GENERAL ISSUES COMMITTEE
REPORT 14-007
(as amended and approved by Council on March 26, 2014)
(as further amended by Council on June 11, 2014)
9:30 a.m.
Wednesday, March 19, 2014
Council Chambers
Hamilton City Hall
71 Main Street West

Present:
Deputy Mayor J. Partridge (Chair)
Councillors B. Clark, C. Collins, S. Duvall, J. Farr,
T. Jackson, B. Johnson, B. McHattie, S. Merulla,
R. Morrow, R. Pasuta, M. Pearson, T. Whitehead

Absent with Regrets:
Councillor R. Powers – City Business
Councillor L. Ferguson – Vacation

THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 14-007 AND
RESPECTFULLY RECOMMENDS:

   PSB 14-027 (Item 5.1)

   That Hamilton Police Services Board – Hamilton Police Service Monthly Report
   PSB 14-027 be received.

2. Official Mark – Life Made Easy (FCS14023) (City Wide) (Item 5.3)

   (a) That the official mark “LIFE MADE EASY” be abandoned;

   (b) That the City Solicitor be authorized and directed to take all necessary
       steps to abandon the official mark “LIFE MADE EASY” on behalf of the
       City of Hamilton, including the execution of all required documents.

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Sub-section (c) was deleted in its entirety and replaced with the following in lieu thereof:

3. Status of Discussions for Partnering Opportunities with Evergreen CityWorks and the Hamilton Community Foundation (CM14003) (Wards 1 and 2) (Item 5.4)

(a) That staff be directed to move forward and develop a Terms of Reference for the partnership between Evergreen CityWorks, the Hamilton Community Foundation and the City of Hamilton to implement a series of plans and projects for the Downtown, Waterfront and “inner-city” Neighbourhoods;

(b) That consideration be given to the Bayfront secondary planning process and Brownfields Strategy as focus areas;

(c) That the source of funding commitment of $150,000 be funded through the Hamilton Realty Capital Corporation Capital Project No. 8200203107.

4. Locke Street Business Improvement Area (BIA) Revised Board of Management (PED11034(c)) (Ward 1) (Item 5.5)

That the following individuals be appointed to the Locke Street BIA’s Board of Management:

- Steve Knight
- Jamie Reid
- Todd Buhmer
- Kevin Turbitt
- Heather Coward

5. Declaration of Surplus Property, Abrey-Zimmerman House Being Part of Courtcliffe Park (159 Carlisle Road), Hamilton (PED14046) (Ward 15) (Item 5.6)

(a) That the stone heritage house known as the Abrey-Zimmerman House within Courtcliffe Park, municipally known as 159 Carlisle Road be severed from the park that is legally described as the south half of Lot 10, Concession 9, in the former Township of East Flamborough, forming part of PIN 17523-0221(LT); the severed portion will have an approximate area of 4,050 square metres as depicted in Appendix “A” attached to Report PED14046, (final property limits to be determined by survey) and declared surplus to the requirements of the City of Hamilton in accordance with the “Procedural By-law for the Sale of Land”, being By-law No. 04-299;
(b) That the Real Estate Section of the Economic Development Division of the Planning and Economic Development Department be authorized and directed to sell the subject lands, at fair market value, in accordance with the “Procedural By-law for the Sale of Land”, being By-Law 04-299;

(c) That the net proceeds of the sale be deposited in Account No. 47702-3560150200 (Civic Property Purchases and Sales), and that all associated legal costs, appraisal fees, and property maintenance costs related to the subject property be sourced from this account;

(d) That as a condition of sale, a Heritage Conservation Easement be registered on title to conserve the structural, landscaping and archaeological heritage elements of the Abrey-Zimmerman House.

6. Request for Extension of Building Covenants from Gilles Roussel, 890 Beach Boulevard, Hamilton (PED14041) (Ward 5) (Item 5.7)

(a) That a request to extend building covenants imposed by the City upon Gilles Roussel, owner of 890 Beach Boulevard, regarding his building lot described as Part 6, Plan 62R-17407, as shown on Appendix “A” attached to Report PED14041, be approved;

(b) That the dates for commencement and completion of construction be extended to commencement of construction by October 31, 2015 and completion of construction by October 31, 2016;

(c) That the Mayor and Clerk be authorized and directed to execute all necessary documents in a form satisfactory to the City Solicitor.

