



EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 12-004

1:30 p.m.
Tuesday, April 10, 2012
Hamilton City Hall
Council Chambers
71 Main Street West
Hamilton, Ontario

Present: Councillor J. Partridge, Chair
Councillor T. Whitehead, Vice-Chair
Councillors S. Duvall, J. Farr, T. Jackson, B. McHattie, S. Merulla and
B. Morelli

Also Present: J.A. Priel, General Manager, Community Services
A. Bradford, Acting Director of Culture
G. Hendry, Director, Housing Services
J. Vengris, Senior Policy Analyst
K. Lubrick, Employment and Income Support Division
T. Quinn, Director, Strategic Services
B. Atanas, Market Manager
E. Filippone, Solicitor, Legal Services
A. Zuidema, Director, Corporate Initiatives
I. Bedioui, Legislative Co-ordinator, City Clerk's Office

THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 12-004 AND RESPECTFULLY RECOMMENDS:

1. Development of Youth Strategy (CS12016) (City Wide) (Item 5.2)

That Report CS12016, respecting Development of Youth Strategy, be received.

**2. Funding from the Ontario Ministry of Citizenship & Immigration to Strengthen
the Hamilton Immigration Portal (CS12017) (City Wide) (Item 5.3)**

(a) That the City of Hamilton accept \$75,000 from the Ministry of Citizenship and Immigration to undertake a process with community partners, in particular Community Information Hamilton, to increase the quality and quantity of

comprehensive and up to date local information, and the access, awareness, and use of the Hamilton Immigration Portal;

- (b) That the Mayor and City Clerk be authorized and directed to execute an agreement between the City and the Ministry of Citizenship and Immigration, in a form satisfactory to the City Solicitor, to implement the above recommendation; and,
- (c) That staff be authorized to single source Community Information Hamilton for various work related to the Immigration Portal.

3. Renewal of Funding from Citizenship & Immigration Canada to Implement the Immigration Strategy (CS10043(b)) (City Wide) (Item 5.4)

- (a) That the City of Hamilton accept \$275,091 in renewed funding (for the period of April 1, 2012 to March 31, 2013) from Citizenship and Immigration Canada for the purpose of supporting the Hamilton Immigration Partnership Council and the implementation of the Immigration Strategy; and,
- (b) That the Mayor and City Clerk be authorized and directed to execute the renewed Contribution Agreement (attached as Appendix A to Report CS10043(b)) between the City of Hamilton and Citizenship and Immigration Canada, with respect to the Hamilton Immigration Partnership funding, in a form satisfactory to the General Manager, Community Services and the City Solicitor.

4. Wentworth Lodge Heritage Trust Fund Sub-Committee Report 12-001 (Item 5.5)

(a) Wentworth Lodge Inside Courtyard (Maple Lane) – Hand/Guard Rails (CS12010) (Ward 13)

That Report CS12010, respecting Wentworth Lodge Inside Courtyard (Maple Lane) – Hand/Guard Rails, be received.

(b) Statement of Investment Policy and Procedures for the Heritage Trust Fund for Wentworth Lodge (FCS12029) (Ward 13)

- (i) That the Statement of Investment Policy and Procedures for the Heritage Trust Fund for Wentworth Lodge, hereto attached as Appendix “A” to Report 12-004, be approved;
- (ii) That an Investment Fund Sub-Committee, to the Wentworth Lodge Heritage Trust Fund Sub-Committee, comprised of the Ward

13/Dundas Community Councillor, the Wentworth Lodge Family Council Representative and the Citizen at Large who are appointed to the Wentworth Lodge Heritage Trust Sub-Committee be established.

