Corporate Administration Committee
REPORT 06-011
9:30 a.m.
Wednesday, June 21, 2006
Council Chambers
Hamilton City Hall
71 Main Street West, Hamilton

Present: Councillor A. Samson (Chair)
Councillor C. Collins (Vice Chair)
Councillors D. Braden, P. Bruckler, D. Mitchell, M. Pearson,
T. Whitehead

Absent with Regrets: Councillor M. Ferguson – Illness

Also Present: Mayor L. DiIanni
G. Peace – City Manager
J. Rinaldo – General Manager, Finance and Corporate
Services
C. Graham – General Manager, Human Resources
S. Stewart – General Manager, Public Works
P. Barkwell – City Solicitor
T. McCabe – Director, Development
C. Biggs – Legislative Assistant, City Clerk’s

THE CORPORATE ADMINISTRATION COMMITTEE PRESENTS REPORT 06-011
AND RESPECTFULLY RECOMMENDS:

1. Minutes of the Advisory Committee for Persons with Disabilities Meeting –
   May 2, 2006 (Item 5.1)

   That the Minutes of the Advisory Committee for Persons with Disabilities meeting held on May 2, 2006, be received.

2. Tile Drainage Loan (Neeb) (FCS06066) (Ward 14) (Item 2)

   That the Tile Drainage Loan Application submitted by John Neeb, 2525 Governors Road, (part of Lots 25 and 26, Concession 1, former Town of Flamborough), in the amount of $7,500.00 be approved, subject to the availability of Provincial funding and an Inspection Completion Certificate being filed with the City by the Drainage Inspector.

Council – June 28, 2006
3. Development Charges By-law 04-145 Amendments and GO Development Charges By-law (FCS06063) (City Wide) (Item 6.1)

(a) That the industrial development charge rate phase-in schedule, as shown in Section 18 of Development Charges Bylaw 04-145 be amended as follows:

Year 3 (July 6, 2006 to July 5, 2007): $2.30 sq. ft. (indexed)
Year 4 (July 6, 2007 to July 5, 2008): $2.80 sq. ft. (indexed)
Year 5 (July 6, 2008 to July 5, 2009): $3.30 sq. ft. (indexed)

With indexing to July 6, 2006, the $2.30 industrial development charge rate would be $2.58 per sq ft;

(b) That the commercial/institutional/office development charge rate of $16.03 per sq. ft. for the first 10,000 sq. ft. of development be phased in over a two-year period. The charge would be set at 60% ($9.62) as of July 6, 2006; 80% ($12.82 plus indexing) as of July 6, 2007 and 100% (plus indexing) as of July 6, 2008;

(c) That the non-residential development charge rate for new commercial/institutional/office developments be set as follows:

(i) For developments up to 5,000 sq. ft. at 50% of the rate in effect
(ii) For developments, 5,001 to 10,000 sq. ft. at 75% of the rate in effect.
(iii) For developments greater than 10,000 sq. ft.:
    (aa) the area in excess of 10,000 sq. ft. to be charged $12.32 per sq. ft. as of July 6, 2006;
    (bb) the area in excess of 10,000 sq. ft. to be charged $16.03 per sq. ft. as of July 6, 2007 (plus indexing).

(d) That the residential development charge rate increase under Bylaw 04-145, as amended, be phased in with 50% of the amendment increase taking effect on July 6, 2006 and the full rate increase taking effect on January 6, 2007;

(e) That apartment developments be permitted to defer payment of development charges by entering into a development charge deferral agreement;

(f) That the interest rate charged on development charge deferral agreements conform with the general City policy for external loans and therefore be set at the five-year debenture rate plus one-quarter percent (for administration);
(g) That the development charge reimbursement for stormwater management ponds identified in the development charge background study and constructed by developers be limited to a maximum of the total dollar value identified in the background study for land and construction costs;

(h) That a permanent transition policy be implemented as follows:

- That the development charge rates payable are the rates in effect on the date a completed building permit application is received and accepted by the City, provided that the permit is issued within 6 months of the effective date of a rate increase.

