



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 18-005

9:30 a.m.
April 23, 2018
Council Chambers
Hamilton City Hall

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

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 18-005 AND RESPECTFULLY RECOMMENDS:

1. Whistleblower Information Update for Q1 2018 (AUD18002) (City Wide) (Item 5.1)

That Report AUD18002, respecting Whistleblower Information Update for Q1 2018, be received.

2. Hamilton Future Fund Investment Performance Report - December 31, 2017 (FCS18042) (City Wide) (Item 5.2)

That Report FCS18042, respecting the Hamilton Future Fund Investment Performance Report - December 31, 2017, be received.

3. Reserve / Revenue Fund Investment Performance Report - December 31, 2017 (FCS18043) (City Wide) (Item 5.3)

That Report FCS18043, respecting the Reserve / Revenue Fund Investment Performance Report - December 31, 2017, be received.

4. Cemetery Trust Accounts Investment Performance Report - December 31, 2017 (FCS18044) (City Wide) (Item 5.4)

That Report FCS18044, respecting the Cemetery Trust Accounts Investment Performance Report - December 31, 2017, be received.

5. Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers (FCS17060(b)) (City Wide) (Item 7.1)

- (a) That, in accordance with the "Budget Control Policy", the 2017 budget amendment transferring budget from one department / division to another and / or from one cost category to another with no impact on the levy, as outlined in Appendix "A" to Audit, Finance & Administration Report 18-005, be approved;
- (b) That, in accordance with the "Budgeted Complement Control Policy", the 2017 complement transfer transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix "B" to Audit, Finance & Administration Report 18-005, be approved;
- (c) That the Social Housing Stabilization Reserve (110041), with a balance of approximately \$2.1M, be repurposed from a stabilization reserve to providing development charge exemptions for affordable housing; and
- (d) That, subject to final audit, the Disposition of 2017 Year-End Operating Budget Surplus / Deficit be approved as follows:

Table 1

DISPOSITION / RECONCILIATION OF YEAR-END SURPLUS/ (DEFICIT)	\$	\$
Corporate Surplus from Tax Supported Operations		\$ 24,969,167
Less: Disposition to Self-Supporting Programs & Agencies		\$ (778,531)
Police (Transfer to Police Reserve)	\$ (611,711)	
Library (Transfer to Library Reserve)	\$ (166,820)	
Balance of Corporate Surplus		\$ 24,190,636
Less: Transfer to Unallocated Capital Levy Reserve		\$ (6,586,334)
Less: Transfer to Unallocated Capital for 2019 and 2020 Capital Financing Plan		\$ (5,000,000)
Less: Transfer to the Non-Residential Roads Development Charge Reserve		\$ (8,000,000)
Less: Transfer to Flamborough Capital Reserve		\$ (272,000)
Less: Transfer to Tax Stabilization Reserve		\$ (4,332,302)
Balance of Tax Supported Operations		\$ 0
Corporate Surplus from Rate Supported Operations		\$ 18,101,234
Less: Transfer to the Rate Supported Water Reserve		\$ (8,698,579)
Less: Transfer to the Rate Supported Wastewater Reserve		\$ (7,771,462)
Less: Transfer to the Rate Supported Stormwater Reserve		\$ (1,631,193)
Balance of Rate Supported Operations		\$ 0

6. Hamilton Car Share Loan Agreement Transfer (City Wide) (PED18084) (Item 8.1)

- (a) That Community CarShare Co-Operative Inc. ("Car Share")'s request to assign its May 30, 2012 Loan Agreement with the City (the "Agreement") to Virtue Transportation Systems Incorporated ("Vrtucar") on the terms and conditions outlined in Report PED18084, including that Vrtucar assumes all of Car Share's rights, responsibilities, obligations and covenants under the Agreement, be approved; and

- (b) That the General Manager, Planning and Economic Development, be authorized, on behalf of the City, to negotiate, enter into and execute an agreement and any ancillary documents required to give effect to this assignment in a form satisfactory to the City Solicitor.

