



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 24-022

9:30 a.m.

December 5, 2024

Council Chambers

Hamilton City Hall

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

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Consent Items (Items 9.1-9.3)

- (a) That the following Consent Items, be received:
 - (i) Reserve / Revenue Fund Investment Performance Report – December 31, 2023 (FCS24067) (City Wide) (Item 9.1);
 - (ii) Hamilton Future Fund Investment Performance Report – December 31, 2023 (FCS24066) (City Wide) (Item 9.2); and
 - (iii) Cemetery Trust Accounts Investment Performance Report – December 31, 2023 (FCS24065) (City Wide).

2. Future Investment Performance Reports (Generated from Item 9.1)

That staff be directed to include, in Table 1 of future Investment Performance Reports, a section showing the weighted investments, averages, amounts, and totals.

3. Governance Review Sub-Committee Report 24-003 (November 25, 2024) (Added Item 10.1)

- (a) **Council and Committee Report Templates (CC24002) (City Wide) (Item 10.1)**

That Memorandum CC24002, respecting Council and Committee Report Templates (CC24002) (City Wide), be received.

(b) 2024 Review of the City’s Procedural By-law (FCS24018) (City Wide) – FURTHER REVISED (Added Item 10.2)

- (i) That the proposed amendments to By-law 21-021, being A By-Law To Govern The Proceedings of Council and Committees of Council, as Amended, attached as Appendix ‘A’ to Governance Review Sub-Committee Report 24-003, as Amended, with the addition of subsection 5.14(4)(a); by replacing ‘with the leave of’ with ‘after being recognized by’ in subsection 5.9 (3) and with the exception of subsections 3.2(6); 5.6(6) and 5.14(15), be recommended to Council for approval;
- (ii) That the necessary amending by-law be prepared and provided to Council for consideration; and
- (iii) That staff be directed to report back to the Governance Review Sub-Committee in Q1 2025 on potential amendments to Section 8 – Order and Decorum with regards to defining parliamentary and unparliamentary decorum.

(c) Review of the Council Code of Conduct – REVISED (Item 11.2)

WHEREAS, the Integrity Commissioner for the City of Hamilton has recommended we review the Council Code of Conduct to ensure it is up to date and reflects current legislation and case law;

WHEREAS, the Integrity Commissioner for the City of Hamilton has suggested that it would be helpful to compare our Council Code of Conduct with others in the Province of Ontario to better reflect best practices; and

WHEREAS, 2022-2026 Council Priorities aim to build trust with residents through increased accountability and transparency.

THEREFORE, BE IT RESOLVED:

- (a) That staff be directed to request that the Integrity Commissioner perform a comprehensive review and update of the Council Code of Conduct;
- (b) That the review of the Council Code of Conduct include recommendations respecting a detailed social media policy; and
- (c) That staff be directed to request that the Integrity Commissioner submit, prior to beginning the work set out in subsections (a) and (b) above, a proposal for the work that a lump-sum upset limit for the work.

4. Appointment of Treasurer and Deputy Treasurers (FCS24068) (City Wide) - REVISED (Added Item 10.2)

- (a) That the By-Law, to provide for the appointment of the Treasurer and Deputy Treasurers, attached as Appendix "A" to Report FCS24068, be passed; and
- (b) That By-Law 13-016 and By-Law 17-161, To appoint a Treasurer and Deputy Treasurers, be repealed.

5. Financial Support for YWCA Hamilton Capital Repairs and Improvements (Ward 2) (Item 11.1)

WHEREAS, YWCA Hamilton operates critical services for seniors, children, and other vulnerable populations with diverse needs at their MacNab Street South location in Ward 2;

WHEREAS, YWCA Hamilton is taking measures to support the safety, dignity, comfort and ease of movement of pedestrians and access to the building, while protecting clients;

WHEREAS, a safe and dignified outdoor sitting area will provide clients of YWCA Hamilton with a dedicated space to enjoy the outdoors;

WHEREAS, the MacNab Street Seniors Centre's roof requires urgent repairs;

WHEREAS, YWCA Hamilton, as a not-for-profit organization and essential social service provider, does not have sufficient funding to take on emerging capital repairs; and

WHEREAS, a shortfall coverage will reduce the chances of service disruptions for seniors in Ward 2.

THEREFORE, BE IT RESOLVED:

- (a) That costs associated with repairs and updates to the roof and outdoor spaces at YWCA Hamilton to YWCA Hamilton be funded from the Ward 2 Capital Reinvestment Reserve 108052 at an upset limit, including contingency, not to exceed \$332,000; and
- (b) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

6. Ward 2 Community Grants - Q4 2024 (Ward 2) (Item 11.2)

WHEREAS the Ward 2 Community Grants program closed for Q4 on November 2, 2024 with a total of 19 applications;

WHEREAS City staff in Financial Planning, Administration and Policy and Community Engagement - Grants reviewed the recommendations from the Ward 2 Community Grants program and found that the following were eligible;

WHEREAS grants that are for capital infrastructure projects and are within the policy shall be funded from the Ward 2 Capital Re-investment (Area Rating) Reserve Account #108052;

WHEREAS the Winter Solstice Festival is a festival of Citywide significance with a funding precedent set in the previous term; and

WHEREAS the following \$69,615 in 19 individual grants represents the fulfillment of Q4 - 2024 of the Ward 2 Community Grants program, with \$3,491.71 from the Ward 2 Capital Discretionary Account #3302109200, \$56,623.29 from the Ward 2 Capital Discretionary Account #3302309200, and \$9,500 from the Ward 2 Capital Re-investment (Area Rating) Reserve Account #108052.

