



AUDIT, FINANCE & ADMINISTRATION COMMITTEE REPORT 16-010

9:30 am

Monday, June 20, 2016

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors A. Johnson (Chair), D. Skelly (Vice Chair),
M. Pearson, C. Collins, L. Ferguson, A. VanderBeek, and B.
Johnson

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 16-010 AND RESPECTFULLY RECOMMENDS:

1. Code of Conduct for Employees & Ethics Program Update (HUR16017) (City Wide) (Item 5.1)

That Schedule E: Anti-Nepotism, attached as Appendix "A" to Report 16-010, be approved for inclusion in the Code of Conduct for Employees.

2. Employee Attendance Report 2015 (HUR16012) (City Wide) (Item 5.2)

That Report HUR16012 respecting Employee Attendance Report 2015, be received.

3. Treasurer's Write-Off of Taxes (FCS16040) (Item 5.3)

- (a) That approval be given to write-off taxes of \$3,479.97 for 0 South Drive (Ward 13) as a result of a failed tax sale of the property;
- (b) That approval be given to write-off taxes of \$4,848.84 for 0 Tollgate Drive (Ward 12) as a result of a failed tax sale of the property;
- (c) That approval be given to write-off taxes up to \$44,129.33 for 411 Wilson Street (Ward 3) as a result of a failed tax sale of the property.

4. West Harbour Initiatives Capital Budget Appropriation Transfer Policy (FCS16050) – (City Wide) (Item 5.4)

That delegated authority be provided to the General Manager of Public Works to approve all Capital Budget appropriation transfers within the West Harbour Initiatives Capital Budget Programs defined in Appendix “B” to Report 16-010.

5. 2015 Municipal Tax Competitiveness Study (FCS16053) (Item 5.5)

That Report FCS16053 respecting 2015 Municipal Tax Competitiveness Study be referred to the 2017 Budget process.

6. 2015 Annual Energy Report on Commodity Price Hedging (FCS16025(a)) (PW16016(a)) (City Wide) (Item 5.6)

That Report FCS16025(a)/PW16016(a) respecting 2015 Annual Energy Report on Commodity Price Hedging, be received.

7. Authority to Negotiate and Place a Debenture Issue(s) (FCS16048) (City Wide) (Item 8.1)

- (a) That the General Manager, Finance and Corporate Services be authorized to negotiate the terms and placement of a debenture issue(s) in an amount not to exceed \$130 million Canadian currency;
- (b) That the General Manager, Finance and Corporate Services be authorized to engage the services of a fiscal agent(s) and/or Infrastructure Ontario’s Loan Program, and outside legal counsel; and enter into all agreements necessary, including Letter(s) of Representation with The Canadian Depository for Securities Ltd., to secure the terms and issuance of a debenture issue(s);
- (d) That a By-Law be passed authorizing the debenture issue(s) negotiated and placed in accordance with recommendation (a) above.

8. Ward Specific Non-Property Tax Revenues (FCS16042) (City Wide) (Item 8.2)

- (a) That Non-property tax revenues generated within a Ward be deposited to new Ward specific Capital projects exclusive of direct operating costs on a go forward basis from the following sources:
 - (i) Existing and new license agreements for cellular towers (as identified in Appendix “C”, to Report 16-010), **as amended, to**

change the Ward reference for 415 Arvin Avenue from Ward 11 to Ward 10;

- (ii) New Easements and other Right of Ways;
 - (iii) Signage; and,
 - (iv) Other similar Ward specific non-property tax revenues deemed appropriate by the General Manager of Finance and Corporate Services;
- (b) That initiatives be funded from the Ward specific non-property tax revenue sources was submitted whenever possible as Ward specific Capital projects and approved annually through the City of Hamilton Capital Budget Process.
- (c) That revenue be from advertising on the watermain easement on Kenilworth Avenue was deposited to ward specific non-property tax revenue project #3301609604 effective immediately.

9. Rate Reserve Policies (FCS16056) (City Wide) (Item 8.3)

That the Rate Reserves Policy, attached as Appendix “D” to Report 16-010, be approved.

