



AUDIT, FINANCE & ADMINISTRATION COMMITTEE

REPORT 16-007

9:30 a.m.

Monday, May 9, 2016

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors A. Johnson (Chair), D. Skelly (Vice-Chair)
C. Collins, L. Ferguson, B. Johnson, M. Pearson and A.
VanderBeek

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 16-007 AND RESPECTFULLY RECOMMENDS THE FOLLOWING:

1. Freedom of Information Quarterly Report (January 1 to March 31) (CL16003) (City Wide) (Item 5.1)

That Report CL16003 respecting Freedom of Information Quarterly Report (January 1 to March 31), be received.

2. 2015 Provincial Offences Annual Report (CL16005) (City Wide) (Item 5.2)

That Report CL16005 respecting 2015 Provincial Offences Annual Report, be received.

3. Follow-Up of Performance Audit Report 2013-15 - Cheques (AUD16011) (City Wide) (Item 5.3)

That Report AUD16011 respecting Follow-Up of Performance Audit Report 2013-15 - Cheques, be received.

4. Tax Appeals Under Sections 357 and 358 of the *Municipal Act, 2001* (FCS16038) (City Wide) (Item 5.4)

- (a) That Appendix "A" attached to AF&A Report 16-007 respecting the Tax Appeals processed under Section 357 of the *Municipal Act, 2001*, in the amount of \$156,905 be approved;

- (b) That Appendix “B” attached to AF&A Report 16-007 respecting the Tax Appeals, due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the *Municipal Act, 2001*, in the amount of \$193,333 be approved.

5. Treasurer’s Investment Report 2015 Fiscal Year by Aon Hewitt (FCS16035) (City Wide) (Item 5.5)

That Report FCS16035, respecting Treasurer’s Investment Report 2015 Fiscal Year by Aon Hewitt, be received and referred to the Hamilton Future Fund Board of Governors for information.

6. Proposed Write-offs of Outstanding Fines for Provincial Offences (CL16006) (City Wide) (Item 8.1)

That staff be authorized to write-off the following outstanding Provincial Offences deemed uncollectible, in the total amount of \$1,541,754.55, as follows:

- (i) \$1,490,591.04 in uncollectible fines with a due date of December 31, 2008 and prior;
- (ii) \$51,163.51 for underpayments from July 1, 2014 to March 31, 2016.

7. Policy for Business Travel, Seminars and Conferences - Amendments (FCS16036) (City Wide) (Item 8.2)

That the Policy for Business Travel, Seminars and Conferences, as amended, and attached as Appendix “C” to AF&A Report 16-007, be approved.

8. Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027) (City Wide) (Item 8.3)

- (a) That, due to Bondfield Construction Company Ltd. (“Bondfield”) being found non-compliant with the Fair Wage Policy and Fair Wage Schedule three times within a three year period, and in accordance with the City’s Procurement Policy, staff be directed to reject any current and future bids, proposals or quotations received from Bondfield, or any of its related corporate or individual entities, until and including **May 11, 2022**;
- (b) That the City of Hamilton not enter into any contract with Bondfield Construction Company Ltd. or any of its related corporate or individual entities, until and including **May 11, 2022**.

9. Revised Report of the 2015 Remuneration and Expenses as Required under Section 284 of the Municipal Act (FCS16026(a)) (City Wide) (Item 8.4)

That Report FCS16026(a) respecting Revised Report of the 2015 Remuneration and Expenses as Required under Section 284 of the Municipal Act, be received.

10. SoBi Hamilton Bike Share Employee Discount Pilot Project (HUR16008/PW16031) (City Wide) (Item 8.5)

That the Audit, Finance & Administration Committee approve the discounted SoBi Hamilton Bike Share memberships for City of Hamilton employees for up to 2 years, as a pilot, to maximum of 500 memberships through a subsidy provided jointly by Human Resources and Public Works Departments.

11. Governance Review Sub-Committee Report 16-002, May 2, 2016 (City Wide) (Item 8.6)

(i) Procedural By-law Updates – Mediated Settlement Assisted by Ombudsman (Added Item)

That a clause which ensures that members of the media and the public are offered adequate time to re-enter a meeting following a closed session meeting be included during the next Procedural By-law amendments.

(ii) Colombian Community's Request regarding Council's Code of Conduct (Item 4.1)

That the following recommendations put forth by the Colombian Community be directed to the Integrity Commissioner and City Solicitor for consideration in their review of the Code of Conduct:

- Amend City of Hamilton Procedural By-law No. 14-300 – Code of Conduct for Council Members, Section 19 – Compliance with the Code of Conduct;
- Expand Section 19.1 – Additional disciplinary measures such as authority of Integrity Commissioner to censure Councillor; and
- Introduce Section 19.2 – mandating city staff to detail and emphasize authority of enforcement.

(iii) 2017 Council/Committee Calendar (Item 4.4)

That the 2017 Council/Committee Calendar be approved, attached as Appendix "D" to AF&A Report 16-007

12. Water and Wastewater/Storm Extraordinary Circumstance Bill Adjustment Policy – 63 Durham Road, Stoney Creek (City Wide) (Item 9.1)

That the July 2015 Water and Wastewater/Storm Billing for 63 Durham Road, Stoney Creek be deemed eligible under the Water and Wastewater/Storm Extraordinary Circumstance Bill Adjustment Policy and that staff be directed to adjust the account as per the approved Policy.

13. Citizen Appointments to Volunteer Advisory Committees Under Audit, Finance & Administration Committee (City Wide) (Item 12.1)

- (a) That the individuals, listed in the Private & Confidential Motion, respecting Citizen Appointments to Volunteer Advisory Committees Under Audit, Finance & Administration Committee, be appointed for a term commencing May 12, 2016 and expiring with the current term of Council or until such time as successors are appointed by Council; and,
- (b) That upon Council approval of the individuals to be appointed to the Volunteer Advisory Committees Under Audit, Finance & Administration Committee, for a term commencing May 12, 2016 and expiring with the current term of Council or until such time as successors are appointed by Council, those names be released as public information.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

ADDED DELEGATION REQUEST

4.1 Delegation Request by Steven Aquino of Bondfield Construction Company, in reference to Item 8.3 – Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027) (City Wide)

The Agenda for the May 9 meeting of the Audit, Finance and Administration Committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

Councillor L. Ferguson declared an interest respecting Item 11(ii) of the Governance Review Sub-Committee Report 16-002, regarding the Colombian Community's Request regarding Council's Code of Conduct.

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

(i) April 25, 2016 (Item 3.1)

The Minutes of the April 25, 2016 Audit, Finance and Administration Committee meeting were approved, as presented.

(d) DELEGATION REQUESTS (Item 4)

(i) Delegation Request by Steven Aquino, Bondfield Construction, in reference to Item 8.3 – Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027) (for today's meeting) (Added Item 4.1)

The delegation request by Steven Aquino, Bondfield Construction, in reference to Item 8.3 – Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027), was approved for the May 9, 2016 Audit, Finance & Administration Committee meeting.

(e) DELEGATIONS (Item 6)

(i) Delegation by Steven Aquino, Bondfield Construction, in reference to Item 8.3 – Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027) (Added Item 4.1)

Steven Aquino, Vice-President, Bondfield Construction, addressed Committee respecting Report FCS16027 - Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule. The presentation included, but was not limited to, the following:

- Bondfield is one of Canada's largest general contractors and has wide expertise and experience completing numerous local projects.
- The company directly employs approximately 1,000 skilled trades workers.

- Bondfield and its subsidiaries were not directly in contravention with the Fair Wage Policy and Fair Wage Schedule, but rather two of its contractors were in contravention to the Policy.
- These sub-contractors have completed work for the City of Hamilton on behalf of other general contractors.
- Bondfield has provided contractors with the Fair Wage Policy and Fair Wage Schedule, as well as through site orientations and display of this Policy on safety boards at all sites.
- Bondfield could not meet the City's request to audit all of its contractors given the volume and sensitivity of financial information, and instead retained an external third party to complete this audit in order to demonstrate compliance. Having a third party auditor in this case did not meet city expectations.
- Through a 10-year ban, the City would essentially be putting the penalty on Bondfield and not the sub-contractors who were in contravention to the Policy.

The presentation by Steven Aquino, Bondfield Construction, respecting Item 8.3 – Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule, was received.

(f) DISCUSSION ITEMS (Item 8)

(i) Request to Ban Due to Non-Adherence to Fair Wage Policy and Fair Wage Schedule (FCS16027) (City Wide) (Item 8.3)

The following amendment was approved:

- (a) That, due to Bondfield Construction Company Ltd. ("Bondfield") being found non-compliant with the Fair Wage Policy and Fair Wage Schedule three times within a three year period, and in accordance with the City's Procurement Policy, staff be directed to reject any current and future bids, proposals or quotations received from Bondfield, or any of its related corporate or individual entities, until and including ~~May 11, 2026~~ **May 11, 2022**; and
- (b) That the City of Hamilton not enter into any contract with Bondfield Construction Company Ltd. or any of its related corporate or individual entities, until and including ~~May 11, 2026~~ **May 11, 2022**.

Councillors A. Johnson and C. Collins requested to be recorded as OPPOSED to the amending motion.

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

(g) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Citizen Appointments to Volunteer Advisory Committees Under Audit, Finance & Administration Committee (City Wide) (Item 12.1)

The Audit, Finance & Administration Committee determined that no discussion was required respecting Citizen Appointments to Volunteer Advisory Committees Under Audit, Finance & Administration Committee.

For disposition of this matter, please refer to Item 13.

(h) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:49 a.m.

Respectfully submitted,

Councillor A. Johnson, Chair
Audit, Finance and Administration Committee

Denis Farr
Legislative Coordinator,
Office of the City Clerk

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|--------------------------|--|------|-----------|
| 357-14-067 | 2506-2520 Regional Rd 56 | Demolition of single family dwelling | 2014 | -325.25 |
| 357-14-124 | 668 King St E | Exemption denied, the property was vacant at the time of the application | 2014 | 0.00 |
| 357-14-177 | 0 Eagleleglen Way | City owned property – now exempt | 2014 | -1,510.70 |
| 357-14-256 | 33 Pinelands Ave | Tax Class Conversion – no longer industrial | 2014 | -410.12 |
| 357-14-273 | 659-695 Catharine St N | Exempt denied does not meet criteria | 2014 | 0.00 |
| 357-14-290 | 263 Victoria Ave N | Demolition denied the building had already been removed from the roll | 2014 | 0.00 |
| 357-14-305 | 1257-1261 Main St E | Demolition of part of the building during renovations | 2014 | -234.59 |
| 357-14-311 | 900 King St W | Demolition of portables on school property no tax \$\$ value involved | 2014 | 0.00 |
| 357-14-317 | 1607 Main St E | Demolition of detached garage | 2014 | -2.83 |
| 357-14-335 | 12 Pine St | Handicapped accessible denied as the changes did not increase the value | 2014 | 0.00 |
| 357-14-344 | 1570 Barton St E | Exempt - now City owned property | 2014 | -555.95 |
| 357-15-005 | 27 Bold St | Fire - no change the value already reflects the fire damage | 2015 | 0.00 |
| 357-15-012 | 110 Province St N | Exempt - now City owned property | 2015 | -1,705.34 |
| 357-15-013 | 1570 Barton St E | Exempt - now City owned property | 2015 | -602.13 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|-------------|---------------------|---|------|------------|
| 357-15-029 | 150 Hillyard St | Tax Class Conversion leased expired move taxes back to base account | 2015 | 5,023.74 |
| 357-15-029a | 150 Hillyard St | Tax Class Conversion leased expired move taxes back to base account | 2015 | -5,118.35 |
| 357-15-036 | 471 Melvin Ave | Tax Class Conversion property now 100% residential | 2015 | -692.51 |
| 357-15-045 | 467 Charlton Ave E | Demolition of 1 storey industrial building | 2015 | -2,082.31 |
| 357-15-046 | 8 Dartnall Rd | Demolition of office building | 2015 | -931.35 |
| 357-15-072 | 369-373 Orkney Rd | Demolition / removal of mobile home | 2015 | -213.86 |
| 357-15-073 | 110 Bellagio Ave | Exempt property owned by school board | 2015 | -14,706.08 |
| 357-15-100 | 573 Highway 6 N | Demolition of single storey dwelling | 2015 | -1,739.36 |
| 357-15-120 | 47 Whitton Rd | Exempt property now part of McMaster campus | 2015 | -4,726.62 |
| 357-15-122 | 112 West Ave S | Tax Class Conversion from industrial to commercial | 2015 | -2,509.57 |
| 357-15-123 | 48 Somerset Ave | Gross or Manifest Error building demolished in 13 still reflected on the roll | 2015 | -645.97 |
| 357-15-139 | 0 Tollgate Dr Rear | Exempt – City owned property | 2015 | -1,528.48 |
| 357-15-148 | 246 Dundurn St St | Tax Class Conversion the second floor is now residential | 2015 | -1,781.86 |
| 357-15-150 | 601 Burlington St E | Gross or Manifest Error a portion of the CFN value was charged twice | 2015 | -11,089.40 |
| 357-15-151 | 6 Dunbar Ave | Tax Class Conversion now all commercial | 2015 | -2,491.13 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|-------------------------|---|------|------------|
| 357-15-156 | 182 Sterling St | Exempt now used as a residence for scholar students by Mac | 2015 | -3,242.52 |
| 357-15-158 | 210 Sherman Ave N | Tax Class Conversion now 100% residential | 2015 | -975.01 |
| 357-15-160 | 85 Division St | Fire in 2012 that was never reported | 2015 | -18,369.05 |
| 357-15-165 | 240 Mud St E | Demolition of buildings | 2015 | -712.15 |
| 357-15-170 | 633 Iroquois Ave | Demolition of single family dwelling | 2015 | -1,102.79 |
| 357-15-171 | 379 Woodworth Ave | Demolition of 1 storey dwelling | 2015 | -346.48 |
| 357-15-177 | 2990 Governors Rd | Demolition no change the structure had a negative value to the property | 2015 | 0.00 |
| 357-15-179 | 39 Thornwood Dr | Demolition of single family dwelling | 2015 | -966.55 |
| 357-15-180 | 138 Central Dr | Demolition of a single family dwelling | 2015 | -233.49 |
| 357-15-181 | 28 Carlisle Rd | Demolition of a 2 storey single family dwelling | 2015 | -844.57 |
| 357-15-183 | 115 Redding Rd | Demolition of house and inground pool | 2015 | -2,701.68 |
| 357-15-187 | 959 Lower Lions Club Rd | Demolition of two storey single family dwelling | 2015 | -697.01 |
| 357-15-191 | 38 Brian Blvd | Demolition of single family dwelling | 2015 | -527.34 |
| 357-15-192 | 208 Springside Dr | Demolition of single family dwelling | 2015 | -500.26 |
| 357-15-193 | 530 Vernon Pl | Demolition of single family dwelling | 2015 | -558.49 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|-------------|-------------------|---|------|------------|
| 357-15-194 | 109 Book Rd W | Demolition of single family house | 2015 | 0.00 |
| 357-15-200 | 31 Cameron Dr | Demolition of 2 storey single family dwelling | 2015 | -217.34 |
| 357-15-204 | 92 Cumming Ct | Demolition of single family dwelling | 2015 | -338.64 |
| 357-15-209 | 1191 Highway 8 | Demolition of inground pool | 2015 | -90.30 |
| 357-15-210 | 201 Fruitland Rd | Demolition of house and garage | 2015 | -341.63 |
| 357-15-212 | 55 Bay St N | Tax Class Conversion tenant vacated move money back to base account | 2015 | 6,681.50 |
| 357-15-212a | 55 Bay St N | Tax Class Conversion tenant vacated move money back to base account | 2015 | -6,676.48 |
| 357-15-216 | 563 Wilson St | Tax Class Conversion now all residential used as a lodging house | 2015 | -277.54 |
| 357-15-218 | 450 Sherman Ave N | Tax Class Conversion base roll no \$ change | 2015 | 0.00 |
| 357-15-218a | 450 Sherman Ave N | Tax Class Conversion to correct class on supplementary billing | 2015 | -12,309.72 |
| 357-15-220 | 120 Eleanor Ave | Demolition of house and garage | 2015 | -212.74 |
| 357-15-221 | 216 Eleanor Ave | Demolition of house – note property to be severed | 2015 | -242.96 |
| 357-15-222 | 841 Montgomery Dr | Demolition of original structure | 2015 | -712.57 |
| 357-15-223 | 264 Raymond Rd | Tax Class Conversion handled through PRAN | 2015 | 0.00 |
| 357-15-224 | 264 Raymond Rd | Tax Class Conversion model home now occupied by homeowner | 2014 | -726.03 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|------------------------|--|------|-----------|
| 357-15-225 | 19 Valridge Ct | Demolition of inground pool | 2015 | -25.79 |
| 357-15-226 | 463 Gray Ct | Gross or Manifest Error denied lot size incorrect but value okay | 2015 | 0.00 |
| 357-15-227 | 2178 Concession 5 W | Demolition of original request | 2015 | 0.00 |
| 357-15-228 | 369-373 Orkney Rd | Gross or Manifest Error remove value of building assessed in error | 2015 | -129.02 |
| 357-15-229 | 1384 Concession 4 Rd W | Demolition of old barn | 2015 | -216.23 |
| 357-15-231 | 834 Sager Rd | Demolition of the barn | 2015 | -12.53 |
| 357-15-233 | 117 Rockcliffe Rd | Demolition of house and carport | 2015 | -3,456.31 |
| 357-15-238 | 3 Binhaven Blvd | Tax Class Conversion no longer a sales centre now residential | 2015 | -2,739.20 |
| 357-15-239 | 1302 Guyatt Rd | Demolition of structures in 2010 still reflected on the roll | 2015 | -783.98 |
| 357-15-240 | 77 Gage Ave N | Demolition of Parkview School no tax \$ implication property exempt | 2015 | 0.00 |
| 357-15-241 | 1055 King St E | Demolition of Scott Park – no tax \$ implications the property is exempt | 2015 | 0.00 |
| 357-15-242 | 63 Norman St | Demolition of single family dwelling | 2015 | -33.22 |
| 357-15-244 | 87 Parker Ave | Demolition on 1 storey single family dwelling | 2015 | -149.20 |
| 357-15-245 | 19 Adair Ave N | Demolition of single family dwelling | 2015 | -257.65 |
| 357-15-246 | 10 Tally Ho Dr | Demolition of single family dwelling | 2015 | -466.78 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|-----------------------|--|------|---------|
| 357-15-248 | 111 Catharine St N | Demolition of 1 storey single family dwelling | 2015 | -113.46 |
| 357-15-249 | 1244 Upper Gage Ave | Demolition of 1 storey frame house | 2015 | -265.01 |
| 357-15-250 | 512 Highland Rd W | Demolition of house and garage | 2015 | -355.11 |
| 357-15-251 | 543 Hughson St N | Demolition of 1 ½ storey dwelling | 2015 | -312.21 |
| 357-15-252 | 198 Broadway Ave | Demolition of 1 storey single family dwelling | 2015 | -246.36 |
| 357-15-257 | 91 Chatham St | Demolition of one half of a semi-detached dwelling | 2015 | -69.11 |
| 357-15-258 | 93 Chatham St | Demolition of one half of a semi-detached dwelling | 2015 | -93.87 |
| 357-15-259 | 79 Emerson St | Demolition of house and garage | 2015 | -395.75 |
| 357-15-261 | 374 Moxley Dr | Demolition of house and garage | 2015 | -125.84 |
| 357-15-262 | 376 Moxley Dr | Demolition of single family dwelling | 2015 | -121.62 |
| 357-15-263 | 199 Fallingbrook Dr | Demolition of 1 storey single family dwelling | 2015 | -123.08 |
| 357-15-264 | 185 Aldercrest Ave | Demolition of garage | 2015 | -39.84 |
| 357-15-265 | 142 St Margarets Rd | Demolition of 1 storey single family dwelling | 2015 | -310.19 |
| 357-15-266 | 189 Green Mountain Rd | Demolition of house and garage | 2015 | -347.37 |
| 357-15-268 | 815 Mewburn Rd | Demolition of 1 storey single family dwelling | 2015 | -284.25 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|------------------------|--|------|------------|
| 357-15-269 | 282 Lewis Rd | Demolition of single family dwelling | 2015 | -180.61 |
| 357-15-270 | 346 Mountain Brow Blvd | Demolition of old house new house under construction | 2015 | -1,314.75 |
| 357-15-273 | 82 Chipman Ave | Demolition of 2 storey single family dwelling | 2015 | -272.16 |
| 357-15-274 | 147 Beverly Ct | Demolition of 2 storey single family dwelling | 2015 | -126.78 |
| 35715-276 | 538 Powerline Rd | Demolition of original structure new home occupied Oct 2015 | 2015 | -841.07 |
| 357-15-277 | 56 Jerseyville Rd | Demolition of single family dwelling | 2015 | -199.40 |
| 357-15-283 | 475 Southcote Rd | Tax Class Conversion model home now occupied now all residential | 2015 | -3,548.13 |
| 357-15-293 | 150 Hillyard St | Tax Class Conversion lease expired move value back to base account | 2015 | 1,654.60 |
| 357-15-293 | 150 Hillyard St | Tax Class Conversion lease expired move value back to base account | 2015 | -1,639.89 |
| 357-15-294 | 804 Beach Blvd | Tax Class Conversion lease expired move value back to base account | 2015 | 2,552.40 |
| 357-15-294 | 804 Beach Blvd | Tax Class Conversion lease expired move value back to base account | 2015 | -2,552.40 |
| 357-15-297 | 94 Terrence Park Dr | Demolition of structure on premises | 2015 | -25.06 |
| 357-15-298 | 547 Highway 6 | Exempt MTO property part of Clappison expansion | 2015 | -3,303.90 |
| 357-15-299 | 27 Blackburn Lane | Fire damage from the adjoining house backyard chimney | 2015 | -83.66 |
| 357-15-300 | 181 Main St E | Exempt capital facility | 2015 | -30,286.04 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 357 Tax Appeals of the Municipal Act, 2001

