



General Issues Committee

REPORT 12-014

9:30 a.m.

Wednesday, May 16, 2012

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Deputy Mayor S. Duvall (Chair)
Mayor R. Bratina
Councillors: B. Clark, S. Duvall, J. Farr, B. McHattie,
S. Merulla, B. Morelli, T. Jackson, B. Johnson, J. Partridge,
R. Pasuta, M. Pearson, T. Whitehead, L. Ferguson

Absent with Regrets: Councillor: R. Powers – City Business

Also Present: C. Murray, City Manager
R. Rossini, General Manager, Finance & Corporate Services
T. McCabe, General Manager, Planning & Economic
Development
E. Richardson, Medical Officer of Health
J. Mater, Acting General Manager, Public Works
R. Sabo, Acting City Solicitor
H. Tomasik, Executive Director Human Resources &
Organizational Development
A. Zuidema, Director, Corporate Initiatives
N. Everson, Director Planning and Economic Development
L. Fontana, Director of Employee & Labour Relations
G. Lupton, Director Energy, Fleet, Facilities & Traffic
D. Barr-Elliott, Director, Family Health, Public Health Services
A. Grozelle, Legislative Co-ordinator

THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 12-014 AND RESPECTFULLY RECOMMENDS:

**1. Downtown Hamilton Business Improvement Area (B.I.A.) Revised Board of
Management (PED10252(b)) (Ward 2) (Item 5.1)**

That the following individuals be appointed to the Downtown Hamilton Business
Improvement Area (B.I.A.'s) Board of Management:

- (i) Irene Hubar
- (ii) Una Gibbons

Council – May 23, 2012

2. Public Art Master Plan and Program Annual Update (PED12082) (City Wide) (Item 5.2)

That Report PED12082, respecting Public Art Master Plan and Program Annual Update, be received.

3. City Hall Exhibit Protocol (PED12083)(City Wide)(Item 5.3)

That Report PED12083 respecting City Hall Exhibit Protocol, be received.

4. 2012 Media Relations Policy – Update (CM12004) (City Wide) (Item 5.6(a))

That Report CM12004 respecting 2012 Media Relations Policy – Update, be received.

5. 2012 Media Relations Policy – Update (CM12004(a)) (City Wide) (Item 5.6(b))

That Report CM12004(a) respecting 2012 Media Relations Policy – Update be received.

6. Delegation by Dr. Redwood-Campbell, McMaster University, respecting proposed changes to Interim Federal Health that will negatively impact newcomers to Canada. (Added Item 6.3)

Whereas, the Federal Government has announced changes to refugees' health care costs under the Interim Federal Health Program set to take effect June 30, 2012, and;

Whereas, refugees come to Canada because they are in need of protection, many having survived persecution, torture, and imprisonment in their own homelands and;

Whereas, the changes would take away health care benefits that are now in place for Government-Assisted Refugees as well as for Refugee Claimants, denying coverage required for chronic disease management, dental health, vision health, and pregnancy care which may result in a greater illness burden for this group, and;

Whereas Hamilton has received 3,217 refugees over the past 5 years (2006-2010), and;

Whereas, the changes being made by the Federal Government may negatively affect the City by putting more pressure on municipalities to provide funding for health-related discretionary benefits.

Therefore be it resolved,

- (a) That the City of Hamilton request that the Federal Government forgo changes to the Interim Federal Health Program and continue to fund refugee health care programs;
- (b) That the City of Hamilton request that the Province of Ontario decrease the legislated waiting period for registration in the Ontario Health Insurance Program;
- (c) That a copy of this resolution be forwarded to all area MP's and MPP's as well as Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

7. Public Health Services Accommodation and Consolidation within the Downtown Core (PED11134(c)/FCS11063(c)/BOH11026(c)/CM11008(c)) (Ward 2) (tabled March 6, 2012)

That Public Health Services Accommodation and Consolidation within the Downtown Core Report (PED11134(c)/FCS11063(c)/BOH11026(c) CM11008(c) (Ward 2), be received.

8. Public Health Services Accommodation and Consolidation within the Downtown Core (PED11134(d)/FCS11063(d)/BOH11026(d)/CM11008(d)) (Ward 2) (Item 7.1)

- (a) That a new lease between the City of Hamilton (the "Tenant") and Second Real Property Limited, be approved, subject to the following terms and conditions:
 - (i) **Term:** Twenty (20) years, commencing May 1, 2014 and terminating April 30, 2034 with an option to renew for a further ten (10) years to 2044;
 - (ii) **Property:** Robert Thompson Building, 110 King Street West, Suites 200, 300 and 400, Hamilton, comprising a gross rentable area of 52,300 square feet;
 - (iii) **Rental Rate:** From the date of commencement, being May 1, 2014, the Base Rental rate shall be:
 - (1) Years 1 to 4 at \$7.00 per square foot;
 - (2) Years 5 to 8 at \$10.00 per square foot;
 - (3) Years 9 to 14 at \$12.00 per square foot;
 - (4) Years 15 to 20 at \$14.00 per square foot;

- (iv) **Operating Costs:** The Tenant shall be responsible for its full proportionate share of operating costs and property taxes accruing to the premises. These costs are forecasted to be \$13.35 per square foot in 2012; and,
 - (v) **Early Occupancy:** Upon execution of the Lease the Tenant (City) will have access to the premises to undertake leasehold improvements from January 1, 2014 to April 30, 2014 wherein the Tenant (City) shall not be required to pay rent both base and operation during the period. Should the improvements be completed prior to May 1, 2014, the Tenant shall be permitted to occupy the premises during said period, in which case the operating costs shall become payable.
- (b) That Legal Services be authorized and directed to prepare a by-law under Section 110 of the Municipal Act to propose the leased space to become a City Capital Facility, whereby the City would be exempt from paying Realty Taxes at this location commencing May 1, 2014;
 - (c) That all rent and operating costs be funded from Account 55358-677500 (Public Health Administration - Rent Office & Buildings);
 - (d) That the Mayor and City Clerk be authorized and directed to execute the Lease in a form satisfactory to the City Solicitor.
 - (e) That Recommendations (a) through (d) are subject to the condition that prior to execution of the Agreement, the City and Yale Properties have executed Minutes of Settlement in the outstanding litigation, in form and content satisfactory to the Acting City Solicitor, in accordance with the terms set out in Report LS12004(a) and the additional terms as directed by Committee in Closed Session.
9. **City of Hamilton ats Yale Properties (LS12004)(City Wide) (Tabled by Committee March 6, 2012) (Added Item 12.6(a))**
- That Report LS12004, be received and remain confidential.
10. **City of Hamilton ats Yale Properties LS12004(a)(City Wide) (Added Item 12.6(b))**
- That Report LS12004(a) be received and remain confidential.

11. Municipal Tax Competitiveness Study – 2011 (FCS12043) (City Wide)(Item 8.2)

That Report FCS12043, respecting Municipal Tax Competitiveness Study – 2011, be received.