THEREFORE, BE IT RESOLVED:

- (a) That performing artist contracts, and technical and set equipment for the Same Boat Theatre production of Hamlet to Aaron Joel Craig, founder of Same Boat Theatre and director/producer of Hamlet, be funded from the Ward 2 Capital Discretionary Account #3302109200 (\$3,491.71), and from the Ward 2 Capital Discretionary Account #3302309200 (\$1,008.29), at an upset limit, including contingency, not to exceed \$4,500;
- (b) That STEM materials for academic enrichment in the Bennetto School Library to Bennetto Elementary School be funded from Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (c) That art supplies, facilitation costs, and rental space for a free and low barrier ceramics workshop on James Street North to Casa Studio be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,900;
- (d) That holiday trees and other decor for the Hess Winter Village and Market to Charity of Hope be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (e) That ingredients and supplies for the Golden Hearts Pantry at 226 Rebecca Street to CityHousing Hamilton be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$2,000;
- (f) That program costs associated with eco-friendly Ward 2 based workshops focusing on reducing phosphorus in waterways to Green Venture be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$1,600;

- (g) That costs associated with the Resiliency Against Transphobia project, including costs for repairing their mural, meeting with community advocates, and conducting community harm reduction training, to Hamilton Artists Inc. be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (h) That transportation, researchers and facilitators, insurance, and food costs associated with a Gender Based Audit of four future LRT stops to Hamilton Community Benefits Network Inc. be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (i) That Student Support Grants for Ward 2 students to Hamilton Foundation for Student Success be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (j) That a one month parking pass for volunteers during their Falconwatch programming to Hamilton Naturalists' Club be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$115;
- (k) That costs associated with an annual Open Homes Hamilton holiday party for refugees and host families to IAFR Canada be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$500;
- (l) That costs associated with Monday Press Studio's "Shower Thoughts" poetry workshops, including materials, performer honorariums, food, and promotion, to Izabella Achkewich, Studio and Finance Manager at Monday Press, be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (m) That food packaging costs for the weekly Gore Park Outreach Program to Port Nelson United Church be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (n) That costs associated with putting on the annual Winter Solstice Festival at Corktown Park to Red Tree Artists' Collective be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$6,500;
- (o) That costs associated with Art Exchange fundraising event for REcreate to Shalem Mental Health Network be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$1,000;

- (p) That nutritional snacks and drinks after downtown basketball programming to STAC Hamilton be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$4,500;
- (q) That a sewer cleanout repair and installation to Student Cooperative Residence of Hamilton be funded from the Ward 2 Capital Reinvestment Reserve Account #108052 at an upset limit, including contingency, not to exceed \$4,500;
- (r) That an emergency HVAC repair to restore heat to backstage and dressing rooms to Theatre Aquarius be funded from the Ward 2 Capital Reinvestment Reserve Account #108052 at an upset limit, including contingency, not to exceed \$5,000
- (s) That program costs for Diners Club, a lunch program for low income seniors, to Welcome Inn Community Centre of Hamilton be funded from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,000;
- (t) That any funds allocated and distributed through the Ward 2 Community Grants Program be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City including the City Enrichment Fund or the One-Time Enhancement Grant (e.g. the City's 30% formula); and
- (u) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

**7. Neighbour-to-Neighbour Ward 8 Councillor Community Grant Funding
(Added Item 11.3)**

WHEREAS, many Hamilton residents are facing unprecedented times regarding the affordability of everyday life which has resulted in a 40% increase in access to the Neighbour to Neighbour foodbank, which now supports over 5000 people per month;

WHEREAS, there is a growing need for community spaces for gathering and support as youth, adults and seniors deal with the realities of mental health challenges such as anxiety, trauma, and isolation;

WHEREAS, the Neighbour to Neighbour Food Centre has become a community hub providing programs and supports to the area residents;

WHEREAS, the Neighbour to Neighbour Community Food Centre and Neighbour to Neighbour foodbank align with and contribute to the goals and objectives of the City of Hamilton's Food Strategy;

WHEREAS, Neighbour to Neighbour has identified the following capital needs to increase the capacity and function of their foodbank at 28 Athens Street:

- \$11,726 truck inverter to support a larger vehicle with standalone freezer capacity to allow for the procurement and transportation of greater amounts of food;
- \$6,090 pallet mover to support moving more food from a larger vehicle;
- \$3,510 flooring in foodbank waiting area to repair an ongoing health and safety issue and ensure a dignified space to support people in community; and
- \$16,500 plumbing repairs to ensure uninterrupted operations of the foodbank; and

WHEREAS, Neighbour to Neighbour has identified the following capital needs to maintain and increase the capacity and safety of the Community Food Centre at 310 Limeridge Road:

- \$3,590 undercounter fridge to support youth-led community food access and skills programming;
- \$2,100 AED machine to ensure access to first-aid is available for community members if necessary;
- \$560 bike rack to ensure community members have a safe and secure place to lock bicycles;
- \$420 children's program area flooring to provide space supporting kids club, day camps, tutoring programs etc.; and
- \$350 staff office coat hooks to reduce clutter and help organize space for staff, clients and volunteers.