7. Conveyance of Parts 2, 3, 4 and 5, Plan RC-H-796 to Canadian National Railway (PED14049/PW14025) (Ward 1) (Item 5.8)

(a) That staff be authorized and directed to convey land to Canadian National Railways comprising a total of 1.08 acres in four parcels described as Parts 2, 3, 4 and 5, Plan RC-H-796 at the nominal consideration of $2;

(b) That staff be authorized and directed to provide Canadian National Railways with an Authority to Enter and Construct which would permit access to the property in advance of the closing of the conveyance requested in Recommendation (a) of Report PED14049 / PW14025;

(c) That the Mayor and Clerk be authorized and directed to execute the requisite documentation to the satisfaction of the City Solicitor as outlined in Report PED14049/PW14025.
8. **Surplus Declaration and Land Exchange of City Property Located at 1351 Upper James Street for Parts 2 and 3, Plan RB-H-857, Owned by Hess Village Restaurant Gardens Ltd. (Name of Principal) (PED14033/PW14014) (Ward 7) (Item 5.9)**

That an exchange of lands between the City of Hamilton and Hess Village Restaurant Gardens Ltd. be approved on the following basis:

(a) That the City lands, municipally known as 1351 Upper James Street, described as Part 5 on Plan RB-H-857, as shown on Appendix “A” attached to Report PED14033/PW14014, be declared surplus;

(b) That the Real Estate Section of the Economic Development Division of the Planning and Economic Development Department be authorized and directed to exchange with Hess Village Restaurant Gardens Ltd. the land described in Recommendation (a) of Report PED14033 / PW14014 for lands described as Parts 2 and 3, Plan RB-H-857, as shown on Appendix “A” attached to Report PED14033/PW14014;

(c) That the sum of $4,000 be funded from Account No. 5301384002 and credited to Account No. 45408-3560150200 (Property Purchases and Sales) being the costs incurred for Real Estate, appraisal and legal expenses;

(d) That any applicable HST be collected by the City and credited to Account No. 22828-009000 (HST Payable);

(e) That the Mayor and Municipal Clerk be authorized and directed to execute and issue a Certificate of Compliance in the form prescribed pursuant to Section 268 of the Municipal Act, incorporating the following, if required:

(i) That, in accordance with the approved method of providing notice in the City of Hamilton By-law No. 04-299 “Procedural By-law for the Sale of Land”, notice has been given to the public by way of inclusion of this land on the agenda of Committee recommending to Council the proposed conveyance;

(ii) That valuations were completed for the properties described in Recommendations (a) and (b) in December 2013, in compliance with Section 3(b) of By-law No. 04-299.
9. Immigrant Attraction Action Plan/Immigration Portal (CM14005) (City Wide) (Item 5.10)

(a) That Councillor B. McHattie be appointed to the Global Hamilton Council within the seven to nine community leaders as referenced in the Terms of Reference (attached as Appendix “A” to Report 14-007);

(b) That the Terms of Reference for the Global Hamilton Council (attached as Appendix “A” to Report 14-007), be approved.

10. Neighbourhood Home Improvement Project (CES14015) (Wards 1-5, 8) (Item 5.11)

(a) That the City of Hamilton partner with the Ministry of Training, Colleges and Universities (MTCU), Threshold School of Building and the Hamilton Community Foundation (HCF), to implement the Neighbourhood Home Improvement Project;

(b) That $35,000 of the Neighbourhood Action Strategy Fund be provided to the Threshold School of Building to assist in the delivery of this initiative in 2014; and,

(c) That the Acting General Manager of Community and Emergency Services be authorized and directed to execute an agreement for the period April 1, 2014 to December 31, 2014 between the City of Hamilton and the Threshold School of Building to implement the above project, in a form satisfactory to the City Solicitor.

Sub-section (c) was deleted in its entirety and the balance of the sections re-numbered accordingly.