7. Custody Services – Authorization to Execute Agreement (FCS15006(a)) (City Wide) (Item 8.2)

That the General Manager, Finance and Corporate Services, or his designate, be authorized and directed to negotiate and execute, on behalf of the City of Hamilton, Custodian and Trust Services agreements and any ancillary documents with RBC Investor Trust Services with a five-year term and an option to renew for an additional five-year period, with content satisfactory to the General Manager, Finance and Corporate Services, and in a form satisfactory to the City Solicitor.

8. Governance Review Sub-Committee Report 18-002 - April 5, 2018 (Item 8.3)

(a) Memorandum of Understanding - City of Hamilton and Royal Botanical Gardens (LS18002)(City Wide)(Item 8.1(a))

That the City of Hamilton appoint a maximum of two members to the board of directors of the Royal Botanical Gardens, to be comprised of elected officials and/or citizens.

- (i) That the Mayor and City Clerk be authorized to execute a Memorandum of Understanding between the City of Hamilton and the Royal Botanical Gardens on terms satisfactory to the City Solicitor to provide for the appointment of a maximum of two members to the board of directors of the Royal Botanical Gardens by the City, subject to The Regional Municipality of Halton entering into a similar agreement with the Royal Botanical Gardens to reduce the number of representatives Halton appoints to the board of directors to a maximum of two members.

(b) Correspondence from George Rust-D'Eye, Integrity Commissioner and Lobbyist Registrar to the City of Hamilton, respecting the Code of Conduct for Members of Council - Proposed Amendment (Item 8.2)

- (i) That the Council amend its By-law No. 16-290, to delete sections 8(2), 8(3)(a), (b), and (c) and 8(4), there from;
- (ii) That the appropriate form of draft By-law Amendment be introduced in Council to give effect thereto;

- (iii) That the City Solicitor examine the background information on the current Accountability and Transparency Policy;
- (iv) That the Integrity Commissioner and the City Solicitor work together to bring a written report back to GIC; and
- (v) That staff provide Councillors two weeks advanced notice of the presentation of the report, to allow Councillors to prepare questions related to the Accountability and Transparency Policy addressed by the report.

(c) 2019 Committee / Council Calendar (Item 8.3)

That the 2019 Council / Committee Calendar, as attached in Appendix “C” to Audit, Finance & Administration Report 18-005 be approved as amended, as follows:

- (i) That the December 11, 2019 Council meeting be held at 9:30 a.m.; and
- (ii) That staff refrain from booking Committee Meetings during the week of March 4, 2019.

(d) Electronic Participation at Council and/or Committee Meetings (CL18002) (City Wide) (Item 8.4)

That staff be directed to prepare the necessary provision in the Procedural By-law to prohibit electronic participation at Council and/or Committee Meetings at this time.

9. Negotiation for the Continued Supply of Raw Water to 690 Strathearne Avenue North (FCS18049/LS18014) (Ward 4) (Item 12.2)

- (c) That the Mayor and City Clerk be authorized and directed to execute, on behalf of the City, all necessary documentation to implement recommendations (a) and (b) in Report FCS18049 / LS18014, all with content acceptable to the General Manager of Finance and Corporate Services, General Manager of Public Works, and General Manager of Planning and Economic Development, as applicable, and in a form satisfactory to the City Solicitor;
- (d) That the General Manager of Finance and Corporate Services be directed to bring an Information Report to Audit, Finance and Administration Committee after the recommendations contained in Report FCS18049 / LS18014 have been implemented;
- (e) That Recommendations (a) and (b) contained in Report FCS18049 / LS18014 remain confidential; and

- (f) That Report FCS18049 / LS18014, respecting contractual negotiations carried on by the City, remains confidential and not be released as a public document.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised there were no changes to the agenda.

The agenda for the April 23, 2018 Audit, Finance and Administration Committee meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

(i) April 9, 2018 (Item 3.1)

The Minutes of the April 9, 2018 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) PUBLIC HEARINGS/DELEGATIONS (Item 6)

(i) Kyra Kozole and Jocelyn Heaton, respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre (Approved at the April 9, 2018 AF&A Meeting) (Item 6.1)

Kyra Kozole and Jocelyn Heaton, addressed the Committee respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre, with the aid of a presentation.