10. Outstanding Business List (Added 11.1)

That the following Item be referred to the Governance Review Sub-Committee:

Item “P” – Cost of Posting to Website, Respecting Disclosure of Council Expenses.

11. Insurance Provider for the City of Hamilton Benefit Tender for Proposal Contract (C1-01-16) (HUR16018) (City Wide) (Item 12.1)

- (a) That the contents of report HUR16018 respecting the Insurance Provider for the City of Hamilton Benefit Tender Request for Proposal Contract C1-01-16 remain confidential as it contains information related to labour relations and employee negotiations;
- (b) That the Associate Executive Director of Human Resources or designate be authorized to negotiate and enter into an agreement with the Preferred Proponent for the provision of Health and Dental benefits, Life Insurance, and Long-Term Disability in a form satisfactory to the City Solicitor; and
- (c) That the Associate Executive Director of Human Resources or designate be authorized to negotiate and enter into an agreement with the Preferred Proponent for the provision of Accidental Death & Dismemberment benefits in a form satisfactory to the City Solicitor.

FOR THE INFORMATION OF COUNCIL:

Prior to the arrival of Chair A. Johnson, Vice-Chair Skelly commenced the meeting and continued to chair it for the entire meeting.

(a) CHANGES TO THE AGENDA (Item 1)

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

ADDED DELEGATION REQUEST

- (i) Added as Item 4.1 – A delegation request from Larry Ciccarelli respecting Private and Confidential Item 12.2 regarding the commercial relationship between the City of Hamilton and the Ciccarelli Family.

AMENDMENT TO STAFF RECOMMENDATION

8.2 Ward Specific Non-Property Tax Revenues (FCS16042) (City Wide)

The following subsection (c) is added to the staff recommendation:

- (c) That revenue from advertising on the watermain easement on Kenilworth Avenue be deposited to ward specific non-property tax revenue project #3301609604 effective immediately.

AMENDMENT TO THE OUTSTANDING BUSINESS LIST

- (iii) Added as Item 11.1 - Outstanding Business List

That the following Item was referred to the Governance Review Sub-Committee:

Item “P” – Cost of Posting to Website, Respecting Disclosure of Council Expenses.

The agenda for the June 20, 2016 meeting was approved as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

(c) APPROVAL OF MINUTES (Item 3)

- (i) **June 6, 2016**

The Minutes of the June 6, 2016 Audit, Finance & Administration Committee meeting were approved, as presented.

(d) DELEGATION REQUESTS (Item 4)

- (i) Larry Ciccarelli respecting Item 12.2 – Private and Confidential, the commercial relationship between the City of Hamilton and the Ciccarelli Family. (Added Item 4.1)**

The delegation request submitted by Larry Ciccarelli respecting Private and Confidential Item 12.2 regarding the commercial relationship between the City of Hamilton and the Ciccarelli Family, was approved to appear before the Audit, Finance & Administration Committee on June 20, 2016.

(e) DELEGATIONS / PUBLIC HEARINGS (Item 6)

- (i) Larry Ciccarelli, respecting Private and Confidential Item 12.2 regarding, the commercial relationship between the City of Hamilton and the Ciccarelli Family. (Item 6.1)**

Mr. Ciccarelli addressed Committee and his comments included, but were not limited to, the following:

- He requested that Committee not approve the staff report;
- His father started the family business in 1960 and since then has had a great relationship with the City;
- The Company experienced problems from 2012 to 2015 when it was run by his late brother John;
- The Company was the victim of employee fraud which put a financial strain on the family and on the business;
- The employee has since been dismissed;
- The Company is now exclusively run by him and his brother;
- Requested the Company be granted an opportunity to recover from the difficulties it experienced and be given another chance.

Mr. Ciccarelli responded to questions from the Committee.

The presentation provided by Larry Ciccarelli respecting Private and Confidential Item 12.2 regarding the commercial relationship between the City of Hamilton and the Ciccarelli Family, was received.

(f) DISCUSSION (Item 8)

(i) Ward Specific Non-Property Tax Revenues (FCS16042) (City Wide) (Item 8.2)

Councillor Pearson advised that the reference on Appendix "A" of the Report, identifying 415 Arvin Avenue as being located in Ward 11 is incorrect as it is actually in Ward 10.

Appendix "A" of Report FCS16042 was amended to identify 415 Arvin Avenue as being located in Ward 10.

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

(g) PRIVATE AND CONFIDENTIAL (Item 12)

Committee moved into Closed Session at 9:50 a.m. regarding Item 12.1, Insurance provider for the City of Hamilton Benefit Tender for Proposal Contract (C1-01-16) (HUR16018)(City Wide), pursuant to Section 8.1, Sub-sections (d) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (d) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to labour relations or employee negotiations; and

Regarding Item 12.2, Commercial Relationship Between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Limited, Corporate Construction Inc. and Related Entities (LS16018/FCS16059) (City Wide), pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 14-300, 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; and, the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Committee reconvened in Open Session at 10:27 a.m.

(i) Insurance Provider for the City of Hamilton Benefit Tender for Proposal Contract (C1-01-16)(HUR16018)(City Wide) (Item 12.1)

For disposition of this matter refer to Item 11.

(ii) Commercial Relationship Between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Limited, Corporate Construction Inc. and Related Entities (LS16018/FCS16058)(City Wide) (Item 12.2)

Report LS16018/FCS16058) respecting Commercial Relationship Between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Limited, Corporate Construction Inc. and Related Entities was referred to the next Audit, Finance and Administration Committee meeting scheduled for July 6, 2016 in order to allow the Ward Councillor to meet with staff and with Mr. Larry Ciccarelli regarding this matter.

(h) ADJOURNMENT

There being no further business, the Audit, Finance & Administration Committee was adjourned at 10:31 a.m.

Respectfully submitted,


Councillor D. Skelly
Vice -Chair, Audit, Finance & Administration Committee


Ida Bedioui
Legislative Coordinator
Office of the City Clerk


Corporate Human Resources Policy	 Hamilton	Code of Conduct for Employees
Work Environment		Content Updated: 2016-05-20
Policy No: HR-01-09		
Page 1 of 6		Approval: 2016-xx-xx


Schedule E: Anti-Nepotism


PURPOSE	<p>The City of Hamilton (“the City”) makes all hiring and employment related decisions based on transparency, equitable opportunity, and an overall emphasis on merit. This schedule aims to eliminate the influence of nepotism in City hiring and employment related decisions to maintain confidence in the integrity of the City’s hiring and employment practices.</p> <p>The purpose of this schedule is to ensure that employment related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on family member or significant social relationships. At the same time, it is recognized that existing family member and significant social relationships with City employees should not unduly or unfairly restrict or enhance an individual’s opportunity to pursue employment or changes in employment at the City.</p>
DEFINITIONS Conflict of Interest	<p>A conflict of Interest, as defined in Schedule A of the Code of Conduct for Employees policy, is a situation in which an employee has personal or private interests that may compete with the public interests of the City of Hamilton. Such competing interests can make it difficult to fulfill his or her duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the City of Hamilton generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.</p> <p><u>Apparent Conflict:</u> exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists.</p> <p><u>Real Conflict:</u> exists where a personal interest exists and that interest:</p> <ol style="list-style-type: none"> 1. is known to the employee; and 2. has a connection to the employee’s duties that is sufficient to influence the exercise of those duties.