THEREFORE, BE IT RESOLVED:

- (a) That Neighbour to Neighbour Ward 8 Councillor Community Grant to Neighbour to Neighbour be funded from the Ward 8 Capital Discretionary Account 3302309800 at an upset limit, including contingency, not to exceed \$44,846;
- (b) That any funds allocated and distributed as a Ward 8 Councillor Community Grant be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City including the City Enrichment Fund or the One-Time Enhancement Grant (e.g. the City's 30% formula); and

- (c) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

8. Utilization of Ward Minor Maintenance Accounts for Print and Mailing Costs (Added Item 11.4)

WHEREAS, effective communication with constituents is a critical component of Councillors' roles in providing transparent and accountable governance; and

WHEREAS, communication with constituents through mailouts is an eligible expense from ward office budgets; and

WHEREAS, the ongoing Canada Post strike has disrupted the ability to deliver communications to residents in a timely and reliable manner; and

WHEREAS, in 2024, Council approved that any year-end surplus operating funds remaining from both the employee-related and discretionary budgets for ward offices be allocated to the respective ward minor maintenance account;

THEREFORE, BE IT RESOLVED:

That Councillors be authorized to utilize up to \$15,000 from their Ward Minor Maintenance Accounts for expenses related to print and mailing communications to residents in 2025.

9. Commercial Relationship Between the City of Hamilton and Seawaves Development Services Inc. (FCS23112(a)) (City Wide) (Item 14.1)

- (a) That the directions provided to staff in Closed Session, be approved;
- (b) That Closed Session recommendations be released publicly following approval by Council; and,
- (c) That the contents of Report FCS23112(a), Commercial Relationship Between the City of Hamilton and Seawaves Development Services Inc. remain confidential.

10. Cellular Services and Devices Contract Extension (FCS22020(a)) (City Wide) (Item 14.2)

- (a) That the directions provided to staff in Closed Session, be approved; and
- (b) That Report FCS22020(a) respecting the Cellular Services and Devices Contract Extension remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

10. DISCUSSION ITEMS

- 10.1 Governance Review Sub-Committee Report 24-003 (November 25, 2024)
- 10.2 Appointment of Treasurer and Deputy Treasurers (FCS24068) (City Wide) - REVISED

12. NOTICES OF MOTION

- 12.1 Neighbour-to-Neighbour Ward 8 Councillor Community Grant Funding
- 12.2 Utilization of Ward Minor Maintenance Accounts for Print and Mailing Costs

The agenda for the December 5, 2024 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) Approval of Minutes of Previous Meeting (Item 4.1)

The Minutes of the November 21, 2024 meeting, were approved, as presented.

(d) DELEGATION REQUESTS (Item 6)

(i) Karl Andrus, Hamilton Community Benefits Network, respecting public delegation process (for a future meeting) (Item 6.1)

The Delegation Request from Karl Andrus, Hamilton Community Benefits Network, respecting public delegation process was approved for a future meeting.

(e) NOTICES OF MOTION

(i) Neighbour-to-Neighbour Ward 8 Councillor Community Grant Funding (Added Item 12.1)

The Rules of Order were suspended to allow for the introduction of a motion respecting Neighbour-to-Neighbour Ward 8 Councillor Community Grant Funding.

For further disposition of this matter, refer to Item 7.

(ii) Utilization of Ward Minor Maintenance Accounts for Print and Mailing Costs (Added Item 12.2)

The Rules of Order were suspended to allow for the introduction of a motion respecting Utilization of Ward Minor Maintenance Accounts for Print and Mailing Costs.

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

(f) PRIVATE AND CONFIDENTIAL (Item 14)

The Audit, Finance and Administration Committee moved into Closed Session respecting Items 14.1 and 14.2, pursuant to Section 9.3, Sub-sections (e) and (k) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-sections (e) and (k) of the *Ontario Municipal Act, 2001, as amended*, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the City or a local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or a local board.

The Audit, Finance and Administration Committee meeting reconvened in Open Session at 11:03 a.m.

(i) Commercial Relationship Between the City of Hamilton and Seawaves Development Services Inc. (FCS23112(a)) (City Wide) (Item 14.1)

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

(i) Cellular Services and Devices Contract Extension (FCS22020(a)) (City Wide) (Item 14.2)

For further disposition of this matter, refer to Item 10.

(g) ADJOURNMENT (Item 15)

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 11:05 p.m.

Respectfully submitted,

Councillor Tammy Hwang, Chair
Audit, Finance and Administration
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk