordable Housing Property Reserve (# 112256) ("Affordable Housing Reserve Funding");
- (b) That the General Manager of Healthy and Safe Communities, or their designate, be authorized to execute the agreement and any ancillary documents in a form satisfactory to the City Solicitor; and,
- (c) That the 40 Rent-Geared-to-Income subsidies approved by Item 9 of Emergency and Community Services Report 22-012 being report HSC22038, totalling \$277,969 be referred to the 2026 budget process, rather than the 2024 Budget process as previously approved.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson

Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

12. Art Gallery of Hamilton Energy Billing Approach and Recommendations (PED23258 / PW23065) (City Wide) (Item 10.10)

(Kroetsch/Danko)

- (a) That the General Manager of Public Works be authorized and directed to write-off uncollectable Accounts Receivable 2022 energy charges for the Art Gallery of Hamilton in the amount of \$329,723.94 which includes finance charges in the amount of \$27,714.80 plus any additional finance charges on these past due receivables incurred up to the date of the approval of this report. Write-off amounts are to be funded from the Tax Stabilization Reserve (Account # 110046);
- (b) That the General Manager of Public Works be authorized and directed to write-off uncollectable Accounts Receivable 2023 energy charges up to September 30, 2023 for the Art Gallery of Hamilton in the amount of \$244,148.31 which includes finance charges in the amount of \$4,144.18 plus any additional finance charges on these past due receivables incurred up to the date of the approval of this report. Write-off amounts are to be funded from the Tax Stabilization Reserve (Account #110046);
- (c) That the General Manager of Public Works be authorized and directed to write-off uncollectable Accounts Receivable 2023 energy charges for October, November and December 2023 that will result from the difference in billings (2021 energy charges plus the Federal Carbon Tax charge billing versus the current method of metered system billing) for the Art Gallery of Hamilton to an upset limit of \$60,000. Write-off amounts are to be funded from the Tax Stabilization Reserve (Account # 110046);
- (d) That staff be directed to address energy billings for 2024 and beyond as part of discussions regarding a new partnership agreement between the City of Hamilton and Art Gallery of Hamilton;

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(e) That the City of Hamilton Energy Office be directed to perform an energy walkthrough of the Art Gallery of Hamilton building to identify and recommend to Art Gallery of Hamilton staff enhanced efficiency opportunities that will serve both to help reduce future energy costs and align with the City's goal of net zero.

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

Yes Mayor Andrea Horwath Yes Ward 1 Councillor Maureen Wilson - Ward 2 Councillor Cameron Kroetsch Yes Yes - Ward 3 Councillor Nrinder Nann - Ward 4 Yes Councillor Tammy Hwang - Ward 5 **Councillor Matt Francis** Yes - Ward 6 Councillor Tom Jackson Absent Yes Ward 7 Councillor Esther Pauls Yes - Ward 8 Councillor J. P. Danko Yes - Ward 9 Councillor Brad Clark - Ward 10 Yes Councillor Jeff Beattie - Ward 11 Yes Councillor Mark Tadeson Yes - Ward 12 Councillor Craig Cassar Yes - Ward 13 Councillor Alex Wilson - Ward 14 Yes Councillor Mike Spadafora Yes - Ward 15 Councillor Ted McMeekin

13. Advisory Committee for Persons with Disabilities (ACPD) Report 23-011 - November 14, 2023 (Added Item 10.11)

(Tadeson/Spadafora)

- (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 the remainder of 2023 and 2024, or until the new membership is appointed by Council; and,
 - (ii) That Paula Kilburn be appointed as Vice Chair of the Advisory Committee for Persons with Disabilities for the remainder of 2023 and 2024, or until the new membership is appointed by Council.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson
Yes - Ward 2 Councillor Cameron Kroetsch

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Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

14. Family Shelter System (HSC23041(b)) (City Wide) (Added Item 10.12)

(Cassar/Kroetsch)

- (a) That up to \$1.852M be funded from a reserve determined appropriate by the General Manager of the Corporate Services Department and the General Manager of Healthy and Safe Communities Department with \$784K in 2024 and \$1.068M in 2025 and referred to the 2024 Tax Operating budget for Council consideration to extend temporary emergency supports between April 1, 2024 and December 31, 2024 and continuing to December 31, 2025 in order to address urgent program and staffing needs within Housing Services Division and Good Shepherd Hamilton related to family homelessness;
 - (i) \$247K in 2024 and \$353K in 2025 for 2.0 Emergency Shelter Case Managers and 1.0 Supervisor Hotel Overflow with the City of Hamilton; and,
 - (ii) \$537K in 2024 and \$715K in 2025 for enhanced staffing and case management at Good Shepherd Family Centre Shelter and Hotel Overflow:
- (b) That staff be directed to conduct a new Call for Applications with a longer timeline and expanded parameters to build capacity and address pressures in the Family Shelter System through December 2025 with report back for Council approval of recommended projects in Q2 2024;
- (c) That staff be directed to report back by Q3 2025 to assess need for continued investment in enhanced staffing for the family shelter system; and,
- (d) That the General Manager of the Healthy and Safe Communities

 Department or their designate be directed and authorized, on behalf of
 the City of Hamilton, to enter into, execute and administer all agreements

and documents necessary to implement the purchases and grants outlined above on terms and conditions satisfactory to the General Manager of the Healthy and Safe Communities Department or their designate and in a form satisfactory to the City Solicitor.

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

Yes	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

15. 2024 Property & Liability Insurance Renewal (LS23041) (City Wide) (Added Item 10.14)

(Danko/Kroetsch)

- (a) That the Liability and Property Insurance coverages for the term
 December 31, 2023, to January 1, 2025, be renewed through Arthur J.
 Gallagher Canada Ltd. and Marsh Canada Ltd. at a cost of \$11,908,712
 (plus applicable taxes) and be funded through the 2024 Risk Management
 Services Budget, in accordance with Appendix "A" and Appendix "B" to
 Report LS23041;
- (b) That the City Solicitor be authorized and directed to execute all associated documents related to the renewal of the Liability and Property Insurance coverages for the term December 31, 2023 to January 1, 2025, through Arthur J. Gallagher Canada Ltd. and Marsh Canada Ltd.; and,
- (c) That the 2023 budget shortfall of \$600,000 be funded from Corporate year-end surplus or Tax Stabilization Reserve (110046).

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

Yes - Mayor Andrea Horwath

Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

16. Red Hill Valley Parkway Inquiry Final Report (PW23029(a)) (City Wide) (Added Item 10.15)

(Horwath/Hwang)

- (a) That Council approve the formation of an interdepartmental Working Group led by the Public Works Department, for the purpose of responding to the recommendations noted in the Report of the Red Hill Valley Parkway Inquiry from the Honourable Mr. Justice Herman J. Wilton-Siegel dated November 29, 2023;
- (b) That the General Manager, Public Works, or their designate be directed to provide an initial update to the General Issues Committee by March 31, 2024 on the establishment of the Working Group and associated Action Plan; and,
- (c) That the General Manager, Public Works, or their designate be directed to provide bi-annual updates to the General Issues Committee, on status of the Action Plan.

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

Yes	-	Mayor Ar	ndrea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	_	Ward 8	Councillor J. P. Danko

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Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Absent	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

17. Stormwater Funding Review (City Wide) (Added Item 11.1)

(Cassar/Tadeson)

WHEREAS, City Council at its meeting of June 28, 2023 approved a new Stormwater Rate Structure;

WHEREAS, City Council at its meeting of June 28, 2023 directed staff to develop and report back regarding the implementation of a Stormwater Incentives Program;

WHEREAS, City staff have undertaken consultations with the community regarding the implementation of a Stormwater Incentives Program; and,

WHEREAS, the rural community has expressed significant concern regarding the application of the Stormwater Rate Structure to agricultural properties;

THEREFORE, BE IT RESOLVED:

- (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.

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

Yes	-	Mayor Ar	ndrea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	_	Ward 5	Councillor Matt Francis

Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

18. Appointments to the Climate Change Advisory Committee for the 2022 - 2026 Council Term (Added Item 14.3)

(Nann/Hwang)

That the appointments to the Climate Change Advisory Committee for the 2022 - 2026 Council Term, be approved and released publicly following approval by Council.

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

Absent	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	_	Ward 15	Councillor Ted McMeekin

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 Shelley Falconer, President and CEO, Art Gallery of Hamilton, resecting Item 10.10 - Art Gallery of Hamilton Energy Billing Approach and Recommendations (PED23258 / PW23065)

Recommendation: Be received and referred to the consideration of Item 10.10.

6. DELEGATION REQUESTS

- 6.3 Douglas Kwan, Advocacy Centre for Tenants Ontario, respecting access to justice issues and delays at the Landlord and Tenant Board and its impact on Hamiltonians (In-Person) (For a future meeting)
- 6.4 Brian Sibley, Hamilton East Kiwanis Non-Profit Homes Inc., respecting Item 10.9 Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street (HSC22038(a)) (Ward 7) (In-Person) (For today's meeting)
- 6.5 Matt Johnston, Urban Solutions Planning & Land Development Consultants Inc., respecting Hamilton Tax Increment Grant Program in relation to 75 James Street South, Hamilton (In-Person) (For a future meeting)
- 6.6 Glen Norton, Music Hall Alliance / New Vision Church, respecting an overview for plans for the Music Hall at New Vision Church (In-Person) (For a future meeting)

7. DELEGATIONS

7.2 Douglas Mattina, Kemp Care Network (formerly Dr. Bob Kemp Hospice), respecting next steps towards acquisition of the land (sale or lease) at 41 South St. W. (In-Person) (Approved November 15, 2023) - WITHDRAWN

10. DISCUSSION ITEMS

- 10.11 Advisory Committee for Persons with Disabilities (ACPD) Report 23-011 November 14, 2023
- 10.12 Family Shelter System (HSC23041(b)) (City Wide)
- 10.13 Interview Sub-Committee to the General Issues Committee Report 23-005 December 1, 2023

- 10.14 2024 Property & Liability Insurance Renewal (LS23041) (City Wide)
- 10.15 Red Hill Valley Parkway Inquiry Final Report (PW23029(a)) (City Wide)

12. NOTICES OF MOTION

12.1 Stormwater Funding Review (City Wide)

14. PRIVATE AND CONFIDENTIAL

14.3 Appointments to the Climate Change Advisory Committee for the 2022 - 2026 Council Term

CHANGE TO THE ORDER OF THE AGENDA

Item 10.15, respecting the Red Hill Valley Parkway Inquiry Final Report will be dealt with immediately following Item 8.1 - Introduction of David Boghosian, Boghosian+Allen LLP, City of Hamilton's Integrity Commissioner and Lobbyist Registrar

(Cassar/Hwang)

That the agenda for the December 6, 2023 General Issues Committee meeting, be approved, as amended.

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

Yes	_	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

(b) DECLARATIONS OF INTEREST (Item 3)

Councillor Brad Clark declared a Disqualifying interest to Added Item 6.5, Matt Johnston, Urban Solutions Planning & Land Development Consultants Inc.,

respecting Hamilton Tax Increment Grant Program in relation to 75 James Street South, Hamilton (In-Person) (For a future meeting), as his son had a business relationship with the principal owner of Urban Solutions.

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

(i) (Nann/Tadeson)

That the following minutes of the General Issues Committee be approved, as presented:

- (1) November 9, 2023 Special (Item 4.1)
- (2) November 15 and 21, 2023 (Item 4.2)

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

Yes	-	Mayor And	lrea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from Shelley Falconer, President and CEO, Art Gallery of Hamilton, resecting Item 10.10 - Art Gallery of Hamilton Energy Billing Approach and Recommendations (PED23258 / PW23065) (Added Item 5.1)

(Kroetsch/Danko)

That the correspondence from Shelley Falconer, President and CEO, Art Gallery of Hamilton, resecting Item 10.10 - Art Gallery of Hamilton Energy Billing Approach and Recommendations (PED23258 / PW23065), be received and referred to consideration of Item 10.10.

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

Yes Mayor Andrea Horwath Councillor Maureen Wilson Yes Ward 1 - Ward 2 Yes Councillor Cameron Kroetsch Yes - Ward 3 Councillor Nrinder Nann - Ward 4 Yes Councillor Tammy Hwang Yes - Ward 5 **Councillor Matt Francis** Absent - Ward 6 Councillor Tom Jackson Yes - Ward 7 Councillor Esther Pauls Yes - Ward 8 Councillor J. P. Danko - Ward 9 Councillor Brad Clark Yes Absent - Ward 10 Councillor Jeff Beattie Yes - Ward 11 Councillor Mark Tadeson - Ward 12 Yes Councillor Craig Cassar Yes - Ward 13 Councillor Alex Wilson Councillor Mike Spadafora Yes - Ward 14 - Ward 15 Councillor Ted McMeekin Yes

(e) DELEGATION REQUESTS (Item 6)

- (i) (Danko/Pauls)
 - (a) That the following Delegation Request, be received; and
 - (b) That Clerk's staff be directed to forward to the individual, the Mayor's statement from November 21, 2023 on Israel and Gaza and to provide contact information for local Federal Government representatives:
 - (1) Adeel Khan, respecting a motion to demand a permanent ceasefire, return of all hostages from both sides and a resumption of dialogue between the representatives of Israel and Gaza, immediate repatriating all Canadians and their relatives stuck in the occupied Gaza strip, and recognition of International Day of Solidarity with the Palestinian People in line with the United Nations (Nov. 29) (In-Person) (For a future meeting) (Item 6.2)

Result: MOTION, CARRIED by a vote of 12 to 2, as follows:

Yes	-	Mayor Ar	ndrea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
No	-	Ward 2	Councillor Cameron Kroetsch
No	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	_	Ward 5	Councillor Matt Francis

Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

Due to a declared conflict, Item 6.5 was voted on separately, as follows:

(ii) (Danko/Pauls)

Matt Johnston, Urban Solutions Planning & Land Development Consultants Inc., respecting Hamilton Tax Increment Grant Program in relation to 75 James Street South, Hamilton (In-Person) (For a future meeting) (Added Item 6.5)

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes	-	Mayor And	Irea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Conflict	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	_	Ward 15	Councillor Ted McMeekin

(iii) (Danko/Pauls)

That the balance of the Delegation Requests, be approved as follows:

(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 agenda (In-Person) (For a future meeting) (Item 6.1)

- (2) Douglas Kwan, Advocacy Centre for Tenants Ontario, respecting access to justice issues and delays at the Landlord and Tenant Board and its impact on Hamiltonians (In-Person) (For a future meeting) (Added Item 6.3)
- (3) Brian Sibley, Hamilton East Kiwanis Non-Profit Homes Inc., respecting Item 10.9 Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street (HSC22038(a)) (Ward 7) (In-Person) (For today's meeting) (Added Item 6.4)
- (4) Glen Norton, Music Hall Alliance / New Vision Church, respecting an overview for plans for the Music Hall at New Vision Church (In-Person) (For a future meeting) (Added Item 6.6)

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

Yes	-	Mayor And	Irea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Absent	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

(f) DELEGATIONS (Item 7)

(i) Nanty H. Abraham, Hannan Foundation Canada, respecting Issues Surrounding Homelessness, Food Banks, and Mental Health and Proposed Collaboration Opportunities with Hannan Foundation Canada (In-Person) (Approved November 15, 2023) (Item 7.1)

Nanty H. Abraham, Hannan Foundation Canada, addressed the Committee respecting Issues Surrounding Homelessness, Food Banks, and Mental Health and Proposed Collaboration Opportunities with Hannan Foundation Canada.

(Hwang/Kroetsch)

That the Delegation from Nanty H. Abraham, Hannan Foundation Canada, respecting Issues Surrounding Homelessness, Food Banks, and Mental Health and Proposed Collaboration Opportunities with Hannan Foundation Canada, be received.

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

Yes	-	Mayor And	rea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

(ii) Brian Sibley, Hamilton East Kiwanis Non-Profit Homes Inc., respecting Item 10.9 - Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street (HSC22038(a)) (Ward 7) (In-Person) (Added Item 7.3)

Brian Sibley, Hamilton East Kiwanis Non-Profit Homes Inc., addressed the Committee respecting Item 10.9 – Report HSC22038(a), Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street.

(Pauls/Danko)

That the delegation from Brian Sibley, Hamilton East Kiwanis Non-Profit Homes Inc., respecting Item 10.9 – Report HSC22038(a), Ontario Priorities Housing Initiative and Poverty Reduction Funding for 1540 Upper Wentworth Street, be received.

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

Yes - Mayor Andrea Horwath

Yes - Ward 1 Councillor Maureen Wilson Yes - Ward 2 Councillor Cameron Kroetsch

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Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Absent	-	Ward 15	Councillor Ted McMeekin

(g) STAFF PRESENTATIONS (Item 8)

(i) Introduction of David Boghosian, Boghosian+Allen LLP, City of Hamilton's Integrity Commissioner and Lobbyist Registrar (Item 8.1)

Jason Thorne, Acting City Manager, introduced David Boghosian, Boghosian+Allen LLP, the City of Hamilton's Integrity Commissioner and Lobbyist Registrar who provided the Committee with an introductory presentation.

(Clark/Horwath)

That the presentation from David Boghosian, Boghosian+Allen LLP, the City of Hamilton's Integrity Commissioner and Lobbyist Registrar, be received.

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

Yes	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Absent	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora

Yes - Ward 15 Councillor Ted McMeekin

(h) DISCUSSION ITEMS (Item 10)

(i) Red Hill Valley Parkway Inquiry Final Report (PW23029(a)) (City Wide) (Added Item 10.15)

Jason Thorne, Acting City Manager, provided opening remarks on Report PW23029(a), respecting the Red Hill Valley Parkway Inquiry Final Report and introduced external legal consultants Eli Lederman and Delna Contractor, Lenczner Slaght LLP who provided Committee with a verbal overview of the report.

(1) (Cassar/Nann)

That the overview of Report PW23029(a), respecting the Red Hill Valley Parkway Inquiry Final Report provided by external legal consultants Eli Lederman and Delna Contractor, Lenczner Slaght LLP, be received.

Result: MOTION, CARRIED by a vote of 13 to 0, as follows:

Yes Mayor Andrea Horwath Yes Ward 1 Councillor Maureen Wilson - Ward 2 Yes Councillor Cameron Kroetsch Yes - Ward 3 Councillor Nrinder Nann Yes - Ward 4 Councillor Tammy Hwang **Councillor Matt Francis** Absent - Ward 5 Absent - Ward 6 Councillor Tom Jackson Ward 7 Yes Councillor Esther Pauls Yes - Ward 8 Councillor J. P. Danko Yes - Ward 9 Councillor Brad Clark - Ward 10 Councillor Jeff Beattie Yes Yes - Ward 11 Councillor Mark Tadeson - Ward 12 Councillor Craig Cassar Yes Yes - Ward 13 Councillor Alex Wilson Councillor Mike Spadafora - Ward 14 Absent - Ward 15 Councillor Ted McMeekin Yes

(2) (Clark/Pauls)

That sub-section (b), to Report PW23029(a), Red Hill Valley Parkway Inquiry Final Report, **be amended** by deleting the words "**establishment of the Working Group and**" as follows:

(b) That the General Manager, Public Works, or their designate be directed to provide an initial update to the General Issues

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Committee by March 31, 2024 on the **establishment of the Working Group and** associated Action Plan; and,

Result: AMENDMENT, DEFEATED by a vote of 4 to 10, as follows:

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

For disposition of this matter, refer to Item 16.

(i) STAFF PRESENTATIONS (Item 8) (Continued)

(i) Asset Management Plans (PW23073) (City Wide) (Item 8.2)

Patricia Leishman, Director, Corporate Asset Management, addressed the Committee with a presentation respecting Report PW23073, Asset Management Plans.

(Hwang/Wilson)

That the staff presentation respecting Report PW23073, Asset Management Plans, be received.

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

Yes	-	Mayor Andrea Horwath	
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	_	Ward 7	Councillor Esther Pauls

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Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

For disposition of this matter, refer to Item 1.

(ii) Recess

(Pauls/Tadeson)

That the General Issues Committee recess for 30 minutes until 12:45 p.m.

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

Yes	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

(iii) Canada Mortgage and Housing Corporation Housing Accelerator Fund Incentive Programs (PED23143(b) / HSC23017(b)) (City Wide) (Item 8.3)

Al Fletcher, Manager - Housing and Neighbourhood Development, and Phil Caldwell, Senior Project Manager - Urban Renewal, addressed the Committee with a presentation respecting Report PED23143(b) / HSC23017(b), Canada Mortgage and Housing Corporation Housing Accelerator Fund Incentive Programs.

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(Horwath/Cassar)

That the staff presentation respecting Report PED23143(b) / HSC23017(b), Canada Mortgage and Housing Corporation Housing Accelerator Fund Incentive Programs, be received.

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

Yes	-	Mayor Andrea Horwath				
Yes	-	Ward 1	Councillor Maureen Wilson			
Yes	-	Ward 2	Councillor Cameron Kroetsch			
Yes	-	Ward 3	Councillor Nrinder Nann			
Yes	-	Ward 4	Councillor Tammy Hwang			
Yes	-	Ward 5	Councillor Matt Francis			
Absent	-	Ward 6	Councillor Tom Jackson			
Yes	-	Ward 7	Councillor Esther Pauls			
Yes	-	Ward 8	Councillor J. P. Danko			
Yes	-	Ward 9	Councillor Brad Clark			
Yes	-	Ward 10	Councillor Jeff Beattie			
Yes	-	Ward 11	Councillor Mark Tadeson			
Yes	-	Ward 12	Councillor Craig Cassar			
Yes	-	Ward 13	Councillor Alex Wilson			
Yes	-	Ward 14	Councillor Mike Spadafora			
Yes	-	Ward 15	Councillor Ted McMeekin			

For disposition of this matter, refer to Item 2.

(j) DISCUSSION ITEMS (Item 10) (Continued)

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

(i) (Horwath/Nann)

- (a) That staff be directed to proceed with a market offering of the city-owned property at 171 Main Street East, in accordance with the "Sale of Land Policy By-law" being By-law No. 14-204, with the net proceeds of the sale to be used for affordable housing purposes;
- (b) That staff be directed to initiate a Zoning By-law Amendment application for the city-owned property at 9 Clarence Street for the purpose of permitting multiple dwellings (DE-2) of five storeys, and report back to General Issues Committee with a disposition strategy for a nominal value sale to a non-profit affordable housing provider or a direct partnership with a non-profit housing provider, for the purpose of affordable housing;

- (c) That staff be directed to initiate a Zoning By-law Amendment application for the city-owned property at 70 Hope Avenue for the purpose of permitting multiple dwellings (DE-2) of three storeys and report back to General Issues Committee with a disposition strategy for a nominal value sale to a non-profit affordable housing provider or a direct partnership with a non-profit housing provider, for the purpose of affordable housing;
- (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 "Sale of Land Policy By-law" 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 nonprofit 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;
- (f) That staff be directed to initiate a Zoning By-law Amendment Application for the city-owned property at 1126 Garth Street for the purpose of permitting multiple dwellings (DE-2) of three storeys and report back to General Issues Committee on a disposition strategy for a nominal value sale to a non-profit affordable housing provider or a direct partnership with a nonprofit housing provider, for the purpose of affordable housing; and,
- (g) That a new capital project with funding of up to \$150K from the Housing Accelerator Fund Reserve #112259, be approved to be used for costs associated with the rezoning and disposition of the properties identified in Recommendations (a)-(f) to Report PED23099(a) / HSC23028(a).

(ii) (Francis/Spadafora)

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 "Sale of Land Policy By-law" 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 nonprofit 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: AMENDMENT, CARRIED by a vote of 8 to 7, as follows:

No	-	Mayor And	drea Horwath
No	-	Ward 1	Councillor Maureen Wilson
No	-	Ward 2	Councillor Cameron Kroetsch
No	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
No	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
No	-	Ward 12	Councillor Craig Cassar
No	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

For further disposition of this matter, refer to Item 8.

(k) NOTICES OF MOTION (Item 12)

(i) Stormwater Funding Review (City Wide) (Added Item 12.1)

(Cassar/Tadeson)

That the Rules of Order be waived to introduce a motion respecting Stormwater Funding Review.

Result: MOTION, CARRIED by a 2/3 Majority vote of 15 to 0, as follows:

Yes	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

For disposition of this matter, refer to Item 17.

(I) PRIVATE & CONFIDENTIAL (Item 14)

(i) (Spadafora/Cassar)

That the following Closed Session minutes of the General Issues Committee be approved, as presented and remain confidential:

- (1) Closed Session Minutes November 9, 2023 Special (Item 14.1)
- (2) Closed Session Minutes November 15 and 21, 2023 (Item 14.2)

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

Yes	_	Mavor An	drea Horwath
Yes		•	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	_	Ward 4	Councillor Tammy Hwang

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Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

Committee determined that discussion of Item 14.3 was not required in Closed Session; therefore, the matter was addressed in Open Session, as follows:

(ii) Appointments to the Climate Change Advisory Committee for the 2022 - 2026 Council Term (Added Item 14.3)

For disposition of this matter, refer to Item 18.

(m) ADJOURNMENT (Item 15)

(Tadeson/Francis)

That there being no further business, the General Issues Committee be adjourned at 3:04 p.m.

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

Absent	-	Mayor And	drea Horwath
Yes	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 4	Councillor Tammy Hwang
Yes	-	Ward 5	Councillor Matt Francis
Absent	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 7	Councillor Esther Pauls
Yes	-	Ward 8	Councillor J. P. Danko
Yes	-	Ward 9	Councillor Brad Clark
Yes	-	Ward 10	Councillor Jeff Beattie
Yes	-	Ward 11	Councillor Mark Tadeson
Yes	-	Ward 12	Councillor Craig Cassar
Yes	-	Ward 13	Councillor Alex Wilson
Yes	-	Ward 14	Councillor Mike Spadafora
Yes	-	Ward 15	Councillor Ted McMeekin

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Deputy Mayor Alex Wilson
Chair, General Issues Committee

Angela McRae Legislative Coordinator Office of the City Clerk





January 8th, 2024

SENT BY EMAIL: angela.mcrae@hamilton.ca

General Issues Committee City of Hamilton 2nd Floor 71 Main Street West Hamilton, Ontario L8P 4Y5

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

Dear General Issues Committee;

Please accept this cover letter, slide deck, and a letter from the Municipality of Chatham-Kent written to the Province, Tribunals Ontario, and the Landlord and Tenant Board's ("LTB") seeking systemic changes to its service delivery letter for inclusion in the agenda for the meeting on January 17, 2024. These materials are in support for our request that the City of Hamilton send a similar letter and to direct staff to carry out its wishes on the matter.

About HCLC and ACTO

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

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

Background

As Council may be aware, the Landlord and Tenant Board is entrusted to resolve disputes between tenants and landlords under the Residential Tenancies Act. The Board achieves this by adjudicating issues between the parties and assists in resolving matters before they reach adjudication such as the use of mediation or releasing important information guides on the rights and responsibilities of the parties. When the LTB is not operating effectively, the public loses faith that their rights and responsibilities will be protected. That dysfunction has a direct impact on the housing and homelessness crisis that has gripped the province.

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

Impact on Hamiltonians

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

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

Municipalities have had to devote more resources to supporting its vulnerable residents and in most cases are not able to bridge the digital divide that the LTB has created. Tenancies that would otherwise be sustained through intervention from a municipal

homelessness prevention program, tenant duty counsel, or mediation services are now falling through the cracks because of the removal of in-person services at the LTB. As you may know, once an affordable housing unit is taken from a community then it is lost forever because of rent control exemptions. As the city and the province are not replacing affordable units at the same rate as we are losing units it is imperative that the city does everything in can to preserve its affordable housing stock

LTB Operational Decisions Leading to Dysfunction

- 1) Removing regional scheduling and having disputes from across the province heard at every hearing block preventing adjudicators from understanding the local housing conditions and becoming familiar with the parties in order to issue just decisions, Toronto and other cities with larger tenant populations have their matters heard more frequently than Hamilton disputes, and homelessness prevention programs could no longer efficiently help residents without a hearing block dedicated to them.
- 2) The permanent closure of the regional office in Hamilton and elsewhere have 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.
- 3) 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 to themselves to manage the virtual waiting area, move people to breakout rooms and adjudicate the complex matters before them.
- 4) Where there are multiple applications regarding the same address they are heard in separate hearing blocks and assigned different adjudicators which is both inefficient and creates a situation where unfair and inconsistent outcomes may arise.
- 5) 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;

What Did the Ombudsman Office Say?

- 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);

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)

Recent Announcements Will Not Resolve the Crisis

With over three years of dysfunction with its remote service model, the Board is continuing to forge ahead with this system even despite the scathing report from the Ombudsman. Over the last two years, the LTB announced that they would send a computer and/or a flip phone to parties if an LTB Vice Chair agrees that an accommodation is needed and the provinces funding announcements of more staff and adjudicators. During that same time the backlog increased from 32,800 in April 2021 to 53,057 by March 2023.

The most recent announcement was an influx of \$6.5 million from the province's contingency funds to hire 40 additional adjudicators and five office staff. This announcement occurred at a time when the LTB was struggling to process a significantly reduced workload (compared to pre-pandemic levels) with an unprecedented number of adjudicators. There were 36 full time and 45 part time adjudicators in November 2022 when the Board was receiving anywhere between 19,000 to 7,000 fewer applications than its pre-pandemic caseload. By comparison, in 2010/11, the LTB had 46 full time and 10 part time adjudicators with a caseload of 80,000 applications. In that year, applications were heard between 5 weeks for most matters to 26 weeks for complex cases compared to the 7 to 8 month average for all applications in Fall 2022.

Our Request

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

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

Sincerely,

Douglas Kwan

Director of Advocacy and Legal Services, ACTO

Clare Freeman
Executive Director

Hamilton Community Legal Clinic

Michael Ollier

Legal Director

Hamilton Community Legal Clinic



Landlord and Tenant Board (LTB)

Challenges and Solutions

BACKGROUND

Background: Landlord and Tenant Board (LTB)

- ACTO offers the Tenant Duty
 Counsel (TDC) Program to
 ensure Ontario's tenants have
 access to legal advice on the day
 of their hearing.
- Busiest tribunal in Ontario typically receives 80,000 applications for hearings per year prior to the pandemic.
- Incl. 8 Regional Offices (London, Hamilton, Mississauga, Ottawa, Toronto North, Toronto South, Toronto East, Sudbury) provided full LTB services.



Before Digital: Landlord and Tenant Board (LTB)

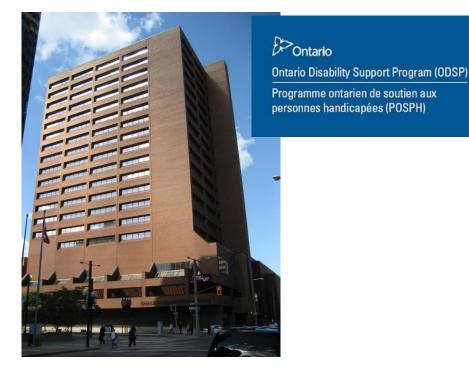
- ▷ All locations offered mediation
- ▷ All hearings scheduled both tenant and landlord cases
- ➢ All locations heard only disputes within the region/municipality
- All locations had regional adjudicators familiar with the community
- All locations offered tenant duty counsel services ("TDC")
- Some locations offered eviction prevention services on site.



Before Digital: Landlord and Tenant Board (LTB)

- Regional Centres offered counter staff support to walk-ins.

- Seeing homelessness prevention services, mediation, tenant duty counsel services in-person increased trust and likelihood that participants would utilize these services.



Ellen Fairclough Building (aka ODSP office), LTB Regional Office, 119 King Street W., 6th Floor. LTB held hearings three times per week providing full services for Hamilton.

Key Dates

- □ January 2020 Ombudsman launched investigation on delays at the LTB (landlord applications waited 7 weeks and tenant applications were 8 weeks for hearing)
- March 2020 to August 1/20 − LTB heard only urgent or serious cases
- ▷ September 2020 announcement of Digital First strategy
- November 2020 − Digital First strategy made permanent without consultation
- Fall 2020 − local/regional scheduling ends in favour of provincial scheduling and applications begin to be heard separately
- October 2022 First In-Person LTB hearing held in Ontario

What are the current challenges at the LTB?

2. Delays

1. Access to Justice

3. Operational Services

Unequal Access to Justice

- Digital Divide has been a challenge for people living in rural and remote areas, whose first language is neither French or English, individuals with disabilities, literacy, and numeracy challenges.
- The CRTC's broadband target of 50 Mbps download, 10 Mbps upload, and unlimited data.

- ► The Ontario Bar Association and non profits serving Ontarians including the United Way have expressed concerns



Unequal Access to Justice

55.6% of tenants participate in their hearing by phone

74% of landlords participate by video in their hearing

98% of tenants appearing before the LTB are unrepresented

Unequal Access to Justice

- "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. (para.198 of Ombudsman's report)
- 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. (para. 215-220 of the Ombudsman's report)
- ▶ Loss of regional familiarity, less aware of bad actors that frequent the Board – provincial scheduling model

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Delays Due to Other Factors Beyond the Pandemic

Application	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Applications Received	73,208*	61,586**	48,422**	88,874	82,095	80,791
Applications Resolved***	52,986	61,868	35,983	72,064	79,476	78,744
Active Cases at Year- End****	53,057	32,800	34,731	22,803	14,725	12,944

Delays Due to Other Factors Beyond the Page 61 of 493 Pandemic

- Delays attributed to three factors:
 - 1. Digital hearings have led to delays (p. 217, Ombudsman)
 - 2. Scheduling hearings provincially (p. 214, Ombudsman)
 - 3. Scheduling by hearing type
- ▷ In March/23, landlord applications took an average of 6 to 9 months to be heard and tenant applications up to 2 years. (para. 6 Ombudsman's Report)
- > 9,323 tenant applications unresolved with 2 going back to 2017, 13 to 2018, and 78 from 2019. (para. 146 Ombudsman's Report)



Operational Service Concerns

- Documents uploaded to new Online Portal go missing or are not available at the hearing
- Moderators assigned to a select few hearing blocks some adjudicators are left alone to manage the waiting area and adjudicate hearings
- Urgent matters are addressed more slowly due to the closure of the regional centres immediate access to documents or a decision requesting a stay of an eviction takes longer (days instead of hours)
- Call Centre wait times **doubled** from 18 minutes to 37 minutes from 2020 to 2023 while calls **dropped by 39%** from 202,000 to 123,000
- ► LTB documents such as the Notice of Hearing are confusing with key information not easily identified.
- Dedicated IT support line only established after Ombudsman's Report

Ombudsman's Report (May 4/23)

- The new case management program cannot identify urgent cases or alert staff of urgent cases. In some instances, it closed files before an order was issued. (para. 106, 230)
- Poor training only half of the 72 adjudicators knew how to adjudicate all types of applications. (para. 100)
- LTB prioritized landlord applications over tenant applications because they were less time intensive. "It is unconscionable to permit tenant applications to lie dormant for up to six years." (para. 148)
- □ Tenant applications were scheduled with unreasonable allotment of time often leads to the matters returned to the queue for rescheduling. (para.
 149)
- Government chose not to renew the terms of experienced adjudicators and delayed in appointing new ones (para. 78)

Ombudsman's Report (May 4/23)

- The conduct of the LTB, Tribunals Ontario and Ministry of the Attorney General was unreasonable pursuant to s. 21(1)(b) of the Ombudsman's Act.
- Despite 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...Board is fundamentally failing in its role of providing swift justice to those seeking resolution of residential landlord and tenant issues." (para. 306)
- Ministry of the Attorney General, Tribunals Ontario, and LTB should report back in six months time and at six month intervals thereafter until the Ombudsman is satisfied that adequate steps have been taken to address recommendations.

The Dysfunction at the LTB has Exacerbated the Housing Crisis

- Role of LTB to remind parties of their rights and hold them to their responsibilities.
- ▷ In 2019, <u>58% of tenants</u> who received notices for eviction did not attend their eviction hearings eviction orders were issued in their absence
- □ Upstream intervention is key. 97.4% Tenants and 20.05% Landlords appear unrepresented at the LTB (Tenant Access to Justice Project, 2018)
- □ 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.
- ▷ In <u>Hamilton</u>, 37% of renters spend more than 30% of their household income on rent and 14% spend more than 50%. 10% (compared to 8% across the province) of units in need of major repairs.

The Dysfunction at the LTB has Exacerbated the Housing Crisis

- Asking rents in 2023 have increased across Ontario from 10% to 35% compared to 2022 and 24.9% of Ontario's renters are in core housing need.
- When a tenant is evicted from an affordable unit, it is an affordable unit lost forever because of vacancy decontrol.
- Delays create larger arrears making tenants ineligible for accessing rent banks and other programs for support. Also increases debts for housing providers.
- Many tenants are not appearing for their hearings, especially tenants in the North.
- Increase in all notices of eviction because of rapidly escalating rental prices, vacancy decontrol, and the impact of financialized housing. When tenants assert their rights, delays invite more harassment from landlords

What steps has the LTB taken to address these challenges?

Measures Taken to address the Challenges

- ▷ Tribunals Ontario Portal launched (December 8, 2021) for parties to submit their documents
- > Phone pilot: participants can receive a flip phone to participate in hearings
- > \$4.5 million funding increase over three years to LTB (April 1, 2022)
- > \$1.4 million to hire 35 additional operational staff (November 2022)
- > \$6.5 million funding announcement to hire 40 additional adjudicators and five office staff (April 5, 2023)

Measures Will Have Minimal Impact

- Funding for more adjudicators is from the Province's <u>contingency funds</u> and likely temporary.
- Concurrent provincial scheduling continues disadvantaging mid size and smaller municipalities
- > Applications involving the same address still not scheduled together
- ∨ Very few in-person hearings granted –Vice Chair required to approve
- Parties are still not participating using the same format (phone vs. video)
- ▶ Dedicated LTB regional centres remain closed to the public.

Measures Will Have Minimal Impact

- - In 2010/11 46 Full time adjudicators plus 10 part time members scheduled hearings as quickly as five weeks to 26 weeks with decisions issued in three weeks with 80,000 applications for hearing that year.
 - In November 4, 2022: 36 full time members (including Vice Chairs) and 45 part time members (including Vice Chairs) and delays were 7 to 8 months on average for a hearing.
 - In Fall 2023 : 61 full-time and 54 part time
 - Backlog has grown from 34,731 in 2021 to 53,057 on March 2023.
 - "Over the past few years, the Board has proven itself unequipped for the task of reducing its extraordinary backlog of applications."

What Policy Proposals Can Stakeholders Offer to Improve LTB Operations?

Solutions

Tribunals Ontario should bring back in-person hearings as a viable option to promote effective access to justice

Immediately Move forward with Ombudsman's recommendations and improve operations

Reopen Regional Offices to provide counter staff services

The LTB can create a navigator program to connect with parties prior to their hearing to determine eligibility for remote hearing or if other options are more suitable

Tribunals Ontario should collect data and proactively seek feedback from users about their experience, which should guide any future developments

LTB Should Return to a Regional Scheduling Model

Solutions: Effective Access to Justice

- Remove digital barriers to access
- Provide parties with clear choice for remote and in-person hearings
- Offer minimum number of in-person hearings to increase pre-hearing resolutions (i.e. hallway conversations) to reduce backlog and prevent unnecessary evictions
- Ontario Human Rights Commission, Health Care
 Professionals, United Way, and landlord and tenant
 advocates support a return to in-person hearings
- Courts and <u>Tribunals</u> have returned to In-Person hearings by default or hybrid format

Solution: Adopt Ombudsman's Recommendations and Improve Operations

- Review and revise forms to ensure they are written in plain language
- Ensure documents on the portal are easily accessible for users and representatives
- Continue mailing correspondence for parties as an alternative to logging on to the portal
- Improved back office processes to ensure relevant documents are included in the portal promptly

Solution: Reopening Regional Offices

- ► LTB staff are knowledgeable in the law and Board policies and procedures unlike Service Ontario staff
- ▶ In-person supports can improve referrals to appropriate services (i.e. Rent bank, TDC)
- Minimize delays as documents can be reviewed for minor errors when they are filed
- Provide immediate support to parties for emergency matters
- Can more easily provide parties and TDC with relevant documents on the day of the hearing

Solution: LTB Navigator Program

- Contacting parties before the hearing
 - Assist with pre-hearing outreach: assess remote hearing suitability
 - Inform tenants of TDC and other community supports (e.g. Interpreters, homelessness prevention programs)
 - Offer mediation services prior to hearing

Solution: People-Centred Approach to Guide Future Development

- ▷ Innovation must be led through collaboration
- Regular user surveys such as the one offered by the Social Security Tribunal
- □ Gather data about barriers to entry and applications filed at the Board and their outcomes
- Post findings publicly to enhance accountability and transparency
- Annual Review of all processes to ensure LTB is providing fair and accessible services.

Solution: Bring Back Regional Scheduling

- Improved access to housing and homelessness supports
- Better service to rural and smaller communities
- All applications should be heard together
- No more concurrent hearings
- Predetermined sittings of the LTB
- Adjudicators would be familiar with local housing situation and parties

of days from Filing to a Hearing in 2018

Hamilton – 29.2 days from filing
Ottawa – 29.6 days from filing
Thunder Bay - 55.4 days from filing
Belleville - 46.6 days from filing
Sarnia - 58.3 days from filing
Toronto addresses North of Eglinton 38.7 days from filing
Toronto addresses South of Eglinton 80 days from filing

Thanks!

Any questions?

You can find me at: douglas.kwan@acto.clcj.ca





Health and Human Services
Employment & Social Services
P 519-351-8573 | F 519-351-5090
Toll Free 1-800-382-4940
ckess@chatham-kent.ca

November 27, 2023

Hon. Doug Ford, Premier of Ontario
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Trevor Jones, MPP, Chatham-Kent-Leamington
Sean Weir, Executive Chair, Tribunals Ontario

We are writing today to ask for immediate action on the 61 recommendations accepted by Tribunals Ontario by the Ontario Ombudsman in May 2023, regarding the current Landlord and Tenant Board (LTB) system in Ontario. Further, we are asking for a LTB location to be set up within Chatham-Kent.

Chatham-Kent, like many other municipalities in Ontario and Canada, has a shortage of affordable housing and thus unlawful and unnecessary losses of affordable units are not something that we can abide. The current LTB system is contributing to this issue and contributing to homelessness.

Tenants and landlords in Chatham-Kent are suffering hardships, losing tenancies or homes because of delays and inequities in the current 'virtual-first system'. Chatham-Kent is largely rural and many tenants and landlords do not have access to high-speed internet, a computer, transportation out of the community, or the skills to navigate this complex and technical new system. Further, the wait times are still lengthy, especially for tenants, causing frustration with the system and abandonment of their cases and homes.

Chatham-Kent has a large French speaking population as well as a growing number of residents for whom English is not their first language, who need equal access to LTB applications, mediation, and tribunals.

This year, approximately 70 people were evicted without appropriate notice from a long-term rental "hotel" and while staff, legal clinic staff and outreach partners tried to save their tenancies, the pressures were too great and the tenants walked away. Some of these households have landed in the emergency housing and shelter system and others in encampments. This is terribly stressful and unhealthy for those residents and adds pressure to Police, Social Services, EMS, and so on. Within the former tribunal system, this could have been stopped and some of those tenancies saved. This is only one example, there are many.

Further, social services staff and the staff of community partners are spending hours waiting to assist their clients to attend a virtual tribunal. While they are doing this, they cannot help those other residents find and secure housing.

Landlords are also reporting that backlogs in the system are resulting in increased financial hardship. With the rising costs of properties in Chatham-Kent it is essential that landlords receive rents and protect their investments and have access to tribunal in a timely manner.

Chatham-Kent Legal Clinic management report that staff are jumping between multiple virtual tribunal calls trying to assist numerous clients at the same time and they are not able to deliver the level of assistance that they are intended to provide.

We want the province to know that as a municipality we agree that the 61 recommendations are valid and the need for action is urgent.

Providing a Landlord and Tenant Board location, hearing disputes between our residents, will be a return to a program that existed prior to the pandemic. Hearings were held at the W.I.S.H Centre at 177 King Street East in Chatham three times a month. The hearing locations were fully staffed with adjudicator(s) and mediator(s) who had knowledge of the local supports and familiarity with the housing situation here. That service model provided better service for our residents and most importantly saved tenancies that were sustainable, which helped alleviate the homelessness that we are seeing in the community today.

Chatham-Kent is committed to a respectful and cooperative relationship with the province of Ontario and we are offering administration's assistance with securing a cost effective space for the landlord and tenant tribunal location within Chatham-Kent.

Sincerely,

Mayor and Council Members

C. Mayors and Councils of Municipalities of Ontario





January 8th, 2024

SENT BY EMAIL

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

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

Dear Mayor Horwath and Members of City Council;

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

About HCLC and ACTO

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

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

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

Background

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

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

Impact on Hamiltonians

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

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

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

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

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

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

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

Sincerely,

Douglas Kwan

Director of Advocacy and Legal Services, ACTO

Clare Freeman Executive Director

Hamilton Community Legal Clinic

Michael Ollier Legal Director

Hamilton Community Legal Clinic

c.c. clerk@hamilton.ca

From: Christine Neale

Sent: Monday, January 15, 2024 10:26 AM

To: McRae, Angela < Angela. McRae@hamilton.ca >

Subject: Written submission for Budget Meeting-January 17, 2024

Written Budget Delegation-January 17, 2024

Hello City Council and Staff,

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

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

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

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

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

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

Thank you for your attention my delegation.

January 17th 2024 - GIC

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

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

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

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

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

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



January 17th 2024

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

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

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

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

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

Marie Alcaide



January 17th 2024

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

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

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

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

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

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

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

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

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

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

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

ACORN Contact Info

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

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

To Whom it may concern,

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

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

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

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

Thank you for your time, A renoviction for profit victim Bonnielee Dunlop Ward 3 Tenant To the General Issues Committee, chair, councilors, staff, fellow ACORN members, allies, and advocates, greetings. My name is Sherline Morris, a full-time student at McMaster University, a Ward 2 tenant, and an ACORN member since 2022.

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

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

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

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

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

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

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

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

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

Hello City Council and Staff,

My name is Vince Katching and I am an ACORN member. I am delegating today in support of the city moving forward with Hamilton's own anti-renoviction bylaw. I am personally appreciative of seeing city staff make this bylaw happen after years of campaigning for anti-renoviction protections. Renoviction not only drives up average rents, it drives out any feeling tenants have that their housing is safe. Once the first couple of tenants in my building, moved out for renovations but never came back, we realized something was wrong. We organized to fight back, and are fighting them in court, but there's almost none of us original tenants left in the building.

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

January 16 2024

Hello, my name is Kristain Jewers

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

My building has been fighting renovictions since 2021 as well.

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

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

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

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

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

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

Kristain Jewers

Dear City Council and Staff,

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

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

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

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

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

January 17th 2024

Hello City Council and Staff,

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

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

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

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

Hello City Council and Staff,

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

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

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

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

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

January 17th - General Issues Committee

Hello City Council and Staff,

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

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

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

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

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

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

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

January 16, 2024, By Melissa Goldstein

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

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

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

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

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

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

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

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

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

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

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

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

Thank you.



January 16, 2024

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Respectfully yours,

Hamilton and District Apartment Association

Submitted on Tue, 12/12/2023 - 11:21

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

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

Requestor Information

Requestor Information Susan J. Creer Accessible Hamilton

Reason(s) for delegation request

I want to complain about the BIA's taking away parking spaces in Dundas, Hamilton, etc. based an article by Craig Campbell in the Hamilton Spec. Susan Creer wants to grieve BIA/City taking away parking in the City lots. Dec. 9. 2023. And complain about "porch patios" as well for the are not a covid relief but were set up by former Ward 1 councillor Aidan Johnson in his Westdale area in 2016 as a favour to the BIA restaurants there.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

Submitted on Mon, 12/18/2023 - 15:52

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

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

Requestor Information

Requestor Information Ian Hamilton HOPA Ports 605 James St N Hamilton, ON. L8L 1K1 ihamilton@hopaports.ca

Preferred Pronoun he/him

Reason(s) for delegation request Port authority activities update

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee

General Issues Committee

Will you be delegating in-person or virtually?

In-person

Will you be delegating via a pre-recorded video?

No

Requestor Information

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

Preferred Pronoun

she/her

Reason(s) for delegation request

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

Will you be requesting funds from the City?

No

Will you be submitting a formal presentation?

No

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

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

Requestor Information

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

Preferred Pronoun she/her

Reason(s) for delegation request

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

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? No

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

Will you be delegating in-person or virtually? Virtually

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

Requestor Information

Requestor Information Colleen Langmead Acorn Hamilton

Preferred Pronoun she/her

Reason(s) for delegation request

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

Will you be requesting funds from the City?

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee

Emergency & Community Services Committee

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

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

Requestor Information

Requestor Information Pauline ACORN

Preferred Pronoun she/her

Reason(s) for delegation request Housing

Will you be requesting funds from the City? No

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

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

Requestor Information

Requestor Information
Karl Andrus
HAMILTON COMMUNITY BENEFITS NETWORK

Preferred Pronoun he/him

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

Will you be requesting funds from the City?

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information David Galvin ACORN

Preferred Pronoun he/him

Reason(s) for delegation request

Delegate at the January 17th GIC meeting on renoviction - Addressing Renovictions, Tenant

Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)).

Will you be requesting funds from the City? No

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information Jennifer McGrath ACORN

Preferred Pronoun she/her

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

Will you be requesting funds from the City? No

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

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

Requestor Information

Requestor Information Lorne MacMillan ACORN

Preferred Pronoun he/him

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

Will you be requesting funds from the City? No

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information Evan Pettitt and Shelby Perrie ACORN

Reason(s) for delegation request

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

Will you be requesting funds from the City? No

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

Will you be delegating in-person or virtually? Virtually

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information Darlene Wesley ACORN

Preferred Pronoun she/her

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

Will you be requesting funds from the City? No

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information Susan McArthur ACORN

Preferred Pronoun she/her

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

Will you be requesting funds from the City? No

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information Brian Doucet University of Waterloo

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

Will you be requesting funds from the City?

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

Will you be delegating in-person or virtually? Virtually

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

Requestor Information

Requestor Information Brigitte Huard ACORN

Preferred Pronoun she/her

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

Will you be requesting funds from the City? No

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

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

Will you be delegating in-person or virtually? Virtually

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

Requestor Information

Requestor Information
Dania Majid
Advocacy Centre for Tenants Ontario

Preferred Pronoun she/her

Reason(s) for delegation request

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

Will you be requesting funds from the City? No

Submitted on Tue, 11/21/2023 - 08:52

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information
Karl Andrus
HAMILTON COMMUNITY BENEFITS NETWORK

Preferred Pronoun he/him

Reason(s) for delegation request Memorandum of Understanding with City and Aeon Studio Group on Barton-Tiffany Land (PED19063(e)) (Ward 2) (Outstanding Business List Item) (Item 14.3)

Will you be requesting funds from the City? No

Submitted on Mon, 12/04/2023 - 13:37

Submitted by: Anonymous

Submitted values are:

Committee Requested

Committee
General Issues Committee

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

Will you be delegating via a pre-recorded video?