The delegation from Kyra Kozole and Jocelyn Heaton, respecting LGBTQ and 2S communities needs assessment and requesting support for the creation of a LGBTQ and 2S Centre, was received.

A copy of the presentation is available at www.hamilton.ca.

(e) STAFF PRESENTATIONS (Item 7)

(i) Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers (FCS17060(b)) (City Wide) (Item 7.1)

Mike Zegarac, addressed the Committee respecting the Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers, with the aid of a presentation.

The presentation from staff respecting the Tax and Rate Operating Budget Variance Report as at December 31, 2017 - Budget Control Policy Transfers, was received.

A copy of the presentation is available at www.hamilton.ca.

Staff was directed to report back to the Audit, Finance and Administration Committee on trends on the Rate Budget Surpluses with recommendations on the potential to soften further water rate increases.

For further disposition of this matter, refer to Item 5.

(f) GENERAL INFORMATION / OTHER BUSINESS (ITEM 11)

The following amendments to the Outstanding Business List, were approved:

11.1.a Items requiring a new due date:

Limit Agricultural Use Development
Item On OBL: C
Due Date: April 9, 2018
Revised Due Date: January 2019

Staff Reports Respecting Supplement Taxes and Assessment
Complaints Respecting 500 Eastport Blvd
Item On OBL: N
Due Date: TBD
Revised Due Date: June 11, 2018

(g) PRIVATE AND CONFIDENTIAL (ITEM 12)

(i) Closed Session Minutes – April 9, 2018 (Item 12.1)

- (a) The Closed Session Minutes of the April 9, 2018 Audit, Finance and Administration meeting, were approved as presented; and
- (b) The Closed Session Minutes of the April 9, 2018 Audit, Finance and Administration meeting, remain confidential.

Committee moved into Closed Session respecting Item 12.2 pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (f) and (k) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to advice that is subject to solicitor/client privileges, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City.

(ii) Negotiation for the Continued Supply of Raw Water to 690 Strathearne Avenue North (FCS18049/LS18014) (Ward 4) (Item 12.2)

For disposition of this matter, please refer to Item 9.

(h) ADJOURNMENT (Item 13)

(Pearson/Collins)

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 11:42 a.m.

CARRIED

Respectfully submitted,

Councillor VanderBeek, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

**CITY OF HAMILTON
BUDGET AMENDMENT SCHEDULE**

BUDGET AMENDMENT

Budget Transfer from one cost category to another cost category

ITEM #	Department	Dept ID	Division	Cost Category	Amount	Department	Dept ID	Division	Cost Category	Amount
1.1	Community & Emergency Services	672260	Ontario Works	Agencies & Support Payments	\$13,000	Public Health Services	675500	Healthy Families	Materials and Supplies	\$13,000
	Explanation: To streamline process for pediculosis shampoo as Public Health administers this program.									
1.2	Public Works	461010	Operations (Roads & Traffic)	Cost Allocations	\$195,240	Public Works	461010	Operations (Roads & Traffic)	Fees & General	\$195,240
	Explanation: To align Red Light camera revenue distribution between departments.									
1.3	Corporate Services	338035	Financial Planning, Admin & Policy	Reserves/Recoveries	\$140,000	Corporate Services	338035	Financial Planning, Admin & Policy	Fees & General	\$140,000
	Explanation: To transfer budget from Reserve Funding to Interest Income.									