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|------------|---------------------|---|--------------|--------------------|
| 357-15-302 | 156 Sanford Ave S | Fire April 22 nd premised not occupied due to severe damage | 2015 | -1,171.00 |
| 357-15-304 | 1035 Highway 5 W | Fire razed house and garage | 2015 | -259.42 |
| 357-15-305 | 815 Mewburn Rd | Demolition of barn and grain bin | 2015 | -19.95 |
| 357-15-306 | 64 Seabreeze Cres | Gross or Manifest Error in 2013 still reflected on the roll | 2015 | -229.87 |
| 357-15-307 | 116 Hess St N | Tax Class Conversion the commercial activity ceased now all residential | 2015 | -1,245.11 |
| 357-15-310 | 1607-1609 Main St E | Demolition of detached garage at the rear of the property | 2015 | -53.46 |
| 357-15-312 | 730 Garth St | Tax Class Conversion new owner using the property as their residence | 2015 | -103.64 |
| 357-15-313 | 811 Smith Rd | Demolition of all structures it is now vacant land | 2015 | -188.66 |
| 357-15-315 | 0 Highway 403 | Tax Class Conversion tenant vacated property revert back to PGM | 2015 | -4,172.26 |
| | | | Total | -156,905.06 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 358 Tax Appeals of the Municipal Act, 2001

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|------------|---------------------|---|------|------------|
| 358-15-098 | 0 Highway 403 | Gross or Manifest Error tenant vacated should revert back to PGN | 2014 | -3,987.01 |
| 358-15-025 | 48 Somerset Ave | Gross or Manifest Error building demolished in 2013 still on the roll | 2014 | -584.08 |
| 358-15-035 | 117 Rockcliff Rd | Gross or Manifest Error original structures still reflected on the roll | 2014 | -3,293.23 |
| 358-15-036 | 117 Rockcliff Rd | Gross or Manifest Error no change handled through RFR | 2013 | 0.00 |
| 358-15-043 | 601 Burlington St E | Gross or Manifest Error part of the building valued twice in error | 2014 | -10,549.51 |
| 358-15-044 | 601 Burlington St E | Gross or Manifest Error part of the building valued twice in error | 2013 | -10,104.40 |
| 358-15-045 | 6 Dunbar Ave | Gross or Manifest Error classed as industrial in error should be commercial | 2014 | -2,564.40 |
| 358-15-045 | 6 Dunbar Ave | Gross or Manifest Error classed as industrial in error should be commercial | 2013 | -2,639.12 |
| 358-15-051 | 85 Division St | Gross or Manifest Error a fire occurred in 2012 it was never reported | 2013 | -17,036.57 |
| 358-15-047 | 181-191 Main St W | Exempt a capital facility | 2012 | -31,243.76 |
| 358-15-047 | 181-191 Main St W | Exempt a capital facility | 2013 | -30,920.66 |
| 358-15-047 | 181-191 Main St W | Exempt a capital facility | 2014 | -30,433.57 |
| 358-15-050 | 85 Division St | Gross or Manifest Error a fire occurred in 2012 it was never reported | 2014 | -17,621.86 |
| 358-15-057 | 563 Wilson St | Gross or Manifest Error should be residential used as a lodging house 2012 | 2014 | -280.04 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 358 Tax Appeals of the Municipal Act, 2001