Requestor Information

Requestor Information
Glen Norton
Music Hall Alliance / New Vision Church

Preferred Pronoun he/him

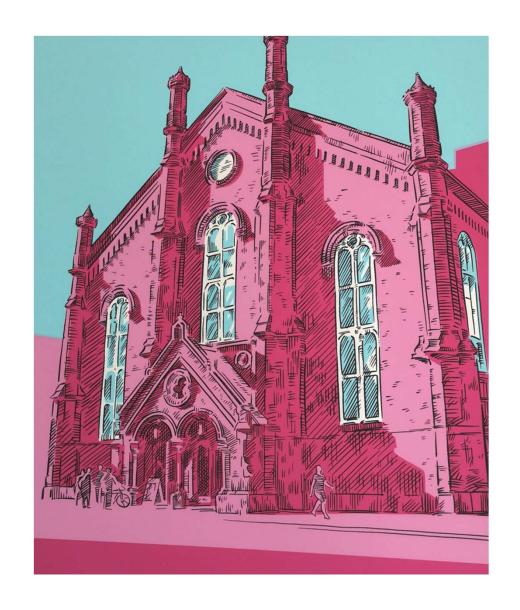
Reason(s) for delegation request To provide an update and overview for plans for the Music Hall at New Vision Church

Will you be requesting funds from the City? Yes

MUSIC HALL ALLIANCE & NEW VISION CHURCH

An overview and update of the Music Hall Project

GIC January 17th, 2024





Who We Are

Glen Norton, Board Member, Music Hall Alliance (Operator & Presenter)

Dan Peace & Helen Bradley, Trustees, New Vision Trustees (Landlord)

Left: Tom Wilson



© Can Stock Photo - csp3896001

Why are we here

We envision the project as a solution to three problems:

- 1) Lack of a mid-sized music venue in Hamilton
- 2) Need to ensure financial viability of the New Vision building for preserving of the historic building and New Vision's mission downtown
- 3) Provide an affordable, accessible and safe space for marginalized and racialized voices to express their creativity

1) Lack of Mid Sized Venues (1000 seat venue)

- City of Hamilton Music Strategy (2014) & Economic Development Strategy identified the need for a mid sized venue in Hamilton (2016 to 2020)
- Music venues are very challenged now because of COVID, development pressures, price of real estate, economy etc (City commissioned Nordicity report: Re:Venues: A Case for Hamilton's Live Music Industry)
- Reimagining Music Venues, Toward new models of conservation and innovation for Ontario's live music spaces (University of Toronto/Wavelength Music (2023) underscored the importance of fostering and adaptable and resilient live music ecosystem in Ontario



2) Continuing New Vision's Mission downtown, preserving architecturally significant space downtown:

- The Music Hall was originally built as Centenary Methodist Church in 1868, a stunning example of Victorian-Romanesque architecture
- Highly valued Casavant pipe organ with over 5,000 pipes
- Wrap-around mezzanine and massive stained-glass windows with seating capacity of 994
- Future of the property in jeopardy due to lack of funds

3) Provide an affordable, accessible and safe space for marginalized and racialized voices to express their creativity

- Give more opportunities to marginalized groups, helping to diversify the arts, address important social issues, and bring new voices to the fore.
- Programming will prioritize voices from local talent and marginalized groups, including racialized, Indigenous, and 2SLGBTQIA+ artists.
- The building has a variety of spaces available for a variety of uses and audience sizes.

The Music Hall Alliance is:

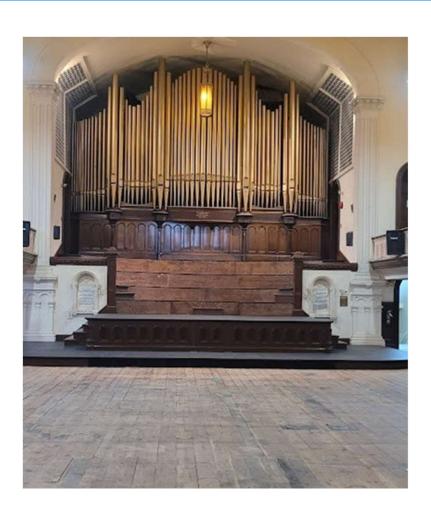
- Not-for-profit music presenter and venue operator at The Music Hall in downtown Hamilton
- Will manage this historic space as a performance and music hall to serve the needs of the local and regional creative communities including marginalized and racialized groups (The Tenant)
- Will lease the building from New Vision (The Landlord)

Membership is free

- And available to all who are interested (performing artists, musicians, creatives, other presenters)
- Currently has a board of 7, an advisory group of 7 and a membership of 43 and growing

Roots of the project (chronology)

- Congregations shrinking/resources shrinking; merger of Centenary/St. Giles (2014), recognition that the New Vision building required structural and restorative work
- City of Hamilton identified the need for a mid sized venue within the downtown core (2014)
- Architect retained by New Vision (Invisij) to develop feasibility study (2017) (assistance through Economic Development Division)
- Some funds raised and advisory group struck (disbanded/reorganized 2022) and investment made by United Church of Canada
- Funds expended to bring building into fire code compliance (with some financial assistance from the City Programs), events starting to be held; New Vision renting directly to presenters
- Current advisory group established 2023 and Alliance incorporated as a not-for-profit entity



Progress to date on renovations

Over \$550,000 already invested:

- \$400,000 from United Church Canada and New Vision
- •\$55,000 in Public Donations
- \$25,000 from Concerts and Events
- \$70,000 from Granting Agencies (including the City's Heritage Property Grant)

Full Scope of Project

- Full Capital Budget is over \$4 million
- Current Phase will bring building to where it is safe, welcoming, by-law compliant for 994 person occupancy (in main hall)
- Budget for Current Phase is \$1.3 million
- Future Phases include new accessible and gender neutral washrooms, elevator replacement, new HVAC, exterior restoration, improvements to upgrade user comfort and experiences

Breakdown of Current Scope of Project

Capital Budget of \$1.3 million for initial phase of capital works:

- \$850,000 for structural reinforcement of the former sanctuary (main hall) floor, environmental abatement, demolition and repair of lower floor walls and ceiling
- \$150,000 to raise the balcony railing for safety (heritage features maintained)
- \$180,000 for audio visual, lighting and stage equipment
- \$120,000 for renovations to the smaller presentation spaces, multifunctional and training spaces, meeting rooms and communal areas

Funding Sources for Current \$1.3 Million Phase:

- \$290,000 loan from the United Church of Canada
- \$128,000 existing approved City of Hamilton Heritage Grant
- \$900,000 being sought from City
- Any shortfall would be addressed via community donations, possible sponsorships
- Other granting agencies will be approached once Municipal funds committed (i.e. Province, Federal Gov't etc.)

Moving Forward

- Currently New Vision Trustees operating space
- Move to a long-term lease with the Music Hall Alliance and New Vision with and a Board representative of the space users
- Business Plan developed and working on an Operational Plan outlining how we will operate the space, create a long-term operational model, hire staff and continue seeking funds for future phases of development of the space
- Training ground for youth/ new to creative space with priority given to marginalized youth and groups
- EDI framework and policies created with assistance of Evelyn Myrie, Empower Strategy Group

Opportunities to Collaborate with the City of Hamilton

With Tourism & Culture to find ways to support the Music Strategy and Live Music Venues

With Economic Development to aid in the Downtown Revitalization and entertainment precinct development

With Healthy and Safe Communities Department to provide space and programming for/with this division's initiatives

As a venue for future PED Talks, other department/division staff enrichment programming

Music Hall Alliance Board

Stephen Sloan, Chair Glen Norton, Vice Chair Jacqueline Norton, Secretary

Ken Dick

Kerry Doole

Sean Jones

Evelyn Myrie

Helen Bradley (New Vision Representative)
Dan Peace (New Vision Representative)

Music Hall Alliance Advisory Board

Astrid Hepner
Harrison Kennedy
Mike Bruce
Annette Paiement
Jeffrey Martin
Tim Potocic
Rob Zeidler

Music Hall Alliance Membership

Harrison Kennedy
Daniel Lanois
Andrew Lauzon
Matthew Macfadzean
Jeffrey Martin
Melissa Mcclelland
James Bryan Mccollum
Tania Miller
Marco Mondano
Evelyn Myrie
Glen Norton
Jacqueline Norton
Annette Paiement
David Premi
Bob Roper

Steve Sloan
Logan Staats
Steve Strongman
Jamie Tennant
Liam Tyndall
(LTtheMonk)
Tom Wilson
Rob Zeidler
Lou Molinaro
Tom Dertinger
Matt Moore
Colin Lapsley
Dean Fulton
Lindy Vopnjford
Sean Jones

Helen Bradley
Mike Bruce
Debbie Bruce
Tyler Bruce
Emma Cubitt
Ken Dick
Kevin Dick
JR Digs
Kerry Doole
Brad Germain
Astrid Hepner
Darcy Hepner
Dan Peace
Tim Potocic

SUPPORT FROM OUR MEMBERS

Steve Strongman:

I know the importance of supporting Live Music venues, and if my voice and name can help in any way, I'm all in.

I think it's a fantastic project and I'm happy to play a role in it, whatever that needs to be.

JR Digs:

It's exciting to hear that things are still moving forward in a positive and exciting way at the Music Hall. Having my annual Hamilton holiday fundraiser at the Music Hall every December 23rd for so many years now has given me a tremendous connection to this place and I will enjoy very much to be a part of helping in any way I can to continue building this venue into what I know it could become in Hamilton.

Logan Staats:

I am totally on board to join the Music Hall Alliance. I love this venue and in my opinion, it's totally underused right now. I'm happy to hear it's getting renovated.



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

ТО:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Cindy Mutch (905) 546-2424 Ext. 4992 Jocelyn Strut, 905) 546-2424 Ext. 5702
SUBMITTED BY: SIGNATURE:	Morgan Stahl Director, Government Relations & Community Engagement

RECOMMENDATION

- (a) That the City of Hamilton Public Engagement Policy attached as Appendix "A" to Report CM21011(b) 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.

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 2 of 11

EXECUTIVE SUMMARY

The City of Hamilton's (City's) Term of Council Priorities for 2022-2026 identifies responsiveness and transparency as a key component to supporting the City's vision to be the best place to raise a child and age successfully. Public engagement plays an integral role in advancing these priorities as it enables community members to participate in decision-making and problem-solving initiatives.

When a lens of inclusivity, diversity, equity, and accessibility (IDEA) is applied, barriers to participation are reduced, allowing for a greater number of diverse voices to be involved in City-led public engagement activities. Meaningful and inclusive public engagement builds transparency, trust, and confidence in municipal government through increased public access to City information and participation in decision-making processes that impact residents and their community.

The COVID-19 pandemic impacted City-led public engagement and highlighted the need to establish a corporate-wide Public Engagement Policy. At the October 6, 2021, GIC meeting (Report CM21011), Council unanimously supported the development of a corporate-wide Public Engagement Policy and Administrative Framework.

The draft Public Engagement Policy, attached as Appendix "A" to Report CM21011(b) has been designed to lead consistent, effective, and meaningful public engagement processes between the City, the public, and interested community partners to support decision-making by City Council and Administration. This policy adheres to but does not supersede the requirements and/or provisions of any current legislation that guides municipal engagement activities and represents the first step towards a broader Public Engagement Strategy that will be drafted in 2024.

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: There are no financial impacts associated with the approval of Report CM21011(b). Staff anticipate the future need for two FTE beginning in 2025 to support the full implementation of the Public Engagement Policy, with an annualized budget impact of \$302,000, which is recommended for referral to the 2025 budget process.

Staffing: Staff anticipate the need for two (2) full-time staff, commencing in 2025, to provide the necessary resources to implement the corporate-wide Public Engagement Policy and develop an Administrative Framework and overarching Public Engagement Strategy as it is not feasible to incorporate this volume of work into existing roles and deliver the intended results. To be successful and support the consistent application of meaningful public engagement practices related to Term of Council Priorities, dedicated

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 3 of 11

resources committed to this work will be required. It is recommended that an addition of one (1) Performance Reporting & Impact Evaluation Specialist (Grade 6) and one (1) Project Manager, Public Engagement (Grade 5) in the Government Relations & Community Engagement Division be referred to the 2025 Budget process. These roles would be responsible to lead, coordinate, implement, and analyse research/evaluation, performance measurement, and compare municipal best practices to ensure departmental, corporate, and Term of Council priorities and reporting requirements are met.

Legal: N/A

HISTORICAL BACKGROUND

In 2014, the Hamilton Engagement Committee was established to advise staff on how residents could be actively engaged in City decision-making processes, resulting in the endorsement of Hamilton's first Public Engagement Charter in 2015. Utilizing the principles of the Charter, staff captured the voices of over 55,000 residents from 2015-2016 to create the city's updated 25-year community vision (Our Future Hamilton).

In 2019, an internal corporate-wide Public Engagement Community of Practice was established for staff to share knowledge, explore best practices, and improve public engagement outcomes. The practice currently includes over 115 cross-departmental staff that meet quarterly. Through the Practice, an annual survey was developed to further understand the breadth of City-led public engagement initiatives and facilitate enhanced coordination. Since 2020, City-led engagement projects have grown by 43%, with 110 projects planned for 2024.

In 2020, the City invested in a centralized and interactive online public engagement platform, Engage Hamilton (www.hamilton.ca) platform offers residents the opportunity to learn about and contribute to important City initiatives and expanded engagement activities online to reduce barriers to participation. Since implementation, the site has featured 164 public engagement projects to-date.

Following Council's endorsement of the October 6, 2021, General Issue Committee Report CM21011 and Appendix "A", respecting the Scope of Work and Project Work Plan for the development of a corporate-wide Public Engagement Policy and Administrative Framework, staff launched a multi-faceted public engagement campaign entitled Reimagining Public Participation in February 2022 to better understand and address current needs and challenges. The outcomes of this campaign were presented at a special General Issues Committee meeting on June 23, 2022, followed by Report CM21011(a) on July 4, 2022. Eight key themes were identified:

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 4 of 11

- 1. Incorporate public input into decision-making efforts;
- 2. Establish clear and consistent public engagement processes and expectations;
- 3. Lead authentic community collaboration and outreach efforts;
- 4. Ensure inclusive, equitable, diverse, and accessible public engagement planning and design;
- 5. Use multiple engagement methods to collect feedback;
- 6. Share information broadly, listen and report back;
- 7. Enhance capacity through public engagement training and awareness; and,
- 8. Strengthen public trust and improve transparency.

In 2023, two full-time staff members were hired to support the development of the public engagement policy. In addition to this work, the team provides strategic advice on a broad range of public engagement projects across all City departments, including defining public participation objectives, recommending tools and techniques, and providing strategies to support inclusive participation and mitigate potential risks.

Members of the public engagement team are trained through the International Association of Public Participation (IAP2) and are experts in applying best practices for City-led public engagement activities. In the past 12 months, the public engagement team have applied over 465 staff hours towards supporting cross-departmental public engagement activities, including providing advice to over 50 City-led projects.

On November 9, 2023, staff coordinated a special GIC meeting for senior leadership, the Mayor and Members of Council which included IAP2 facilitated training on meaningful public engagement. This training was offered to support 2022-2026 Term of Council priorities related to improved City-led public engagement practices.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Federal and provincial regulations dictate a minimum level of engagement that must be carried out for certain projects. The Public Engagement Policy (attached as Appendix "A" to Report CM21011(b)) complements legislative engagement activities and does not supersede legal requirements for public consultation and/or specific provisions of any current legislation that guides municipal engagement activities, such as the Planning Act or the Environmental Assessment Act.

RELEVANT CONSULTATION

Community Engagement Campaign: Reimagining Public Participation
To inform the development of a public engagement policy, City staff launched a multifaceted Reimagining Public Participation campaign in February 2022 to better
understand resident preferences and experiences with City-led public engagement.
Engagement techniques utilized multiple methods, including an online survey, one-to-

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 5 of 11

one interviews with key decision-makers, and specialized consultation sessions with equity-deserving and traditionally underrepresented groups in City decision-making processes.

Feedback from the campaign highlighted consistent insights, themes, and core recommendations. Of note, participants from equity-deserving communities shared that they are:

- Traditionally not well engaged in civic activities;
- Face multiple barriers to participation; and,
- Require different or alternate engagement methods.

The Public Engagement Policy, attached as Appendix "A" to Report CM21011(b), is the first step towards responding to and addressing the recommendations of the Reimagining Public Participation campaign.

Public Engagement Community of Practice Members

Staff provided an overview of the campaign's results at the September 2022 meeting and facilitated a workshop session in December 2022 to understand existing challenges and opportunities related to City-led engagement activities. Results from both meetings were used to inform the Public Engagement Policy attached as Appendix "A" to Report CM21011(b). In 2024, the Public Engagement Policy will be piloted with strategic City-led engagement projects supported by members of the Community of Practice and other internal project leads.

Annual Internal Public Engagement Survey

The annual survey seeks to better understand the breadth of City-led public engagement initiatives planned for the coming year in addition to enhancing cross-departmental collaboration and public engagement planning efforts, identifying internal training needs, and reducing engagement fatigue in community by better leveraging City resources and activity scheduling.

The survey also considers how staff will engage with marginalized, equity-deserving and traditionally under-represented groups and populations. Results from the 2023 survey indicated greater intentionality in considering how to engage with equity-deserving communities. The results from the annual survey have informed the Public Engagement Policy (attached as Appendix "A" to Report CM21011(b)).

Public Works: Corporate Security Office

Based on an increasing need to focus on workplace safety for staff, as well as safety for members of the public, staff met with the Corporate Security Planning team to understand their role and opportunities to address safety in public engagement activities. These include:

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 6 of 11

- Raising awareness of the role the Corporate Security Office can play in supporting events that may be controversial;
- Identifying timelines for Event Security Request Forms to be submitted by project leads;
- Requiring a minimum of two staff to be present at a meeting/activity; and,
- Including Guidelines for Respectful Participation that can be posted and shared at all public engagement events.

Corporate Services: Corporate Records and Freedom of Information Staff worked with the Corporate Privacy Specialist to ensure the privacy information included in the Public Engagement Policy (attached as Appendix "A" to Report CM21011(b)) are in compliance with legislated standards and the City of Hamilton Protection of Privacy Policy (approved January 14, 2021).

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Foundations of Public Engagement

Public engagement is a term that is often used interchangeably with public participation, community engagement, and citizen participation. For the purposes of Report CM21011(b), the Public Engagement Policy (attached as Appendix "A" to Report CM21011(b)) will use the term public engagement. Public engagement is defined as an intentional process involving participants in thoughtful discussion to help inform City decision-making processes. Public engagement is most effective when:

- It is planned for at the start of a project as a series of events that works to build trust and foster increased understanding on an issue;
- The process is authentic;
- Residents feel their input is valued; and,
- The process results in informed decision-making, reflecting the needs, interests, and thoughts of the community.

Early and continuous public engagement activities for City-led projects provides opportunities for staff to better understand the wants, needs and expectations of the community. By engaging residents, community partners and other interested participants in projects and decision-making processes, the City can: achieve better outcomes; strengthen relationships with community members; and, build mutual understanding, trust, and confidence in City decision-making.

Core Values for the Practice of Public Engagement

In developing a new public engagement policy for the City, staff conducted an extensive review of best practices related to public engagement. The International Association for Public Participation (IAP2) is an international association that promotes and advances the practice of public participation globally through targeted initiatives and is guided by

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 7 of 11

culturally adaptive standards of practice and core values. To align the City's approach to public engagement with that of IAP2, staff have based the development of the policy on the seven core values established by IAP2. These core values contribute to decision-making that reflects the interests and concerns of potentially affected people and participants. They include:

- 1. Public participation is based on the belief that those affected by a decision have a right to be involved in the decision-making process.
- 2. Public participation includes the promise that the public's contribution will influence the decision.
- Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- 4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5. Public participation seeks input from participants in designing how they participate.
- 6. Public participation provides participants with the information they need to participate in a meaningful way.
- 7. Public participation communicates to participants how their input affected the decision.

(* Used with permission from IAP2 Canada)

Key Principles for Effective Public Engagement

In addition to adopting IAP2 core values, staff have updated the City's key principles of public engagement, originally developed for Hamilton's Public Engagement Charter (2015) to help inform and guide staff choices and actions when planning City-led public engagement activities. The following five core principles for City-led engagement include:

- 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

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 8 of 11

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.

- 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.

Establishing Public Engagement Participation Levels

To define the role and influence that the public has in informing decision-making, IAP2 outlines five distinct participation levels, referred to as the Spectrum of Public Participation. The five levels of public participation: Inform, Consult, Involve, Collaborate, and Empower; each defines the role of the public in informing a project's recommendations and the promise that project leads commit to as part of their public engagement efforts. Inform represents the lowest level of influence, with the public having no influence on a decision through to Empower, which places decision-making authority in the hands of the public.

In identifying the levels of public engagement for the City, staff considered how decision-making occurs within a municipal context. As defined by the Municipal Act (Section 2), cities are creatures of the province, and decision-making authority is delegated to municipal councils (and their designate). To manage community expectations on how their involvement in public engagement activities will inform a decision by Council, staff recommend that three distinct levels of public engagement be identified (attached as Appendix "B" to Report CM21011(b)):

Level 1 - Consult: the City will listen to and acknowledge public feedback. The public will share their feedback and perspectives.

Level 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.

Level 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).

When selecting a public engagement level, it is important that project leads select the level with which they can maintain the associated commitment (or promise) to the public. It is for this reason that Empower is not recommended as an engagement level for the City. The goal of Empower is to place final decision-making in the hands of the

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 9 of 11

public, with the associated promise that the City will implement what the public decides. This recommendation does not preclude aspects of a City-led project from engaging within an empowered level, rather it is respecting that Council (or its designate) is the final decision-maker with respect to City-led projects.

Similarly, because Inform does not involve the public in influencing a project, it is also not identified as a level of engagement for City-led projects. The role of Inform is to ensure the public has the necessary information to be aware of and knowledgeable about a project; to be able to provide informed input into a project; and, to ensure the public is made aware when a decision has been made. Throughout a City-led engagement activity, no matter which engagement level is selected, staff will provide the necessary information so that participants are able to understand the project, its goals and contribute in a meaningful way.

Investment in Public Engagement

Over the past five years, public engagement-related consultant fees have been estimated at an average of \$1.2 million each year, corporate-wide. Through Council's initial investment in establishing a centralized public engagement team, cross-departmental project leads have access to trained engagement experts who provide strategic advice, support enhanced planning efforts, identify appropriate engagement tools, leverage enhanced community relationships, and employ an IDEA lens to increase participation in decision-making activities by traditionally under-represented populations. With increased investment of human resources to this team, staff will be able to better support project leads and develop a culture of excellence in this field while also providing the opportunity to reduce related external consultant fees.

The Engage Hamilton platform is an invaluable online tool for public engagement, allowing for additional participation by community members. Since its launch on June 15, 2020, Engage Hamilton has featured 164 projects, welcomed over 331,500 individual visitors with over 97,500 participants undertaking further action such as clicking a link or downloading a document and over 52,100 individuals who actively contributed their feedback by using one of the site's many engagement tools (current as of January 5, 2024).

Engage Hamilton is now a well-recognized public engagement asset within the community and across the corporation. However, the digital divide also impacts many community members, affecting their participation in online or virtual public engagement activities. The platform is not intended to replace in-person engagement activities, but rather offer an additional method that can be used to expand the reach of a project.

To support additional reach and access within our community, the Public Engagement team is developing a comprehensive public engagement lending library and tool kit to further increase access and reduce barriers to participation. Investments include:

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 10 of 11

- iPads to facilitate real-time online engagement (e.g., survey participation) and may mitigate potential barriers experienced by some participants (e.g., addressing the digital divide). The investment in iPads also encourages multiple methods to be used as part of place-based public engagement activities.
- Meeting OWLs to create an immersive and collaborative hybrid meeting environment in any space using an integrated 360-degree conference camera, microphone, and speaker.
- Branded Engage Hamilton promotional items including tents, banners, tablecloths, comment cards, and additional engagement resources to establish consistent brand recognition and relationship building efforts between City and community.
- Child minding processes to support availability of licensed child minding services at in-person public engagement events to remove potential barriers to participation. This service is offered in partnership with the Children's and Community Services Division of Healthy and Safe Communities Department.

These investments further support the establishment of a centralized Public Engagement team to assist staff in delivering public engagement activities that are both meaningful, effective, inclusive, and accessible.

Risk Mitigation

While the Public Engagement team is active in supporting staff across the corporation, the present decentralized structure for City-led public engagement presents challenges for establishing clear and consistent public engagement practices, including:

- Providing a consistent, effective, and meaningful public engagement process that is transparent and establishes identified expectations for participants;
- Ensuring a clear and consistent understanding of the levels of public engagement, in addition to the appropriate application of related and relevant public engagement methods, tools, and techniques;
- Ongoing perceptions of reduced public trust and transparency in municipal government which in turn leads to increasingly polarized issues and high emotion conflict within the public engagement arena;
- Ebbing community relationships and limited incorporation of IDEA practices to support active and meaningful public participation in municipal decision making efforts.

The adoption of a corporate-wide Public Engagement Policy and additional resources to support the establishment of a centralized public engagement team will help mitigate these risks and contribute to enhanced service delivery.

SUBJECT: City of Hamilton Public Engagement Policy (CM21011(b)) (City Wide) - Page 11 of 11

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report CM21011(b) - City of Hamilton Public Engagement Policy

Appendix "B" to Report CM21011(b) – City of Hamilton Levels of Public Engagement Quick Reference

City Manager's Office Policy Corporate Wide Policy No. CMO-GRCE-24-01



Content Updated: 2024.01.04 Approval: TBD

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

City Manager's Office Policy Corporate Wide Policy No. CMO-GRCE-24-01



Content Updated: 2024.01.04

Approval: TBD

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.

Appendix "A" to Report CM21011(b) Page 154 of 493

City Manager's Office Policy Corporate Wide Policy No. CMO-GRCE-24-01



Content Updated: 2024.01.04 Approval: TBD

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.

Appendix "A" to Report CM21011(b)

City Manager's Office Policy

Corporate Wide Policy No. CMO-GRCE-24-01



Content Updated: 2024.01.04

Approval: TBD

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 wellbeing 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 decisionmaking.
- 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.

Appendix "A" to Report CM21011(b) of 493

Content Updated: 2024.01.04

Approval: TBD

City Manager's Office Policy

Corporate Wide Policy No. CMO-GRCE-24-01



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.

Appendix "A" to Report CM21011(b) of 493

City Manager's Office Policy Corporate Wide

Policy No. CMO-GRCE-24-01



Content Updated: 2024.01.04 Approval: TBD

 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.



Staff will get your feedback on a project/initiative.

Keep you informed.

Listen to and acknowledge your concerns or hopes for the project.

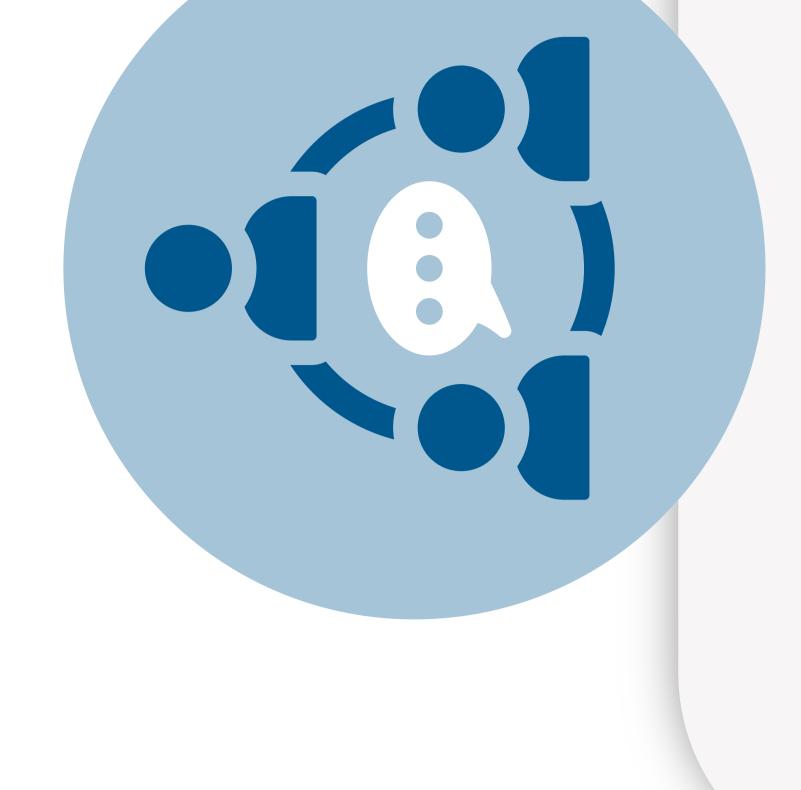
Provide feedback to you how the input received was used to inform the project.



you throughout the project to ensure ideas are understo and considered. your concerns Staff

your hopes Work with you to understand your hor concerns. Develop alternatives threflect your involvemer

Provide feedback to yo on how your involveme on how your involv contributed to the decision or recommendation



Staff will partner with you in order to shape a decision for the project.

WE PROMISE

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Ask for your advice.

Incorporate your advice into the project as much as possible.

Provide feedback to your advice contributed to the recommendation. decision or



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Public Engagement Policy

Report CM21011(b)

January 17, 2024

Where we've been...



Public Engagement Charter: 2014-2015

Our Future Hamilton: 2015-2016





Annual Public Engagement Summits: 2017, 2018, 2019

Internal Community of Practice: 2019



Internal Survey of City-Led Public Engagement: 2020 to present





Engage Hamilton: 2020

An interactive online platform for residents to learn about and contribute to City initiatives. Engage Hamilton is now a well-recognized engagement asset across the City of Hamilton.



Engage by the numbers...

331,500 Visitors

97,500 Participants

52,100 Engaged

164 Projects Featured



Reimagining Public Participation Campaign: 2022

What we heard:

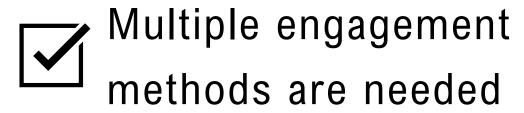
Include public input in decision-making

Establish clear and consistent engagement processes

Use an IDEA lens in planning for engagement



Share information, report back



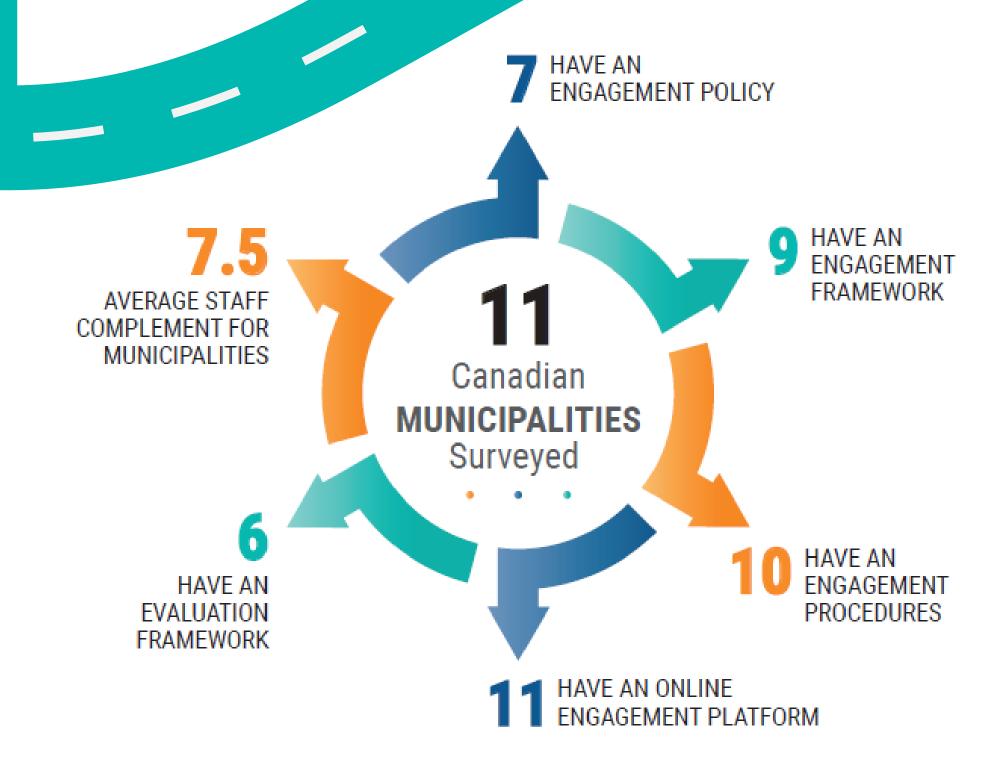




Engagement Practices: 2022

What we heard:

- Communication is vital
- Engagement support is important
- Hybrid engagement models work
- Acknowledge and remove barriers
- Staff training is key





Public Engagement Lending Library: 2023

Sharing of resources and tools to support building of effective and consistent implementation of public engagement across City projects.





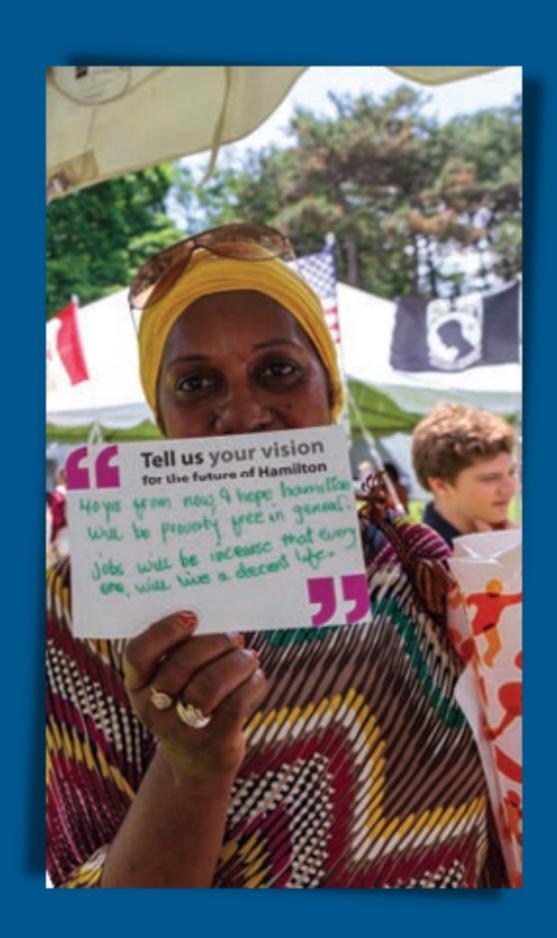
Term of Council Priorities

2022-2026:

1 Sustainable Economic and Ecological Development

2 Safe & Thriving Neighbourhoods

Responsiveness and Transparency



Public Engagement Policy Highlights

- Establishes a consistent, strategic, and outcomesdriven approach to public engagement
- Identifies three distinct engagement levels
- Adheres to public engagement requirements in applicable legislation
- Establishes trust and relationships with members of the public who are impacted by decisions

Principles of Meaningful Public Engagement

We will work together to foster a relational, inclusive, accessible, transparent, and reflective practice of engaging with the many voices of Hamilton.

We will shift to be responsive in our approach and build a culture of excellence in public engagement.

Continuously Every voice improving is valued **Trust** Relationships Adapting Clear, timely along the way and transparent information

Engagement evels

CONSULT



Staff will get your **feedback** on a project/initiative.

WE PROMISE TO:

Keep you informed.

Listen to and acknowledge your concerns or hopes for the project.

Provide feedback to you on how the input received was used to inform the project.

NVOLVE

Staff will work with you throughout the project to ensure your concerns or ideas are understood and considered.

WE PROMISE TO:

Work with you to understand your hopes or concerns.

Develop alternatives that reflect your involvement.

Provide feedback to you on how your involvement contributed to the decision or recommendation.

LABORATE



Staff will **partner with you** in order to shape a decision for the project.

WE PROMISE TO:

Ask for your advice.

Incorporate your advice into the project as much as possible.

Provide feedback to you on how your advice contributed to the decision or recommendation.

Effective Engagement is...

- Authentic & meaningful
- Planned for at the start of a project
- Happens when participants feel their input is valued
- Reflects the needs, interests, ideas & voices of our community
- Informs decision-making

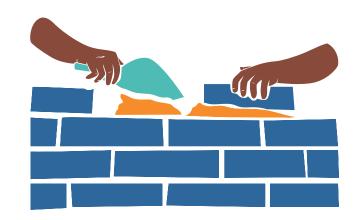


Art work: Top, Sanctuary by stylo starr; Bottom right, All Our Relations by Angela DeMontigny

What's Next?

2024: Our pilot year

Laying the foundation for strong engagement.



- INVEST in training and capacity building across the corporation
- REDUCE barriers to meaningful public engagement opportunities
- DEVELOP a comprehensive evaluation framework

Questions?





CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Economic Development Division

то:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	Revised Board of Management for the Ottawa Street Business Improvement Area (PED24004) (Wards 3 and 4)
WARD(S) AFFECTED:	Wards 3 and 4
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department
SIGNATURE:	Malu

RECOMMENDATION

That the following individual be removed from the Ottawa Street Business Improvement Area Board of Management:

Sean Queroub – Nova Sewing.

EXECUTIVE SUMMARY

Changes to Board Members to the Ottawa Street Business Improvement Area Board of Management that includes removal of one Director reducing their current compliment of nine Directors to eight.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Not Applicable

Staffing: Not Applicable

SUBJECT: Revised Board of Management for the Ottawa Street Business Improvement Area (PED24004) (Wards 3 and 4) - Page 2 of 2

Legal:

The *Municipal Act 2001*, Sections 204-215 governs Business Improvement Areas. Section (204) Subsection (3) stipulates "A Board of Management shall be composed of, (a) one or more Directors appointed directly by the Municipality; and (b) the remaining Directors selected by a vote of the membership of the improvement area and appointed by the Municipality". Section 204 Subsection (12) stipulates "...if a vacancy occurs for any cause, the Municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area."

HISTORICAL BACKGROUND

A meeting of the Board of Management of the Ottawa Street Business Improvement Area took place on October 20, 2023. At this meeting, the membership received the resignation of Sean Queroub from the position of Director on the Board of Management.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

N/A

CG/rb



CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Economic Development Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	Dundas Business Improvement Area Changes to Board of Management (PED24018) (Ward 13)
WARD(S) AFFECTED:	Ward 13
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department
SIGNATURE:	Malu

RECOMMENDATION

That the following individuals be removed from the Dundas Business Improvement Area Board of Management:

- (i) Lily Zoghaid;
- (ii) Donna Cole;

That the following individuals be appointed to the Dundas Business Improvement Area Board of Management:

- (i) Jackie Webber;
- (ii) Lindsay McAlpine.

EXECUTIVE SUMMARY

Changes to Board Members to the Dundas Business Improvement Area Board of Management that include removal of two Directors and their two appointed replacements.

SUBJECT: Dundas Business Improvement Area Changes to Board of

Management (PED24018) (Ward 13) - Page 2 of 3

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Not Applicable

Staffing: Not Applicable

Legal: The *Municipal Act 2001*, Sections 204-215 governs BIAs. Section (204)

Subsection (3) stipulates "A Board of Management shall be composed of, (a)

one or more Directors appointed directly by the Municipality; and (b) the

remaining Directors selected by a vote of the membership of the improvement area and appointed by the Municipality". Section 204 Subsection (12) stipulates "...if a vacancy occurs for any cause, the

Municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the

improvement area."

HISTORICAL BACKGROUND

A meeting of the Board of Management of the Dundas Business Improvement Area took place on November 22, 2023. At this meeting, the membership nominated Jackie Webber and Lindsay McAlpine to the positions of Director on the Board of Management.

Should Council adopt the recommendation in PED24018, the aforementioned nominated Business Improvement Area members would replace Lily Zoghaid and Donna Cole as Directors who resigned from the Business Improvement Area Board of Management.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

SUBJECT: Dundas Business Improvement Area Changes to Board of Management (PED24018) (Ward 13) - Page 3 of 3

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

N/A

CG/rb



CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Economic Development Division

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	Barton Village Business Improvement Area Changes to Board of Management (PED24022) (Wards 2 and 3)
WARD(S) AFFECTED:	Wards 2 and 3
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department
SIGNATURE:	Malu

RECOMMENDATION

That the following individuals be appointed to the Barton Village Business Improvement Area Board of Management:

- (i) Brodie Dawson, Dawsons Hot Sauce;
- (ii) Julia Forrester, Community Representative.

EXECUTIVE SUMMARY

Changes to Board Members to the Barton Village Business Improvement Area Board of Management that include two appointed Directors.

Alternatives for Consideration - Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Not Applicable

Staffing: Not Applicable

SUBJECT: Barton Village Business Improvement Area Changes to Board of Management (PED24022) (Wards 2 and 3) - Page 2 of 2

Legal:

The *Municipal Act 2001*, Sections 204-215 governs BIAs. Section (204) Subsection (3) stipulates "A Board of Management shall be composed of, (a) one or more Directors appointed directly by the Municipality; and (b) the remaining Directors selected by a vote of the membership of the improvement area and appointed by the Municipality". Section 204 Subsection (12) stipulates "...if a vacancy occurs for any cause, the Municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area."

HISTORICAL BACKGROUND

A meeting of the Board of Management of the Barton Village Business Improvement Area took place on December 4, 2023. At this meeting, the membership nominated Brodie Dawson and Julia Forrester to the positions of Director on the Board of Management.

Should Council adopt the recommendation in PED24022, the aforementioned nominated Business Improvement Area members would bring to Board compliment from nine to 11 Directors on the Business Improvement Area Board of Management.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

N/A

CG/rb



CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Tourism and Culture Division

то:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	Pipeline Trail Public Art (PED24009) (Ward 4)
WARD(S) AFFECTED:	Ward 4
PREPARED BY:	Peter Fortune (905) 546-2424 Ext. 6281
SUBMITTED BY:	John Summers Acting Director, Tourism and Culture Planning and Economic Development Department
SIGNATURE:	John Sammer

RECOMMENDATION

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.

EXECUTIVE SUMMARY

Staff are requesting to fund the Pipeline Trail Public Art Project from the Public Art Reserve Fund. The Pipeline Trail Public Art Project is to occur where the pipeline trail intersects Cannon Street East.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: \$82,000 is being requested from the Public Art Reserve Fund to add to the

existing capital fund 7102258202 currently containing \$125,000. Landscape Architectural Services has allocated \$18,000 for art on the Pipeline Trail.

Therefore the total project budget would be \$225,000.

Staffing: None

SUBJECT: Pipeline Trail Public Art (PED24009) (Ward 4) - Page 2 of 2

Legal: None

HISTORICAL BACKGROUND

The Pipeline Trail had two sites identified on it for public art installations in the 2016 Public Art Masterplan: Andrew Warburton Park and where the trail is intersected by Kenilworth Avenue (known as the Geraldine Copps Parkette).

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Not applicable.

RELEVANT CONSULTATION

Staff have discussed the project and walked the proposed public art site with the Ward 4 Councillor and an arts-based community organization. Staff from the Public Art and Placemaking Section have also liaised with relevant staff from Landscape Architectural Services, as well as with Parks staff and Public Works staff.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The 2016 Public Art Masterplan identified two sites on the Pipeline Trail for public art installations: Andrew Warburton Park and Geraldine Copps Parkette (where the trail intersects with Kenilworth Avenue)

The two 2016 public art projects noted above are no longer financially viable due to inflation. However, it is feasible to produce a single piece by combining the project budgets. The new project site will be at the Southwest corner of the intersection of the trail and Cannon Street East.

Therefore, Public Art staff are requesting that \$82,000 from the Public Art Reserve Fund be put into Capital Project Fund 7102258202 to make for a combined project funding total of \$225,000.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24009 – Map of Site Context

Appendix "B" to Report PED24009 – Project Extracts from the 2016 Public Art Masterplan



Greater Site Context



5.3.2 Andrew Warburton Memorial Park

HOMESIDE NEIGHBOURHOOD





Site: 199 Tragina Avenue North

The park is bisected by the Pipeline Trail under which is a major pipeline, installed in the 1860s, that connects the water treatment facilities on Lake Ontario into the city. Located at the heart of the Homeside neighbourhood, the park is visible along the trail and at the terminus of many streets including Cannon Street. The site therefore offers the opportunity for a public artwork that could act as a local landmark visible from many locations in the neighbourhood. The pipeline provides opportunities for themes that address water infrastructure and community.

Scale: Medium – Minimum Budget \$100,000

Precedent:



Cannon St E

5.3.10 Pipeline Trail at Kenilworth Ave.

HOMESIDE NEIGHBOURHOOD



Site: New park on the east side of Kenilworth Avenue along the Pipeline Trail

The site is to be the location of a new park along a one block section of the Pipeline Trail scheduled to be complete in 2017. The location at Kenilworth allows the artwork to serve as a gateway to, and symbol of, the Pipeline Trail. The trail cuts across the street grid of the neighbourhood from the corner of Ottawa Street and Main Street to Barton Street and Strathearne Avenue following the route of the 1850s era pipeline that today still connects the water treatment plant into the city. The location offers opportunities for an artwork that can address the themes of water infrastructure and the Hamilton's industrial history.

Scale: Major – Minimum Budget \$100,000 (shared with park project budget)

Precedent:





ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES REPORT 23-012

4:00 p.m.

Tuesday, December 12, 2023 Room 264, 2nd Floor Hamilton City Hall 71 Main Street West

Present: J. Kemp (Chair), P. Kilburn (Vice Chair),

P. Cameron, J. Cardno, L. Dingman,

A. Frisina, M. McNeil, T. Murphy, K. Nolan

and T. Nolan

Absent

with Regrets: Councillor M. Tadeson – Business

M. Dent, L. Janosi and R. Semkow

THE ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES PRESENTS REPORT 23-012 FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised that there were no

General Issues Committee - January 17, 2024

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 2 of 8

changes to the agenda.

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

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) November 14, 2023 (Item 4.1)

The November 14, 2023, minutes of the Advisory Committee for Persons with Disabilities meeting, were approved, as presented.

(d) PRESENTATIONS (Item 8)

(i) Accessible Transportation Services Performance Review - Q3, 2023 (Item 8.1)

Michelle Martin, Manager of Accessible Transportation Services, addressed Committee respecting the Accessible Transportation Services Performance Review for Q3, 2023, with the aid of a PowerPoint presentation.

The presentation from Michelle Martin, Manager of

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 3 of 8

Accessible Transportation Services, respecting the Accessible Transportation Services Performance Review – Q3, 2023, was received.

The Report respecting the Accessible Transportation Service Performance Review – Q3, 2023, was received.

(ii) Reimagining Neighbourhoods – Residential Zones Project (Item 8.2)

Alana Fulford, Senior Planner, and Mallory Smith, Planner, addressed Committee respecting Reimagining Neighbourhoods – Residential Zones Project, with the aid of a PowerPoint presentation.

The presentation from Alana Fulford, Senior Planner, and Mallory Smith, Planner, respecting Reimagining Neighbourhoods – Residential Zones Project, was received.

(iii) Adaptive Bike Program (Item 8.3)

Julia Hamill, Program Manager, Everyone Rides Initiative, addressed Committee respecting the Adaptive Bike Program, with the aid of a PowerPoint presentation.

The presentation from Julia Hamill, Program Manager, Everyone Rides Initiative, respecting the Adaptive Bike Program, was received.

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 4 of 8

(e) CONSENT ITEMS (Item 9)

(i) The following items were deferred to the January 9, 2024, Advisory Committee for Persons with Disabilities meeting due to time constraints:

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

- (a) Built Environment Working Group Final Outstanding Business List - December 2023 (Item 9.1(a))
- (b) Built Environment Working Group Meeting Notes December 5, 2023

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

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

(3) Outreach Working Group Update (Item 9.3)

(a) Outreach Working Group Meetings Notes– November 21, 2023 (Item 9.3(a))

(4) Transportation Working Group Update (Item 9.4)

(a) Transportation Working Group Meeting

Notes – November 28, 2023 (Item 9.4(a))

- (5) Strategic Planning Working Group Update (no copy) (Item 9.5)
- (6) Accessible Open Spaces and Parkland Working Group Update (no copy) (Item 9.6)
- (f) DISCUSSION ITEMS (Item 11)
 - (i) Advisory Committee for Persons with Disabilities 2024 Budget Submission (Item 11.1)

The Advisory Committee for Persons with Disabilities base budget submission in the amount of \$23,172 for 2024, was approved and referred to the 2024 budget process for consideration.

(g) MOTIONS (Item 12)

- J. Kemp relinquished the Chair to P. Kilburn in order to introduce the following Motions:
- (i) Correspondence to City Council respecting the HSR Fare Assist Program and the Cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program (Item 12.1)

WHEREAS, the Advisory Committee for Persons with Disabilities has significant concerns regarding the cancellation of the Temporary No Pay Program

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 6 of 8

and the Temporary Voluntary Pay Program without first addressing several insufficiencies with the current bus design and fare payment options; and

WHEREAS, the Advisory Committee for Persons with Disabilities has prepared correspondence to City Council regarding the HSR Fare Assist Program as well as the cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program.

THEREFORE BE IT RESOLVED:

That the Advisory Committee for Persons with Disabilities approve the correspondence respecting the HSR Fare Assist Program and the Cancellation of the Temporary No Pay Program and the Temporary Voluntary Pay Program attached as Appendix "A", for submission to Council.

(ii) Delegation to the Public Works Committee respecting Accessibility Issues with the HSR (Item 12.2)

WHEREAS, the Advisory Committee for Persons with Disabilities (ACPD) is mandated to review public policies regarding accessibility and the *Accessibility for Ontarians with Disabilities Act* (AODA) and advise Council on how best to implement them safely;

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 7 of 8

WHEREAS, the ACPD has serious concerns about the HSR's plan to require all mobility devices to use the front door as the primary entrance with very little notice and without an appropriate plan in place to ensure its success;

WHEREAS, the ACPD questions whether requiring all mobility devices to use the front door as the primary entrance would be in compliance with the AODA as the mobility device positions are no longer as close as is practicable to the entrance;

WHEREAS, the ACPD has concerns regarding CNIB card holders using Presto Scanners and the Presto App; and

WHEREAS, the ACPD has reported several issues to the HSR regarding the accessibility of their buses as well as their compliance to the AODA over many years and have yet to see their concerns addressed.

THEREFORE, BE IT RESOLVED:

- (a) That the following members be authorized to delegate on behalf of the Advisory Committee for Persons with Disabilities to the Public Works Committee regarding accessibility issues with the HSR:
 - (i) James Kemp

Advisory Committee for Persons with Disabilities December 12, 2023 Report 23-012 Page 8 of 8

- (ii) Mark McNeil
- (iii) Paula Kilburn
- J. Kemp assumed the Chair.

(h) ADJOURNMENT (Item 16)

There being no further business, the Advisory Committee for Persons with Disabilities, adjourned at 6:10 p.m.

Respectfully submitted,

James Kemp, Chair Advisory Committee for Persons with Disabilities

Carrie McIntosh Legislative Coordinator Office of the City Clerk



INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
DATE:	January 17, 2024
SUBJECT:	Encampment Response Update – December 2023 (HSC23066(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mike Jones (905) 546-2424 ext. 3824 Danielle Blake (905) 546-2424 ext. 3731
SUBMITTED BY:	Michelle Baird Director, Housing Services Division Healthy and Safe Communities Department
SIGNATURE:	Michelle Baurel

COUNCIL DIRECTION

On August 18, 2023, Council ratified an Encampment Protocol to be used by City staff to respond and manage encampments, tents, or temporary structures within public lands in the City of Hamilton.

To provide ongoing accountability and transparency to the City's encampment response program and the implementation of its encampment protocol, staff were directed to communicate with Council and Ward Councillors regarding the Encampment Protocol through monthly, ongoing Information Reports to General Issues Committee and include data and trends, operational updates, and any continuous improvement measures implemented to further efforts toward providing ongoing accountability and transparency to the City's encampment response program and the implementation of its encampment protocol.

INFORMATION

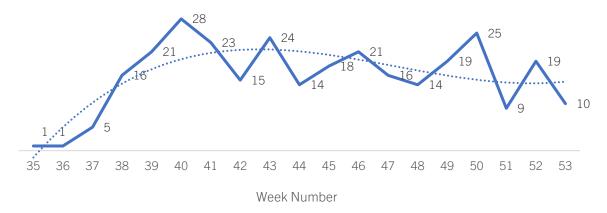
Trends Regarding Identification of New Sites

New encampments continue to be identified throughout the City by several different sources, including concerned citizens, businesses and business improvement areas,

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 2 of 8

and internal staff from other City departments. As first reported in October's monthly report, new sites peaked in Week 40 (September 25, 2023 – October 1, 2023). Since then, there has been a steady decrease in new sites identified (see chart below).

It is likely that new sites identified will continue to plateau, as movement around the City begins to stabilize into compliant spaces and individuals previously staying in encampments seek indoor spaces or couch surf temporarily with friends and family during the colder months.



Compliance Trends

In December, a total of 66 different sites were identified through various modalities to Housing Focused Street Outreach. Of the sites identified to Housing Focused Street Outreach, there were no tents observed upon visiting 27 (41%) locations, four new sites were deemed compliant on first visit (6%) and one site was deemed out of scope because it was outside of the City of Hamilton.

In total, 37 sites (27 public property, 10 private property) were escalated by Housing Focused Street Outreach to Municipal Law Enforcement in December, resulting in 20 trespass notices being served to individuals on public property who were in contravention of the Protocol. This total is lower than the 2023 average of 64 and the number of trespass notices has trended down every month since the Protocol was ratified (126 in August, 75 in September, 58 in October, 42 in November).

Complaint and Service Request Trends

In general, the number of complaints and/or requests for service has decreased monthover-month since the ratification of the Protocol, from a high of 897 in September, to 410 logged in December. Complaint and service request totals were considerably lower during the holiday season when compared to the average weekly volume.