CITY OF HAMILTON BUDGETED COMPLEMENT TRANSFER SCHEDULE

STAFF COMPLEMENT CHANGE

Complement Transfer to another division or department ⁽¹⁾

ITEM #	TRANSFER FROM				TRANSFER TO			
	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>
1.1	Public Works	General Manager's Office	Sr. Project Mgr Transporstation	1.00	Public Works	General Manager's Office	Mgr Strategy, Cont Improv&Qual	1.00
	Explanation: Due to Public Works reorganization, changing a Sr. Project Manager (Grade 6) to the Manager of Strategy, Continuous Improvement & Quality (Grade 8).							
1.2	Public Works	Hamilton Water	Quality Assurance Analyst - Co-op Student	1.00	Public Works	Hamilton Water	Quality Assurance Analyst	1.00
	Explanation: Increasing workloads related to Health & Safety and Training & Certification of Licensed Operators requires an additional permanent Quality Assurance Analyst for the Water Distribution & Wastewater Collection Section. Instead of requesting a new FTE it has been determined that an existing Student position is no longer required and can be converted. The difference in positions will be mitigated through Hamilton Water's existing budget.							
1.3	Public Works	Transit	Inspector	1.00	Public Works	Transit	Attendance Management Administrator	1.00
	Explanation: To establish the Program Manager Attendance position within the current complement of Transit. This position has been created to address absenteeism at HSR. This position will assume accountability and responsibility for implementing strategies in support of attendance management programs for the Transit division, ensure service quality, cost effective and timely service delivery and legislative compliance and monitoring the progress of major support program initiatives.							
1.4	Public Works	Transit	Maintainer Farebox Painter Body Shop Foreperson Automotive Mechanic Apprentice Mechanic Component Mechanic Labourer Casual	1.00 0.60 0.10 1.00 0.50 0.60 0.20	Public Works	Transit	Maintainer Transit On Board System Technician Body Shop Foreperson Payroll Clerk	1.00 1.00 1.00 1.00
	Explanation: Over time, partial positions have been added or created in Transit in respect of the use of windown employees and as proportionate increases as Transit has grown. These partial positions are being converted so that full time positions can be recruited to better match the current requirements and in consideration of the reduced dependency on windown employees in Maintenance. Further, with the increased complement and workload in Transit payroll, the Payroll Clerk position will be better able to meet the demands of the increased Operations and Maintenance groups.							
1.5	Planning & Economic Development	Growth Management	Director	1.00	Planning & Economic Development	Transportation, Planning, and Parking	Director	1.00
	Explanation: Transfer a Director position between Divisions.							
1.6	Planning & Economic Development	Licensing & By-law Services	Licensing Facilitator	2.00	Planning & Economic Development	Building	Zoning Correlators	2.00
	Explanation: Restructuring as a result of a One Stop Service Counter review resulted in defining new roles.							
1.7	Corporate Services	Financial Planning, Admin & Policy	FA11	0.50	Corporate Services	Financial Services	Contract Coordinator	0.50
	Explanation: Procurement work being done by F&A staff.							
1.8	Public Health Services	Healthy Environments	Quality Assurance Advisor	1.0	Public Health Services	Planning & Business Improvement	Quality Assurance Advisor	1.0
	Explanation: Centralizing resourcing of quality assurance and continuous improvement work.							

Note - Complement transfers include the transfer of corresponding budget.

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY	2	3	4	5
6	7	8	9	10	11	12
13	14 PW – 9:30 a.m. BoH – 1:30 p.m.	15 Planning – 9:30 a.m.	16 GIC – 9:30 a.m.	17 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	18	19
20	21	22	23 5:00 p.m. COUNCIL	24	25	26
27	28	29	30	31		

GIC = General Issues Committee

PW = Public Works Committee

PLANNING = Planning Committee

AF&A = Audit, Finance & Administration Committee

H&SC - Healthy & Safe Communities Committee

BOH = Board of Health

All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 PW – 9:30 a.m.	5 Planning – 9:30 a.m.	6 GIC – 9:30 a.m.	7 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	8	9
10	11	12	13 5:00 p.m. COUNCIL	14	15	16
17	18 FAMILY DAY	19 Planning – 9:30 a.m.	20 GIC – 9:30 a.m.	21 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	22 PW – 9:30 a.m. BoH – 1:30 p.m.	23
24	25	26	27 5:00 p.m. COUNCIL	28		

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March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
NO MEETINGS – PLEASE DO NOT USE						
10	11	12	13	14	15	16
MARCH BREAK						
17	18 PW – 9:30 a.m. BoH – 1:30 p.m.	19 Planning – 9:30 a.m.	20 GIC – 9:30 a.m.	21 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	22	23
24	25	26	27 5:00 p.m. COUNCIL	28	29	30
31						