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|------------|------------------------|--|------|-----------|
| 358-15-058 | 563 Wilson St | Gross or Manifest Error should be residential used as a lodging house 2012 | 2013 | -284.84 |
| 358-15-059 | 463 Gray Court Dr | Gross or Manifest Error denied a value issue | 2014 | 0.00 |
| 358-15-060 | 2178 Concession 2 W | Gross or Manifest Error house and garage demolished in 2012 still on roll | 2014 | -1,652.92 |
| 358-15-061 | 2178 Concession 2 W | Gross or Manifest Error house and garage demolished in 2012 still on roll | 2013 | -1,660.38 |
| 358-15-062 | 369-373 Orkney Rd | Gross or Manifest Error remove value of building assessed in error | 2014 | -116.98 |
| 358-15-062 | 369-373 Orkney Rd | Gross or Manifest Error remove value of building assessed in error | 2013 | -105.93 |
| 358-15-064 | 1384 Concession 4 West | Gross or Manifest Error remove value of old barn | 2014 | -157.00 |
| 358-15-065 | 834 Sager Rd | Gross or Manifest Error remove value of barn knocked down in wind storm 12 | 2014 | -11.81 |
| 358-15-066 | 834 Sager Rd | Gross or Manifest Error remove value of barn knocked down in wind storm 12 | 2013 | -11.22 |
| 358-15-066 | 573 Highway 6 N | Exempt MTO purchase for part of Clappison expansion | 2014 | -2,369.89 |
| 358-15-067 | 571 Highway 6 N | Exempt MTO purchase for part of Clappison expansion | 2014 | -2,846.21 |
| 358-15-169 | 557 Highway 6 N | Exempt MTO purchase for part of Clappison expansion | 2014 | -3,251.98 |
| 358-15-070 | 3168 Regional Rd 56 | Gross or Manifest Error all residential since 2003 | 2014 | -236.18 |
| 358-15-071 | 3168 Regional Rd 56 | Gross or Manifest Error all residential since 2003 | 2013 | -225.48 |
| 358-15-072 | 1302 Guyatt Rd | Gross or Manifest Error original structure demolished in 2010 | 2014 | -756.89 |

City of Hamilton
Corporate Services Department
Taxation Division
Section 358 Tax Appeals of the Municipal Act, 2001

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|------------|-------------------|---|--------------|--------------------|
| 358-15-073 | 1302 Guyatt Rd | Gross or Manifest Error original structure demolished in 2010 | 2013 | -728.03 |
| 358-15-082 | 112 West Ave S | Gross or Manifest Error no industrial portion for quite a few years s/b CTN | 2014 | -2,499.49 |
| 358-15-083 | 112 West Ave S | Gross or Manifest Error no industrial portion for quite a few years s/b CTN | 2014 | -2,483.60 |
| 358-15-084 | 38 Windemere Ave | Gross or Manifest Error original structure still reflected on the roll | 2014 | -808.87 |
| 358-15-085 | 38 Windemere Ave | Gross or Manifest Error original structure still reflected on the roll | 2013 | -789.26 |
| 358-15-088 | 514 King St E | Gross or Manifest Error denied this is a valuation issue | 2015 | 0.00 |
| 358-15-089 | 514 King St E | Gross or Manifest Error denied this is a valuation issue | 2014 | 0.00 |
| 358-15-090 | 6 Tisdale St S | Gross or Manifest Error denied this is a valuation issue | 2015 | 0.00 |
| 358-15-090 | 6 Tisdale St S | Gross or Manifest Error denied this is a valuation issue | 2015 | 0.00 |
| 358-15-092 | 9 Hillyard St | Gross or Manifest Error demolished interior still in valuation formula | 2014 | -4,665.62 |
| 358-15-093 | 9 Hillyard St | Gross or Manifest Error demolished interior still in valuation formula | 2013 | -5,790.20 |
| 358-15-096 | 157 Butter Rd E | Gross or Manifest Error structures demolished in 2013 still reflected on roll | 2014 | -18.95 |
| 358-15-097 | 64 Seabreeze Cres | Gross or Manifest Error original structure still reflected on the roll | 2014 | -602.82 |
| | | | Total | -193,332.76 |

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

POLICY

This policy governs the reimbursement of travel, hospitality and other business expenses incurred during the conduct of approved City of Hamilton business. It is the City of Hamilton's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of approved City of Hamilton business. All employees of the City of Hamilton, Hamilton Police Service, City Housing Hamilton (CHH) Corporation and the Hamilton Public Library are to follow this travel policy as amended and approved by their individual boards. All members of Council will follow and uphold the requirements of this policy.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the City of Hamilton, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the City Manager.

AUTHORIZATION AND REGULATIONS

Requests for reimbursement of business expenses must be approved and submitted using the following documentation and regulations.

SECTION 1 – Business Travel for Conferences, Seminars, Special Events

This section provides the guidelines for travel for attendance at Conferences, Seminars and Special Events. A Travel Expenses form must be completed and authorized.

1. ATTENDANCE AUTHORIZATION

Attendance by Elected Officials at any conference, seminar or other business travel requires Council Approval where applicable.

Employee travel to attend conferences, seminars or other business travel requires the following approvals:

- a) Travel within Ontario must be approved by the immediate supervisor and the Manager or above.
- b) Travel outside of Ontario but within Canada must be approved by the immediate Manager and Director or above.
- c) Travel outside of Canada must be approved by the immediate Manager and the City Manager and or designate. The City Manager's travel outside of Canada must be approved by the Mayor.

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

Note: Page 1 of the Travel Request/Evaluation Form must be completed and approved for all Employee travel to attend conferences, seminars or other business travel that requires an overnight stay. Approval is required prior to incurring costs.

2. GUIDELINES

- a) A Travel Expense Form must be submitted for approval, as outlined in Section 1, prior to any travel expenses being incurred or committed to. Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the employee if the travel request is denied.
Note: A Travel Request/Evaluation form must also be completed for all travel that requires an overnight stay.
- b) Supporting documentation must be attached to the Travel Expense Form and must clearly identify the event attended, date of the event and purpose of the event. A copy of the conference, seminar or event agenda is required providing information on cost, location, dates and meals. Printed estimates for airfare, airport transportation and other costs must be provided.
- c) An approved Travel Expense Form, with the supporting documentation, must be submitted to Accounts Payable with any request for payment of a travel advance, registration fee or other travel expenses in advance of the trip.
- d) Travel advances will not be made for less than \$250. If the estimated cost of out of pocket expenses is less than \$250, the employee will be reimbursed upon submission of the final Travel Expense Form. Requests for cash advances are not mandatory and discretion should be used when determining the requirement for each trip.
- e) Application for travel advances will be signed by the claimant indicating authority for the City to recover through the Payroll system any advances unaccounted for.
- f) All fees paid prior to the conference, referred to as prepaid expenses, must be reflected on the Travel Expense Form that is submitted for reimbursement. All costs related to the travel must be included on the form so the approver is aware of the final costs for the employee's attendance.
- g) Actual travel submissions that are greater than the original approved, estimated cost of travel require further approval before finalizing the travel expense form.
 - Actual cost that exceeds the estimated cost by less than **10%**, must be approved by departmental signing authority as outlined in Section 1 above.
 - If the actual total cost exceeds the estimated total cost by **10%** or more, travel must be approved by the City Manager and or designate.

