



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 23-017

9:30 a.m.
November 2, 2023
Council Chambers
Hamilton City Hall

Present: Councillors C. Kroetsch (Chair), J. Beattie, B. Clark, T. Hwang,
M. Spadafora, M. Tadeson, A. Wilson and M. Wilson

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 23-017 AND RESPECTFULLY RECOMMENDS:

1. Discussion Items (Items 10.1 to 10.4)

(i) That the following Discussion Items be approved as presented:

(a) **2024 Budget Submission Committee Against Racism (CM23026) (City Wide) (Item 10.1)**

That the Committee Against Racism Advisory Committee 2024 base budget attached as Appendix A to Audit, Finance and Administration Committee Report 23-017 in the amount of \$8,900, be approved and referred to the 2024 budget process for consideration.

(b) **2024 Budget Submission Hamilton Women and Gender Equity Advisory Committee (CM23024) (City Wide) (Item 10.2)**

That the Hamilton Women and Gender Equity Advisory Committee 2024 base budget submission attached as Appendix B to Audit, Finance and Administration Committee Report 23-017 in the amount of \$3,500.00, be approved and referred to the 2024 budget process for consideration.

(c) **2024 Budget Submission Advisory Committee for Immigrants and Refugees (CM23023) (City Wide) (Item 10.3)**

That the Advisory Committee for Immigrants and Refugees 2024 base budget submission attached as Appendix C to Audit, Finance and Administration Committee Report 23-017 in the amount of \$3,500.00, be approved and referred to the 2024 budget process for consideration.

**(d) 2024 Budget Submission Mundialization Committee (CM23022)
(City Wide) (Item 10.4)**

That the Mundialization Committee 2024 base budget submission attached as Appendix D to Audit, Finance and Administration Committee Report 23-017 in the amount of \$5,890.00, be approved and referred to the 2024 budget process for consideration.

2. Governance Review Sub-Committee Report 23-004, October 27, 2023 (Added Item 10.5)

(a) Advisory Committee for Persons with Disabilities Logo (CM23029) (City Wide) (Outstanding Business List Item) (Item 9.1)

That Report CM23029, respecting Advisory Committee for Persons with Disabilities Logo, be received.

(b) City of Hamilton Flag and Sign Policy (CM23014) (City Wide) (Item 10.1)

(i) That the City of Hamilton's Flag Protocol (Report 11-003 to Governance Review Sub-Committee) be repealed and replaced with the City of Hamilton Flag and Sign Policy in Appendix E to Audit, Finance and Administration Committee Report 23-017;

(ii) That the City of Hamilton Flag and Sign Policy be posted on the City website to guide the raising and lowering of flags and lighting of the 3D Hamilton sign; and,

(iii) That the City of Hamilton Flag and Sign Policy be brought forward for amendment at such time that the City adopts an official days of recognition policy.

(c) Review and Evaluation of Lobbyist Registry By-law (Added Item 11.1)

WHEREAS the City of Hamilton introduced a Lobbyist Registry By-law in 2015; and

WHEREAS the public interest would be served in having an updated review and evaluation of the Lobbyist Registry By-law, including its exemptions;

THEREFORE, BE IT RESOLVED:

The staff be requested to report back to Governance Review Sub-Committee in Q2 2024 with a review and evaluation of the City of Hamilton's Lobbyist Registry By-law including a scan of best practices in other municipal jurisdictions.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

10. DISCUSSION ITEMS

10.5 Governance Review Sub-Committee Report 23-004, October 27, 2023

The agenda for the November 2, 2023 Audit, Finance and Administration Committee meeting, was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) October 19, 2023 (Item 4.1)

The Minutes of the October 19, 2023 meeting of the Audit, Finance and Administration Committee, were approved, as presented.

(d) ADJOURNMENT (Item 15)

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 9:39 a.m.