(c) Wentworth Lodge Courtyard Shelter/Gazebo (CS12011) (Ward 13)

- (i) That Report CS12011, respecting the proposed Wentworth Lodge Courtyard Shelter/Gazebo, be received.
- (ii) That funding for the Courtyard Shelter/Gazebo for Wentworth Lodge, in the amount of up to \$100,000 to be funded from the Wentworth Lodge Heritage Trust Fund, be approved.
- (iii) That other efforts be pursued by the Wentworth Lodge Family Council to obtain a portion of the funding through grants and/or outside funding in order to minimize the draw on the Wentworth Lodge Heritage Trust Fund.

(d) 2012 Heart and Home (Pet) Program)

That \$6,000, for the 2012 Heart & Home (Pet) Program at Wentworth Lodge, to be funded from the Wentworth Lodge Heritage Trust Fund, be approved.

5. Hamilton Farmers' Market Sub-Committee Report 12-001 (Item 8.1)

(a) Resignations of Councillors B. Clark and L. Ferguson

That the resignations of Councillors B. Clark and L. Ferguson from the Hamilton Farmers' Market Sub-Committee be received.

(b) Appointment of Vice-Chair

That Councillor Jason Farr be appointed Vice-Chair of the Hamilton Farmers' Market Sub-Committee.

(c) Interim Market Manager Position

That staff be directed to enter into a service contract, for a period not less than six months, but not more than nine months, for the overall management of the Hamilton Farmers' Market including, but not limited to: property management, administration, programming and marketing, with the objective to decrease operating costs immediately and identify further savings, while the Council directed study of privatization and other governance structures is being completed.

6. Supply of Golf Carts for Hamilton Civic Golf Courses (CS12014) (Wards 1 and 5) (Item 8.3)

- (a) That the City of Hamilton enter into a Purchase and Buyback Option Agreement with G.C. Duke Equipment for the supply of 127 golf carts, at a cost of \$443,230 and buyback option of \$228,600 (exclusive of applicable taxes), for the City of Hamilton's Civic Golf Courses (King's Forest and Chedoke); and that the term between the City of Hamilton and GC Duke Equipment begin on May 1, 2012, and terminate on November 30, 2015 or at the end of the 2015 golf season;
- (b) That the Purchase of the Golf Carts in the amount of \$443,230 be financed through Reserve Account #108020 and repaid over four years through the Community Services operating budget and the buyback of \$228,600;
- (c) That the Mayor and City Clerk be authorized and directed to execute the Purchase and Buyback Option Agreement between the City of Hamilton and G.C. Duke Equipment, 1184 Plains Rd., Burlington, Ontario, for the supply of 127 golf Carts for the Hamilton Civic Golf Courses (King's Forest and Chedoke), in a form satisfactory to the General Manager of Community Services and the City Solicitor.

7. Hamilton Olympic Club Facility Use Agreement (CS12008) (Ward 6) (Item 8.4)

- (a) That the Licence Agreement between the City of Hamilton and the Hamilton Olympic Club for the use of the track and field facility and storage space located at Mohawk Sports Park, be renewed;
- (b) That the Mayor and City Clerk be authorized and directed to execute the Licence Agreement between the City of Hamilton and the Hamilton Olympic Club for the use of the track and field facility and storage space located at Mohawk Sports Park in a form satisfactory to the City Solicitor; and,
- (c) That the General Manager of Community Services or designate be granted the delegated authority to approve any changes to the Licence Agreement between the City of Hamilton and the Hamilton Olympic Club and to execute any documentation, as may be required to give effect thereto, in a form satisfactory to the City Solicitor.

8. Provincial Budget 2012 and Implications to Ontario Works (CS12020) (City Wide) (Added Item 8.5)

- (a) That Report CS12020, respecting the Provincial Budget 2012 and Implications to Ontario Works, be received;
- (b) That a letter be forwarded to the Premier to request a moratorium on the 2012 Ontario Budget in order for the Province to reconsider the cuts to the social assistance benefits as they will cause undue hardship to the most vulnerable members of society.