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 3 of 8

As a percentage of the total complaints received each month, reporting and requests to enforce the Protocol within encampments has dropped from 54% in September, to 41% in December. Conversely, the percentage of complaints and service requests related to garbage and debris increased from 12% in September, to 21% in December. With more encampments staying affixed to their current compliant locations, and as temperatures continue to drop, individuals living unsheltered are gathering items to minimize the impact of the cold weather, i.e., blankets, insulation, wood.

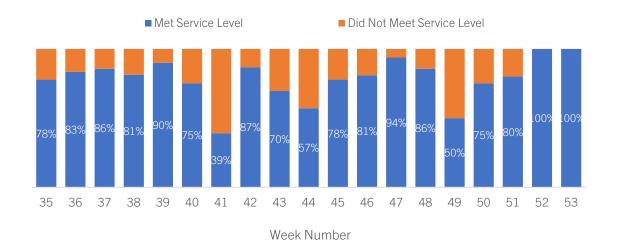
Another area that has seen an increase in complaints and service requests is health and safety concerns, which were 2% of the total emails to unsheltered in September and have risen to 8% in December. The majority of these complaints also reflect issues associated with colder weather, highlighting the visibility of propane tanks and other heating materials being observed at sites and potential risk to individuals living unsheltered and their neighbours.

Service Levels

Housing Focused Street Outreach

The ratification of the Encampment Protocol established a three-day service level for response to complaints and/or service requests related to encampments. As such, Housing Focused Street Outreach has three days to visit the site and engage with the individuals at the site to inform them of the Encampment Protocol.

Including both existing and new encampments, the following chart reports on Housing Focused Street Outreach's ability to meet service levels by week.



SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 4 of 8

In December, Housing Focused Street Outreach has met its service level 87% of the time, above the 76% average since the Encampment Protocol was ratified.

Municipal Law Enforcement

As per the Protocol, Municipal Law Enforcement Officers will determine compliance timelines depending on the presenting circumstances, for the issuance of notices or actions to be taken in respect to the encampment, temporary shelter, or tent, within a maximum of four (4) total days from the issuance of notice, unless exceptional circumstances exist.

In December, Municipal Law Enforcement met its service level for 32 of the 37 (86%) sites escalated by Housing Focused Street Outreach, not including those currently under active investigation. The investigations that did not meet the required service level were during the shutdown over the holiday period when there was limited staffing coverage available.

Updates:

Access to Washrooms and Showers Update

Since its opening on September 18, the Eastwood shower program finished 2023 with 30 non-unique individuals utilizing the showers, while there were 146 non-unique individuals who accessed Norman Pinky Lewis Recreation Centre's shower program in 2023.

The Eastwood program will no longer off services as of January 8, 2024. Instead, a shower program will be offered at nearby Bennetto Community Centre.

Weekly data regarding access of individuals who are living unsheltered to washroom programs will continue to be reported in the Weekly Encampment Dashboard.

Encampment Liaison Committee Update

City staff have started work on the creation of an Encampment Liaison Committee that will include City staff, key stakeholders in the community, as well as individuals with lived experience of unsheltered homelessness. The group will meet regularly to discuss overall encampment response in the community and discuss approaches to sustain continuous improvement.

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 5 of 8

Presently, a draft Terms of Reference and governance model is under development, with the intent of scheduling the Committee's first meeting for January 2024.

New Participants on Coordinated Response Team

With a transition to colder weather, there has been an increase in fires and combustible materials (i.e., fuel, propane) located at encampments throughout the City. To ensure that the necessary expertise is available when making decisions and to ensure staff are coordinating using the most recently available information, management from City of Hamilton's Fire Department are an ongoing contributor.

In addition, management from the City of Hamilton's Parking Enforcement team have also been included in the Coordinated Response Team's meeting schedule, to provide expertise around parking violations in the City, and to coordinate and strategize a response that provides an opportunity for Housing Focused Street Outreach to engage prior to an enforcement response.

Additional Trends and Data

Total Unique Individuals Living in Encampments

The total number of individuals that Housing Focused Street Outreach interacted with in December 2023 was approximately 217. This is slightly down from November's total of 223, and slightly higher than the 2023 average.

As previously mentioned, individuals living in encampments are more likely to seek indoor accommodations in the colder months, either via emergency shelter and winter warming spaces, or by temporarily couch surfing with family and friends.

Supports for Individuals Living in Encampments

In December, Housing Focused Street Outreach provided basic needs supports to 132 non-unique individuals and housing-related supports to 230 non-unique individuals. These totals are less than those reported in November, but consistent with the year-to-date reported averages, and significantly higher than the totals reported in December 2022.

Escalated Complaints

There were a combined 37 (27 public property, 10 private property) complaints regarding non-compliant sites that were escalated by Housing Focused Street Outreach

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 6 of 8

to Municipal Law Enforcement in December. This is slightly above the average number of sites escalated since the Protocol was ratified in August.

Cleaning and Maintenance

In December, Parks Section staff cleaned and maintained 117 sites, lower than a peak of 157 locations in November, but still the second highest total since the Protocol was ratified in August. In general, the total of sites cleaned and maintained by Parks staff has trended upwards.

Indicators

The following indicators have been established to assess the success of the program on an interim basis and will be reported on regularly to provide accountability to the public and people with lived experience, and transparency regarding the City's approach to encampment response.

Indicator	Category of Measurement	Dec 2023	Prev. Month	2023 Avg.	Dec 2022
Total complaints and/or requests for service requiring response or follow-up by Housing Focused Street Outreach (HFSO)	Volume of complaints and/or requests for service	410	517	647	N/A
Number of unique individuals/households reached who are unsheltered and/or regularly living in encampments throughout the City (defined by connection to HFSO), who have provided consent to have their personal information stored in the Homeless Individuals and Families Information System (HIFIS).	Total unique individuals living in encampments	77	133	90	46

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 7 of 8

Indicator	Category of Measurement	Dec 2023	Prev. Month	2023 Avg.	Dec 2022
Number of unique individuals/households reached who are unsheltered and/or regularly living in encampments throughout the City (defined by connection to HFSO), who have not yet provided consent to have their personal information stored in the Homeless Individuals and Families Information System (HIFIS).	Total unique individuals living in encampments	140	90	111	N/A
Number of interactions where individuals received support (from HFSO) with their basic needs per month	Support basic needs of individuals living in encampments	132	253	129	28
Number of interactions where individuals received support (from HFSO) with their housing needs per month	Support housing- related needs of individuals living in encampments	230	555	269	79
Escalated items actioned to Municipal Law Enforcement from HFSO (i.e., Municipal Law Enforcement Officers (MLEOs) were involved in response) on public property	Volume of Escalated complaints	27	21	20	N/A
Escalated items actioned to Municipal Law Enforcement from HFSO (i.e., Municipal Law Enforcement Officers (MLEOs) were involved in response) on private property	Volume of Escalated complaints	10	11	9	N/A

SUBJECT: Encampment Response Update – December 2023 (HSC23066(c)) (City Wide) - Page 8 of 8

Indicator	Category of Measurement	Dec 2023	Prev. Month	2023 Avg.	Dec 2022
Total number of Trespass Notices issued on public property	Response type to escalated complaint	20	42	64	N/A
Total number of Trespass Notices issued on private property	Response type to escalated complaint	0	0	0	N/A
Number of instances where compliance was achieved immediately on public property, without issuing of Voluntary Compliance Notice	Response type to escalated complaint	2	3	4	N/A
Number of instances where compliance was achieved immediately on private property, without issuing of Voluntary Compliance Notice	Response type to escalated complaint	0	0	0	N/A
Number of encampment sites cleaned and/or maintained by Parks Section staff or a designated contractor	Park cleaning and maintenance	117	157	97	17

All indicators meet the criteria of being valid and reliable and can be replicated by City staff and reported monthly.

Please direct any inquiries to Danielle Blake, Manager, Housing Focused Street Outreach, at (905) 546-2424 ext. 3731, or by email at Danielle.Blake@hamilton.ca.

APPENDICES AND SCHEDULES ATTACHED

N/A



CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Licensing and By-law Services Division

ТО:	Chair and Members Emergency and Community Services Committee
COMMITTEE DATE:	October 19, 2023 (Deferred from August 17, 2023)
SUBJECT/REPORT NO:	Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide)
	Sub-sections (e), (f), (g), and (h) DEFERRED from August 17, 2023
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gillian Barkovich (905) 546-2424 Ext. 2348
SUBMITTED BY:	Monica Ciriello Director, Licensing and By-law Services Planning and Economic Development Department
SIGNATURE:	Monica Civilla

RECOMMENDATION

- (a) That staff be directed to prepare a Safe Apartment Buildings By-law to regulate apartment building property standards and registration of apartment buildings city-wide in a form satisfactory to the City Solicitor, as per Appendix "A" to Report PED23072 (the "Safe Apartment Buildings By-law"), following the 2024 budget process, 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 Fee Schedule developed at 65% cost recovery for the Safe Apartment Buildings By-law, attached as Appendix "B" to Report PED23072;
- (c) That, subject to the adoption of the Safe Apartment Buildings By-law, the Transition Plan as detailed in Appendix "C" to Report PED23072 to develop, implement and administer the By-law be approved;

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide) DEFERRED - Page 2 of 31

- (d) That the appropriate General Managers be directed to refer the following to the 2024 Budget for the implementation of the Safe Apartment Buildings By-law:
 - (i) One full time (1.0 FTE) Manager in the Licensing and By-law Services Division at an estimated total cost of \$192,000 annually (\$67,200 net levy);
 - (ii) One Full-time (1.0 FTE) Project Manager in the Licensing and By-law Services Division at an estimated total cost of \$147,000 annually (\$51,450 net levy);
 - (iii) Two full-time (2.0 FTE) Supervisors of Operations and Enforcement in the Licensing and By-law Services Division at an estimated total cost of \$289,000 annually (\$101,150 net levy);
 - (iv) Thirteen full-time (13.0 FTE) Municipal Law Enforcement Officers in the Licensing and By-law Services Division at an estimated total cost of \$1,416,000 annually (\$495,600 net levy);
 - (v) One full-time (1.0 FTE) Program Analyst in the Licensing and By-law Services Division to provide applications support, analyses data and provide program support, at an estimated total cost of \$114,000 annually (\$39,900 net levy);
 - (vi) One full-time (1.0 FTE) Licensing Administrator in the Licensing and Bylaw Services Division to administer registration applications, at an estimated total cost of \$96,000 annually (\$33,600 net levy);
 - (vii) Two full-time (2.0 FTE) By-law Clerks in the Licensing and By-law Services Division to enter files and provide support to enforcement staff, at an estimated total cost of \$176,000 annually (\$61,600 net levy);
 - (viii) One full-time (1.0 FTE) Administrative Secretary in the Licensing and Bylaw Services Division at an estimated total cost of \$83,000 annually (\$29,050 net levy);
 - (ix) One full-time (1.0 FTE) Outreach Coordinator in the Licensing and By-law Services Division at an estimated total cost of \$109,000 annually (\$38,150 net levy);

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072) (City Wide) DEFERRED - Page 3 of 31

- (x) One full-time (1.0 FTE) Solicitor in Legal Services to provide dedicated legal support, at an estimated total cost of \$212,000 annually (\$74,200 net levy);
- (xi) One full-time (1.0 FTE) Screening Officer at an estimated total cost of \$124,000 annually (\$43,400 net levy);
- (xii) The purchase of thirteen (13) vehicles at an estimated initial cost of \$708,825 and an annual operating cost of \$116,350 (\$40,723 net levy);
- (xiii) An outreach, education and communications budget of \$20,000 annually (\$7,000 net levy); and
- (xiv) A one-time cost of \$2,003,441 to fund the 18-month transition period for the implementation of the By-law).
- (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);

SUBJECT: Addressing Renovictions, Tenant Displacement and Property
Standards in Apartment Buildings in the City of Hamilton (PED23072)
(City Wide) DEFERRED - Page 4 of 31

- (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.
- (i) That By-law No. 09-190 (the "Vital Services By-law") be repealed and replaced with the draft By-law attached as Appendix "G" to Report PED23072, which has been prepared in a form satisfactory to the City Solicitor, to incorporate language and clarifying amendments to facilitate enforcement;
- (j) That By-law No. 10-221 (the "Property Standards By-law") be repealed and replaced with the draft By-law outlined in Appendix "H" to Report PED23072, which has been prepared in a form satisfactory to the City Solicitor;
- (k) That the draft By-law to amend Schedule 31, Rental Housing, of the Business Licensing By-law No. 07-170, attached as Appendix "I" to Report PED23072, which has been prepared in a form satisfactory to the City Solicitor, be approved, to extend the rental housing licensing pilot project to include rental properties of 5 units or less;
- (I) That the Administrative Penalties By-law No. 17-225 be amended to incorporate charges under the Safe Apartment Buildings By-law, Renovation Licence and Relocation Listing By-law, Vital Services By-law and Property Standards By-law attached as Appendix "J" to Report PED23072;
- (m) 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;

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- (n) That staff be directed to report back to Council with respect to the amount of fine revenues collected under the Safe Apartment Buildings By-law and Renovation Licence and Relocation Listing By-law after they have been in force and effect for 12 months, including options for how fine revenues could be utilized to advance the strategies of the Housing and Sustainability Investment Roadmap;
- (o) That Outstanding Business List item 5.10, dated February 22, 2023 relating to correspondence at 1083 Main Street East, and item 1.0, dated April 20, 2023 relating to addressing renovictions, be removed;

EXECUTIVE SUMMARY

The purpose of this report is to respond to the motion passed at the April 20, 2023 meeting of the Emergency and Community Services Committee which directed:

"That staff be directed to report back to the Emergency and Community Services Committee in August 2023, with recommendations on the full suite of options to halt renovictions in the City of Hamilton including RentSafeTO, the City of Toronto Tenant Support Program and amendments to various City By-laws, the use of building permits, and a city-wide Licensing By-law and a New Westminster style Renovictions By-law as well as any potential By-law associated with the review of the RentSafeTO program; and that staff report back on the ability for the Municipality to track sale notices for multi-unit buildings, to monitor trends in this area and create process to inform tenants of their right in case of ownership change."

Specifically, this report addresses the aspects of the April 20, 2023 motion dealing with a RentSafeTO-style initiative, as well as By-law amendments and licensing approaches to address renovictions. The component of the motion dealing with the creation of a new Tenant Support Program will be addressed through a separate report brought forward by Housing Services Division in Report HSC23023(b). In addition, staff are currently preparing a rental housing replacement By-law, which will be presented to Council in Q4 2023.

This report proposes the creation of a Hamilton Apartment Rental Program, which would comprise four separate, but interconnected, new initiatives to address renovictions, tenant displacement and property standards in apartment buildings in the City of Hamilton:

 A new "Safe Apartment Buildings By-law" to regulate apartment building property standards and registration of apartment buildings. SUBJECT: Addressing Renovictions, Tenant Displacement and Property
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- A new, first-of-its-kind in Canada, "Renovation Licence and Relocation Listing By-law" to regulate repairs and renovations to rental units.
- Updates to the City's Vital Services and Property Standards By-laws to better regulate the supply of vital services and to prescribe clearer standards for the maintenance and occupancy of rental properties.
- Amendments to Schedule 31, Rental Housing, of the Business Licensing By-law No. 07-170 to extend the current rental housing licensing pilot project to include rental properties of 5 units or less (rather than the current 4 units or less), within the same geographic areas of the pilot project.

The new By-laws and By-law amendments proposed in this report are further complemented and supported by other existing and pending City of Hamilton initiatives which seek to protect rental housing and rental housing tenants:

- The Tenant Support Program that will include legal support for tenants through the Landlord Tenant Board, organizing and capacity building for tenant organizations, and broader education for the tenants and landlords on their rights and responsibilities under the Residential Tenancies Act.
- A new Rental Housing Replacement By-law, which will be brought forward for Council's consideration in Q4 2023.
- A new Short-Term Rental Licensing By-law that seeks to protect existing rental housing stock through the licensing and regulation of short-term rentals, which was approved by Council in 2023 and is set for implementation in Q4 2023.
- The ongoing Rental Housing Licensing pilot project that licenses rental units and regulates property standards in rental units in Wards 1, 8 and parts of 14.

As directed by Council, staff have also prepared a draft By-law, modelled directly on Part 6 of the Municipality of New Westminster's *Business Regulations and Licensing (Rental Units) By-law*, which is attached as Appendix "K" to Report PED23072, and which is discussed under the Alternatives for Consideration section of this report.

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Alternatives for Consideration – See Page 29

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial:

Safe Apartment Building By-law

Based on a review of best practices, the Safe Apartment Buildings By-law is proposed as a 65% cost recovery program.

The total estimated annual cost for this By-law once it is fully up-and-running is \$3,094,350 (\$1,083,023 net levy) broken down as follows:

- \$2,958,000 annually for staffing (\$1,035,300 net levy)
- \$116,350 operating costs (\$40,723 net levy) for thirteen (13) vehicles
- \$20,000 annually (\$7,000 net levy) for outreach, education and communications

In addition to the operating costs, there is a one-time capital cost of \$708,825 for the purchase of 13 vehicles and shared cost of charging station installation.

It is anticipated that the timing of registration revenues will lag behind the implementation of the program. Therefore, staff are recommending the approval of one-time funding to cover program costs during the start-up / transition period. Staff anticipate that the staffing resource needs can be phased over the first 12-18 months of the program, which would be expected to result in cost savings. Therefore, staff are recommending, based on the proposed Transition Plan, that up to \$2,003,441 in one-time costs be referred to the 2024 Budget process.

Renovation Licence and Relocation Listing By-law

The Renovation Licence and Relocation Listing By-law is not proposed as a cost recovery-based program. Given that staff are only aware of the data provided by Housing Services that reflects the number of applications made to the Landlord and Tenant Board related to N-13 notices (132 in 2022), a full cost recovery fee structure would result in significant license costs for property owners which could create a disincentive for property owners to work through the Residential Tenancies Act altogether, thereby further disadvantaging tenants and preventing staff from connecting tenants with essential supports. Based on the recommended Fee Structure attached as Appendix "E" to Report PED23072, it is estimated that annual revenues for the program will be approximately \$94,285, or approximately 10% of program costs.

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The total estimated annual cost of administering the Renovation Licence and Relocation Listing By-law once it is fully up-and-running is \$942,850 broken down as follows:

- \$906,000 for staffing (\$815,400 net levy)
- \$26,850 operating costs for three (3) vehicles (\$24,165 net levy)
- \$10,000 annually for outreach, education and communications (\$9,000 net levy)

In addition to the operating costs, there is a one-time capital cost of \$163,575 for the purchase of 3 vehicles and shared cost of installation of charging stations.

It is anticipated that the timing of the registration revenues will lag behind the implementation of the program. Therefore, staff are recommending the approval of one-time funding to cover program costs during the start-up / transition period. Staff anticipate that the staffing resource needs can be phased over the first 12-18 months of the program, which would be expected to result in cost savings. Therefore, staff are recommending, based on the proposed Transition Plan, that up to \$150,000 in one-time costs be referred to the 2024 Budget process.

Property Standards and Vital Services By-laws

No financial implications, provided that, service levels are maintained at current levels.

Rental Housing Licensing Pilot Project

No financial impacts, provided that, service levels, scope and implementation timeline are maintained at current levels.

Staffing:

Safe Apartment Buildings By-law

Implementation of the Safe Apartment Buildings By-law would require an additional 25.0 Full-time Equivalents (FTEs) in the Licensing and By-law Services, Parking Services and Legal Services Divisions, consisting of:

- One full-time (1.0 FTE) Licensing and By-law Services Manager to oversee program operations.
- One full-time (1.0 FTE) Project Manager to coordinate the program, track measurables and report to Council.
- Two full-time (2.0 FTE) Supervisors of Operations and Enforcement.
- Thirteen full-time (13.0 FTE) Municipal Law Enforcement Officers.

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- One full-time (1.0 FTE) Outreach Coordinator to facilitate on-site tenant education and provide program support.
- One full-time (1.0 FTE) Program Analyst to provide applications support, analyse data and provide program support.
- One full-time (1.0 FTE) Licensing Administrator to administer registration applications.
- Two full-time (2.0 FTE) By-law Clerks to enter files and provide support to enforcement staff.
- One full-time (1.0 FTE) Administrative Secretary to support the administration of management.
- One full-time (1.0 FTE) Solicitor in Legal Services to provide dedicated legal support.
- One full-time (1.0 FTE) Screening Officer in Parking Services to screen Administrative Penalties.

Staffing projections are based on several factors, including extrapolation of staffing numbers utilized in the Mississauga Apartment Rental Compliance and RentSafeTO programs, annual volume of property standards complaints received for purpose-built apartment buildings, and overall age of applicable housing stock in the City of Hamilton.

Staff anticipate that the staffing resource needs can be phased over the first 12-18 months of the program, which would be expected to result in cost savings.

Renovation Licence and Relocation Listing By-law

Implementation of the Renovation Licence and Relocation Listing By-law would require an additional 8.0 Full-time Equivalents (FTEs) in the Licensing and By-law Services, Housing Services and Legal Services Divisions, consisting of:

- Three full-time (3.0 FTE) Licensing Administrators to administer licence applications, enter investigation files and respond to inquiries
- Three full-time (3.0 FTE) Licensing Compliance Officer to enforce the By-law
- One full-time (1.0 FTE) Solicitor in Legal Services to respond to legal challenges and increased Property Standards Committee hearings
- One full-time (1.0 FTE) Housing Clerk in Housing Services to facilitate tenant support/education

Property Standards and Vital Services By-laws

No staffing implications, provided that, service levels are maintained at current levels.

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Rental Housing Licensing Pilot Project

No staffing implications, provided that, service levels, scope and implementation timeline are maintained at current levels.

Legal:

Legal Services assisted with the preparation of the appended draft By-laws. It is worth noting that the proposed Renovation Licence and Relocation Listing By-law attached as Appendix "D" to Report PED23072 is the first program of its kind in Canada.

HISTORICAL BACKGROUND

On December 9, 2021, through Report HSC20020(d) – Adaptation and Transformation of Services for People Experiencing Homelessness, approval was granted for up to \$100,000 for Housing Services to hire and retain a consultant to evaluate the feasibility of implementing a By-law in the City of Hamilton, similar to the renovictions By-law previously enacted and currently repealed in the City of New Westminster, British Columbia.

On April 20[,] 2023, through Report HSC23023 – Renovictions Stakeholder Consultation, Housing Services presented updates to Council on previous directions regarding the issue of Landlord and Tenant renovictions and provided recommendations for next steps by the Municipality.

On April 20, 2023, the Emergency & Community Services Committee passed a motion for staff to report back to the Committee in August 2023, with recommendations on a full suite of options to halt renovictions in the City of Hamilton, including; a RentSafeTO style Tenant Support Program, amendments to various City By-laws, the use of building permits and a city-wide Licensing By-law and a standalone Renovictions By-law, in addition to any potential By-law associated with the review of a Tenant Support Program; and that staff report back on the ability for the Municipality to track sale notices for multi-unit buildings, to monitor trends in this area and create process to inform tenants of their right in case of ownership change.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff's review considered the following applicable Municipal, Provincial and Federal Legislation:

• City of New Westminster Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 SUBJECT: Addressing Renovictions, Tenant Displacement and Property
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- Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023
- Municipal Act, 2001, S.O. 2001, c.25
- Community Charter, SBC 2003, c. 26
- Ontario Building Code Act, 1992, S.O. 1992, c.23
- Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4
- Residential Tenancies Act, 2006, S.O. 2006, c. 17

In developing the proposed By-laws, staff considered the scope of Municipal authorities as set out in the *Municipal Act*, *2001* which authorizes Municipalities to pass By-laws with respect to the well-being of the Municipality and its inhabitants, as well as the scope and authorities of the *Residential Tenancies Act*, *2006*, *S.O. 2006*, *c.17*. The Residential Tenancies Act states in section 1 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. In essence, it seeks to regulate the relationship between landlords and tenants. Staff are of the view that the proposed By-laws represent an innovative and first-of-its-kind approach to addressing renovictions, tenant displacement and property standards within the authority of Municipalities.

Public notice of the various By-laws and By-law amendments has been provided in accordance with the City of Hamilton Public Notice Policy By-law 07-351.

RELEVANT CONSULTATION

In preparing the draft By-laws appended to this report and crafting the recommendations and alternatives highlighted herein, the following external parties were consulted:

- ACORN Hamilton
- Hamilton District Apartment Association
- City of Mississauga
- City of Toronto
- City of New Westminster

Internal consultation was also undertaken with the following City of Hamilton divisions and service areas:

- Communications
- Finance & Administration

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- Fire Prevention Services
- Housing Services
- Legal Services
- Planning & Economic Development
 - Building
 - Licensing & By-law Services
 - Zoning

Thorough review of the renovictions related feedback provided throughout the Emergency and Community Services Committee meeting on April 20th, 2023 was also undertaken. In particular, staff considered both the Enterprise Report detailed in Appendix "A" to Report HSC23023 and the feedback provided by delegates to the meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

In April 2023, Licensing and By-law Services staff were directed by Council to report back in August 2023, with a full suite of options to halt renovictions in Hamilton. In researching the best approaches to respond to Council's direction, it is clear that a "made in Hamilton" approach must help support tenants experiencing renovictions and close gaps in applicable provincial legislation in the short term, while ensuring that building standards are maintained and substandard building conditions are improved in an effort to reduce the likelihood of a renoviction occurring in the long term. Through this report, such an approach is detailed, including a full suite of options that fall within the scope of the Municipality to address renovictions, tenant displacement and property standards in apartment buildings.

The City of Hamilton is experiencing an affordable housing crisis with average market rents having far outpaced inflation over the last number of years. This has created a significant impact on long term tenants in rent-controlled units whose rents remain below current market rent levels in Hamilton, as there is now significant economic incentive for landlords to have tenants move out so that they are able to increase the rents on the vacated units to market rent levels. Further, Hamilton has an aging housing infrastructure, which creates significant barriers to ensuring safe, adequate and suitable housing for the approximately 72,000 rental households in Hamilton and contributes to tenants' vulnerability to renoviction.

A renoviction is most often defined as a situation where a tenant is formally evicted (through the legal process prescribed in the Residential Tenancies Act, which is initiated when a landlord issues a tenant an N-13 notice of eviction) or informally evicted (without going through the proper legal process) because the landlord needs to make repairs or renovations to the rental unit or rental property that cannot be completed while the

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tenant is continuing to live in the unit. Situations where a tenant is driven out of their home because the repairs and renovations are making their home uninhabitable, and situations where a tenant is driven out of their home as a result of severe disrepair that makes their home uninhabitable (failure of landlord to adequately maintain the rental unit and/or rental property) are not technically renovictions because they are not being driven by an N-13 notice, but they have the same result, that being displacement of the tenant. This report addresses all three forms of renoviction.

The Residential Tenancies Act allows for eviction in situations where a landlord proposes repairs or renovations to the rental unit that are so extensive that they require a building permit and vacant possession of the rental unit. The Residential Tenancies Act protects tenants from "permanent renoviction" by giving tenants a right of first refusal: the option of moving back into the rental unit once the repairs or renovations are complete, at a rate that is no more than what the landlord could have charged if there had been no interruptions to the tenant's tenancy, but makes no provision for any shortterm accommodation for tenants who exercise their right of first refusal. Under the Residential Tenancies Act, when the repairs and renovations proposed by the Landlord are "voluntary", tenants who do not wish to return to the rental unit are entitled to compensation or an alternative rental unit, meaning that the landlord can increase the rental price by re-renting the unit to another tenant at a higher rent at the completion of the repairs or renovations. This legal justification for eviction (repairs or renovations) creates a legal opportunity for those landlords who, in bad-faith, wish to increase their rent by evicting a tenant in a rent-controlled unit with the hope that such tenant does not return.

As this situation exists in provincial legislation affecting tenancies across the Province, the issue of renovictions is not a Hamilton-only problem; not only is it an issue in every Ontario Municipality where there are long-time tenants that are paying significantly lower rents than the current market rent levels in a community, but research indicates that it is a problem in many other Canadian provinces and American states with similar residential tenancy legislation. Importantly, no Municipal jurisdiction has found a "silver bullet" to solve what is effectively a problem born out of the real estate market and gaps in provincial or state legislation. Instead, Municipalities that aim to address renoviction generally employ multiple methods simultaneously, involving a variety of policies and programs across a number of Municipal divisions and the participation of civil society organizations that provide tenant support.

The Housing Sustainability and Investment Roadmap was passed by City Council in April 2023 (Report HSC23028). The Roadmap was developed as a "whole-of-Hamilton" approach focused on tangible actions and Municipal strategies to respond to affordable housing issues. The Roadmap identified four pillars of activity: 1) new construction; 2) acquisition of existing affordable housing, land, or under-utilized buildings; 3)

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preservation of existing affordable rental housing (and community housing); and 4) increasing housing with supports. This report is focussed on addressing the third pillar.

One of the key findings of the Roadmap's background research was that over the past decade, Hamilton is losing 23 affordable rental units for every new affordable unit that has been built. In fact, over the past decade, the City of Hamilton has lost almost 16,000 rental units that had rent below \$750/month (affordable for a household with an income of \$30,000/year). Many of these units still exist, but rents have increased due to inflation, vacancy decontrol, or renovation and above-guideline rent increases/evictions – or 'renovictions'.

The third pillar of the Roadmap focuses on preservation of existing affordable rental housing through a number of strategies and actions, including developing policies to protect rental housing and discouraging renovictions. Specifically, the Roadmap states: "one of the best strategies to maintain affordable rental units is to enable and encourage tenants in stay in place". A priority action for Year 1 of the Roadmap is to "work with community organizations to develop a city-wide response to addressing tenant concerns and issues (including responses to 'renovictions') and designing a city-wide campaign to ensure tenants know their rights to stay in their homes".

Data provided by Housing Services suggests that, of the N-13 notices (notices to evict for demolition, conversion, repair or renovation of the rental unit) served by landlords on their tenants in the City of Hamilton in 2022, approximately 132 resulted in L2 applications, being applications made by the landlord to the Landlord and Tenant Board to end a tenancy and evict a tenant. The outcome at the Landlord Tenant Board for these applications is unknown to City Staff. This number reflects a significant overall increase in applications received in 2021.

In addition to rental units found in purpose-built apartment buildings, Hamilton has approximately 40,000 rental units located in single detached, townhouse/row housing, or duplexes. These units are difficult to connect with, as they exist in various forms (including secondary dwelling units) and are integrated into neighbourhoods across Hamilton. These units are also at highest risk of being lost to the rental market through private sale to new owners who may utilize the property for personal use – a situation that is difficult to address at the Municipal level.

It is important to note that not all instances of tenant displacement due to renovation are completed in bad faith. In some cases, vacant possession is required to maintain the quality of residential units. However, in all cases, tenants have the right to return to the unit once repair or renovation are completed at the same rent as they had been paying prior to eviction, yet many barriers exist that prevent tenants from being able to do so. It remains true that in all cases, tenants must be aware of their rights, that displacement

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(especially permanent displacement) must only occur as a last resort, and that tenant disruption and harm be minimized.

To address these issues, this report is proposing a Hamilton Apartment Rental Program that comprises four separate, but interconnected new initiatives to address renovictions, tenant displacement and property standards in apartment buildings in the City of Hamilton:

- a new "Safe Apartment Buildings By-law" to regulate apartment building property standards and registration of apartment buildings.
- a new, first-of-its-kind in Canada, "Renovation Licence and Relocation Listing Bylaw" to regulate repairs and renovations to rental units.
- updates to the City's Vital Services and Property Standards By-laws to better regulate the supply of vital services and to prescribe standards for the maintenance and occupancy of rental properties.
- amendments to Schedule 31, Rental Housing, of the Business Licensing By-law No. 07-170 to extend the current rental housing licensing pilot project to include rental properties of 5 units or less (rather than the current 4 units or less), within the same geographic areas of the pilot project.

The Hamilton Apartment Rental Program also relies heavily on the proposed Tenant Support Program. Under the Residential Tenancies Act, the burden of preventing eviction is placed on the tenant. Given that the tenants most vulnerable to renoviction are often the city's most vulnerable residents, with the least financial means, physical and technological capacity and literacy, tenant education and support are paramount in any and all efforts to address renoviction.

The Hamilton Apartment Rental Program (combined with the proposed Tenant Support Program) represent the City's best effort to utilize all available levers to address renoviction (thereby improving housing security for tenants and preventing homelessness, preserving existing rental housing stock and rental housing affordability, and ensuring the City's rental housing stock is and remains in a state of good repair).

The Hamilton Apartment Rental Program is best understood as a homelessness prevention and affordable housing preservation program, as it is anticipated that this program will have the most significant impact on people who are currently most vulnerable to renoviction: low-income people who are at high risk of homelessness and who currently occupy affordable and deeply affordable rental units – often in a poor state of repair – that will be lost upon vacancy when the rent is raised to current market rent levels.

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The program aims to keep tenants from moving out unnecessarily when landlords need to make repairs or renovations that can't be completed with the tenant continuing to occupy the unit. Although under the Residential Tenancies Act, tenants in these situations have the right to return to the unit once renovations are complete, once a tenant moves out, there are many potential obstacles to the tenant moving back in. Therefore, the most effective way to prevent homelessness and preserve housing affordability is to prevent tenants from moving out at all. The Hamilton Apartment Rental Program works to prevent tenants from needing to move out unnecessarily for renovations and repairs, but also as a result of informal eviction attempts and unit inhabitability by:

- discouraging the unnecessary use of N-13 eviction notices by imposing fees, requirements, and potential penalties related to the renovation works;
- ensuring that tenants who receive N-13 eviction notices understand their rights and know how to and are able to access information, documentation, resources and support to prevent eviction when repairs and renovations can be completed while they continue to occupy their unit;
- strengthening the City of Hamilton's ability to enforce property standards so that tenants are less likely to need to vacate their units as a result of disrepair or lack of vital services;
- ensuring that tenants understand their rights and are able to successfully secure remedies for disrepair and lack of vital services; and
- discouraging building neglect that results in building conditions that could lead to future renoviction.

Where renovations and repairs cannot be completed while the tenant continues to occupy the unit, the Hamilton Apartment Rental Program aims to support tenants in ensuring they can access a comparable alternative rental unit that they can afford, so that they aren't rendered homeless while their unit undergoes repairs or renovations, and in ensuring tenants are able to move back into their unit once repairs and renovations are complete by:

- requiring landlords to provide tenants with a list of available units that are comparable in location, size and rent;
- ensuring tenants understand their right of first refusal and that tenants who wish
 to return to their unit once repairs are complete give their landlord the necessary
 written notice (as per the Residential Tenancies Act) that permits them to
 exercise their legal right to reoccupy the unit; and
- ensuring tenants understand their rights and know how to and are able to access support in legally moving out of their temporary accommodation and returning to their original rental unit.

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While investment in this program is significant, the financial costs the City of Hamilton may incur as a result of tenant displacement, increased homelessness, lost affordable rental housing, and worsening housing unaffordability would likely be significantly higher. For example, research demonstrates that it is significantly more expensive to provide a person with homelessness supports than it is to support a person in maintaining their tenancy, and it is significantly more expensive to create new affordable housing than it is to preserve existing affordable housing. In addition, there are considerable non-financial costs associated with both increasing homelessness and loss of affordable rental housing affordability that are difficult to quantify. This is a situation where upstream investment will prevent much larger downstream impacts that have proportionately larger societal and financial implications.

1. Safe Apartment Buildings By-law

Staff were directed by Council to report back with recommendations that include the creation of a RentSafeTO style program and any required associated By-laws. As such, staff completed a jurisdictional Municipal scan and determined that similar programs operate in both the City of Toronto (RentSafeTO) and Mississauga (Mississauga Apartment Rental Compliance Program). Consultation with both Municipalities took place, with discussions around program scope, costing, staffing, operations and enforcement, strengths and areas of opportunity, etc. Based on this best practice review, staff have proposed a Safe Apartment Buildings By-law that has been modelled after features drawn from the aforementioned programs.

The proposed Safe Apartment Buildings By-law will help maintain existing building standards and improve substandard building conditions City wide, which is expected to contribute to reducing renovictions as a long-term outcome, as buildings would be required to be kept in a state of good repair and the likelihood of requiring a renovation with vacant possession would be reduced. Property owners would be required to develop a State of Good Repair Plan for capital elements requiring renovation and post the updated document on the Tenant Notification Board located in common areas. As such, tenants will also be better informed regarding pending major repairs to their buildings that may be required and better equipped to engage tenant supports in those situations. The proposed program will ensure that building conditions are sustained/improved, thereby preventing the frequency of N-13 notices being issued for unexpected major repairs in the future. Property owners would also be required to develop a pest management plan for the apartment building. This new requirement would present an opportunity for By-law enforcement to better respond to pest matters, and also to transition lead enforcement for pest control from Public Health to the Licensing and By-law Services Division as part of the expanded By-law enforcement team. Finally, the proposed program will help to improve communication between the

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City of Hamilton, tenants and property owners and ensure that issues are resolved in a more timely and effective manner.

The general approach of the proposed By-law is to put in place a program for regularly evaluating and inspecting purpose-build rental apartments, and educating tenants, so that property standards concerns can be identified early and on a regular, proactive basis. The main elements of the proposed By-law can be summarized as follows:

- Requirement for all purpose-built apartment buildings 2 storeys or greater and 6
 units or more to obtain a licence to operate, with a mandatory annual fee based
 on number of units (details provided in the Fee Schedule attached as Appendix
 "B" to Report PED23072).
- Apartment building owners must submit an application along with required supporting documentation, including but not limited to;
 - (i) Integrated Pest Management Plan
 - (ii) Waste Management Plan
 - (iii) Cleaning Plan
 - (iv) State of Good Repair Plan
 - (v) Electrical Maintenance Plan
 - (vi) Vital Service Disruption Plan
- a registration certificate will be issued upon submission of a complete application and fee payment.
- registered buildings will be evaluated within 18 months after the application intake deadline and will be scored based on weighted evaluation criteria.
- evaluations will score property standards (exterior and common areas) and compliance with program standards identified in the Safe Apartment Buildings By-law.
- evaluation scores define when subsequent evaluations will take place (i.e. as shown in "Table One" below, all buildings will be evaluated at least every three years, with lower scoring buildings being evaluated more frequently).
- scoring details will be posted on Tenant Notification Boards in common areas of buildings and available to the public online.
- during the evaluation process, City staff will conduct on-site engagement of tenants regarding program details, applicable By-law education, processes for how to submit complaints to the City of Hamilton around interior property standards concerns, etc.
- for buildings that score 50% or lower, a comprehensive audit inspection will take place at the property, and engagement with tenants will occur via "door knocking"

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at all stages of the program, any property standards violations that are identified would be subject to fines and Orders.

Table One: Safe Apartment Building By-law Scoring System

Score (/100)	Audit Required (Yes/No)	Door Knocking (Yes/No)	Subsequent Evaluation
85% or higher	No	No	3 years from evaluation date
51%-84%	No	Yes	2 years from evaluation date
50% or lower	Yes	Yes	Audit triggered. 1 year from evaluation date

In part, the program scope was developed in consideration of the scope utilized by comparator programs in other Municipalities (RentSafeTO and Mississauga Apartment Rental Compliance Program). Specifically, the RentSafeTO program utilizes a program scope of purpose-built apartment buildings with 3 storeys and 10 units or more compared to the Mississauga Apartment Rental Compliance Program, which utilizes a program scope of purpose-built apartment buildings with 2 storeys and 6 units or more. Staff opted to recommend a broader program scope to ensure that the greatest volume of units fall within scope of the program, and in consideration of the anecdotal evidence provided that reflects that renovictions are largely occurring in smaller buildings and dwellings.

Based on data provided by internal staff, there are an estimated 858 buildings in Hamilton with at least 2 storeys and 6 units or more. Approximately 47,816 units are represented by that number of buildings.

Licensed lodging houses, residential care facilities, long-term care homes, licensed retirement homes, and housing co-operatives are out of scope for the program as they are regulated under separate By-laws and licensing schedules. Condominium buildings are also outside the scope for the program given their ownership structure.

Transition

As with the introduction of any new By-law, there is an initial period of preparation, education, and consultation regarding operational regulations, internal administrative organization, including hiring and system modifications. The Transition Plan and timelines are attached as Appendix "C" to Report PED23072.

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The Transition Plan will begin with hiring and training staff to administer the program. Once the required staff are in place, a public awareness and engagement campaign will be launched that will explain the regulations to landlords and tenants and impose a deadline to make application. Staff will work with Communications to establish a presence on the City of Hamilton website to provide information and guidelines for applications, develop a dashboard and evaluation application for internal use and reporting, and develop evaluation/weighting criteria.

Staff are recommending that the By-law be adopted following the 2024 Budget process. Based on a By-law adoption date of May 1, 2024, staff anticipate that the registration deadline would be September 2025, with building evaluations beginning at that time. Staff anticipate that all apartment buildings would be inspected and evaluated by February 2027 at least one time.

Enforcement

The proposed program will utilize a proactive enforcement approach in terms of inspecting and evaluating registered properties. A reactive enforcement approach will be utilized to respond to complaints submitted relating to interior property standards issues. Outside of the evaluation process, officers may attend proactively at their discretion.

Officers may issue orders upon observation of a violation of the City's By-laws. If a property owner fails to ensure that compliance with an Order is achieved, subsequent enforcement and addition of fees may take place. Where a contractor is required to attend to bring a property into compliance with an Order, fees will be added to the property tax roll as appropriate.

Costs to Landlords

The overall cost of the program to landlords is limited to the cost of an annual registration fee, which is based on the number of units at a given property as described in Appendix "B" to Report PED23072. For example:

- an apartment building of 10 units would pay a registration fee of \$420.60 (plus HST).
- an apartment building of 50 units would pay a registration fee of \$2,103 (plus HST).
- an apartment building of 100 units would pay a registration fee of \$4,206 (plus HST).

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It is important to note that costs may vary based on evaluation results that may trigger an audit, and subsequent enforcement that may arise as a result of any Orders that are issued where compliance is not achieved.

Risks and Challenges

It is important to highlight that there are potential risks and challenges associated with adopting a Safe Apartment Buildings By-law. Due to time constraints in drafting the report to come back to Committee in August 2023, no consultation with the community has taken place outside of limited meetings with the Hamilton District Apartment Association and ACORN Hamilton. This limited consultation may create potential concerns for residents and other community stakeholders who may have desired an opportunity to participate in the process.

Further, the introduction of programs and fees that are associated with the By-law may result in unintended consequences, including:

- Increased frequency of Above Guideline Increase applications at the Landlord and Tenant Board and overall increases to rent, although staff have attempted to combat this by proposing a 65% cost recovery program; or
- Short- or long-term loss of rental stock related to additional regulations and fees.

Finally, it is important to note that a program of this scope will require significant hiring and training of staff and demands on internal staff across the City. The timelines that are highlighted in the Transition Plan attached as Appendix "C" to Report PED23072 are based on both staff's ability to fill the required positions within the identified timeframes and prioritization of the required work across the corporation.

2. Renovation Licence and Relocation Listing By-law

Staff were directed by Council to report back on a City-wide Licensing By-law and a New Westminster, B.C. style standalone Renovictions By-law. Staff are recommending that the City of Hamilton adopt the Renovation Licence and Relocation Listing By-law attached as Appendix "D" to Report PED23072. In drafting the By-law, consideration was given to the differences between provincial legislation in British Columbia and Ontario. The proposed regulations take a reasonable and complimentary approach to the Residential Tenancies Act and draw on applicable provisions from the New Westminster By-law, while ensuring that regulations are within the scope of Municipal authority. Appendix "L" to Report PED23072 compares the staff recommended Renovation Licence and Relocation Listing By-law with the now-repealed Part 6 New Westminster By-law.

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Ontario Municipalities do not have the same express statutory authority as New Westminster or other British Columbia Municipalities. Not only must the approach taken by an Ontario Municipality be sourced in the authority of the *Municipal Act, 2001*, it must also not conflict with provincial law, including the *Residential Tenancies Act, 2006*.

Should Council wish to adopt substantially the same regulations as Part 6 of the By-law in New Westminster, namely that a landlord be required to either provide a tenant with a comparable unit within the same building on the same or better terms, or arrange for temporary accommodation during the renovation and honour the original tenancy agreement, it may result in a conflict with the termination provisions of the *Residential Tenancies Act*, 2006.

The proposed Renovation Licence and Relocation Listing By-law adopts a number of the aspects of the New Westminster By-law in a form that is enforceable under Ontario law. Overall, the proposed approach is to require landlords to obtain a license from the City of Hamilton for renovation works that will require an N-13 notice to a tenant. While not prohibiting the issuance of the N-13 notice, the proposed By-law would create a mechanism wherein the City would be informed of an N-13 notice, triggering the ability to provide information to tenants regarding their rights.

The major aspects of the By-law can be summarized as follows:

- The By-law would apply to all rental units in the City of Hamilton.
- Upon issuance of an N-13 notice to a tenant, property owners would have to obtain a Renovation Licence for the intended renovation works from the Municipality within seven days.
- A complete application with supporting documentation and fee payment must be made prior to issuance of the Renovation Licence.
- The application for a Renovation Licence must include supporting documentation such as a Building Permit number, report from a qualified person (engineer) that states that vacant possession is required to complete the renovation, and confirmation of three active listings for tenants who require alternative accommodations.
- A property owner may be subject to enforcement where an application for a licence is not made within the required timeframe, repairs are conducted without a licence, or a licence holder fails to meet the terms and conditions of the licence.

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Transition

As with the introduction of any new By-law, there is an initial period of preparation, education, and consultation regarding operational regulations, internal administrative organization, and system modifications. The Transition Plan and timelines are attached as Appendix "F" to Report PED23072.

The Transition Plan will begin with hiring and training staff to administer the program. Once required staff are in place, educational materials will be developed, and a public awareness campaign will be launched that will explain the regulations. Staff will work with Communications to establish a presence on the City of Hamilton website to provide information and guidelines for licence applications, as well as developing the administration process.

Staff are recommending that the By-law be adopted following the 2024 Budget process. Based on a By-law adoption date of May 1, 2024, staff anticipate that the program will be able to begin accepting and requiring applications for Renovation Licenses by January 2025.

Enforcement

Enforcement of the proposed program will be based on a predominantly reactive approach, as staff must receive either a formal complaint from a tenant who has been/may be issued an N-13 notice or be in receipt of an application for a Renovation Licence. Officers will use their discretion to issue Orders to obtain compliance, and fines may follow for non-compliance.

Through enforcement of the By-law, officers may investigate whether compliance has been achieved in situations where: an application for a renovation licence may not have been made within the appropriate time frame, where supporting documentation has not been submitted or is incomplete, and/or where an officer determines that a licence holder has not complied with the terms of the licence. However, an officer cannot evaluate an expert report indicating that vacant possession is required. Assuming that the report is submitted by a qualified person per the By-law, the requirement will be deemed to have been met by the applicant.

The proposed By-law does not prevent the issuance of an N-13 notice or intervene in areas which fall under the scope of the Landlord and Tenant Board, including situations where the processes around issuance of an N-13 notice were not followed. However, should tenant inquiries fall outside of the scope of the program, staff will connect residents with Housing Services to educate and advise of their rights under the *Residential Tenancies Act*.

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Costs to Landlords

The recommended cost to landlords for an application for a Renovation Licence is \$715. An application is required for each unit where an N-13 notice has been issued to a tenant. The cost of the application was developed on a 10% cost recovery model. Utilizing a model with increased cost recovery may result in detrimental impacts to tenants, including downloading of costs to tenants by way of applications for Above Guideline Increases to rent, circumvention of the established process for obtaining vacant possession of a unit (i.e. failure to issue N-13 notice altogether), and decreased availability of rental housing stock as property owners opt to sell properties that may be utilized for personal use.

Staff are recommending a lower cost recovery ratio for this By-law, in order to mitigate against potential unintended consequences, such as:

- Incentivizing the issuance of N13 notices during the transition period, in order to avoid the costs of complying with the City's By-law.
- Loss of rental stock as property owners opt to sell properties due to high costs of compliance, with the possibility that buyers will convert properties back to owneroccupied dwellings.
- Influx of applications to the Landlord Tenant Board for above guideline increases.
- Discouraging investment in new rental properties.

Risks/Challenges

It is important to highlight that there are potential risks and challenges associated with approving the Renovation and Relocation Listing By-law. Due to time constraints in drafting the report, no consultation with the community has taken place outside of limited meetings with the Hamilton District Apartment Association and ACORN Hamilton. This limited consultation may create potential concerns for residents and other community stakeholders who may have desired an opportunity to participate in the process.

The proposed By-law is a first-of-its-kind in Canada. As such, the program may be subject to legal challenge. It is also possible that City staff could be subpoenaed to the Landlord and Tenant Board to speak to the requirements of the By-law and the information that led to the issuance or denial of a Renovation Licence. Both the landlord and the tenant will likely rely on the prescribed qualifications report, that requires vacant possession, at the Landlord and Tenant Board.

Staff anticipate that Bill 97 will likely be proclaimed by the provincial government in the Fall of 2023, and this may have a direct impact on the proposed By-law. At this time,

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staff have relied on language about "prescribed qualifications" that are undefined in Bill 97 but have been defined in our By-law as being an Engineer, pending the creation of a definition by the Province. At that time, this By-law can be amended to reflect the definition adopted by the province. Staff cannot anticipate how the province will define a qualified person. The proposed By-law defines a qualified individual and requires that someone with professional qualifications provide a report in order to issue a Renovation Licence. Should the Province define the qualified person differently than the Municipality, the By-law will need to be amended or will be challenged as Municipal and provincial pathways cannot yield two opposing results.

It is also important to note that a Renovation Licence will be required whether the renovation is being done voluntarily by the landlord, or in response to a City Order. As staff will be conducting inspections of buildings, to ensure there are minimum maintenance standards, there is a higher likelihood that property owners will be obliged to undertake repairs as a result of Orders issued by the City. As a result, tenant protection offered under Section 54 of the *Residential Tenancies Act*, 2006 with respect to compensation or another accommodation would not be triggered. The Residential Tenancies Act only provides compensation or the possibility of alternate accommodation when the repairs or renovations are voluntary. Property Standards Orders requiring work to be performed would not constitute voluntary repairs and accordingly would not attract the statutory "benefits" (compensation or the possibility of another accommodation) found in section 54 of the Residential Tenancies Act.

Lastly, staff anticipate that this By-law could raise expectations with respect to the role of the City in resolving landlord / tenant disputes. For example, City staff cannot arrange housing solutions or oblige a property owner to arrange alternate accommodations beyond providing active comparable rental listings. A requirement of the Renovation Licence and Relocation Listing By-law will stipulate that a landlord must provide comparable active listings to a tenant in certain situations. Given the current rental market in Hamilton, situations may arise where there are either insufficient or no listings to meet this requirement of the By-law. Furthermore, City staff cannot mediate or evaluate landlord / tenant disputes. The City's role is limited to ensuring that the conditions of the By-law have been met.

3. Rental Housing Licensing Pilot Project

Through staff's review of the options available to address renovictions, tenant displacement, and property standards in apartment buildings, areas of opportunity for improvement in the existing Rental Housing Licensing pilot program were identified. As such, minor amendments to Schedule 31, Rental Housing of the City of Hamilton Business Licensing By-law No. 07-170 have been proposed, including:

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- Change to the scope of the program to capture buildings of 5 units or less, instead of the current requirement of buildings of 4 units or less, in order to ensure all rental housing units are captured either through the Rental Housing Licensing pilot program (5 units or less) or the new Safe Apartment Buildings Bylaw (6 units or more); and
- Adding a requirement for property owners to communicate change in ownership information to City staff within 7 days.

4. Property Standards and Vital Services By-laws

As part of the research and analysis for this report, staff also reviewed and considered potential enhancements to the City's existing Property Standards and Vital Services Bylaws to better protect tenants. In part, this review responds to concerns that were raised and experienced as a result of recent circumstances at 1083 Main Street East.

On December 28, 2022, due to exposure to freezing temperatures, the plumbing system located at 1083 Main Street East experienced significant damage that resulted in the building's water being shut off to avoid further damage. During this time, Hamilton Water began providing potable water to residents. On January 5, 2023, a Property Standards Order pursuant to the *Building Code Act, 1992* was issued to the property owner to repair or replace the plumbing system with a set compliance date of January 24, 2023. The Order was appealed by the property owner requesting more time to complete the work. Ultimately, the City of Hamilton Property Standards Committee convened and confirmed the Property Standards Order.