12. 2012 Canadian Open at Hamilton Golf and Country Club (HG&CC) (PED12080) (City Wide) (Item 8.3)

That Report PED12080, respecting the 2012 Canadian Open at Hamilton Golf and Country Club, be received.

13. Vacation Carryover and Vacation Payouts (HUR12006) (City Wide) (Item 8.4)

- (a) That Report HUR12006 respecting information on City wide vacation carryovers and vacation payouts be received; and
- (b) That the revised Non-Union Vacation Entitlement Policy, attached as Appendix “A” to Report 12-014, be approved.

14. Hamilton Waterfront Trust Capital Priorities (FCS12037) (City Wide) (Item 8.5)

- (a) That a grant to the Hamilton Waterfront Trust (HWT) in response to the request for funding in the amount of \$1.3 million towards the completion of the Hamilton Waterfront Trust Building Expansion, as presented in Appendix “B” of Report 12-014, be approved;
- (b) That subject to approval of Recommendation (a) the City’s grant of \$1.3 million be funded from the Waterfront Priorities Capital Project (4241006001);
- (c) That the Hamilton Waterfront Trust’s 6-year (2013-2018) capital forecast as presented as Appendixes “B” and “C” of Report FCS12037 be received.
- (d) That HWT and City staff be directed to bring forward, as part of the 2013 Capital Budget deliberations, a report or presentation detailing the 2013 HWT capital priorities.

15. Report 12-001 of the Task Force on Cleanliness and Security in the Downtown Core – April 26, 2012 (Item 8.6)

(a) Correspondence requesting additional “Post-It” locations

That staff be directed to monitor postering in the following areas to determine if they would be suitable locations for installations of poster kiosks at the conclusion of the current pilot project:

- (i) King Street and Queen Street
- (ii) King Street and Hess Street
- (iii) Augusta Street and Hughson Street

(b) Eyes on the Street

- (i) That Information Services, Licensing and Public Works staff be directed to prepare a joint report to the Task Force on Cleanliness and Security in the Downtown Core, respecting the feasibility of utilizing new technologies to hasten graffiti reporting and remediation;
- (ii) That staff be directed to include discussions with Business Improvement Areas as part of the relevant consultations of their report.

16. Report 12-001 of the Fairness to Hamilton Campaign Sub-Committee – April 30, 2012 (Item 8.7)

(a) Correspondence from the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities, respecting the City of Hamilton request for Westmount Recreation Centre and Lower Stoney Creek Recreation Centre Projects to be fully cash flowed by October 31, 2011 (Council referral October 28, 2011)

That the Correspondence from the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities, respecting the City of Hamilton request for Westmount Recreation Centre and Lower Stoney Creek Recreation Centre Projects to be fully cash flowed by October 31, 2011, be received.

(b) Provincial Budget 2012 and Implications to Ontario Works (CS12020) (City Wide)

- (i) That Report CS12020 respecting Provincial Budget 2012 and Implications to Ontario Works, be received;

- (ii) That Council representatives on; Association of Municipalities of Ontario, Federation of Canadian Municipalities and the Large Urban Mayors Caucus, be requested to draw attention to the impacts of the 2012 Provincial budget on Ontario Works discretionary benefits funding.

17. 2012 Ontario Provincial Budget – Elimination of Benefits for Ontario Works and Ontario Disability Support Program Recipients (Added Item 9.2)

Whereas the 2012 Ontario Provincial Budget has reduced their contribution to the Community Start Up and Maintenance Budget by 50%; and

Whereas this represents a reduction of \$3.5 million in local funding to assist Ontario Works and Ontario Disability Support Program recipients maintain or stabilize housing; and

Whereas existing provincial funding caps for health and non-health related discretionary benefits are being replaced with a new formula of \$10 per case; and

Whereas this new discretionary funding cap will result in a loss of \$3.5 M in provincial funding annually; and

Whereas this change in funding formula will result in significant cost-reduction strategies such as eliminating cribs, car seats, funerals, assistive devices, adult dental, hearing aids, adult glasses, vocational training, psychological assessments, non-health transportation, utility arrears program, hospital beds, etc.; and

Whereas these benefits are necessary to protect the health of our most vulnerable citizens; and

Whereas the Province of Ontario through the Poverty Reduction Strategy committed to investing in the potential of all Ontarians and putting programs and supports in place so that individuals could grow, succeed and contribute; and

Whereas this loss of funding significantly affects our municipal ability to properly fund human services need; and

Whereas this all results in a download of an additional \$7 million to the City of Hamilton;

Therefore be it resolved:

- (a) That a copy of the resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs and Housing and the Minister of Community and Social Services and all local area Members of Provincial Parliament for reconsideration of the program changes; and,
- (b) That this resolution also be forwarded to the Association of Municipalities of Ontario for consideration and circulation to Ontario Municipalities.

18. Report 12-001 of the Facility Naming Sub-Committee – May 3, 2011 (Item 8.8)

(a) Naming of Alexander Park Baseball Diamonds 1, 2, 3, and 4 (PW12030) (Ward 1)

That the request to name the following Alexander Park Baseball Diamonds be approved, as follows:

- (i) Diamond # 1 - Roy Grover Field;
- (ii) Diamond # 2 - Peter Nolan Field;
- (iii) Diamond # 3 - Aaron Lynes Field;
- (iv) Diamond # 4 - Joe Cheeseman Field.

(b) Bayfront Park Wall of Distinction and Plaque Recognizing Ms. Gil Simmons (PW12034) (City Wide)

- (i) That the creation of a Wall of Distinction, to recognize individuals who have contributed to the protection and development of Hamilton's waterfront, be located under the gazebo, referenced in Appendix "A" to Facility Naming Report 12-001 be approved;
- (ii) That a plaque of recognition for Ms. Gil Simmons be installed on the Wall of Distinction in Bayfront Park.

19. Report 12-001 of the Joint City of Hamilton and Hamilton- Wentworth District School Board Task Force – May 4, 2012 (Item 8.9)

(a) Relocation of the Hamilton-Wentworth District School Board Main Office

- (i) That in order to ensure the integrity of the Task Force mandate to retain the Board staff downtown, the City will expedite all planning matters at the Crestwood site to make up for time that may be affected by the Ministry's position to withhold further approvals with respect to the Crestwood site;

- (ii) That the City will cover any incremental swing space costs resulting from a slow down in the process due to the City's request that the Board consider downtown office locations, should the space be required past August 1, 2014.

20. Report 12-002 of the Non-Union Compensation Sub-Committee – April 24, 2012 (Item 8.10)

(a) Standby/Call-Out Compensation for Network Services (FSC12026) (City Wide)

- (i) That the Network Analyst and Network Services Supervisor positions be added as exceptions to the Non-Union Standby and Call-Out Policy;
- (ii) That the contents of report FCS12026 respecting Standby/Call-Out Compensation for Network Services remain confidential as it contains personal information about identifiable individuals.