Sub-section (e) was added and approved by Council on June 11, 2014)

11. Cannon Street Bi-Directional Cycle Track Pilot Project (PW14031) (Wards 1, 2 and 3) (Item 7.3)

(a) That the General Manager, Public Works, be authorized to implement a three (3) year Cannon Street Bi-directional Cycle Track Pilot Project from Sherman Avenue to Hess Street in Spring 2014;

(i) the estimated capital cost of $867,200 be funded from Ward 2 - Capital Infrastructure (108052) $333,600, Ward 3 - Capital Infrastructure (108053) $333,600 and $200,000 funded from the Red-Light Camera Project Reserve (112203);
(ii) the projected annual operating cost of $242,990 be funded from the Tax Stabilization Reserve (110046) for 2014 and be referred to the annual budget process thereafter;

(b) That the General Manager, Public Works, be directed to report back at least annually through the budget process on the performance of the Bi-directional Cycle Track on Cannon Street pilot project, and to include actual operating cost;

(c) That the General Manager, Public Works, be authorized to undertake the detailed design and implementation of bike lanes on York Boulevard, from Hess Street to Dundurn Street, in coordination with the implementation of the three (3) year Bi-directional Cycle Track Pilot Project on Cannon Street at an estimated cost of fifty-eight thousand dollars ($58,000), funded from the Ward 1 Area Rating Account;

(c) That the General Manager of Public Works be authorized and directed to undertake the detailed design and implementation of bike lanes on York Boulevard, from Hess Street to Dundurn Street, in co-ordination with the implementation of the three-year Bi-directional Cycle Track Pilot Project on Cannon Street, at an estimated cost of $58,000, funded from the Ward 1 Area Rating Account;

(d) That staff be directed to provide a status report to the General Issues Committee on all costs, expenditures and benefits, including labour impact on GFL and contingencies, involved during the period of the pilot project.

(e) That Public Works staff be directed to undertake a Communications Plan regarding the Cannon Street Bi-directional Cycle Track Pilot Project in consultation with the Ward Councillors, at an estimated cost of twenty-five thousand dollars ($25,000) funded from the Cycling Infrastructure Account.

12. Correspondence from Jim Paterson, Pan Am Legacy Trails Co-ordinator, Trans Canada Trail Ontario, respecting “Cannon Street Bi-directional Cycle Track Pilot Project: Feasibility Assessment and Functional Design” (Item 7.3(a))

That the correspondence from Jim Paterson, Pan Am Legacy Trails Co-ordinator, Trans Canada Trail Ontario, respecting “Cannon Street Bi-directional Cycle Track Pilot Project: Feasibility Assessment and Functional Design” be received.
13. **Correspondence from Wayne Terryberry, Chair – Hamilton Burlington Trails Council, Department of Athletics and Recreation, McMaster University, in support of the “Cannon Street B-directional cycle Track Pilot Project: Feasibility Assessment and Functional Design” Project (Item 7.3b)**

That the correspondence from Wayne Terryberry, Chair – Hamilton Burlington Trails Council, Department of Athletics and Recreation, McMaster University, in support of the “Cannon Street B-directional cycle Track Pilot Project: Feasibility Assessment and Functional Design” Project be received.

14. **Terms of Reference for the Evaluation of City of Hamilton Community Partnership Program (FCS14024) (City Wide) (Item 7.1)**

(a) That the Terms of Reference for the Evaluation of City of Hamilton Community Partnership Program (attached as Appendix “B” to Report 14-007), be amended to include the following under “Goals”

   "5. To incorporate all streams in the final result.”

(b) That the Terms of Reference for the Evaluation of the City of Hamilton Community Partnership Program; as amended, be approved;

(c) That upon completion of the 2014 Community Partnership Program Review and prior to implementation, that the process include an opportunity for the public to provide comments to the process.

15. **Clean & Green Hamilton Strategy 2013 Year-End Update (PW11052(f)) (City Wide) (Item 7.2)**

That Report PW11052(f) respecting the “Clean & Green Hamilton Strategy 2013 Year-End Update” be received.


That Report HUR14001 respecting “Labour Relations Grievance Activity Reporting and Analysis” be received.
17. **Facility Naming Sub-Committee Report 14-001 – February 12, 2014 (Item 8.1)**

Additional naming opportunities to permanently recognize the contribution made by Victor K. Copps

That additional naming opportunities to permanently recognize the contribution made by Victor K. Copps be forwarded to the Hamilton Public Library Board for consideration and report back to the Facility Naming Sub-Committee.