The City's Property Standards By-law was the most effective means to have water services restored to tenanted units. However, the Property Standards By-law, being passed pursuant to *Ontario's Building Code Act, 1992*, provides a 14-day appeal period. An appeal was delivered by the Property Owner requesting more time, delaying potential enforcement action until the appeal could be heard by the Property Standards Committee.

Staff conducted a jurisdictional scan of comparable Ontario Municipalities to identify any potential By-law improvements that could prevent prolonged cessation of a vital service from re-occurring. Numerous Municipalities had similar Vital Services By-laws, and all were passed on the basis of the powers set out in the Residential Tenancies Act; however, some Municipalities have expanded upon definitions and provisions to allow for better enforcement actions.

In response to this review, staff are recommending a number of changes to the City's Vital Services By-law:

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- Enhanced definitions and provisions to facilitate enforcement, including expanded definitions for what is adequate/suitable provision of each vital service type and property owner vs. operator;
- Introduction of electronic service as a means of serving an Order. In the situation
 that transpired at 1083 Main St E, electronic service may have allowed staff to
 save crucial time vs. serving an Order by other available options. Additionally, if
 the Safe Apartment Buildings By-law is approved, it is likely that electronic
 service will be an even better option as applicants/licence holders will be required
 to provide an email where available.
- Expansion of the provision for recovery of costs where the City is responsible for providing a vital service on behalf of the property owner, such as was the case with the provision of water at 1083 Main Street.

Staff also undertook a review of City of Hamilton By-law No. 10-221 (the "Property Standards" By-law). This By-law prescribes the standards for the maintenance and occupancy of property in the City of Hamilton and authorizes it to charge fees for services and activities as pursuant to the *Building Code Act, 1992*. A holistic review of the City of Hamilton Property Standards By-law No. 10-221 was undertaken, including evaluation with Municipal comparators. While no substantive changes are being proposed, the By-law attached as Appendix "H" to Report PED23072 has been restructured to improve ease of flow and "readability" for users.

5. Other Matters

Tracking Sale for Multi-unit Buildings

Through the recommendations detailed in Report PED23072, staff have ensured that sale of multi-unit buildings that fall under the scope of either the Safe Apartment Buildings By-law or the Rental Housing Licensing Pilot Program will be communicated to the City within seven days of sale. Within 48 business hours of receiving notification of a building sale, Licensing and By-law Services staff would then be able to share the notification information with the Tenant Support Program in the Housing Services Division.

Building Permits

In consultation with the Building Division regarding the use of Building Permits to halt renovictions, they advised that prior to issuance of a permit, an applicant must comply with "applicable law" which is defined in Div. A 1.4.1.3. of the *Building Code*, to which

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there is no applicable law outlined that would justify withholding a Building Permit due to an instance of renoviction.

Due to this, the Building Division would not require eviction as a condition of a permit; however, if the proposed scope of work is a renovation, there may be occasions where the building may remain occupied (or partially occupied), and in those cases, if it is known, they may require a phasing plan or other considerations to ensure the building is safe for occupancy during construction.

6. New Westminster By-law

As directed by Council, staff have also prepared a draft By-law, modelled directly on the Municipality of New Westminster's renovictions By-law, which is attached as Appendix "K" to Report PED23072, and which is discussed under the Alternatives for Consideration section of this report.

7. Other Related City Initiatives

The new By-laws and By-law amendments proposed in this report are further complemented and supported by a number of existing and pending City initiatives which seek to protect rental housing and rental tenants:

- Tenant Support Program which will include legal support for tenants through the Landlord Tenant Board, organizing and capacity building for tenant organizations, and broader education for the tenants and landlords on their rights and responsibilities under the Residential Tenancies Act.
- Rental Housing Replacement By-law will be brought forward for Council's consideration in Q4 2023.
- Short Term Rental Licensing By-law which seeks to protect existing rental housing stock through the licensing and regulation of short-term rentals, which was approved by Council in 2023 and is set for implementation in Q4 2023.
- Rental Housing Licensing pilot project which licenses rental units and regulates property standards in rental units in Wards 1, 8 and parts of 14.

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ALTERNATIVES FOR CONSIDERATION

Alternative One: New Westminster By-law

Rather than adopting the recommended "Renovation Licence and Relocation Listing Bylaw", Council could consider adopting the draft By-law attached as Appendix "K" to Report PED23072, "Repairs and Renovations By-law" which encompasses the complete provisions drawn from Part 6 of the *Business Regulations and Licensing (Rental Units) By-law* from New Westminster, British Columbia. It is the opinion of staff that this By-law would not withstand legal challenge in Ontario and would also present challenges with respect to its operation and enforcement.

Should Council consider adopting the draft By-law attached as Appendix "K" to Report PED23072, implementation of the "Repairs and Renovations By-law" would require the following staffing:

- (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 Bylaw 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.

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Alternative Two: Immediate Adoption of "Safe Apartment Buildings By-law" and "Renovation Licence and Relocation Listing By-law"

Given the significant cost and staffing impact associated with these two By-laws, staff are recommending that they be referred to the 2024 Budget process so that they can be considered alongside other Council priorities. Should Council wish to consider immediate implementation, Council would need to direct that all of the costs and staffing implications be reflected in the 2024 Budget, and the costs for the program between now and the start of the 2024 Budget would need to be covered through an appropriate Reserve. Should Council opt to initiate the By-laws immediately, implementation of the Transition Plans attached as Appendixes "C" and "F" to Report PED23072 would be modified to commence immediately, with the timeframes referenced in the Transition Plan still applying.

Immediate initiation of the program would result in a significant impact to other work being undertaken by the Licensing and By-law Services Division, including but not limited to Short-Term Rental Licensing implementation, Digital Sign By-law, etc.

Alternative Three: Expansion of Rental Housing Licensing Pilot Program

The current Rental Housing Licensing Pilot Program addresses rental properties of four units or less. Through this report, staff are recommending that this be modified to properties of five units or less. Staff are not recommending changes to the geographic scope of the pilot program at this time. The current Rental Housing Licensing Pilot Program is targeted to end on December 31, 2025. An update to Council on the status of the Rental Housing Licensing Pilot Program was most recently provided through Report PED21097(d) at Planning Committee on June 13, 2023.

Council could consider immediate city-wide expansion of the Rental Housing Licensing Pilot Program. Should Council wish to pursue this alternative, staff would need to report back to Planning Committee in Q4 2023 detailing the staffing, financial and implementation requirements. Immediate expansion of the program would result in a significant impact to other work being undertaken by the Licensing and By-law Services Division, including but not limited to Short-Term Rental Licensing implementation, Digital Sign By-law, etc.

Standards in Apartment Buildings in the City of Hamilton (PED23072)

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ALIGNMENT TO THE 2016 - 2025 STRATEGIC PLAN

Community Engagement and Participation

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

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop

Healthy and Safe Communities

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

Built Environment and Infrastructure

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED23072 – Draft Safe Apartment Buildings By-law

Appendix "B" to Report PED23072 - Safe Apartment Buildings By-law - Fee Schedule

Appendix "C" to Report PED23072 – HARP Safe Apartment Standards Program

Transition Plan

Appendix "D" to Report PED23072 – Draft Renovation Licence and Relocation Listing

By-law

Appendix "E" to Report PED23072 – Renovation Licence and Relocation Listing By-law

- Fee Schedule

Appendix "F" to Report PED23072 - Renovation Licence and Relocation Listing By-

law- Transition Plan

Appendix "G" to Report PED23072 – Draft Vital Services By-law

Appendix "H" to Report PED23072 – Draft Property Standards By-law

Appendix "I" to Report PED23072 - Draft Amending By-law to amend Licensing By-law

No. 07-170, Schedule 31, Rental Housing

Appendix "J" to Report PED23072 – Draft Amending By-law to amend Administrative

Penalties By-law No. 17-225

Appendix "K" to Report PED23072 – Draft Repairs and Renovations By-law

Appendix "L" to Report PED23072 – New Westminster vs City of Hamilton

Recommendation Alignment Table

GB:ch

Appendix "E" to Report PED23072 Page 1 of 1

FEE SCHEDULE Renovation Licence and Relocation Listing By-law

Licence Fee

Licence fee per unit \$715 one time Renewal fee per unit \$125

^{*}Fees to increase yearly under the User Fees and Charges Bylaw.

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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									



CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Licensing and By-law Services Division

TO:	Mayor and Members General Issues Committee	
COMMITTEE DATE:	January 17, 2024	
SUBJECT/REPORT NO:	Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) (Outstanding Business List Item)	
WARD(S) AFFECTED:	City Wide	
PREPARED BY:	Gillian Barkovich (905) 546-2424 Ext. 2348	
SUBMITTED BY: SIGNATURE:	Monica Ciriello Director, Licensing and By-law Services Planning and Economic Development Department	
	Monica Cuille	

RECOMMENDATION

- (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;

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) - Page 2 of 11

- (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 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.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton

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EXECUTIVE SUMMARY

At the October 25, 2023, City Council meeting sub-sections (e), (f), (g), and (h) of Report PED23072 Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton, was deferred to a committee meeting date no later than January 18, 2024, to allow staff to review the October 19, 2023, written correspondence received at the Emergency and Community Services Committee from ACORN and Advocacy Centre for Tenants Ontario, regarding possible By-law amendments.

Staff have reviewed the correspondence from ACORN and Advocacy Centre for Tenants Ontario, and as a result this report recommends amendments to the Renovation Licence and Relocation By-law to regulate repairs and renovations to rental units. The proposed By-law takes a reasonable and complementary approach to the *Residential Tenancies Act, 2006*, while simultaneously ensuring that the regulations are within the scope of municipal authority under the *Municipal Act, 2001*.

Alternatives for Consideration – See Page 11

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Financial impacts remain unchanged from Report PED23072.

Based on the recommended Fee Structure attached as Appendix "B" to Report PED23072(a), it is estimated that annual revenues for the program will be approximately \$94,285, or approximately 10% of program costs.

The total estimated annual cost of administering the Renovation Licence and Relocation By-law once it is fully up-and-running is \$942,850 broken down as follows:

- \$906,000 for staffing (\$815,400 net levy);
- \$26,850 operating costs for three (3) vehicles (\$24,165 net levy); and,
- \$10,000 annually for outreach, education and communications (\$9,000 net levy).

In addition to the operating costs, there is a one-time capital cost of \$163,575 for the purchase of 3 vehicles and shared cost of installation of charging stations included in the 2024 Preliminary Budget.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) - Page 4 of 11

It is anticipated that the timing of the registration revenues will lag behind the implementation of the program. Therefore, staff are recommending the approval of one-time funding to cover program costs during the start-up / transition period. Staff anticipate that the staffing resource needs can be phased over the first 12-18 months of the program, which would result in approximately \$530,000 in 2024 and the remainder of \$412,850 in 2025. cost savings. Therefore, staff are recommending, based on the proposed Transition Plan, that up to \$150,000 in one-time costs be funded from the Tax Stabilization Reserve 110046.

Staffing: Staffing impacts remain unchanged from Report PED23072.

Implementation of the Renovation Licence and Relocation By-law would require an additional 8.0 Full-time Equivalents (FTEs) in the Licensing and By-law Services, Housing Services and Legal Services Divisions, consisting of:

- Three full-time (3.0 FTE) Licensing Administrators to administer licence applications, enter investigation files and respond to inquiries;
- Three full-time (3.0 FTE) Licensing Compliance Officer to enforce the By-law;
- One full-time (1.0 FTE) Solicitor in Legal Services to respond to legal challenges and increased Property Standards Committee hearings; and,
- One full-time (1.0 FTE) Housing Clerk in Housing Services to facilitate tenant support/education.

Legal:

Legal Services assisted with the preparation of the appended Draft Renovation Licence and Relocation By-law, attached as Appendix "A" to Report PED23072(a).

HISTORICAL BACKGROUND

On December 9, 2021, through Report HSC20020(d) – Adaptation and Transformation of Services for People Experiencing Homelessness, approval was granted for up to \$100,000 for Housing Services to hire and retain a consultant to evaluate the feasibility of implementing a By-law in the City of Hamilton, similar to the renovictions By-law previously enacted and since repealed in the City of New Westminster, British Columbia.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) - Page 5 of 11

On April 20, 2023, through Report HSC23023 – Renovictions Stakeholder Consultation, Housing Services presented updates to Council on previous directions regarding the issue of Landlord and Tenant renovictions and provided recommendations for next steps by the Municipality.

On April 20, 2023, the Emergency and Community Services Committee passed a motion (i) for staff to report back to the Committee in August 2023, with recommendations on a full suite of options to halt renovictions in the City of Hamilton, including a RentSafeTO style Tenant Support Program, amendments to various City Bylaws, the use of building permits and a city-wide Licensing By-law and a stand-alone Renovictions By-law, in addition to any potential By-law associated with the review of a Tenant Support Program; and (ii) that staff report back on the ability of the Municipality to track sale notices for multi-unit buildings, to monitor trends in this area and create process to inform tenants of their right in case of ownership change.

On August 17, 2023, through Report PED23072 - Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton, Licensing and By-law Services staff presented recommendations on a full set of options to prevent renovictions in the City of Hamilton. The Emergency & Community Services Committee passed a motion deferring sub-sections (e), (f), (g) and (h) of Report PED23072 to the October 19, 2023, Committee meeting.

On October 19, 2023, the Emergency and Community Services Committee again deferred sections (e), (f), (g) and (h) of Report PED23072 to a meeting of the Emergency and Community Services Committee no later than January 18, 2024, and directed staff to:

- (i) Review the correspondence received from ACORN and Advocacy Centre for Tenants Ontario on October 19, 2023, regarding possible amendments and revisions to the proposed Renovation Licence and Relocation By-law as well as the proposed revisions made by ACORN to the by-law, and report back to Emergency and Community Services Committee no later than January 18, 2024, on any staff recommended revisions to the proposed Renovation Licence and Relocation By-law; and,
- (ii) Include the employee and other costs outlined in sub-section (h) of Report PED23072 as a Council Referred Item in the 2024 budget, such that the additional investments can still be approved as part of the 2024 Operating Budget should Council approve the Renovation Licence and Relocation By-law.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton

(PED23072(a)) (City Wide) - Page 6 of 11

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Staff's review considered the following applicable Municipal, Provincial and Federal Legislation:

- Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023
- Municipal Act, 2001, S.O. 2001, c.25
- Ontario Building Code Act, 1992, S.O. 1992, c.23
- Residential Tenancies Act, 2006, S.O. 2006, c. 17

RELEVANT CONSULTATION

In preparing the draft By-law appended to this report and crafting the recommendations and alternatives highlighted herein, the following internal divisions were consulted:

- Corporate Services Department, Financial Planning Administration and Policy Division, Finance & Administration Section;
- Corporate Services Department, Legal and Risk Management Services Division, Legal Services Section;
- Healthy and Safe Communities Department, Housing Services Division; and,
- Planning and Economic Development Department, Licensing & By-law Services Division.

Thorough review of the written correspondence submitted by ACORN and the Advocacy Centre for Tenants Ontario to the Emergency and Community Services Committee meeting on October 17, 2023 was also undertaken.

Due to time constraints, no consultation with the community has taken place since October 17, 2023.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Staff have proposed a new and updated Renovation Licence and Relocation By-law attached as Appendix "A" to Report PED23072(a) which builds upon the initial By-law in Report PED23072 that came before Emergency and Community Services Committee on August 17, 2023, and October 19, 2023. The proposed Renovation Licence and Relocation By-law adopts a number of the aspects of ACORN's submissions in ways that are reasonably enforceable under Ontario law.

Overall, the proposed approach is one that requires landlords to obtain a licence from the City prior to commencing any renovation work that requires that an N-13 notice be issued to a tenant. The proposed By-law does not prohibit the issuance of the N-13

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) - Page 7 of 11

notice, but instead creates a mechanism whereby the City would be informed upon the issuance of an N-13 notice, thus triggering the provision of information to tenants regarding their rights and access to the Tenant Support Program as outlined in Report HSC23023(b).

Various features of the Renovation Licence and Relocation By-law are summarized below:

- The By-law applies citywide to all rental units in the City of Hamilton.
- The landlord/operator is required to file an application with the City for a renovation licence within seven days of issuing an N-13 notice to a tenant.
- The application for a renovation licence must include supporting documentation including a building permit, a report from a qualified person (engineer) that states that vacant possession is required and a copy of the N13 notice.
- If an N13 notice is issued and a tenant has exercised their legal right of first refusal under S. 53 of the *Residential Tenancies Act, 2006*, the landlord must provide either a temporary alternative accommodation or compensation to the tenant for the duration of the renovation.
- Any temporary alternative accommodation offered to the tenant must be comparable to the tenant's current unit during the period of repair.
- Compensation is determined to be in an amount equal to the difference between the rent rate currently paid by the tenant for the unit being repaired and the Average Market Rent of a Rental Housing Unit with the same number of bedrooms as the tenant's current unit.
- The landlord/operator shall provide particulars to the City of the arrangement that has been made, prior to receiving a renovation licence.
- If the landlord/operator and tenant cannot make an arrangement, then the Director may make an exemption to this provision and may impose conditions on such exemption.
- A landlord/operator may be subject to enforcement for failing to comply with the provisions of the by-law.

The Renovation Licence and Relocation By-law does not:

- (a) Prevent a landlord from issuing an N-13 notice; or,
- (b) Permit City staff intervention in areas which fall under the scope of the *Residential Tenancies Act*, 2006 or the Landlord and Tenant Board.

The Renovation Licence and Relocation By-law would create a mechanism whereby:

(a) The City would become informed of an N-13 notice; and,

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(b) A tenant upon receiving an N-13 notice would become aware of their rights from delivery to them of the Tenant Rights and Entitlement Package.

By requiring that this information be shared with the tenant under the By-law, it will assist the City with connecting tenants with support initiatives as outlined in Housing Services Report HSC23023(b).

Those support initiatives include:

- (a) The tenant defence program to provide legal assistance to tenants who receive an N-13 notice including the filing a right of first refusal under the *Residential Tenancies Act*, 2006 to return to their unit;
- (b) Education campaigns on rights and responsibilities of the landlord and tenants; and,
- (c) The creation of a community research table that will include tenant's voices in identifying gaps in the system for tenant supports.

Fines

Section 434.1 of the *Municipal Act, 2001*, provides the authority for municipalities to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law. The purpose of the Administrative Penalties By-law No. 17-225 is to assist municipalities in promoting compliance with its by-laws. Subsection 434.1 (3) states that the amount of an administrative penalty shall (a) not be punitive in nature and (b) shall not exceed the amount reasonably required to promote compliance with a by-law of the municipality. This may include issuing charges for each day that an offense occurs.

As reflected in Recommendation (e) and (f), Licensing and By-law Services will first make an application for set fines to the Ministry of the Attorney General. Once set fines are approved by the Ministry of the Attorney General, staff will work with Legal Services to amend the Administrative Penalties By-law No.17-225 for Council Approval.

Transition

The transition plan for implementation of the Renovation Licence and Relocation By-law detailed in Report PED23072, attached as Appendix "C" to Report PED23072(a), remains unchanged.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton

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Enforcement

Enforcement of the Renovation Licence and Relocation By-law detailed in Report PED23072 attached as Appendix "C" to Report PED23072(a), remains unchanged.

Generally speaking, enforcement of the By-law will be based on a reactive approach, as staff must receive either a formal complaint from a tenant who has been/may be issued an N-13 notice or be in receipt of an application for a Renovation Licence. Officers will use their discretion to issue Orders to obtain compliance, and fines and/or fee's may follow for non-compliance. Officers will continue to rely on other City By-laws, including Noise, Property Standards, Yard Maintenance and Vital Services to ensure that landlords/operators are mitigating disruption at the Residential Complex during renovations.

The proposed By-law does not prevent the issuance of an N-13 notice or intervene in areas which fall under the scope of the Landlord and Tenant Board, including situations where the processes around issuance of an N-13 notice were not followed.

Costs to Landlords

The recommended cost to landlords for an application for a Renovation Licence is \$715. The cost of the licence application was developed on a 10% cost recovery model and is based on the assumption that at least 132 N-13 Notices will be issued yearly.

Staff are recommending a lower cost recovery ratio for this By-law, in order to mitigate against potential unintended consequences, such as:

- Incentivizing the issuance of N-13 notices during the transition period, in order to avoid the costs of complying with the City's By-law;
- Loss of rental stock as property owners opt to sell properties due to high costs of compliance, with the possibility that buyers will convert properties back to owner occupied dwellings;
- Influx of applications to the Landlord Tenant Board for the above guideline increases; and,
- Discouraging investment in new rental properties.

Risks/Challenges

It is important to note that there are potential risks and challenges associated with approving the Renovation Licence and Relocation By-law that were highlighted in Report PED23072 and remain unchanged. They are summarized below.

SUBJECT: Addressing Renovictions, Tenant Displacement and Property Standards in Apartment Buildings in the City of Hamilton (PED23072(a)) (City Wide) - Page 10 of 11

Due to time constraints in drafting the report, no consultation with the community has taken place outside of limited meetings with the Hamilton District Apartment Association and ACORN Hamilton. This limited consultation may create potential concerns for residents and other community stakeholders who may have desired an opportunity to participate in the process.

The proposed By-law is a first-of-its-kind in Canada and may be subject to legal challenge. It is also possible that City staff could be summonsed to testify at the Landlord and Tenant Board about the requirements of the By-law and the information that led to the issuance or denial of a renovation licence. At the Landlord and Tenant Board, both the landlord and the tenant will likely rely on the prescribed qualifications report, that requires vacant possession.

The Provincial *Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023,* has received Royal Assent but has not yet been proclaimed at the Provincial legislature. It is possible, upon proclamation, that the City may be required to amend the By-law to conform with the provisions of the legislation. *Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023,* proposes a number of amendments to the *Residential Tenancies Act, 2006,* relating to notice of termination where renovations or repairs to a rental unit are required.

It is also important to note that if repairs are being completed in response to a City issued Order such as under the Property Standards By-law or under the Safe Apartment By-law, if approved by Council, tenant protection offered under Section 54 of the *Residential Tenancies Act, 2006* with respect to compensation or another accommodation would not be triggered. Section 54 of the *Residential Tenancies Act, 2006* only provides compensation or the possibility of alternate accommodation when the repairs or renovations are voluntary, as would the Renovation and Relocation By-law. With the approval of the Safe Apartment Buildings By-law, staff will be conducting regular inspections of rental buildings across the City, and there is the possibility that an increase in Orders will occur. Property Standards Orders requiring work to be performed would not constitute voluntary repairs and accordingly would not attract the statutory "benefits" (compensation or the possibility of another accommodation) found in section 54 of the *Residential Tenancies Act, 2006*, nor would the Renovation and Relocation By-law would not apply.

Lastly, there is a risk of community expectations around the involvement of City staff in bringing resolution of landlord/tenant disputes. City staff cannot arrange housing solutions or cannot evict tenants. The Licensing and By-law Services role is limited to ensuring that the conditions of the By-law have been fulfilled to issue a Renovation Licence and issuing orders/charges for non-compliance.

Standards in Apartment Buildings in the City of Hamilton

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ALTERNATIVES FOR CONSIDERATION

Alternative One: Adoption of the "Renovation Licence and Relocation By-law" proposed in Report PED23072.

Council may give consideration to adopting the version of the Renovation Licence and Relocation By-law that was detailed in Report PED23072.

Alternative Two: Await Proclamation of Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023

As detailed in this report, *Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023* will likely have a direct impact on the Renovation Licence and Relocation By-law. The bill has received Royal Assent but has not yet been proclaimed. Council may consider directing staff to pause work on the Renovation Licence and Relocation By-law and report back to the General Issues Committee with recommendations once proclamation has occurred. In the interim, Council may consider directing staff to monitor Landlord and Tenant Board data on issuance of N-13 notices and direct tenants to engage with the tenant supports offered through the Tenant Defence Fund/Housing Services.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to PED23072(a) – Draft Renovation Licence and Relocation By-law

Appendix "B" to PED23072(a) – Draft Renovation Licence Fee Schedule Appendix "C" to PED23072(a) – Draft Renovation Licence and Relocation By-law – Transition Plan

GB/ch

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.
- 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*,

"Licensee" means any Person licensed under this By-law;

including the right to collect rent;

"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 Bylaw 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.

- Page 9 of 20
- 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 Bylaw 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 Bylaw.
- 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:
 - 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 (1st) 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 Bylaw, 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 Bylaw, 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:
 - 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:
 - 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.

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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 Januar	y, 2024.	
A. Horwath	J. Pilon	
Mayor	Acting City Clerk	

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Appendix "B" to Report PED23072(a) Page 1 of 1

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.

Appendix "C" to Report PED23072(a) Page 1 of 1

Renovation Licence and Relocation Listing By-law – Transition Plan for Implementation

		2024								
	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										



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

TO:	Chair and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	2024 Tax Supported User Fees (FCS24003) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Cyrus Patel (905) 546-2424 Ext. 7698
SUBMITTED BY:	Kirk Weaver Acting Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	
	Lak Wem

RECOMMENDATION(S)

- (a) That the 2024 User Fees contained in Appendix "A" to 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 "A" to Report FCS24003; 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 centred around community benefit, accessibility, equity and ability to pay.

EXECUTIVE SUMMARY

Report FCS24003, 2024 Tax Supported User Fees, provides staff with the authority to amend the User Fees and Charges for Services Bylaw and establish new rates for 2024. For the most part, the proposed user fees will be effective upon adoption of Report FCS24003, while some fees may become effective later during 2024 based on established program policies, procedures and practices. User fees form an integral part of the annual budget process as they represent a significant source of sustainable revenue for ongoing operations of specific programs and services. User fees are a revenue tool that allow municipalities to distribute the cost of providing services across the users of those services versus a flat tax on all properties.

Appendix "A" to Report FCS24003 identifies most of the City's tax supported user fees (including proposed new fees), along with brief comments, where relevant. Other user fees not included in Report FCS24003 and established through separate City by-laws, relate to:

- Building Permit Fees;
- Planning and Growth Management Fees; and
- Hamilton Farmers' Market Fees.

At the end of the budget process, the fees approved per Appendix "A" to Report FCS24003 will be established via a 2024 user fee by-law.

The budgeted user fees for 2024 are \$132.1 M compared to \$123.5 M in 2023, resulting in an increase of \$8.6 M. This additional revenue helps to offset the cost of providing the respective services to residents and businesses and provides relief to the overall property tax levy.

Throughout the 2024 budget process, staff was directed to ensure that, wherever possible, user fees reflect the cost of providing the service. As in past years, program areas have tried to work towards full cost recovery, while taking into consideration inflation, market conditions, affordability and equity challenges through targeted subsidy programs.

There are, however, some exceptions which include:

- Provincially mandated fees e.g., Tourism-Oriented Directional Signs, Lottery Licence Fees;
- Certain user fees recommended to remain unchanged due to a pending review or market / cost analysis indicating that the current fee is appropriate or where an increase is not warranted;
- Circumstances where it is desirable to round the total fee (including tax) to provide for added customer convenience and more efficient cash handling procedures;

SUBJECT: 2024 Tax Supported User Fees (FCS24003) (City Wide) – Page 3 of 7

 For services that are experiencing significant inflation and the program areas are concerned about affordability and market competitiveness, a phase-in approach may be adopted to spread the increase over several years.

Alternatives for Consideration – See page 7

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Approval of the user fees is an integral part of the annual budget process.

Revenue estimates for the 2024 budget are based on the fees contained within Report FCS24003, which represents approximately \$8.6 M in additional revenues when compared to 2023. This additional revenue provides relief to the property tax levy. Without this additional revenue, there would be an approximate 0.7% additional increase in the average residential property tax

rate.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

Each year, the City sets its user fees as part of the tax supported budget process. For the most part, these user fees will be effective upon adoption of Report FCS24003 by Council. Some fees, however, (e.g., Transit, Recreation rental fees) are effective later in 2024. The annual user fee by-law is then passed by Council at the completion of the budget process.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

As per the *Municipal Act*, a by-law is required once the user fees in Report FCS24003 and other reports are approved.

RELEVANT CONSULTATION

The user fees contained in Appendix "A" to Report FCS24003 were submitted by the departments responsible for administering the fee.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Appendix "A" to Report FCS24003 provides a listing of the majority of the City's tax-supported user fees. Due to the timing of Report FCS24003, some user fees go forward with a separate report to their respective committees. User fees within each department are increasing at or around the estimated rate of inflation with some deviation as a result of rounding.

SUBJECT: 2024 Tax Supported User Fees (FCS24003) (City Wide) – Page 4 of 7

The user fees collected by the City are booked under the "Fees and General" Revenue Category in the City's financial system. Table 1 provides a brief overview of the user fee accounts only summarized for the 2024 Preliminary Budget and the 2023 Restated Budget, in comparison to the Gross Expenditures for respective periods, to provide a comprehensive perspective.

Table 1

14010 1													
User Fee Ratios - 2023 Restated and 2024 Preliminary Budget													
YEAR		2023			2024			CHANGE					
Dept	I NFT of I NFT of I						Change in User Fees	% Change in User Fees	Change in User Fee Ratio				
Column	1	2	3	4	5	6	7	8	9				
Corporate Services	17,331.7	(2,902.8)	16.75%	18,606.7	(3,084.4)	16.58%	(181.7)	6.3 %	⊗ -0.2%				
Healthy & Safe Comm	212,078.6	(11,764.5)	5.55%	213,950.1	(12,422.0)	5.81%	(657.6)	5.6%	0.3 %				
Planning & Ec Dev	87,815.1	(42,385.0)	48.27%	93,066.0	(48,322.6)	51.92%	(5,937.6)	2 14.0%	3.7 %				
Public Works	378,692.5	(66,007.2)	17.43%	413,324.4	(67,845.4)	16.41%	(1,838.2)	2.8%	€ -1.0%				
RMRCH Healthy & Safe Comm	814.6	(401.9)	49.34%	771.9	(383.4)	49.66%	18.6	⊗ -4.6%	0.3 %				
Total City	696,732.5	(123,461.3)	17.72%	739,719.2	(132,057.8)	17.85%	(8,596.5)	7.0%	0.1 %				

The User Fee Ratio indicates the proportion of City expenditures recovered through user fees. It is to be noted that even if the user fees for 2024 are higher for some City departments, the ratio for 2024 may be lower than that for 2023, indicating that the expenditures have risen faster than the user fees.

The Table shows that:

- The total annualized User Fee Revenue in the City's 2024 Preliminary Budget is expected to increase by \$ 8.6 M, or 7.0% on average, compared to the 2023 revenues;
- Even though User Fee Revenue increases by 7.0% in 2024 compared to 2023, the
 User Fee Ratio increases by only 0.1% indicating that the expenditures in relation to
 the User Fees are rising in tandem;
- Challenges exist in the Public Works Department, where the User Fee Revenue has gone up by only 2.8%, below the inflation level resulting in a decline in the User Fee Ratio of 1.0% and in Healthy and Safe Communities, though the User Fees have gone up by 5.6%, slightly higher than the expected inflation level, higher expenditure levels result in an increase of only 0.3% in the User Fee Ratio. This situation reflects the difficulties faced by the City in increasing user fees when taking into consideration issues of affordability and equity issues within the broader community.

SUBJECT: 2024 Tax Supported User Fees (FCS24003) (City Wide) – Page 5 of 7

Comments by Department

Planning and Economic Development (Pages 1 to 29 of Appendix "A" to Report FCS24003)

User Fees are based on the following underlying principles. Examples are listed below.

A. Fees Provincially Mandated:

- Tourism Fees: Tourism Oriented Directional Signs (TODS) and signs under the LOGO sign
- Lottery License Fees

B. Market Based:

- Animal Services
- Boarding fee and quarantine fee for dangerous or potentially dangerous dogs
- Hamilton Municipal Parking System Fees
- Mail issuance fee
- Urban Renewal fees

C. Cost Recovery:

Animal Services - microchip fee for low income clinics

D. New Fees Proposed

- Fees for short term rentals (Page 20)
- Garbage Chute Closure Application for Permit (Page 22)

Healthy and Safe Communities (Pages 30 to 61 of Appendix "A" to Report FCS24003)

Most of the fees for the Healthy and Safe Communities Department are based on last year's fees plus 4.4% to maintain equilibrium with the expenditure trends and many of the golf-related fees are last year's fees plus 6.5%.

Most of the fees for Recreational programs are subject to Market considerations.

New recreational fees pertain to:

- New Golf packages (Page 45);
- New programs for Pickleball, Basketball, Warm Water Exercise, Youth Leadership (Page 54-55).

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Public Works

(Pages 62 to 80 of Appendix "A" to Report FCS24003)

Many of the services provided by Public Works Department are charged based on full cost recovery. These include:

- Waste removal
- Shrub removal
- Environmental Assessments Reports and Master Plans
- Field Review
- Encroachments Application Fee
- Temporary Road Closure Fee

New user fees for services relate to Removal of Encroachment from the Road Allowance (Page 72). It is to be noted that the User Fee Ratio for Public Works has declined by 1.02% from 17.43% in 2023 to 16.41% in 2024. This is mainly related to loss of revenues in Waste Management Division where the revenue from sale of recyclable materials has fallen owing to market conditions. The decline in the User Fee Ratio by 6.8% for Corporate Asset Management Division is a result of change in business practices whereby revenues previously recorded as user fees are now recorded as internal chargeback recoveries.

Corporate Services

(Pages 81 to 86 of Appendix "A" to Report FCS24003)

Many of the services provided by Corporate Services Department are charged based on full cost recovery. These include:

- Records Search
- Registration of Delinquent Accounts
- Tax Extension Agreements
- Tax Letters
- Issue Tax Certificate
- Marriage Licence Fees

City Manager's Office

(Page 87 of Appendix "A" to Report FCS24003)

The City Manager's Office user fees are limited to charges for duplication of employee files.

SUBJECT: 2024 Tax Supported User Fees (FCS24003) (City Wide) – Page 7 of 7

User Fee Review

User fees represent a significant revenue source for the City. Setting the user fees at an optimal level that balances the community's needs with the cost pressures faced by the City is a challenging task that requires a formal framework that is followed consistently by all City departments. In order to establish such a framework, it is recommended that the City retain an expert consultant to advise the City in such matters with a primary focus on Recreation and Transit as the services that generate the largest share of the City's user fee revenues.

The new framework would include the following key components:

- The calculation of unit costs for example, the cost to provide an hour of arena ice time;
- Assignment of desired tax subsidization levels for each type of activity (learn to swim versus advanced fitness) or user type (children versus adults) including recommendations on subsidy programs based on ability to pay;
- Calculation of preliminary fees derived from unit costs and desired tax subsidization levels;
- Developing a user fee implementation strategy;
- Adjusting fees for practicality reasons (such as, non-prime rate to attract users during under-utilized times);
- Development of strategies to ensure income levels are not a barrier to accessing services; and
- Reporting of user fee revenues in relation to net City costs to enable a monitoring tool for assessing continued appropriateness of the user fee structure.

ALTERNATIVES FOR CONSIDERATION

Council can direct changes to the 2024 Tax Supported User Fees throughout budget deliberations. Setting user fees requires a balancing act between the need to ensure costs are recovered and being sensitive to community needs and challenges to have access to affordable services. The proposed user fees represent the best balance between competing priorities based on staff assessments.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS24003 – 2023 Proposed User Fees and Charges

CP/dt



Department: Planning & Economic Development

Division: Building Services - General Fees

#	Service or Activity Provided or Use of City Property	202	23 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Comments for Planning Applications (COA, Consent, etc.)							
1	Sewage System and Sewage Comments	\$	274.00	\$	286.00	N	4.4%	Target Recovery 100%
	Site Plan Security Reduction Fee							
2	Site Plan Security Reduction Fee (includes one site inspection)	\$	440.00	\$	459.29	Υ	4.4%	Target Recovery 100%
3	Site Plan Security Reduction Fee for each additional inspection	\$	220.00	\$	230.09	Υ	4.6%	Target Recovery 100%
	Routine Disclosure of Building Division Records							
4	Routine Disclosure Application Fee (includes the first 15 minutes of file search time and up to 10 photocopies)	\$	26.00	\$	27.43	Υ	5.5%	Target Recovery 100%
5	For each additional 15 minutes of file search time above the first 15 minutes	\$	21.00	\$	22.12	Υ	5.3%	Target Recovery 100%
	Grading Security							
6	Grading Security Deposit for lots in Subdivisions	\$	1,618.00	\$	1,689.00	N	4.4%	Target Recovery 100%
7	Grading Deposit for a Single Lot (Infill)	\$	8,092.00	\$	8,448.00	N	4.4%	Target Recovery 100%
8	Grading Security Deposit for a Semi-Detached Dwelling (Infill)	\$	10,789.00	\$	11,264.00	N	4.4%	Target Recovery 100%
9	Grading Security Deposit for Additions, large accessory building or detached Secondary Dwelling Units	\$	3,500.00	\$	3,654.00	N	4.4%	Target Recovery 100%
	Demolition Agreements							
10	a) Agreement	\$	563.00	\$	587.77	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	\$	140.94	N	4.4%	Target Recovery 100%
	Demolition Control By-law							
12	Demolition Control Applications	\$	563.00	\$	587.77	N	4.4%	Target Recovery 100%
	Application Fee for outdoor commercial patio exemption permits							
13	Inspection Fee	\$	556.00	\$	580.46	Υ	4.4%	Target Recovery 100%
	Illegal Grow Operations							
14	a) Inspection Fee	\$	833.00	\$	869.65	Υ	4.4%	Target Recovery 100%
15	b) Re-occupancy Fee	\$	756.00	\$	789.26	Υ	4.4%	Target Recovery 100%
	Fortification By-law							
16	Exemption fee for applications pertaining to Single Family Dwellings and properties operated by not-for-profit organizations	\$	150.00	\$	156.60	Υ	4.4%	Target Recovery 100%
4-	Exemption fee for all other applications	\$	300.00	¢	313.20	Υ	4.4%	Target Recovery 100%



City of Hamilton

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 %
	Swimming Pool Enclosure By-law							
18	3 Swimming Pool Enclosure Fee	\$	270.00	\$	281.88	N	4.4%	Target Recovery 100%



Department: Planning & Economic Development

Division: Economic Development - Commercial Districts & Small Business

#	Service or Activity Provided or Use of City Property	2023	3 Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Loan/Incentive Programs							
1	Commercial District Revitalization Grant Program Admin Fee for	\$	97.35	\$	101.77	Y	4.5%	
2	Grants less than or equal to \$5,000 Commercial District Revitalization Grant Program Admin Fee for	\$	256.64	\$	269.91	Y	5.2%	
	Grants greater than \$5,000 and less than or equal to \$12,500 Commercial District Revitalization Grant Program Admin Fee for	·						
3	Grants greater than \$12,500	\$	402.65	\$	420.35	Y	4.4%	
	Revitalizing Hamilton Tax Increment Grant Program (RHTIG)							
4	Basic Fee - Developer only (only for Grants less than or equal to \$12,500)	\$	256.64	\$	269.91	Υ	5.2%	
5	Basic Fee - Developer only (only for Grants greater than \$12,500)	\$	889.38	\$	929.20	Υ	4.5%	
6	Additional Fee - Developer Transfer to New Condo Owner	\$	473.45	\$	495.58	Υ	4.7%	
	Downtown and Barton/Kenilworth Housing Opportunities Program							
7	a) Initial Application	\$	331.86	\$	345.13	Υ	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	Υ	4.5%	
9	51-100 units - per unit fee	\$	446.90	\$	464.60	Υ	4.0%	
10	101 units or greater - per unit fee	\$	415.93	\$	433.63	Υ	4.3%	
11	Commercial District Housing Opportunities Program - per unit fee	\$	415.93	\$	433.63	Υ	4.3%	
12	Commercial District Housing Opportunities Program Application	\$	331.86	\$	345.13	Y	4.0%	
13	Fee (At final application stage) Hamilton Heritage Property Grant Program less than or equal to \$12,500	\$	256.64	\$	269.91	Υ	5.2%	
14	Hamilton Heritage Property Grant Program greater than \$12,500	\$	398.23	\$	415.93	Υ	4.4%	
15	Erase Commercial District Remediation Loan Program (formerly called the Hamilton Downtown/West Harbourfront Remediation Loan Program)	\$	331.86	\$	346.02	Υ	4.3%	
16	Start-up and Office Tenant Attraction Program	\$	539.82	\$	561.95	Υ	4.1%	
17	Hamilton Community Heritage Fund Loan Program - administration fees a) Designated Commercial, Industrial or like properties (fee is based on percentage of loan amount)		0% of loan		.10% of			
18	b) Other properties	\$	amount 318.58	loar \$	331.86	Υ	4.2%	
	S, Sais. p. sporaes	Ψ	0 10.00	Ψ	001.00	1	⊤.∠ /∪	
19	ERASE Study Grant	\$	247.79	\$	256.64	Υ	3.6%	
20	ERASE Redevelopment Grant	\$	889.38	\$	929.20	Υ	4.5%	
21	ERASE Tax Assistance Program	\$	889.38	\$	929.20	Υ	4.5%	
22	LEED Grant Program	\$	889.38	\$	929.20	Υ	4.5%	





Department: Planning & Economic Development

Division: Economic Development - Commercial Districts & Small Business

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
23	LEED Grant Program Administration Fees (Fee Per Unit)	\$	473.45	\$	495.58	Υ	4.7%	
24	Hamilton Heritage Conservation Grant Program Application Fee	\$	97.35	\$	101.77	Υ	4.5%	
25	Barton / Kenilworth Revitalization Grant Program Admin Fee for Grants less than or equal to \$12,500	\$	256.64	\$	269.91	Υ	5.2%	
26	Barton / Kenilworth Revitalization Grant Program Admin Fee for Grants greater than \$12,500	\$	402.65	\$	420.35	Υ	4.4%	
27	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants less than or equal to \$12,500	\$	256.64	\$	269.91	Υ	5.2%	
28	Barton/Kenilworth Tax Increment Grant Program Admin Fee for Grants greater than \$12,500	\$	889.38	\$	929.20	Υ	4.5%	
29	Barton/Kenilworth Tax Increment Grant Program - Additional Fee -	\$	473.45	\$	495.58	Υ	4.7%	
	Developer Transfer to New Condo Owner	\$	97.35	\$	101.77	Υ	4.5%	
30	Barton/Kenilworth Planning and Building Fees Rebate Program							
	Commercial Vacancy Assistance Program Fees							
31	Admin Fee for Grants less than or equal to \$5,000	\$	97.35	\$	101.77	Υ	4.5%	
32	Admin Fee for Grants greater than \$5,000	\$	256.64	\$	269.91	Υ	5.2%	



Department: Planning & Economic Development

Division: General: Planning Act Fees

#	Service or Activity Provided or Use of City Property	pproved ee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Cost Recovery on City-supported applications appealed to the Ontario Municipal Board 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.	 Full cost Full cost Recovery Recovery					Target Recovery 100%
	Zoning Verification						
2	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Regular	\$ 131.00	\$	137.00	N	4.6%	Target Recovery 100%
3	Zoning Verification & Work Order Reports (Single & Two Family Dwellings, Townhouses) - Express	\$ 200.00	\$	209.00	N	4.5%	Target Recovery 100%
4	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Regular	\$ 269.00	\$	281.00	N	4.5%	Target Recovery 100%
5	Zoning Verification & Work Order Reports (Non-Residential / Multi-Residential) - Express	\$ 407.00	\$	425.00	N	4.4%	Target Recovery 100%
6	Zoning Compliance Letter - liquor license	\$ 203.00	\$	212.00	N	4.4%	Target Recovery 100%
7	Zoning Verification Certificate - Rental Housing Pilot	\$ 278.00	\$	290.00	N	4.3%	Target Recovery 100%
8	Zoning Verification Certificate – Express Service - Rental Housing Pilot	\$ 398.00	\$	416.00	N	4.5%	Target Recovery 100%



City of Hamilton

2024 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development

Division: General Fees

#	Service or Activity Provided or Use of City Property		2023 Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %	
1	Map / Publication Sales Fees		Full Cost Recovery				Υ		Target Recovery 100%
2	Data Base Information		l Cost overy		II Cost covery			Target Recovery 100%	
	Photocopy & Computer Printout Service								
3	- Rate per page	\$	0.44	\$	0.46	Υ	4.0%	Target Recovery 100%	
	Information Requests								
4	- Floppy disks & CD's - per disk or CD	\$	14.16	\$	14.78	Υ	4.4%	Target Recovery 100%	
5	- For manually researching a record - for each 15 minutes	\$	20.00	\$	20.88	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	\$	20.88	N	4.4%	Target Recovery 100%	





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 %
Ī	1	Late Payment (after 15 days)	\$	56.64	\$	56.64	Υ	0.0%	Target Recovery 100%
	2	Fail to Attend Hearing	\$	110.62	\$	110.62	Υ	0.0%	Target Recovery 100%
	3	Final notice of non-payment	\$	56.64	\$	56.64	Υ	0.0%	Target Recovery 100%



City of Hamilton

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	2023 Approved Fee				% Change in Fee	Comments / Recovery %
	E-Scooters							
1	Administrative and Enforcement Fee	\$	254.87	\$	266.37	Υ	4.5%	Target Recovery 100%
2	Commercial E-Scooter Storage Fee (per day)	\$	65.49	\$	68.14	Υ	4.1%	Target Recovery 100%



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	\$	120.35	Υ	4.7%	Target Recovery 100%
2	On-Street Parking Permit - Access to Onsite Parking	\$	175.00	\$	182.30	Υ	4.2%	Target Recovery 100%
3	On-Street Parking Permit - Secondary Permit	\$	200.00	\$	208.85	Υ	4.4%	Target Recovery 100%
4	Status of Agreement Inquiries (Front Yard Parking)	\$	63.72	\$	66.37	Υ	4.2%	Target Recovery 100%
5	Free Floating Car Share Permits	\$	286.73	\$	299.12	Υ	4.3%	Target Recovery 100%
6	On-Street Patio - Metered Parking Space (per space)	\$	875.00	\$	913.27	Υ	4.4%	Target Recovery 100%
7	On-Street Patio - Traffic Safety Device Hardware and Installation	\$	800.00	\$	-	Υ	Discontinu	ed - Applicant responsible
8	Inspection Fee for the Review of Business Licences	\$	36.28	\$	38.05	Υ	4.9%	Target Recovery 100%
9	Temporary Outdoor Patio Fee	\$	676.11	\$	676.11	Υ	0.0%	
	Residential Boulevard Parking (Front Yard Parking)							
10	Teranet Registration	\$	98.00	\$	102.00	N	4.1%	Target Recovery 100%
11	Application Fee	\$	400.00	\$	417.70	Υ	4.4%	Target Recovery 100%
12	Annual Admin Fee	\$	11.95	\$	12.39	Υ	3.7%	Target Recovery 100%
13	Encroachment Insurance	\$	11.95	\$	12.39	Υ	3.7%	Target Recovery 100%
	Commercial Boulevard Parking and Driveway Access Permits							
14	Registration	\$	53.00	\$	55.00	N	3.8%	Target Recovery 100%
15	Application/Access Permit Fee	\$	400.00	\$	417.70	Υ	4.4%	Target Recovery 100%
16	Encroachment Insurance	\$	11.95	\$	12.39	Υ	3.7%	Target Recovery 100%
17	Fee/space (first two spaces)	\$	111.06	\$	115.93	Υ	4.4%	Target Recovery 100%
18	Fee/space (remaining spaces)	\$	56.02	\$	58.41	Υ	4.3%	Target Recovery 100%
	Occupation of Public/Metered Parking Spaces (pre payment							
	required)	\$	24.78	\$	25.66	Υ	3.6%	Target Recovery 100%
	Single Space Per Day	\$	12.83	\$	13.27	Υ	3.4%	Target Recovery 100%
	Each Additional Day Up To 6 Consecutive Days Per Space	\$	86.28	\$	90.27	Υ	4.6%	Target Recovery 100%
	Weekly Consecutive Rate Per Space	\$	243.36	\$	253.98	Υ	4.4%	Target Recovery 100%
	Monthly Consecutive Rate Per Space Administration Fee on Temporary Parking Permits		5% of the ermit fee		5% of the ermit fee			
24	Weekly Residential Time Limit Exemption Temporary Parking Permit	\$	25.00	\$	25.66	Υ	2.7%	Target Recovery 100%
	Administrative Penalty System (APS)							
25	MTO Search	\$	22.12	\$	26.54	Υ	20.0%	Target Recovery 100%
26	Late Payment	\$	35.40	\$	39.83	Υ	12.5%	Target Recovery 100%
27	Fail to Attend Hearing	\$	110.62	\$	115.93	Υ	4.8%	Target Recovery 100%
00	Plate Denial	\$	8.85	¢	13.27	Υ	49.9%	Target Recovery 100%



City of Hamilton

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	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
29 Mail Issuance (New)	\$	22.12	\$	23.01	Υ	4.0%	Target Recovery 100%



Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property	r Activity Provided or Use of City Property 2023 Approve		202	4 Proposed	HST (Y/N)*	% Change	Comments / Recovery %
π	MUSEUM GENERAL ADMISSION FEES:		Fee		Fee	(1/14)	in Fee	- Commonto / Recovery /0
	Children's Museum - 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 All Other Sites - 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	Υ	5.1%	
2	Dundurn Castle - Senior	\$	11.28	\$	11.73	Υ	4.0%	
3	Dundurn Castle - Student/Youth	\$	11.28	\$	11.73	Υ	4.0%	
4	Dundurn Castle - Child	\$	7.96	\$	8.41	Υ	5.6%	
5	Dundurn Castle - Infant		Free		Free			n/a
6	Dundurn Castle - Family	\$	36.06	\$	38.05	Υ	5.5%	
7	Hamilton Military Museum - Adult	\$	4.87	\$	5.31	Υ	9.0%	
8	Hamilton Military Museum - Senior	\$	4.20	\$	4.65	Υ	10.6%	
9	Hamilton Military Museum - Student/Youth	\$	4.20	\$	4.65	Υ	10.6%	
10	Hamilton Military Museum - Child	\$	3.10	\$	3.32	Υ	7.1%	
11	Hamilton Military Museum - Infant		Free		Free			n/a
12	Hamilton Military Museum - Family	\$	13.27	\$	13.27	Υ	0.0%	n/a
13	Whitehern Historic House & Garden - Adult	\$	7.96	\$	7.96	Υ	0.0%	n/a
14	Whitehern Historic House & Garden - Senior	\$	6.86	\$	6.86	Υ	0.0%	n/a
15	Whitehern Historic House & Garden - Student/Youth	\$	6.86	\$	6.86	Υ	0.0%	n/a
16	Whitehern Historic House & Garden - Child	\$	4.87	\$	4.87	Υ	0.0%	n/a
17	Whitehern Historic House & Garden - Infant		Free		Free			n/a
18	Whitehern Historic House & Garden - Family	\$	21.90	\$	24.34	Υ	11.1%	
19	Battlefield House Museum & Park - Adult	\$	7.96	\$	8.85	Υ	11.1%	
20	Battlefield House Museum & Park - Senior	\$	6.86	\$	7.52	Υ	9.7%	
21	Battlefield House Museum & Park - Student/Youth	\$	6.86	\$	7.52	Υ	9.7%	
22	Battlefield House Museum & Park - Child	\$	4.87	\$	5.31	Υ	9.0%	
23	Battlefield House Museum & Park - Infant		Free					
24	Battlefield House Museum & Park - Family	\$	21.90	\$	24.34	Υ	11.1%	
25	Hamilton Museum of Steam & Technology - Adult	\$	7.96	\$	8.85	Υ	11.1%	
26	Hamilton Museum of Steam & Technology - Senior	\$	6.86	\$	7.52	Υ	9.7%	
27	Hamilton Museum of Steam & Technology - Student/Youth	\$	6.86	\$	7.52	Υ	9.7%	
28	Hamilton Museum of Steam & Technology - Child	\$	4.87	\$	5.31	Υ	9.0%	
29	Hamilton Museum of Steam & Technology - Infant		Free					n/a
30	Hamilton Museum of Steam & Technology - Family	\$	21.90	\$	24.34	Υ	11.1%	
31	Hamilton Children's Museum - Adult		N/A		N/A			Childrens' Museum closed for renovations