Respectfully submitted,

Councillor Cameron Kroetsch, Chair
Audit, Finance and Administration
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

COMMITTEE AGAINST RACISM

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Taimur Qasim (Chair)	
Marlene Dei-Amoah	
Simone McWatt	
Tyrone Childs	
Phillip Jeffrey	

MANDATE:

The Committee Against Racism is a Volunteer Advisory Committee of the City of Hamilton, appointed by Council. Members comprise residents of the city of Hamilton, representing diverse backgrounds and cultures. The mandate of the Committee Against Racism is to advise, advocate and consult on relevant issues in the community of Hamilton relating to racism and its consequences, including anti-racism strategies.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

1. Make recommendations and give advice to the City of Hamilton’s staff and Council on issues relating to racism, equity, diversity and inclusion as well as issues relating to anti-racism.
2. Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed or any other grounds based on the Ontario Human Rights Code (OHRC), to participate in programs and services for the improvement of community relations and the fulfilment of Human Rights.
3. Work actively with institutions and all other relevant organizations, including educational institutions, Police Services, Emergency Services, public, private, voluntary sector and all levels of government to advise, consult, advocate and to promote proactive measures pertaining to racism and its impacts.
4. Consult with individuals and/or groups with respect to complaints regarding racism and to make referrals within the community for complainants.
5. Initiate and facilitate discussions between individuals and/or groups to address issues and concerns of racism and/or while promoting respect and understanding in the community.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance			

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	\$900
SUB TOTAL	\$ 900

SPECIAL EVENT/PROJECT COSTS:

Initiatives by the Committee, including the following: 1) Days of recognition such as, Lincoln Alexander Day, Black History Month, Emancipation Day, and other days related to the mandate of anti-racism 2) Supporting City of Hamilton initiatives related to anti-racism 3) Support of anti-racism related community events	
SUB TOTAL	\$ 8000

TOTAL COSTS	\$ 8900
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$ 8900
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$ 8900)	\$ 8900

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 #:

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

**HAMILTON WOMEN AND GENDER EQUITY
COMMITTEE BUDGET 2024**

PART A: General Information**ADVISORY COMMITTEE MEMBERS:**

Deanna Allain (Chair)	Jan Lukas
Melanie Cummings	Stephanie Scardellato
Anne Davey	Gagan Batra
Adriana Harris	
Autumn Getty	
Pascale Marchand	
Kathleen Shannon	
Yulena Wan	

MANDATE:

The Hamilton Women and Gender Equity Committee is a Council mandated advisory committee of the City of Hamilton. Serving and acting as an advisory committee of Council it provides input with respect to the issues of women, non-binary individuals and gender diverse people.

The Committee is empowered by City Council and is responsible to City Council for its services; it reports to City Council on issues and concerns pertaining to women, non-binary individuals, and gender diverse people through the Audit, Finance and Administration Committee.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To define, investigate, study and make recommendations on issues of concern affecting women, non-binary people, and gender diverse individuals in the City of Hamilton and other matters of social or municipal concern including matters referred to this Committee by City Council, staff, and City of Hamilton committees.

To inform citizens of the City of Hamilton on issues affecting women, non-binary people, and gender diverse individuals. To actively encourage women, non-binary people, and gender diverse individuals to participate in all aspects of society and support them in their life choices.

To advise residents of the City of Hamilton of decisions made by City Council which may impact women, non-binary people, and gender diverse individuals including matters of social concern and those referred to City Council by this Committee.

To review the progress and measure of success of the Committee and its activities on a regular basis.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement and Participation	X	2) Economic Prosperity and Growth	X
3) Healthy and Safe Communities	X	4) Clean and Green	X
5) Built Environment and Infrastructure	X	6) Culture and Diversity	X
7) Our People and Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	\$1000.00
SUB TOTAL	\$1,000.00

SPECIAL EVENT/PROJECT COSTS:

<ul style="list-style-type: none"> • Initiatives to be determined by the Committee that further advance Women and Gender Equity issues within the City of Hamilton • Partnership in the development and sharing of community resources and information • Subsidizing membership participation in workshops / conferences relevant to committee objectives • Additional Special Event/Project Cost of \$2,000.00 (for International Women’s Day and other civic participation initiatives) 	
SUB TOTAL	\$2,500.00

TOTAL COSTS	\$3,500.00
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$3,500.00
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$3,500.00)	\$3,500.00

CERTIFICATION:

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Representative’s Name: _____

Signature: _____

Date: _____

Telephone #: _____

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

ADVISORY COMMITTEE FOR IMMIGRANTS AND REFUGEES

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Name	
Aref Alshaikhahmed	
Dina Honig	
Rami Safi	
Eisham Abdulkarim (Vice Chair)	
Dorar Abuzaid (Recording Secretary)	
Ammira Ali	
Jennie Hamilton (Chair)	