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

- h) In exceptional circumstances, the City Manager may approve staff expenses over or outside the limits of this policy.

3. TRANSPORTATION

The most economical and efficient mode of transportation must be used as follows:

- a) Economy airfare including all applicable taxes, surcharges and cancellation insurance:

- Upgrades from economy airfare will be acceptable for non North American air travel to no higher than business class in recognition of the travel times involved.
- The cost of seat selection will be reimbursed.
- Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory City Business. Only charges relating to the employee are reimbursable.
- Luggage cost charged by airlines is reimbursable.
- The cost of passports **will not be** reimbursed.

- b) Train/bus fare when applicable.

- c) Transfer fees to and from transportation terminals at points of departure and arrival must be the most economically feasible method available as circumstances warrant. Parking expenses must be included in this cost decision.

- d) Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation.

- e) Where an individual uses his/her own car for business travel to attend Conferences, Seminars or Special Events, mileage from home to the event or from their regular place of work to the event, whichever is less may be claimed. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current corporate rate, or by collective agreements for unionized employees. While operating a personal automobile on City business, the individual is

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

responsible for all vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc.

- f) Unless exceptional circumstances apply (see note below), the charges for the use of a personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.
- g) Handling charges for bulky items such as exhibits are permissible provided they are indicated separately on the advance form and pre-approved. Receipts should be obtained where at all possible; however, expenses without receipts will be reimbursed if they were pre-approved and are reasonable (in the opinion of the department head) and equal to or less than the pre-approved amount.
- h) Use of personal automobile may be appropriate when traveling with bulky displays or traveling in groups. Written justification (supported cost comparison) for use of personal automobile when air or train travel appears to be the most appropriate means of transportation must be obtained at the time of initial authorization to attend.
- i) Shared transportation is encouraged when appropriate.

4. ACCOMMODATION

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- a) The accommodation chosen must be the most economical and advantageous to the conduct of City business.
- b) The actual cost of a single room will be allowed provided such cost does not exceed the "Government Rate" when available.
- c) Subject to budgetary funding, double occupancy may be required at the discretion of the Approver providing the employee is in agreement.
- d) Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.
- e) Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed because they are covered by the per diem reimbursement.

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

5. PER DIEMS

A Per Diem represents the maximum that will be paid without receipts when an overnight stay is required. Department heads may approve a lesser amount and in some departments, Per Diem amounts are stipulated in a union contract. The Per Diem allowance covers the cost of meals, gratuities, personal telephone charges (other than reasonable telephone charges for calls to family at home which is not to exceed one per day) and all other incidental expenses and will apply only when overnight accommodation is required.

- a) For travel within Canada, a \$75.00 per diem can be claimed for each overnight stay. Per diem rates include a \$20 allowance for incidentals. Expenses can be claimed for the final day by submitting actual receipts.
- b) For travel outside of Canada, \$100 USD per diem can be claimed for each overnight stay. Per diem rates includes a \$20 allowance for incidentals. Expenses can be claimed for the final day by submitting actual receipts.

NOTE: Currency rates used should reflect the prevailing rate at the time of exchange as closely as possible. If actual rates are not available, convert using the Bank of Canada exchange rate for cash for the first day of travel.
<http://www.bankofcanada.ca/rates/exchange/10-year-converter/>

NOTE: Employees travelling and or entertaining for the purpose of promoting the City of Hamilton in the areas of Tourism and Economic Development can opt to receive a \$25 Per Diem (CDN within Canada, USD outside of Canada) for each overnight stay that will not be reduced for meals included with registrations. Receipts for all meals must be provided and if hosting, details regarding the number of guests and organization they represent is required.

- c) Where some meals are provided by either the event registration or the airline, the per diem **will** be reduced by the applicable meal allowance as follows:

Travel within Canada – (CDN) \$15 breakfast, \$15 lunch, \$25 dinner

Travel outside of Canada – (USD) \$20 breakfast, \$20 lunch, \$40 dinner

- d) Under **extenuating** circumstances staff traveling under this policy may be reimbursed for meals upon submission of receipts even if the meal is supplied by the conference. In this circumstance, there must be a valid reason for the person not being able to attend the meal as supplied by the conference.

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

- e) When overnight accommodation is **not** required, reasonable meal expenses, that are not included with registrations, will be reimbursed based upon submitted receipts.
- f) When it is necessary to entertain clients while traveling, detailed receipts must be submitted indicating what was purchased, who was entertained and the reason. The applicable meal allowance will be deducted from the per diem for the employee meal claimed as part of this hospitality receipt.
- g) While this policy addresses the maximum that the City will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City, reimbursement must be received at time of claim submission. Examples *include additional accommodation expenses for an accompanying spouse or extended stays.*

6. INSURANCE

- a) City employees and Elected Officials have coverage under the City's group plan for in country travel. *Employees and Elected Officials will be reimbursed for additional medical coverage they choose to purchase for out of country travel **only**.* An appropriate receipt substantiating this claim is required when submitting this expense.
- b) If personal insurance assessments are increased due to the regular use of a personal car for business travel, a request for reimbursement including documentation substantiating the claim can be made to Accounts Payable for an amount as approved by Council or specified in the collective agreement.

7. EXTENDED STAYS

- a) At times, and with prior written authorization, special travel savings may be available to the City if the individual traveling stays longer than the duration of the business stay. Reimbursement of costs for extended stay will be made only if it can be demonstrated that there are overall cost savings associated with the extended stay. Any loss of work days due to the "extended" travel will be deducted from the employee's vacation, overtime bank or lieu day entitlement. Savings must be substantiated by airline quotes, etc.
- b) Sometimes employees pay for extended stays themselves. This is allowable as long as it can be proved ahead of time that there is no

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

cost to the City for this extended stay, and the employee uses their vacation, overtime bank or lieu day entitlement time.

- c) If a stay has been extended due to uncontrollable circumstances, such as delayed/cancelled flights due to bad weather, the employee will be reimbursed for reasonable meal and hotel costs. Receipts are required.

8. ITEMS NOT ALLOWABLE

Claims for reimbursement will **not** be allowed for:

- a) Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, valet services and other personal expenses.
- b) Items not substantiated by receipts, except for per diem claims, will not be reimbursed.
- c) Gratuities are covered by the per diem. They are to be excluded from reimbursement unless justifiable circumstances.
- d) Long distance phone calls are covered by the per diem. They are to be excluded from reimbursement as appropriate **unless** these calls were made for City business and in consideration of being out-of-town on City business, one call per day to family at home will be allowed. These must be properly identified on the hotel and/or cell bill.