9. Shuttle Bus Service for the Patrons of the Hamilton Farmers' Market (9.1(b))

That no action be taken, respecting the Motion regarding Shuttle Bus Service for the Patrons of the Hamilton Farmers' Market, which reads as follows and the Item be removed from the outstanding business list:

- (a) That staff be directed to develop a free customer shuttle bus program, in consultation with the Hamilton Farmers' Market Stallholder Association, to provide transportation for Hamilton Farmers' Market patrons within the boundaries of downtown Hamilton;
- (b) That this pilot project be operated for a period of three months at which time a report on the results of the program be submitted to the Emergency and Community Services Committee;
- (c) That the cost of this pilot program not exceed \$14,000 to be funded from the Hamilton Farmers' Market advertising budget;
- (d) That staff be directed to follow the City of Hamilton Purchasing Policy in the procurement of this service.

10. Referrals to the General Issues Committee and the Planning Committee

- (a) That the following Outstanding Business List Items, respecting Culture issues, be referred to the General Issues Committee, pursuant to the recent changes to the Committee mandates, for a one year trial period:

Item B – City of Hamilton Events Strategy

Item G – Public Art Master Plan – Annual Update

Item Q(1) – Assessment of Opportunities to Commemorate the Diamond Jubilee of Queen Elizabeth II

Item Q(2) – Letter from the Monarchist League of Canada requesting the Promenade at Gore Park be named to Commemorate the Diamond Jubilee of Queen Elizabeth II

Item R – Art Installation on York Boulevard outside the Market

- (b) That the Arts Advisory Commission make its annual report to the General Issues Committee, pursuant to the recent changes to the Committee mandates for a one year trial period;
- (c) That the Hamilton Historical Board make its annual report to the Planning Committee, pursuant to the recent changes to the Committee mandates for a one year trial period;
- (d) That the following delegation respecting Culture issues, which was approved by the Emergency and Community Services Committee on March 19, 2012, be referred to the General Issues Committee:
 - (i) Stephanie Vegh, Hamilton Arts Council, respecting the strategic direction of the Hamilton Arts Council following the 2011 Organizational Review (Item 6.1)

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following changes:

- (i) A correction to the wording in Recommendation (b) of Report CS12017 respecting *Funding from the Ontario Ministry of Citizenship & Immigration to Strengthen the Hamilton Immigration Portal*, which is Consent Item 5.3. The words *City Manager* were changed to *Mayor and City Clerk*;
- (ii) Item 6.1 is referred to the General Issues Committee, as per the recent changes to the mandates in the City's Procedural By-law and as the delegation has indicated that she prefers to make her delegation at a later date; and,

- (iii) There is also an added Report CS12020 respecting the Provincial Budget 2012 and Implications to Ontario Works, which will be Item 8.5. Copies have been distributed.

The agenda was approved as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

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

The Minutes of the March 19, 2012 meeting were approved as presented.

(d) VARIOUS ADVISORY COMMITTEE MEETING MINUTES (Item 5.1):

The following Advisory Committee Meeting Minutes were received:

- (i) Hamilton Youth Advisory Committee meeting of January 17, 2012
- (ii) Hamilton Youth Advisory Committee meeting of February 21, 2012
- (iii) Senior Advisory Committee meeting January 6, 2012
- (iv) Senior Advisory Committee meeting February 3, 2012
- (v) Hamilton Veterans Committee meeting January 10, 2012
- (vi) Hamilton Veterans Committee meeting February 14, 2012

(e) PUBLIC HEARINGS/DELEGATIONS (Item 6):

- (i) **Stephanie Vegh, Hamilton Arts Council, respecting the strategic direction of the Hamilton Arts Council following the 2011 Organizational Review. (Item 6.1)**

This item was referred to GIC during the changes to the agenda.

- (ii) **Rachel Adema-Hannes, Mohawk College, requesting support for the "Pay It Forward Day" (Item 6.2)**

Rachel Adema-Hannes, a nurse with Mohawk College, addressed the Committee with Stephanie Slye, a Journalist student at Mohawk College. They showed a short video prepared by the students at Mohawk College.