MANDATE:

Makes recommendations to City Council and staff about policies, procedures and guidelines that address the needs of immigrants and refugees within the City of Hamilton.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

1. Review and comment on pertinent reports, proposed legislation and studies that affect immigrants and refugees.
2. Be consulted by City of Hamilton staff and Council on the review, development and implementation of City policies, procedures, programs and services that affect, directly or indirectly, immigrants and refugees.
3. Facilitate, organize and promote open lines of communication with the school boards, police services, City of Hamilton, (e.g. Public Health Services, Healthy and Safe Communities, etc.) and other relevant organizations to provide advice and recommendations about the service needs of newcomers, immigrants, and refugees.
4. Make presentations, host workshops and/or open houses to educate service providers, police, Ontario Works, school boards, settlement agencies, employment agencies, professional regulating bodies and other relevant services and programs about immigrant and refugee issues.
5. Develop relationships with the Access to Fair Trades Office and training institutions to gain a better understanding of their processes and find some common ground that will assist newcomers and immigrants in their pursuit of timely certification and upgrading.
6. Complement and collaborate with the work of the City of Hamilton’s Volunteer Advisory Committees.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500
SUB TOTAL	\$1,500

SPECIAL EVENT/PROJECT COSTS:

Special project	\$2,000
SUB TOTAL	\$2,000

TOTAL COSTS	\$3,500
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$3,500
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$3500)	\$3,500

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 #: _____

CITY OF HAMILTON

2024

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

HAMILTON MUNDIALIZATION COMMITTEE

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Anthony Macaluso (Chair)	
Rosemary Baptista (Co-Chair)	
Jan Lukas	
Rein Ende	

MANDATE:

The purpose of the Hamilton Mundialization Committee shall be:

- a) to promote Hamilton as "A World (Mundialized) City" dedicated to global awareness, international cooperation, and world law
- b) to further the work of the United Nations through publicity and education and to have the United Nations flag always flown with the Canadian flag the City Hall
- c) to undertake twinning programs in international cooperation with like-minded municipalities in this and other countries to foster an understanding of the increasing interdependence of the municipalities, peoples, and countries of the world
- d) to involve Hamilton residents of different cultures, especially those from the countries of our sister communities, to share in our multicultural programs
- e) to include representatives from City Council in the Committee for implementing the above programs.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

The Hamilton Mundialization Committee’s goals and objectives include:

- Facilitating and supporting peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world.
- Assisting Council in implementing its Mundialization resolution
- Complementing and affirming the objectives of the City’s "Strengthening Hamilton Community Initiative"
- Supporting any and all relationships with the City of Hamilton's Twin Cities

In alignment with the Committee’s mandate, key deliverables include leading the following efforts, activities, and initiatives:

- Ongoing Kaga/Hamilton events commemorating the 50+ year relationship between Kaga and Hamilton (Dundas)
- Anniversary twinning events or other twinning events as identified
- Racalmuto Regional events
- World Citizenship Award
- Photo Contest
- Hiroshima-Nagasaki Vigil

The Committee provides an ongoing review of Mundialization relationships and processes thereof. The benefit of participation is the enhancement of relationships between the residents of our twin communities, both locally and internationally, and the residents of the city of Hamilton.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500.00
SUB TOTAL	\$1,500.00

SPECIAL EVENT/PROJECT COSTS:

Hiroshima — Nagasaki Vigil, World Citizenship Award and/or photo contest, other twinning events (e.g., Racalmuto events)	\$2,390.00
Kids for Kaga support for exchange program	\$2,000.00
SUB TOTAL	\$4,390.00

TOTAL COSTS	\$5,890.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$
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TOTAL 2024 BUDGET REQUEST (net of reserve funding)	\$5,890.00
PREVIOUS YEAR (2023) APPROVED BUDGET (2023 Request \$5,890.00)	\$5,890.00

CERTIFICATION:

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Representative's Name: _____

Signature: _____

Date: _____

Telephone #:

City of Hamilton Flag and Sign Policy

Purpose: To provide direction with respect to Flag and Hamilton Sign etiquette and protocol, the half-staffing and the raising of flags at Hamilton City Hall and City of Hamilton-owned facilities, including the permanent flags on top of City Hall.

Scope: This protocol applies to all properties and facilities owned and operated by the City of Hamilton, as well as the locations of all City-run events, except those where the policies of another government body would take precedence.