Corporate Human Resources Policy Work Environment Policy No: HR-01-09 Page 2 of 6	 Hamilton	Code of Conduct for Employees Content Updated: 2016-05-20 Approval: 2016-xx-xx
Direct Reporting Relationship	Involves a reporting relationship where an individual has the authority to: direct and control the activities and work assignments of another employee; review or approve performance reviews; approve wage and salary adjustments; administer disciplinary action; and recommend or approve the hiring or firing of an employee.	
Family Member	Includes the following family relationships: <ul style="list-style-type: none"> • spouse (includes married and common-law of the same or opposite sex) • mother, father, or legal guardian (foster or step) • son, daughter (foster or step) • sister, brother, step-sister, step-brother • aunt, uncle, niece and nephew • mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law • grandchild, grandparent, step-grandparent, step-grandchild • child, mother or father in a relationship where the role of parent has been assumed 	
Indirect Reporting Relationship	Exists between the employee and the second-removed manager.	
Nepotism	Favoritism granted to a family member or individual of significant social relationship, usually in the form of hiring practices or other employment decisions without regard or with lesser regard to the individual's merit, qualifications or performance.	
Significant Social Relationship	An emotional association, personal relationship or strong friendship that is not defined by blood or legal bonds e.g. godchild	
PRINCIPLES	<ol style="list-style-type: none"> 1. The City is committed to eliminating nepotism in any employment related decisions to preserve employee morale; to provide the highest quality service possible to the citizens and businesses the City serves; and to ensure equitable opportunities, and real and perceived integrity in the recruitment process. 2. This schedule abides by the Recruitment & Selection Policy 	

Corporate Human Resources Policy Work Environment Policy No: HR-01-09 Page 3 of 6	 Hamilton	Code of Conduct for Employees Content Updated: 2016-05-20 Approval: 2016-xx-xx
TERMS AND CONDITIONS	<ol style="list-style-type: none"> 1. This schedule is in accordance with the Ontario <i>Human Rights Code</i>. S. 24 (1) (d) of the <i>Code</i> states that the right under section 5 to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee. 2. The hiring process promotes equitable opportunity, and candidates are selected and employment decisions made in accordance with the City's recruitment & retention policies and procedures, access & equity policies, collective agreements, the Code of Conduct for Employees Policy, Code of Conduct for Members of Council Policy, as well as any other applicable City policies. 3. No employee shall attempt to use a family or significant social relationship for his or her personal benefit or gain. This includes an employee misusing their authority to influence or make an employment related decision. Employment related decisions where a benefit may be gained or authority may be misused include but are not limited to the following: <ul style="list-style-type: none"> • the approval/denial of compensation increases; • hire, transfer, promotion, demotion decisions; • performance rating, discipline or termination; • the assignment and approval of overtime; • the assignment or direction of work assignments; • approval of leaves of absences; • the negotiation of salary level. 4. No employee shall attempt to improperly influence a recruitment or selection decision to benefit a family member or someone with whom they have a significant social relationship 5. All job applicants will be requested to disclose the names of any spouse, child or parent who is a current employee or elected official of the City. Job applicants will be asked whether they are aware of any family or significant social relationships currently working as a City employee or elected official by disclosing a "yes" or "no" response. 	

Corporate Human Resources Policy		 Hamilton	Code of Conduct for Employees	
Work Environment			Content Updated: 2016-05-20	
Policy No: HR-01-09				
Page 4 of 6			Approval: 2016-xx-xx	
	<p>With the exception of a spouse, child, or parent relationship, applicants will not be requested to provide the names of any other family member or significant social relationships, in accordance, with the Ontario <i>Human Rights Code</i>.</p> <p>6. A spouse, child or parent of a current City employee or City elected official shall not be considered for employment, or changes in employment, if placement would create a direct or indirect reporting relationship with the above mentioned family members.</p> <p>7. No employee shall be in a direct or indirect reporting relationship; or be placed in a position of influence over an employed family member or significant social relationship.</p> <p>8. Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees. If there is a direct reporting or indirect reporting relationship the City will attempt to find a suitable job to transfer one of the affected employees. If the City is unable to transfer the employee or the employee is unable to find alternative employment, then a decision will be made, in consultation with Human Resources, as to appropriate next steps.</p> <p>9. Family members of City employees and City elected officials will be considered for employment or advancement provided they:</p> <ul style="list-style-type: none">• have made application in accordance with established procedure;• have been considered in accordance with established procedure;• possess the necessary qualifications; and• are considered to be the most suitable candidate.			
RESPONSIBILITIES				
Employee		<ul style="list-style-type: none">○ Immediately notify supervisor in writing of any conflict of interest. This includes the existence or formation of a direct or indirect reporting relationship with a family member or person for whom		