Where the building permit is revoked by the Chief Building Official on or after the date of the rate increase, any subsequent application for a building permit on the lands or site will be subject to the rates in effect on the date of permit issuance;

(i) That a one-time transition policy be implemented as follows:

- For site plan applications, where a complete application for site plan approval has been received by the City prior to May 1, 2006, and no building permit in relation thereto has been issued prior to July 6, 2006, the development charges payable upon issuance of the building permit shall be based on the rates in effect on July 5, 2006, provided that the building permit is issued prior to Jan 6, 2007.

Where the building permit is revoked by the Chief Building Official on or after July 6, 2006, any subsequent application for a building permit on the lands or site will be subject to the rates in effect on the date of permit issuance;

(j) That the amending development charge background study titled, “City of Hamilton 2006 Development Charges Update Study” prepared by C.N. Watson & Associates and dated May 2006, be adopted and approved along with the capital project listings set out therein, subject to annual review during the capital budget process;

(k) That the GO Transit development charge background study titled, “City of Hamilton Development Charge Background Study for the GO Transit Service” prepared by C.N. Watson & Associates and dated June 5 2006, be adopted, and that Council ensure that the GTTA (GO Transit) approved 2006-2016 Ten Year Growth Capital Plan be carried out herewith, including the City’s share of the program cost in its 10-year capital forecast;
(l) That the assumptions with respect to anticipated development, levels of service, capital grants, subsidies, and other contributions and other deductions required under the Development Charges Act contained within the background studies identified in recommendations (j) and (k) be adopted;

(m) That, whenever appropriate, the City request donors to clearly designate grants, subsidies, and other contributions as being for the benefit of existing development (or new development as applicable);

(n) That the amending Development Charges By-law, being an amendment to Development Charges By-law 04-145, be passed and enacted;

(o) That the GO Transit Development Charges By-law, be passed and enacted;

(p) That Council determine that no further public meeting is required;

(q) That an independent peer review consultant chosen from the City’s consultant roster, agreed to by both the Hamilton Halton Homebuilders’ Association and the City, be retained by the City and funded from the Development Charges fund to review the rationale for cost allocation related to growth, including post period benefit allocation for the Upgrades to the Woodward Wastewater Treatment Plant;

(r) That the peer reviewer take into consideration current regulatory and cost allocation trends in the Greater Toronto Area;

(s) That the findings be brought before the Corporate Administration Committee prior to the January 6, 2007 final Development Charges residential phase-in, for consideration.

4. **Jake Sudac, District Manager, Dufferin Construction Company, respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange** (Item 6.2)

   That the presentation by Mr. Wayne Lazzarato, General Manager, Dufferin Construction Company, respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange, be received and no action taken.
5. Duncan Glaholt, Solicitor on behalf of Lafarge Canada Inc., respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange (Added tem 6.3)

That the presentation by Mr. Duncan Glaholt, Solicitor representing Lafarge Canada Inc., respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange, be received and no action taken.

6. Policy for Business Travel, Seminars and Conferences – Amendments (FCS04065(b)) (City Wide) (Item 8.1)

That the Policy for Business Travel, Seminars and Conferences, as amended and attached as Appendix “A” hereto, be approved.

7. Banking Agreement – Authorization to Negotiate (FCS06065) (City Wide) (Item 8.2)

(a) That the General Manager, Finance and Corporate Services, be authorized to negotiate a two year agreement with The Royal Bank of Canada for the provision of banking services with an option to extend for a further two years based on terms set out in Report FCS06065;

(b) That following the expiration of the above-noted banking agreement, that staff be directed to issue a request for proposal for the provision of banking services for a ten-year term.

8. Award of Contract C6-04-06 for the Provision of Roster Candidates for Information Technology Related Services as Required (FCS06055) (City Wide) (Item 8.3)

(a) That RFP C6-04-06 issued for the Provision of Roster Candidates for Information Technology Related Services as Required, be awarded to the Vendors as noted in Appendix “B” attached hereto;

(b) That the General Manager of Finance and Corporate Services be authorized to enter into an agreement with the proposed vendors for one year with an option to renew for one additional year as outlined in RFP C6-04-06.
9. 2006 GST Reduction – Impact on User Fees (FCS06070) (City Wide) (Item 8.4)

(a) That the full GST reduction be incorporated into the City's user fees effective July 1, 2006;

(b) That, after reducing the fee to incorporate the GST reduction, adjustments of up to +/- $0.50 to certain 2006 user fees as identified in Appendix “C” attached hereto, be approved;

(c) That municipal on-street and off-street parking rates (inclusive of all fees and taxes) remain unchanged;

(d) That the City Solicitor and Corporate Counsel be authorized and directed to amend By-Law 06-120: A By-law to Establish Certain 2006 User Fees and Charges for Services Provided by the City of Hamilton; By-Law 05-378: 2006 Sewer Use Fees and Charges; By-Law 05-379: 2006 Water Fees and Charges; and, By-law 05-375: 2006 Fees and Charges for Laboratory Services, for the purpose of incorporating the adjustments contained in Appendix “C” attached hereto.

10. Report 06-001 of the HMRF/HWRF Pension Administration Sub-Committee (Item 8.5)

(a) Master Trust Statement of Investment Policies and Procedures (FCS06062) (City Wide) (Item 3(b))

(i) That Report FCS06062, “Master Trust Statement of Investment Policies and Procedures” for the City of Hamilton defined benefit pension plans Master Trust, be approved;

(ii) That the former Investment Policies of the former Hamilton Municipal Retirement Fund (HMRF), Hamilton-Wentworth Retirement Fund (HWRF), and the Hamilton Street Railway (HSR), be rescinded;

(iii) That the approved “Statement of Investment Policies and Procedures” be forwarded to the sub-committee of the Hamilton Street (HSR) Pension Advisory Committee for their information.
(b) Hamilton-Wentworth Retirement Fund (HWRF) Review (FCS06057) (City Wide) (Item 6)

(i) That the information contained in Appendix “A” and “B” of Report FCS06057 be received, and that the HWRF review be considered complete and no further action required;

(ii) That staff prepare a report for the next meeting with findings regarding the feasibility of amending the Plan Text to provide inflationary increases equal to that provided under the Ontario Municipal Employees Retirement System (OMERS) plan.

FOR THE INFORMATION OF THE COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised of the following changes:

Delegation Requests from:

(i) Duncan Glaholt, Solicitor, on behalf of Lafarge Construction, with respect to bid disqualification for Contract PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange

(ii) John MacLennan, City of Hamilton appointee on Conservation Halton, to give a verbal update

(iii) Mark Giavedoni, on behalf of McMaster University, respecting the proposed amendments to the Development Charges By-law

Following items are noted as “to be distributed” on agenda:

(i) Item 8.4 – 2006 GST Reduction – Impact on User Fees (FCS06070)

(ii) Item 8.5 – Report 06-001 of the HMRF/HWRF Pension Administration Committee

The agenda was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None.
(c) APPROVAL OF MINUTES (Item 3)

The Minutes of the May 17, 2006 meeting of the Corporate Administration Committee were received and adopted as presented.

(d) DELEGATION REQUESTS (Item 4)

On motion, the delegation request from Duncan Glaholt, Solicitor on behalf of Lafarge Canada Inc., respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange, was approved to be heard at today’s meeting.

On motion, the delegation request from John MacLennan respecting Conservation Halton, was approved.

On motion, the delegation request from Mark Giavedoni, on behalf of McMaster University, respecting the proposed amendments to the Development Charges By-law, was approved.