9. REPORTING

- a) All expense claims/reimbursements must be submitted to the Financial Services Division within 30 working days of the event. Claims without travel advances are subject to the same deadlines. Receipts for the refund of unused advanced funds must be attached to the final Travel Expense form that is submitted to Accounts Payable.
- b) If an employee's expense claim "actual" is overdue under this policy, the individual will be notified in writing with a copy to the General Manager. Elected officials with an overdue "actual" expense claim form will be notified in writing. Additional expense claims/advance requests including mileage claims and all other reimbursements will not be processed until the past due actual has been received.
- c) Expenses unsubstantiated by proper receipts are not allowable. Travel expenses which have been submitted without receipts will automatically be processed in Accounts Payable by deducting the

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

unsubstantiated amount. If this action causes the advance to exceed the adjusted claim, the employee will be notified and required to pay the difference. Should the payment not be made within a reasonable time period, the city reserves the right to deduct the amount owing to the City from the employee's pay.

- d) Completed Travel Request/Evaluation forms (Appendix A) are required for all travel that requires an overnight stay.
 1. Page 1 must be completed and approved for all conferences, seminars or trips that required overnight accommodation prior to registration/booking.
 2. Page 2 must be completed upon employees return.
 3. Completed forms are retained within the Department's Finance and Administration section and will be accessible for future review if required.

SECTION 2 - Mileage and Other Expenses

This section provides guidelines for reimbursement of expenses incurred while an employee is attending meetings or performing activities necessary to the performance of the employee's job duties. Some examples are, home visits, site inspections and training. A Mileage and Other Expenses form must be completed and authorized.

AUTHORIZATION

- a) Mileage and Expense Claims must be approved by the employees' Manager.

1. GUIDELINES

- a) All mileage and other expenses incurred while an employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose must be reported on the Travel and Other Expense Form. Receipts are required for all incurred costs except mileage.
- b) Where an individual uses his/her own car for business travel their personal insurance rates may be affected. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current corporate rate, or by collective agreements for unionized employees. While operating a personal automobile on City business, the individual is responsible for all

CITY OF HAMILTON POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc.

- c) "Reporting Location" is defined as an employee's **regular** place or work. An employee may have multiple regular reporting locations. Mileage cannot be claimed for travel to and from an Employee's home and work location/s.
- d) Mileage is allowable when an employee is required to travel **additional** kilometers over and above the distance travelled on a daily basis to and from home to their regular work location/s. This includes, but is not limited to, mileage incurred for training, client home visits, business meetings, evening events and reporting to temporary work locations. If kilometers travelled in a day are equal to or less than travelling to and from the regular work location, no mileage claim is allowable.
- e) Parking costs incurred when attending training, client home visits, business meetings, evening events and reporting to temporary work locations meetings are allowable. Receipts must be provided.
- f) Address details for the To and From locations for each trip must be recorded on the Mileage and Other Expense Form.
- g) The number of trips, as outlined by Canada Revenue Agency, must be recorded on the Mileage and Other Expense Form.

APPENDIX

Appendix "A" Request for Travel/Evaluation Form

REFERENCE

Travel Expense Form

Mileage and Other Expenses Form

CITY OF HAMILTON
POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

TRAVEL REQUEST FORM – PAGE 1

(Required for all travel requiring overnight stay)

| | |
|----------------------------|--------------------------|
| Employee Name | Employee Position |
| Department/Division | Event & Dates |
| Location of Event | \$ Estimated Cost |

BENEFITS *(Select all that apply)*

- Improved Job Performance (attendee or others)
- Improved Service Delivery
- Improved Customer Service
- Provides Networking Opportunities
- Relates to one of the City’s Priority Projects/Strategies
- Assists in finding the best way to use today’s resources to meet both current and future needs. (Vision 2020)**
- Contributes to improved budgetary performance by: (Select all that apply)
 - Reducing Costs
 - Revenue Generation
 - Greater Productivity

Provide comments below that will assist in determining the value of the requested travel.

Note: Complete Page 1 and obtain approval prior to incurring costs *(Retain form until return)*
Complete Page 2 and attach to Actual Travel Expense Form *(Completed form retained by Department’s Finance and Administration Section)*

Employee Signature

Approved By

Date

**CITY OF HAMILTON
POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES**

TRAVEL EVALUATION – PAGE 2

(Complete this side of form and forward to Departmental F & A)

Total Actual Cost: \$ _____

Please provide explanation if actual cost is greater than 10% of estimated cost

Please rate the event (1 is very poor, 10 is excellent)

| | | | | | | | | | | |
|--|---|-----|----|---|---|---|---|---|---|----|
| Received value for money spent | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Event content met expectations | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Recommend future attendance for self or others | | Yes | No | | | | | | | |

Please provide one or more findings from your attendance at this event that should be shared with your fellow employees or senior management of the Department and Corporation.

Employee Signature

Approved By

Date

January 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------|---|-----------------------------------|-----------------------------------|-----------|-----------|-----------|
| 1 NEW YEAR'S DAY | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 PW – 9:30 a.m. BoH – 1:30 p.m. | 17 Planning – 9:30 a.m. | 18 GIC – 9:30 a.m. | 19 | 20 | 21 |
| 22 | 23 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 24 | 25 5:00 p.m. COUNCIL | 26 | 27 | 28 |
| 29 | 30 PW – 9:30 a.m. | 31 Planning – 9:30 a.m. | | | | |

GIC = General Issues Committee

PW = Public Works Committee

PLANNING = Planning Committee

AF&A = Audit, Finance & Administration Committee

E&CS = Emergency & Community Services Committee

BOH = Board of Health

All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

February 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|-------------------------------|----------------------------|--|--------|----------|
| | | | 1 GIC – 9:30 a.m. | 2 | 3 | 4 |
| 5 | 6 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 7 | 8 5:00 p.m. COUNCIL | 9 | 10 | 11 |
| 12 | 13 PW – 9:30 a.m. BoH – 1:30 p.m. | 14 Planning – 9:30 a.m. | 15 GIC – 9:30 a.m. | 16 AF&A – 9:30 a.m. If required E&CS – 1:30 p.m. if required | 17 | 18 |
| 18 | 20 FAMILY DAY | 21 | 22 5:00 p.m. COUNCIL | 23 | 24 | 25 |
| 26 | 27 PW – 9:30 a.m. | 28 Planning – 9:30 a.m. | | | | |

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** Denotes meeting is subject to change