Department: Planning & Economic Development

#	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		N/A		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						
36	Hamilton Children's Museum - Family	N	/A		N/A			renovations Childrens' Museum closed for						
	Fieldcote Memorial Park & Museum - Adult	\$	4.65	\$	4.87	Υ	4.7%	renovations						
38	Fieldcote Memorial Park & Museum - Senior	\$	3.98	\$	4.20	Υ	5.6%							
39	Fieldcote Memorial Park & Museum - Student/Youth	\$	3.98	\$	4.20	Υ	5.6%							
40	Fieldcote Memorial Park & Museum - Child	\$	2.88	\$	3.10	Υ	7.5%							
41	Fieldcote Memorial Park & Museum - Infant	Fr	ee		Free			n/a						
42	Fieldcote Memorial Park & Museum - Family	\$	12.83	\$	13.72	Υ	6.9%							
43	Griffin House - Adult	Fr	ee		Free			n/a						
44	Griffin House - Senior	Fr	ee	Free				n/a						
45	Griffin House - Student/Youth	Fr	ee	Free				n/a						
46	Griffin House - Child	Free		Free				n/a						
47	Griffin House - Infant	Fr	ee		Free			n/a						
48	MUSEUM SPECIAL EVENTS Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc. 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.		ra S Wo Se Ha pre	Various ates for special events, rkshops, minars, ands-on ograms, special									
	Hamilton Military Museum													
	Whitehern Historic House & Garden													
	Battlefield House Museum & Park													
	Hamilton Museum of Steam & Technology													
	Hamilton Children's Museum													
	Fieldcote Memorial Park & Museum													
	MUSEUM GROUP RATES 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	Υ	2.1%							



Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
51	Dundurn Castle - Youth	\$	9.07	\$	9.29	Υ	2.4%	
52	Dundurn Castle - Child	\$	6.42	\$	6.64	Υ	3.4%	
53	Hamilton Military Museum - Adult	\$	3.98	\$	4.20	Υ	5.6%	
54	Hamilton Military Museum - Senior	\$	3.54	\$	3.76	Υ	6.2%	
55	Hamilton Military Museum - Youth	\$	3.54	\$	3.76	Υ	6.2%	
56	Hamilton Military Museum - Child	\$	2.65	\$	2.65	Υ	0.0%	
57	Dundurn National Historic Site: Guided tour of Grounds/Garden - Adult/Senior/Student	\$	4.65	\$	4.87	Υ	4.7%	
58	Dundum National Historic Site: Guided tour of Grounds/Garden - Child	\$	3.76	\$	3.98	Υ	5.9%	
59	Whitehern Historic House & Garden - Adult	\$	6.64	\$	7.08	Υ	6.6%	
60	Whitehern Historic House & Garden - Senior	\$	5.53	\$	5.97	Υ	8.0%	
61	Whitehern Historic House & Garden - Youth	\$	5.53	\$	5.97	Υ	8.0%	
62	Whitehern Historic House & Garden - Child	\$	3.98	\$	4.20	Υ	5.5%	
63	Battlefield House Museum & Park - Adult	\$	6.64	\$	7.08	Υ	6.6%	
64	Battlefield House Museum & Park - Senior	\$	5.53	\$	5.97	Υ	8.0%	
65	Battlefield House Museum & Park - Youth	\$	5.53	\$	5.97	Υ	8.0%	
66	Battlefield House Museum & Park - Child	\$	3.98	\$	4.20	Υ	5.6%	
67	Hamilton Museum of Steam & Technology - Adult	\$	6.64	\$	7.08	Υ	6.6%	
68	Hamilton Museum of Steam & Technology - Senior	\$	5.53	\$	5.97	Υ	8.0%	
69	Hamilton Museum of Steam & Technology - Youth	\$	5.53	\$	5.97	Υ	8.0%	
70	Hamilton Museum of Steam & Technology - Child	\$	3.98	\$	4.20	Υ	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	Υ	5.9%	Tollovations
73	Fieldcote Memorial Park & Museum - Senior	\$	3.32	\$	3.32	Υ	0.0%	n/a
74	Fieldcote Memorial Park & Museum - Youth	\$	3.32	\$	3.32	Υ	0.0%	n/a
75	Fieldcote Memorial Park & Museum - Child	\$	2.43	\$	2.43	Υ	0.1%	n/a
	MUSEUM STUDENT AND YOUTH GROUP RATES Educational Program Rates - minimum rate of \$3.50 per student applies to programs1 hour in length. Programs over 1 hour in length may include discount to hourly rate. Expenses incurred for specific programming may increase rate accordingly. Outreach Rates - 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	Υ	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	Υ	0.0%	
80	Evening Tour After 5:00 pm (Dundurn and Military)	\$	327.43	\$	340.71	Υ	4.1%	
81	Evening Tour After 5:00 pm Additional Staff (Dundurn and Military)	\$	163.72	\$	172.57	Υ	5.4%	



Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property	2023 Approved Fee		2024 Proposed Fee		HST (Y/N)*	% Change	Comments / Recovery %
82	Whitehern Historic House & Garden - Elementary School per	\$	4.25	\$	4.25	N	0.0%	
	hr/student 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	Υ	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	Υ	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	Υ	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	Υ	0.0%	
93	Hamilton Civic Museum Outreach Lecture	\$	163.72	\$	176.99	Υ	8.1%	
94	Hamilton Civic Museum Outreach Program- Elementary Flat rate	\$	185.00	\$	185.00	N	0.0%	
	MUSEUM MEMBERSHIPS (annual)							
95	Hamilton Museum of Steam & Technology - Organizational per person	\$	15.04	\$	15.71	Υ	4.4%	
	MUSEUM CHILD BIRTHDAY PARTIES 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	Υ	0.0%	
97	Whitehern Historic House & Garden - Package per person	\$	18.58	\$	18.58	Υ	0.0%	
98	Battlefield House Museum & Park - Package per person	\$	18.58	\$	18.58	Υ	0.0%	
99	Hamilton Museum of Steam & Technology - Package per person	\$	18.58	\$	18.58	Υ	0.0%	
100	Fieldcote Memorial Park & Museum - Package per person	\$	18.58	\$	18.58	Υ	0.0%	
	MUSEUM RENTAL RATES (Social and Corporate) 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	Υ	5.2%	
102	The Coach House at Dundurn - hourly rate	\$	51.33	\$	53.98	Υ	5.2%	
103	Dundurn Pavilion (Outdoor)	\$	150.44	\$	159.29	Υ	5.9%	
104	The Stable at Whitehern - hourly rate	\$	51.33	\$	53.98	Υ	5.2%	
105	The Woodshed at HMST - hourly rate	\$	51.33	\$	53.98	Υ	5.2%	
106	The Woodshed Pavilion with access to Kitchenette - 2021	\$	150.44	\$	159.29	Υ	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



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	Υ	5.2%	
110	Battlefield Pavilion	\$	150.44	\$	159.29	Υ	5.9%	
111	Grandview at Battlefield Park - hourly rate	\$	51.33	\$	53.98	Υ	5.2%	
	MUSEUM RENTAL RATES - USE OF GROUNDS 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	Υ	3.4%	
115	Hamilton Museum of Steam & Technology - Outdoor	\$	384.96	\$	398.23	Υ	3.4%	
116	Fieldcote Memorial Park & Museum - Outdoor	\$	588.50	\$	597.35	Υ	1.5%	
117	Fieldocte Memorial Park and Museum - 1/2 day rate	\$	384.96	\$	398.23	Υ	3.4%	
118	Evening Grounds Use After 5:00pm (All sites)	\$	654.87	\$	663.72	Υ	1.4%	
119	Dundurn parking lot- minimum rate	\$	261.06	\$	287.61	Υ	10.2%	
120	SOCIAL PHOTOGRAPHY - USE OF GROUNDS	¢.	101.40	•	405.04	V	2.4%	
	Ancaster Old Town Hall	\$	181.42		185.84	Y		
	Dundum National Historic Site	\$	181.42	•	185.84	Y	2.4% 2.4%	
	Whitehern Historic House & Garden	\$	181.42	·	185.84	Y		
	Battlefield House Museum & Park	\$	181.42	·	185.84	Y	2.4%	
	Hamilton Museum of Steam & Technology	\$	181.42	·	185.84	Y	2.4%	
125	Fieldcote Memorial Park & Museum	\$	181.42	Þ	185.84	Y	2.4%	
	COMMERCIAL FILM RATES							
126	Site Monitor - hourly rate	\$	45.00	\$	46.90	Υ	4.2%	Target Recovery 100%
127	Additional monitoring - staff hourly rate [change to] Site Supervisor per hour	\$	65.00	\$	67.92	Υ	4.5%	Target Recovery 100%
	•							
	Hamilton Film Office Administration Fees							
	All Student Productions will be exempt from any permit fees							
128	For Profit Productions - Administration Fee	\$	60.18	\$	63.72	Υ	5.9%	Target Recovery 100%
129	Non-Profit Productions - Administration Fee	\$	30.09	\$	31.86	Υ	5.9%	Target Recovery 100%
130	Surcharge on City services and/or location		ees as gotiated		ees as gotiated			





Department: Planning & Economic Development

Division: Tourism & Culture - Tourism

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Tourism-Oriented Directional Signs (TODS) - 2' x 8'	\$	171.68	\$	179.65	Υ	4.6%	Target Recovery 100%
2	Tourism-Oriented Directional Signs (TODS) - 1.5' x 6'	\$	135.40	\$	141.59	Υ	4.6%	Target Recovery 100%
3	Tourism-Oriented Directional Signs (TODS) - 1' x 4'	\$	67.26	\$	69.91	Υ	3.9%	Target Recovery 100%
4	Tourism-Oriented Directional Signs (TODS) - 1' x 5'	\$	77.88	\$	81.42	Υ	4.5%	Target Recovery 100%
	LOGO Program - LINC & Redhill Parkway Road Signage Fees:							
5	- Mainlines/Ramps	\$	2,550.44	\$	2,662.83	Υ	4.4%	Target Recovery 100%
6	- Trailblazing	\$	204.42	\$	213.27	Υ	4.3%	Target Recovery 100%
	Visitors Centre Room Rental Rates (Social and Corporate)							
	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	\$	42.48	Υ	4.3%	Target Recovery 100%
8	Premium for rentals involving alcohol consumption	\$	553.10	\$	577.88	Υ	4.5%	Target Recovery 100%
9	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	,	√arious	,	Various			



#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Adult Services							
1	Adult Entertainment Parlour	\$	6,698.00	\$	6,993.00	N	4.4%	Target Recovery 100%
2	Adult Entertainment Parlor Attendant	\$	557.00	\$	582.00	N	4.5%	Target Recovery 100%
3	Adult Entertainment Parlour Operator/Manager	\$	1,964.00	\$	2,050.00	N	4.4%	Target Recovery 100%
4	Adult Film Theatre	\$	4,140.00	\$	4,322.00	N	4.4%	Target Recovery 100%
5	Adult Video Store Class A	\$	4,140.00	\$	4,322.00	N	4.4%	Target Recovery 100%
6	Adult Video Store Class B	\$	429.00	\$	448.00	N	4.4%	Target Recovery 100%
7	Body Rub Parlour Owner	\$	10,538.00	\$	11,002.00	N	4.4%	Target Recovery 100%
8	Body Rub Parlour Attendant	\$	556.00	\$	580.00	N	4.3%	Target Recovery 100%
9	Body Rub Parlour Operator/Manager	\$	1,580.00	\$	1,650.00	N	4.4%	Target Recovery 100%
10	Tobacco & Electronic Cigarettes	\$	483.00	\$	504.00	N	4.3%	Target Recovery 100%
	Accommodations							
11	Bed and Breakfast	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
12	Motels and Hotels	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
13	Lodging House	\$	544.00	\$	568.00	N	4.4%	Target Recovery 100%
14	Residential Care Facility (4-10 Residents)	\$	748.00	\$	781.00	N	4.4%	Target Recovery 100%
15	Residential Care Facility (11 or more Residents)	\$	1,068.00	\$	1,115.00	N	4.4%	Target Recovery 100%
16	Rental Housing	\$	156.38	\$	163.00	N	4.2%	Target Recovery 100%
	Mobile							
17	Mobile Sign leasing or renting	\$	341.00	\$	356.00	N	4.4%	Target Recovery 100%
18	Hawker/Peddler (motorized vehicle)	\$	394.00	\$	411.00	N	4.3%	Target Recovery 100%
19	Seasonal Food Vendor	\$	421.00	\$	440.00	N	4.5%	Target Recovery 100%
20	Limousines (owner)	\$	714.00	\$	745.00	N	4.3%	Target Recovery 100%
21	Limousines (driver)	\$	83.00	\$	87.00	N	4.8%	Target Recovery 100%
22	Taxi cab owner (private) (Renewal)	\$	712.00	\$	743.00	N	4.4%	Target Recovery 100%
23	Taxi cab owner (private) (New)	\$	5,168.00	\$	5,395.00	N	4.4%	Target Recovery 100%
24	Taxi cab owner (transfer)	\$	908.00	\$	948.00	N	4.4%	Target Recovery 100%
25	Taxi cab Broker	\$	1,224.00	\$	1,278.00	N	4.4%	Target Recovery 100%
26	Taxi cab Driver	\$	115.00	\$	120.00	N	4.3%	Target Recovery 100%
27	Transient Trader (3 month period)	\$	771.00	\$	805.00	N	4.4%	Target Recovery 100%
28	Auctioneer	\$	317.00	\$	331.00	N	4.4%	Target Recovery 100%



#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Food Service Vehicles:							
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%
	Services							
	Eating Establishments:							
4	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%
6	Restaurant with Liquor Service	\$	257.00	\$	268.00	N	4.3%	Target Recovery 100%
	Public Garage:							
37	Buying, Selling, Storing	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
8	Combined Engine & Body Work	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
9	Engine Work	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
10	Body Work	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
11	Service Station	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
12	Parking Lot	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
13	Car Wash Only	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
14	Public Halls	\$	401.00	\$	419.00	N	4.5%	Target Recovery 100%
15	Pay Day Loan Businesses	\$	884.00	\$	923.00	N	4.4%	Target Recovery 100%
16	Kennels, Pet Shops	\$	284.00	\$	296.00	N	4.2%	Target Recovery 100%
17	Personal Aesthetic Services Facility	\$	206.00	\$	215.00	N	4.4%	Target Recovery 100%
8	Personal Wellness Services Establishment	\$	260.00	\$	271.00	N	4.2%	Target Recovery 100%
	Places of Amusement							
9	Amusement Arcade	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
0	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%
3	Bingo Parlour	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
4	Bowling Alley	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%
55	Carnival	\$	286.00	\$	299.00	N	4.5%	Target Recovery 100%



#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	2024	4 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%
	Used Goods Services							
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%
	Trade Licence Contractor							
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%
	Trade Licence Masters							
73	Building Repair	\$	180.00	\$	188.00	Ν	4.4%	Target Recovery 100%
74	Plumbing	\$	180.00	\$	188.00	Ν	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%
	Other Fees							
78	Daily fee for spare taxicabs	\$	29.20	\$	30.09	Υ	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	Υ	4.0%	Target Recovery 100%
81	Taxi cab accessible priority list	\$	56.64	\$	59.29	Υ	4.7%	Target Recovery 100%
82	Annual spare taxicab inspection fee	\$	191.15	\$	200.00	Υ	4.6%	Target Recovery 100%
83	Exam/Processing Fee	\$	60.18	\$	62.83	Υ	4.4%	Target Recovery 100%



#	Service or Activity Provided or Use of City Property	202	23 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
84	Administration fee - applications / amendments	\$	72.57	\$	76.11	Υ	4.9%	Target Recovery 100%
85	Licence re-instatement fee (late fee)	\$	311.50	\$	324.78	Υ	4.3%	Target Recovery 100%
86	Photo ID Card	\$	20.35	\$	21.24	Υ	4.4%	Target Recovery 100%
87	Licence certificate replacement	\$	20.35	\$	21.24	Υ	4.4%	Target Recovery 100%
88	Licence plate replacement	\$	84.96	\$	88.50	Υ	4.2%	Target Recovery 100%
89	Appeal to Hamilton Licensing Tribunal	\$	165.49	\$	172.57	Υ	4.3%	Target Recovery 100%
90	Municipal consent for new liquor licence applications and extensions	\$	203.54	\$	212.39	Υ	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	Υ	4.4%	Target Recovery 100%
93	Special Occasions Permit - With Resolution	\$	87.61	\$	91.46	Υ	4.4%	Target Recovery 100%
94	Special Occasions Permit - Notification Only	\$	26.55	\$	27.72	Υ	4.4%	Target Recovery 100%
95	Application for Temporary Occupancy	\$	833.63	\$	870.31	Υ	4.4%	Target Recovery 100%
	Personal Transportation Provided							
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%
	Short Term Rental Accomodations							NEW
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



#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Discharge of Firearms By-law							
1	a) Exemption permit application fee for the discharge of recreational firearms or bows	\$	126.55	\$	131.86	Υ	4.2%	Target Recovery 100%
2	b) Renewal fee	\$	23.89	\$	24.78	Υ	3.7%	Target Recovery 100%
	Certificate of Compliance							
3	a) Single detached dwelling	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
4	b) A two, three or multiple unit dwelling	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
5	- plus additional fee for each additional dwelling unit in excess of the first	\$	46.02	\$	47.79	Υ	3.8%	Target Recovery 100%
6	c) A lodging house	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
7	 plus additional fee per each permitted resident (required every 3 years) 	\$	35.40	\$	37.17	Υ	5.0%	Target Recovery 100%
3	d) All other buildings (Liquor licence)	\$	320.35	\$	334.51	Υ	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	Υ	4.2%	Target Recovery 100%
0	e) Residential care facility (first time applications & change in ownership)	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
1	- plus additional fee per each permitted resident	\$	36.28	\$	38.05	Υ	4.9%	Target Recovery 100%
2	f) Discharge of an Order - Non registered Order to Comply	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
3	g) Discharge of an Order - Registered Order To Comply	\$	681.42	\$	711.50	Υ	4.4%	Target Recovery 100%
	Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law): Inspection demonstrating non-compliance when there has been an							
	earlier incident of non-compliance:	•	000.05	•	004.54		4.40/	T 10 1000/
	Initial	\$	320.35	\$	334.51	Y	4.4%	Target Recovery 100%
5	Subsequent	\$	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.							
16	Vital services - Admin Fee	util	% of total ity billings by the City	util	% of total ity billings aid by the City			
	Noise by-Law Exemption:							
7	- Application received prior to the event	\$	250.00	\$	261.00	N	4.4%	Target Recovery 100%
		-	Tull Coot		ull Cost			
8	Corporate Profile Report and Deed & Abstract Reports		Full Cost ecovery		ecovery			



Department: Planning & Economic Development

Division: Licensing & By-law Services - General Fees

2024 Proposed % Change 2023 Approved HST (Y/N)* Service or Activity Provided or Use of City Property Comments / Recovery % Fee in Fee 20 Application Fee for any appeal to the Property Standards Committee \$ 152.21 \$ 159.29 Υ 4.7% Target Recovery 100% 21 Zoning Verification & Work Order Reports - Regular \$ 131.00 \$ 137.00 Ν 4.6% Target Recovery 100% 22 Zoning Verification & Work Order Reports - Express \$ 200.00 \$ 209.00 Ν 4.5% Target Recovery 100% Fees charged by the City for costs incurred when its inspection Full Cost **Full Cost** Target Recovery 100% powers under s. 436(2) of the Municipal Act, 2001 are exercised Recovery Recovery Registration Fee - One Time Fee For Initial Registration of a Vacant 24 \$ 314.00 \$ 328.00 4.5% Target Recovery 100% N Vacant Building Fee - Annual Inspection Fee \$ 786.73 821.24 4.4% Target Recovery 100% Annual Fee for each additional vacant building on a property \$ 384.96 401.77 Target Recovery 100% (inspection) 27 Vacant Building Quarterly Inspection Fee 315.93 \$ 330.09 4.5% Target Recovery 100% Full Cost **Full Cost** 28 Licensing Tribunal and Property Standards Committee decisions Recovery Recovery 300.00 29 Garbage Chute Closure Application for Permit \$ Υ NEW Cost Recovery 100% - New Fee **Municipal Law Enforcement Contractor Services** Administration: - Administration Fee for invoices less than or equal to \$600 (before Tiered pricing consistent with \$ 109.73 \$ Υ 4.0% 114.16 practices in other municipalities - Administration Fee for invoices greater than \$600 and less than Tiered pricing consistent with \$ 248.82 260.18 4.6% \$1.000 (before tax) practices in other municipalities Tiered pricing consistent with 32 - Administration Fee for invoices greater than \$1,000 (before tax) \$ 278.76 \$ 291.15 Υ 4 4% practices in other municipalities Tiered pricing consistent with 33 - Administration Fee for requests for file review \$ 88.50 \$ 92.04 4.0% practices in other municipalities 34 Application Fee for outdoor commercial patio exemption permits \$ 567.00 \$ 592.00 Ν 4.4% Target Recovery 100% 35 a) Inspection Fee \$ 224.00 \$ 234.00 4.5% Target Recovery 100% Full Cost **Full Cost** 36 Paid Duty Municipal Law Enforcement Recovery Recovery **Tree Permits** Review of Permit Application to Injure or Destroy Trees - Urban 264.60 \$ 276.11 \$ Υ 4 3% Target Recovery 100% Woodland Tree By-law No. 14-212 Review of Notice of Intent to Cut Application - Regional Woodland \$ 158.41 165.49 4.5% Target Recovery 100% Tree By-law No. R00-054 Review of Permit Application to Injure or Destroy Trees - Dundas Υ \$ 53 10 \$ 55.75 5.0% Target Recovery 100% Tree By-law No. 4513-99 50.00 \$ Υ Target Recovery 100% 40 Review of Individual Tree Permit not within a Woodland \$ 52.21 4.4% Review of Permit Application to Injure or Destroy Trees - Stoney Creek Tree By-law No. 4401-96: 41 a) 2 to 10 trees 26.55 \$ 27.43 3.3% Target Recovery 100% 42 b) 11 to 20 trees \$ 53.10 55.75 Υ 5.0% Target Recovery 100% 105.31 \$ 43 c) Greater than 20 trees \$ 109.73 4.2% Target Recovery 100%



Department: Planning & Economic Development

Division: Licensing & By-law Services - Sign By-Law Fees

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	PERMITS FOR SIGNS							
	SIGN TYPE							
	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%
0	Sign permit fee for changes to existing signs/per property per occasion	\$	256.00	\$	267.00	N	4.3%	Target Recovery 100%
1	Corrugated Plastic Sign (yearly permit fee per location per property)	\$	165.00	\$	172.00	N	4.2%	Target Recovery 100%
2	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%
	SIGN VARIANCE APPLICATION							
	Sign variance fees appear under "Planning" Division							
	ENFORCEMENT FEES							
4	Removal of an Unlawful Permanent Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$	274.34	\$	286.73	Υ	4.5%	Target Recovery 100%
5	Storage Charge for an Unlawful Permanent Sign - per sign/day	\$	69.03	\$	71.68	Υ	3.8%	Target Recovery 100%
6	Removal of an Unlawful Mobile Sign - per sign (or the actual cost of removing the sign, whichever is greater)	\$	274.34	\$	286.73	Υ	4.5%	Target Recovery 100%
7	Storage Charge for an Unlawful Mobile Sign - per sign/day	\$	69.03	\$	71.68	Υ	3.8%	Target Recovery 100%
8	a) Inspection Fee	\$	69.03	\$	71.68	Υ	3.8%	Target Recovery 100%
9	Storage Charge for an Unlawful Portable Sign - per sign/day	\$	38.94	\$	40.71	Υ	4.5%	Target Recovery 100%
0	Annual Inspection Fee (existing non-conforming overhanging signs)	\$	118.58	\$	123.89	Υ	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"							



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	Lottery Licence Application Administration Fee	\$	72.57	\$	76.11	Υ	4.9%	Target Recovery 100%
2	Lottery Licence Fee - Bingo (per event)	\$	165.00	\$	172.00	N	4.2%	Target Recovery 100%
3	Lottery Licence Fee - Nevada		maximum prize value		o maximum o prize			
4	Lottery Licence Fee - Raffles		prize value		o maximum o prize			
5	Lottery Licence Fee - Others	and m	nandated by	and r	es by type nandated e province			



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 %
	Dog Licences - Standard Rate							
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%
	Dog Licences - Senior / Disability Rate							
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	Dog Licences - Dangerous or Potentially Dangerous Dog	\$	360.00	\$	376.00	N	4.4%	Target Recovery 100%
6	Replacement Tag Fee	\$	5.31	\$	6.19	Υ	16.6%	Target Recovery 100%
7	Late Payment Fee	\$	19.47	\$	20.35	Υ	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.							



Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Impound Fees (Standard Rate)							
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 occurance up to 5 occurances)	\$	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%
15	Impound Fees (Senior & Person with Disabilities Rate) Licensed Dog - 1st Offence	\$	66.00	\$	69.00	N	4.5%	Target Recovery 100%
16	-	\$		·	110.00			-
	Licensed Dog - Subsequent Offence Licensed Dog - Subsequent Offence (after initial subsequent offence			\$		N	4.8%	Target Recovery 100%
17	- increase of \$50.00 per occurance up to 5 occurances)	\$	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 occurance up to 5 occurances)	\$	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%
	Live Surrender Fees - [3] (Standard Rate)							
29	Dog (unlicensed)	\$	184.96	¢	192.92	Y	4.3%	Target Recovery 100%



Department: Planning & Economic Development

#	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	Υ	4.2%	Target Recovery 100%
31	Cat (unregistered)	\$	184.96	\$	192.92	Υ	4.3%	Target Recovery 100%
32	Litter (up to 6) - Canine or Feline	\$	67.27	\$	69.91	Υ	3.9%	Target Recovery 100%
33	a) Inspection Fee	\$	69.03	\$	71.68	Υ	3.8%	Target Recovery 100%
34	Rabbit (individual)	\$	67.27	\$	69.91	Υ	3.9%	Target Recovery 100%
35	Multiple Small Domestic Animals (up to 6)	\$	67.27	\$	69.91	Υ	3.9%	Target Recovery 100%
36	Small Livestock	\$	132.74	\$	138.94	Υ	4.7%	Target Recovery 100%
	Live Surrender Fees - [3] (Senior & Disabled Rate)							
37	Dog (unlicensed)	\$	146.90	\$	153.10	Υ	4.2%	Target Recovery 100%
38	Dog (licensed)	\$	108.85	\$	113.27	Υ	4.1%	Target Recovery 100%
39	Cat (not registered)	\$	146.90	\$	153.10	Υ	4.2%	Target Recovery 100%
40	Litter (up to 6) - Canine or Feline	\$	53.10	\$	55.75	Υ	5.0%	Target Recovery 100%
41	Other Small Domestic Animal [4]	\$	53.10	\$	55.75	Υ	5.0%	Target Recovery 100%
42	Multiple Small Domestic Animals (up to 5)	\$	53.10	\$	55.75	Υ	5.0%	Target Recovery 100%
43	Small Livestock	\$	123.89	\$	129.20	Υ	4.3%	Target Recovery 100%
	Cadaver Surrender Fees (Standard Rate)							
44	Dog	\$	128.32	\$	133.63	Υ	4.1%	Target Recovery 100%
45	Dog - Small	\$	57.52	\$	60.18	Υ	4.6%	Target Recovery 100%
46	Cat	\$	57.52	\$	60.18	Υ	4.6%	Target Recovery 100%
47	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$	57.52	\$	60.18	Υ	4.6%	Target Recovery 100%
48	Other Small Domestic Animal [4]	\$	57.52	\$	60.18	Υ	4.6%	Target Recovery 100%
49	Multiple Small Domestic Animals (up to 5)	\$	57.52	\$	60.18	Υ	4.6%	Target Recovery 100%
50	Small Livestock	\$	101.77	\$	106.19	Υ	4.3%	Target Recovery 100%
	Cadaver Surrender Fees (Senior & Disabled Rate)							
51	Dog	\$	99.12	\$	103.54	Υ	4.5%	Target Recovery 100%
52	Dog - Small	\$	41.59	\$	43.36	Υ	4.3%	Target Recovery 100%
53	Cat	\$	41.59	\$	43.36	Υ	4.3%	Target Recovery 100%
54	Litter - Canine or Feline (up to 5) (under 12 weeks)	\$	41.59	\$	43.36	Υ	4.3%	Target Recovery 100%
55	Other Small Domestic Animal [4]	\$	41.59	\$	43.36	Υ	4.3%	Target Recovery 100%
56	Multiple Small Domestic Animals (up to 5)	\$	41.59	\$	43.36	Υ	4.3%	Target Recovery 100%
57	Small Livestock	\$	66.37	\$	69.03	Υ	4.0%	Target Recovery 100%



Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Boarding Fees (Standard Rate Per Day)							
58	Dog	\$	21.00	\$	22.00	N	4.8%	Target Recovery 100%
59	Dangerous or Potentially Dangerous Dog	\$		\$	68.00	N	4.6%	Target Recovery 100%
60	Cat	\$	16.00	\$	17.00	N	6.3%	Target Recovery 100%
31	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%
	Boarding Fee (Senior & Persons with Disabilities Rate - Per Day							
64) Dog	\$	15.00	\$	16.00	N	6.7%	Target Recovery 100%
35	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
8	Small Livestock	\$	25.00	\$	26.00	N	4.0%	Target Recovery 100%
9	Large Livestock	\$	46.00	\$	48.00	N	4.3%	Target Recovery 100%
	Miscellaneous							
70	Vietnamese Pot Bellied Pig Licence	\$	44.00	\$	46.00	N	4.5%	Target Recovery 100%
1	Voluntary Cat Registration	\$	17.00	\$	18.00	N	5.9%	Target Recovery 100%
2	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%
4	Quarantine per day - Cat	\$	29.00	\$	30.00	N	3.4%	Target Recovery 100%
' 5	Hearing Fee re: Dangerous or Potentially Dangerous Dog	\$	200.00	\$	209.00	N	4.5%	Target Recovery 100%
6	Microchip implant	\$	22.12	\$	23.01	Υ	4.0%	Target Recovery 100%
77	Wildlife removal from private trap - euthanasia PRIVATE COMPANY ONLY	\$	115.04	\$	120.35	Υ	4.6%	Target Recovery 100%
78	Wildlife removal from private trap - release on site	\$	67.26	\$	69.91	Υ	3.9%	Target Recovery 100%
79	Pet Transport (Ambulance)	\$	86.73	\$	90.27	Υ	4.1%	Target Recovery 100%
30	Poopbag Refill Bags	\$	6.19	\$	7.08	Υ	14.3%	not applicable
31	Admin Fee (e.g. for special billing arrangements)	\$	33.63	\$	44.25	Υ	31.6%	Target Recovery 100%
32	Engraving (Urns)	\$	14.16	\$	15.04	Υ	6.2%	Target Recovery 100%
33	Special Cremation Fee	\$	163.72	\$	170.80	Υ	4.3%	Target Recovery 100%
4	Clay Paw Print	\$	31.86	\$	33.63	Υ	5.6%	Target Recovery 100%
35	Painted Paw Print	\$	53.10	\$	55.75	Υ	5.0%	Target Recovery 100%
36	Animal Assistance Fee - per hour	\$	58.41	\$	61.06	Υ	4.5%	Target Recovery 100%



2024 PROPOSED USER FEES & CHARGES

Department: Planning & Economic Development

#	Service or Activity Provided or Use of City Property		Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Animal Adoption Fees							
87	Dog/Puppy	\$	309.74	\$	323.01	Υ	4.3%	Target Recovery 100%
88	Dog Senior/Special Needs	30.9	8-84.08	30.9	8-84.08	Υ		Status quo, relief for Persons with Special Needs and seniors
89	Cat/Kitten	\$	185.84	\$	193.81	Υ	4.3%	Target Recovery 100%
90	Cat Senior/Special Needs	\$30.9	98-84.08	\$30.	98-84.08	Υ		Status quo, relief for Persons with Special Needs and seniors
91	Small Domestic Animal/Bird/Other	\$7.08	8-108.85	\$7.0	8-108.85	Υ		not applicable
92	Snake or Reptile	\$7.08	8-108.85	\$7.0	8-108.85	Υ		not applicable
	Fees charged for inspections carried out by the City resulting from non-compliance with any City by-law (except Vital Services By-law):							
	Inspection demonstrating non-compliance when there has been an earlier incident of non-compliance:							
93	Initial Inspection	\$	320.35	\$	334.51	Υ	4.4%	Target Recovery 100%
94	Subsequent Inspection	\$	164.60	\$	171.68	Υ	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	\$	92.04	Υ	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							



Department: Healthy and Safe Communities

Division: Hamilton Fire Department - Fire Inspections

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Inspections of Residential Buildings							
1	Daycares – licensed	\$	183.98	\$	192.08	Υ	4.4%	Increase due to inflationary budget guideline. IDEA consideration granted, full cost recovery waived
2	Daycares – private home	\$	76.59	\$	79.96	Υ	4.4%	Increase due to inflationary budget guideline. IDEA consideration granted, full cost recovery waived
3	Foster care homes	\$	76.59	\$	79.96	Υ	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	\$	181.64	Υ	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	\$	604.47	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
6	Student housing, Bed & Breakfast, Lodging house	\$	578.98	\$	604.47	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
7	Residential buildings with 1 dwelling	\$	151.99	\$	158.67	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
8	Residential buildings with 2 dwellings	\$	578.98	\$	604.47	Υ	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	\$	905.13	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
10	Residential buildings with 4 - 6 stories	\$	1,088.14	\$	1,136.02	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
11	Residential buildings with 7 - 11 stories	\$	1,398.01	\$	1,459.51	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
12	Residential buildings with 12 - 18 stories	\$	2,045.00	\$	2,135.00	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
13	Residential buildings with more than 18 stories	\$	2,368.98	\$	2,473.23	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
	Inspections of Non-Residential Buildings							
14	Non-residential buildings with less than 5 stories and less than 3,000 sq. ft per floor	\$	670.00	\$	699.48	Υ	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	\$	784.06	Υ	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	\$	952.12	Υ	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	\$	1,036.70	Υ	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	\$	1,121.24	Υ	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	\$	1,290.40	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



Department: Healthy and Safe Communities

Division: Hamilton Fire Department - Fire Inspections

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Other Inspections							
20	AGCO liquor licence – indoor	\$	381.99	\$	398.80	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
21	AGCO liquor licence – patio	\$	235.00	\$	245.34	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
22	Municipal business licence	\$	266.99	\$	278.74	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
23	Open air burning	\$	260.00	\$	271.44	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
24	Rental Housing License	\$	246.14	\$	246.14	Υ	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	Υ	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	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
	All Re-Inspections							,
27	2nd or subsequent re-inspection	\$	165.00	\$	172.26	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
	Permits							
28	Family fireworks sale permit – store	\$	413.01	\$	431.18	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
29	Family fireworks sale permit – trailer	\$	459.73	\$	479.96	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
	Risk and Safety Management Plan Reviews (RSMPs) for Propane Facilities							
30	Level 2 propane facility (propane volume > 5K water gallons) – first RSMP	\$	3,461.99	\$	3,614.32	Υ	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	Υ	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	Υ	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	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



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 %
	Responses for Motor vehicles							
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	\$	795.75	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
2	Each Additional Hour (In Half Hour Increments)	\$	376.41	\$	393.01	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



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 %
	Response for Open Air Burning							
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	\$	848.76	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery
2	Each Additional Hour (In Half Hour Increments)	\$	376.46	\$	393.01	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



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		ed 2024 Proposed Fee		HST (Y/N)*	% Change in Fee	Comments / Recovery %
Ī		Open Air Burning Permit							
	1	Open air burning permit	\$	27.25	\$	28.45	N	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



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 %
	Extraordinary Costs					
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:	Full Cost Recovery	Full Cost Recovery	Υ	N/A	Full Cost Recovery
	- 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)					



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	Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Triggering alarm not including testing alarm:						
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	Υ	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	Υ	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	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery



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	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Response for Natural Gas Leaks							
1	Failure to obtain Utility Service Locate (property owner) Fee per Fire Department vehicle for the 1st hour	\$	762.22	\$	795.75	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	Each Additional Hour (In Half Hour Increments)	\$	363.01	\$	378.98	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.





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	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Reports / Letters / File Searches							
1	Fire Department incident report	\$	71.99	\$	75.18	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	Clearance/status letter	\$	55.00	\$	57.43	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
3	Outstanding work order file search	\$	163.01	\$	170.18	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
	Fire Routes	•	520.04	•	504.00	V	4.40/	Increase due to inflationary budget
4	Establishing new fire routes or reviewing existing fire routes	\$	538.01	\$	561.68	Y	4.4%	guideline - already at full cost recovery.
	Events							
5	Non-emergency stand-by for events (per vehicle)	\$	528.85	\$	552.12	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
6	Full cost recovery for crew		Full Cost Recovery	-	ull Cost ecovery	Υ	N/A	Full Cost Recovery
7	Approvals for pyrotechnic and firework displays and film shoot pyrotechnics	\$	378.01		394.65	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
8	Capacity cards per room (upon request)	\$	296.02	\$	309.07	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.





Department: Healthy and Safe Communities

Division: Hamilton Paramedic Service

	Division. Hamilton Farametric Service							
#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Special Event Coverage							
1	Event coverage - 1 Ambulance & 2 Paramedics - min. 4 hours	\$	1,076.55	\$	1,123.92	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
2	- Each Additional Hour (In Half Hour Increments)	\$	269.69	\$	281.56	Υ	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	\$	875.07	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
4	- Each Additional Hour (In Half Hour Increments)	\$	209.69	\$	218.92	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
	Ambulance Reports/Investigations							
5	Copy of Ambulance Call Reports to Outside Agencies	\$	91.33	\$	95.35	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	\$	171.80	Υ	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.
	Preceptor Fees							
7	Paramedic Student Equipment Fee	\$	63.32	\$	66.11	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	\$	2.31	Υ	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	\$	3.33	Y	4.4%	Increase due to inflationary budget guideline - already at full cost recovery.



2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

Division: Long Term Care

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		The second secon		HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Macassa Lodge Day Program - All Day	\$	24.54	\$	25.62	N	4.4%	Increase due to inflationary budget guideline - already at full cost recovery	
	Wentworth Lodge							Increase due to inflationary budget	
2	Meals-on-Wheels	\$	7.78	\$	8.12	N	4.4%	guideline - already at full cost recovery	



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Chedoke Green Fees-Beddoe (Effective January 1, 2024)							
1	Monday to Thursday - 18 Holes	\$	44.54	\$	47.44	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
2	Fri/Sat/Sun/Holidays - 18 Holes	\$	51.81	\$	55.18	Υ	6.5%	Target Recovery 100%-Base
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$	39.38	\$	41.94	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
				•				increase of 6.5% for 2024 Target Recovery 100%-Base
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$	44.54	•	47.44	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
5	Junior (18&under) - after 11 am	\$	29.01	\$	30.90	Y	6.5%	increase of 6.5% for 2024
6	Twilight - Monday to Thursday	\$	31.08	\$	33.10	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
7	Twilight - Fri/Sat/Sun/Holidays	\$	36.27	\$	38.63	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
8	9 Hole - Monday to Thursday	\$	25.89	\$	27.57	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
9	9 Hole - Fri/Sat/Sun/Holidays	\$	29.01	\$	30.90	Υ	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	Υ	6.5%	Target Recovery 100%-Base
	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$	24.86	•	26.48	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
	, ,,							increase of 6.5% for 2024 Target Recovery 100%-Base
12	Sunset - after 6pm	\$	25.89	\$	27.58	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
13	Spring/Fall Green Fees (walking)	\$	33.84	\$	36.04	Υ	6.5%	increase of 6.5% for 2024
14	League Fee with cart (9 holes)	\$	29.01	\$	30.90	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
15	League Fee with cart (18 holes)	\$	33.84	\$	36.04	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
16	Tournament Green Rate (Monday - Thursday)	\$	56.08	\$	59.73	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
17	Tournament Green Rate (Friday - Sunday)	\$	62.84	\$	66.93	Υ	6.5%	Target Recovery 100%-Base
18	Sell off Rate (18 holes)	\$	26.10	\$	27.80	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base increase of 6.5% for 2024
	Chedoke Green Fees - Martin (Effective January 1, 2024)							
10		\$	24.10	\$	36.41	Y	6.5%	Target Recovery 100%-Base
	Monday to Thursday - 18 Holes		34.19					increase of 6.5% for 2024 Target Recovery 100%-Base
20	Fri/Sat/Sun/Holidays - 18 Holes	\$	39.38	\$	41.93	Υ	6.5%	increase of 6.5% for 2024
21	Senior (60&up) - Monday to Thursday - 18 Holes	\$	30.05	\$	32.00	Υ	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	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
23	Junior (18&under) - after 11 am	\$	22.80	\$	24.28	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
24	Twilight - Monday to Thursday	\$	23.84	\$	25.38	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
25	Twilight - Fri/Sat/Sun/Holidays	\$	27.97	\$	29.79	Υ	6.5%	Target Recovery 100%-Base
	9 Hole - Monday to Thursday	\$	19.68	•	20.96	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
	, ,							increase of 6.5% for 2024 Target Recovery 100%-Base
	9 Hole - Fri/Sat/Sun/Holidays	\$	21.76		23.17	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
28	9 Hole Senior (60&up) - Monday to Thursday	\$	17.62	\$	18.76	Υ	6.5%	increase of 6.5% for 2024
29	9 Hole Senior (60&up)- Fri/Sat/Sun/Holidays	\$	18.65	\$	19.86	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
30	Sunset - after 6pm	\$	19.68	\$	20.96	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved	202	4 Proposed	HST (Y/N)*	% Change	Comments / Recovery %
#	Control of Activity Frontied of Ose of Oily Froperty		Fee		Fee	(1/14)	in Fee	-
31	Spring/Fall Green Fees (walking)	\$	24.17	\$	25.74	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
32	League Fee with cart (9 holes)	\$	24.17	\$	25.74	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
33	League Fee with cart (18 holes)	\$	29.01	\$	30.90	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
34	Tournament Green Rate (Monday - Thursday)	\$	47.38	\$	50.46	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
35	Tournament Green Rate (Friday - Sunday)	\$	52.22	\$	55.61	Υ	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
37	Winter Golf Green Fee	\$	22.24	\$	23.68	Υ	6.5%	Target Recovery 100%-Base
								increase of 6.5% for 2024
	Chedoke Beddoe (only) Advantage Packs (Effective January 1, 2024)							
38	12 Rounds	\$	487.44	\$	519.13	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
39	24 Rounds	\$	916.55	\$	976.12	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Chedoke Golf Memberships (Effective January 1, 2024)							
40	Beddoe & Martin - Adult - any day	\$	2,066.78	\$	2,201.12	Υ	6.5%	Target Recovery 100%-Base
	, ,		•		·			increase of 6.5% for 2024 Target Recovery 100%-Base
41	Beddoe & Martin - Couples - any day	\$	3,616.84	\$	3,851.96	Y	6.5%	increase of 6.5% for 2024 with 50% off second membership
42	Beddoe & Martin - Junior (18 & under) - any day	\$	518.00	\$	550.28	Υ	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	Υ	6.5%	Target Recovery 100%-25% discount from adult rate
44	Beddoe & Martin - Weekday (excluding holidays)	\$	1,550.08	\$	1,650.84	Υ	6.5%	Target Recovery 100%-25% discount from adult rate
45	Beddoe & Martin - Intermediate (19-34)		N/A	\$	1,100.56	Υ	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	Υ	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 Target Recovery 100%-75% discount
48	Martin-Junior (18 & under) - any day	\$	362.59	\$	358.58	Y	-1.1%	from adult rate
49	Martin-Senior (60 & over) - Monday to Friday only, excluding holidays	\$	1,010.08	\$	1,075.73	Υ	6.5%	Target Recovery 100%-25% discount from adult rate
50	Martin-Weekday - excluding holidays	\$	1,010.08	\$	1,075.73	Υ	6.5%	Target Recovery 100%-25% discount from adult rate
51	City Wide - Adult	\$	2,687.36	\$	2,862.04	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
52	City Wide - Couples	\$	4,506.47	\$	5,008.57	Υ	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	Υ	9.8%	Target Recovery 100%-25% discount from adult rate
54	City Wide - Weekday - excluding holidays	\$	2,035.89	\$	2,146.53	Υ	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	Υ	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	Υ	1.0%	Target Recovery 100%-50% off adult rate
57	City Wide - Junior (18 and under)	\$	674.15	\$	715.51	Υ	6.1%	Target Recovery 100%-75% discount from adult rate



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	2024	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Flex Pass - Chedoke - Beddoe (Effective January 1, 2024)							
	Flex Pass Characteristics - ADULT							
58	Activation Fee to Purchase Pass - One Time Fee	\$	298.18	\$	317.56	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
59	Peak Green Fee (25% off before 11am)	\$	34.85	\$	37.11	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
60	Non-Peak Green Fee (40% off)	\$	27.89	\$	29.70	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Flex Pass Characteristics - SENIOR (60+)							
61	Activation Fee to Purchase Pass - One Time Fee	\$	253.18	\$	269.63	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
62	Peak Green Fee (25% off before 11am)	\$	29.88	\$	31.83	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
63	Non-Peak Green Fee (40% off)	\$	23.91	\$	25.46	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Flex Pass Characteristics - ADULT							
64	Activation Fee to Purchase Pass - One Time Fee	\$	298.18	\$	317.56	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
65	Peak Green Fee (25% off before 11am)	\$	20.92	\$	22.28	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
66	Non-Peak Green Fee (40% off)	\$	20.92	\$	22.28	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Flex Pass Characteristics - SENIOR (60+)							
67	Activation Fee to Purchase Pass - One Time Fee	\$	253.18	\$	269.63	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
68	Peak Green Fee (25% off before 11am)	\$	17.93	\$	19.10	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
69	Non-Peak Green Fee (40% off)	\$	17.93	\$	19.10	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Golf Carts - All Courses (Effective January 1, 2024)							
70	9 hole pull cart	\$	2.99	\$	3.19	Υ	6.6%	Target Recovery 100%-Base increase of 6.5% for 2024
71	18 hole pull cart	\$	4.98	\$	5.30	Υ	6.4%	Target Recovery 100%-Base increase of 6.5% for 2024
72	18 hole power cart	\$	33.86	\$	36.06	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
73	18 hole power cart - single rider	\$	18.91	\$	20.14	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
74	9 hole power cart	\$	19.92	\$	21.21	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
75	9 hole power cart - single rider	\$	9.96	\$	10.61	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
76	Sunset (After 6pm) Power cart	\$	9.96	\$	10.61	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024 Target Recovery 100%-New item
77	League Cart		N/A	\$	9.43	Υ	n/a	added in 2023 included in 2024 user fee report
78	Cart Package - 10 Rides		N/A	\$	159.28	Υ	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
79	Cart Package - 20 Rides	N/A	\$	309.14	Υ	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report Target Recovery 100%-New item
80	Cart Package - 30 Rides	N/A	\$	437.31	Υ	n/a	added in 2023 included in 2024 user fee report Target Recovery 100%-New item
81	Cart Package - 40 Rides	N/A	\$	550.40	Υ	n/a	added in 2023 included in 2024 user fee report Target Recovery 100%-New item
82	Cart Package - Unlimited	N/A	\$	778.48	Υ	n/a	added in 2023 included in 2024 user fee report
	Rental Fees						
83	Club Storage	N/A	\$	113.09	Υ	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user fee report Target Recovery 100%-New item
84	Locker Rental	N/A	\$	42.41	Υ	n/a	added in 2023 included in 2024 user fee report Target Recovery 100%-New item
85	Club Rental - 18 Holes	N/A	\$	18.85	Υ	n/a	added in 2023 included in 2024 user fee report
	Notes:						
	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.						



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	King's Forest Green Fees (Effective January 1, 2024)							
1	Monday to Thursday - 18 Holes	\$	62.16	\$	66.20	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
2	Fri/Sat/Sun/Holidays - 18 Holes	\$	70.46	\$	75.03	Υ	6.5%	Target Recovery 100%-Base
3	Senior (60&up) - Monday to Thursday - 18 Holes	\$	47.67	\$	50.77	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
4	Senior (60&up) - Fri/Sat/Sun/Holidays - 18 Holes	\$	54.92	·	58.48	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
	, ,,							increase of 6.5% for 2024 Target Recovery 100%-Base
5	Junior (18&under) - after 11 am	\$	33.16	\$	35.31	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
6	Twilight - Monday to Thursday	\$	40.40	\$	43.03	Υ	6.5%	increase of 6.5% for 2024
7	Twilight - Fri/Sat/Sun/Holidays	\$	44.54	\$	47.44	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
8	9 Hole - Any day	\$	33.16	\$	35.31	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
9	9 Hole Senior (60&up) - Any day	\$	27.97	\$	29.79	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
10	Spring/Fall Green Fees (walking)	\$	43.50	\$	46.33	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
11	League Fee with cart (9 holes)	\$	38.68	\$	41.20	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
12	League Fee with cart (18 holes)	\$	43.50	\$	46.33	Υ	6.5%	Target Recovery 100%-Base
13	Tournament Green Rate (Monday - Thursday)	\$	72.51	\$	77.23	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
	Tournament Green Rate (Friday - Sunday)	\$	80.24		85.46	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
14	Tournament Green Nate (Fluay - Sunday)	Ψ	00.24	Ψ	05.40	'	0.570	increase of 6.5% for 2024
15	Sell off Rate (18 holes)	\$	35.77	\$	38.10	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
16	Disc Golf - 18 holes	\$	6.00	\$	6.39	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
17	Disc Golf - per day	\$	10.00	\$	10.65	Υ	6.5%	Target Recovery 100%-Base
18	Simulated Golf - per hour weekdays	\$	40.00	\$	42.60	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
	Simulated Golf - per hour weekends	\$	45.00	\$	47.93	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%-Base
13	Simulated Coll - per flour weekends	Ψ	45.00	Ψ	47.55	·	0.570	increase of 6.5% for 2024
	King's Forest (only) Advantage Packs							
	(Effective January 1, 2024)							Target Recovery 100%-Base
20	12 Rounds	\$	664.41	\$	707.60	Y	6.5%	increase of 6.5% for 2024
21	24 Rounds	\$	1,285.94	\$	1,369.52	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	King's Forest Golf Memberships (Effective January 1, 2024)							
22	King's Forest -Adult	\$	2,174.80	\$	2,316.16	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
23	King's Forget Couples	\$	3,913.69	¢	4,053.29	Y	3.6%	Target Recovery 100%-Base increase of 6.5% for 2024 with 50%
23	King's Forest -Couples	φ	5,515.09	Φ	4,000.29	ī	J.U /0	off second membership
24	King's Forest -Junior (18&under) - any day	\$	519.15	\$	579.04	Υ	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	Υ	11.9%	Target Recovery 100%-25% discount from adult rate
26	King's Forest - Intermediate (19-34)		N/A	\$	1,222.30	Υ	n/a	Target Recovery 100%-New item added in 2023 included in 2024 user
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Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
27	King's Forest -Weekday	\$	1,603.56	\$	1,737.12	Υ	8.3%	Target Recovery 100%-25% discount from adult rate
28	City Wide - Adult	\$	2,688.56	\$	2,862.04	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
29	City Wide - Couples	\$	4,506.47	\$	5,008.57	Υ	11.1%	Target Recovery 100% 50% off second membership
30	City Wide-Senior	\$	1,954.45	\$	2,146.53	Υ	9.8%	Target Recovery 100%-25% discount from adult rate
31	City Wide - Weekday	\$	2,035.89	\$	2,146.53	Υ	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	Υ	0.9%	Target Recovery 100%-60% discount from adult rate
33	City Wide - Junior (18 and under)	\$	674.15	\$	715.51	Υ	6.1%	Target Recovery 100%-75% discount from adult rate
34	City Wide - Immediate (19-35)	\$	1,417.41	\$	1,431.02	Υ	1.0%	Target Recovery 100%-50% discount from adult rate
35	Main banquet room rental - Special Event - Hourly Rate	\$	57.80	\$	61.56	Υ	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	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
37	Special Event Fee	\$	250.00	\$	266.25	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
38	Special Event Gratuity	\$	50.00	\$	53.25	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
39	Disc Golf - Fall/Winter Membership	\$	100.00	\$	106.50	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Flex Pass - King's Forest (Effective January 1, 2024)							
	Flex Pass Characteristics - ADULT							
40	Activation Fee to Purchase Pass - One Time Fee	\$	298.18	\$	317.56	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
41	Peak Green Fee (25% off before 11am)	\$	49.80	\$	53.04	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
42	Non-Peak Green Fee (40% off)	\$	39.84	\$	42.43	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Flex Pass Characteristics - SENIOR (60+)							
43	Activation Fee to Purchase Pass - One Time Fee	\$	253.18	\$	269.63	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
44	Peak Green Fee (25% off before 11am)	\$	40.82	\$	43.48	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
45	Non-Peak Green Fee (40% off)	\$	32.87	\$	35.00	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Golf Carts - All Courses (Effective January 1, 2024)							
46	9 hole pull cart	\$	2.99	\$	3.19	Υ	6.6%	Target Recovery 100%-Base increase of 6.5% for 2024
47	18 hole pull cart	\$	4.98	\$	5.30	Υ	6.4%	Target Recovery 100%-Base increase of 6.5% for 2024
48	18 hole power cart	\$	33.86	\$	36.06	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
49	18 hole power cart - single rider	\$	18.91	\$	20.14	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
50	9 hole power cart	\$	19.92	\$	21.21	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
51	9 hole power cart - single rider	\$	9.96	\$	10.61	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024



2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
52	Sunset (After 6pm) Power cart	\$	9.96	\$	10.61	Υ	6.5%	Target Recovery 100%-Base increase of 6.5% for 2024
	Notes:							
	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.							