(e) DEVELOPMENT CHARGES BY-LAW 04-145 AMENDMENTS AND GO DEVELOPMENT CHARGES BY-LAW (FCS06063) (City Wide) (Item 6.1)

Councillor Mitchell, Chairman of the Development Charges Stakeholders Sub-Committee acknowledged and thanked the members on the Sub-Committee for their participation and contribution. He also thanked the efforts of the consultant and staff to bring the proposed amendments to the Development Charges By-law forward.

Gary Scandlan of C. N. Watson and Associates Ltd., outlined the proposed amendments to Development Charges By-law 04-145. The presentation given by Mr. Scandlan was distributed to the Committee and a copy has been retained in the Office of the City Clerk for the public record.

Following Mr. Scandlan's presentation, Joe Spiler, Manager of Capital Budgets and Development, outlined the major issues that prompted the amendments to Development Charges By-law 04-145 and the recommendations contained in the Report.

Joe Rinaldo, General Manager of Finance and Corporate Services, advised that a more comprehensive review of development charges will be done following the completion of GRIDS, at which time the transportation component will be addressed.

The Committee requested additional information as follows:

Council – June 28, 2006
Following the consultant and staff presentations, a public meeting was held pursuant to Section 12 of the Development Charges Act, 1997 to present and obtain public input on the City’s proposed amendments to Development Charges by-law 04-145. Councillor Samson advised that Notice of the Public Meeting was advertised in the Spectator and Brabant Newspapers on May 26 and June 2, 2006, inviting interested parties to make representations. He also advised that any person in attendance can make representations relating to the proposed amendments.

The Committee received presentations from the following:

6.1.1 Don McLean

Mr. McLean thanked the Committee for the opportunity to participate on the Stakeholders’ Sub-Committee. In his presentation, he expressed his concern that because provincial rules prevent the City from recovering many of the costs of growth, those costs, with some exemptions such as affordable housing, hospitals, brownfields, are borne by the existing taxpayers.

A copy of Mr. McLean’s presentation has been retained in the Office of the City Clerk for the public record.

6.1.2 Joan Roberts

Joan Roberts thanked the Committee for the opportunity to participate on the Stakeholders’ Sub-Committee.

Ms. Roberts commented on the process in which development charges are determined, and the residential development charges. She also suggested a restructuring of the Sub-Committee.

A copy of Ms. Robert’s presentation has been retained in the Office of the City Clerk for the public record.
6.1.3 Jeff Young, Losani Homes

Jeff Young, Chief Financial Officer for Losani Homes, appeared before the Committee in a dual capacity to represent the residential construction building industry and as a resident of the City of Hamilton. He expressed his concern that the increase in development charges has a potential long-term impact not only on the construction industry, but on the local economy. He asked that more time be taken in order to make the right and most transparent decision possible.

A copy of Mr. Young's presentation has been retained in the Office of the City Clerk for the public record.

6.1.4 Peter Serrani, President, Hamilton Halton Homebuilders Association.

Peter Serrani addressed the Committee on behalf of builders, developers, suppliers, trade contractors and certified professionals. His remarks focused on the impact that the increase in development charges will have on home buyers.

A copy of Mr. Serrani’s presentation has been retained in the Office of the City Clerk for the public record.

6.1.5 Adi Irani, Hamilton Halton Home Builders Association

Adi Irani, expressed his concern that the not only are the final wastewater plant expansion costs prohibitive, but also, that the percentage of cost attributed to growth are much too high, and that the existing population should be allocated with more of the total cost.

Mr. Irani provided the Committee with resolutions for the Committee’s consideration which address his concerns.

A copy of Mr. Irani’s comments and resolutions has been retained in the Office of the City Clerk for the public record.