(b) Non-Union Compensation Review HUR12001 - (City Wide)

- (i) That the salary schedule for the Non-Union Management and Professional Exempt Employee Group be increased by 1.9% effective January 1, 2012, as approved in the 2012 budget (\$1.54 million), to be consistent with the 2011 Memorandum of Settlement for CUPE Local 5167, and that individual salaries be adjusted accordingly;
- (ii) That the estimated dollar value for 2013 (1.9% is estimated at \$1.57 million) and 2014 (1.9% is estimated \$1.60 million) be budgeted and reviewed each year respectively, to the salary schedule for the Non-Union Management and Professional Exempt Employee Group to be consistent with the 2011 Memorandum of Settlement for CUPE Local 5167;
- (iii) That the Non-Union Management and Professional Exempt Employee Group salary grade bands be changed to "open ranges", with a minimum and maximum salary for each salary grade effective January 1, 2013;
- (iv) That subject to an annual effective performance appraisal, employees within the Non-Union Management and Professional Exempt Employee Group receive a maximum 3.2% increase for annual merit until the job rate maximum for the salary grade is reached commencing January 1, 2013;

- (v) That the employee benefit dental changes negotiated by CUPE 5167 for Major Dental (\$1,500/year) and Orthodontic Services (\$2,500/child/lifetime) be implemented for the Non-Union Management and Professional Exempt Employee Group effective the date of Council's approval of report HUR12001;
- (vi) That a revised list of comparable municipalities for compensation purposes attached as Appendix "C" to report 12-014, be approved;
- (vii) That the revised Total Compensation Policy (HUR-26-09) attached as Appendix "D" to report 12-014 be approved;
- (viii) That the revised Salary Progression Policy (HUR-24-09) attached as Appendix "E" to report 12-014 be approved; and
- (ix) That the contents of report HUR12001 respecting the Non-Union Compensation Review remain confidential as it contains information related to labour relations and employee negotiations.

21. Status and Next Steps - St. Mark's Church (PED12059) (Ward 2) (Added Item 8.11)

- (a) That the Tourism & Culture Division, in cooperation with the Portfolio Management Committee, complete the in-house feasibility study to operate St. Mark's as a cultural programming space to be administered by staff at Whitehern Historical House and Gardens as directed by Council in Report CS10064.
- (b) That staff complete stabilization of the building to prevent any further deterioration and bring it to usable standard.
- (c) That this project be submitted for the 2013 Capital Budget for Council's consideration.

22. PFO's Contamination – Hamilton International Airport (Added Item 10.1 & 9.3)

That the City Manager be directed to investigate the cleanup at Williams Lake British Columbia by the Federal Government, specifically:

- (a) The history of the Federal Governments involvement
- (b) Studies that have been done as well as potential studies that are planned
- (c) Methods used to clean up the contamination
- (d) Costs involved in their cleanup methods

23. City Manager Performance Review (Item 12.2)

That the City Manager Performance Review be approved and remain confidential.

24. Collective Bargaining Mandate – Presentation (No Copy) (Item 12.4)

That the presentation respecting the Collective Bargaining Mandate be received and remain confidential.

25. Court Action No. 04-12153 (LS10016(a)) (City Wide) (Added Item 12.5)

(a) That the City pursue an appeal to the Ontario Court of Appeal concerning liability, and if recommended by counsel, concerning *Family Law Act* damages, of the award against the City in favour of the plaintiffs in Court Action No. 04-12153.

(b) That Report LS10016(a) respecting Court Action No. 04-12153 not be released as a public document, as the information relates to pending litigation affecting the City.

26. City of Hamilton ats Waste Management of Canada Corporation. LS12013 (City Wide) (Added Item 12.7)

(a) That Report LS12013 be received;

(b) That the City of Hamilton settle Court Action No. CV – 10 - 408112 by releasing to the plaintiff, the sum of \$342,173.64, from contractual payments being currently held back in Account Number 22000 000100 (Accounts Payable Liability Account); and

(c) That Report LS12013 remain confidential, as it contains information that is subject to solicitor-client privilege, and which involves litigation.

27. Siemens Hamilton Plant, 30 Milton Street, Hamilton (Added Item 12.8)

That the update respecting the Siemens Hamilton Plant, 30 Milton Street, Hamilton, be received and remain confidential.

FOR THE INFORMATION OF COUNCIL:**(a) CHANGES TO THE AGENDA (Item 1)**

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

DELEGATION REQUEST

- 4.1 Delegation Request by Dr. Redwood-Campbell, McMaster University, respecting proposed changes to Interim Federal Health that will negatively impact newcomers to Canada. (requesting to be heard today)

DISCUSSION ITEMS

- 8.3 That Report PED12080 respecting the 2012 Canadian Open at Hamilton Golf and Country Club (HG&CC) be moved up in the agenda to be heard directly after Declarations of Interest.
- 8.11 That Report PED12059 respecting the Status and Next Steps – St. Mark's Church be added to the agenda as Item 8.11.

CONFIDENTIAL ITEMS

- 12.5 Court Action No. 04-12153 (LS10016(a)) (City Wide)
- 12.6 (a) City of Hamilton ats Yale Properties (LS12004)(City Wide)
(Tabled by Committee March 6, 2012)
- (b) City of Hamilton ats Yale Properties (LS12004(a))(City Wide)
- 12.7 City of Hamilton ats Waste Management of Canada Corporation (LS12013) (City Wide)
- 12.8 Siemens Hamilton Plant, 30 Milton Street, Hamilton (verbal update)

The agenda was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None

(c) APPROVAL OF PREVIOUS MINUTES (Item 3)**(i) Minutes – May 2, 2012 (Item 3.1)**

The May 2, 2012, Minutes of the General Issues Committee were approved, as presented.

(d) DELEGATION REQUESTS**(i) Delegation Request by Dr. Redwood-Campbell, McMaster University, respecting proposed changes to Interim Federal Health that will negatively impact newcomers to Canada. (requesting to be heard today) (Added Item 4.1)**

The delegation request from by Dr. Redwood-Campbell, McMaster University, respecting proposed changes to Interim Federal Health that will negatively impact newcomers to Canada, was approved to be heard today.

On a Motion the delegation by Dr. Redwood-Campbell, McMaster University, was moved up in the agenda.

(e) CONSENT ITEMS (Item 5)**(i) Minutes of Various Sub-Committees (For Information Purposes Only)**

The following Sub-Committee Minutes were received:

- (a) Open for Business Sub-Committee Minutes – April 11, 2012 (Item 5.4)
- (b) Joint City of Hamilton/Hamilton-Wentworth District School Board Task Force Minutes – April 16, 2012 (Item 5.5)

(ii) 2012 Media Relations Policy – Update (CM12004) (City Wide) (Item 5.6(a))

On a Motion Report CM12004 respecting 2012 Media Relations Policy – Update, was lifted from the table.