Department: Healthy and Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	202	2023 Approved Fee				4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	User Group Ice Rates (Hourly) (Effective July 1, 2024)									
1	Prime Time Non Subsidized	\$	325.83	\$	335.60	Υ	3.0%	Target Recovery 50%-Holding at 3% due to market constraints		
2	Prime Time Subsidized - 43% Discount from Standard Rate	\$	176.10	\$	191.29	Υ	8.6%	Target Recovery 50%-43% discount from non-subsidized rate		
3	Non Prime Time	\$	244.37	\$	251.70	Υ	3.0%	Target Recovery 50%-Holding at 3% due to market constraints		
4	Non Prime Time Subsidized - 43% Discount from Standard Rate	\$	176.10	\$	143.47	Υ	-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	\$	251.70	Υ	3.0%	Target Recovery 50%-Holding at 3% due to market constraints		
6	Summer Ice Non Subsidized	\$	352.19	\$	456.58	Υ	29.6%	Target Recovery 50%-Adjusted to achieve 6.5% increase from affiliate		
7	Summer Ice Subsidized - 43% Discount from Standard Rate	\$	244.37	\$	260.25	Υ	6.5%	price Target Recovery 50%-43% discount from non-subsidized rate		
8	Last Minute Ice (48 Hours Prior to Use, Non-Refundable)	\$	176.10	\$	150.00	Υ	-14.8%	Target Recovery 50%-Lowering price in order to incentivize groups to fill short term availabilities		
9	Shooter Pad (1 Hour)	\$	30.22	\$	32.18	Υ	6.5%	Target Recovery 50%-Base increase of 6.5% for 2024		
10	Shooter Pad (1 Hour) (Block Booking >50 hours)	\$	22.66	\$	24.13	Υ	6.5%	Target Recovery 50%-Base increase of 6.5% for 2024		



Department: Healthy and Safe Communities

Division: Recreation

Admission sea guiletic to patricus upon entering presentation Centres, Outdoor Pools, Arenas and Seniors' Facilities for non-registered drop-in programming. Infant - 10 to 38 months, Efree) Childrivouth - 3 to 17 years Adult - 18 to 64 years Seniors - 55' years Pamily - 1 to 2 abulta and/or their dependent children under 18 years of Jage Ming at the same address Recreation Centre & Pool Admission Feee (Effective July 1, 2024) Infant - 18 to 64 years Seniors - 55' years Pamily - 1 to 2 abulta and/or their dependent children under 18 years of Jage Ming at the same address Recreation Centre & Pool Admission Feee (Effective July 1, 2024) Infant - 18 to 64 years Seniors - 55' years Pamily - 1 to 2 abulta and/or their dependent children under 18 years of Jage Ming at the same address Recreation Centre & Pool Admission Feee (Effective July 1, 2024) Infant - 18 to 64 years Seniors - 55' years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta and/or their dependent children under 18 years Pamily - 1 to 2 abulta a	,,	Our face on Author Provided and Land Coll Day	2023	Approved	2024	Proposed	LIOT CAND	% Change	Comments / December 10
Centres, Outdoor Pools, Arenas and Seniors' Facilities for non-registered drop-in programming. Infant 8 to \$8 months (Free) Child/Youth - 3 to 17 years Adult - 18 to \$4 years Seniors - 55 years Family - 1 to 2 adults and/or their dependent children under 18 years of age Uring at the same address Recreation Centre & Pool Admission Fees (Effective July 1, 2024) Target Recovery 35% - Holding programs which are staff supervised but not lead by an instructor.	#	Service or Activity Provided or Use of City Property					HST (Y/N)*		Comments / Recovery %
Infant - 10 to 8 months (Free) Child/Youth - 3 to 17 years									
Child/Youth - 3 to 17 years Adult - 18 to 54 years Saniors - 55+ years Saniors -		non-registered drop-in programming.							
Adult - 18 to 54 years Sanifors - 56 years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address		· · ·							
Senitors - 55+ years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address									
Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address									
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Applied to drop-in aym programs as well as drop-in swimming programs withich are staff supervised but not lead by an instructor.									
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Single Admit (Fitness Specialty)	3	Single Admit (Fitness)	\$	8.26	\$	8.63	Υ	4.5%	
Single Admit (Fitness Specialty)									
Target Recovery 35% - Holding admissions at 4.4% inflationary due to market constraints Target Recovery 35% - Holding admissions at 4.4% inflationary due to market constraints Target Recovery 35% - Adjusting to match with Senior - Single Admit properties of the properties of	4	Single Admit (Fitness Specialty)	\$	9.86	\$	10.29	Υ	4.4%	, ,
Single Admit (Fun Night)									
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14 Yearly Pass (Child/Youth/Senior) \$ 46.70 \$ 48.76 Y 4.4% admissions at 4.4% inflationary due to market constraints									
Target Recovery 35% -Holding 15 Yearly Pass (Senior RFAP Clients) \$ 11.69 \$ 12.20 Y 4.4% admissions at 4.4% inflationary due to market constraints	14	Yearly Pass (Child/Youth/Senior)	\$	46.70	\$	48.76	Υ	4.4%	
15 Yearly Pass (Senior RFAP Clients) \$ 11.69 \$ 12.20 Y 4.4% admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding 16 Yearly Pass (Adult) \$ 110.71 \$ 115.58 Y 4.4% admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding 17 Yearly Pass (Adult RFAP Clients) \$ 27.69 \$ 28.91 Y 4.4% admissions at 4.4% inflationary due									
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Target Recovery 35% -Holding 17 Yearly Pass (Adult RFAP Clients) \$ 27.69 \$ 28.91 Y 4.4% admissions at 4.4% inflationary due	16	Yearly Pass (Adult)	\$	110.71	\$	115.58	Υ	4.4%	
17 Yearly Pass (Adult RFAP Clients) \$ 27.69 \$ 28.91 Y 4.4% admissions at 4.4% inflationary due									
	17	Yearly Pass (Adult RFAP Clients)	\$	27.69	\$	28.91	Υ	4.4%	
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Department: Healthy and Safe Communities

Division: Recreation

#	Service or Activity Provided or Use of City Property	20	23 Approved Fee	2024	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
18	Yearly Pass (Replacement Card)	\$	5.28	\$	5.51	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
19	Non-Resident Fee Applied to Clip Cards & Yearly Pass Rates Above	\$	14.70	\$	15.35	Υ	4.4%	admissions at 4.4% inflationary due to market constraints
20	Promotional Pass (Youth) (20 pack with expiration date)	\$	10.93	\$	11.41	Υ	4.4%	Target Recovery 35% -
	Waterfit Admission Fees (Effective July 1, 2024)							
	Applied to instructor lead drop-in water fitness programs.							
21	Single Admit (Senior)	\$	2.46	\$	2.70	Υ	9.8%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator Target Recovery 35% -Holding
22	Single Admit (Adult)	\$	5.53	\$	5.78	Υ	4.5%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
23	Single Admit (Warm Water Exercise) (Adult)	\$	6.92	\$	7.22	Υ	4.3%	admissions at 4.4% inflationary due to market constraints
24	Single Admit (Warm Water Exercise) (Senior)	\$	5.54	\$	5.79	Υ	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	Υ	4.6%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
26	Monthly Pass (Senior)	\$	8.09	\$	8.89	Υ	9.9%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
27	Monthly Pass (Adult)	\$	22.92	\$	23.93	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
28	3 Monthly Pass (Senior)	\$	22.45	\$	24.70	Υ	10.0%	Target Recovery 35% -Historically priced too low, attempting to increase to market comparator
29	3 Monthly Pass (Adult)	\$	61.89	\$	64.61	Υ	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	Υ	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	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
32	Yearly Pass (Senior)	\$	81.55	\$	89.71	Υ	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	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
34	Yearly Pass (Adult)	\$	210.13	\$	219.37	Υ	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	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints
36	Yearly Pass (Replacement Card)	\$	5.28	\$	5.51	Υ	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	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Arena Admission Fees (Effective July 1, 2024)							
	Applied to drop-in skating programs which are staff supervised but not lead by an instructor.							T 18 05% H.H.
38	Single Admit (Child/Youth/Senior)	\$	3.37	\$	3.52	Υ	4.5%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
39	Single Admit (Adult)	\$	5.03	\$	5.25	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
40	Shinny (Adult)	\$	7.78	\$	8.12	Y	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
41	Shinny (Youth/Senior)	\$	5.21	\$	5.44	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
42	Figure Skating Ticket Ice	\$	13.37	\$	13.95	Y	4.3%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
43	10 Visit Clip Card Shinny (Adult)	\$	58.32	\$	60.88	Y	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
44	10 Visit Clip Card Shinny (Youth/Senior)	\$	39.00	\$	40.71	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
45	10 Visit Clip Card Figure Skating Ticket Ice	\$	100.18	\$	104.59	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
46	Yearly Pass (Child/Youth/Senior)	\$	42.21	\$	44.07	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
47	Yearly Pass (Adult)	\$	64.75	\$	67.60	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
48	Yearly Pass (Replacement Card)	\$	5.28	\$	5.51	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
49	Non-Resident Fee Applies to Yearly Pass Rates Above	\$	14.70	\$	15.35	Υ	4.4%	admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
50	Promotional Pass (Youth) (20 pack with expiration date)	\$	10.93	\$	11.41	Y	4.4%	admissions at 4.4% inflationary due to market constraints
	Senior Facility Admission Fees (Effective July 1, 2024)							
	Applied to all users (age 55+) of the facility based on the facility's status with the municipality as either "Club" or "Centre" designation.							
51	Single Admit	\$	2.59	\$	2.70	Υ	4.2%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints Target Recovery 35% -Holding
52	Yearly Pass (Senior Centre)	\$	35.04	\$	36.58	Υ	4.4%	admissions at 4.4% inflationary due to market constraints
53	Non-Resident Fee Applies to Yearly Pass Rates Above	\$	14.70	\$	15.35	Υ	4.4%	Target Recovery 35% -Holding admissions at 4.4% inflationary due to market constraints



Department: Healthy & Safe Communities

Learn to Swim Program - Parented (30 Minute Class)		DIVISION. Recreation							
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. Preschool - 0 to 5 years Chitid - 6 to 12 years Adult - 18 to 17 years Adult - 18 to 24 guits and/or their dependent children under 18 years of age living at the same address Aquatic Programs (Effective July 1, 2024) 1 Adult - Finess Aqua Spinning (1 Hour Class) 2 Learn to Swim Program - Parented (30 Minute Class) 3 Learn to Swim Program - Parented (30 Minute Class) 5 Learn to Swim Program (30 Minute Class) 5 Learn to Swim Program (30 Minute Class) 5 Learn to Swim Program (45 Minute Class) 5 Learn to Swim Program (45 Minute Class) 6 Private Lesson - Semi (30 Minute Class)/per class 7 Private Lesson - Semi (30 Minute Class)/per class 8 16.89 8 20.27 7 Private Lesson (30 Minute Class)/per class 8 16.89 8 20.27 8 N 10.09 8 Private Lesson (30 Minute Class)/per class 9 Swim Patrol Program (1 Hour Class) 8 Private Lesson (30 Minute Class)/per class 9 Swim Patrol Program (1 Hour Class) 10 Warm Water Exercise (45 Minute Class) 10 Warm Water Exercise (46 Minute Class) 11 Non-Resident Fee Applies to All of the Above Rates 12 Bronze Medallion with Emergency First Ald 13 Bronze Medallion with Emergency First Ald 14 Bronze Medallion with Emergency First Ald 15 Bronze Star 16 Lifesaving Society Aquatic Supervisor Training (AST) 17 Lifesaving Society Aquatic Supervisor Training (AST) 18 Lifesaving Society Aquatic Supervisor Training (AST) 19 Lifesaving Society Aquatic Supervisor Training (AST) Instructor 19 Lifesaving Society Aquatic Supervisor Trainin	#	Service or Activity Provided or Use of City Property			2024		HST (Y/N)*		Comments / Recovery %
Preschol - 9 to Syrars		and charged once for the duration of the class. All registered program fees listed below are based on a single							
Child - 6 to 12 years Youth - 13 to 17 years Adult - 18 to 64 years Seniors - 55+ years Family - 1 to 2 adults and/or their dependent children under 18 years of age living at the same address Aquatic Programs (Effective July 1, 2024) 1 Adult - Filness Aqua Spinning (1 Hour Class) \$ 9.17 \$ 10.08 Y 10.0% Adult - Filness Aqua Spinning (1 Hour Class) \$ 6.77 \$ 7.45 N 10.0% 3 Learn to Swim Program (30 Minute Class) \$ 7.62 \$ 8.39 N 10.0% 4 Learn to Swim Program (45 Minute Class) \$ 8.41 \$ 9.25 N 10.0% 5 Learn to Swim Program (45 Minute Class) \$ 6.73 \$ 7.40 Y 10.0% 6 Private Lesson - Semi (30 Minute Class) (Senior) \$ 6.73 \$ 7.40 Y 10.0% 7 Private Lesson - Semi (30 Minute Class) \$ 16.89 \$ 20.27 N 20.0% 8 Private Lesson - Tri (30 Minute Class)/per class \$ 16.89 \$ 20.27 N 20.0% 8 Private Lesson (30 Minute Class)/per class \$ 28.15 \$ 33.76 N 20.0% 8 Private Lesson (30 Minute Class)/per class \$ 16.89 \$ 20.27 N 20.0% 8 Private Lesson (30 Minute Class)/per class \$ 16.89 \$ 20.27 N 20.0% 10 Warm Water Exercise (45 Minute Class) 11 Non-Resident Fee Applies to All of the Above Rates 12 Bronze Cross 13 Bronze Medallion with Emergency First Ald \$ 135.71 \$ 144.53 N 6.5% 13 Bronze Medallion with Emergency First Ald \$ 135.71 \$ 144.53 N 6.5% 14 Bronze Medallion with Emergency First Ald \$ 135.71 \$ 144.53 N 6.5% 15 Bronze Star 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 16 Bronze Star 17 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 18 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% 19 Lifesa		the full program fee unless specified.							
1 Adult - Fitness Aqua Spinning (1 Hour Class) \$ 9.17 \$ 10.08 Y 10.0% market comparators with market comparators and the comparators are considered and the comparators are comparators and the comparators are considered and the comparators and the comparators and the comparators are considered and the comparators and the comparators and the comparators are considered and the comparators are considered and the comparators and the comparators and the comparators are considered and the comparators are considered and the comparators are considered and the comparators and the comp		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							
Learn to Swim Program - Parented (30 Minute Class)		Aquatic Programs (Effective July 1, 2024)							
2 Learn to Swim Program (30 Minute Class) \$ 7.62 \$ 8.39 N 10.0% market comparators Recovery Target 35% - Aligned with market comparators Recovery Target 35% - Base increased Recovery Target 35% -	1	Adult - Fitness Aqua Spinning (1 Hour Class)	\$	9.17	\$	10.08	Υ	10.0%	
4 Learn to Swim Program (45 Minute Class) 5 Learn to Swim Program (45 Minute Class) 5 Learn to Swim Program (45 Minute Class) (Senior) 6 Private Lesson - Semi (30 Minute Class)/per class 7 Private Lesson - Semi (30 Minute Class)/per class 8 22.52 \$ 27.03 N 20.0% 8 Private Lesson - Tri (30 Minute Class)/per class 8 16.89 \$ 20.27 N 20.0% 8 Private Lesson (30 Minute Class)/per class 8 16.89 \$ 20.27 N 20.0% 8 Private Lesson (30 Minute Class)/per class 8 28.15 \$ 33.78 N 20.0% 8 Private Lesson (30 Minute Class)/per class 9 Swim Patrol Program (1 Hour Class) 10 Warm Water Exercise (45 Minute Class) 10 Warm Water Exercise (45 Minute Class) 11 Non-Resident Fee Applies to All of the Above Rates 12 Bronze Cross 13 Bronze Medallion with Emergency First Aid 15 Bronze Medallion with Emergency First Aid 16 Lifesaving Society Aquatic Supervisor Training (AST) 17 Lifesaving Society Aquatic Supervisor Training (AST) 18 Lifesaving Society Aquatic Supervisor Training (AST) 19 Lifesaving Society Aquatic Supervisor Training (AST) 10 Lifesaving Society Apasitic Sariety Instructor 10 Lifesaving Society Aquatic Supervisor Training (AST) 11 Lifesaving Society Aquatic Supervisor Training (AST) 12 Lifesaving Society Aquatic Supervisor Training (AST) 19 Lifesaving Society Aquatic Instructors 10 Lifesaving Society Aquatic Supervisor Training (AST) 10 Lifesaving Society Aquatic Supervisor Training (AST) 11 Lifesaving Society Aquatic Supervisor Training (AST) 12 Lifesaving Society Aquatic Supervisor Training (AST) 13 Lifesaving Society Aquatic Supervisor Training (AST) 14 Lifesaving Society Aquatic Supervisor Training (AST) 15 Lifesaving Society Aquatic Supervisor Training (AST) 16 Lifesaving Society Aquatic Supervisor Training (AST) 17 Lifesaving Society Aquatic Supervisor Training (AST) 18 Lifesaving Society Aquatic Supervisor Training (AST) 19 Lifesaving Society Aquatic Supervisor Training	2	Learn to Swim Program - Parented (30 Minute Class)	\$	6.77	\$	7.45	N	10.0%	, ,
Earn to Swill Program (45 Minute Class) (Senior) \$ 6.73 \$ 7.40 Y 10.0% Recovery Target 35% - Aligned with market comparators Recovery Target 50% - Aligned with market comparators Recovery Target 35% - Base increase Target 50% - Aligned with market comparators Recovery Target 35% - Base increase Target 50% - Base i	3	Learn to Swim Program (30 Minute Class)	\$	7.62	\$	8.39	N	10.0%	•
Second Comparators	4	Learn to Swim Program (45 Minute Class)	\$	8.41	\$	9.25	N	10.0%	
Private Lesson - Semi (30 Minute Class)/per class \$ 22.92	5	Learn to Swim Program (45 Minute Class) (Senior)	\$	6.73	\$	7.40	Υ	10.0%	•
Private Lesson (30 Minute Class)/per class \$ 28.15 \$ 33.78 N 20.0% market comparators	6	Private Lesson - Semi (30 Minute Class)/per class	\$	22.52	\$	27.03	N	20.0%	
8 Private Lesson (30 Minute Class)/per class \$ 28.15 \$ 33.78 N 20.0% Recovery Target 50% -Aligned with market comparators Recovery Target 55% -Aligned with market comparators Recovery Target 35% -New item added in 2023 included in 2024 using added in 2024 usi	7	Private Lesson - Tri (30 Minute Class)/per class	\$	16.89	\$	20.27	N	20.0%	Recovery Target 50% -Aligned with market comparators
9 Swim Patrol Program (Thour Class) \$ 8.41 \$ 9.25 N 10.0% market comparators Recovery Target 35% -New item Added in 2023 included in 2024 us fee report Recovery Target 35% -Base incress of 6.5% for 2024 11 Non-Resident Fee Applies to All of the Above Rates \$ 1.64 \$ 1.74 Y 6.4% Recovery Target 35% -Base incress of 6.5% for 2024 Aquatic Leadership Programs (Effective July 1, 2024) Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee. 12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 13 Bronze Medallion with Emergency First Aid \$ 135.71 \$ 144.53 N 6.5% of 6.5% for 2024 14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% of 6.5% for 2024 15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% for 2024 18 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 320.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 320.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 320.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 320.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base incress of 6.5% for 2024	8	Private Lesson (30 Minute Class)/per class	\$	28.15	\$	33.78	N	20.0%	Recovery Target 50% -Aligned with
10 Warm Water Exercise (45 Minute Class) N/A \$ 7.61 Y n/a added in 2023 included in 2024 us fee report Recovery Target 35% -Base increased of 6.5% for 2024 Aquatic Leadership Programs (Effective July 1, 2024) Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee. 12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% Recovery Target 35% -Base increased for 6.5% for 2024 13 Bronze Medallion with Emergency First Aid \$ 135.71 \$ 144.53 N 6.5% Recovery Target 35% -Base increased for 6.5% for 2024 14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% for 2024 Recovery Target 35% -Base increased for 6.5% for 2024 Recovery Target 35% -Base increased for 6.5% for 2024 15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% Recovery Target 35% -Base increased for 6.5% for 2024 Recovery Target 35% -Base	9	Swim Patrol Program (1 Hour Class)	\$	8.41	\$	9.25	N	10.0%	Recovery Target 35% -Aligned with market comparators
Aquatic Leadership Programs (Effective July 1, 2024) Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee. 12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% Recovery Target 35% -Base increading 6.5% for 2024 13 Bronze Medallion with Emergency First Aid \$ 135.71 \$ 144.53 N 6.5% Recovery Target 35% -Base increading 6.5% for 2024 14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% of 6.5% for 2024 15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% Recovery Target 35% -Base increading 6.5% for 2024 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.85 \$ 97.82 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increading 6.5% for 2024	10	Warm Water Exercise (45 Minute Class)	N/A		\$	7.61	Υ	n/a	added in 2023 included in 2024 user
Any material costs and exam fees by the applicable service providers, are passed on to the client as an extra fee. 12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% Recovery Target 35% -Base increase of 6.5% for 2024 Recovery Target 3	11	Non-Resident Fee Applies to All of the Above Rates	\$	1.64	\$	1.74	Υ	6.4%	Recovery Target 35% -Base increase of 6.5% for 2024
providers, are passed on to the client as an extra fee. 12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% of 2024 13 Bronze Medallion with Emergency First Aid \$ 135.71 \$ 144.53 N 6.5% of 6.5% for 2024 14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% excovery Target 35% -Base increased for 6.5% for 2024 15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% excovery Target 35% -Base increased for 6.5% for 2024 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.85 \$ 97.82 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 162.66 \$ 173.23 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% excovery Target 35% -Base increased for 6.5% for 2024 19 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5%		Aquatic Leadership Programs (Effective July 1, 2024)							
12 Bronze Cross \$ 115.09 \$ 122.57 N 6.5% of 6.5% for 2024 13 Bronze Medallion with Emergency First Aid \$ 135.71 \$ 144.53 N 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.85 \$ 97.82 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024 21 Recovery Target 35% -Base increa of 6.5% for 2024 22 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increa of 6.5% for 2024		, ,,							
14 Bronze Medallion/Bronze Cross Recertification \$ 71.41 \$ 76.05 N 6.5% for 2024 Recovery Target 35% -Base incread of 6.5% for 2024 Recovery Target 35% -Base i	12	Bronze Cross	\$	115.09	\$	122.57	N	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
15 Bronze Star \$ 99.46 \$ 105.92 N 6.5% of 6.5% for 2024 16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% Recovery Target 35% -Base increaded for 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.85 \$ 97.82 Y 6.5% Recovery Target 35% -Base increaded for 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% Recovery Target 35% -Base increaded for 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base increaded for 6.5% for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increaded for 6.5% for 2024 21 Recovery Target 35% -Base increaded for 6.5% for 2024 Recovery Target 35% -Base increaded for 6.5%	13	Bronze Medallion with Emergency First Aid	\$	135.71	\$	144.53	N	6.5%	
16 Lifesaving Society Aquatic Safety Inspector \$ 82.26 \$ 87.60 Y 6.5% for 2024 17 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.85 \$ 97.82 Y 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% For 2024 Recovery Target 35% -Base increased 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
17 Lifesaving Society Aquatic Supervisor Training (AST) 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor 19 Lifesaving Society Assistant Instructors 10 Lifesaving Society Assistant Instructors 11 Lifesaving Society Assistant Instructors 12 Lifesaving Society Combined Instructors 13 Lifesaving Society Combined Instructors 14 Lifesaving Society Combined Instructors 15 Jan 22 S Jan 25 S Jan 25 S Jan 25 S Jan 25 S Jan 20 S Jan	15	Bronze Star	\$	99.46	\$	105.92	N	6.5%	
18 Lifesaving Society Aquatic Supervisor Training (AST) \$ 91.65 \$ 97.82 Y 6.5% of 6.5% for 2024 18 Lifesaving Society Aquatic Supervisor Training (AST) Instructor \$ 95.97 \$ 102.21 Y 6.5% Recovery Target 35% -Base increased for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base increased for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increased for 2024	16	Lifesaving Society Aquatic Safety Inspector	\$	82.26	\$	87.60	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
19 Lifesaving Society Assistant Instructors \$ 95.97 \$ 102.21 Y 6.5% of 6.5% for 2024 19 Lifesaving Society Assistant Instructors \$ 162.66 \$ 173.23 Y 6.5% Recovery Target 35% -Base increased of 6.5% for 2024 20 Lifesaving Society Combined Instructors \$ 230.87 \$ 245.88 Y 6.5% Recovery Target 35% -Base increased of 6.5% Recovery	17	Lifesaving Society Aquatic Supervisor Training (AST)	\$	91.85	\$	97.82	Υ	6.5%	
20 Lifesaving Society Combined Instructors \$ 102.00 \$ 173.23 \$ 0.5% of 6.5% for 2024 Recovery Target 35% -Base increases \$ 230.87 \$ 245.88 \$ \$ 6.5% Recovery Target 35% -Base increases \$ 230.87 \$ 245.88 \$ \$ 250.87 \$ \$ 2	18	Lifesaving Society Aquatic Supervisor Training (AST) Instructor	\$	95.97	\$	102.21	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
1 ZU Lifesaving Society Compined instructors \$ ZSURZ \$ Z45.88 Y 6.5%	19	Lifesaving Society Assistant Instructors	\$	162.66	\$	173.23	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
	20	Lifesaving Society Combined Instructors	\$	230.87	\$	245.88	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024



Department: Healthy & Safe Communities

Division: Recreation		2022 Annual d							
#	Service or Activity Provided or Use of City Property	202	23 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %	
21	Lifesaving Society Examiner	\$	45.58	\$	48.54	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
22	Lifesaving Society First Aid Instructor	\$	114.82	\$	122.28	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
23	Lifesaving Society Safeguard	\$	27.43	\$	29.21	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
24	Lifesaving Society SEE Auditor	\$	27.43	\$	29.21	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
25	Lifesaving Society Standard First Aid	\$	91.85	\$	97.82	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
26	Lifesaving Society Standard First Aid (Senior)	\$	73.48	\$	78.26	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
27	Lifesaving Society Standard First Aid Recertification	\$	67.19	\$	71.56	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
28	Lifesaving Society Trainer	\$	144.30	\$	153.68	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
29	National Lifeguard	\$	230.87	\$	245.88	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
30	National Lifeguard Instructor Course	\$	80.96	\$	86.22	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
31	National Lifeguard Recertification	\$	50.94	\$	54.25	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
32	Swim for Fitness 13+	\$	75.06	\$	79.94	Υ	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	Υ	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	Υ	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	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024	
	Programs (Effective July 1, 2024)								
	All Facilities - Applied to all facilities unless otherwise identified								
41	Adult - Art/Music Program (1 Hour Class)	\$	5.58	\$	6.13	Υ	9.9%	Recovery Target 35% -Aligned with market comparators	
42	Adult - Dance/Fitness Program - Specialty (1 Hour Class)	\$	8.22	\$	9.04	Υ	10.0%	Recovery Target 35% -Aligned with market comparators	
43	Adult - Dance/Fitness Program (1 Hour Class)	\$	6.89	\$	7.58	Υ	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	Υ	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	Υ	10.0%	Recovery Target 35% -Aligned with market comparators	



Department: Healthy & Safe Communities

	Division. Recreation	0000		202	4 Dannagard		0/ Ohan	
#	Service or Activity Provided or Use of City Property		Approved Fee	2024	4 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	Υ	10.0%	Recovery Target 35% -Aligned with market comparators
58	Senior - Dance/Fitness Program - Specialty (1 Hour Class)	\$	6.58	\$	7.24	Υ	10.1%	Recovery Target 35% -Aligned with market comparators
59	Senior - Art/Music Program (1 Hour Class)	\$	4.46	\$	4.91	Υ	10.1%	Recovery Target 35% -Aligned with market comparators
60	Senior - Sport Program (Non-Instructed) (2 Hour Class)	\$	5.23	\$	5.75	Υ	10.0%	Recovery Target 35% -Aligned with market comparators
61	Senior - SALC Funded Programming	N/A		\$	3.13	Υ	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	Υ	6.5%	Recovery Target 35% -Base increase of 6.5% for 2024
69	Withdrawal Fee (Registered Programs)	\$	5.88	\$	6.26	Υ	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	Υ	6.1%	Recovery Target 35% -Base increase of 6.5% for 2024



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Sports Field Rentals (Effective January 1, 2024)							
1	Field/Diamond-A (Hourly)	\$	42.08	\$	44.82	Υ	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	Υ	6.5%	Target Recovery 35%- 50% discour from base rate
3	Field/Diamond-B (Hourly)	\$	29.22	\$	31.13	Υ	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	Υ	6.5%	Target Recovery 35%- 50% discour from base rate Target Recovery 35%- To achieve
5	Field/Diamond-C (Hourly)	\$	4.98	\$	5.64	Υ	13.3%	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	Υ	6.4%	Target Recovery 35%- 50% discour from base rate Target Recovery 35%- To achieve
7	Field-MINI (Hourly)	\$	3.43	\$	4.23	Υ	23.3%	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	Υ	6.8%	Target Recovery 35%- 50% discour from base rate
9	Class A Artificial Turf (Hourly)	\$	142.39	\$	151.66	Υ	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	Υ	6.5%	Target Recovery 35%- 50% discour from base rate
11	Class C - Pickleball 12 Court Block		N/A	\$	63.64	Υ	n/a	Target Recovery 35%- New item added in 2023 included in 2024 user fee report
	Hall Rentals (Effective July 1, 2024)							
	Category A - Premium Community Rooms/Auditorium/Lobby							
12	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	22.83	\$	31.84	Y	39.5%	Target Recovery 35%- 50% discour from standard rate
13	Hourly Rate - Standard	\$	53.71	\$	63.68	Υ	18.6%	Target Recovery 35%- Aligned with market comparators
14	Hourly Rate - Commercial/Non-Resident	\$	80.58	\$	82.78	Υ	2.7%	Target Recovery 35%- 30% premium from standard rate
	Category B - Standard Community Rooms							
15	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	18.27	\$	19.77	Υ	8.2%	Target Recovery 35%- 50% discour from standard rate
16	Hourly Rate - Standard	\$	39.13	\$	39.53	Υ	1.0%	Target Recovery 35%- Aligned with market comparators
17	Hourly Rate - Commercial/Non-Resident	\$	65.23	\$	51.39	Υ	-21.2%	Target Recovery 35%- 30% premium from standard rate
	Category C - Basic Community Rooms							
18	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	5.23	\$	12.27	Υ	134.5%	Target Recovery 35%- 50% discour from standard rate
19	Hourly Rate - Standard	\$	15.66	\$	24.53	Υ	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
	Gym Rentals (Effective July 1, 2024) Category A - Premium Gym 6000 Sq Ft+ (ARC Double, WMT Double, Central, BMRC Double)							



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
21	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	39.38	\$	42.64	Υ	8.3%	Target Recovery 35%- 50% discount from standard rate
22	Hourly Rate - Standard	\$	78.75	\$	85.29	Υ	8.3%	Target Recovery 35%- Aligned with HWDSB rate
23	Hourly Rate - Commercial/Non-Resident	\$	118.13	\$	127.93	Υ	8.3%	Target Recovery 35%- 50% premium from standard rate
	Category B - Gym 3500-6000Sq Ft+ (Ancaster Single, Dundas, Huntington, Bennetto, WMT Single)							
24	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	33.18	\$	35.93	Υ	8.3%	Target Recovery 35%- 50% discount from standard rate
25	Hourly Rate - Standard	\$	66.36	\$	71.87	Υ	8.3%	Target Recovery 35%- Aligned with HWDSB rate
26	Hourly Rate - Commercial/Non-Resident	\$	99.12	\$	107.35	Υ	8.3%	Target Recovery 35%- 50% premium from standard rate
	Category C - Gym - 3000-3499 (BMRC single, Winona)							
27	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	16.59	\$	17.97	Υ	8.3%	Target Recovery 35%- 50% discount from standard rate
28	Hourly Rate - Standard	\$	33.18	\$	35.93	Υ	8.3%	Target Recovery 35%- Aligned with HWDSB rate
29	Hourly Rate - Commercial/Non-Resident	\$	49.77	\$	53.90	Υ	8.3%	Target Recovery 35%- 50% premium from standard rate
	Parks (Effective July 1, 2024)							
30	Parks - Hamilton Pavilion (Per Booking)	\$	81.81	\$	87.12	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
31	Parks - Hamilton (Per Booking)	\$	115.21	\$	122.69	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
32	Parks - Hamilton (Hourly)	\$	14.40	\$	15.34	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
33	Parks - Hamilton Premium (Per Booking)	\$	375.59	\$	400.00	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
34	Parks - Hamilton - Wedding Ceremony/Photos (Per Booking)	\$	198.78	\$	211.70	Υ	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	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
	Pool Rentals (Effective July 1, 2024) Category A - Specialty Pools (With 2 Lifeguards) (Stoney Creek, Westmount, Valley Park)							
36	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	146.27	\$	124.62	Υ	-14.8%	Target Recovery 35%- adjusted for market comparators
37	Hourly Rate - Standard	\$	234.03	\$	249.25	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
38	Hourly Rate - Commercial/Non-Resident	\$	363.54	\$	324.02	Υ	-10.9%	Target Recovery 35%- adjusted for market comparators
39	Slide Rental (Hourly)	\$	109.12	\$	48.70	Υ	-55.4%	Target Recovery 35%- adjusted for market comparators
	Category B - Traditional Pools (With 2 Lifeguards) (All Other Facilities)							
40	Hourly Rate - Subsidized - 50% Discount from Standard Rate	\$	69.53	\$	80.04	Υ	15.1%	Target Recovery 35%- 50% discount from standard rate
41	Hourly Rate - Standard	\$	146.27	\$	160.08	Υ	9.4%	Target Recovery 35%- Aligned with market comparators
42	Hourly Rate - Commercial/Non-Resident	\$	234.03	\$	208.10	Υ	-11.1%	Target Recovery 35%- adjusted for market comparators



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Category C - Hot/Teach Pool (With 1 Lifeguard)							
43	Hourly Rate -Subsidized - 50% Discount from Standard Rate	\$	36.73	\$	64.03	Y	74.3%	Target Recovery 35%- adjusted for
	Hourly Rate - Standard	\$	80.02		128.06	Y	60.0%	market comparators Target Recovery 35%- adjusted for
	Hourly Rate - Commercial/Non-Resident	\$	128.04		166.48	Y	30.0%	market comparators Target Recovery 35%- adjusted for
75	Floary Nate - Commercial/Non-Nestacht	Ψ	120.04	Ψ	100.40	'	30.070	market comparators
	Arena Floor Rates (Effective July 1, 2024)							
46	Arena Floor Hamilton (Hourly)	\$	54.74	\$	58.29	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
47	Arena Special Event - Standard (Hourly)	\$	118.18	\$	125.86	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
48	Arena Special Event - Commercial/Non-Resident (Per Booking)	\$	1,365.53	\$	1,454.28	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
	Extra Rental Fees (Effective July 1, 2024)							
49	Arena Event Cleaning Charge (Per Booking)	\$	204.72	\$	218.03	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
50	Arena Overtime (Per Booking)	\$	409.79	\$	436.43	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
51	Field & Park - Lights (Hourly)	\$	15.21	\$	18.00	Υ	18.4%	Target Recovery 35%
52	Field & Park - Lights - Subsidized (Hourly) - 50% Discount from Standard Rate	\$	8.45	\$	9.00	Υ	6.5%	Target Recovery 35%- 50% discount standard rate
53	Field & Park - Lights - Key Deposit	\$	32.14	\$	34.23	N	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
54	Field & Park - Hydro Access Fee (Per Booking)	\$	7.10	\$	7.56	Υ	6.5%	Target Recovery 35%- Base increase of 6.5% for 2024
55	Flat Fee Damage Charge (Per Booking)	\$	388.33	\$	413.57	Υ	6.5%	Target Recovery 35%- Base
56	Gym/Kitchen Equipment (Hourly)	\$	11.11	\$	11.83	Υ	6.5%	increase of 6.5% for 2024 Target Recovery 35%- Base
57	Flat Fee Kitchen Sanitization	\$	67.52	\$	71.90	Y	6.5%	increase of 6.5% for 2024 Target Recovery 35%- Base
58	Flat Fee Set-up Full Gym (Per Booking)	\$	244.93		260.85	Y	6.5%	increase of 6.5% for 2024 Target Recovery 35%- Base
	Flat Fee Set-up Half Gym (Per Booking)	\$	122.63		130.60	Y	6.5%	increase of 6.5% for 2024 Target Recovery 35%- Base
	Flat Fee Set-up Meeting Room (Per Booking)	\$	63.50		67.63	Y	6.5%	increase of 6.5% for 2024 Target Recovery 35%- Base
								increase of 6.5% for 2024 Target Recovery 35%- Base
	Parking Lot (Spot/Day) (Special Events Only)	\$	7.38		7.86	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%- Base
	Rental Amendment	\$	5.88	\$	6.26	Y	6.5%	increase of 6.5% for 2024 Target Recovery 100%- Base
63	Insurance Fee	\$	5.88	\$	6.26	Y	6.5%	increase of 6.5% for 2024
64	Staff - Monitor/Additional Staffing/Arena Staff (Hourly)	\$	29.66	\$	35.18	Υ	18.6%	Target Recovery 100%- Adjusted for estimated staff hourly rate + benefits
65	Staff - Supervisor - Onsite/Extra Lifeguard/Waterfit Instructor (Hourly)	\$	45.02	\$	53.09	Y	17.9%	Target Recovery 100%- Adjusted for estimated staff hourly rate + benefits



2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023 Approved Fee		2024 Proposed Fee		HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Inspection Fees (in addition to fees collected for Planning and/or Fire)							
1	Migrant Farm Worker Housing	\$	138.50	\$	144.25	Υ	4.2%	100%
2	Lodging House	\$	120.35	\$	125.66	Υ	4.4%	
3	Residential Care Facilities - annual/per bed	\$	70.80	\$	74.34	Υ	5.0%	



Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023 Approved Fee		2024 Proposed Fee		HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Inspection Fees (in addition to fees collected for Planning and/or Fire)							
1	Food Safety Fee - High Risk	\$	226.55	\$	236.28	Υ	4.3%	75%
2	Food Safety Fee - Medium Risk	\$	103.54	\$	107.96	Υ	4.3%	75%
3	Food Safety Fee - Low Risk	\$	52.21	\$	54.87	Υ	5.1%	75%
4	Bed and Breakfast	\$	103.54	\$	107.96	Υ	4.3%	100%
5	Refreshment Vehicle - Class A	\$	103.54	\$	107.96	Υ	4.3%	100%
6	Refreshment Vehicle - Class B	\$	103.54	\$	107.96	Υ	4.3%	100%
7	Refreshment Vehicle - Class C	\$	52.21	\$	54.87	Υ	5.1%	100%
8	Tobacco Vendors - Inspection per Licence	\$	211.06	\$	220.35	Υ	4.4%	100%
9	Electronic Cigarettes - Inspection per Licence	\$	67.70	\$	70.80	Υ	4.6%	100%
10	Personal Services Settings Fee	\$	126.55	\$	132.12	Υ	4.4%	75%
11	Property Status Reports (Work Orders) - No Inspection	\$	56.19	\$	58.41	Υ	3.9%	100%
12	Funeral Home Inspection	\$	67.70	\$	70.80	Υ	4.6%	



2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Healthy Environments							
1	Special Events/Festivals - (per vendor/per event) - Inspection	\$	38.50	\$	39.82	Υ	3 /1 %	Recovery set at 25% based on affordability considerations
2	Properties 2 Special Events Late Fee - Inspection	\$	29.20	\$	30.09	Υ	3.0%	Recovery set at 25% based on affordability considerations



2024 PROPOSED USER FEES & CHARGES

Department: Healthy and Safe Communities

#	Service or Activity Provided or Use of City Property	2023 Approved Fee		2024 Proposed Fee		· HS1 (Y/N)*		Comments / Recovery %
	Healthy Environments							
1	Food Handlers Course (per person) - No Inspection	\$	56.19	\$	58.41	Υ	3.9%	100%
2	Food Handler Training Challenge Exam - No Inspection	\$	11.06	\$	11.55	Υ	4.4%	100%



Department: Public Works (Tax)
Division: Engineering Services

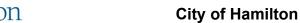
#	Service or Activity Provided or Use of City Property	202	23 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Digital Records Fee per Search	\$	31.73	\$	33.13	Υ	4.4%	
2	Annual Login Account fee to Engineering/Consultants	\$	317.32	\$	331.28	Υ	4.4%	
3	City Specification Manual	\$	101.65		FREE			Manual is free Online
4	Reports - Environmental Assessments and Master Plans	\$	16.07	\$	16.78	Υ	4.4%	
5	Additional Digital Record Images	\$	0.11	\$	3.00	Υ	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	Υ	4.4%	
7	General Administration Fee - Application Workplan Review by Design	\$	281.15	\$	293.52	Υ	4.4%	
8	Agreement Preparation Fee	\$	143.00	\$	149.29	Υ	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		st + 7% nin fee		ost + 7% dmin 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	Υ	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	Υ	4.4%	
21	Encroachments - Annual Fee (excludes Outdoor Boulevard Cafes and Areaways)	\$	68.12	\$	71.12	Υ	4.4%	
22	Encroachments - Outdoor Blvd. Cafes - Application Fee	\$	1,717.77	\$	1,793.35	Υ	4.4%	
23	Encroachments - Temporary ROW Use	\$	122.80	\$	128.20	Υ	4.4%	
24	Encroachments - Compliance Requests & Discharge Agreements	\$	113.28	\$	118.27	Υ	4.4%	
25	Active Encroachments - Annual Fee - Utility Corridors	Cos	st + 7%	С	ost + 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%	Advortioning
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%	



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	Υ	17.7%	60%
2	Mum Show Admissions - Seniors (55+ years old) and Children (6 - 12 years old)	\$	6.20	\$	7.42	Υ	19.7%	60%
3	Mum Show Admissions - Family Rate (2 Adults, 2 Children)	\$	20.35	\$	22.45	Υ	10.3%	60%
4	Mum Show Admissions - Week Pass	\$	21.25	\$	23.45	Υ	10.4%	60%
5	Mum Show Admissions - Tour Group (20 people)	\$	106.19	\$	114.65	Υ	8.0%	60%
6	Mum Show School Tour - Full Class	\$	106.19	\$	114.65	Υ	8.0%	60%
7	Floral Show Marketplace Vendor Rental (12' by 6') / per day - minimum of 5 days		na	\$	37.50	Υ	na	
8	Floral Show Café Vendor Rental (12' by 12') / per day - minimum of 5 days	_	na full Cost	\$	37.50 ull Cost	Υ	na	
9	Roadway tree trimming - per tree Work done for others Forestry - Priced per job	Re 10' F Re	covery + % Admin Fee full Cost covery + % Admin	Re 109 F Re	covery + % Admin Fee ull Cost covery + % Admin			
11	New Development Tree Installation (and minimum replacement value of tree)	\$	Fee 695.79	\$	Fee 726.40	Υ	4.4%	
	Permit for work performed on, in or under a public tree (#10- #11): - Minor: small scale project not requiring review of a Tree	•	50.00	_			40.007	
12	Management Plan - Major: larger scale project requiring review of a Tree	\$	59.20	\$	65.12	Υ	10.0%	
13	Management Plan	\$	295.76		325.34	Y	10.0%	
14	Removal of a public tree for a private individual or entity	10°	full Cost covery + % Admin Fee full Cost	10 ⁹	ull Cost covery + % Admin Fee ull Cost			
15	"Loss of Canopy calculations using the Trunk Formula technique from the Guide for Plant Appraisal, 10th Edition"	Re	covery + % Admin	Re	covery + % Admin			
16	Wedding photos in Greenhouse - before 5 pm (2 hour block)	\$	251.00	\$	262.04	Υ	4.4%	
17	Wedding photos in Greenhouse - after 5 pm (2 hour block)	\$ F	334.00 full Cost		348.70 ull Cost	Υ	4.4%	
18	Work done for others by Horticulture - Priced per job		covery + % Admin Fee		covery + % Admin Fee			
19	Gage Park Electronic Sign (Programming)	\$	111.50	\$	116.41	Υ	4.4%	
20	Gage Park Tropical Greenhouse Rental - half day (4 hrs.) between 9am and 5pm	\$	369.00	\$	391.14	Υ	6.0%	
21	Gage Park Tropical Greenhouse Rental - full day (7 hrs.) between 9am and 5pm	\$	520.00	\$	551.20	Υ	6.0%	
22	Gage Park Tropical Greenhouse Rental - Evening between 5pm and 11pm.	\$	625.00	\$	662.50	Υ	6.0%	
23	Park/Pavilion Rental - Bleacher Rental - First Day**	\$	596.28	\$	622.52	Υ	4.4%	N/A
24	Park/Pavilion Rental - Bleacher Rentals - Additional Days**	\$	399.25	\$	416.82	Υ	4.4%	N/A
25	Work done for others by Parks Maintenance - Priced per Job	Re	full Cost covery + % Admin Fee	Re	ull Cost covery + % Admin Fee			
26	Park amenity donation - Priced per job Commemorative Program		full Cost ecovery		ull Cost ecovery			





Department: Public Works (Tax)

Division: Environmental Services

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
27	Temporary Parks Construction Access Permit Application Fee - per application	\$	195.00	\$	203.58	N	4.4%	N/A
28	Cost to Repair Damage	-	Full Cost tecovery	-	Full Cost Recovery			
29	Temporary Parks Access Permit Security Deposit - per application	\$	1,000.00	\$	1,000.00	N	0.0%	N/A
30	Stage Rental -Priced per job	-	Full Cost lecovery	-	Full Cost Recovery			
31	Per parking space per day	\$	17.00	\$	17.75	Υ	4.4%	N/A
32	Fence Cost Share Program - Application Fee	\$	195.00	\$	203.58	Υ	4.4%	N/A
33	Parks Director Consent Permit			\$	50.00	Υ	N/A	N/A
	** In addition to the fees noted with a ** , users pay 100% of the cost of delivery, set-up and takedown of bleachers							



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 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	Υ	4.5%	
2	Interment of an Adult at Double Depth (8-ft)	\$	1,505.00	\$	1,570.00	Υ	4.3%	
3	Entombment in a Mausoleum Crypt - includes sealing	\$	720.00	\$	750.00	Υ	4.2%	
4	Interment of a Child - Stillborn - Case up to 24"	\$	250.00	\$	260.00	Υ	4.0%	
5	Interment of a Child - Case 25" to 72" - Standard Depth (6-ft)	\$	750.00	\$	785.00	Υ	4.7%	
6	Interment of a Child - Case 25" to 72" - Double Depth (8-ft)	\$	1,010.00	\$	1,055.00	Υ	4.5%	
7	Interment of Cremated Remains - Urn Garden Grave	\$	485.00	\$	505.00	Υ	4.1%	
8	Interment of Cremated Remains - Columbarium Niche	\$	410.00	\$	430.00	Υ	4.9%	
9	Interment of Cremated Remains - Ceremonial (Woodland Only)	\$	410.00	\$	430.00	Υ	4.9%	
10	Interment - Second set of cremated remains with another burial	\$	110.00	\$	115.00	Υ	4.5%	
11	Interment Rights purchased before January 1, 1955 - Care &	\$	260.00	\$	270.00	Υ	3.8%	
12	Maintenance Interment Late Fee (for Funeral arriving > 30 minutes after ETA)	\$	220.00	\$	230.00	Υ	4.5%	
	Surcharge for Cremated Remains Internment with Urn Vault	\$	110.00	\$	115.00	Υ	4.5%	
14	Surcharge for Interment on Saturday - Traditional Burial - 8:30am to	\$	890.00	\$	930.00	Y	4.5%	
15	11:00am 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	Υ	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	Υ	4.5%	
18	Interment - Lowering: Adult - from 6ft to 8 ft - Shell	\$	4,490.00	\$	4,690.00	Υ	4.5%	
19	Interment - Lowering: Adult - from 6ft to 8 ft - Vault or Crypt	\$	3,745.00	\$	3,910.00	Υ	4.4%	
20	Interment - Lowering: Child - from 6ft to 8 ft - Shell	\$	1,960.00	\$	2,045.00	Υ	4.3%	
21	Interment - Lowering: Child - from 6ft to 8 ft - Vault or Crypt	\$	1,630.00	\$	1,700.00	Υ	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	Υ	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	Υ	4.4%	
25	Interment - Removal: Adult - 8-ft No Outer Container (Shell)	\$	4,995.00	\$	5,215.00	Υ	4.4%	
26	Interment - Removal: Adult - 6-ft Outer Container (Vault or Crypt)	\$	3,230.00	\$	3,370.00	Υ	4.3%	
27	Interment - Removal: Adult - 8-ft Outer Container (Vault or Crypt)	\$	3,955.00	\$	4,130.00	Υ	4.4%	
28	Interment - Removal: Child - 6-ft No Outer Container (Shell)	\$	1,190.00	\$	1,240.00	Υ	4.2%	
29	Interment - Removal: Child - 8-ft No Outer Container (Shell)	\$	1,600.00	\$	1,670.00	Υ	4.4%	
30	Interment - Removal: Child - 6-ft Outer Container (Vault or Crypt)	\$	955.00	\$	995.00	Υ	4.2%	
31	Interment - Removal: Child - 8-ft Outer Container (Vault or Crypt)	\$	1,465.00	\$	1,530.00	Υ	4.4%	
32	Disinterment of Cremated Remains - Urn Garden Grave	\$	485.00	\$	505.00	Υ	4.1%	
33	Disinterment of Cremated Remains - Columbarium Niche	\$	410.00	\$	430.00	Υ	4.9%	
34	Lot Sale - Singles-in-a-Row (At Need Only)	\$	1,295.00	\$	1,350.00	Υ	4.2%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
35	Lot Sale - Single Flat Marker Only	\$	2,300.00	\$	2,400.00	Υ	4.3%	
36	Lot Sale- Green/Natural Section	\$	2,375.00	\$	2,480.00	Υ	4.4%	
37	Lot Sale - Single Monument Lot	\$	3,015.00	\$	3,150.00	Υ	4.5%	
38	Lot Sale - Two Grave Flat Marker Only	\$	4,600.00	\$	4,800.00	Υ	4.3%	
39	Lot Sale - Three Grave Flat Marker Only	\$	6,900.00	\$	7,205.00	Υ	4.4%	
40	Lot Sale- Four Grave Flat Marker Only	\$	9,200.00	\$	9,605.00	Υ	4.4%	
41	Lot Sale - Two Grave Monument	\$	4,800.00	\$	5,010.00	Υ	4.4%	
42	Lot Sale - Three Grave Monument	\$	7,200.00	\$	7,515.00	Υ	4.4%	
43	Lot Sale - Four Grave Monument	\$	9,600.00	\$	10,020.00	Υ	4.4%	
44	Lot Sale - Veteran's Grave Section 18 - Woodland Only	\$	1,145.00	\$	1,195.00	Υ	4.4%	
45	Lot Sale - Child: Stillborn - Case up to 24": C&M Portion	\$	175.00	\$	185.00	Υ	5.7%	
46	Lot Sale - Child 72"	\$	570.00	\$	595.00	Υ	4.4%	
47	Lot Sale - Mausoleum Crypt	\$	3,295.00	\$	3,440.00	Υ	4.4%	
48	Lot Sale - Cremation Urn Garden Grave	\$	1,110.00	\$	1,160.00	Υ	4.5%	
49	Lot Sale - Green/Natural Section - Cremation Grave	\$	1,110.00	\$	1,160.00	Υ	4.5%	
50	Lot Sale - Cremation Urn Garden Grave - (Woodland and Premium)	\$	1,465.00	\$	1,530.00	Υ	4.4%	
51	Lot Sale - Cremation Urn Garden Grave - (with monument privileges)	\$	1,700.00	\$	1,775.00	Υ	4.4%	
52	Lot Sale - Garden Stone interment right	\$	1,465.00	\$	1,530.00	Υ	4.4%	
53	Lot Sale - Two Grave 6ft Burials Sections ONLY	\$	3,560.00	\$	3,715.00	Υ	4.4%	
54	Lot Sale - Two Grave Monument (Woodland Sec 14)	\$	6,850.00	\$	7,150.00	Υ	4.4%	
55	Lot Sale - Three Grave Monument (Woodland Sec 14)	\$	10,275.00	\$	10,725.00	Υ	4.4%	
56	Lot Sale - Four Grave Monument (Woodland Sec 14)	\$	13,700.00	\$	14,305.00	Υ	4.4%	
57	Niche Sale - Bronze Wreath Plaque	\$	3,260.00	\$	3,405.00	Υ	4.4%	
58	Niche Sale - Monument engraved plaque	\$	2,590.00	\$	2,705.00	Υ	4.4%	
59	Niche Sale - Ceremonial (Woodland only)	\$	1,855.00	\$	1,935.00	Υ	4.3%	
60	Niche Sale - Lower Level (Rows 1, 2, 6)	\$	2,390.00	\$	2,495.00	Υ	4.4%	
61	Niche Sale - Upper Level (Rows 3-5)	\$	3,155.00	\$	3,295.00	Υ	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	Υ	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	Υ	4.4%	
64	Bronze Plaque (10" x 10") - Woodland Tranquility Gardens and Hamilton Cemetery Columbarium Number Two Niches ONLY	\$	850.00	\$	885.00	Υ	4.1%	
65	Niche Sale - Premium (Row 1,2,6)(Hamilton Cemetery Columbarium Number One)	\$	4,310.00	\$	4,500.00	Υ	4.4%	
66	Niche Sale - Premium (Row3,4,5) (Hamilton Cemetery Columbarium Number One)	\$	5,135.00	\$	5,360.00	Υ	4.4%	
67	Interment Rights - for Cremation Bench Location	\$	2,780.00	\$	2,900.00	Υ	4.3%	
68	Cremation Bench - for use with purchased Interment Rights	Sta	arting from \$6110	Sta	arting from \$6380			
69	Non-Resident Surcharge for All Cemetery Services = 25% + HST			\$	0.25			



