



## **EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 23-001**

1:30 p.m.

Thursday, January 18, 2023

Council Chambers

Hamilton City Hall

71 Main Street West

**Present:** Councillors B. Clark (Chair), C. Kroetsch, T. Hwang, T. Jackson, A. Wilson and M. Wilson

**Regrets:** Councillor N. Nann – Personal

### **THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:**

**1. Red Hill Family Centre Annual Licensing Inspection (HSC23001) (Ward 5) (Item 9.1)**

That Report HSC23001, respecting the Red Hill Family Centre Annual Licensing Inspection, be received.

**2. *Fixing Long-Term Care Act, 2021 (FLTCA)* and Ontario Regulation 246/22 (HSC23008) (Wards 7 and 13) (Item 9.2)**

That Report HSC23008, respecting *Fixing Long-Term Care Act, 2021 (FLTCA)* and Ontario Regulation 246/22, be received.

**3. 2023 Budget Submission LGBTQ Volunteer Advisory Committee (CM23001) (City Wide) (Item 11.1)**

- (a) That the LGBTQ Advisory Committee 2023 base budget submission attached as Appendix “A” to Emergency and Community Report 23-001 in the amount of \$4,050.00, be approved and referred to the 2023 budget process for consideration.
- (b) That, in addition to the base funding, a one-time budget allocation for 2023 of \$2,000, for training around anti-racism, anti-oppression, and other topics related to the committee’s mandate, to be partially funded by the

LGBTQ Advisory Committee reserve (\$1,300), be approved and referred to the 2023 budget process for consideration.

**4. Standardization of Paramedic Emergency Service Vehicles (HSC23002)  
(City Wide) (Item 11.2)**

- (a) That Demers Braun Crestline Ambulance Manufacturer Inc. (Demers) ambulance vehicles certified for use in the Province of Ontario be designated a standardized Good for Hamilton Paramedic Service pursuant to City Procurement Policy, Section 4.14, Policy # 14 Standardization, with this designation to be reviewed no later than December 31, 2030;
- (b) That ambulance vehicle original equipment ambulance parts be obtained on a single source basis from Demers Braun Crestline Ambulance Manufacturer Inc or its authorized agents pursuant to City Procurement Policy 11 through to December 31, 2030;
- (c) That the Chief, Hamilton Paramedic Service, or designate, be authorized and directed to enter into and sign, on behalf of the City of Hamilton, any negotiated agreements and necessary associated documents with the Demers Braun Crestline Ambulance Manufacturer Inc., or its authorized agents with content acceptable to the City Solicitor for the purchase of ambulance vehicles and related original equipment and ambulance parts, subject to Procurement Policy, Section 4.2, Policy # 2 Approval Authority;
- (d) That the Chevrolet Tahoe Special Service Vehicle (SSV) and Ford Interceptor Special Service Vehicle (SSV) be designated a Standardized Good for Hamilton Paramedic Service pursuant to City Procurement Policy, Section 4.14, Policy # 14 Standardization, with this designation to be reviewed in 2030;
- (e) That all Hamilton Paramedic Service Emergency Vehicles Specializations, upfitting, associated specialized vehicle equipment repairs and parts be obtained on a single source basis from Rowland Emergency and Specialty Vehicles Inc. pursuant to City Procurement Policy # 11 through to December 31, 2030;
- (f) That the Hamilton Paramedic Service be authorized to utilize the Province of Ontario's enterprise-wide Vendor of Record (VOR) arrangements and volume licensing agreements available for vehicle purchasing along with accessing the Ontario Police Cooperative Purchasing Group negotiated pricing for Special Service Vehicles pursuant to City Procurement Policy # 12;
- (g) That the Chief, Hamilton Paramedic Service, or designate, be authorized and directed to enter into and sign, on behalf of the City of Hamilton, any negotiated agreements and necessary associated documents with Rowlands Emergency and Specialized Vehicles with content acceptable to the City Solicitor for the purchase of ambulance service emergency

vehicle specializations, upfitting, associated specialized vehicle equipment repairs and parts, subject to Procurement Policy, Section 4.2, Policy # 2 Approval Authority;

- (h) That the Chief, Hamilton Paramedic Service, or designate, be authorized to amend any Contracts executed and any ancillary documents identified in (a) through (g) above as required if a supplier(s) identified in Report HSC23002 undergoes a name change.

**5. Affordable Housing Funding Program (AHFP) (HSC23003) (City Wide) (Item 11.4)**

- (a) That the Affordable Housing Funding Program (AHFP) attached as Appendix "B" to Emergency and Community Services Committee Report 23-001 be adopted:
- (b) That Development Charge By-law No. 19-142 be amended to delete section 25(e) referring to affordable housing development charge exemption given the adoption of the Affordable Housing Funding Program, as set out in recommendation above;
- (c) That an annual budget of \$4 M to be funded from the net levy be referred to the 2023 Tax Operating Budget process for the primary purpose of funding the Affordable Housing Funding Program in accordance with the Program Guidelines outlined in Appendix "A" to Report HSC23003;
- (d) That subject to approval of Recommendations (a) and (b) above, the Affordable Housing Funding Program (AHFP) Reserve Fund Policy attached as Appendix "C" to Emergency and Community Services Committee Report 23-001 be approved and the Reserve Fund be established subject to the terms outlined in the Policy and that unused funds for the current financial year be transferred to the Reserve;
- (e) That the General Manager of the Healthy and Safe Communities Department or their designate be authorized and directed to execute and administer the Affordable Housing Fund Program (AHFP) including entering into any or all agreements required to deliver the AHFP in a form satisfactory to the City Solicitor and content satisfactory to the General Manager of the Healthy and Safe Communities Department; and,
- (f) That the General Manager of the Healthy and Safe Communities Department or their designate be authorized to revise the Affordable Housing Fund Program (AHFP) Guidelines attached as Appendix "A" to Report HSC23003 as necessary to ensure efficient delivery of the Program; *and*
- (g) *That the General Manager of the Healthy and Safe Communities Division report to the 2023 Operating Budget on the sufficiency of the 4 M dollars*