March 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|--|-------------------------------|----------------------------|----------|--------|----------|
| | | | 1 GIC – 9:30 a.m. | 2 | 3 | 4 |
| 5 | 6 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 7 | 8 5:00 p.m. COUNCIL | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| MARCH BREAK | | | | | | |
| 19 | 20 PW – 9:30 a.m. BoH – 1:30 p.m. | 21 Planning – 9:30 a.m. | 22 GIC – 9:30 a.m. | 23 | 24 | 25 |
| 26 | 27 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 28 | 29 5:00 p.m. COUNCIL | 30 | 31 | |

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** Denotes meeting is subject to change

April 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|----------------------------|---------------------------|---|-------------------|----------|
| | | | | | | 1 |
| 2 | 3 PW – 9:30 a.m. | 4 Planning – 9:30 a.m. | 5 GIC – 9:30 a.m. | 6 | 7 | 8 |
| 9 | 10 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 11 | 12 5:00 p.m. – COUNCIL | 13 | 14 GOOD FRIDAY | 15 |
| 16 | 17 EASTER MONDAY | 18 Planning – 9:30 a.m. | 19 GIC – 9:30 a.m. | 20 PW – 9:30 a.m. BoH – 1:30 p.m. | 21 | 22 |
| 23 | 24 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 25 | 26 5:00 p.m. – COUNCIL | 27 | 28 | 29 |
| 30 | | | | | | |

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 All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

May 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|-----------------------------------|----------------------------------|---|-----------|-----------|
| | 1 PW – 9:30 a.m. | 2 Planning – 9:30 a.m. | 3 GIC – 9:30 a.m. | 4 | 5 | 6 |
| 7 | 8 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 9 | 10 5:00 p.m. – COUNCIL | 11 | 12 | 13 |
| 14 | 15 PW – 9:30 a.m. BoH – 1:30 p.m. | 16 Planning – 9:30 a.m. | 17 GIC – 9:30 a.m. | 18 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 19 | 20 |
| 21 | 22 VICTORIA DAY | 23 | 24 5:00 p.m. – COUNCIL | 25 | 26 | 27 |
| 28 | 29 PW – 9:30 a.m. | 30 Planning – 9:30 a.m. | 31 | | | |

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 BOH = Board of Health
 All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

June 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|-------------------------------|----------------------------------|----------|--------|----------|
| | | | GIC – 9:30 a.m. | 1 | 2 | 3 |
| 4 | 5 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 6 | 7 5:00 p.m. – COUNCIL | 8 | 9 | 10 |
| 11 | 12 PW – 9:30 a.m. BoH – 1:30 p.m. | 13 Planning – 9:30 a.m. | 14 GIC – 9:30 a.m. | 15 | 16 | 17 |
| 18 | 19 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 20 | 21 5:00 p.m. – COUNCIL | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

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** Denotes meeting is subject to change

July 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|---|--|---|-------------------------------|
| | | | | | | 1 CANADA DAY |
| 2 | 3 Stat Holiday for Canada Day | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 GIC – 9:30 a.m. | 11 Planning – 9:30 a.m. | 12 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 13 PW – 9:30 a.m. BoH – 1:30 p.m. | 14 9:30 a.m. – COUNCIL | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

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 All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

August 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------------|----------------------------|--|---|---------------------------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 CIVIC HOLIDAY | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 GIC – 9:30 a.m. | 15 Planning – 9:30 a.m. | 16 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 17 PW – 9:30 a.m. BoH – 1:30 p.m. | 18 9:30 a.m. – COUNCIL | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

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BOH = Board of Health

All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

September 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|-------------------------------|------------------------------|---------------------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 LABOUR DAY | 5 Planning – 9:30 a.m. | 6 GIC – 9:30 a.m. | 7 PW – 9:30 a.m. | 8 | 9 |
| 10 | 11 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 12 | 13 5:00 p.m. – COUNCIL | 14 | 15 | 16 |
| 17 | 18 PW – 9:30 a.m. BoH – 1:30 p.m. | 19 Planning – 9:30 a.m. | 20 GIC – 9:30 a.m. | 21 | 22 | 23 |
| 24 | 25 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 26 | 27 5:00 p.m. – COUNCIL | 28 | 29 | 30 |

GIC = General Issues Committee

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PLANNING = Planning Committee

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All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

October 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|----------------------------|---------------------------|---|--------|----------|
| 1 | 2 PW – 9:30 a.m. | 3 Planning – 9:30 a.m. | 4 GIC – 9:30 a.m. | 5 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 6 | 7 |
| 8 | 9 THANKSGIVING | 10 | 11 5:00 p.m. – COUNCIL | 12 | 13 | 14 |
| 15 | 16 PW – 9:30 a.m. BoH – 1:30 p.m. | 17 Planning – 9:30 a.m. | 18 GIC – 9:30 a.m. | 19 | 20 | 21 |
| 22 | 23 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 24 | 25 5:00 p.m. – COUNCIL | 26 | 27 | 28 |
| 29 | 30 PW – 9:30 a.m. | 31 Planning – 9:30 a.m. | | | | |

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 PW = Public Works Committee
 PLANNING = Planning Committee
 AF&A = Audit, Finance & Administration Committee
 E&CS = Emergency & Community Services Committee
 BOH = Board of Health
 All meetings will be in the COUNCIL Chambers, Hamilton City Hall

** Denotes meeting is subject to change

November 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|-------------------------------|------------------------------|----------|--------|----------|
| | | | 1 GIC – 9:30 a.m. | 2 | 3 | 4 |
| 5 | 6 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 7 | 8 5:00 p.m. – COUNCIL | 9 | 10 | 11 |
| 12 | 13 PW – 9:30 a.m. BoH – 1:30 p.m. | 14 Planning – 9:30 a.m. | 15 GIC – 9:30 a.m. | 16 | 17 | 18 |
| 19 | 20 AF&A – 9:30 a.m. if required E&CS – 1:30 p.m. if required | 21 | 22 5:00 p.m. – COUNCIL | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

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December 2017

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|----------------------|--|---------------------------|---------------------------|----------------|----------------|----------------|
| | | | | | 1 | 2 |
| 3 | 4 PW – 9:30 a.m. BoH – 1:30 p.m. | 5 Planning – 9:30 a.m. | 6 GIC – 9:30 a.m. | 7 | 8 | 9 |
| 10 | 11 AF&A – 9:30 a.m. E&CS – 1:30 p.m. | 12 | 13 9:30 a.m. – COUNCIL | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 CHRISTMAS EVE | 25 CHRISTMAS DAY | 26 BOXING DAY | 27 SHUTDOWN | 28 SHUTDOWN | 29 SHUTDOWN | 30 SHUTDOWN |
| 31 NEW YEAR'S EVE | | | | | | |

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