(f) PUBLIC HEARING/DELEGATION (Item 6)

- (i) Stephanie Vegh, Hamilton Arts Council, to present the strategic direction of the Hamilton Arts Council resulting from 2011 Organizational Review (Approved by Emergency & Community Services Committee on March 19, 2012) (Item 6.1)**

Stephanie Vegh and Ilya Pinassi of the Hamilton Arts Council addressed the Committee with the aid of a handout and a Power Point presentation. A copy of the handout and presentation have been included in the official record.

Stephanie Vegh and Ilya Pinassi, provided the committee with an overview of the recent work being done by the Hamilton Arts Council. They discussed the positive impacts of the 2011 organizational review and invited Council members to their Annual General Meeting.

The delegation by Stephanie Vegh of the Hamilton Arts Council be received.

- (ii) Chris McGuckin, Aggregate Forum of Ontario (Approved by Committee on April 18, 2012 (Item 6.2)**

Chris McGuckin of the Aggregate Forum of Ontario was not in attendance. The Committee indicated that Mr. McGuckin would be given another opportunity to appear.

Councillor Ferguson asked the Committee Clerk to get more details from Mr. McGuckin to help him determine if he would need to declare a conflict of interest on the issue.

- (iii) Delegation by Dr. Redwood-Campbell, McMaster University, respecting proposed changes to Interim Federal Health that will negatively impact newcomers to Canada. (Item 6.3)**

Dr. Redwood-Campbell, McMaster University and Dr. Shpresa Berisha addressed the Committee.

Dr. Redwood-Campbell outlined the impacts of the changes to the Interim Federal Health Program on the medical system and the resulting denial access to care.

Dr. Shpresa Berisha discussed her experiences coming to Hamilton while as a pregnant refugee from Kosovo. She discussed the supports that she received when she arrived here. She discussed what would have occurred if these supports were not available.

Committee members discussed asking the Province to reduce OHIP waste times. Committee members indicated that it is an issue of downloading and that the additional costs of the removal of the Interim Federal Health Program will be borne by municipalities.

The delegation by Dr. Redwood-Campbell, McMaster University, was received.

The Motion was amended through the addition of sub-sections (b) and (c) as follows:

- (b) That the City of Hamilton request that the Province of Ontario decrease the legislated waiting period for registration in the Ontario Health Insurance Program;
- (c) That a copy of this resolution be forwarded to all area MP's and MPP's as well as Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

For disposition on this matter refer to Item 6.

On a Motion the Medical Officer of Health was directed to report to the General Issues Committee on the range of financial and health impacts to the municipality because of the changes to the Interim Federal Health Program with consideration to the possible impacts not only to the effected individuals, but also on the general population.

(g) PRESENTATIONS (Item 7)

(i) Public Health Services Accommodation and Consolidation within the Downtown Core (PED11134(d)/FCS11063(d)/BOH11026(d)/CM11008(d)) (Ward 2) (Item 7.1)

Chris Murray, City Manager, Rob Rossini General Manager Finance and Corporate Services, and Dr. Elizabeth Richardson the Medical Officer of Health addressed the committee with the aid of a PowerPoint presentation. A copy of the presentation has been included in the official record.

Mr. Murray provided an overview of the staff review and the work done by staff in respect to this item.

Mr. Rossini provided an overview of the financials of each accommodation option considered. He provided a comparison on the long-term cost as well as an evaluation of the impact on the Public Health operating budgets.

Dr. Richardson highlighted the challenges faced by public health staff in their current accommodations. She outlined how these challenges contributed to the staff recommendation on the proposed location.

Committee members asked questions of staff about the financial aspects and the proposed staff recommendation of the report. There was also discussion on where the \$500,000 in operating efficiencies will come from to offset the increase in the accommodations costs.

Report (PED11134(c)/ FCS11063(c)/ BOH11026(c)/ CM11008(c)), respecting Public Health Services Accommodation and Consolidation within the Downtown Core, was lifted from the table.

For disposition on this matter refer to Item 7.

The presentation respecting Public Health Services Accommodation and Consolidation within the Downtown Core, was received.

On a Motion the Committee moved into closed session at 12:21 p.m. Pursuant to sub-sections 8.1(e) and (f) of the City's Procedural By-law and sub-sections (e) and (f) of sections 239 of the Municipal Act to discuss Reports LS12004 and LS12004(a) City of Hamilton at Yale Properties as the subject matter pertains to litigation or potential litigation, including matters before an administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Committee reconvened in Open Session at 1:28 p.m. and delivered the following recommendations.

The recommendation was amended through the addition of a sub-section (e) to read as follows:

That Recommendations (a) through (d) are subject to the condition that prior to execution of the Agreement, the City and Yale Properties have executed Minutes of Settlement in the outstanding litigation, in form and content satisfactory to the Acting City Solicitor, in accordance with the terms set out in Report LS12004(a) and the additional terms as directed by Committee in Closed Session.

The Amendment CARRIED on the following Standing Recorded Vote:

Yeas: T. Jackson, L. Ferguson, B. Morelli, J. Farr, B. McHattie,
T. Whitehead, M. Pearson, S. Merulla
Total: 8
Nays: B. Johnson, B. Clark, R. Pasuta, J. Partridge, S. Duvall
Total: 5
Absent: R. Bratina, R. Powers, C. Collins
Total: 3

The Main Motion as Amended CARRIED on the following Recorded Vote:

Yeas: T. Jackson, L. Ferguson, B. Morelli, J. Farr, B. McHattie,
T. Whitehead, M. Pearson, S. Merulla
Total: 8
Nays: B. Johnson, B. Clark, R. Pasuta, J. Partridge, S. Duvall
Total: 5
Absent: R. Bratina, R. Powers, C. Collins
Total: 3

For disposition on this matter refer to Item 8.

On a Motion the Committee recessed at 1:33 p.m. until the conclusion of the Hamilton Utilities Shareholders Annual General Meeting.

The General Issues Committee reconvened at 3:04 p.m.

(h) DISCUSSION ITEMS

- (i) **Lease Extension for Public Health Services – 35 King Street East/1 Hughson Street North – Park Place Real Estate Limited Partnership (PED12013) (Ward 2) (Deferred from March 27, 2012 General Issues Committee Meeting) (Item 8.1)**

Report PED12013 Lease Extension for Public Health Services – 35 King Street East/1 Hughson Street North – Park Place Real Estate Limited Partnership was tabled to a future meeting.

- (ii) **2012 Canadian Open at Hamilton Golf and Country Club (HG&CC) (PED12080) (City Wide) (Item 8.3)**

Council Members recognized Mr. Bill Paul of Golf Canada who was in attendance.