*of funding, in the context of need with recommended alternatives for consideration at that time.*

**6. Hamilton Alliance for Tiny Shelters Site Options and Considerations (HSC22015(b)) (City Wide) (Item 11.6)**

- (a) That staff be directed to review City-owned lands, including parks, based on the considerations identified in Appendix “A” to Report HSC22015(b), and identify a list of candidate properties for a Tiny Shelter development, and provide the candidate properties to HATS for their review and prioritization;
- (b) That staff report back to the Emergency and Community Services Committee (ECS) with respect to the top three most appropriate City-owned lands that generally address the considerations in Appendix “A” to Report HSC22015(b) and that have been identified as suitable by HATS;
- (c) That staff include in the report back the approach proposed by HATS for a HATS-led community engagement process with respect to any identified sites; and,
- (d) That should HATS identify any new privately-owned lands that have been not previously considered but are available for a Tiny Shelter development, that staff review them against the same considerations identified in Appendix “A” to Report HSC22015(b), and report back to the Emergency and Community Services Committee under the same process identified in (a), (b) and (c).

**7. Winter Response Strategy (HSC23012) (City Wide) (Item 11.7)**

- (a) That staff be authorized to implement an immediate Winter Response Strategy, to March 31, 2023, to support vulnerable individuals within the homelessness serving systems as follows:
  - (i) A designated Recreation Centre (Benetto) to operate between 8:00 a.m. and 10:00 p.m. during statutory holidays and inclement weather events resulting in centre closure to support up to 10 individuals, estimated to be a total of 9 days, at an approximate cost of \$65 K;
  - (ii) 21 additional low-barrier daily overnight warming spaces provided through The HUB to ensure equitable access for vulnerable, unsheltered and hidden homeless populations across the City through contractual agreements at an approximate cost of \$250 K;
  - (iii) Additional low-barrier daily overnight warming spaces to ensure equitable access for vulnerable, unsheltered and hidden homeless populations across the City through contractual agreements with

community agencies and faith-based groups, at an approximate cost of \$100 K;

- (b) That recommendation (a) respecting the immediate Winter Response Strategy for Q1 2023, be accommodated within the Housing Services 2023 Operating Budget and if necessary, a funding source will be identified through 2023 Year End reporting;
- (c) 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 grant(s) 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.
- (d) That staff report back to the August 17, 2023 Emergency and Community Services Committee meeting with recommendations for an annual winter response strategy.

**8. 2023 Budget Submission - Housing and Homelessness Advisory Committee (HSC22056) (City Wide) (Item 11.8)**

That the Housing and Homelessness Advisory Committee 2023 base budget submission attached as Appendix "D" to Emergency and Community Services Committee Report 23-001 in the amount of \$1,000 be approved and referred to the 2023 budget process for consideration.

**9. Housing Stability Benefit Team Staffing (HSC23005) (City Wide) (Item 15.1)**

- (a) That the direction provided to staff in Closed Session, respecting Report HSC23005, Housing Stability Benefit Team Staffing, be approved; and,
- (b) That Report HSC23005, respecting Housing Stability Benefit Team Staffing, remain confidential.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

The Committee Clerk advised the following changes to the agenda:

**5. COMMUNICATIONS**

- 5.3 Don Seymour, Executive Director, Wesley, respecting the Housing Alliance for Tiny Shelters (HATS)

Recommendation: Be received and referred to Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)), for consideration.

- 5.4 Advisory Committee for Persons with Disabilities, respecting the Hamilton Alliance for Tiny Shelters Proposal

Recommendation: Be received and referred to Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)), for consideration.

- 5.5 Philip Shanks, respecting the Tiny Homes Proposal

Recommendation: Be received and referred to Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)), for consideration.

- 5.6 Medora Uppal, Co-Chair of the Women's Housing Planning Collaborative (WHPC), respecting Improved Shelter Crisis Response and Resourcing of the Homeless Sector

Recommendation: Be received

- 5.7 Kim Martin, Executive Director, Social Planning and Research Council of Hamilton, respecting the Hamilton Alliance for Tiny Shelters Proposal

Recommendation: Be received and referred to Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)), for consideration.

- 5.8 Graham Cubitt, Director, Projects and Development, Indwell, respecting the Hamilton Alliance of Tiny Shelters (HATS)

Recommendation: Be received and referred to Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)), for consideration.

## **6. DELEGATION REQUESTS**

- 6.1 Delegations respecting Tiny Shelters and Homelessness in the City of Hamilton (for today's meeting)

c. Graham Cubitt, Hamilton is Home

d. Marty Umanetz, Hamilton Alliance for Tiny Shelters (HATS)

e. James Kemp

f. Julia Kollek, Hamilton Alliance for Tiny Shelters (HATS)

- g. Brenda Duke
- h. Sue VanEgdom, Hamilton Alliance for Tiny Shelters (HATS)
- i. Jean Fair

- 6.3 Kayla Hagerty, respecting Warming Centres in the City of Hamilton (for today's meeting)
- 6.4 Kevin Gonci, Golden Horseshoe Track and Field Council, respecting the 2023 ParticipACTION Community Challenge (for a future meeting)
- 6.5 Marcie McIlveen, HAMSMART, respecting Safe Use in Shelter and the Need for a Second Consumption and Treatment Services Site (for a future meeting)

The Delegation from David Kipp, Construction Technology Teacher, Westdale Secondary, Highschool has been WITHDRAWN

## **8. STAFF PRESENTATIONS**

- 8.2 Housing and Homelessness Advisory Committee Annual Presentation

## **9. CONSENT ITEMS**

- 9.3 Seniors Advisory Committee Minutes - December 2, 2022

## **11. DISCUSSION ITEMS**

- 11.7 Winter Response Strategy (HSC23012) (City Wide)
- 11.8 2023 Budget Submission - Housing and Homelessness Advisory Committee (HSC22056) (City Wide) (Item 8.2) – moved from Staff Presentations
- 11.3 Proposal for Drop-In Services Post March 2023 (HSC23006) (City Wide) (Item 11.3) WITHDRAWN, to be considered at the March 23, 2023 meeting

## **CHANGE IN THE ORDER OF ITEMS**

- 11.5 Report HSC220015(b), respecting Hamilton Alliance for Tiny Shelters Site Options and Considerations, was moved up on the agenda to be discussed prior to the consideration of HSC22015(a), respecting a Hamilton Alliance for Tiny Shelters Proposal.