18. **Realignment of Communications Function and Resourcing for Digital, Electronic and Social Media (CM14004) (City Wide) (Item 8.2)**

(a) That 1 FTE be transferred from Community and Emergency Services to the City Manager’s Office, in accordance with the Budget Complement Policy, with no impact on the levy for a Digital, Electronic and Social Media Communications position;

(b) That the estimated annual cost in the amount of $97,000 for the Digital, Electronic and Social Media Communications position, including wages, benefits and associated equipment, be financed as follows:

1. a base budget transfer from Community and Emergency Services of $25,000;
2. a base budget transfer from Public Works of $42,000;
3. budgeted annual revenue of $30,000 from non-city department agencies, in accordance with the Budget Control Policy, with no impact on the levy.

(c) That in an effort to streamline and enhance the City’s communications efforts, the realignment of the City’s communications functions where oversight of the corporate and departmental communication functions will now fall within the City Manager’s Office, with the Manager of Corporate Communications, be approved.

19. **Waterdown Aldershot East-West Transportation Corridor - Noise and Lighting Mitigation (PW08063(d)) (City Wide) (Item 8.3)**

(a) That the City of Hamilton adopts the approved Ministry of Environment - “Environmental Noise Guidelines - NPC 300” (August 2013) and utilize these guidelines in the planning, design and maintenance of City facilities and infrastructure;

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(b) That the City continues to use the ANSI/IESNA RP-08 American National Standard Practice for Roadway Lighting and the Transportation Association of Canada - Roadway Design Guide to define and maintain street lighting standards.

20. **James Street North Road Closures for Art Crawl (PED14038) (Ward 2)**

   (Item 8.5)

   That Report PED14038 respecting “James Street North Road Closures for Art Crawl” be received.

21. **Future of the Hamilton Children’s Museum (PED13152(a)) (Ward 3)**

   (Item 8.6)

   (a) That staff be directed to repair the current structure of the Hamilton Children’s Museum and use the repaired facility as an interim museum while planning for a new facility within Gage Park is under development;

   (b) That the cost of the repairs to the Hamilton Children’s Museum, in the amount of $400,000, be funded from the unallocated Capital Levy Reserve – 108020;

   (c) That staff be directed to complete the long-term development planning for an expanded and/or new Children’s Museum Facility within Gage Park.

22. **Balfour Estate Adaptive Re-Use (PED13153(a)) (Ward 8) (Item 8.7)**

   (a) That staff be directed to work with the Ontario Heritage Trust to implement Option A(1) of the Adaptive Reuse – Chedoke House, George Robb, Architects - January 3, 2014, attached as Appendix A to Report PED13153(a), specifically to adapt the property as mixed use residential tenant/film location facility on an interim basis using the existing Balfour Estate Trust - Chedoke Reserve 120010;

   (b) That staff be directed to develop and issue a non-binding Request for Proposal for the long-term adaptive re-use of Chedoke House/Balfour Estate including addressing Capital development costs and on-going operational expenses in consultation with the Ontario Heritage Trust.
23. Small Business Enterprise Centre (SBEC) Youth Program Initiatives (PED14051) (City Wide) (Item 8.8)

(a) That the City of Hamilton via the Hamilton Small Business Enterprise Centre (SBEC) facilitate and coordinate the “Starter Company Program” with the Ministry of Economic Development Trade and Employment (MEDTE);

(b) That the City of Hamilton via the Hamilton Small Business Enterprise Centre (SBEC) act as the Regional Grant Administrator (RGA) for the “Starter Company Program”, servicing Region Seven, encompassing Niagara, St. Catharines, Hamilton and Brantford – Brant County;

(c) That the City of Hamilton via the Hamilton Small Business Enterprise Centre (SBEC) facilitate the “High School Entrepreneurship Outreach Program”, as part of Ontario’s comprehensive Youth Jobs Strategy.

(d) That the Acting General Manager of Planning and Economic Development, or designate, be authorized and directed to negotiate and execute on behalf of the City of Hamilton all necessary agreements and documents to implement the recommendations in paragraphs (a), (b), and (c) of Report PED14051, all with content acceptable to the Acting General Manager of Planning and Economic Development, and in a form satisfactory to the City Solicitor.