Responsibility: The Communications and Strategic Initiatives Division is the owner of this protocol and responsible for periodically reviewing and updating this protocol. The Division is also responsible for the coordination of the raising or lowering of the flags and illumination of the sign as determined by this policy. This team will also prepare appropriate communications to inform the community of the lowering of the Flag. (i.e. social media/information on the City of Hamilton Website).

Definitions:

3D Hamilton Sign: refers to the 3D LED lightable HAMILTON sign in the City Hall forecourt

Half-Staff: refers to when a flag is flown at the half-way point on a freestanding flag pole, often referred to as half-mast.

Current Employee: refers to an individual employed by the City of Hamilton that is actively attending part-time or full-time work duties, on short term or long-term disability, or on a leave of absence from their role at the city.

Use of the Flag and Sign

The flag poles, permanent poles on City Hall, and the 3D Hamilton sign at City Hall are opportunities for the City to raise awareness and show respect for community events, causes, and major events. The City will observe major world events, commemorative dates, the passing of dignitaries and important community members, and the visitation of dignitaries via a raising or lowering of a flag or illumination of the 3D Hamilton sign. Where there are community requests for the same time, preference will be shown to the recognition of visiting dignitaries, including former and current political leaders of other Canadian and international jurisdictions.

Neither option will be used to promote hate, discrimination, oppression, political or religious factions, or other harmful causes. The City of Hamilton retains the right to make this determination on a case by case basis.

Flag Protocol:

All flag raising and lowering will be in line with Federal flag etiquette.

In recognition of the City's affiliations, flags be flown on the roof of City Hall in the following order beginning on the extreme left as viewed from the front of the building:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. United Nations
5. Franco-Ontarian
6. Courtesy flags subject to change
7. Métis Nation
8. Mississauga of the Credit First Nation
9. Inuit Tapiriit-Kanatami
10. Haudenosaunee Confederacy

As a gesture of respect and friendship, the City of Hamilton will fly the appropriate flag on the occasion of a visiting dignitary, including former and current politicians from other Canadian and international jurisdictions. The flag will be flown from a courtesy flagpole at City Hall for the duration of the visit. In the event that there is a community request for a flag raising on a community pole at the same time, the visiting dignitary's flag will fly in a position of prominence. If there are no courtesy poles available to raise the dignitary's flag, a community requested flag will be lowered in deference to the visiting dignitary. The Canadian, Provincial, Municipal, and Indigenous flags will not be lowered to make space for community requests.

On days of significance, the Canadian Flag flying on the free-standing flagpole at City Hall may be changed, provided it still flies on a permanent pole on top of City Hall.

Flags are also to be flown at the five Municipal Service Centres, on their own masts, with the ability to raise and lower, in the following order:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag
4. Franco Ontarian Flag
5. Métis Nation
6. Mississauga of the Credit First Nation
7. Inuit Tapiriit-Kanatami
8. Haudenosaunee Confederacy

When there are less than eight flag poles available, preference will be shown to the Canadian, Provincial, and Municipal flag.

Flying of the Flag at Half-staff

Flags are flown at half-staff as a sign of mourning and respect upon death.

If there is more than one flag flying in unison, all flags flown together should be flown at half-staff.

Half-staffing will occur immediately upon notification of a death until sunset on the day of the funeral, or for a period of five business days if no funeral or visitation has been scheduled, for the following occasions:

1. Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e. sibling, spouse, parent, child)
2. Governor General of Canada (current/former)
3. Lieutenant Governor of Ontario (current/former)
4. Canadian Prime Minister (current/former)
5. Ontario Premier (current/former)
6. Mayor (current/former)
7. Member of Council (current and former of Hamilton, Ancaster, Dundas, Flamborough, Stoney Creek, Glanbrook)
8. Local Member of Federal or Provincial Government (current/former)
9. All current City employees including Police, EMS and Fire Services to be lowered at the employee's immediate workplace. Should the workplace not fly flags, the flags flown at City Hall will be lowered to half-staff*.
10. A major tragic event, such event or remembrance of fatal natural disasters and mass shootings, at the discretion of the policy owner

**It would be the responsibility of the individual's people leader to notify the Communications & Strategic Initiatives team and coordinate a flag lowering.*

In the event that there are community emergencies which prevent the lowering of the flag on the dates of passing to the funeral, the City may designate a future date to acknowledge the passing with the flag at half-staff. This substitution should be communicated on City communication channels to ensure awareness for the acknowledgment. The determination of this day will be made by the policy owner in collaboration with the individuals' family/friends.