That the agenda for the January 18, 2023 Emergency and Community Services Committee meeting be approved, as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

None.

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

**(i) December 1, 2022 (Item 4.1)**

The Minutes of the December 1, 2022 meeting of the Emergency and Community Services Committee, were approved, as presented.

**(d) COMMUNICATIONS (Item 5)**

The following Communication Items be approved, as presented:

**(i) Resignation from the Seniors Advisory Committee (Item 5.1)**

Recommendation: Be received

**(ii) Walter Furlan, respecting a Hamilton Alliance for Tiny Shelters project (Item 5.2)**

Recommendation: Be received

**(iii) Don Seymour, Executive Director, Wesley, respecting the Housing Alliance for Tiny Shelters (HATS) (Added Item 5.3)**

Recommendation: Be received and referred to the consideration of Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)).

**(iv) Advisory Committee for Persons with Disabilities, respecting the Hamilton Alliance for Tiny Shelters Proposal (Added Item 5.4)**

Recommendation: Be received and referred to the consideration of Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)).

**(v) Philip Shanks, respecting the Tiny Homes Proposal(Added Item 5.5)**

Recommendation: Be received and referred to the consideration of Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)).

**(vi) Medora Uppal, Co-Chair of the Women's Housing Planning Collaborative (WHPC), respecting Improved Shelter Crisis Response and Resourcing of the Homeless Sector (Added Item 5.6)**

Recommendation: Be received



- (vii) Kim Martin, Executive Director, Social Planning and Research Council of Hamilton, respecting the Hamilton Alliance for Tiny Shelters Proposal (Added Item 5.7)

Recommendation: Be received and referred to the consideration of Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)).

- (viii) Graham Cubitt, Director, Projects and Development, Indwell, respecting the Hamilton Alliance of Tiny Shelters (HATS) (Added Item 5.8)

Recommendation: Be received and referred to the consideration of Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)).

**(e) DELEGATION REQUESTS (Item 6)**

The following Delegation Requests, be approved, as presented:

- (i) Delegations respecting Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)) (for today's meeting) (Item 6.1)
  - (a) Denise Davy (Item 6.1(a))
  - (b) Jeff Willmer, A Better Tent City Waterloo (Item 6.1(b))
  - (c) Graham Cubitt, Hamilton is Home (Added Item 6.1(c))
  - (d) Marty Umanetz, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 6.1(d))
  - (e) James Kemp (Added Item 6.1(e))
  - (f) Julia Kollek, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 6.1(f))
  - (g) Brenda Duke (Added Item 6.1(g))
  - (h) Sue VanEgdom, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 6.1(h))
  - (i) Jean Fair (Added Item 6.1(h))
- (ii) Sally Palmer, Hamilton Social Work Action Committee and the Campaign for Adequate Welfare & Disability Benefits, respecting the Nutritious Food Basket Report (for a future meeting) (Item 6.2)

- (iii) Kayla Hagerty, respecting Warming Centres in the City of Hamilton (for today's meeting) (Added Item 6.3)
- (iv) Kevin Gonci, Golden Horseshoe Track and Field Council, respecting the 2023 ParticipACTION Community Challenge (for a future meeting) (Added Item 6.4)
- (v) Marcie McIlveen, HAMSMART, respecting Safe Use in Shelter and the Need for a Second Consumption and Treatment Services Site (for a future meeting) (Added Item 6.5)

**(f) DELEGATIONS (Item 7)**

- (i) The following Delegations addressed the Committee respecting Item 11.6, Hamilton Alliance for Tiny Shelters site Options and Considerations (HSC22015(b)):
  - (a) Denise Davy (Added Item 7.1(a))
  - (b) Jeff Willmer, A Better Tent City Waterloo (Added Item 7.1(b))
  - (c) Graham Cubitt, Hamilton is Home (Added Item 7.1(c))
  - (d) Marty Umanetz, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(d))
  - (e) James Kemp (Added Item 7.1(e))
  - (f) Julia Kollek, Dan Bednis and Tom Cooper, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(f))
  - (g) Brenda Duke (Added Item 7.1(g))
  - (h) Sue VanEgdom, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(h))
  - (i) Jean Fair (Added Item 7.1(h))
- (ii) The following Delegations addressed the Committee respecting warming centres in the City of Hamilton:
  - (i) Kayla Hagerty (Added Item 7.3)

The following Delegations, were received:

- (a) Denise Davy (Added Item 7.1(a))
- (b) Jeff Willmer, A Better Tent City Waterloo (Added Item 7.1(b))

- (c) Graham Cubitt, Hamilton is Home (Added Item 7.1(c))
- (d) Marty Umanetz, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(d))
- (e) James Kemp (Added Item 7.1(e))
- (f) Julia Kollek, Dan Bednis and Tom Cooper, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(f))
- (g) Brenda Duke (Added Item 7.1(g))
- (h) Sue VanEgdom, Hamilton Alliance for Tiny Shelters (HATS) (Added Item 7.1(h))
- (i) Jean Fair (Added Item 7.1(h))
- (j) Kayla Hagerty (Added Item 7.3)

For further disposition, refer to Items 7 and 8 respectively.

**(g) STAFF PRESENTATIONS (Item 8)**

**(i) Hamilton Veterans Committee - 2022 Annual Report (Item 8.1)**

Mike Rehill, Chair of the Hamilton Veterans Committee provided the Committee with the Hamilton Veterans Committee - 2022 Annual Report.