6.1.6 Mark Giavedoni, Solicitor on behalf of McMaster University

Mark Giavedoni, Solicitor representing McMaster University, appeared before the Committee to request that McMaster be included as a stakeholder for future discussions respecting development charges. He indicated that McMaster concurs with the provision that student residences be 50% exempt; however, the “academic teaching purposes” still needs to be defined.
Following the list of registered speakers, Chairman Samson asked if there were any members of the public wishing to speak. Subsequently, the Committee received a deputation from the following:

Roman Lewczuk, New England Homes

Mr. Lewczuk indicated that although he is not a member of the HHHBA, he has been a homebuilder in Hamilton for 15 years. He noted that the increase cannot be passed on to homebuyers anymore. As a homebuilder, he does not mind paying his fair share; however, the increase in development charges is too much too fast.

As there were no further members of the public wishing to speak to this issue, Councillor Samson declared the public meeting respecting proposed amendments to the Development Charges By-law to be closed.

A public meeting was held pursuant to Section 12 of the Development Charges Act, 1997 to present and obtain public input on the GO Transit Development Charge By-law. Councillor Samson advised that Notice of the Public Meeting was advertised in the Spectator and Brabant Newspapers on May 26 and June 2, 2006, inviting interested parties to make representations. He also advised that any person in attendance can make representations relating to the proposed amendments.

The Committee received a presentation from the following:

Adi Irani, Hamilton Halton Home Builders Association

Mr. Irani expressed concerns respecting the ridership between 2005 and 2015 and requested a copy of the ridership survey.

Chairman Samson asked if there were any members of the public wishing to speak. As there were no further members of the public wishing to speak to this issue, Councillor Samson declared the public meeting respecting the GO Transit Development Charge By-law to be closed.

On motion, sub-sections (q), (r) and (s) were added.
(See Item 3)

On motion, sub-sections (b) and (c) be were amended to provide that there be no phase in of development charge rates for commercial/institutional/office developments over 10,000 square feet. The motion was subsequently withdrawn.

On motion, sub-sections (b) and (c) were deleted in their entirety and replaced.
(See Item 3)
(f) JAKE SUDAC, DISTRICT MANAGER, DUFFERIN CONSTRUCTION COMPANY, RESPECTING BID DISQUALIFICATION FOR CONTRACT NO. PW-06-243 – TENDER FOR RED HILL VALLEY PROJECT, MAINLINE PAVING, MUD STREET INTERCHANGE TO QEW INTERCHANGE (Item 6.2)

The Committee received a deputation from Wayne Lazzarato, General Manager of Dufferin Construction Company, respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange.

(g) DUNCAN GLAHOLT, SOLICITOR ON BEHALF OF LAFARGE CANADA INC., RESPECTING BID DISQUALIFICATION FOR CONTRACT NO. PW-06-243 – TENDER FOR RED HILL VALLEY PROJECT, MAINLINE PAVING, MUD STREET INTERCHANGE TO QEW INTERCHANGE (Added item 6.3)

The Committee received a deputation from Duncan Glaholt, Solicitor representing Lafarge Canada Inc., respecting Bid Disqualification for Contract No. PW-06-243 – Tender for Red Hill Valley Project, Mainline Paving, Mud Street Interchange to QEW Interchange.

(h) BANKING AGREEMENT – AUTHORIZATION TO NEGOTIATE (FCS06065) (CITY WIDE) (Item 8.2)

On motion, sub-section (b) was added. (See Item 7)

(i) MUNICIPAL TAX COMPETITIVENESS SURVEY 2005 (FCS06069) (CITY WIDE) (Item 7.1)

On motion, Report FCS06069 respecting Municipal Tax Competitiveness Survey 2005, was tabled.

(j) 2006 GST REDUCTION – IMPACT ON USER FEES (FCS06070) (CITY WIDE) (Item 8.4)

On motion, sub-section (d) was amended with the inclusion of By-law 05-375: 2006 Fees and Charges for Laboratory Services.
(k) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

(i) Outstanding Business Item Q – Impact of Closure – Bingo Central (Due Date: June 21, 2006) (Item 11.1)

Judy Downey, Co-ordinator of Standards and Licensing, provided an update, advising that 43 organizations were displaced by the closure of Bingo Central, of which 5 were from out of town, and that a moratorium has been issued on the 5. She also provided statistical information on the revenue that each charity is netting out, and indicated that the closure of Bingo Central has had a positive impact on other organizations.