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	2023	3 Approved Fee	202	4 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	Υ	4.7%	
71	Markers and Foundations - Foundation Removal Fee		Full Cost ecovery		ull Cost ecovery			
72	Markers and Foundations - Marker Setting Fee: 12" x 10" - Flat	\$	175.00		185.00	Υ	5.7%	
73	Marker (No C&M) Markers and Foundations - Marker Setting Fee: Child's 18" x 14" Flat Marker (Plus C&M)	\$	195.00	\$	205.00	Υ	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	Υ	3.6%	
75	Markers and Foundations - Marker Setting Fee: DVA Flat Marker: plus C&M	\$	235.00	\$	245.00	Υ	4.3%	
76	Markers and Foundations - Marker Setting Fee: Bronze Vase	\$	275.00	\$	285.00	Υ	3.6%	
77	Markers and Foundations - Marker Setting Fee: DVA Upright Marker: plus C&M	\$	210.00	\$	220.00	Υ	4.8%	
78	Care & Maintenance - Flat Marker (173 inches or greater)	\$	100.00	\$	100.00	Υ	0.0%	
79	Care & Maintenance - DVA Flat Marker	\$	100.00	\$	100.00	Υ	0.0%	
80	Care & Maintenance - Small Foundations (up to $38" \times 14"$ or 532 sq. inches)	\$	200.00	\$	200.00	Υ	0.0%	
81	Care & Maintenance - Large Foundations (greater than 532 sq. inches)	\$	400.00	\$	400.00	Υ	0.0%	
82	Care & Maintenance - DVA Upright Marker	\$	200.00	\$	200.00	Υ	0.0%	
83	BAO Oversight Fee - effective July 1, 2023	\$	30.00	\$	30.00	Υ	0.0%	
84	Columbarium Niche Bronze Plaque	\$	995.00	\$	1,040.00	Υ	4.5%	
85	Columbarium Niche Bronze Plaque - Date scroll	\$	170.00	\$	175.00	Υ	2.9%	
86	Columbarium Niche - Companion Vase (Bronze)	\$	225.00	\$	235.00	Υ	4.4%	
87	Ceremonial Bronze Plaque	\$	525.00	\$	550.00	Υ	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	Υ	4.4%	
89	Merchandise / Miscellaneous Services - Duplicate Deed/Interment Rights Certificate/Transfer of Rights (copy)	\$	35.00	\$	37.00	Υ	5.7%	
90	Merchandise / Miscellaneous Services - Genealogical Research	\$	45.00	\$	45.00	Υ	0.0%	
91	Merchandise / Miscellaneous Services - Memorial Tree Planting (12"x10" stone; 6"x8" bronze plaque)	\$	1,350.00	\$	1,410.00	Υ	4.4%	
92	Merchandise / Miscellaneous Services - Memorial Tree Planting (14" X 14" stone; inscription)	\$	1,620.00	\$	1,690.00	Υ	4.3%	
93	Merchandise / Miscellaneous Services - Memorial Bench (bench; 8" x 5" bronze plaque with 3 lines)	\$	2,400.00	\$	2,505.00	Υ	4.4%	
94	Merchandise / Miscellaneous Services - Temporary Marker (permitted for up to one year)	\$	120.00	\$	125.00	Υ	4.2%	
95	Merchandise / Miscellaneous Services - Columbarium Plaque or Vase Installation	\$	175.00	\$	185.00	Υ	5.7%	
96	Outer Container - Concrete Crypt - Youth	\$	875.00	\$	915.00	Υ	4.6%	
97	Outer Container - Concrete Crypt - Intermediate	\$	975.00	\$	1,020.00	Υ	4.6%	
98	Outer Container - Concrete Crypt - Oversize	\$	1,195.00	\$	1,250.00	Υ	4.6%	
99	Temporary Access Permit from Cemetery Lands onto Private Property	\$	195.00	\$	205.00	Υ	5.1%	
100	Temporary Access Permit deposit (returned if no damage incurred)	\$	1,000.00	\$	1,000.00	Υ	0.0%	
101	Administrative Fee: Third Party Resale and/or Property Exchange; Family Authorization Fee	\$	265.00	\$	275.00	Υ	3.8%	
102	Tent Rental 10'x10' per use and Chair Rental 4 chairs per use	\$	280.00	\$	290.00	Υ	3.6%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
103	Vaults - Various: Starting Prices	\$	1,500.00	\$	1,565.00	Υ	4.3%	
104	Urn Vaults - Various: Starting Prices	\$	1,025.00	\$	1,070.00	Υ	4.4%	
105	Inscription Dateline: Flat Charge	\$	350.00	\$	365.00	Υ	4.3%	
106	Additional Charge per letter	\$	8.00	\$	9.00	Υ	12.5%	
107	Monument/Marker cleaning - Various: Starting Prices	\$	395.00	\$	410.00	Υ	3.8%	
108	Repainting of letters on monument/marker - Various: Starting Prices	\$	395.00	\$	410.00	Υ	3.8%	
109	Urns - Various: Starting Prices	\$	320.00	\$	335.00	Υ	4.7%	
110	Porcelain Pictures - black and white	\$	360.00	\$	375.00	Υ	4.2%	
111	Porcelain Pictures - colour	\$	410.00	\$	430.00	Υ	4.9%	
112	Vigil Lights - Various: Starting Prices	\$	800.00	\$	835.00	Υ	4.4%	
113	Turf Repair fee	-	Full Cost Recovery		Full Cost ecovery			
114	Green/Natural Section Memorialization	\$	675.00	\$	705.00	Υ	4.4%	
115	Access Fee - for Photo shoots, birdwatching etc per day	\$	15.00	\$	16.00	Υ	6.7%	
116	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Inscription only	\$	30.00	\$	32.00	Υ	6.7%	
117	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Flat Memorial	\$	60.00	\$	63.00	Υ	5.0%	
118	Outside Inscription & Memorial Application, Documentation & Inspection & Staking Fees - Upright Memorial	\$	115.00	\$	120.00	Υ	4.3%	
119	Garden Stones (24 x 24 X 16) (stone/carving/delivery)	\$	2,700.00	\$	2,820.00	Υ	4.4%	
120	Shrub removal - less than 4 ft tall	\$	40.00		Full Cost lecovery	Υ	N/A	
121	Private Columbarium Unit	sta	arting from \$5200		tarting at \$5,430			
122	Internment Right - for Private Columbarium Unit	\$	2,450.00	\$	2,560.00	Υ	4.5%	
123	Shrub removal - 4ft tall or larger	\$	100.00		ull Cost ecovery	Υ	N/A	
124	Interment on Sunday - Traditional Burial or Created Remains - Only on Approval of Appropriate Authority				full Cost ecovery			
125	Vase on Monument - Mt Hamilton (Includes, vase, plaque and setting)	\$	645.00	\$	675.00	Υ	4.7%	
126	Columbarium Plaque Engraving	\$	410.00	\$	430.00	Υ	4.9%	
127	Custom Emblem for Vet's Monument	\$	-	\$	80.00	Υ	100.0%	



Department: Public Works (Tax)
Division: Waste Management

#	Service or Activity Provided or Use of City Property		Approved Fee	2024 Pr		HST (Y/N)*	% Change in Fee	Comments / Recovery %
		Fu	II Cost	Full	Cost			
1	Non Posidential Posycling Rlue Rev Centainer	Reco	overy +	Recov	ery +	Υ	N/A	
1	Non-Residential Recycling Blue Box Container	10%	Admin	10% A	dmin	Ţ	IN/A	
		F	ee	Fe	e			
		Fu	II Cost	Full	Cost			
_		Reco	overy +	Recov	ery +			
2	Non-Residential Recycling Blue Carts		Admin	10% A	-	Υ	N/A	
			-ee	Fe				
			II Cost		Cost			
			overy +	Recov				
3	Non-Residential Green Cart		Admin	10% A		Υ	N/A	
			Fee	Fe				
			Il Cost		Cost			
4	Non-Residential Kitchen "Mini-bin" Organics Container		overy +	Recov	-	Υ	N/A	
			Admin	10%_A				
		ŀ	-ee	F€	e			
	Waste Management Per Event Fee for Non-Funded Festivals							
	and Events (#5-#11):	_	II O 1	F0	0			
			II Cost		Cost			
5	- Recycling (up to 25 barrels)		overy +	Recov	-	Υ	N/A	
	, , ,		Admin	10% A				
			-ee	Fe				
		Fu	II Cost	Full	Cost			
6	- Garbage - per roll off bin (plus tipping fees)	Reco	overy +	Recov	ery +	Υ	N/A	
U	- Garbage - per foil on biri (plus tipping lees)	10%	Admin	10% A	dmin		IN/A	
		F	ee	Fe	e			
		Fu	II Cost	Full	Cost			
_		Reco	overy +	Recov	erv +			
7	- Organics (up to 25 green carts)		Admin	10% A	-	Y	N/A	
			ee	Fe				
			Il Cost		Cost			
			overy +	Recov				
8	- Administrative Fee per event		Admin	10% A	-	Υ	N/A	
			Fee					
				Fe				
			II Cost		Cost			
9	- Recycling Containers - replacement of damaged blue barrels		overy +	Recov	-	Υ	N/A	
	, 3 - 1 - 3		Admin	10% A				
			-ee	Fe				
			II Cost	Full	Cost			
10	- Organics Containers - replacement of damaged green carts	Rec	overy +	Recov	ery +	Υ	N/A	
10	- Organics Containers - replacement of damaged green carts	10%	Admin	10% A	dmin	1	IN/A	
		F	ee	Fe	e			
		Fu	II Cost	Full	Cost			
		Reco	overy +	Recov	erv +		.	
11	- Garbage Containers - replacement of damaged containers		Admin	10% A		Υ	N/A	
			ee	Fe				
40	W (B						4.407	
12	Waste Removal - Non Compliance Fee (plus tipping fees)	\$	380.68	\$	397.43	Υ	4.4%	
		Fu	II Cost	Full	Cost			
12	Packward Compactors	Reco	overy +	Recov	ery +	Υ	N/A	
13	Backyard Composters	10%	Admin	10% A		ſ	IN/A	
			-ee	Fe				
11	Tipping Fee per 100 kilograms		12.50			NI	7 /10/-	
14	Tipping Fee per 100 kilograms	\$	12.50	\$	13.42	N	7.4%	
4 -	Minimum Vahiala Faa vasidantial	æ	10.50	¢	44.00	N.	4.00/	
15	Minimum Vehicle Fee, residential customers	\$	10.50	Þ	11.00	N	4.8%	
	Deposit Fees at Transfer Stations (#16-#20):							
	- 0-2500kg	\$	50.00	¢	50.00	N	0.0%	
16								



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	Υ	4.4%	
22	Waste Site Searches	\$	50.00	\$	52.20	Υ	4.4%	
23	Special Event Waste Containers - replacement of damaged containers or equipment Fees charged for inspection carried out by the City resulting	Re	ull Cost covery + % Admin Fee	Re	ull Cost covery + % Admin Fee	Υ	N/A	
	from non-compliance with any City by-law:							
24	Initial inspection	\$	320.28	\$	334.37	Υ	4.4%	
25	Subsequent inspection	\$	164.27	\$	171.50	Υ	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	Re	ull Cost covery + % Admin Fee	Re	ull Cost covery + % Admin Fee	Υ	N/A	
	Municipal Law Enforcement Service Administration:							
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	Υ	4.4%	
30	Weight verification	\$	5.39	\$	5.63	N	4.4%	
31	P.I.N. Property Search	Re	ull Cost covery + % Admin Fee	Re	ull Cost covery + % Admin Fee	Υ	N/A	
32	Waste Management Plan Waste Management Plan Review Fee	Re	ull Cost covery + % Admin Fee	Re	ull Cost covery + % Admin Fee	Υ	N/A	



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 Banner/Sign Fabricating - external requests - Priced per Job	Adı	Cost + 7% Admin Fee Cost + 7% Admin Fee		Admin Fee Cost + 7%		Ill Cost covery + 6 Admin Fee Ill Cost covery +	N	N/A	
		Adı			Admin Fee					
3	Municipal Numbering Fees - Full installation by City Forces Municipal Numbering Fees - Materials for Homeowner Installation	\$	203.09	\$	228.00	N	12.3%	100% Cost Recovery		
4	(including delivery)	\$	35.96	\$	70.00	N	94.6%	100% Cost Recovery		
5	Traffic Signal Timing Plans - Inquiries	\$	287.71	\$	475.00	Υ	65.1%	100% Cost Recovery		
6	Traffic Signal Timing Plans - Drawings	\$	67.70	\$	134.66	Υ	98.9%	100% Cost Recovery		
7	Traffic Count Fee - provision of count data on file, on request	\$	73.41		230.00	Υ	213.3%	100% Cost Recovery		
8	Traffic Warning Boards - install and remove		est + 7% min Fee	Red 10%	III Cost covery + 6 Admin Fee III Cost					
9	Traffic Signs - remove and replace		ost + 7% min Fee		overy + 6 Admin Fee					
10	Publication Box Permit - Initial Fee	\$	55.00	\$	57.42	N	4.4%	100% Cost Recovery		
11	Publication Box Annual Permit Renewal	\$	37.02	\$	38.65	N	4.4%	100% Cost Recovery		
12	Culvert Installation - Roads - Priced per job		ull Cost ecovery	Red	III Cost covery + 6 Admin Fee					
13	Culvert Installation - Inspection Only - Priced per job		ull Cost ecovery	Red	ill Cost covery + Admin Fee					
14	Repair-Replace Property on City Roads - Priced per job		ull Cost ecovery	Red	III Cost covery + 6 Admin Fee					
15	Approach Ramp Installation		ull Cost ecovery	Red	ill Cost covery + 6 Admin Fee					
16	Personal Item Retrieval (Catch Basin Retrieval)	\$	123.76	\$	129.20	N	4.4%	100% Cost Recovery		
17	Street Flushing/Sweeping/Mud-Tracking - Developers - Priced per job		ull Cost ecovery	Red 10%	III Cost covery + 6 Admin Fee					
18	Snow Removal - Public School Board - Sidewalks - Cost Actuals		ull Cost ecovery	Red 10%	III Cost covery + 6 Admin Fee					
19	Snow Removal - Separate School Board - Sidewalks - Cost Actuals		ull Cost ecovery	Red	III Cost covery + 6 Admin Fee					





Department: Public Works (Tax)

Division: Transportation

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
20	Temporary Road Access Permit Application Fee - per application	\$	130.10	\$	135.83	N	4.4%	100% Cost Recovery
21	Temporary Road Access Permit Security Deposit - per application	\$	1,111.68	\$	1,160.60	N	4.4%	100% Cost Recovery
22	Street Lighting Subdivision Review and Evaluation Fee	\$	6,928.20	\$	7,233.04	Υ	4.4%	100% Cost Recovery
23	Banner Installations - Main Street West	\$	354.34	\$	395.83	Υ	11.7%	100% Cost Recovery
24	Banner Installations - King Street West (Dundas)		Full Cost lecovery	Re 10	Full Cost ecovery + % Admin Fee			
25	Removal of Encroachment from the Road Allowance			Re	Full Cost ecovery + % Admin Fee			New Fee
26	Current Signal Timing Parameters			\$	175.00	Υ		100% Cost Recovery
27	Development Signage Installation Fees - 1 Leg Stop Sign			\$	450.00	Υ		100% Cost Recovery
28	Development Signage Installation Fees - 2 Leg Stop Sign			\$	900.00	Υ		100% Cost Recovery
29	Development Signage Installation Fees - 3 Leg Stop Sign			\$	1,300.00	Υ		100% Cost Recovery
30	Development Signage Installation Fees - 4 Leg Stop Sign			\$	1,800.00	Υ		100% Cost Recovery
31	Development Signage Installation Fees - Street Name Signs			\$	1,800.00	Υ		100% Cost Recovery
32	Development Signage Installation Fees - Gateway Signs (40KM Signage)			\$	450.00	Υ		100% Cost Recovery
33	Development Signage Installation Fees - Neighborhood Traffic Circles			\$	7,500.00	Υ		100% Cost Recovery
34	Development Signage Installation Fees - Roundabouts			\$	15,500.00	Υ		100% Cost Recovery



Department: Public Works (Tax)

	Service or Activity Provided or Use of City Property		23 Approved Fee		24 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
	Community Sport Programming							
1	Adults & Non-affiliated Youth (Hourly)	\$	144.45	\$	150.80	Υ	4.4%	
2	Youth Affiliated (Hourly)	\$	72.30	\$	75.50	Υ	4.4%	
3	Lights when required (Hourly)	Ν	legotiable	N	legotiable			
	Amateur Sport Events - Spectator Events							
	(not-for-profit and charitable organizations)							
4	Lower Bowl - west side only per Hour	\$	141.55	\$	147.80	Υ	4.4%	
5	Upper & Lower Bowl - west side only (Daily)**	\$	5,394.45	\$	5,631.80	Υ	4.4%	
6	Full Stadium (Daily)**	\$	8,091.70	\$	8,447.75	Υ	4.4%	
7	Lights when required (Hourly)	٨	legotiable	N	legotiable			
	Corporate Gatherings/Professional Sports							
8	Field of Play Use - No Spectators (Daily) **	\$	5,394.45	\$	5,631.80	Υ	4.4%	
9	Upper & Lower Bowl - west side only (Daily)**	\$	10,788.95	\$	11,263.65	Υ	4.4%	
10	Full Stadium (Daily)**	\$	16,183.40	\$	16,895.45	Υ	4.4%	
	Community Room Rentals - Level 1							
	Room 1E501 - Alumni Room (1,800 sq ft.)							
11	Commercial/Non-resident (Hourly)	\$	144.65	\$	151.00	Υ	4.4%	
12	Resident (Hourly)	\$	86.80	\$	90.60	Υ	4.4%	
13	Community Group (Hourly)	\$	40.55	\$	42.35	Υ	4.4%	
14	Affiliate Group (Hourly)	\$	29.05	\$	30.35	Υ	4.5%	
15	Cleaning Cost (Per Booking)	\$	17.40	\$	18.15	Υ	4.3%	
	Caretaker's Club (Soccer Warm-up Area) (Hourly Rate)							
16	Commercial/Non-resident (Hourly) **	\$	144.65	\$	151.00	Υ	4.4%	
17	Resident (Hourly) **	\$	86.80	\$	90.60	Υ	4.4%	
18	Community Group (Hourly) **	\$	40.55	\$	42.35	Υ	4.4%	
19	Affiliate Group (Hourly) **	\$	29.05	\$	30.35	Υ	4.5%	
20	Cleaning Cost (Per Booking)	\$	35.20	\$	36.75	Υ	4.4%	
	Green Rooms 1 (Hourly Rate)							



Department: Public Works (Tax)

#	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	\$	54.15	Υ	4.4%	
22	Resident (Hourly) **	\$	20.75	\$	21.65	Υ	4.3%	
23	Community Group (Hourly) **	\$	14.50	\$	15.15	Υ	4.5%	
24	Affiliate Group (Hourly) **	\$	10.35	\$	10.80	Υ	4.3%	
25	Cleaning Cost (Per Booking)	\$	52.35	\$	54.65	Υ	4.4%	
	Green Rooms 2 (Hourly Rate)							
26	Commercial/Non-resident (Hourly) **	\$	23.00	\$	24.00	Υ	4.3%	
27	Resident (Hourly) **	\$	13.80	\$	14.40	Υ	4.3%	
28	Community Group (Hourly) **	\$	10.10	\$	10.55	Υ	4.5%	
29	Affiliate Group (Hourly) **	\$	8.05	\$	8.40	Υ	4.3%	
30	Cleaning Cost (Per Booking)	\$	26.05	\$	27.20	Υ	4.4%	
	Green Rooms 3 (Hourly Rate)							
31	Commercial/Non-resident (Hourly) **	\$	23.00	\$	24.00	Υ	4.3%	
32	Resident (Hourly) **	\$	13.80	\$	14.40	Υ	4.3%	
33	Community Group (Hourly) **	\$	10.10	\$	10.55	Υ	4.5%	
34	Affiliate Group (Hourly) **	\$	8.05	\$	8.40	Υ	4.3%	
35	Cleaning Cost (Per Booking)	\$	26.05	\$	27.20	Υ	4.4%	
	Change Rooms 1 (Hourly Rate)							
36	Commercial/Non-resident (Hourly) **	\$	25.95	\$	27.10	Υ	4.4%	
37	Resident (Hourly) **	\$	15.55	\$	16.25	Υ	4.5%	
38	Community Group (Hourly) **	\$	10.35	\$	10.80	Υ	4.3%	
39	Affiliate Group (Hourly) **	\$	7.80	\$	8.15	Υ	4.5%	
40	Cleaning Cost (Per Booking)	\$	34.70	\$	36.25	Y	4.5%	
	Change Rooms 2 (Hourly Rate)							
41	Commercial/Non-resident (Hourly) **	\$	25.95	\$	27.10	Υ	4.4%	
42	Resident (Hourly) **	\$	15.55	\$	16.25	Υ	4.5%	
43	Community Group (Hourly) **	\$	10.35	\$	10.80	Υ	4.3%	
44	Affiliate Group (Hourly) **	\$	7.80	\$	8.15	Υ	4.5%	
45	Cleaning Cost (Per Booking)	\$	52.00	\$	54.30	Υ	4.4%	
	Change Rooms 3 (Hourly Rate)							
46	Commercial/Non-resident (Hourly) **	\$	25.95	\$	27.10	Υ	4.4%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property		Approved Fee	2024	Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
47	Resident (Hourly) **	\$	15.55	\$	16.25	Υ	4.5%	
48	Community Group (Hourly) **	\$	10.35	\$	10.80	Υ	4.3%	
49	Affiliate Group (Hourly) **	\$	7.80	\$	8.15	Υ	4.5%	
50	Cleaning Cost (Per Booking)	\$	34.70	\$	36.25	Υ	4.5%	
	Change Rooms 4 (Hourly Rate)							
51	Commercial/Non-resident (Hourly) **	\$	25.95	\$	27.10	Υ	4.4%	
52	Resident (Hourly) **	\$	15.55	\$	16.25	Υ	4.5%	
53	Community Group (Hourly) **	\$	10.35	\$	10.80	Υ	4.3%	
54	Affiliate Group (Hourly) **	\$	7.80	\$	8.15	Υ	4.5%	
55	Cleaning Cost (Per Booking)	\$	34.70	\$	36.25	Υ	4.5%	
	Community Room Rentals - Level 2							
	Room 2W 600 - City Lounge (1,625 sq ft.)							
56	Commercial/Non-resident (Hourly)	\$	60.20	\$	62.85	Υ	4.4%	
57	Resident (Hourly)	\$	36.20	\$	37.80	Y	4.4%	
58	Community Group (Hourly)	\$	16.90	\$	17.65	Υ	4.4%	
59	Affiliate Group (Hourly)	\$	12.10	\$	12.65	Y	4.5%	
60	Cleaning Cost (Per Booking)	\$	52.85	\$	55.20	Υ	4.4%	
	Room 2W 336 - Community Video Room (194 sq ft.)							
61	Commercial/Non-resident (Hourly)	\$	24.10	\$	25.15	Υ	4.4%	
62	Resident (Hourly)	\$	15.80	\$	16.50	Υ	4.4%	
63	Community Group (Hourly)	\$	10.10	\$	10.55	Υ	4.5%	
64	Affiliate Group (Hourly)	\$	8.05	\$	8.40	Υ	4.3%	
65	Cleaning Cost (Per Booking)	\$	8.80	\$	9.20	Υ	4.5%	
	Room 2W 601 - Community Room (280 sq ft.)							
66	Commercial/Non-resident (Hourly)	\$	24.10	\$	25.15	Υ	4.4%	
67	Resident (Hourly)	\$	15.80	\$	16.50	Υ	4.4%	
68	Community Group (Hourly)	\$	10.10	\$	10.55	Υ	4.5%	
69	Affiliate Group (Hourly)	\$	8.05	\$	8.40	Υ	4.3%	
70	Cleaning Cost (Per Booking)	\$	8.80	\$	9.20	Υ	4.5%	
	Room 2W 602 - Community Room (280 sq ft.)							



Department: Public Works (Tax)

#	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	Υ	4.4%	
72	Resident (Hourly)	\$	15.80	\$	16.50	Υ	4.4%	
73	Community Group (Hourly)	\$	10.10	\$	10.55	Υ	4.5%	
74	Affiliate Group (Hourly)	\$	8.05	\$	8.40	Υ	4.3%	
75	Cleaning Cost (Per Booking)	\$	8.80	\$	9.20	Υ	4.5%	
	Room 2W 603 - Community Room (366 sq ft.)							
76	Commercial/Non-resident (Hourly)	\$	24.10	\$	25.15	Υ	4.4%	
77	Resident (Hourly)	\$	15.80	\$	16.50	Υ	4.4%	
78	Community Group (Hourly)	\$	10.10	\$	10.55	Υ	4.5%	
79	Affiliate Group (Hourly)	\$	8.05	\$	8.40	Υ	4.3%	
80	Cleaning Cost (Per Booking)	\$	8.80	\$	9.20	Υ	4.5%	
	Corporate Room Rentals - Level 4							
	Room 4W 300 (1,012 sq ft.) - Club Room 1							
81	Social/Corporate - Day Rate **	\$	353.80	\$	369.35	Υ	4.4%	
82	Social/Corporate - Evening Rate **	\$	353.80	\$	369.35	Υ	4.4%	
83	Social/Corporate - Day & Evening Rate **	\$	636.95	\$	665.00	Υ	4.4%	
84	Community Groups (not-for-profit) - Day Rate **	\$	212.40	\$	221.75	Υ	4.4%	
85	Community Groups (not-for-profit) - Evening Rate **	\$	212.40	\$	221.75	Υ	4.4%	
86	Community Groups (not-for-profit) - Day & Evening**	\$	382.25	\$	399.05	Υ	4.4%	
87	City of Hamilton - Day Rate **	\$	106.30	\$	111.00	Υ	4.4%	
88	City of Hamilton - Evening Rate **	\$	106.30	\$	111.00	Υ	4.4%	
89	City of Hamilton - Day & Evening Rate **	\$	191.20	\$	199.60	Υ	4.4%	
90	Cleaning Cost (Per Booking)	\$	17.65	\$	18.45	Υ	4.5%	
	Room 4W 301 (1,410 sq ft.) - Club Room 2							
91	Social/Corporate - Day Rate **	\$	530.85	\$	554.20	Υ	4.4%	
92	Social/Corporate - Evening Rate **	\$	530.85	\$	554.20	Υ	4.4%	
93	Social/Corporate - Day & Evening Rate **	\$	955.30	\$	997.35	Υ	4.4%	
94	Community Groups (not-for-profit) - Day Rate **	\$	318.55	\$	332.55	Υ	4.4%	
95	Community Groups (not-for-profit) - Evening Rate **	\$	318.55	\$	332.55	Υ	4.4%	
96	Community Groups (not-for-profit) - Day & Evening**	\$	573.25	\$	598.45	Υ	4.4%	
97	City of Hamilton - Day Rate **	\$	159.40	\$	166.40	Υ	4.4%	
98	City of Hamilton - Evening Rate **	\$	159.40	\$	166.40	Υ	4.4%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	2023	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)	* % Change in Fee	Comments / Recovery %
99	City of Hamilton - Day & Evening Rate **	\$	286.75	\$	299.35	Υ	4.4%	
100	Cleaning Cost (Per Booking)	\$	26.45	\$	27.60	Υ	4.3%	
	Room 4W 313 (5,952 sq ft.) - Club Room 3							
101	Social/Corporate - Day Rate **	\$	1,651.10	\$	1,723.75	Υ	4.4%	
102	Social/Corporate - Evening Rate **	\$	1,651.10	\$	1,723.75	Υ	4.4%	
103	Social/Corporate - Day & Evening Rate **	\$	2,971.85	\$	3,102.60	Υ	4.4%	
104	Community Groups (not-for-profit) - Day Rate **	\$	990.75	\$	1,034.35	Υ	4.4%	
105	Community Groups (not-for-profit) - Evening Rate **	\$	990.75	\$	1,034.35	Υ	4.4%	
106	Community Groups (not-for-profit) - Day & Evening**	\$	1,783.25	\$	1,861.70	Υ	4.4%	
107	City of Hamilton - Day Rate **	\$	495.35	\$	517.15	Υ	4.4%	
108	City of Hamilton - Evening Rate **	\$	495.35	\$	517.15	Υ	4.4%	
109	City of Hamilton - Day & Evening Rate **	\$	891.60	\$	930.85	Υ	4.4%	
110	Cleaning Cost (Per Booking)	\$	96.85	\$	101.10	Υ	4.4%	
	Room 4W 314 (1,410 sq ft.) - Club Room 4							
111	Social/Corporate - Day Rate **	\$	530.85	\$	554.20	Υ	4.4%	
112	Social/Corporate - Evening Rate **	\$	530.85	\$	554.20	Υ	4.4%	
113	Social/Corporate - Day & Evening Rate **	\$	955.30	\$	997.35	Υ	4.4%	
114	Community Groups (not-for-profit) - Day Rate **	\$	318.55	\$	332.55	Υ	4.4%	
115	Community Groups (not-for-profit) - Evening Rate **	\$	318.55	\$	332.55	Υ	4.4%	
116	Community Groups (not-for-profit) - Day & Evening**	\$	573.25	\$	598.45	Υ	4.4%	
117	City of Hamilton - Day Rate **	\$	159.40	\$	166.40	Υ	4.4%	
118	City of Hamilton - Evening Rate **	\$	159.40	\$	166.40	Υ	4.4%	
119	City of Hamilton - Day & Evening Rate **	\$	286.75	\$	299.35	Υ	4.4%	
120	Cleaning Cost (Per Booking)	\$	26.45	\$	27.60	Υ	4.3%	
	Room 4W 315 (1,012 sq ft.) - Club Room 5							
121	Social/Corporate - Day Rate **	\$	353.80	\$	369.35	Υ	4.4%	
122	Social/Corporate - Evening Rate **	\$	353.80	\$	369.35	Υ	4.4%	
123	Social/Corporate - Day & Evening Rate **	\$	636.95	\$	665.00	Υ	4.4%	
124	Community Groups (not-for-profit) - Day Rate **	\$	212.40	\$	221.75	Υ	4.4%	
125	Community Groups (not-for-profit) - Evening Rate **	\$	212.40	\$	221.75	Υ	4.4%	
126	Community Groups (not-for-profit) - Day & Evening**	\$	382.25	\$	399.05	Υ	4.4%	
127	City of Hamilton - Day Rate **	\$	106.30	\$	111.00	Υ	4.4%	
	City of Hamilton - Evening Rate **	\$	106.30	¢	111.00	Υ	4.4%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
129	City of Hamilton - Day & Evening Rate **	\$	191.20	\$	199.60	Υ	4.4%	
130	Cleaning Cost (Per Booking)	\$	17.65	\$	18.45	Υ	4.5%	
	Club Level - includes all rooms noted above (10,796 sq ft.)							
131	Social/Corporate - Day Rate **	\$	2,417.65	\$	2,524.05	Υ	4.4%	
132	Social/Corporate - Evening Rate **	\$	2,417.65	\$	2,524.05	Υ	4.4%	
133	Social/Corporate - Day & Evening Rate **	\$	4,351.55	\$	4,543.00	Υ	4.4%	
134	Community Groups (not-for-profit) - Day Rate **	\$	1,450.65	\$	1,514.50	Υ	4.4%	
135	Community Groups (not-for-profit) - Evening Rate **	\$	1,450.65	\$	1,514.50	Υ	4.4%	
136	Community Groups (not-for-profit) - Day & Evening**	\$	2,610.95	\$	2,725.85	Υ	4.4%	
137	City of Hamilton - Day Rate **	\$	727.65	\$	759.65	Υ	4.4%	
138	City of Hamilton - Evening Rate **	\$	727.65	\$	759.65	Υ	4.4%	
139	City of Hamilton - Day & Evening Rate **	\$	1,305.50	\$	1,362.95	Υ	4.4%	
140	Cleaning Cost (Per Booking)	\$	184.85	\$	193.00	Υ	4.4%	
141	Film/Video Shoots	Negotiable		N	egotiable			
142	Photography (Commercial Rate) Flat Fee - First 4 Hours	\$	1,884.85	\$	1,967.80	Y	4.4%	
143	Hourly fee beyond 4 hours	\$	457.50	\$	477.65	Υ	4.4%	
144	Photography (Wedding Photography Only) (2 hour maximum)	\$	202.40	\$	211.30	Υ	4.4%	
	Concerts							
145	West Stands Only	N	egotiable	N	egotiable			
146	Full Stadium	N	egotiable	N	egotiable			
	South Plaza - outside gates SE corner							
147	Commercial/Non-resident (Hourly)**	\$	144.55	\$	150.90	Υ	4.4%	
148	Resident (Hourly)**	\$	86.75	\$	90.55	Υ	4.4%	
149	Community Group (Hourly)**	\$	40.55	\$	42.35	Υ	4.4%	
150	Affiliate Group (Hourly)**	\$	28.95	\$	30.20	Υ	4.3%	
	Coors Banquet Patio - East Side 2nd Floor & Concourse							
	Cools Ballquet Fatio - East Side 2llu Floor & Collcourse							
151	Commercial/Non-resident (Hourly)**	\$	144.55	\$	150.90	Υ	4.4%	



Department: Public Works (Tax)

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
153	Community Group (Hourly)**	\$	40.55	\$	42.35	Υ	4.4%	
154	Affiliate Group (Hourly)**	\$	28.95	\$	30.20	Υ	4.3%	
	Coors Light Patio - North End							
155	Commercial/Non-resident (Hourly)**	\$	144.55	\$	150.90	Υ	4.4%	
156	Resident (Hourly)**	\$	86.75	\$	90.55	Υ	4.4%	
157	Community Group (Hourly)**	\$	40.55	\$	42.35	Υ	4.4%	
158	Affiliate Group (Hourly)**	\$	28.95	\$	30.20	Υ	4.3%	
	Stipley BBQ Area - South Plaza inside the gates							
159	Commercial/Non-resident (Hourly)**	\$	144.55	\$	150.90	Υ	4.4%	
160	Resident (Hourly)**	\$	86.75	\$	90.55	Υ	4.4%	
161	Community Group (Hourly)**	\$	40.55	\$	42.35	Υ	4.4%	
162	Affiliate Group (Hourly)**	\$	28.95	\$	30.20	Υ	4.3%	
	** All additional operational expenses are to be added to the above noted rates.							



Department: Public Works (Tax)

Division: Transit

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	24 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
4	Youth (13-19) Fare	\$	2.25	\$	2.30	N	2.2%	PW14015a effective Sept 1, 2023 Per Report PW14015c; report
5	Senior Fare	\$		\$	2.30	N	2.2%	PW14015a effective Sept 1, 2023 Per Report PW14015c; report
								PW14015a effective Sept 1, 2023 Per Report PW14015c; report
6	Adult Monthly Pass	\$	118.80	\$	123.20	N	3.7%	PW14015a effective Sept 1, 2023 Per Report PW14015c; report
7	Child (6-12) Monthly Pass	\$	99.00		Free	N		PW14015a effective Sept 1, 2023 Per Report PW14015c; report
8	Youth (13-19) Monthly Pass	\$	99.00	\$	101.20	N	2.2%	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		egular Fare + \$0.50		gular Fare + \$0.50			No increase as current fee is sufficient
23	Urban Charters	\$	155.96	\$	162.82	Υ	4.4%	Corporate guideline for fee increase
24	HSR Photo ID - Elementary/Secondary School Students	\$	5.56	\$	5.56	Υ	0.0%	Currently at full recovery
25	HSR Replacement Photo ID - Senior, EC Pass, SHO, School Plus Pass	\$	16.67	\$	16.67	Υ	0.0%	Currently at full recovery
26	Document Requests on CD's (Mobility Programs and Transportation Planning)	\$	4.91	\$	5.13	Υ	4.5%	Corporate guideline for fee increase
27	Event Impact – Advertisement Charge for route diversion/route impact (per Pole Card) Event Coverage – PER Supervisory Charge for event related activities including crowd disbursement, operational	\$	3.89	\$	4.06	Υ	4.4%	Corporate guideline for fee increase
28	needs, and other customer related event needs	\$	249.37	\$	260.34	Υ	4.4%	Corporate guideline for fee increase
	Minimum: First 4 Hours							
29	Additional \$/Hr beyond 4 Hours	\$	62.34	\$	65.08	Υ	4.4%	Corporate guideline for fee increase

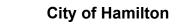




Department: Corporate Services Division: Financial Services

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		4 Proposed Fee	HST (Y/N)*	% Change in Fee		Comments / Recovery %
1	Tenders and RFPs	\$	52.08	\$	54.37	Υ	4.4%	100%	
2	Tenders and RFPs - Complex	\$	179.47	\$	187.37	Υ	4.4%	100%	
3	Change in Banking Information (Note 1)	\$	29.03	\$	30.31	Υ	4.4%	100%	
	Consideration of assignment/corporate change requests (Note 2)								
4	Simple	\$	409.73	\$	427.76	Υ	4.4%	100%	
5	Standard	\$	736.06	\$	768.45	Υ	4.4%	100%	
6	Complex	\$	981.50	\$	1,024.69	Υ	4.4%	100%	
	Notes:								
	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 laborate in Parking Information! for								

requests include any applicable 'change in Banking Information' fee.





Department: Corporate Services

Division: City Clerk's

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		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	Υ	4.4%	100%
4	Photocopies per page (8.5x11 or 8.5x14)	\$	0.42	\$	0.44	Υ	4.8%	100%
5	Photocopies large scale drawings (greater than 8.5x14)	\$	11.50	\$	12.00	Υ	4.3%	100%
6	Commissioner of Oaths	\$	24.34	\$	25.22	Υ	3.6%	100%
7	Proof of Residence Letter	\$	27.43	\$	28.32	Υ	3.2%	100%
8	Proof of Life - Pension Forms	\$	19.47	\$	19.91	Υ	2.3%	100%
9	Civil Marriage Ceremony	\$	331.85	\$	345.13	Υ	4.0%	100%
10	Renewal of Vows Ceremony	\$	53.98	\$	56.28	Υ	4.3%	100%
11	Fee for Witnesses	\$	26.99	\$	28.19	Υ	4.4%	100%
12	Storage Charge for an Unlawful Election Sign - per sign/day	\$	38.05	\$	39.72	Υ	4.4%	100%





Department: Corporate Services Division: Financial Services - Taxation

#	Service or Activity Provided or Use of City Property	2023	Approved Fee	202	4 Proposed Fee	HST (Y/N)*	% Change in Fee	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	Υ	4.4%	100%
10	NSF Fee - Processing fee on all 'returned' payments	\$	38.10	\$	39.78	Υ	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	Υ	4.4%	100%
16	Misapplied Payments - payment transfer (Taxpayer or Financial Institution error)	\$	38.10	\$	39.78	Υ	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	Υ	0.0%	Limited due to ability to pay, covered by other fees
19	Full Tax Deferral Program - annual renewal fee	\$	100.00	\$	100.00	Υ	0.0%	Limited due to ability to pay, covered by other fees
20	Debit Authorizations from Financial Institutions	\$	38.10	\$	39.78	Υ	4.4%	100%



2024 PROPOSED USER FEES & CHARGES

Department: Corporate Services

Division: Financial Planning, Administration & Policy

#	Service or Activity Provided or Use of City Property	202	3 Approved Fee	202	4 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%



2024 PROPOSED USER FEES & CHARGES

Department: Corporate Services

Division: Various

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Manual searches for records (per 15 minutes)	\$	13.72	\$	14.32	Υ	4.4%	100%
2	Preparation of Records for release (per 15 minutes)	\$	13.72	\$	14.32	Υ	4.4%	100%
3	Developing computer programs or other methods of producing a record from a machine (per 15 minutes)	\$	22.12	\$	23.09	Υ	4.4%	100%
4	Encrypted USB Charge	\$	31.64	\$	33.03	Υ	4.4%	100%
5	Routine Disclosure Administration fee	\$	10.62	\$	11.09	Υ	4.4%	100%



2024 PROPOSED USER FEES & CHARGES

Department: Corporate Services

Division: POA

#	Service or Activity Provided or Use of City Property	2023	2023 Approved Fee		4 Proposed Fee	HST (Y/N)*	% Change in Fee	Comments / Recovery %
1	Administrative review cost recovery fee	\$	65.00	\$	68.00	N	4.6%	based on Province
	Collection cost recovery fee							
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



City of Hamilton

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 %
Ī		Employee File Duplication:							
	1	Base rate (0-10 pages)	\$	133.70	\$	139.58	Υ	4.4%	
	2	Greater than 10 pages (per page)	\$	1.38	\$	1.44	Υ	4.4%	



ТО:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2)		
WARD(S) AFFECTED:	Ward 2		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Mali		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Downtown Hamilton Business Improvement Area, attached as Appendix "A" to Report PED24010, 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;

SUBJECT: Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2) - Page 2 of 4

(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.

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Downtown Hamilton Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The levy portion of the Business Improvement Area's Operating Budget in the amount of \$450,000 is raised through levies imposed upon rateable properties within the Business Improvement Area. There is no cost to the City of Hamilton for any part of the Business Improvement Area's Operating Budget.

Elimination of the historical 2/3 reduction provided to 110, 114, 116, 118, 120 and 122 King Street East and 130-150 King Street East (the "Reduced Assessment Properties") does not change the amount of the levy portion of the Business Improvement Area's approved budget. As a result of eliminating the 2/3 reduction historically granted to the Reduced Assessment Properties, all rateable properties will be taxed on the basis of their full assessed value, lowering the tax rate imposed on the rateable properties within the Business Improvement Area. This adjustment in the tax rate would be applicable for 2024.

Staffing: There are no staffing implications.

Legal: Legal services will assist in drafting a By-law to establish a special charge for the purposes of raising the amount required under the 2024 Budget of the Business Improvement Area as required pursuant to Section 208 of the *Municipal Act, 2001* (the "Act").

SUBJECT: Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2) - Page 3 of 4

HISTORICAL BACKGROUND

At its Annual General Meeting on Thursday November 9, 2023, the Downtown Hamilton Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Downtown Hamilton Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

On February 15, 2023, the Downtown Hamilton Business Improvement Area Board of Management voted to increase the levy of the Royal Connaught (110, 114, 116, 118, 120 and 122 King Street East) and the former Holiday Inn (130-150 King Street East) from 1/3 to 100% of the properties assessed value.

Following the decision of the Downtown Hamilton Business Improvement Area Board of Management, Report PED24010 is recommending that the levy reduction be eliminated.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Pursuant to Section 205(2) of the *Act*, the board of management of a Business Improvement Area must submit their proposed budget to council and the municipality may approve it in whole or in part.

Pursuant to Section 208 of the *Act*, the municipality shall raise the amount required for the purposes of the board of management and may establish a special charge for that purpose.

RELEVANT CONSULTATION

- (i) Taxation, Corporate Services; and,
- (ii) Legal Services.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The levy reductions applicable to the Reduced Assessment Properties have been in place for years. More recently they were reviewed to determine whether there was any rationale to continue these reductions, and with no rationale to support the continued reduction, the Business Improvement Area approved the elimination of the reductions for 2024. The Business Improvement Area Board of Management determined that the best way to do so, without overly burdening the properties that benefitted from this reduction, was for this levy reduction to be removed once the Reduced Assessment Properties were at full occupancy.

SUBJECT: Downtown Hamilton Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24010) (Ward 2) - Page 4 of 4

In arriving at the Business Improvement Area, Business Improvement Area tax rate for each rateable property within the Business Improvement Area, Finance staff use the weighted commercial/industrial assessment within each respective Business Improvement Area. While the Business Improvement Area levy amount of \$450,000 for 2024 remains unchanged, a higher weighted assessment results in a lower Business Improvement Area tax rate.

Historically, given the 2/3 reduction, only 1/3 of the assessment value of the Reduced Assessment Properties has been used to determine the weighted assessment and this results in a Business Improvement Area tax rate that is higher that it would have been if the reduction was not in place. This Business Improvement Area tax rate is applied to 1/3 of the assessed value of the Reduced Assessment Properties, which results in a benefit to these properties that is offset by the other properties within the Downtown Business Improvement Area.

If the 2/3 reduction for the Reduced Assessment Properties is removed, every rateable property within the Business Improvement Area, would be subject to Business Improvement Area levy based on the full assessment value of the property. Also, by eliminating the 2/3 reduction, the weighted assessment of the Downtown Business Improvement Area increases which results in a lower Business Improvement Area tax rate than what would have been calculated had the 2/3 reduction remained. This adjustment in the tax rate would be applicable commencing in 2024.

Overall, the elimination of the reduction for the Reduced Properties has no effect on the 2024 approved Budget or the levy portion of that Budget.

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24010 – 2024 Downtown Hamilton Business Improvement Area Budget.

CG/rb

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				
Total Revenue	\$456,318)	\$490,000)	\$515,000)	
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)	
Total	\$277,584)	\$284,000)	\$285,000)	
Special Events/Promotions				
Events & promotions				
Communications				
Total	\$178,086)	\$151,000)	\$165,000)	
Beautification				
Total	\$51,938)	\$55,000)	\$65,000)	
	, , , , , ,		. ,,	
TOTAL EXPENSES	\$507,608)	\$490,000)	\$515,000)	
	(\$51,290)	\$0)	\$0)	



TO:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Dundas Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24011) (Ward 13)		
WARD(S) AFFECTED:	Ward 13		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Malu		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Dundas Business Improvement Area, attached as Appendix "A" to Report PED24011, 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.

SUBJECT: Dundas Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24011) (Ward 13) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Dundas Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$178.880 is completely levied by the Business Improvement Area

through its members. There is no cost to the City of Hamilton for any part of

the Operating Budget.

Staffing: There are no staffing implications.

Legal: The *Municipal Act*, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of BIAs.

HISTORICAL BACKGROUND

At its Annual General Meeting on Monday November 13, 2023, the Dundas Business Improvement Area Board of Management presented its proposed Operating Budget for 2024.

The process followed to adopt the Dundas Business Improvement Area Operating Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Dundas Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24011) (Ward 13) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24011 – 2024 Dundas Business Improvement Area Budget CG/rb

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
TOTAL REVENUE	268,214.00	269,665.63
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
EVENTS TOTAL	106,340.00	106,340.00
BEAUTIFICATION		
Hanging baskets, Planters, seasonal		
décor, weeding, waste management	29,200.00	29,996.22
2023 Special Promotions or		
beautifucation projects	24,900.00	24,900.00
	-	
DMINISTRATION		
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
ADMINISTRATION TOTAL	107,774.00	108,429.41
EXPENSE TOTAL	268.214.00	269,665.63
EXPENSE TOTAL	268,214.00	269,665.63

^{1.}Other incomes is aquired from several garnts and filming donations received during the year. In the event grants are not availbale, 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



ТО:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3)		
WARD(S) AFFECTED:	Wards 2 and 3		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Malu		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Barton Village Business Improvement Area, attached as Appendix "A" to Report PED24012, 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;

SUBJECT: Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3) - Page 2 of 5

(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.

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Barton Village Business Improvement Area.

Barton Village Business Improvement Area Board of Management, Report PED24012 is recommending that the levy reduction provided to the Westinghouse HQ (286 Sandford Avenue North, 20 Myler Street, 30 Milton Avenue, and 42 Westinghouse Avenue) be gradually increased over the next three years. The assessment base will increase from the existing 1/3 the current assessment value to 60% in 2024, then increase 80% in 2025 and final increase to 100% in 2026.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$125,000 is completely levied by the Business Improvement Area through its members. There is no cost to the City of Hamilton for any part of the Operating Budget.

Overall, there is no change in the 2023 approved Budget/Levy. By gradually eliminating the 2/3 reduction (the "Reduced Assessment Properties"), it increases the weighted assessment with the Barton Village Business Improvement Area, and therefore results in a lower Business Improvement Area tax rate than what would have been calculated had the 2/3 reduction remained. This graduated adjustment in levy would start in 2024 and be phased in until at 100% over the next three years (2026).

Staffing: There are no staffing implications.

Legal: The *Municipal Act, 2001*, Section 205, Sub-section (2) dictates that City Council must approve Budgets of Business Improvement Areas.

SUBJECT: Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3) - Page 3 of 5

HISTORICAL BACKGROUND

At its Annual General Meeting on Monday November 27, 2023, the Downtown Barton Village Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Barton Village Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

On February 1, 2023, the Barton Village Business Improvement Area Board of Management voted to gradually increase the levy of 286 Sanford Avenue North, 20 Myler Street, 30 Milton Avenue, and 42 Westinghouse Avenue from 1/3 to 100% of the property assessed levy now by 2026.

- (i) Increase to 60% in 2024;
- (ii) Increase to 80% in 2025; and,
- (iii) Increase to 100% in 2026.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Pursuant to Section 205(2) of the *Act*, the board of management of a Business Improvement Area must submit their proposed budget to council and the municipality may approve it in whole or in part.

Pursuant to Section 208 of the *Act*, the municipality shall raise the amount required for the purposes of the board of management and may establish a special charge for that purpose.

RELEVANT CONSULTATION

- (i) Taxation, Corporate Services; and,
- (ii) Legal Services

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The levy reductions applicable to the Reduced Assessment Properties have been in place for years. More recently they were reviewed to determine whether there was any rationale to continue these reductions, and with no rationale to support the continued reduction, the Business Improvement Area approved the elimination of the reductions for 2024. The Business Improvement Area Board of Management determined that the

SUBJECT: Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3) - Page 4 of 5

best way to do so, without overly burdening the properties that benefitted from this reduction was for this levy reduction to be gradually phased out over the next three years.

In arriving at the Business Improvement Area tax rate for each rateable property within the Business Improvement Area, Finance staff use the weighted commercial/industrial assessment within each respective Business Improvement Area. While the Business Improvement Area levy amount of \$125,000 for 2024, remains unchanged, a higher weighted assessment results in a lower Business Improvement Area tax rate.