The Presentation respecting the Hamilton Veterans Committee - 2022 Annual Report, was received.

**(ii) Housing and Homelessness Advisory Committee Annual Presentation (Added Item 8.2)**

Violetta Nikolskaya, Chair of the Housing and Homelessness Advisory Committee provided the Committee with the Housing and Homelessness Advisory Committee Annual Presentation.

The Presentation respecting the Housing and Homelessness Advisory Committee Annual Presentation, was received.

**(h) CONSENT (Item 9)**

**(i) Seniors Advisory Committee Minutes - December 2, 2022 (Item 9.3)**

The Seniors Advisory Committee Minutes - December 2, 2022, were received.

**(i) DISCUSSION ITEMS (Item 11)**

**(i) Affordable Housing Funding Program (AHFP) (HSC23003) (City Wide) (Item 11.4)**

- (a) That the Affordable Housing Funding Program (AHFP) attached as Appendix "A" to Report HSC23003 be adopted:
- (b) That Development Charge By-law No. 19-142 be amended to delete section 25(e) referring to affordable housing development charge exemption given the adoption of the Affordable Housing Funding Program, as set out in recommendation above;
- (c) That an annual budget of \$4 M to be funded from the net levy be referred to the 2023 Tax Operating Budget process for the primary purpose of funding the Affordable Housing Funding Program in accordance with the Program Guidelines outlined in Appendix "A" to Report HSC23003;
- (d) That subject to approval of Recommendations (a) and (b) above, the Affordable Housing Funding Program (AHFP) Reserve Fund Policy attached as Appendix "B" to Report HSC23003 be approved and the Reserve Fund be established subject to the terms outlined in the Policy and that unused funds for the current financial year be transferred to the Reserve;
- (e) That the General Manager of the Healthy and Safe Communities Department or their designate be authorized and directed to execute and administer the Affordable Housing Fund Program (AHFP) including entering into any or all agreements required to deliver the AHFP in a form satisfactory to the City Solicitor and content satisfactory to the General Manager of the Healthy and Safe Communities Department; and
- (f) That the General Manager of the Healthy and Safe Communities Department or their designate be authorized to revise the Affordable Housing Fund Program (AHFP) Guidelines attached as Appendix "A" to Report HSC23003 as necessary to ensure efficient delivery of the Program;

Report HSC23003, respecting the Affordable Housing Funding Program (AHFP), was **amended** to add a new subsection (g), as follows:

- (g) That the General Manager of the Healthy and Safe Communities Division report to the 2023 Operating Budget on the sufficiency of the 4 million dollars of funding, in the context of need and recommend alternatives for the consideration at that time.**

For further disposition, refer to Item 5

- (ii) Hamilton Alliance for Tiny Shelters Proposal (HSC22015(a))(City Wide) (deferred from the December 1, 2022 meeting) (Item 11.5)**

That Report HSC22015(a) respecting a Hamilton Alliance of Tiny Shelters Proposal, be DEFERRED to the February 16, 2023 meeting of the Emergency and Community Services Committee.

- (j) PRIVATE AND CONFIDENTIAL (Item 15)**

That the Committee move into Closed Session to discuss Item 15.1 respecting a Housing Stability Benefit Team Staffing (HSC23005), and Item 15.2 respecting the Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative (RHI) Round 3 (HSC20056(c)), pursuant to Section 9.3, Sub-section (b), (h) and (i) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (b), (h) and (i) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City or local board employees; information explicitly supplied in confidence to the City or a local board by Canada, a province or territory or a Crown agency of any of them; and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

- (i) Housing Stability Benefit Team Staffing (HSC23005) (City Wide) (Item 15.1)**

For further disposition refer to Item 9.

- (ii) Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative (RHI) Round 3 (HSC20056(c)) (Item 15.2)**

That Report HSC20056(c), respecting the Canada Mortgage and Housing Corporation (CMHC) Rapid Housing Initiative (RHI) Round 3, be REFERRED to Council for consideration.

**(k) ADJOURNMENT (Item 16)**

There being no further business, the Emergency and Community Services Committee be adjourned at 8:45 p.m.

Respectfully submitted,

Councillor B. Clark  
Chair, Emergency and Community Services  
Committee

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk

# **CITY OF HAMILTON**

**2023**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION FORM**

**LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ)  
ADVISORY COMMITTEE**

## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

<b>Rebecca Banky</b>	<b>Jake Maurice</b>
<b>Gregory Cousins</b>	<b>Violetta Nikolskaya</b>
<b>James Diemert</b>	<b>Ashley Paton</b>
<b>William Fujarczuk</b>	<b>Kieran Thiara</b>
<b>Autumn Getty</b>	<b>Terri Wallis</b>
<b>Lisa-Marie Johnston</b>	<b>Kyle Weltz</b>
<b>Shaiden Keaney</b>	<b>Councillor Maureen Wilson</b>
<b>Keston Roberts</b>	

### **MANDATE:**

The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.

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 the LGBTQ communities through the Emergency & Community Services Committee.



## PART B: Strategic Planning

### STRATEGIC OBJECTIVES:

To provide opportunities for members of Hamilton's diverse LGBTQ communities to share stories, impart information, raise concerns and recommend changes as they relate to the way the City develops by-laws, policies, programs and services that impact LGBTQ communities, through the appropriate Standing Committee of Council.

To provide advice and recommendations to City council and staff with respect to the implementation of by-laws, policies, programs and services that impact LGBTQ communities.

To educate and increase the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.

To facilitate access to accurate information about LGBTQ communities, including an up-to-date list of LGBTQ positive spaces, programs, resources and organizations.

To acknowledge and respect the diversity of Hamilton's LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background and socio-economic status.