On motion, the verbal report with respect to the impact of the closure of Bingo Central was received and Item Q on the Outstanding Business List of the Corporate Administration Committee was removed.

(ii) Outstanding Business Items S.1 and S.2 – Without Cause Severance Packages/Non Union Staff Terminations and Approval Process (Due Date: June 21, 2006) (Item 12.2)

The Committee moved In Camera to receive an update from Catherine Graham, Manager of Human Resources and independent legal advice from John F. Evans, Q.C., of Evans Sweeny Bordin LLP. No action to be reported.

(iii) Denial of Service Attack – Network Services Staff

Christine Swenor, Director of Information Technology Services, advised the Committee of an incident on Monday, June 19, 2006 where the City’s network faced a security threat. Staff in Network Services was able to detect the threat and prevent it from causing any damage and resulting downtime, and the loss of any internet e-mail. Had the problem not been detected, it had the potential to crash the e-mail system and network. The Committee extended their congratulations to staff for a job well done.

(l) PRIVATE AND CONFIDENTIAL (Item 12)

On motion, the Committee move In Camera to discuss a personnel issue involving identifiable individuals and to receive legal advice with respect to Contract PW-06-243.

On motion, the Committee reconvened in Open Session.
There being no further business, the Committee adjourned at 4:00 p.m.

Respectfully submitted

Councillor S. Samson
Chair
Corporate Administration Committee

Carolyn Biggs
Legislative Assistant
June 21, 2006
POLICY

This policy applies to all business travel where over night stay is required and provides for the reimbursement of expenses incurred by those persons authorized to attend. The employees of the Police Services, Hamilton Entertainment Convention Facilities Inc. and the Hamilton Public Library are to follow this travel policy as approved by their individual boards.

1. ATTENDANCE AUTHORIZATION

Conditional upon the availability of funds provided in the current budget.

All members of Council will follow and uphold the requirements of this policy to substantiate travel expenditures submitted for reimbursement. Supporting documentation must include and clearly identify the event attended, date of the event, purpose of the event and, when applicable, identification of all individuals whose expenses are reimbursed with their submission.

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

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Travel within Canada &amp; United States Approved by:</th>
<th>Travel outside Canada &amp; United States Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>City Manager</td>
<td>Mayor</td>
</tr>
<tr>
<td>General Manager/Executive Directors</td>
<td>City Manager</td>
<td>City Manager</td>
</tr>
<tr>
<td>Directors</td>
<td>General Manager/Executive Director</td>
<td>City Manager</td>
</tr>
<tr>
<td>Other employees</td>
<td>Director</td>
<td>City Manager</td>
</tr>
</tbody>
</table>
Approval for travel must be obtained before the trip is taken. An approved Travel Advance Form must be submitted to Accounts Payable before the travel if an advance is being requested or attached to the payment requisition for registration or other travel expenses being paid in advance.

2. ADVANCE AND EXPENSE REIMBURSEMENT AUTHORIZATION

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 must claim for a refund upon submission of final travel expenses. Requests for cash advances are not mandatory and discretion should be used when determining the requirement for each trip.

Application for travel advances will be signed indicating authority for the City to recover through the Payroll system any advances unaccounted for.

Travel advances are subject to the approvals granted under Section 1 above.

Actual travel expenses that are less than 10% greater than the original approved estimated cost of travel can be approved by departmental signing authority.

Actual travel expenses that are greater than 10% over the original approved estimated cost of travel must be approved by the approver of the travel as outlined in the approval chart in Section 1 above.

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

3. REGISTRATION

Subject to the approvals granted in Section 1 above, request for payment of the registration fee for the delegate to attend the conference or meeting is forwarded to the Financial Services Division. Advance discounts should be realized where possible.