(iii) Hamilton Waterfront Trust Capital Priorities (FCS12037) (City Wide) (Item 8.5)

Sub-section (a) was amended through the deletion of the phrase 'considered for approval' and replacement therein with 'be approved' to read as follows:

- (a) That a grant to the Hamilton Waterfront Trust (HWT) in response to the request for funding in the amount of \$1.3 million towards the completion of the Hamilton Waterfront Trust Building Expansion, as presented in Appendix "A" of FCS12037, be approved;

For disposition on this matter refer to Item 14.

(iv) Report 12-002 of the Non-Union Compensation Sub-Committee – April 24, 2012 (Item 8.10)

Items 1 and 2 of the Non-Union Compensation Sub-Committee Report 12-002 were deleted in their entirety and replaced with the following:

1. Standby/Call-Out Compensation for Network Services (FSC12026) (City Wide)

- (a) That the Network Analyst and Network Services Supervisor positions be added as exceptions to the Non-Union Standby and Call-Out Policy;
- (b) That the contents of report FCS12026 respecting Standby/Call-Out Compensation for Network Services remain confidential as it contains personnel information about identifiable individuals.

2. Non-Union Compensation Review HUR12001 - (City Wide)

- (a) That the salary schedule for the Non-Union Management and Professional Exempt Employee Group be increased by 1.9% effective January 1, 2012, as approved in the 2012 budget (\$1.54 million), to be consistent with the 2011 Memorandum of Settlement for CUPE Local 5167, and that individual salaries be adjusted accordingly;
- (b) That the estimated dollar value for 2013 (1.9% is estimated at \$1.57 million) and 2014 (1.9% is estimated \$1.60 million) be budgeted and reviewed each year respectively, to the salary schedule for the Non-Union Management and Professional Exempt Employee Group to be consistent with the 2011 Memorandum of Settlement for CUPE Local 5167;

- (c) That the Non-Union Management and Professional Exempt Employee Group salary grade bands be changed to “open ranges”, with a minimum and maximum salary for each salary grade effective January 1, 2013;
- (d) That subject to an annual effective performance appraisal, employees within the Non-Union Management and Professional Exempt Employee Group receive a maximum 3.2% increase for annual merit until the job rate maximum for the salary grade is reached commencing January 1, 2013;
- (e) That the employee benefit dental changes negotiated by CUPE 5167 for Major Dental (\$1,500/year) and Orthodontic Services (\$2,500/child/lifetime) be implemented for the Non-Union Management and Professional Exempt Employee Group effective the date of Council’s approval of report HUR12001;
- (f) That a revised list of comparable municipalities for compensation purposes attached as Appendix “A” to report HUR12001 be approved;
- (g) That the revised Total Compensation Policy (HUR-26-09) attached as Appendix “B” to report HUR12001 be approved;
- (h) That the revised Salary Progression Policy (HUR-24-09) attached as Appendix “C” to report HUR12001 be approved; and
- (i) That the contents of report HUR12001 respecting the Non-Union Compensation Review remain confidential as it contains information related to labour relations and employee negotiations.

For disposition on this matter refer to Item 20.

(i) MOTIONS (Item 9)

(i) Investigation of Unemployment Numbers compared to Ontario Works Case Loads (Item 9.1)

Whereas, the City of Hamilton has one of the lowest unemployment rates in Ontario, and;

Whereas, the Hamilton poverty rate and Ontario Works caseload remain amongst the highest in Ontario, and;

Whereas, an existing City Council motion asks the Economic Development Department to examine the concept of community economic development (as compared to Hamilton's local economic development policy direction) and report back to the General Issues Committee (GIC).

Therefore, that the Community Services Department and the Economic Development and Planning Department partner on a report to GIC examining the apparent disconnect between low employment numbers yet high poverty and OW caseload numbers, and provide some critical commentary on possible policy changes to address this conundrum.

(j) NOTICES OF MOTION (Item 10)

Councillor Johnson introduced the following Notice of Motion .

(i) PFOs Contamination - Hamilton International Airport (Added Item 10.1)

Whereas, significant PFOs contamination has been found at the Hamilton International Airport and downstream; and

Whereas, it is now understood that similar contamination is present at other Canadian airports; and

Whereas to date the Federal Government has refused to take any responsibility on the Hamilton issue, notwithstanding the cleanup efforts they are conducting at other Canadian Airports, for example Williams Lake British Columbia, which has identical contamination issues to Hamilton;

Therefore be it Resolved:

That the City Manager be directed to investigate the cleanup at Williams Lake British Columbia by the Federal Government, specifically,

- (a) The history of the Federal Governments involvement
- (b) Studies that have been done as well as potential studies that are planned
- (c) Methods used to clean up the contamination
- (d) Costs involved in their cleanup methods

The rules of order be waived to allow a Motion respecting PFOs Contamination - Hamilton International Airport

For disposition on this Matter refer to Item 22.

Councillor Farr introduced the following Notice of Motion

(ii) Downtown Courthouse Update (Added Item 10.2)

That staff be directed to report back to the General Issues Committee with an update on the Downtown Courthouse as it relates to current and future lease arrangements.

Mayor Bratina introduced the following Notice of Motion

(iii) Nutritious Breakfast Program (Added Item 10.3)

Whereas it is recognized that a nutritious breakfast can provide measurable benefits to the health and educational development of adolescents; and

Whereas the City's mission statement includes the goal of being "best place to raise a child";

Therefore be it resolved that:

The City Manager appoint the appropriate staff to provide direction for the creation of a "nutritious breakfast" subcommittee to determine how the municipality can best achieve this outcome.

(k) OTHER BUSINESS (Item 11)

(i) 11.1 Outstanding Business List

(a) Removal of Items from the Outstanding Business List

The following items were approved for removal from the Outstanding Business List:

- (i) Budget Item (K) – Public Works 2012 Council-Referred Program Enhancements
- (ii) Budget Item (M) – Allocation of Capital Budget Enhancement for Roads and Sidewalks

- (ii) Item (I) – Stormwater Management System and Wet Weather Control
 - (iv) Item (JJ) – Public Art Master Plan
 - (v) Item (S) – St. Mark’s Church component only
 - (vi) Item (Q) – Hamilton Waterfront Priorities
 - (vii) Item (AA) – Public Health Accomodation – MHC Lease Extension
- (b) Revised Due Dates Outstanding Business List

The following Due Dates were amended as follows:

- (i) Item S: Auchmar Estates
Due Date: June 20, 2012
Revised Due Date: October 3, 2012
- (ii) Item L1: Residential Protective Plumbing Subsidy Program (3P)
Due Date: May 2, 2012
Revised Due Date: June 20, 2012
- (iii) Item L2: 3P Program
Due Date: May 2, 2012
Revised Due Date: June 20, 2012

(I) PRIVATE & CONFIDENTIAL

12.1 Minutes of Closed Session Meetings – May 2, 2012

- (a) The Minutes of the Closed Session Minutes of the General Issues Committee held on May 2, 2012 were approved;
- (b) The Closed Session Minutes of May 2, 2012 remain confidential.