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			
<b>1) Community Engagement &amp; Participation</b>	Y	<b>2) Economic Prosperity &amp; Growth</b>	
<b>3) Healthy &amp; Safe Communities</b>	Y	<b>4) Clean &amp; Green</b>	
<b>5) Built Environment &amp; Infrastructure</b>		<b>6) Culture &amp; Diversity</b>	Y
<b>7) Our People &amp; Performance</b>	Y		

## PART C: Budget Request

### INCIDENTAL COSTS:

Monthly meeting expenses (photocopying, refreshments, advertising, postage, etc.)	
<b>SUB TOTAL</b>	<b>\$750.00</b>

### SPECIAL EVENT/PROJECT COSTS:

<ul style="list-style-type: none"> <li>• Partnership in the development and sharing of community resources and information</li> <li>• Social marketing regarding positive spaces, including materials, focus groups, awareness, etc.</li> <li>• Partner with community groups for awareness campaigns at significant events in Two Spirit and LGBTQIA+ communities</li> <li>• Subsidizing membership participation in workshops / conferences relevant to committee objectives</li> <li>• Partner with organizations providing support to members of Two Spirit and LGBTQIA+ communities during the COVID-19 pandemic</li> <li>• Additional Special Event/Project Cost of \$2,000.00 (to come from the Committee's reserve) for Committee training around anti-racism, anti-oppression, and other topics related to the Committee's mandate</li> </ul>	
<b>SUB TOTAL</b>	<b>\$3,300.00</b>

<b>TOTAL COSTS</b>	<b>\$4,050.00</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$1,300.00</b>
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<b>TOTAL 2023 BUDGET REQUEST (net of reserve funding)</b>	<b>\$4,050.00</b>
<b>PREVIOUS YEAR (2022) APPROVED BUDGET (2022 Request \$4,039.20)</b>	<b>\$4,039.20</b>

### CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** **Rebecca Banky**  
\_\_\_\_\_

**Signature:** *Rebecca Banky*  
\_\_\_\_\_

**Date:** **November 25<sup>th</sup> 2022**  
\_\_\_\_\_

**Telephone #:** **289-925-2353**  
\_\_\_\_\_

## Affordable Housing Funding (AHFP) Program Guidelines

### 1. Background

The City of Hamilton continues to face a significant housing crisis and all municipalities across Canada are being creative in finding solutions to address this issue. While it is understood that there is no single solution to the housing affordability crisis, the Affordable Housing Funding Program (AHFP) is anticipated to reduce financial barriers by providing forgivable loans to Non-Profit organisations that are interested in developing affordable housing in the City of Hamilton. AHFP will be used to pay for overages and cost overruns of existing City funded projects (e.g. RHI); cover municipal development charges (DCs), where applicable, for affordable housing units (if required); pay for pre-development costs including site design and feasibility studies, and facilitate due diligence, capital costs and potentially acquisition. The AHFP targets only not-for-profit organizations.

### 2. Program Description

The AHFP has been developed to reduce financial barriers that non-profit organizations and housing co-operatives face when developing affordable housing; improve their competitiveness when applying for CMHC funding; increasing the financial viability and promoting longer affordability period of the projects.

The AHFP funding will be awarded through a competitive Request for Proposal (RFP) process to eligible non-profit housing organizations. Staff will evaluate submissions based on various factors including:

- The Project being an existing City funded project with additional financial constraints (e.g. projects being implemented through Rapid Housing Initiative);
- Pre-development costs for projects going through site plan approvals; due diligence and acquisitions in that priority;
- Capital funding of affordable housing projects; and,
- Other costs to support affordable housing projects to be financially viable.

The funding will be advanced in the form of a forgivable loan and the advance conditions or criteria will be set out in the forgivable loan agreement between the successful applicant and the City of Hamilton.

The loan will be secured against title for a 25-year period and will be 100% forgiven at the end of 25-year affordability period with the amount decreasing by 20% every five years from the date in which occupancy is granted by the City of Hamilton’s Building Division provided all the terms and conditions of the forgivable loan provided in the agreement are adhered to by both City of Hamilton and the proponent.

If funding is to be repaid for any reason, the repayment of the unforgiven amount of the loan, and applied interest will be repaid in accordance with the City’s External Loan Guidelines.

### 3. Mandated City financial responsibilities for RHI projects

Under the Rapid Housing Initiative (RHI), the City is mandated to cover overages and cost overruns of RHI funded projects. Should overages result from a project where the City is responsible for payment of such costs, City may use this funding outside of an application or competitive process to cover these costs.

### 4. Program overview

#### 4.1 Funding Amount and availability:

AHFP will have annual funding of \$4 M available at the start of the City’s financial year and will be distributed to selected projects. The disbursement of the available funding will be subject to the alignment of City’s housing objectives and at the sole discretion of the General Manager of the Healthy and Safe Communities Department. Should a situation arise where affordable housing developments fail to align with the City’s housing objectives, the funding for the year may be withheld and reallocated appropriately in the following year.

#### 4.2 Additional funding and Stacking:

The AHFP has no limitations on stacking with other municipal incentives programs, grants, loans or funding from other levels of government for capital project development and operational expenses such as housing subsidies. Applicants are encouraged to seek other additional funding available either locally within the City or through upper levels of government including the following sources:

- i. Canadian Mortgage and Housing Corporation (CMHC) offers flexible funding and financing opportunities to assist in the development in Affordable Housing. There are a range of funding and financing tools, and it is recommended that applicants review these opportunities in addition to the City of Hamilton Affordable Housing Funding. More information can be found on the CMHC webpage - <https://www.cmhc-schl.gc.ca/en>
- ii. The Province of Ontario provides several different funding programs that assist in both new Affordable Housing development, retrofits, repairs and rent supplements. More information can be found on the Province’s webpage - <https://www.ontario.ca/page/affordable-housing-ontario>
- iii. Federation of Canadian Municipalities (FCM) offers funding for organizations to complete housing plan, studies, undertake pilot and capital projects. Details can be found on this website <https://fcm.ca/en/funding>

- iv. Community Housing Transformation Centre (CHTC) - backed by National Housing Strategy, CHTC offers grants to community housing providers, community-housing service providers and community organizations up to \$500,000 – more information can be found on this website - <https://centre.support/>
- v. City of Hamilton's Economic and Development Incentives – City has opportunities for aiding with partial relief of development costs (within a Community Improvement Plan area – CIP) environmental remediation, cultural heritage, urban design and property tax grants to those looking to invest in Hamilton's future. City planning tools and links to incentives can be found on this website - [Hamilton, Ontario: Where Innovation Goes To Work - Invest in Hamilton](#)

In addition to other requirements, applicants will be required to confirm that they have applied for available funding opportunities both from City and other upper levels of government including details of how much they are eligible to receive.