24. City Purchase of 178 Hixon Road, Hamilton (PED13157(a)) (Ward 5) (Item 8.9)

(a) That an Option to Purchase with Authority to Enter, executed by Aleksandrija Illic and Abucja Mendoza on January 19, 2014, and scheduled to close on July 23, 2014, for property identified as Part Lot 11, Plan 948, in the City of Hamilton, comprising an area of 565 square meters, municipally known as 178 Hixon Road, Hamilton, as shown on Appendix “A” attached to Report PED13157(a), be approved and completed at a purchase price of $278,000, subject to adjustments and subject to:

(i) The owner providing the City of Hamilton access to the property for the purpose of undertaking an Environmental Assessment and/or Designated Substance Survey;

(b) That the purchase price of $278,000, subject to adjustments, be funded from Capital Project ID 59259-4401456451, which will be source funded through area rating of Wards 1 through 8;

(c) That the Mayor and Clerk be authorized and directed to execute any necessary documents, in a form satisfactory to the City Solicitor;
(d) That upon Council approval of the purchase of 178 Hixon Road, the Director of Facilities be authorized and directed to take all the necessary steps for the demolition of the subject building(s), and that the cost for the demolition and any additional ancillary expenses be funded from Capital Project ID 4401456451, which will be source funded through area rating of Wards 1 through 8;

(e) That the sum of $13,800 be funded from Capital Project ID 59259-4401456451 and credited to Account No. 45408-3560150200 (Capital – Property Purchases and Sales), being the costs incurred for real estate, appraisal and legal services.

**Item 25 was amended by adding sub-section (b), to read as follows:**

25. City of Hamilton War of 1812 Funding Update (PED12204(a)) (City Wide) (Item 8.10)

(a) That Report PED12204(a) respecting “City of Hamilton War of 1812 Funding Update” be received;

(b) That $36,037 be allocated from the unspent project funds and staff be directed to develop and implement signage along the route accordingly.

**Item 26 was amended by adding sub-section (c), to read as follows:**

26. West Harbour Piers 5-8 - Hamilton Waterfront Trust Project Management Contract (PED14002(a)) (Ward 2) (Item 8.11)

(a) That staff be authorized and directed to draft a “Terms of Reference” for the implementation and construction of the proposed Pier 5-8 Sanitary Pumping Station, with an upset limit of $2,700,000, as described in Capital Project No. 4401356800 and approved as part of the 2014 Capital Budget;

(b) That staff be authorized and approved to retain the Hamilton Waterfront Trust as the Project Manager for the identified project, in a manner that satisfies both the “Terms of Reference” and approved project budget, and that for the purposes of this project, the Hamilton Waterfront Trust will report and take direction from the identified City staff team;

(c) That staff be authorized and directed to negotiate all necessary agreements in a form satisfactory to the City Solicitor, including management agreements in relation to all work that the Hamilton Waterfront Trust is retained to support, including a Terms of Reference, implementation and construction of the proposed Pier 5 to 8 Sanitary Pumping Station.
27. **Cultural Roundtable: Terms of Reference (PED12117(b)) (City Wide) (Item 8.12)**

That the Cultural Roundtable: Terms of Reference, attached as Appendix "C" to Report 14-007, be approved.

28. **2014 Easter Egg Hunts at City Parks (Item 9.1)**

That all City facility rental fees for Easter egg hunts be waived for 2014.

29. **Moratorium on School Board Closures**

(a) That the City of Hamilton request the Province of Ontario to issue a moratorium on school closures until the Ministry of Education can call a meeting of City and School Board officials to develop a process to better understand neighbourhood changes, future growth predictions and the impact of closures on the health of neighbourhoods, and;

(b) That the Province of Ontario and Ministry of Education develop a new approach to the Accommodation Review Committee (ARC) process that includes a broader, more participatory engagement process;

(c) That a copy of the correspondence be forwarded to all Leaders of the Provincial Parties and the Association of Municipalities of Ontario.