Half-staffing will also occur on events or special circumstances such as events deemed to represent a significant tragedy or a loss of life, including publicly announced Canadian Forces fatality on any Canadian or Canadian-involved mission at home or abroad.

Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it should be disposed of in a respectful manner and immediately replaced. The department of Public Works shall hold responsibility for ensuring this is done.

3D Hamilton Sign Protocol:

With respect to the 3D Hamilton Sign outside of the Hamilton City Hall, sign protocol is that the sign be illuminated in the appropriate colour to reflect commemorative dates identified by the Provincial government, and Federal government, such as

- Provincial or national celebrations
- Days of remembrance or mourning
- Significant days of diversity

Requests for sign illuminations will also be accepted from the community in accordance with the procedure below.

Annual Calendar

The Communications and Strategic Initiatives team, on an annual basis, will review the Federal and Provincial commemorative dates and schedule the appropriate sign lighting and flag raising/lowering. This calendar will be posted for public awareness.

Communications

Sign lighting schedule and flag raising and lowering information will be posted on the City's website, and/or social media channels as appropriate, to ensure community awareness.

Community Requests

In addition to the annual calendar, community members may make requests for flag raising, lowering, and sign lighting.

In general, flags raised through a community request will be raised for two business days. In the event of major awareness months, City of Hamilton staff retain the authority to raise flags for additional dates, where space allows.

The lighting of the sign by community request will be for a single night, from dusk until dawn of the following day. A maximum of two requests will be accommodated per day on a 30-minute rotating basis.

In all cases, flag and sign requests are approved on a first come first served basis, with the exception of visiting dignitaries which takes precedence over community requests.

Request Requirements:

To submit a request, the party must submit their information via webform, including

- Persons name, organizations name, and contact information
- Date and rationale of request
- Colour/flag requested
- Agree to provide a 3 foot by 5-foot flag with grommets, should the City not have the specific flag in storage
- Self-evaluation of the request against proscribed criteria.

The request must be made four weeks ahead of the requested date.

Evaluation Criteria:

Community requests will be evaluated against the following criteria.

1. The request is made by a local, provincial, or national organization
2. The request recognizes a municipally, provincially, nationally, or internationally recognized day or month of significance, cause, or initiative
3. The request does not contradict any City of Hamilton By-Laws, or Provincial or Federal statute.
4. The request does not duplicate a sign lighting/flag raising or lowering already scheduled within a calendar year.
5. The request is supportive of equity, diversity, and inclusion, and does not promote or encourage any hate, discrimination, or negative outcomes to marginalized populations
6. The request does not sponsor or promote the practice of a specific faith denomination or political ideology
7. The request does not imply any allegiance or support for a specific political movement, ideology or other statement of beliefs on behalf of the City of Hamilton
8. The request is not affiliated with any commercial, for-profit, or private entities
9. In the case of flag requests, the request aligns with the approved national days list approved by Global Affairs Canada

Evaluation Process

All requests will be reviewed by City of Hamilton staff and to ensure that they clearly adhere to the protocol criteria. Requests that do not clearly meet the criteria may be brought forward by City staff to other departments to support decision making.

Preference will be shown to the City's annual calendar of recognized days and months of significance. Following this, requests will be considered on a first come first serve basis with a maximum of two sign lightings per day (on a rotating basis).

The City of Hamilton staff have full and final authority to implement the flag raising/lowering and 3D Hamilton Sign Community Lighting Program criteria. By submitting a lighting request for the Flag raising or 3D Hamilton sign, the applicant agrees that the decisions of City staff are final.

Notification of Acceptance and Approval

Staff will endeavor to provide notification of acceptance within two weeks of the date that the request was received via webform.

Requests should not be submitted more than six months in advance.

History

The following stakeholders were consulted in the creation or revisions made to this Policy: Communications & Strategic Initiatives, Government Relations & Community Engagement, the Mayor's Office, and Facilities.

This policy replaces the former policy named the City of Hamilton Flag Protocol dated May 26, 2011.

The policy comes into force January 1, 2024