## 5. Eligible Costs and Expenses

AHFP will consider applications in the following order of priority:

- 5.1 Overage and overruns:  
Under this category, expenses may include additional costs on an affordable housing currently under construction resulting from an unpredicted cost increases related to such matters as construction materials Cost increases that result from a change in scope of the project are not included
- 5.2 Development Charges (DCs):  
Applicants will be eligible for funding for development charges as they relate to the *Development Charge Act* or the *Education Act*, provided that these charges are not covered under any other program or legislation where the DCs are waived or paid. If a residential project that meets the City's definition of Affordable Housing is exempt under legislative changes, an application for DC relief for the residential units will be eligible and only the affordable units (within the development) would be considered. With the enactment of Bill 23, it is anticipated that only DC costs re-dating Bill 23 will be eligible.
- 5.3 Capital Costs:  
This funding will support proponents' development proposals as it relates to capital build costs, top-ups and/or be City of Hamilton financial partnership/contribution required for other sources of funding, including but not limited to CMHC Co-Investment funding program.
- 5.4 Predevelopment Costs:

Predevelopment costs may include soft and hard costs required to move an affordable housing projects to "shovel ready". Examples of pre-development costs may include but are not limited to; payment of professional and consultation fees, studies, surveys, architectural designs, site plan approvals, demolition costs, environmental and archaeological study costs.

5.5 Acquisition, Due diligence & feasibility:

This funding will focus on supporting proponents' exploration of a potential for the development of affordable housing. Approved funding can be used to acquire the proposed development property and the fees associated with the acquisition; financial support to complete due diligence and feasibility studies prior to the purchase of the property to ensure that the site will be a viable affordable housing project. The funds may also be used for best use analysis, building condition assessment, preliminary environmental studies, and any other study reasonably associated with the due diligence for acquisition of property.

6. Minimum Eligibility Requirements:

- i. Applicants must be a registered Non-Profit organization, charity or housing co-operative that will own and operate the development subject of the funding request. For profit organizations are ineligible for this funding and will not qualify;
- ii. Applicants must demonstrate an understanding of residential housing development; operation of a rental housing unit(s) or ability to retain the services of an organization/consultants with this experience;
- iii. Funding must be used towards the development of affordable housing in the City of Hamilton;
- iv. Units must be maintained as affordable for the minimum of 25 years, Affordable rents established at or below 80% AMR for applicable AHFP units for the entire affordability period;
- v. Financial viability - Applicants will demonstrate financial viability or a path towards financial viability through their capital and operating proformas;
- vi. Projects can be new constructions including new building or addition to an existing building and a conversion of an existing non-rental building or portion thereof into an affordable housing project;
- vii. Applicants must be seeking to build a minimum of 5 units with the project;
- viii. Entire project must be purpose rental built for the entire affordability period; and,
- ix. Development readiness - projects that can demonstrate that a building permit will be drawn in the year that they have applied will score higher in the evaluation of the funding request.

7. Overview of Application and Award Process:

City of Hamilton's AHFP will be offered to eligible affordable housing developers through a competitive process. The application period will be open for a minimum of 30 calendar days. The program will target only non-profit affordable housing organizations interested

in supporting the City's housing objectives and priorities at the time. Submission or scoring of the project does not necessarily guarantee funding.

Below is a highlight of the key evaluation criteria that each applicant will be scored against. Note that the City might add further details to align it with current priorities;

- (a) Type of funding support required (project overruns; Development Charges, pre-development, due diligence, feasibility studies or acquisition);
- (b) Qualifications and experience of the development team;
- (c) Type of the organisation (Charity, Non-profit, Co-op, community housing organisation)
- (d) Site status (encumbrances, zoning permissions, conditions and assessments);
- (e) Development schedule (how close to shovel readiness including status of all required planning and reasonable development timetable);
- (f) Financial viability and cost effectiveness (amount of funding already secured and complete funding overview);
- (g) Development concepts (construction typology, details of unit size, design special features, energy efficiency details);
- (h) Target population/groups in the community;
- (i) Tenant selection (Access to Housing Waitlist, By-Name Priority List); and,
- (j) Affordability in terms of rents and affordability period.

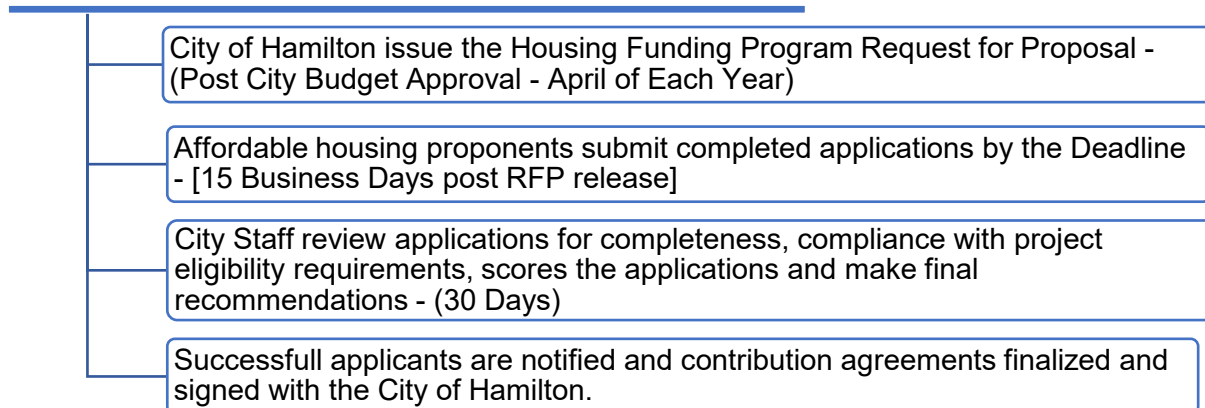
Further details of the above evaluation criteria will be provided in the application process.

Evaluation review will be completed within 30 business days following the closure of the application submission period date. Housing Services staff will rank the submitted project in accordance of highest passing score in the Evaluation Matrix. A Conditional Letter of Commitment will be issued to the successful applicant, indicating next steps and the timeline to achieve next steps, prior to signing AHFP Forgivable Loan Agreement with City of Hamilton.

The annual release of the application is to ensure the most accurate information and documentation is communicated to the applicants and reflect the City's Strategic Plan and Housing and Homelessness Action Plan goals. In addition, the annual process will capture new milestones that could have been achieved by the proponent over the previous year.



## 7.2 Application process



After the deadline for the applications, City of Hamilton staff will review all submitted Applications to ensure completeness and that the Eligibility Requirements (Section 6 above) are met. The City may seek additional information as necessary, but is not obligated to do so, in order to determine in its sole and absolute discretion if an application meets or complies with the minimum requirements.

All applications that meet the minimum eligibility requirements will be scored against the preferred Evaluation Criteria above. A Review Panel set up by City Staff will review all scored applications to make a final recommendation for successful projects. While the highest scoring application(s) are likely to be best positioned for approval, the Review Panel will also consider City of Hamilton's housing objectives as established by Council priorities, available funding and other relevant planning documents in making a final selection of successful projects.

Following the approval of applications, applicants will be required to accept the funding as allocated and enter into a contribution agreement with the City of Hamilton that outlines the terms of the commitment. A forgivable loan agreement will also include a charge to secure the funding which will be registered on title of the property. The forgivable loan agreement will include among others the following:

- The amount of City's funding being provided;
- The number of Affordable Units to be provided, Affordable Unit rental rates and duration of affordability;
- Requirements for tenant income verification by applicant at initial occupancy and unit turnover;
- Requirements for annual reporting by applicant;
- Requirements for applying rental rate increases; and;
- Other terms and conditions as required in sole and unfettered discretion of the City.

### 7.3 Reapplication

Applicants who are not successful in the current year can reapply in subsequent years. Successful applicants in the current year will also be eligible to reapply the following year with different projects or with the same project but for a different funding use than that applied for the previous year. For example, a project may apply and be successful for pre-development funding and then the following year apply and be successful for capital funding.

### 7.4 No Successful Applicant

If there are no applicants or upon review of the submissions there are no eligible projects, funding will not be awarded. The City is not required to provide funding to any project which it deems unsatisfactory and reserves the right to reallocate the funding to the subsequent year.

### 7.5 AHFP Annual Reporting

The AHFP will require annual reporting for the duration of the affordability period to ensure compliance with the terms and conditions of the Program. A standardized AHFP Rental Unit Monitoring Report will be required. In cases where the City is already collecting an annual occupancy report under another funding source, every effort will be made to consolidate the reporting providing the AHFP requirements are fully met. The AHFP Rental Unit Monitoring Report will report on previous calendar year's actual monthly rent paid by tenants, target populations, and vacancy data. These forms will be provided by the Housing Services Division by the third week of January for completion and will be due to the Housing Services Division on the 15<sup>th</sup> of March or nearest business day after.

## 8. Definition of Key Program Terms:

### 8.1 Affordable Housing:

The term "Affordable housing" is used in this program to mean a broad term that encompasses all types of housing that persons or households with low or moderate incomes can access without spending an inordinate proportion of their income.

Affordable housing may include Ownership Housing and Affordable Rental Housing;

- (a) Affordability of rental housing can be defined based on a proportion of a person or household's income or based on a percentage of the average or median market rent, for a defined area. Often, the definition includes a threshold in the position of households on the income spectrum, the most universal with low- and moderate-income households being at or below the 60<sup>th</sup> income percentile for renters living in a defined area. Different documents define affordable housing slightly differently but for the purposes of the AHFP affordable rental housing will mean;

Housing that costs 30% or less of gross household income for households with a low to moderate income. Low to moderate income for renters is defined as income at or below the 60<sup>th</sup> income percentile for renters in the City of Hamilton, and for owners the 60<sup>th</sup> income percentile for all Hamiltonians; and/or;

- (i) Rents at or below 80% average market rent (AMR) for the geographical area will be given priority in the application process for units applying AHFP;
- (ii) Rents above 80% but below 125% AMR may still qualify for program

### 8.2 Overages

"Overages" means cost incurred on a project that are initially greater than the initial budget to which the project was approved, and where the City as the "Recipient" or "Service Manager" is contractually obligated to supplement the project budget.

### 8.3 Top ups

Top up means additional funding needed to complete a construction project which has previously had Service Manager's commitment and requires additional funding to complete the project within the approved scope.

### 8.4 In year expense

The term "in-year Expense" means an unexpected construction expense incurred on an affordable housing project under construction in excess of the contingency but within the original scope of the project.

### 8.5 Shovel Ready

The terms shovel ready means an affordable housing construction project that is considered to be at an advanced enough stage of development for physical construction to begin.

### 8.6 Acquisition

The term 'acquisition' means the process of taking possession of all, or part of a tangible asset, property including land for the purpose of developing affordable housing or converting an existing project into an affordable housing project.


### 8.7 Fund stacking

For the purpose of the AFHP fund stacking means the approach of utilizing multiple City, provincial or federal programs or funding to offset a greater portion of project expenses.