**Item 30 was added as follows:**

30. **Negotiation with Hamilton Conservation Authority with respect to the Ownership of Westfield Heritage Village**

WHEREAS Westfield Heritage Village is 100% owned by the City of Hamilton and operated under a management agreement with the Hamilton Conservation Authority; and,

WHEREAS on November 14, 2011, the General Issues Committee directed that the General Manager of Community Services be authorized and directed to negotiate an interim operating agreement with the Hamilton Conservation Authority for Westfield Heritage Village in a form satisfactory to the City Solicitor; and,
WHEREAS work on the interim agreement for Westfield Heritage Village has been delayed pending completion of the Confederation Park agreement and staff and organizational changes at the City and the Hamilton Conservation Authority; and

WHEREAS the Hamilton Conservation Authority has managed Westfield Heritage Village without requiring any non-monetary resources from firstly, the Region of Hamilton-Wentworth, and then the City of Hamilton, for over the last 25 years, and during this time, taken what was an unused facility of 32 individual buildings and grown it to a heritage village of over 40 period buildings with over 15 special events annually, a vibrant school program and nearly 40,000 visitors supported by a volunteer network of 400 community individuals; and

WHEREAS on October 3, 2013 meeting, the Board of Directors for the Hamilton Conservation Authority (HCA) passed the following resolution:

*That HCA staff be directed to enter into negotiations with the City of Hamilton towards the acquisition of Westfield Heritage Village including its lands, structures, heritage assets, artifacts and chattels, for a nominal sum; and further*

*That this acquisition is predicated on the continuance of the municipal levy support and inflationary increases consistent with the balance of the HCA levy.*

WHEREAS the November 14, 2011 direction did not direct staff to consider or negotiate the transfer/sale of Westfield.

Therefore be it resolved:

(a) That City lands known as Westfield Heritage Village be declared surplus to the requirements of the City of Hamilton in accordance with Procedural By-law for the Sale of Land, being By-law 04-299;

(b) That staff be directed to put in place all documents deemed necessary to effect the transfer/sale of Westfield Heritage Village to the Hamilton Conservation Authority as described in the Hamilton Conservation Authority’s Board of Directors’ resolution of October 3, 2013 as contained in this motion, and to include the additional condition that the City of Hamilton shall retain the right of first refusal to reacquire the lands, structures, heritage assets, artifacts and chattels for the same nominal sum, should the Hamilton Conservation Authority no longer desire to operate the Westfield Heritage Village at some future time;

(c) That the Mayor and City Clerk be authorized and directed to execute any necessary documents in a form satisfactory to the City Solicitor.
FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following changes:

DELEGATION REQUESTS

4.1 Request from Justin Jones, on behalf of “Yes We Cannon”, to appear before the Committee to speak in favour of the proposed design for the Cannon Street Cycle Tracks (Item 7.3)

4.2 Request from Lynda Lukasik, on behalf of Environment Hamilton, to speak to Item 7.3 on the March 19 GIC agenda – Cannon Street Bi-Directional Cycle Track Pilot Project

4.3 Request from Sean Burak, on behalf of Hamilton Bike Share, to speak in support of the Cannon Street Cycle Track (Item 7.3)

CORRESPONDENCE

7.3(a) Correspondence from Jim Paterson, Pan Am Legacy Trails Co-ordinator, Trans Canada Trail Ontario, respecting “Cannon Street Bi-directional Cycle Track Pilot Project: Feasibility Assessment and Functional Design”

7.3(b) Correspondence from Wayne Terryberry, Chair – Hamilton Burlington Trails Council, Department of Athletics and Recreation, McMaster University, in support of the “Cannon Street B-directional cycle Track Pilot Project: Feasibility Assessment and Functional Design” Project (Item 7.3)

The agenda was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

Councillor B. Johnson requested that the record reflect her declaration of interest with respect to the Labour Relations Matter regarding the Carpenters’ Agreement as she has a family member who is a member of that Union.

(c) APPROVAL OF PREVIOUS MINUTES (Item 3.1)

The Minutes of the February 19 and 25, 2014 meetings of the General Issues Committee were approved, as presented.
(d) **DELEGATION REQUESTS**

The delegation requests from the following were approved, and the rules of order were waived to allow for the delegates to present at today’s meeting with respect to the Cannon Street Bi-Directional Cycle Track Pilot Project:

(i) Justin Jones on behalf of “Yes We Cannon”

(ii) Lynda Lukasik on behalf of “Environment Hamilton”

(iii) Sean Burak on behalf of Hamilton Bike Share.