An approved Travel Advance Form must be submitted to Accounts Payable with the request to pay registration fees or other travel expenses in advance of the trip.

Copy of course, conference or seminar agenda is required providing information on cost, location, dates and meals.

This information must be attached to the Travel Expense Form when submitted for final accounting. Any fees paid prior to the conference are to be reflected on the Travel Advance/Reimbursement Form to be submitted to Financial Services.
4. TRANSPORTATION

The most economical and efficient mode of transportation is as follows:

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

  NOTE: 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.

- Train/bus fare when applicable.

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

- Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. Authorization as per Section 1 must be received prior to departure and must be clearly indicated on the Travel Advance Form. 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. Optional insurance on rental cars should be specified and pre-approved.

- 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. If personal insurance assessments are increased due to the 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 in the collective agreement. 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 vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc. Mileage will be reimbursed from the regular place of work, or from the employee’s residence, whichever is less.
• 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.

• Shared transportation is encouraged when appropriate.

**NOTE:** 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.

Use of personal automobile may be appropriate when traveling with bulky displays or traveling in groups.

5. ACCOMMODATION

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

• The accommodation chosen should be the most economical and advantageous to the conduct of City business.

• The actual cost of a single room will be allowed provided such cost does not exceed the “Government Rate” when available.

• 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.

6. PER DIEMS

Per Diem represents the maximum that will be paid without receipts when overnight stay is required. Department heads may approve a lesser amount.

A “Per Diem” expense allowance, at a rate approved by Council from time to time, to cover the costs 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 expenses not covered by Sections 3, 4 and 5 will apply only when overnight accommodation is required. Where some meals are provided, the per diem will be reduced as follows:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
• One per diem is allowed for each official registered full day of the event attended when overnight accommodation is required. Including the ½ day per diems for travel days, reimbursements generally equate to one per diem for each night of accommodation.

• Reasonable expenses incurred while traveling to and from the event or partial registration days will be reimbursed either by submission or receipts as evidence of the expenses incurred or by claiming one half of the per diem reduced accordingly by meals provided. If no receipts are submitted for travel days, the ½ day per diem will be reduced by the meals provided which could result in no reimbursement for that day.

• Under extenuating circumstances, people traveling under this policy may be reimbursed for meals upon submission of receipt 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, and this expenditure must be pre-approved.

• When overnight accommodation is not required, personal meal expenses will be reimbursed based upon submitted receipts to a maximum of the above table.

• Per diem claims for all approved travel in the United States and abroad will be paid in U.S. dollars to compensate for any additional expenses.

• For non North American travel only, reimbursement in excess of this maximum will made if the actual expenses are reasonable in the opinion of the department head and proper receipts are submitted for all expenses. Approval of these expenses in excess of maximum per diem rates will be made on an individual basis, subject to their merits and general policy for reimbursement of allowable expenses.

• 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 registration. Examples include additional accommodation expenses for an accompanying spouse or extended stays.

7. MEDICAL INSURANCE

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.
8. EXTENDED STAYS

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 must be charged to the employee’s vacation entitlement. Savings must be substantiated by airline quotes, etc.

Sometimes employees pay for extended stays themselves. This is allowable as long as it can be proved ahead of time that there is no cost to the City for this extended stay, and the employee uses their vacation time.

9. REPORTING

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. Reimbursements of advanced funds must be accompanied by a receipt issued by the Financial Services Division. It is the employee’s responsibility to deposit all refunds of travel advances to the City of Hamilton bank account.

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.

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 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.
A minimum one-page evaluation report on any conference, seminar or field trip requiring overnight accommodation shall be completed and filed with the final expense claim, with a copy to his/her immediate supervisor. In the case of a General Manager, a copy shall be filed with the City Manager. Elected officials are exempt from preparing this report. The standard report format is attached as an Appendix to this policy.

**ITEMS NOT ALLOWABLE**

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

- **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.

- Items not substantiated by receipts, except for per diem claims, will not be reimbursed.