Corporate Human Resources Policy			Code of Conduct for Employees	
Work Environment			Content Updated: 2016-05-20	
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Supervisor	there is a significant social relationship.			
	<ul style="list-style-type: none"> ○ Inform General Manager or Human Resources directly, if the employee has knowledge of a reporting relationship where an undisclosed conflict of interest exists. 			
	<ul style="list-style-type: none"> ○ Do not knowingly place employees in positions where their duties could create a conflict of interest with a family member or significant social relationship. ○ Where conflict of interests exist, notify the department's General Manager, who, in consultation with Human Resources, shall determine whether the employee has breached or may potentially become in breach of this Policy. 			
Director	<ul style="list-style-type: none"> ○ If a real or apparent conflict exists, and it is duly reported, such that the employee is or may be or may become in breach of this schedule and the Code of Conduct, instruct the employee, in writing, to withdraw from participation in any dealings or decision-making processes relative to the issue at hand. If the employee has knowingly or willfully breached the Policy, determine the appropriate disciplinary measure in consultation with Human Resources. ○ Where a direct or indirect reporting relationship exists between family members or a significant social relationship, in consultation with Human Resources and the manager or supervisor, make reasonable efforts to transfer one of the employees to a different division or department. 			
Human Resources	<ul style="list-style-type: none"> ○ Provide consultation, as requested, from employees on this Policy and specific situations involving a conflict of interest. 			
COMPLIANCE	Every employee is expected to be aware of and act in compliance with the Code of Conduct for Employees Policy and the related Schedules. Any employee under investigation may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the City. Where there is a serious			

Corporate Human Resources Policy		 Hamilton	Code of Conduct for Employees
Work Environment			Content Updated: 2016-05-20
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	wrongdoing, as defined in the Whistleblower By-law, that By-law applies. Violations of this Schedule may result in appropriate disciplinary measures, up to and including dismissal.		
HISTORY	<p>This replaces the former Employment of Relatives Policy dated 2005-09-14.</p> <p>The policy was approved by the Senior Management Team on 2011-12-15.</p> <p>This policy was reviewed and updated by Human Resources on 2015-06-01 to be consistent with recommendations of Employment System Review</p> <p>The Corporate Policy Review Group was consulted in revisions made to this Policy.</p> <p>This policy was added as a schedule under the Code of Conduct for Employees Policy and approved by Council on 2016-XX-XX.</p>		

West Harbour Initiatives Capital Budget Program Budget for Capital Projects by Year