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April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 PW – 9:30 a.m.	2 Planning – 9:30 a.m.	3 GIC – 9:30 a.m.	4 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	5	6
7	8	9	10 5:00 p.m. COUNCIL	11	12	13
14	15 PW – 9:30 a.m. BoH – 1:30 p.m.	16 Planning – 9:30 a.m.	17 GIC – 9:30 a.m.	18 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	19 GOOD FRIDAY	20
21	22 EASTER MONDAY	23	24 5:00 p.m. COUNCIL	25	26	27
28	29 PW – 9:30 a.m.	30 Planning – 9:30 a.m.				

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May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 GIC – 9:30 a.m.	2 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	3	4
5	6	7	8 5:00 p.m. COUNCIL	9	10	11
12	13 PW – 9:30 a.m. BoH – 1:30 p.m.	14 Planning – 9:30 a.m.	15 GIC – 9:30 a.m.	16 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	17	18
19	20 VICTORIA DAY	21	22 5:00 p.m. COUNCIL	23	24	25
26	27	28	29	30	31	

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June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PW – 9:30 a.m.	4 Planning – 9:30 a.m.	5 GIC – 9:30 a.m.	6 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	7	8
9	10	11	12 5:00 p.m. COUNCIL	13	14	15
16	17 PW – 9:30 a.m. BoH – 1:30 p.m.	18 Planning – 9:30 a.m.	19 GIC – 9:30 a.m.	20 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	21	22
23	24	25	26 5:00 p.m. COUNCIL	27	28	29
30						

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July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CANADA DAY	2	3	4	5	6
7	8 GIC – 9:30 a.m.	4 Planning – 9:30 a.m.	5 PW – 9:30 a.m. BoH – 1:30 p.m.	6 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	7 9:30 a.m. COUNCIL	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 CIVIC HOLIDAY	6	7	8	9	10
11	12 GIC – 9:30 a.m.	13 Planning – 9:30 a.m.	14 PW – 9:30 a.m. BoH – 1:30 p.m.	15 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	16 9:30 a.m. COUNCIL	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOUR DAY	3 Planning – 9:30 a.m.	4 GIC – 9:30 a.m.	5 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	6 PW – 9:30 a.m.	7
8	9	10	11 5:00 p.m. COUNCIL	12	13	14
15	16 PW – 9:30 a.m. BoH – 1:30 p.m.	17 Planning – 9:30 a.m.	18 GIC – 9:30 a.m.	19 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	20	21
22	23	24	25 5:00 p.m. COUNCIL	26	27	28
29	30 PW – 9:30 a.m.					

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October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Planning – 9:30 a.m.	2 GIC – 9:30 a.m.	3 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	4	5
6	7	8	9 5:00 p.m. COUNCIL	10	11	12
13	14 THANKSGIVING DAY	15 Planning – 9:30 a.m.	16 GIC – 9:30 a.m.	17 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	18 PW – 9:30 a.m. BoH – 1:30 p.m.	19
20	21	22	23 5:00 p.m. COUNCIL	24	25	26
27	28	29	30	31		

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November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 PW – 9:30 a.m.	5 Planning – 9:30 a.m.	6 GIC – 9:30 a.m.	7 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	8	9
10	11	12	13 5:00 p.m. COUNCIL	14	15	16
17	18 PW – 9:30 a.m. BoH – 1:30 p.m.	19 Planning – 9:30 a.m.	20 GIC – 9:30 a.m.	21 ** AF&A – 9:30 a.m. If required ** H&SC – 1:30 p.m. If required	22	23
24	25	26	27 5:00 p.m. COUNCIL	28	29	30

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December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 PW – 9:30 a.m.	3 Planning – 9:30 a.m.	4 GIC – 9:30 a.m.	5 AF&A – 9:30 a.m. H&SC – 1:30 p.m.	6	7
8	9	10	11 9:30 a.m. COUNCIL	12	13	14
15	16	17	18	19	20	21
22	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27 SHUTDOWN	28
29	30 SHUTDOWN	31 SHUTDOWN				

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