On a Motion the Committee moved into closed session at 3:35 p.m. pursuant to sub-sections 8.1(b), (c),(d), (e) and (f) of the City’s Procedural By-law and Sections 239.2(b), (c), (d),(e) and (f) of the Municipal Act as the subject matters pertain to:

- (b) personal matters about an identifiable individual, including municipal or local board employees,
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before an administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

respecting:

- (i) City Manager Performance Review (No Copy) (Deferred from April 4, 2012 GIC Meeting) (Item 12.2)
- (ii) City Manager Remuneration Options (HUR12005) (Item 12.3)
- (iii) Collective Bargaining Mandate – Presentation (No Copy) (Item 12.4)
- (iv) Court Action No. 04-12153 (LS10016(a)) (City Wide) (item 12.5)
- (v) City of Hamilton ats Waste Management of Canada Corporation (LS12013) (City Wide) (Item 12.7)
- (vi) Siemens Hamilton Plant, 30 Milton Street, Hamilton (Item 12.8)

Committee reconvened in Open Session at 5:25 p.m. and delivered the following recommendations:

- (i) City Manager Performance Review (No Copy) (Deferred from April 4, 2012 GIC Meeting) (Item 12.2)**

For disposition on this matter refer to Item 23.

- (ii) City Manager Remuneration Options (HUR12005) (Item 12.3)**

On a Motion Report HUR12005 respecting the City Manager Remuneration Options was referred to staff for a Report back to the General Issues Committee.

(iii) Collective Bargaining Mandate – Presentation (No Copy) (Item 12.4)

For disposition on this matter refer to Item 24.

(iv) Court Action No. 04-12153 (LS10016(a)) (City Wide) (item 12.5)

For disposition on this matter refer to Item 25.

(v) City of Hamilton ats Yale Properties (LS12004(a))(City Wide) (Item 12.6(a) & 12.6(b))

Report LS12004 was lifted from the table.

For disposition on these matters refer to Items 10 and 11.

(vi) City of Hamilton ats Waste Management of Canada Corporation (LS12013) (City Wide) (Item 12.7)

For disposition on this matter refer to Item 26.

(vii) Siemens Hamilton Plant, 30 Milton Street, Hamilton (Item 12.8)

For disposition on this matter refer to Item 27.

(m) ADJOURNMENT (Item 13)

There being no further business, the Committee adjourned at 5:36 p.m.

Respectfully submitted


Councillor S. Duvall
Deputy Mayor


Andy Grozelle
Legislative Co-ordinator
May 16, 2012


Corporate Policy		Appendix B to Report HUR12006
Human Resources		Page 3 of 4
Policy No: HR-**		
Page 1 of 4		Council Approved: Year-MM-DD

Vacation Entitlement (Non-Union)

POLICY STATEMENT	The City of Hamilton recognizes that adequate periods of relaxation and rejuvenation are important factors that contribute to employee health and well being. All employees are encouraged to schedule and take their annual vacation entitlement in the calendar year that it is earned.																								
PURPOSE	This policy identifies the terms and conditions related to vacation entitlement.																								
SCOPE	This policy applies to all full time permanent non-union employees and can be used as a guideline for temporary employment contracts.																								
TERMS AND CONDITIONS																									
Vacation Entitlement	<p>The City of Hamilton provides paid vacation time in accordance with the following schedule, based on the employee's credited service. The vacation year is a calendar year which means that vacation is accrued and administered from January 1st to December 31st. Employees hired after the first working day of January receive a pro-rated vacation entitlement for the first year.</p> <p>Eligibility for the full vacation entitlement in any year may be affected by any non-paid time experienced in the previous year and be pro-rated accordingly. This does not apply to pregnancy leave, parental leave, approved sick leave/WSIB or the Voluntary Leaves of Absence Program.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Years of Service (in the year in which the employee completes)</th> <th style="text-align: center;">Vacation Entitlement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 to 1 year of service</td> <td style="text-align: center;">Days are prorated upon hire for each full month of employment</td> </tr> <tr> <td style="text-align: center;">1 year of service</td> <td style="text-align: center;">17 days</td> </tr> <tr> <td style="text-align: center;">3 years of service</td> <td style="text-align: center;">22 days</td> </tr> <tr> <td style="text-align: center;">9 years of service</td> <td style="text-align: center;">27 days</td> </tr> <tr> <td style="text-align: center;">17 years of service</td> <td style="text-align: center;">32 days</td> </tr> <tr> <td style="text-align: center;">20 years of service</td> <td style="text-align: center;">33 days</td> </tr> <tr> <td style="text-align: center;">21 years of service</td> <td style="text-align: center;">34 days</td> </tr> <tr> <td style="text-align: center;">22 years of service</td> <td style="text-align: center;">35 days</td> </tr> <tr> <td style="text-align: center;">23 years of service</td> <td style="text-align: center;">36 days</td> </tr> <tr> <td style="text-align: center;">25 years of service</td> <td style="text-align: center;">37 days</td> </tr> <tr> <td style="text-align: center;">30 years of service</td> <td style="text-align: center;">40 days</td> </tr> </tbody> </table>	Years of Service (in the year in which the employee completes)	Vacation Entitlement	0 to 1 year of service	Days are prorated upon hire for each full month of employment	1 year of service	17 days	3 years of service	22 days	9 years of service	27 days	17 years of service	32 days	20 years of service	33 days	21 years of service	34 days	22 years of service	35 days	23 years of service	36 days	25 years of service	37 days	30 years of service	40 days
Years of Service (in the year in which the employee completes)	Vacation Entitlement																								
0 to 1 year of service	Days are prorated upon hire for each full month of employment																								
1 year of service	17 days																								
3 years of service	22 days																								
9 years of service	27 days																								
17 years of service	32 days																								
20 years of service	33 days																								
21 years of service	34 days																								
22 years of service	35 days																								
23 years of service	36 days																								
25 years of service	37 days																								
30 years of service	40 days																								