Project ID	Project Name	Budget by Year				
		2013-2015	2016	2017 (Approved in Principle with 2016 Budget Approval)	2018 (Approved in Principle with 2016 Budget Approval)	Total
4401356800	West Harbour Rates Contribution	\$ 3,009,000				\$ 3,009,000
4411506101	Pier 7 Docks / Pier 8 Repair	\$ 4,300,000				\$ 4,300,000
4411506102	Pier 4 Repair / Pier 8 Trail	\$ 185,000				\$ 185,000
4411506103	Pier 8 Sanitary PS & Forcemain	\$ 2,850,000			\$ 4,150,000	\$ 7,000,000
4411506104	West Harbour Draft Plan&Zoning	\$ 500,000				\$ 500,000
4411506105	Pier 5-7 Marina Reconstruction	\$ 5,100,000				\$ 5,100,000
4411506106	Marina Services & Gas Dock	\$ 90,000		\$ 265,000	\$ 345,000	\$ 700,000
4411506107	Pier 5-7 Marina Shoreline Rehab (City Share)	\$ 5,100,000	\$ 1,275,000	\$ 3,795,000		\$ 10,170,000
4411506108	West Harbour RSC	\$ 645,000				\$ 645,000
4411506109	West Harbour Site Remediation	\$ 100,000	\$ 1,200,000			\$ 1,300,000
4411506110	Bayfront Park Entrance Rehab	\$ 125,000				\$ 125,000
4411506111	Bayfront Park Beach Study	\$ 200,000				\$ 200,000
4411506201	Central Park Master Plan	\$ 100,000				\$ 100,000
4411606001	CHH Site Servicing Study		\$ 120,000			\$ 120,000
4411606002	Real Estate Disposition Process		\$ 260,000	\$ 150,000	\$ 150,000	\$ 560,000
4411606003	Community Engagement Imp.		\$ 260,000	\$ 200,000	\$ 200,000	\$ 660,000
4411606004	Marketing/Communication Imp.		\$ 230,000	\$ 220,000	\$ 220,000	\$ 670,000
4411606111	Bayfront Park Beach Rehab		\$ 550,000			\$ 550,000
4411606101	Pier 6-8 Servicing Design		\$ 1,090,000	\$ 925,000		\$ 2,015,000
4411606102	Pier 5-7 Boardwalk		\$ 150,000	\$ 300,000	\$ 685,000	\$ 1,135,000
4411606103	Pier 6 Artisan Village		\$ 170,000	\$ 900,000		\$ 1,070,000
4411606104	Pier 7 Commercial Village		\$ 350,000	\$ 2,700,000		\$ 3,050,000
4411606105	Pier 8 Shorewall		\$ 1,175,000	\$ 7,000,000	\$ 8,000,000	\$ 16,175,000
4411606106	Pier 8 Promenade		\$ 175,000		\$ 6,500,000	\$ 6,675,000
4411606201	Bar-Tiff Site Remediation		\$ 350,000			\$ 350,000
4411606202	Bar-Tiff Site Servicing Study		\$ 120,000			\$ 120,000
4411706101	Pier 6-8 Servicing Construction			\$ 9,030,000		\$ 9,030,000
4411706102	Pier 8 Park			\$ 1,250,000	\$ 960,000	\$ 2,210,000
4411606107	Bayfront Park Upgrades Ph1			\$ 500,000		\$ 500,000
4411806101	Bayfront Park Upgrades Ph2				\$ 950,000	\$ 950,000
4411806102	Macassa Bay Shoreline (design)				\$ 940,000	\$ 940,000
	Totals	\$ 22,304,000	\$ 7,475,000	\$ 27,235,000	\$ 23,100,000	\$ 80,114,000

Note:

- Approval of the Capital Budget from 2013 to 2015 included Capital project 4401356800 Bayfront Works Yard with a budget of \$1,950,000. This budget is not included in the above list as it is not considered part of the West Harbour Strategic Initiatives.
- Approval of the 2016 Capital Budget included approval of the 2016 Capital Budget of \$7,475,000 and approval, in principle, of the 2017 projects of \$27,235,000 and 2018 projects of \$23,100,000.

Appendix "C" to Item 8 of Report 16-010


Ward Specific Non-Property Tax Revenues Summary of License Agreements for Cellular Tower Projects

Cell Tower Location	Committee Approval	Licensee	Term	Proposed Ward Specific Non Property Tax Revenue Projects
28 York Boulevard	Aug 10, 2015 PED15114 GIC 15-015 Item 5.7	Wind Mobile	January 1 2016 - December 31 2020	3301609602 (Ward 2)
75 Balsam Avenue North (Tim Hortons Field)	Feb 3, 2016 PED16034 GIC 16-004 Item 12.4	Bell Mobility	March 1 2016 - February 28 2021	3301609603 (Ward 3)
14-28 Sherwood Park Road	Aug 10, 2015 PED15113 GIC 15-015 Item 5.6	Wind Mobile	September 1 2015 - August 31 2020	3301609610 (Ward 10)
415 Arvin Avenue	Sept 24, 2014 GIC 14-019 Item 13	Rogers Wireless	January 1 2014 - December 31 2018	3301609611 (Ward 44 10)
385 Jerseyville Road West	July 4, 2011 PED11119 GIC 11-023 Item 5.3	Rogers Wireless	January 1 2012 - December 31 2032	3301609612 (Ward 12)
70 Olympic Drive	Mar 28 th , 2012 GIC 12-007 Item 3	Bell Mobility	October 1 2012 - September 30 2017	3301609613 (Ward 13)
Dundas Water Tower-Sutter Crescent	Nov 14, 2011 PED11204 GIC 11-033 Item 1	Rogers Wireless	September 1 2012 - August 31 2017	3301609613 (Ward 13)
115 Cole Street	Mar 21, 2012 PED12024 GIC 12-007 Item 5.4	Bell Mobility	April 1 2012 - March 31 2017	3301609615 (Ward 15)