- Gratuities are covered by the per diem. They are to be excluded from reimbursement unless justifiable circumstances (see note below).

  **NOTE:** 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.

- 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.

**REFERENCE**

Forms: Travel Expenses
Standard Travel Report Conference Findings
Conference Findings

Employee Name: ________________________________

Employee Position: ________________________________

Division: _______________________________________

Event (and dates attended): _________________________

Location: _______________________________________

Total Cost: ________________________________

Describe in one or two paragraphs (or in point form) 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. Consider how it may improve the job performance of others, or result in improved public/service delivery and customer service, or contribute to improved budgetary performance by your Division, our Department and the City (new revenues, cost reductions, greater productivity, etc.). Include networking opportunities or learning experiences that resulted by your attendance.

_______________________________________________________________________________________________________________

_______________________________________________________________________________________________________________

_______________________________________________________________________________________________________________

_______________________________________________________________________________________________________________

Will this information help the Department, and City, achieve their goals and, if so, which goals in particular?

_______________________________________________________________________________________________________________

_______________________________________________________________________________________________________________

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

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value for money spent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommended future attendance by self or others

Yes [ ] No [ ]

Please fill out this form to evaluate business travel when overnight accommodation is required.
Information Technology Services
Roster Candidates

Successful Vendors by Category

<table>
<thead>
<tr>
<th>Category #1</th>
<th>Category #2</th>
<th>Category #3</th>
<th>Category #4</th>
<th>Category #5</th>
<th>Category #6</th>
<th>Category #7</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM Functional</td>
<td>FSCM Functional</td>
<td>EPM Functional</td>
<td>PeopleSoft Technical</td>
<td>Database Services</td>
<td>Technical (non-PeopleSoft)</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Deloitte &amp; Touche</td>
<td>Deloitte &amp; Touche</td>
<td>Deloitte &amp; Touche</td>
<td>BTRG Inc.</td>
<td>BTRG Inc.</td>
<td>Deloitte &amp; Touche</td>
<td>Deloitte &amp; Touche</td>
</tr>
<tr>
<td>Katalogic Inc.</td>
<td>Spyre Solutions</td>
<td>Spyre Solutions</td>
<td>Giffels</td>
<td>Procom</td>
<td>Spyre Solutions</td>
<td></td>
</tr>
<tr>
<td>Spyre Solutions</td>
<td></td>
<td></td>
<td></td>
<td>Solutia</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Working World</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unsuccessful Vendors by Category

<table>
<thead>
<tr>
<th>Category #1</th>
<th>Category #2</th>
<th>Category #3</th>
<th>Category #4</th>
<th>Category #5</th>
<th>Category #6</th>
<th>Category #7</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM Functional</td>
<td>FSCM Functional</td>
<td>EPM Functional</td>
<td>PeopleSoft Technical</td>
<td>Database Services</td>
<td>Technical (non-PeopleSoft)</td>
<td>Project Manager</td>
</tr>
<tr>
<td>BTRG Inc.</td>
<td>BTRG Inc.</td>
<td>BTRG Inc.</td>
<td>Deloitte &amp; Touche</td>
<td>Deloitte &amp; Touche</td>
<td>Inforica Inc.</td>
<td>BTRG Inc.</td>
</tr>
<tr>
<td>Inforica Inc.</td>
<td>Inforica Inc.</td>
<td>Inforica Inc.</td>
<td>Inforica Inc.</td>
<td>Inforica Inc.</td>
<td>Spyre Solutions</td>
<td>Inforica Inc.</td>
</tr>
<tr>
<td>Solutia</td>
<td>Solutia</td>
<td>Solutia</td>
<td>Katalogic Inc.</td>
<td></td>
<td>Solutia</td>
<td>Procom</td>
</tr>
<tr>
<td></td>
<td>Spyre Solutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solutia</td>
<td></td>
<td></td>
<td></td>
<td>Solutia</td>
</tr>
</tbody>
</table>