<p>Corporate Policy Human Resources Policy No: HR-** Page 2 of 4</p>	 Hamilton	<p>Appendix B to Report HUR12006 Page 3 of 4 Council Approved: Year-MM-DD</p>
<p>Vacation Carryover</p>	<p>The City of Hamilton encourages employees to take their entire vacation entitlement annually. However, there are circumstances where an employee may request and it is operationally feasible to carry vacation into the following calendar year.</p> <p><u>Vacation Carryovers (5 day maximum)</u></p> <p>Vacation carryovers of up to a maximum of five (5) days are permitted if approved by the employee’s second removed supervisor or manager.</p> <p><u>Vacation Carryovers (greater than 5 days)</u></p> <p>Vacation carryovers greater than five (5 days) to a maximum of one year’s vacation entitlement, are considered in extenuating circumstances only (e.g. pregnancy or parental leaves, illness or WSIB absences, any other approved long term leave of absence or exceptional work commitments) must be approved by the General Manager or Executive Director.</p> <p>Vacation carryover days are to be scheduled by March 31st of the following calendar year. All vacation entitlements (including any carryover days) must be used in the subsequent year to avoid forfeiture of unused vacation. The employee and his/her supervisor have a mutual responsibility to develop a vacation schedule that ensures all earned and carryover vacation is taken in a timely manner.</p> <p>Vacation carry-over must not accumulate to greater than twenty (20) days related to exceptional work commitments.</p>	
<p>Vacation Payouts</p>	<p>Payments for unused vacation are permitted in extenuating circumstances only. These payments cannot cause budget deficits.</p> <p>Vacation payouts related to pregnancy or parental leaves, illness or WSIB absences, or any other approved long term leave of absence are to be approved by the General Manager or Executive Director. .</p> <p>All vacation payout requests greater than ten (10) days due to exceptional work commitments require approval of the City Manager.</p> <p>Any unused vacation that an employee has earned, but not taken, prior to leaving the organization, will be paid out.</p>	
<p>Vacation Recovery</p>	<p>Any vacation that an employee has taken, but not earned, prior to leaving the organization, will be recovered on the final pay cheque.</p>	


<p>Corporate Policy</p> <p>Human Resources</p> <p>Policy No: HR-**</p> <p>Page 3 of 4</p>	 Hamilton	<p>Appendix B to Report HUR12006</p> <p>Page 3 of 4</p> <p>Council Approved: Year-MM-DD</p>
<p>Vacation Scheduling</p>	<p>Vacation times are scheduled to maintain the effective delivery of service and departmental operations. Vacation time is scheduled as early in the year as possible. The City of Hamilton reserves the right to schedule an employee’s vacation to ensure it is taken before year-end.</p>	
<p>Status Changes</p>	<p>Union employees assuming a temporary non-union position, continuing to pay union dues, receive the appropriate union vacation entitlement.</p> <p>Union employees assuming a temporary non-union position and relinquishing entitlements to their union position have their non-union vacation entitlement prorated.</p> <p>Union employees assuming a permanent non-union position have their vacation entitlement prorated the year they move to the non-union position based on the following formula:</p> <ul style="list-style-type: none"> ▪ for the fraction of the year the employee holds the union position -- the corresponding fraction amount of the appropriate union vacation entitlement ▪ for the fraction of the year the employee holds the non-union position – the corresponding fraction amount of the appropriate non-union vacation entitlement <p>Part-time employees who transfer to a full-time non union position will have their service aggregated i.e. part-time hours are converted to full-time service to determine a new vacation eligibility date. Vacation in the year of transfer will be prorated accordingly.</p> <p>Non-union employees assuming a temporary union position, continue to receive the appropriate non-union vacation entitlement.</p> <p>Non-union employees that move to a permanent union position have their vacation entitlement prorated the year they move to the permanent union position.</p> <p>Non-union employees who use more than the prorated vacation amount do not repay the City, for any extra vacation used, when they assume the permanent union position.</p>	
<p>RESPONSIBILITIES</p>		
<p>Human Resources</p>	<ul style="list-style-type: none"> ○ approve additional vacation entitlements beyond that specified in the policy, where necessary to attract a new employee that has a current vacation entitlement greater than that outlined in the policy ○ inform all departments of their employees’ vacation entitlements by the middle of February each year ○ analyze vacation carryover and vacation payouts every year and prepare annual report for members of Senior Management Team 	

Corporate Policy	 Hamilton	Appendix B to Report HUR12006
Human Resources		Page 3 of 4
Policy No: HR-**		
Page 4 of 4		Council Approved: Year-MM-DD
	<ul style="list-style-type: none"> ○ make recommendations for any changes to the Non-Union Vacation Entitlement policy to Senior Management Team and Council 	
Department Management	<ul style="list-style-type: none"> ○ consult with Human Resources prior to offering vacation entitlement that differs from the entitlement schedule, prior to point of hire ○ encourage and support employees to use their vacation entitlement ○ approve vacation carryover for unused vacation as per the provisions of this policy ○ schedule employee vacation, when necessary, to meet operational requirements ○ review and monitor employees' vacation record after August 31st each year to ensure employees have entire vacation entitlement scheduled to the end of the year 	
General Managers	<ul style="list-style-type: none"> ○ approve vacation carryovers and payouts related to illness, injury, maternity leave and other approved leaves in consultation with Human Resources ○ approve vacation carryovers greater than 5 days that are due to exceptional work commitments and/or critical timelines ○ advise City Manager of business case for vacation pay out greater than ten (10) days ○ review annual report prepared by Human Resources for any areas requiring closer management attention 	
City Manager	<ul style="list-style-type: none"> ○ approve all vacation payout requests that are due to exceptional work commitments and/or critical timelines greater than ten (10) days. 	
Mayor and Members of Council	<ul style="list-style-type: none"> ○ review and approve all requests for vacation carryover and payouts for their respective staff 	
HISTORY	<p>The Vacation Entitlement Policy was drafted by Human Resources and approved by Council on 2002-05-29 as part of a series of non-union compensation policies post amalgamation.</p> <p>Revisions to this policy were made by Human Resources 2012-04-16 and approved by Senior Management Team 2012-04-26</p>	
APPROVAL	Council approval pending <<YEAR-MM-DD>>	

Current Comparators	New Proposed Comparators
City of Brampton	City of Brampton
City of London	*City of Brantford
City of Mississauga	*City of Burlington
*City of Ottawa	*City of Guelph
*City of Windsor	City of London
*Region of Durham	City of Mississauga
Region of Halton	Region of Halton
Region of Niagara	Region of Niagara
Region of Peel	Region of Peel
Region of Waterloo	Region of Waterloo
*Region of York	*Town of Oakville
*Bolded comparators to be removed.	*Bolded comparators to be added.


Corporate Policy		
Human Resources		
Policy No: HR-26-09		Revised: 2011-11-11
Page 1 of 2		Council Approved: 2002-02-13