Note: General Issues Committee, at its meeting of November 14, 2011, approved negotiating a license agreement with Bell Mobility on the Dundas Water Tower (Refer to Report PED11203). Negotiations are not complete.

Reserve Policy – Rate Reserves	 Hamilton	Corporate Services Department
Policy No: RATE-01		
Page 1 of 2		Approval: 2016-06-22

POLICY STATEMENT	This Policy sets out the guidelines for the sources, uses and appropriate target level for the balances in the Rate Supported (water, wastewater and storm) Reserves.
PURPOSE	<p>The Rate Supported Reserves (“Rate Reserves”) are established to prevent significant fluctuations in user fees that fund the rate supported programs (water, wastewater and storm) and to help the City manage its cash flow by providing a source of funding to offset extraordinary and unforeseen expenditures, to fund one-time expenditures, to offset revenue shortfalls and to provide for various contingent and potential future liabilities.</p> <p>The rate reserves are not intended to be a long term funding source for general operations.</p>
SCOPE	This Policy applies to all City employees that manage financial resources.
PRINCIPLES	<p>The following principles apply to this Policy:</p> <p>Authority:</p> <ul style="list-style-type: none"> • All transfers from the Water Reserve (108015), Wastewater Reserve (108005) and Storm Reserve (108010) must be approved by City Council either by a budget submission, by a separate Council report or by a Council motion. • Staff in the rate supported operating departments must make a request to the Financial Planning and Policy Division of the Corporate Services Department responsible for reserves for approval to use the Rate Reserves. All relevant information is to be included with the request. • The General Manager of Finance and Corporate Services has the authority to recommend the use of the rate reserves or other reserves to fund expenses or revenue shortfalls. <p>The source of funds that are to be transferred to this reserve include:</p> <ul style="list-style-type: none"> • Year-end rate supported operating budget surplus, subject to final approval of the City Administration’s report by Council. • Repayment of principal plus interest for any internal borrowings from the reserve as per policies and procedures. • Remaining balances in related rate supported reserves approved for closure. • Investment income earned on the reserve’s balance as per policies and procedures. • One time unexpected sources of operating revenues.

Reserve Policy – Rate Reserves Policy No: RATE-01 Page 2 of 2	 Hamilton	Corporate Services Department Approval: 2016-06-22
	<p>The use of funds from this reserve is permitted if other sources of funding are not available. Uses may include:</p> <ul style="list-style-type: none"> • Offsetting of extraordinary and unforeseen operating expenditures. • Offsetting of rate revenue shortfalls. • Funding of rate operating program phase-ins, pilot programs and one-time grants • Funding of large capital projects. • Borrowing to fund rate supported operating programs or special requests 	
RESERVE BALANCE TARGET LEVEL	<p>The balances in the rate reserves have a target level %, target level \$ and ceiling as follows:</p> <p>Target Level %: Between 0.5% and 2% of asset value replacement</p> <p>Target Level \$ (minimum and maximum):</p> <ul style="list-style-type: none"> • Water Reserve (108015): \$13 million - \$53 million • Wastewater Reserve (108005): \$21 million - \$87 million • Storm Reserve (108010): \$10 million - \$39 million <p>Ceiling: Maximum target level</p>	
GOVERNING LEGISLATION	<p>There is no legislation governing the use of this reserve.</p>	
RESPONSIBILITY FOR THE POLICY	<p>Corporate Services Department Director of Financial Planning and Policy</p>	
POLICY HISTORY	<p>This reserve policy replaces the general reserve policies that were approved by Council in October 2005 in Report FCS0511.</p>	