(e) **CONSENT ITEMS**

(i) Various Advisory and Sub-Committee Minutes: (Item 5.2)

   The following Advisory and Sub-Committee Minutes were received:

   (aa) Advisory Committee for Persons with Disabilities – January 14, 2014 (Item 5.2(a))

   (bb) Web Redevelopment and Service Channel Sub-Committee Minutes - November 12, 2013 (Item 5.2(b))

(f) **PUBLIC HEARINGS/DELEGATIONS**

(i) Justin Jones, on behalf of “Yes We Cannon”, to appear before the Committee to speak in favour of the proposed design for the Cannon Street Cycle Tracks (Item 4.1)

   Justin Jones appeared before the Committee to express the support of the “Yes We Cannon” organization for the Cannon Street project, and thanked staff for keeping the organization involved in the process and opportunity to participate. Mr. Jones also spoke to why this project is so important to the City.

   A copy of Mr. Jones’ comments was submitted to the Clerk for the public record.

   The presentation from Justin Jones respecting the proposed design for the Cannon Street Cycle Tracks were received.
(ii) Request from Lynda Lukasik, on behalf of Environment Hamilton, to speak to Item 7.3 on the March 19 GIC agenda – Cannon Street Bi-Directional Cycle Track Pilot Project (Item 4.2)

Lynda Lukasik appeared before the Committee on behalf of Environment Hamilton to strongly support the project and the need for an east-west bike route in the City. Ms. Lukasik also noted that this is not just an environmental justice, but a social justice as well, to provide a viable route for those whose only means of transportation requires the use of the bike lanes.

In conclusion, Ms. Lukasik urged the Committee to support the recommendations put forward by staff, and to move the project forward.

The presentation from Lynda Lukasik respecting the Cannon Street Bi-Directional Cycle Track Pilot Project was received.

(iii) Sean Burak, on behalf of Hamilton Bike Share, to speak in support of the Cannon Street Cycle Track (Item 4.3))

Sean Burak appeared before the Committee on behalf of Hamilton Bike Share to speak and in support of the Cannon Street Cycle Track and requested that the Committee unanimously support this project as an important part of a city-wide cycling initiative.

A copy of a PowerPoint presentation which Mr. Burak provided to the Committee was submitted for the public record can be viewed on the City of Hamilton website.

The presentation from Sean Burak respecting the Cannon Street Bi-Directional Cycle Track Pilot Project was received.

(g) PRESENTATIONS

(i) Cannon Street Bi-Directional Cycle Track Pilot Project (PW14031) (Wards 1, 2 and 3) (Item 7.3)

Don Hull, Director of Transit, introduced Norma Moores, P.Eng., Associate and principle consultant with the IBI Group and noted that Ms. Moores is a certified complete streets instructor. Mr. Hull indicated that this report is a multi-divisional/multi-departmental initiative, and advised that the appropriate staff were in attendance to respond to questions of the Committee.

With the assistance of a PowerPoint presentation, Ms. Moores spoke to the following:

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• Project Update
• Implementation highlights for Cannon Street
• Main issues to overcome
• Recommended design
• Recommended design: Hess Street to Victoria Avenue; Victoria Avenue to Sherman Avenue; separators
• City initiatives
• Cycling, complete streets, pedestrian, transit, traffic operations, parking, loading/unloading, maintenance and operations assessments
• Cost estimate: Capital implementation cost estimate; annual maintenance cost estimate
• Summary

A copy of the presentation was distributed to the Committee and can be viewed on the City of Hamilton website.

The presentation respecting “Cannon Street Bi-Directional Cycle Track Pilot Project” was received.

Sub-section (e) was deleted in its entirety and replaced with the following in lieu thereof:

(e) That the General Manager of Public Works be authorized and directed to undertake the detailed design and implementation of bike lanes on York Boulevard, from Hess Street to Dundurn Street, in co-ordination with the implementation of the three-year Bi-directional Cycle Track Pilot Project on Cannon Street, at an estimated cost of $58,000, funded from the Ward 1 Area Rating Account

The following sub-section was added:

(f) That staff be directed to provide a status report to the General Issues Committee on all costs, expenditures and benefits, including labour impact on GFL and contingencies, involved during the period of the pilot project.

The following sub-section was added:

(g) That 30-day written public comment period be put in place on the feasibility study recommendations, with an information report back to the General Issues Committee prior to implementation.