Total Compensation Policy																																
POLICY STATEMENT	<p>The City of Hamilton endeavours to reward its employees in a way that provides an opportunity to gain fulfillment in their careers. The City recognizes that it operates in a very competitive environment where a skilled and engaged workforce is valued for its' contributions.</p> <p>The City offers compensation that will enable it to attract and retain well-qualified employees to pursue and achieve corporate objectives. It is not intended for the City to be a market leader; but rather to ensure pay structures are responsive to prevailing market conditions with a particular focus on the public sector; both locally and regionally.</p>																															
PURPOSE	The City of Hamilton seeks to ensure external competitiveness in the employment market through compensation practices that are fair, equitable, consistent, aligned, competitive, affordable and in accordance with the legal requirements of the <i>Pay Equity Act</i> and the <i>Employment Standards Act</i> .																															
SCOPE	This policy applies to all permanent, temporary or contract full time employees of the City of Hamilton who have successfully completed their probationary period. Compensation is negotiated for members of bargaining units and forms part of the Collective Agreement.																															
DEFINITIONS																																
Percentile	<p>Percentile is a statistical calculation that shows the relative position of a number compared to other numbers in a group. Percentile is calculated on the basis of the distribution of the numbers (in this case salaries for jobs), using a formula which defines the lower number as 1% and the highest number as 100%. The rank order of the numbers in between 1% and 100% are then divided into equal intervals. An example for distribution of ten salaries is shown below:</p> <p>Salaries, Low to High (\$000)</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>40.0</td><td>45.0</td><td>50.0</td><td>52.5</td><td>54.0</td><td>56.0</td><td>57.5</td><td>60.0</td><td>65.0</td><td>70.0</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">↑</td><td></td><td></td><td></td><td></td> </tr> <tr> <td>1</td><td>12</td><td>23</td><td>34</td><td>45</td><td>50</td><td>56</td><td>67</td><td>78</td><td>89</td><td>100</td> </tr> </table> <p>Percentile (Middle of Market)</p> <p>In the above example, the first salary of \$40,000 is at the 1st percentile and the 5th salary is at the 45th percentile. The 50th percentile is between the 5th and 6th numbers.</p>	40.0	45.0	50.0	52.5	54.0	56.0	57.5	60.0	65.0	70.0						↑					1	12	23	34	45	50	56	67	78	89	100
40.0	45.0	50.0	52.5	54.0	56.0	57.5	60.0	65.0	70.0																							
					↑																											
1	12	23	34	45	50	56	67	78	89	100																						
PRINCIPLES	<p>Individual salaries are and should remain confidential and fall under the legislated requirements of the Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA).</p> <ol style="list-style-type: none"> 1. It is the City's policy to compensate its employees for their services in a way that attracts, retains and motivates competent people in accordance with the <i>Pay Equity Act</i>. 																															

<p>Corporate Policy</p>		
<p>Human Resources</p>		
<p>Policy No: HR-26-09</p>		<p>Revised: 2011-11-11</p>
<p>Page 2 of 2</p>	<p>Hamilton</p>	<p>Council Approved: 2002-02-13</p>
	<p>2. The City will attempt to pay salaries which will compare favourably and competitively with similar occupations in the City’s market competitiveness comparator group based on external market conditions, legislation and internal factors.</p>	
<p>TERMS & CONDITIONS</p>	<p>The City of Hamilton’s non-union salary plan is based on:</p> <ol style="list-style-type: none"> 1. An annual market survey of benchmarked positions to measure and ensure external competitiveness for base salaries for the City of Hamilton, while maintaining internal equity at the “Middle of the Market” (50th percentile) in a comparator group of eleven municipalities as approved by City Council, and 2. A job evaluation plan to establish and maintain internal equity. 	
<p>RESPONSIBILITIES</p>	<p>Human Resources is responsible for conducting an annual market survey with its Council approved City’s Market Competitiveness Comparator Group. Selected benchmarked jobs are reviewed against the City’s Market Competitiveness Group. Human Resources reports to City Council on the City’s average pay percentile position and how same relates to the City’s target pay position (middle of the market).</p> <p>Non-Union Market Competitive Comparator Group: City of Brampton City of Brantford City of Burlington City of Guelph City of London City of Mississauga Region of Halton Region of Niagara Region of Peel Region of Waterloo Town of Oakville</p>	
<p>COMPLIANCE</p>	<p>Failure to comply with this Policy and its associated procedures could result in attraction and retention issues for the City of Hamilton.</p>	
<p>RELATED DOCUMENTS</p>	<p>The following related documents are referenced in this Policy:</p> <ul style="list-style-type: none"> • <i>Employment Standards Act</i> • <i>Pay Equity Act</i> • <i>Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)</i> 	
<p>HISTORY</p>	<p>This policy was originally drafted by Human Resources and approved by Council 2002-02-13 The policy was revised by Human Resources for Non-Union Compensation Committee 2011-11-11 and approved by Council 2011 -</p>	

Corporate Policy		
Human Resources		
Policy No: HR-24-09		Revised: 2011-11-11
Page 1 of 2		Council Approved: 2009-04-01

Salary Progression Policy	
POLICY STATEMENT	An employee’s salary may be increased through a Progressive Increase based on an employee’s performance. This policy defines the approval mechanism for progressive increases.
PURPOSE	<p>The purpose of this policy is to outline the approval mechanism for progressive increases.</p> <p>Progressive increases within salary bands are awarded to recognize:</p> <ul style="list-style-type: none"> • progressive attainment of the competencies required to achieve job mastery; job mastery occurs at the maximum of the salary grade (i.e. the job rate) • employee contributions, both as individuals and as members of teams, to the mission, vision, and strategic directions of the City of Hamilton • achievement of annual performance objectives and expectations • behaviours that reflect the corporate values
SCOPE	This policy applies to all permanent, temporary, or contract, full-time and part-time employees of the City of Hamilton who have successfully completed their probationary period. This policy excludes unionized employees.
DEFINITIONS	
Progressive Increase	An increase in salary to recognize the employee’s performance and is based on completion of a performance appraisal with an overall rating of equal to or higher than effective performance.
PRINCIPLES	<ol style="list-style-type: none"> 1. A consistent and accountable approach to the awarding of progressive increases must be established to ensure fair, equitable and transparent compensation. 2. A performance appraisal must be completed to assess the employee’s performance over a calendar year, while actively at work.
TERMS & CONDITIONS	<p>Progressive increases are:</p> <ul style="list-style-type: none"> • based on performance documented through the appropriate performance assessment which serves as the basis for supervisors recommending an increase • applied to the base salary effective on the anniversary date of the employee’s placement in, or promotion to the position <p>To ensure a consistent and accountable approach to the awarding of progressive increases:</p> <ul style="list-style-type: none"> • Performance appraisals must be signed off by the employee’s second-removed supervisor and submitted to Human Resources before a progressive increase is awarded • Employees must have an overall rating of equal to or higher than effective performance to progress through the salary range • Employees must achieve their performance objectives to receive an

Corporate Policy	 Hamilton	
Human Resources		
Policy No: HR-24-09		Revised: 2011-11-11
Page 2 of 2		Council Approved: 2009-04-01
	effective performance rating Part Time Part-time employees are eligible for placement in the salary grade on the same basis as full-time employees. Merit increases are granted on the same basis as for full-time positions, provided that an equivalent number of full time hours have been worked.	
RESPONSIBILITIES	The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows: Supervisors must ensure that Performance Appraisals are completed to ensure timely application of the Salary Progression Policy.	
COMPLIANCE	Failure to comply with this Policy and its associated Procedures will result in inconsistent application of progressive step increases.	
HISTORY	This policy was drafted by Human Resources and approved by Council 2009-04-11 This policy was revised by Human Resources 2011-11-11 for the Non-Union Compensation Sub-Committee and approved by Council 2011 -	