## 9. Questions Related to this program can be directed to:

Via Email to:	<a href="mailto:affordablehousing@hamilton.ca">affordablehousing@hamilton.ca</a>
Via Telephone Number	(905) 546-2424 Extensions 4711 or 4557 or 1554

This document is available in alternate formats upon request.

<b>Affordable Housing Funding Program Reserve Fund Policy - DRAFT</b>	 Hamilton	<b>Healthy and Safe Communities Department</b>
<b>Policy No:</b> CoH23-AHFP01		Housing Services Division, Investment in Affordable Housing and Neighbourhood Development
Page 1 of 2	<b>Approval: January 2023</b>	

<b>POLICY STATEMENT</b>	This Policy sets out the guidelines for the sources and uses for the balance in the Affordable Housing Funding Program Reserve Fund.
<b>PURPOSE</b>	To fund initiatives that advance the City's Housing and Homelessness Action Plan.
<b>SCOPE</b>	This Policy applies to all City employees who manage financial resources.
<b>PRINCIPLES</b>	<p>The following principles apply to this Policy:</p> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>• The General Manager of Healthy and Safe Communities has the authority to recommend the use of the Affordable Housing Funding Program Reserve Funds to Council to fund expense related to the development of affordable housing.</li> </ul> <p>The <b>source of funds</b> that may be transferred to this Reserve include:</p> <ul style="list-style-type: none"> <li>• City levy</li> <li>• Any net revenues associated with the Residential Vacant Unit Tax.</li> <li>• Annual Council approved operating budget transfer to reserve.</li> <li>• A portion of the year-end operating budget surplus, subject to final approval of the Tax and Rate Operating Budget Variance Report by Council.</li> <li>• Investment income earned on the reserve's balance as per policies and procedures.</li> </ul> <p>The <b>use of funds</b> from this Reserve is not permitted if other sources of funding are available. Uses will be limited to:</p> <p>Funding new and innovative projects and initiatives approved by Council that directly supports the implementation of the City's Housing and Homelessness Action Plan.</p>
<b>RESERVE BALANCE TARGET LEVEL</b>	N/A

<b>Affordable Housing Funding Program Reserve Fund Policy - DRAFT</b>	 <b>Hamilton</b>	<b>Healthy and Safe Communities Department</b>
Policy No: CoH23-AHFP01		Housing Services Division, Investment in Affordable Housing and Neighbourhood Development
Page 2 of 2		Approval: January 2023

<b>GOVERNING LEGISLATION</b>	<p>There is no legislation governing the use of this Reserve.</p> <p>The Reserve Fund was established in 2023 through Report HSC23003</p>
<b>RESPONSIBILITY FOR THE POLICY</b>	Housing Services Division, Investment in Affordable Housing and Neighbourhood Development Program Staff
<b>POLICY HISTORY</b>	N/A

DRAFT

# **CITY OF HAMILTON**

**2023**

**ADVISORY COMMITTEES**

**BUDGET SUBMISSION FORM**

**Housing and Homelessness Advisory Committee**





## **PART A: General Information**

### **ADVISORY COMMITTEE MEMBERS:**

<b>Eileen Campbell</b>	<b>Leisha Dawson</b>
<b>Morgan Stanek</b>	<b>Sandy Leyland</b>
<b>Violetta Nikolskava</b>	<b>Michael Slusarenko</b>
<b>Thomas Mobley</b>	<b>Michael Power</b>
<b>Tony Manganiello</b>	<b>Rhonda Mayer</b>
<b>Shaun Jamieson</b>	<b>Mary-Ellen Crechiola</b>
<b>Julia Verbitsky</b>	<b>Lance Dingman</b>

### **MANDATE:**

Communicate and work to address the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes, and;

Support the City of Hamilton's 10-year Housing and Homelessness Action Plan by providing information, advice, and recommendations to the Emergency & Community Services Committee regarding the Action Plan's successful and meaningful implementation.

## **PART B: Strategic Planning**

### **STRATEGIC OBJECTIVES:**

The following objectives have been established for the HHAC to facilitate its efforts in achieving the mandate.

1. Assist with the coordination and implementation of Council approved recommendations, including the City of Hamilton's 10-year Housing and Homelessness Action Plan.
2. Ensure that recommendations regarding issues relating to people who are experiencing homelessness or who may be at risk of becoming homeless are brought forward to Council in a timely manner.
3. Devise and recommend to Council innovative and preventative measures to assist in addressing homelessness within the community;
4. Identify emerging trends, potential gaps and best practices in emergency housing needs.

5. Provide Council and staff with information, advice, and recommendations about residential landlord and tenant issues and policies that would improve the overall well-being of tenants in Hamilton and support landlords in the provision of safe, quality, and affordable rental units.
6. Identify housing-related supports available in the community and facilitate relationship-building between community partners, citizens and government to ensure that people have the individualized supports needed to help them obtain and retain housing.
7. Regularly update Council about homelessness and affordable housing issues through the discussion and analysis that takes place at HHAC.
8. Respond to requests and direction from staff and Council.
9. Collaborate and cooperate with other City of Hamilton committees and community groups doing work around issues that impact homelessness and affordable housing to stay apprised of relevant initiatives and contribute information and advice as needed.

**ALIGNMENT WITH CORPORATE GOALS:**

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

**PART C: Budget Request**

**INCIDENTAL COSTS:**

Meeting costs – meeting room, refreshments, photocopying, printing, parking, transportation	1,000
<b>SUB TOTAL</b>	<b>\$1,000</b>

**SPECIAL EVENT/PROJECT COSTS:**

N/A	0
<b>SUB TOTAL</b>	<b>\$0</b>

<b>TOTAL COSTS</b>	<b>\$1,000</b>
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<b>Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)</b>	<b>\$2,995</b>
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<b>TOTAL 2023 BUDGET REQUEST (net of reserve funding)</b>	<b>\$ 1,000</b>
<b>PREVIOUS YEAR (2022) APPROVED BUDGET (2022 Request \$ )</b>	<b>\$1,000</b>

**CERTIFICATION:**

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

**Representative's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_