Her comments included, but were not limited to, the following:

- This has become an international movement;
- Has sent petitions and letters to the Premier;
- The Premier has not, as yet, said yes;
- Referred to the movement, which resulted from the book;
- A kindness movement that is growing; and,
- Requested that the City of Hamilton support their request that the Province of Ontario proclaims "Pay It Forward Day."

On a motion, the delegation was received and referred to staff for a report back to the Emergency and Community Services Committee with recommendations on how best to communicate to the Premier the City's support respecting this initiative.

(iii) Shane Coleman, of the Hamilton Farmers' Market, respecting Market Shuttle bus (Item 6.3)

Shane Coleman addressed Committee and read from a prepared statement copies of which were distributed. He indicated that there are \$95,040.00 in the advertising fund that can be used for the Market shuttle bus proposal.

He responded to questions from the Committee.

On a motion, the delegation was received.

Staff responded to questions from Committee.

Councillor Farr advised that Bill Atanas, Market Manager, met with the Stallholders' Advertising Committee and they requested that Committee not proceed with the shuttle bus proposal at this time, but wanted staff to investigate other advertising options. He; therefore, intends to not proceed with his motion. (See Item 9 of this Report.)

Committee requested that staff provide further details respecting the stallholder fees and advertising budget.

(f) DISCUSSION ITEMS

(i) Hamilton Farmers' Market Sub-Committee Report 12-001 (Item 8.1)

The Items of the Report were separated for the purpose of voting.

(a) Resignations of Councillors B. Clark and L. Ferguson

This Item CARRIED unanimously as follows:

Yeas: Partridge, Farr, Duvall, McHattie, Morelli, Jackson, Whitehead and Merulla

Total: 8

Nays: 0

Absent: 0

(b) Appointment of Vice-Chair

This Item CARRIED unanimously as follows:

Yeas: Partridge, Farr, Duvall, McHattie, Morelli, Jackson, Whitehead and Merulla

Total: 8

Nays: 0

Absent: 0

(c) Interim Market Manager Position

This Item CARRIED on the following votes:

Yeas: Partridge, Farr, Duvall, McHattie, Morelli and Merulla

Total: 6

Nays: Jackson, Whitehead

Total: 2

Absent: 0

(ii) Neighbourhood Down Payment Assistance Program (CS12001) (City Wide) (Item 8.2)

Jenny Vengris spoke to this issue.

On a motion this report was referred back to staff for further information.

(iii) Provincial Budget 2012 and Implications to Ontario Works (CS12020) (City Wide) (Added Item 8.5)

On a motion, the report was received and subsection (b) was added requesting a moratorium on the 2012 Provincial budget.

(g) MOTIONS

(i) Lifting of TABLED Motion respecting *Shuttle Bus Service for the Patrons of the Hamilton Farmers' Market* (9.1 (a))

That the Motion respecting *Shuttle Bus Service for the Patrons of the Hamilton Farmers' Market* be lifted from the TABLE.

For disposition of this Item see Item 9 of this Report.

(h) GENERAL INFORMATION (Item 11)

(i) Referrals to the General Issues Committee and the Planning Committee

This Item CARRIED on the following votes:

Yeas: Partridge, Farr, Duvall, McHattie, Morelli, Whitehead and Merulla
Total: 7
Nays: Jackson
Total: 1
Absent: 0

(ii) Outstanding Business List (Item 11.1 continued)

The following Items were identified as completed and removed from the Outstanding Business List:

- (i) Item I – Continuation of Addiction Services Initiative Beyond June 30, 2012 – Presented to GIC during 2012 budget process
- (ii) Item L – Shuttle Bus Service for the Patrons of the Hamilton Farmers' Market (Item 9.1 on this agenda)
- (iii) Item M – Development of Youth Strategy that Promotes Diversity and Tolerance and Provides Inclusive Programs & Services for All Young People (Item 5.2 on this agenda)

(i) ADJOURNMENT

There being no further business, the Emergency & Community Services Committee meeting, adjourned at 3:35 p.m.