Historically, given the 2/3 reduction, only 1/3 of the assessment value of the Reduced Assessment Properties has been used to determine the weighted assessment and this results in a Business Improvement Area tax rate that is higher that it would have been if the reduction was not in place. This Business Improvement Area tax rate is applied to 1/3 of the assessed value of the Reduced Assessment Properties, which results in a benefit to these properties that is offset by the other properties within the Barton Village Business Improvement Area.

If the 2/3 reduction for the Reduced Assessment Properties is removed, every rateable property within the BIA would be subject to BIA Business Improvement Area levy based on the full assessment value of the property. Also, by gradually reducing the 2/3 reduction, the weighted assessment of the Barton Village Business Improvement Area increases which results in a lower Business Improvement Area tax rate than what would have been calculated had the 2/3 reduction remained. This gradual adjustment in the tax rate would be applicable commencing in 2024.

Staff is recommending that the reduction be eliminated as the Reduced Assessment.

Overall, the elimination of the reduction for the Reduced Properties has no effect on the 2024 approved Budget or the levy portion of that Budget. By gradually eliminating the 2/3 reduction, it increases the weighted assessment with the Barton Village Business Improvement Area and therefore results in a lower Business Improvement Area tax rate than what would have been calculated had the 2/3 reduction. remained. These adjustments would start to be applicable for 2024, completing to 100% by 2026.

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Barton Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24012) (Wards 2 and 3) - Page 5 of 5

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24012 – 2024 Barton Village Business Improvement Area Budget.

CG/rb

2024 Barton Village Business Improvement Area Budget

Budget 2024

BIA Levy	\$125,000.00	
Grants and Sponsorships	\$40,000.00	
Additional Revenues	\$55,000.00	
Total Revenues	\$220,000.00	
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	
Total Expenses	\$220,000.00	



то:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Ancaster Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24013) (Ward 12)		
WARD(S) AFFECTED:	Ward 12		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Malu		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Ancaster Village Business Improvement Area, attached as Appendix "A" to Report PED24013, 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.

SUBJECT: Ancaster Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24013) (Ward 12) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Ancaster Village Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$121,000 is completely levied by the Business Improvement Area

through its members. There is no cost to the City of Hamilton for any part of

the Operating Budget.

Staffing: There are no staffing implications.

Legal: The Municipal Act, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of Business Improvement Areas.

HISTORICAL BACKGROUND

At its Annual General Meeting on Monday November 20, 2023, the Ancaster Village Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Ancaster Village Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Ancaster Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24013) (Ward 12) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24013 – 2024 Ancaster Village Business Improvement Area Budget.

CG/rb

Appendix "A" to Report PED24013 Page 1 of 1

2024 Ancaster Village Business Improvement Area Budget

<u>\$162,990</u>
\$20,000
\$36,450
\$25,000
\$76,540
\$5,000

Cash Drawdown from BIA Account \$41,990
BIA Levies Total \$121,000



TO:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Westdale Village Business Improvement Area Proposed Budget and Schedule of Payments (PED24014) (Ward 1)		
WARD(S) AFFECTED:	Ward 1		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Mali		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Westdale Village Business Improvement Area, attached as Appendix "A" to Report PED24014, 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.

SUBJECT: Westdale Village Business Improvement Area Proposed Budget and Schedule of Payments (PED24014) (Ward 1) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Westdale Village Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$131,328 is completely levied by the Business Improvement Area

through its members. There is no cost to the City of Hamilton for any part of

the Operating Budget.

Staffing: There are no staffing implications.

Legal: The *Municipal Act*, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of Business Improvement Areas.

HISTORICAL BACKGROUND

At its Annual General Meeting on Wednesday November 8, 2023, the Westdale Village Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Westdale Village Business Improvement Area Budget was in accordance with The *Municipal Act*, 2001, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Westdale Village Business Improvement Area Proposed Budget and Schedule of Payments (PED24014) (Ward 1) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24014 – Westdale Village Business Improvement Area Budget 2024

CG/rb

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



ТО:	Mayor and Members General Issues Committee		
COMMITTEE DATE:	January 17, 2024		
SUBJECT/REPORT NO:	Waterdown Village Business improvement Area 2024 Proposed Budget and Schedule of Payments (PED24015) (Ward 15)		
WARD(S) AFFECTED:	Ward 15		
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632		
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department		
SIGNATURE:	Malu		

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Waterdown Village Business Improvement Area, attached as Appendix "A" to Report PED24015, 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.

SUBJECT: Waterdown Village Business improvement Area 2024 Proposed Budget and Schedule of Payments (PED24015) (Ward 15) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Waterdown Village Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$285,000 is completely levied by the Business Improvement Area

through its members. There is no cost to the City of Hamilton for any part of

the Operating Budget.

Staffing: There are no staffing implications.

Legal: The *Municipal Act*, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of BIAs.

HISTORICAL BACKGROUND

At its Annual General Meeting on Tuesday November 21, 2023, the Waterdown Village Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Waterdown Village Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Waterdown Village Business improvement Area 2024 Proposed Budget and Schedule of Payments (PED24015) (Ward 15) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24015 – 2024 Waterdown Village Business Improvement Area Annual Budget.

CG/rb

2024 Waterdown Village Business Improvement Area Budget

2024		2023 BUDGET	2023 Proj. ACTUALS	2024 BUDGET	2023-2024 Budget \$ CHANGE	2023-2024 Budget % CHANGE
REVENUES	Tax Levy, City of Hamilton Supplementary Taxes Property Tax Adjustments Vendor Fees Grants Event Revenues (Sponsorships Transfer from Surplus Other (ticket sales, donations, etc.) Marketing Reserve Contribution HST Refund TOTAL REVENUE	270,000 - (5,000) 15,000 6,500 10,500 39,535 200 10,000 16,000 362,735	270,000 6,888 - 27,000 22,320 13,715 - 1,500 10,000 17,580 369,003	285,000 - (5,000) 24,000 6,500 10,500 36,116 500 10,000 17,000 384,616	15,000 - 9,000 - - (3,419) 300 - 1,000 21,881	5.56 - - 60 - (8.65) 150 - 6.25 6.03
EXEPNSES	Admin & Operations Beautification Farmers' Market Events & Prmotions Marketing & Advertising Member Engagement HST Paid Non-refundable Additions (Capitalized) TOTAL EXPENDITURES	169,800 84,500 25,535 28,750 33,350 2,000 15,000 3,800 0	180,403 75,145 24,080 28,480 30,805 1,275 17,000 3,925 2,275 363,388	184,210 83,700 27,381 30,400 33,500 2,000 17,000 3,925 2,500 384,616	14,410 (800) 1,846 1,650 150 - 2,000 125 2,500 21,881	8.49 (0.95) 7.23 5.74 0.45 - 13.33 3.29 - 6.03



ТО:	Mayor and Members General Issues Committee				
COMMITTEE DATE:	January 17, 2024				
SUBJECT/REPORT NO:	Stoney Creek Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24016) (Ward 5)				
WARD(S) AFFECTED:	Ward 5				
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632				
SUBMITTED BY:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department				
SIGNATURE:	Malu				

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Stoney Creek Village Business Improvement Area, attached as Appendix "A" to Report PED24016, 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.

SUBJECT: Stoney Creek Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24016) (Ward 5) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Stoney Creek Village Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$74,440 is completely levied by the Business Improvement Area through

its members. There is no cost to the City of Hamilton for any part of the

Operating Budget.

Staffing: There are no staffing implications.

Legal: The Municipal Act, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of Business Improvement Areas

HISTORICAL BACKGROUND

At its Annual General Meeting on Wednesday November 15, 2023, the Stoney Creek Village Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Stoney Creek Village Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Stoney Creek Village Business Improvement Area 2024 Proposed Budget and Schedule of Payments (PED24016) (Ward 5) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24016 – 2024 Stoney Creek Village Improvement Area Budget.

CG/rb

2024 Stoney Creek Village Improvement Area Budget

2024 Stoney Creek Budget		2024 propose	<u>ed</u>
Revenue Opening Bank Balance BIA Tax Levy HST Refund A/R		10,000 74,440 10,810 0	95,250
<u>Expenditures</u>			
Streetscape Flowers/streetscape items Planters Banner/Wreath Installation		15,000 9,990 <u>0</u>	
Promotion			24,440
Web Page Hosting Santa Claus Parade Advertising		500 500 <u>5000</u>	
Administration			6000
Executive Director Miscellaneous Meeting Expense Office Supplies		\$29,000 500 400 350 2,200	
Liability Insurance OBIAA Membership Bank Charges		250 60 2,500	
Audit Fees and Accounting		2,300	35,260
Events Strawberry Fest PumpkinFest Stoney Creek Sparkles Jazz in the Creek Market Kringle in the Creek AppleFest Revenue - Vendors, sponsors - City Enrichment Fund		9,000 9,000 5,000 6,000 6,800 5,000 4,000 -9,000 -6,800	
Revenue Neutral Activity Boots in the Creek Expenses Boots in the Creek Revenue Summer Students Summer Students Grant	100,000 -100,000 15,000 -15,000		\$29,000
Total Expenditures Other Revenue Operating Grant		-9,200	\$95,250
Christmas Grant Net Expenditures		-1,300	-\$10,500
Reserve Fund			\$10,500



TO:	Mayor and Members General Issues Committee			
COMMITTEE DATE:	January 17, 2024			
SUBJECT/REPORT NO:	Ottawa Street Business Improvement Area Proposed Budget and Schedule of Payments (PED24017) (Wards 3 and 4)			
WARD(S) AFFECTED:	Wards 3 and 4			
PREPARED BY:	Cristina Geissler (905) 546-2424 Ext. 2632			
SUBMITTED BY: SIGNATURE:	Norm Schleehahn Director, Economic Development Planning and Economic Development Department			

RECOMMENDATION

- (a) That the 2024 Operating Budget for the Ottawa Street Business Improvement Area, attached as Appendix "A" to Report PED24017, 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.

SUBJECT: Ottawa Street Business Improvement Area Proposed Budget and Schedule of Payments (PED24017) (Wards 3 and 4) - Page 2 of 3

EXECUTIVE SUMMARY

This Report deals with the approval of the 2024 Budget and Schedule of Payments for the Ottawa Street Business Improvement Area.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The \$153,000 is completely levied by the Business Improvement Area

through its members. There is no cost to the City of Hamilton for any part of

the Operating Budget.

Staffing: There are no staffing implications.

Legal: The Municipal Act, 2001, Section 205, Sub-section (2) dictates that City

Council must approve Budgets of Business Improvement Areas.

HISTORICAL BACKGROUND

At its Annual General Meeting on Wednesday November 1, 2023, the Ottawa Street Business Improvement Area Board of Management presented its proposed Budget for 2024.

The process followed to adopt the Ottawa Street Business Improvement Area Budget was in accordance with The *Municipal Act, 2001*, and the Business Improvement Area's Procedure By-law.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS AND RATIONALE FOR RECOMMENDATION

N/A

ALTERNATIVES FOR CONSIDERATION

N/A

SUBJECT: Ottawa Street Business Improvement Area Proposed Budget and Schedule of Payments (PED24017) (Wards 3 and 4) - Page 3 of 3

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24017 – 2024 Ottawa Street Business Improvement Area Budget.

CG/rb

2024 Ottawa Street Business Improvement Area Budget

BIA Budget 2024 Bia Account: \$128,159.28 Contigency: \$17,399.46

Income					
	BIA Levies	City Hall / Gov	OSFM	Sew Hungry	Total
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
Total	153,000	44,587	5700	15000	218287

Expenses						
	BIA Levies	City Hall		OSFM	Sew Hungry	Total
Insurance	3434					3434
Office Facilities	25,250			5700		30950
Full Time Employees	55,000					55000
Part Time Employees	24,000					24000
Administration Service	6077					6077
Beautification		260	00			26000
Events / Activations	11,326	125	00			23826
Sew Hungry					15000	15000
Marketing	27,913	60	87			34,000
Total	153,000	445	87	5700	15000	218287

Admin Services:		Office Facilities:	
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		
Total	6077		30950



CITY OF HAMILTON HEALTHY AND SAFE COMMUNITIES DEPARTMENT Housing Services Division

то:	Mayor and Members General Issues Committee	
COMMITTEE DATE:	January 17, 2024	
SUBJECT/REPORT NO:	Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide)	
WARD(S) AFFECTED:	City Wide	
PREPARED BY:	Rob Mastroianni (905) 546-2424 Ext. 8035	
SUBMITTED BY: SIGNATURE:	Michelle Baird Director, Housing Services Division Healthy and Safe Communities Department	
	Michelle Band	

RECOMMENDATIONS

- (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

SUBJECT: Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide) - Page 2 of 4

authority to make appropriate payments to community service providers, in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

The City of Hamilton has experienced an influx of asylum-seeking households that have arrived in Canada through various ports of entry and are seeking support from Hamilton's homelessness serving system. Over the last several months, there has been a continued increase in the number of individuals seeking support, with current data showing an average of 35% of Hamilton's emergency shelter and hotel overflow spaces are utilized by asylum-seeking households. Municipalities across the country are experiencing similar trends to that seen in Hamilton.

Hamilton has undertaken several advocacy efforts with the Federal Ministry of Immigration, Refugees and Citizenship Canada (IRCC) to seek support in addressing the pressures within Hamilton's homelessness serving system. As a result, IRCC has committed to provide \$3.5 M in funding to reimburse for costs from January to September 2023, with commitment of further discussions to address ongoing needs. Estimated costs for all of 2023 exceed \$10 million.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The City of Hamilton will receive a one-time payment of \$3.5 M from the Federal Ministry of Immigration, Refugees and Citizenship Canada to address pressures realized from January to September 2023, with commitment from IRCC of ongoing discussion to explore further potential compensation for October 2023 onward. Funds received will account for actual extraordinary costs incurred by Hamilton's homelessness serving

system.

Staffing: There are no staffing implications associated with Report HSC24003

Legal: To ensure that the City complies with the terms of the Transfer Payment

Agreement, Legal Services will be involved in the review and drafting of any

ancillary agreements, as may be required.

HISTORICAL BACKGROUND

Since early 2023, there has been an influx of asylum-seeking households arriving into Canada from various ports of entry. Municipalities across Canada have experienced pressures in supporting these households within their homelessness serving system.

SUBJECT: Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide) - Page 3 of 4

Similarly, Hamilton has been experiencing month over month increases in the number of asylum-seeking households presenting at local support services. Currently, 35% of emergency shelter and hotel overflow spaces are utilized by asylum-seeking households.

In keeping with Hamilton's long history of welcoming newcomers and being a place of refuge for those seeking asylum, while also recognizing the pressures already existing within the local homelessness serving system, the City of Hamilton engaged with Federal Ministry of Immigration, Refugees and Citizenship Canada (IRCC) to explore financial and related supports which can be provided to assist in addressing current pressures.

As a result of this collaboration, IRCC has committed to provide funding in the amount of \$3.5 M to address costs associated with supporting asylum-seeking families between January and September 2023. Additionally, IRCC has committed to continued discussion in exploring potential future compensation for pressures from October 2023 onward.

The Housing Services Division will continue to collaborate with IRCC partners on options to support asylum-seeking households on an ongoing basis.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None

RELEVANT CONSULTATION

The Housing Services Division engages in ongoing consultation with partners within the homelessness serving system overall in regard to pressures within the system. Discussions have been ongoing specific to pressures in serving this increased number of asylum-seeking families and options to provide effective support. Housing Services Division will continue to consult with partners across the system on an ongoing basis.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Throughout 2023, there has been a continued increase in the number of asylum-seeking households presenting for supports within Hamilton's homelessness serving system agencies. In Fall 2023, discussions with the Federal Ministry of Immigration, Refugees and Citizenship Canada led to an analysis of emergency shelter and hotel overflow usage which shows an increasing trend in utilization by asylum-seeking families, with current usage at 35% of Hamilton's overall capacity.

SUBJECT: Interim Housing Assistance Program (IHAP) (HSC24003) (City Wide) - Page 4 of 4

Entering into an agreement with the Federal government, the City of Hamilton will be positioned to recuperate extraordinary costs incurred within the homelessness serving system between January and September 2023 and continue seeking recouperation of expenses from October 2023 onward.

ALTERNATIVES FOR CONSIDERATION

None

APPENDICES AND SCHEDULES ATTACHED

None



LIGHT RAIL TRANSIT SUB-COMMITTEE REPORT 23-005

9:30 a.m.
Monday, December 11, 2023
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Mayor A. Horwath, Councillors M. Wilson (Chair), N. Nann (Vice-

Chair) C. Cassar, J.P. Danko, M. Francis, T. Hwang and

C. Kroetsch

Absent with

Regrets: Councillors M. Francis and T. Hwang - Personal

THE LIGHT RAIL TRANSIT SUB-COMMITTEE PRESENTS REPORT 23-005 AND RESPECTFULLY RECOMMENDS:

1. 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.

- 2. Light Rail Transit Strategic Site Selection Update Report (PED23142(a)) (Wards 1,2, 3, 4 and 5) (Item 15.2)
 - (a) That the direction provided to staff in the Closed Session, respecting Report PED23412(a) be approved; and
 - (b) 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.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

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

8. PRESENTATIONS

8.2 (a) Report respecting Getting Hamilton's LRT on the Right Track

The agenda for the December 11, 2023, Light Rail Transit Sub-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) September 25, 2023 (Item 4.1)

The Minutes of the September 25, 2023, meeting of the Light Rail Transit Sub-Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from Rosa Beraldo respecting Light Rail Transit (LRT) is Not Needed (Item 5.1)

The correspondence from Rosa Beraldo respecting Light Rail Transit (LRT) is Not Needed, was received.

(e) PRESENTATIONS (Item 8)

(i) Lessons Learned from Waterloo's Light Rail Transit System (Item 8.1)

Mike Murray, former Region of Waterloo Chief Administrative Officer, addressed the Committee respecting Lessons Learned from Waterloo's Light Rail Transit System, with the aid of a PowerPoint presentation.

The presentation by Mike Murray, former Region of Waterloo Chief Administrative Officer, respecting Lessons Learned from Waterloo's Light Rail Transit System, was received.

(ii) Applying a Climate Justice Lens to the Light Rail Transit (Item 8.2)

McMaster University and Redeemer University students Diana Samanou, Griffin Kinzie, Isabela Sipos, Hannah Horlings, Kiana Craig, and Simon

Light Rail Transit Sub-Committee Report 23-005

December 11, 2023 Page 3 of 4

Batusic addressed Committee respecting Applying a Climate Justice Lens to the Light Rail Transit, with the aid of a PowerPoint presentation.

The presentation from McMaster University and Redeemer University students Diana Samanou, Griffin Kinzie, Isabela Sipos, Hannah Horlings, Kiana Craig, and Simon Batusic respecting Applying a Climate Justice Lens to the Light Rail Transit, was received.

For further disposition of this matter, refer to Item (f)(i)

(iii) Report respecting Getting Hamilton's LRT on the Right Track (Added Item 8.2(a))

- (1) The Report respecting Getting Hamilton's LRT on the Right Track, was received.
- (2) Staff were directed to report back to the Light Rail Transit Sub-Committee respecting a Terms of Reference for establishing a baseline of measures that would enable the City to track changes over time with respect to a wide and comprehensive range of metrics including economic, environmental and social metrics.

(f) NOTICES OF MOTION (Item 13)

Councillor M. Wilson relinquished the Chair to Councillor Danko in order to introduce the following Notice of Motion:

(i) Applying a Climate Justice Lens to the Light Rail Transit Recommendations (Added Item 13.1)

That staff be directed to review the presentation respecting Applying a Climate Justice Lens to the Light Rail Transit and report back to the Light Rail Transit Sub-Committee respecting what recommendations the City is acting on and if there are additional recommendations for the Light Rail Transit Sub-Committee to consider.

Councillor M. Wilson assumed the Chair.

(g) GENERAL INFORMATION / OTHER BUSINESS (Item 14)

(i) Amendment to the Outstanding Business List (Item 14.1)

The following amendment to the Light Rail Transit Sub-Committee Outstanding Business List, were approved:

Light Rail Transit Sub-Committee Report 23-005

December 11, 2023 Page 4 of 4

- (1) Items Considered Complete and Needing to be Removed (Item 14.1(a))
 - (i) Metrolinx Community Benefits Approach (Item 14.1(a)(a)) Item on OBL: D
 Addressed as Item 9.1 (PED23262) (on today's agenda)

(h) PRIVATE AND CONFIDENTIAL (Item 15)

(i) Closed Session Minutes - September 25, 2023

The Light Rail Transit Sub-Committee Closed Session Minutes of September 25, 2023, were approved and remain confidential.

The Committee moved into Closed Session respecting Item 15.2, Light Rail Transit Strategic Site Selection – Update Report (PED23142(a)) (Wards 1,2, 3, 4 and 5), pursuant to Section 9.3, Sub-sections (c) and (k) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (c) and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land for City or a local board purposes; 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 City or a local board.

(ii) Light Rail Transit Strategic Site Selection – Update Report (PED23142(a)) (Wards 1,2, 3, 4 and 5) (Item 15.2)

For disposition of this matter, refer to Item 2.

(i) ADJOURNMENT (Item 16)

There being no further business, the Light Rail Transit Sub-Committee adjourned at 12:33 p.m.

Respectfully submitted,

Councillor M. Wilson, Chair, Light Rail Transit Sub-Committee

Carrie McIntosh Legislative Coordinator Office of the City Clerk



AIRPORT SUB-COMMITTEE REPORT 23-005

9:30 a.m.

December 1, 2023

Council Chambers, City Hall, 2nd Floor 71 Main Street West, Hamilton, Ontario

Present: Councillors M. Tadeson (Co-Chair) and M. Spadafora (Co-

Chair)

Councillors J. Beattie, C. Cassar, M. Francis, T. Hwang, T.

McMeekin, and E. Pauls

THE AIRPORT SUB-COMMITTEE PRESENTS REPORT 23-005 AND RESPECTFULLY RECOMMENDS:

1. Airport Lease – Verbal Update (Item 14.1)

That the Airport Lease – Verbal Update, be received and remain confidential.

2. 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.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

CHANGE TO THE ORDER OF ITEMS

That consideration of Item 11.1 respecting the Terms and Obligations of the Current Airport Lease be deferred until after the consideration of Item 14.1 Airport Lease – Verbal Update in Closed Session.

The agenda for the December 1, 2023 Airport Sub-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) October 6, 2023 (Item 4.1)

The Minutes of the October 6, 2023 meeting of the Airport Sub-Committee were approved, as presented.

(d) PRIVATE AND CONFIDENTIAL (Item 14)

(i) That Committee move into Closed Session pursuant to Section 9.3, Subsections (c), (j) and (k) of the City's Procedural By-law 21-021; and, Section 239(2), Sub-sections (c), (j), and (k) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land for City or a local board purposes; a trade secret or scientific, technical, commercial or financial information that belongs to the City or a local board and has monetary value or potential monetary value; 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 City or a local board.

(ii) Airport Lease – Verbal Update (Item 14.1)

For disposition of this matter, refer to Item 1.

(e) ADJOURNMENT (Item 15)

There being no further business, the Airport Sub-Committee was adjourned at 11:34 a.m.

Respectfully submitted,

Councillor Mark Tadeson Co-Chair, Airport Sub-Committee

Aleah Whalen Legislative Coordinator Office of the City Clerk



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

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	2024 Budget Submission Advisory Committee for Persons with Disabilities (CM24001) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rebecca Banky (905) 546-2424 Ext. 6732
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	MALC

RECOMMENDATION

That the Advisory Committee for Persons with Disabilities 2024 base budget submission attached as Appendix "A" to Report CM24001 in the amount of \$23,172.00, be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

In accordance with the process for submission of budgets for the Volunteer Advisory Committees, the Advisory Committee for Persons with Disabilities Budget for 2024 in the total amount of \$23,172.00 be submitted with the recommendation that it be approved.

The base budget request includes the 2023 approved budget (\$14,100.00), funding for an accessibility award program already approved by council (\$9,000), and \$72 in additional monthly costs.

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The base budget requested for 2024 for the Advisory Committee for Persons with Disabilities is \$23,172. This includes the base budget from 2023

SUBJECT: 2024 Budget Submission Advisory Committee for Persons with Disabilities (CM24001) (City Wide) - Page 2 of 3

(\$14,100), funding for an accessibility award already approved by council (\$9,000), and \$72 in additional monthly costs.

Staffing: Not Applicable

Legal: Not Applicable

HISTORICAL BACKGROUND

The base budget submission for the Advisory Committee for Persons with Disabilities is attached as Appendix "A" to Report CM24001.

The budget includes both incidental costs to support the Advisory Committee for Persons with Disabilities, as well as additional costs for specific events, programs and initiatives. Appendix "A" to Report CM24001 details the budget expenses for 2024.

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

Committee Name	2023 Approved	2024 Base Request	Request from Reserve	Total 2024 Request
Advisory Committee for Persons with Disabilities (Appendix "A" to Report CM24001)	\$14,100.00	\$23,172.00	\$0	\$23,172.00

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Advisory Committee for Persons with Disabilities is able to put surplus funds from each year into a reserve for future purposes. The Committee may request to use those funds in future years for specific activities. This provides the Committee with an opportunity to plan ahead for specific projects, training or initiatives in future years, while minimizing increases to their annual base budget.

The Advisory Committee for Persons with Disabilities has not yet determined all their activities for 2024. Should additional funding for the activities of the Advisory Committee for Persons with Disabilities be required in 2024, and be available in the Volunteer Advisory Committee Reserves, requests for reserve funding will be made at the appropriate time to the General Issues Committee.

SUBJECT: 2024 Budget Submission Advisory Committee for Persons with Disabilities (CM24001) (City Wide) - Page 3 of 3

RELEVANT CONSULTATION

The Advisory Committee for Persons with Disabilities discussed and approved the budget at their December 12, 2023 meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The recommendation in Report CM24001 will provide funding for the on-going operations of the Advisory Committee for Persons with Disabilities and enable them to continue to fulfil their mandate and terms of reference.

ALTERNATIVES FOR CONSIDERATION - N/A

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report CM24001 – Advisory Committee for Persons with Disabilities 2024 Budget Submission

Page 1 of 4

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES

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:

- 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:
 - 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			
Community Engagement & Participation	Х	Economic Prosperity & Growth	х
3) Healthy & Safe Communities	X	4) Clean & Green	Х
5) Built Environment & Infrastructure	х	6) Culture & Diversity	х
7) Our People & Performance	х		

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.	
SUB TOTAL	\$4,672.00

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
SUB TOTAL	\$18,500.00

TOTAL COSTS	\$23,172.00

Funding from Advisory Committee Reserve (only available to	\$
Advisory Committees with reserve balances)	

TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$23,172.00
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$14,100)	\$14,100.00

CERTIFICATION:

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

Representative's Name:	James Kemp
Signature:	James Kemp
Date:	December 13 th , 2023
Telephone #:	



CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT Tourism and Culture Division

то:	Mayor and Members General Issues Committee
COMMITTEE DATE:	January 17, 2024
SUBJECT/REPORT NO:	Arts Advisory Commission Budget Submission (PED24005) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Peter Fortune (905) 546-2424 Ext. 6281
SUBMITTED BY:	John Summers Acting Director, Tourism and Culture Planning and Economic Development Department
SIGNATURE:	John Sammers

RECOMMENDATION

That the Arts Advisory Commission 2024 budget submission attached as Appendix "A" to Report PED24005 in the amount of \$9,000 be approved and referred to the 2024 budget process for consideration.

EXECUTIVE SUMMARY

On September 13, 2023 Council approved the recommendation (CM23025) to pause all Volunteer Advisory Committees for review. The 2024 budget request will enable the Arts Advisory Commission to undertake consultation and outreach events with the arts community to share ideas and support the local arts community if and when the Arts Advisory Commission is reconstituted.

Alternatives for Consideration – Not Applicable

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The 2024 Arts Advisory Committee budget will be \$9,000.

Staffing: None

SUBJECT: Arts Advisory Commission Budget Submission (PED24005) (City

Wide) - Page 2 of 2

Legal: None

HISTORICAL BACKGROUND

The Arts Advisory Commission has the following 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.

The primary focus of the Arts Advisory Commission pre-pandemic was community outreach in response the priorities developed through consultation with the arts community at the Big Picture 2017 Art Forum event. Given the effects of the pandemic on the arts community the Arts Advisory Commission undertook the Celebrating Resilience in the Arts project and survey in 2021 to begin to outreach to the arts community around pandemic recovery. In 2022 the Arts Advisory Commission focused on arts community recovery.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

This work supports the Council approved mandate of the Arts Advisory Commission and the recommendations of the Mayor's Task Force on COVID recovery.

RELEVANT CONSULTATION

Not Applicable

ANALYSIS AND RATIONALE FOR RECOMMENDATION

In the event that the Arts Advisory Commission is re-constituted, it will continue to fulfil its on-going responsibilities with regards to the City of Hamilton Arts Awards and the Public Art Program.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to PED24005 - 2024 Advisory Committees Budget Submission - Arts Advisory Commission

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION

ARTS ADVISORY COMMISSION

Appendix "A" to Report PED24005 Page 2 of 4

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			
Community Engagement & Participation	X	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	\$500
Committee Meetings) Off-site Meetings	\$500
Refreshments for Training Sessions and Sub Committees Binders, office supplies, printing etc.	\$800 \$500
Printing costs for reports, etc.	\$1000
SUB TOTAL	\$3300

SPECIAL EVENT/PROJECT COSTS:

Arts Community consultation outreach events	\$16000
SUB TOTAL	\$16000

TOTAL COSTS	\$19300

1		
	Funding from Advisory Committee Reserve (only available to Advisory	\$10300
	Committees with reserve balances)	

TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$9000
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$)	\$9000

Appendix "A" to Report PED24005 Page 4 of 4

CERTIFICATION:

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

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



ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES REPORT 24-001

4:00 p.m.

Tuesday, January 9, 2024 Room 264, 2nd Floor Hamilton City Hall 71 Main Street West

Present: Councillor M. Tadeson, J. Kemp (Chair),

P. Kilburn (Vice Chair), H. Bonefant, L. Dingman, A. Frisina, C. Hernould,

L. Janosi, L. Johanson, H. Kaur, J. Maurice, M. McNeil, T. Murphy, K. Nolan, T. Nolan,

M. Opoku-Forieh, R. Westbrook

Absent

with Regrets: B. Cullimore and S. Dunford

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

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

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

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

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

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

THEREFORE, BE IT RESOLVED:

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

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

CHANGES TO THE ORDER OF ITEMS:

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

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

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) December 12, 2023 (Item 4.1)

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

(d) DISCUSSION ITEMS (Item 11)

(i) Board of Health Governance and the Needs of Persons with Disabilities in Hamilton (no copy)

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

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

(e) PRESENTATIONS (Item 8)

(i) HSR's E-Paper/Digital Display Pilot (Item 8.1)

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

General Issues Committee - January 17, 2024

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

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

(e) CONSENT ITEMS (Item 9)

- (i) The following Consent Items, were received:
 - (1) Built Environment Working Group Update (Item 9.1)
 - (a) Built Environment Working Group Final Outstanding Business List - December 2023 (Item 9.1(a))
 - (b) Built Environment Working Group Meeting Notes – December 5, 2023 (Item 9.1(b))
 - (2) Housing Issues Working Group Update (Item 9.2)
 - (a) Housing Issues Working Group Meeting Notes – November 21, 2023 (Item 9.2(a))
 - (3) Outreach Working Group Update (Item 9.3)
 - (a) Outreach Working Group Meetings Notes
 General Issues Committee January 17, 2024

- November 21, 2023 (Item 9.3(a))
- (4) Transportation Working Group Update (Item 9.4)
 - (a) Transportation Working Group Meeting Notes – November 28, 2023 (Item 9.4(a))
- (5) Strategic Planning Working Group Update (no copy) (Item 9.5)
- (6) Accessible Open Spaces and Parkland Working Group Update (no copy) (Item 9.6)

(g) MOTIONS (Item 12)

- J. Kemp relinquished the Chair to P. Kilburn in order to introduce the following Motion:
- (i) Changing the Name of the Advisory Committee for Persons with Disabilities (ACPD) to Accessibility Committee for Persons with Disabilities (ACPD) (Item 12.1)

For disposition of this matter, refer to Item 2.

J. Kemp assumed the Chair.

January 9, 2024 Page 7 of 7

(h) ADJOURNMENT (Item 16)

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

Respectfully submitted,

James Kemp, Chair Advisory Committee for Persons with Disabilities

Carrie McIntosh Legislative Coordinator Office of the City Clerk



INFORMATION REPORT

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

COUNCIL DIRECTION

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

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

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

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

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

INFORMATION

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

Legal implications

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

Staffing implications

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

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

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

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

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

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

Financial Implications

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

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

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

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

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

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

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

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

Housing Implications

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

Other implications

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

Planned Declaration Methods

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

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

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

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

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

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

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

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

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

Communication Strategy and Customer Support

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

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

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

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

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Limitations and Opportunities of other Methods to Identify Vacant Properties

Universal Declaration versus Self-identification

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

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

Universal Declaration

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

Self-identification

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

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Table 1: Vacant Unit Identification Methods

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

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

Data from Utility Companies

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

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

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

Vacant Building Registry

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

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

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

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

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

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

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

Negative Option Billing

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

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

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

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

Exemptions for Non-Profit Housing or Social Housing

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

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

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

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

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

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

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

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS21017(d) – Notice to declare sample letter Appendix "B" to Report FCS21017(d) – Declaration of Occupancy Status Form Appendix "C" to Report FCS21017(d) – Call to Action campaign

GR/dt

January 2, 2024

PROPERTY OWNER PROPERTY OWNER ADDRESS 1 ADDRESS 2

RESIDENTIAL VACANT UNIT TAX DECLARATION REQUIRED BEFORE MARCH 31, 2024

THIS INFORMATION IS NEEDED FOR THE DECLARATION

Propery Address
Roll Number
00XXXXXXXXX

Access Code ABCD123

City of Hamilton - Vacant Unit Tax

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

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

Next Steps

1. Learn about the Vacant Unit Tax

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

2. Prepare information for declaration

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

3. Complete your declaration

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

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

If you need assistance completing your declaration please contact 905-546-2573 or email VacantUnitTax@hamilton.ca.

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

For additional information, please visit <u>www.hamilton.ca/VacantUnitTax</u>. If you do not complete your declaration, your property will be deemed vacant and charged the tax.





RESIDENTIAL VACANT UNIT TAX DECLARATION OF OCCUPANCY STATUS FORM

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

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

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

Occupancy declarations must be submitted by March 31, 2024.

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

Declarations may also be submitted online by visiting hamilton.ca/VacantUnitTax or over the phone by calling 905-546-2573.

1. PROPERTY INFORMATION (AS	NOTED ON YOUR TAX BILL AND NOTICE TO DECLARE LETTER)	
Property Address:		
Roll number (11 digits):		
Access Code (7 digits):		

2. CONTACT INFORMATION

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

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

Name (First, Last):

E-mail address:

Relationship to owner:

Phone Number (optional):

3. OCCUPANCY STATUS

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

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

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

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

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

4. EXEMPTIONS

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

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



RESIDENTIAL VACANT UNIT TAX DECLARATION OF OCCUPANCY STATUS FORM

5. NOTICE OF COLLECTION

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

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

Owner Name	Signature	Date
Owner Name	Signature	Date

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

In-person: At City Hall or any Municipal Service Centre, for information on locations and hours, visit: hamilton.ca/MSC

For additional information on the Vacant Unit Tax please visit hamilton.ca/VacantUnitTax.

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

- Media release shared when by-law is approved
- Webpage updates Hamilton.ca/VacantUnitTax
 - Information on how to declare, including the vacant unit tax explainer video
 - Link to declaration portal and vacant unit tax step-by-step tutorial video
- Notice to declare letter mailed directly to all residential property owners in Hamilton
- Videos developed by an external vendor
 - Video 1: Explainer on the vacant unit tax, addressing key questions that have been asked by the community
 - Video 2: Step-by-step video on how to complete the declaration online
- Social media posts and responses to community questions ongoing from January to April 2024
- Paid Advertisements January to April 2024
 - Hamilton Spectator print ads
 - Money Saver magazine print ads (delivered monthly to every mailbox in Hamilton via Canada Post)
 - Outfront Billboards (large electronic billboards on the LINC and other areas in the City)
 - Social media: LinkedIn
 - Bus ads
 - Google digital ads
 - CHCH multizone digital ads
 - Transit shelters
 - Radio advertisements across three local stations
- Organic / Unpaid Advertising

 January to April 2024
 - Digital signage: City Hall, Gage Park, TV Screens
 - Social Media: Instagram Stories, Facebook, LinkedIn, X
 - Print poster 8.5x11
 - eNet banner
 - Print postcards
- Council Social Media Toolkit an email to Councillors with promotional materials, including videos and key messages to share with constituents on how to declare, including the key deadlines



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

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

RECOMMENDATION

- (a) That the Paramedic Medical Malpractice Insurance Policy for the term January 30, 2024, to January 30, 2025 in the amount of \$5 Million at a cost of \$68,588 (plus applicable taxes) be approved and funded through the 2024 Risk Management Services Budget; and
- (b) That the City Solicitor be authorized to execute all associated documents related to the renewal of the Paramedic Medical Malpractice coverage for the term January 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.

SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide) Page 2 of 5

EXECUTIVE SUMMARY

The purpose of this report is two-fold:

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

2024 Paramedic Medical Malpractice Insurance Renewal

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

2024 Cyber Insurance Renewal

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

Alternatives for Consideration – see page 4

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The Paramedic Medical Malpractice Insurance Premium of \$68,588 plus

taxes will be funded by the 2024 Risk Management Budget with any shortfall to be funded from year end surpluses or the Tax Stabilization

Reserve (110046).

SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide) Page 3 of 5

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

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

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

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

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

ANALYSIS AND RATIONALE FOR RECOMMENDATION

2024 Paramedic Medical Malpractice

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

SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide) Page 4 of 5

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

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

2024 Cyber Insurance

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

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

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

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

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

SUBJECT: 2024 Insurance Renewals - Cyber & Paramedics Medical Malpractice (LS24004) (City Wide) Page 5 of 5

ALTERNATIVES FOR CONSIDERATION

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

ALIGNMENT TO THE 2016 - 2025 STRATEGIC PLAN

Our People and Performance

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

APPENDICES AND SCHEDULES ATTACHED

None.



CITY OF HAMILTON CITY MANAGER'S OFFICE Human Resources Division

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

RECOMMENDATION

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

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

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

EXECUTIVE SUMMARY

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

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

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

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

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

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

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

Alternatives for Consideration – see page 7

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: The recommendations to enhance the existing Ward Office staffing levels

by one additional full time equivalent (FTE) would have a cumulative impact of \$1.62 million (referred for consideration to the 2024 budget deliberation). The extra \$1.62 million would contribute an additional 0.14%

increase to the residential tax increase.

Staffing: It is recommended that Human Resources be directed to assign a

dedicated HR resource through existing staff complement, in order to provide Councillors with support and assistance in regard to employment matters such as recruitment, onboarding, mandatory and required training.

compliance with Corporate policies and procedures, and Council

requirements. This would not require any additional resources or financial enhancements, as an existing HR staff resource will be assigned this work

as part of their existing portfolio.

Legal: N/A

HISTORICAL BACKGROUND

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

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

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

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

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

The deliverables from these activities were:

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

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

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

RELEVANT CONSULTATION

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

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Ward Office Staffing and Supports

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

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

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

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

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

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

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

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

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

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

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

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

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

Non-Union Job Evaluation

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

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

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

Ward Office Budget Calculation

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

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

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

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

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

ALTERNATIVES FOR CONSIDERATION

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

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

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

APPENDICES AND SCHEDULES ATTACHED

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

Methodology for Developing Ward Office Budgets

Current Budget Calculation:

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

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

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

¹ Administrative coverage - 2 weeks of salary at current Administrative Assistant II rate

Proposed Budget Calculation:

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

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

	20	23	20	24
2024 PROPOSED	W2,3,4,5	All other Wards	W2,3,4,5	All other Wards
Base budget subject to annual increase	54,457	54,457	55,710	55,710
Inner City Fund	13,848		14,166	
Total Budget	68,305	54,457	69,876	55,710

¹ Annual increase for 2024 is 2.3%.

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

³ Determined by Ward boundary data

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

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



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

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

RECOMMENDATION(S)

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

EXECUTIVE SUMMARY

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

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

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

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

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

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

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

RELEVANT CONSULTATION

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

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Expanded Guidance on Election Campaign Expenses

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

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

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

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

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

Isolate Staffing Expenses from the Overall Office Budget

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

Introducing Inflation Factors to Maximums Set Forth in the Policy

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

Updated Guidance on Cost of City Facilities for Constituency Offices

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

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

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

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

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

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

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

MW/dt

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	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.
	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.
	Supporting documentation required for payment for services or goods provided is: 1. The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or
	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) 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.
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.

CURRENT BUDGET OR OPERATING BUDGET – APPROVAL, MONITORING AND REPORTING (Cont'd)	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. Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants. 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.).
ELECTION CAMPAIGN EXPENSES	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. 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.
SPONSORSHIPS DONATIONS TICKETS	Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the Elected Officials' Budget. 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. Participation in charitable/community events through the purchase of tickets is limited to two tickets per

charitable/community organization per year, excluding any events led by the City (eg. Senior Awards Gala).

Donations to charitable organizations in lieu of floral tribute for a funeral will be paid by the City. 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).

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. 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.

OFFICE EQUIPMENT EXPENSES

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.

Furniture repairs and replacements will be funded from Corporate Budgets upon assessment from Facilities and approval by the General Manager of Finance & Corporate Services.

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.

When the elected official is no longer in office, all equipment must be returned to the City per Procurement Policy.

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: 1. the type of expense; 2. date and purpose of event or meeting attended (if applicable); and 3. appropriate account number within the applicable current budget must be provided with the request. 4. Number of attendees.
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.

SECTION 2 – GUIDELINES

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Councillor Ward Budget Process and Guidelines	N/A	N/A	For reference, the methodology for developing the Councillor Ward Office Budgets is included in a separate document, Methodology for Developing Ward Office Budgets.
			Councillors may submit requests for access to the Contingency Fund within the Legislative budget to Council for approval during the course of the year.
			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.

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Workplace Technology and Operational Resources (Note 1)	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.). Common office equipment (shredder, fax machine, printer) in accordance with corporate standards.	Expenses for shared office consumables (stationery, office supplies, etc.). Shared office equipment (shredder, one fax machine, printer). Computer hardware (in accordance with corporate standards) for Elected Officials and their staff.	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.).

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Staffing (Note 2)		Employee Related costs for one shared receptionist and associated vacation coverage. Employee Related costs for all Elected Officials and their staff. 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	
		service and as such the costs of backfilling should be	

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Parking: • Parking for Elected Officials is provided free of charge.		Parking expenses for qualifying staff of Elected Officials.	
 Parking for elected officials' staff must be obtained or purchased in accordance with the corporate policy for parking. 			
Training / Strategic Planning		Costs for Council orientation, strategic planning and professional development.	
		Training costs for Elected Officials and their staff.	

	BUDGET FOR THE	LEGISLATIVE BUDGET	
DESCRIPTION	OFFICE OF THE MAYOR		WARD OFFICE BUDGET
Communication with Constituents: Expenses incurred in the communication of City and / or ward issues or items of interest to constituents	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. Costs of communication lines		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.
	(telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.		
Facility Costs	N/A	Facility costs associated with offices within City facilities for all elected officials. Expenses for external facilities are allowed in cases where City facilities are unavailable, but a satellite office is necessary. The qualifying wards for external facilities include 9, 10, 11, 12, 13, and 15.	

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Promotion	Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor. Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.	N/A	Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the individual Councillor. Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.
Business Entertainment / Staff Recognition	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. The purchase of alcohol is strictly prohibited.	N/A	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. The purchase of alcohol is strictly prohibited.

DESCRIPTION	BUDGET FOR THE	LEGISLATIVE BUDGET	W4 DD 055105 DUD057
DESCRIPTION	OFFICE OF THE MAYOR		WARD OFFICE BUDGET
Local Travel Allowance	The Mayor can choose between utilizing a City-provided vehicle or receiving a vehicle allowance. Mileage to and from the Mayor's home and City Hall will not be paid by the City.	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.	Mileage to and from the elected official's home and City Hall will not be paid by the City.
Attendance at Functions and Conferences		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.	Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Attendance at Functions / Conferences (Continued)	OTTIOL OF THE MIATOR	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	WARD OFFICE BODGET
		documentation are to be provided as outlined above. 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:	
		FCM (2 members of Council) AMO (2 members of Council) Other (International Children's Games).	

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.	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. The Office of the City Clerk will be responsible for set up requirements for meetings of Council and Committee meetings.	Expenses for community meetings. These expenses can include meeting room rentals (if applicable), refreshments, preparation and distribution of meeting notices, etc. Meeting expenses incurred by the Councillors in the course of doing City business.

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

SECTION 1 - POLICY FOR ELIGIBLE EXPENSES FOR ELECTED OFFICIALS

DOLLOV CTATEMENT	
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	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.
	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.
	Supporting documentation required for payment for services or goods provided is:
	 The original invoice identifying the goods or services and the purpose of the purchase, if not obvious from the invoice, or 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)
	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.
CURRENT BUDGET OR OPERATING BUDGET –	As part of the annual current budget or operating budget, Council establishes a budget for expenses for elected officials.
APPROVAL, MONITORING AND REPORTING	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.

CURRENT BUDGET OR
OPERATING BUDGET –
APPROVAL, MONITORING
AND REPORTING
(Cont'd)

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.

Inventories of furniture, fixtures and equipment (FFE) purchased using City budgets are maintained by the Administrative Assistants.

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.);

ELECTION CAMPAIGN EXPENSES

Expenses incurred to produce or distribute election campaign literature, or 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.

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.

In addition, newsletters may not be distributed after August 31 of an election year.

SponsorshipSPONSORSHIPS DONATIONS TICKETS

Expenses related to sponsorships and donations (including the purchase of event tickets) will be paid by the CityElected
Officials' Budget.

Sponsorships / donations are not to be provided for any amounts levied in respect of any tax or user fees.

Sponsorships / donations are limited to \$350-\$560 for 2024 per named organization per year. The \$560 maximum will be adjusted annually per the Ontario all items Consumer Price Index.

Participation in charitable/community events through the purchase of tickets is limited to two tickets per

charitable/community organization per year, excluding any events led by the City (eg. Senior Awards Gala).

<u>Donations to charitable organizations in lieu of floral tribute</u> <u>for a funeral will be paid by the City.</u>

During an election year, sponsorships and donations will not be allowed from the first day that nominations can be filed for candidates, until the day after the election.

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).

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.

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.

CAPITAL RELATEDOFFICE EQUIPMENT EXPENSES

Expenses for minor capital office equipment (office furniture and furnishings, computer and communications equipment) are provided for the Councillors' reception area and to elected officials' offices within City Hallfacilities.

Furniture repairs and replacements will be funded from Corporate Budgets upon assessment from Facilities and approval by the General Manager of Finance & Corporate Services.

Each elected official is provided with a computer—(either desktop, laptop, tablet and / or smartphone)—, 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.
All capital purchases must adhere to the City's Procurement Policy.
When the elected official is no longer in office, capital all equipment must be returned to the City per Procurement Policy.

REIMBURSEMENT OF CITY EXPENSES PAID BY PERSONAL ACCOUNTS (HOW TO CLAIM)	Detailed procedures for accessing the City's PeopleSoft 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 should will be submitted by using the Statement of Mileage and Other Expenses Formthrough 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 and not through reimbursement requests or through reimbursement requests if purchased online. Where the expense includes an overnight stay, the travel form/portal should be used.
SUPPORTING DOCUMENTATION	Original Scanned receipts and supporting documentation are to be provided with the request for reimbursement indicating: 1. the type of expense; 2. date and purpose of event or meeting attended (if applicable); and 3. identification of all individuals whose expenses are being reimbursed. The appropriate account number within the applicable current budget must be provided with the request. 3.4. Number of attendees.
CHEQUE Petty Cash 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. The receptionist (for the Councillors' offices) and the Mayor's administrative staff are responsible for

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

SECTION 2 - GUIDELINES

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

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Workplace Technology and Operational Resources Office Equipment and Operating Supplies (Note 1)	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.). Common office equipment (shredder, fax machine, photocopier, printer) in accordance with corporate standards.	Expenses for shared office consumables (stationery, office supplies, etc.). Shared office equipment (shredder, one fax machine, photocopier, printer). Computer hardware (in accordance with corporate standards) for Elected Officials and their staff.	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.). Computer hardware (in accordance with corporate standards) for the Councillors, and all staff of the Councillor's office.

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

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Parking: Parking for Eelected Oefficials is provided free of charge. Parking for elected officials' staff must be obtained or purchased in accordance with the corporate policy for	Parking expenses for qualifying staff of the Office of the Mayor.	Parking expenses for qualifying staff of Elected Officials.	Parking expenses for any qualifying staff of the Councillor's office.
parking. Training / Strategic Planning	Training costs for staff in the Office of the Mayor. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.	Costs for Council orientation, strategic planning and professional development. Training costs for one shared receptionist. Training costs for Elected Officials and their staff.	Training costs for all staff of the Councillor's office. Courses that meet the criteria of the City's Tuition Reimbursement Policy require Council approval.

	BUDGET FOR THE	LEGISLATIVE BUDGET	
DESCRIPTION	OFFICE OF THE MAYOR		WARD OFFICE BUDGET
Communication with Constituents: Expenses incurred in the communication of City and / or ward issues or items of interest to constituents	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; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.	Costs of one telephone line for the receptionist. Costs of one shared fax line for all Councillors will be paid when the use is for City business.	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; floral tributes or charitable donations in lieu of a floral tribute; greeting cards; etc.
	Costs of communication lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.		Costs of all communications lines (telephone, cell phone, fax, Internet) and related services will be paid when the use is for City business.
Constituency Office Facility Costs	N/A	N/AFacility 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.	All costs associated with a constituency office outside of City Hall, 71 Main Street West.

DESCRIPTION	BUDGET FOR THE	LEGISLATIVE	WARD OFFICE BURGET
Promotion Promotion	OFFICE OF THE MAYOR Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the Mayor. Staff of the Office of the Mayor are responsible for maintaining the inventory of these items for the Office of the Mayor.	N/A	WARD OFFICE BUDGET Costs for City souvenir items (mementoes) which are available for distribution at the discretion of the individual Councillor. Staff of the Councillor's Ward Office will be responsible for maintaining the inventory of these items for the Councillors.
Business Entertainment / Staff Recognition	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. Original 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. The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.	N/A	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. Original 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. The purchase of alcohol is strictly prohibited for promotion and entertainment purposes.

	BUDGET FOR THE	LEGISLATIVE BUDGET	
DESCRIPTION	OFFICE OF THE MAYOR		WARD OFFICE BUDGET
Local Travel Allowance	Mileage and parking for the Mayor for attendance at events and other meetings at locations other than City Hall, 71 Main Street West, Hamilton. The Mayor can choose between utilizing a City-provided vehicle or receiving a vehicle allowance. Mileage to and from the Mayor's home and City Hall will not be paid by the City.	N/AMileage 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.	Mileage and parking for Councillors for attendance at constituency and other meetings at locations other than City Hall, 71 Main Street West, Hamilton. Mileage to and from the elected official's home and City Hall will not be paid by the City.
Attendance at Functions and Attendance at Functions at Functions and Attendance at Functions and Attendance at Functions at Functio	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. Original 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.	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.N/A	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. Original receipts and supporting documentation are to be as outlined above. Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception.

DESCRIPTION	BUDGET FOR THE OFFICE OF THE MAYOR	LEGISLATIVE BUDGET	WARD OFFICE BUDGET
Attendance at Functions / Conferences (Cont ² inued)	Only nominal expenses of a spouse or companion will be reimbursed. Nominal expenses are defined as tickets to a dinner or reception. Expenses will be reimbursed in accordance with the City's Policy for Business Travel, Seminars and Conferences.	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.	All other expenses incurred to attend functions and / or conferences. Expenses will be reimbursed 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. 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: FCM (2 members of Council) AMO (2 members of Council)	
		Other (International Children's Games).	

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

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

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

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

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

CITY OF HAMILTON

MOTION

General Issues Committee: January 17, 2024

MOVED BY COUNCILLOR N. NANN
SECONDED BY COUNCILLOR
Immediate Federal Government Support Required for Asylum Claimants in

Municipalities

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;

CITY OF HAMILTON NOTICE OF MOTION

General Issues Committee: January 17, 2024

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

WHEREAS, February 10th, 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 10th, 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 29th, 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.