Respectfully submitted,

Councillor J. Partridge, Chair
Emergency & Community Services Committee

Ida Bedioui
Legislative Co-ordinator
April 10, 2012

**Statement of Investment Policy for
the Heritage Trust Investment Fund for Wentworth Lodge**
(updated March 07, 2012)

1. PURPOSE OF POLICY

This Statement of Investment Policy (the "Policy") sets forth the process that the Heritage Trust Investment Fund for Wentworth Lodge¹ ("Trust Fund") has adopted to make investment decisions. The Policy identifies the investment goals and objectives of the Trust Fund, permitted investments, general guidelines for investment, and governance for the investments of Trust Fund. The Policy will be reviewed at least annually by the Wentworth Lodge Heritage Trust Fund Sub-Committee.

2. PURPOSE OF THE HERITAGE TRUST FUND

In August 1996, at the discretion of the Regional Municipality of Hamilton-Wentworth, a trust fund was established at Wentworth Lodge to manage a \$100,000 donation and any future large donations (the "Heritage Trust Investment Fund"). The monies are ultimately designated for approved projects. Until the use of the funds is required, the monies shall be invested as per this Policy. A small percentage of these funds are currently withdrawn for approved projects, usually (but not necessarily) on an annual basis. **Withdrawals shall be limited to the aggregate earnings of the previous year Trust Fund earnings and a maximum of 10% of the remaining principal that comprises the Trust Fund per annum.**

3. WENTWORTH LODGE HERITAGE TRUST FUND COMMITTEE

The Regional Municipality of Hamilton-Wentworth approved Item 13 of the Health and Social Service Committee Report 16-97 (October 28, 1997), which established the Heritage Trust Fund Sub-Committee. The composition of the Wentworth Lodge Heritage Trust Fund Sub-Committee is to be:

- The Ward 13/Dundas Community Councillor
- One Citizen Member at Large
- One Member of the Wentworth Lodge Family Council

¹ Wentworth Lodge, Home for the Aged, located at 41 South St. West, Dundas, Ontario, L9H 4C4.

4. GOVERNANCE OR ROLES , RESPONSIBILITIES, AND PROCEDURES

Fiduciary Responsibility:

The Wentworth Lodge Heritage Trust Fund Sub-Committee of the Trust Fund is the fiduciary, and is responsible for directing and monitoring the investment management of portfolio assets; and, for executing the Policy. The Wentworth-Lodge Heritage Trust Fund Sub-Committee acts as the agent or person with authority to invest the funds, as per the Policy.

No member of the Wentworth Lodge Family Council shall benefit from and/or be personally involved in the management of the investment portfolio, unless otherwise provided in this Policy.

The signatories on behalf of the Heritage Trust Fund Committee are the Wentworth Lodge's Administrator and a member of the Resident Council. Disbursements and/or investments are to be authorized through a majority vote of the Wentworth Lodge Heritage Trust Fund Sub-Committee and are to be executed and administered by the Wentworth Lodge's Administrator.

5. INVESTMENT OBJECTIVES

Preserve Capital: Ensuring the safety of principal is of paramount importance.

Diversification: Proper diversification will help ensure the objective of preservation of capital.

Adhere to investment objectives of the City's Trust Accounts:

"Among other criteria, Section 27 of the *Trustee Act* stipulates that a trustee:

- must exercise the care, skill, diligence and judgement that a prudent investor would exercise in making investments;
- may invest trust property in any form of property in which a prudent investor might invest; and,
- must diversify the investments of trust property to the extent that is appropriate.

Maintain Adequate Liquidity: Ensure adequate liquidity to meet cash flow requirements of the Trust Funds.

Mandatory Criteria: In consideration of section 27(5) of the *Trustee Act*, a trustee must consider the following criteria in planning the investment of trust property, in addition to any other Sections of the *Act* that are relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;
- The expected tax consequences of investment decisions or strategies;
- The role that each investment or course of action plays within the overall trust portfolio;
- The expected total return from income and the appreciation of capital;
- Needs for liquidity, regularity of income and preservation or appreciation of capital; and,
- An asset's special relationship or special value, if any, to the purposes of the trust or to one or more of the beneficiaries.

6. INVESTMENT POLICY

Permitted Investments:

- Bonds, debentures, notes and other evidences of indebtedness of Canadian government issuers (federal, provincial, municipal) and Schedule I Canadian Chartered banks;
- Term deposits and guaranteed investment certificates of Canadian Schedule I Chartered Banks (with Canadian Insurance Deposit Corporation (CDIC) insurance);
- Treasury bills issued by federal and provincial governments and their agencies, obligations of Canadian Chartered Schedule I banks; and,
- Mutual funds (with all efforts made to minimize investment management fees). The Wentworth Lodge Heritage Trust Fund Sub-Committee may engage as required, an advisor or consultant to assist in the selection of a mutual fund.

Eligible Investment Ratings:

The portfolio of investments in the Trust Fund should hold a prudently diversified exposure to the intended market:

- The minimum quality standard for individual bond issues is AA (Low) or equivalent, as rated by a recognised bond rating agency at the time of purchase;

- The minimum quality standard for individual short term securities (i.e. T-bills) is R-1 (High) or equivalent, as rated by a recognised bond rating agency at the time of purchase; and,
- All investments such as bonds and T-bills and mutual funds should be reasonably liquid (i.e. in normal circumstances they should be capable of liquidation within six months).

Credit Exposure Limits:

No explicit limits on federal and provincial bonds (including government guaranteed bonds). For Canadian Chartered Schedule I banks exposure should be diversified across the banks; maximum exposure to each Schedule I bank should aim to maximize the CDIC insurance limit (currently at \$100,000).

Fixed Income Securities:

Deposits and other Short Term Securities:

The above securities should be diversified by a financial institution (Schedule I Canadian Bank) and each investment must be less than \$100,000 (including expected interest accruals), qualifying it for CDIC insurance.

Eligible Currencies:

All investments shall be denominated in Canadian dollars.

An analysis of cash flow requirements will allow for the laddering of investments according to the expected time at which they are required. Furthermore, laddering of term will help toward diversification of term-to-maturity risk.

Use of Derivatives:

Not allowed.

Liquidity:

Ensure that adequate liquidity in investments is available, in the event of unforeseen requirements by Wentworth Lodge.

Tax Considerations:

The impact of tax on returns is to be considered when evaluating investment alternatives.

Purchasing Power or Inflation:

The Wentworth Lodge Heritage Trust Fund Committee shall consider the effects of expected price change or inflation on the portfolio of investments.

7. MONITORING

An annual report showing earnings, transactions and holdings is to be forwarded to the City of Hamilton's Investments Division.

8. INVESTMENT AND RISK PHILOSOPHY

Investment Philosophy:

The Trust Fund will be managed, as per the objectives, guidelines and constraints imposed by this Policy. Efforts will be made to maximize returns with the constraint of ensuring the safety of principal as paramount objective and employing proper diversification.

Risk Philosophy:

The Trust Fund shall be managed in a conservative manner with special care and attention being taken to minimize risk and preserve capital.

The City of Hamilton's Trust Policy (FCS09110) should be adhered to. Refer to the Trustee Act, Investment Standards 27(1), "In investing trust property, a trustee must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments".

9. REVIEW

This Policy will be reviewed annually and updated, as required by the Wentworth Lodge Heritage Trust Fund Sub-Committee.