The above-noted amendment was DEFEATED on the following Standing Recorded Vote:

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Yeas: Johnson, Pearson, Clark
Total Yeas: 3

Nays: McHattie, Farr, Morrow, Merulla, Collins, Jackson, Duvall, Whitehead, Partridge, Pasuta
Total Nays: 10

Absent: Ferguson, Powers, Bratina
Total Absent: 3

The Main Motion, as amended, **CARRIED** on the following Standing Recorded Vote:

Yeas: McHattie, Farr, Morrow, Merulla, Collins, Jackson, Duvall, Whitehead, Partridge, Pasuta, Johnson, Pearson, Clark
Total Yeas: 13

Total Nays: 0

Absent: Ferguson, Powers, Bratina
Total Absent: 3

(ii) **Terms of Reference for the Evaluation of City of Hamilton Community Partnership Program (FCS14024) (City Wide) (Item 7.1)**

John Hertel, Director of Finance, Administration and Revenue Generation, acknowledged and thanked the efforts of staff involved in reviewing the grants process. With the assistance of a PowerPoint presentation, Mr. Hertel spoke to the following:

- Context for the presentation (provided to the Grants Sub-Committee on February 6, 2014)
- Objectives
- Why the review is being done
- Areas for funding
- Grants Sub-Committee Guidance – Areas to investigate
- Kudos
- Importance of Engagement (for Stakeholders and Communities)
- “Draft” – Stakeholder groups to engage
- Parallel approach
- Municipal Arts Investment Program
- Deliverables
- Refresher – Current CPP Objectives
- Approach

A copy of the PowerPoint presentation is attached to Report FCS14024 and can be viewed on the City of Hamilton website.

The presentation respecting “Terms of Reference for the Evaluation of City of Hamilton Community Partnership Program was received.

**Council – March 26, 2014**
The Goals section of the Terms of Reference was amended to add the following:

“5. To incorporate all streams in the final result.”

The following was added as sub-section (b):

That upon completion of the 2014 Community Partnership Program Review and prior to implementation, that the process include an opportunity for the public to provide comments to the process.

(iii) Clean & Green Hamilton Strategy 2013 Year-End Update (PW11052(f)) (City Wide) (Item 7.2)

Phil Homerski, Information and Business Advisor, appeared before the Committee to provide a update on the progress of the City’s Clean Strategy, as per direction of Council. With the assistance of a PowerPoint presentation, Mr. Homerski spoke to the following issues:

- Clean & Green Hamilton Strategy Purpose and Vision
- Clean & Green Principles
- Program Pillars – Litter; Illegal Dumping; Graffiti; Beautification and Environmental Stewardship.

A copy of the presentation was distributed to the Committee and can be viewed on the City of Hamilton website.

The presentation respecting “Clean & Green Hamilton Strategy 2013 Year-End Update” was received.

(iv) Labour Relations Grievance Activity Reporting & Analysis (2007-2013) (HUR14001) (Item 7.4)

Lora Fontana, Director of Labour and Employee Relations, provided a PowerPoint presentation with respect to Labour Relations Grievance Activity Reporting and Analysis between 2007 and 2013 and spoke to the following:

- Total Grievances – by Union, Department, Category
- Legal and Mediation Costs – by Union, Department and Category
- Non-grievance Related Costs
- Total Grievances per year – 2007 to 2013
- Total Grievances by Union Summary – 2007 to 2013
- Total Grievances by Department Summary
- Grievance Category Comparison
• Total Grievance Activity for Public Works, Community Services, Hamilton Fire Department, Hamilton Paramedic Services, Planning and Economic Development, Corporate Services, Public Health and City Housing Hamilton
• Total Legal Arbitration and Mediation Costs (2006-2013)
• 2013 Collective Agreement Settlements

A copy of the PowerPoint presentation was distributed to the Committee and can be viewed on the City of Hamilton website.

The presentation respecting “Labour Relations Grievance Activity Reporting & Analysis (2007-2013)” was received.

(iv) City Manager’s Annual Update – 2013 (Item 7.5)

Chris Murray, City Manager, provided the City Manager’s Annual Update for 2013 and with the assistance of a PowerPoint presentation, and spoke to the following:

• City Manager’s Focus
• OUR Relationship between the Community, City Council and Civic Administration
• What Matters Most
• Conditions for Success
• 2013 Key Accomplishments relative to Performance Appraisal Objectives
  • “Strategic”
  • “Financial”
  • “People Focused
  • “Citizen Focused, Public Engagement, Service Delivery”

The presentation respecting the City Manager’s 2013 Annual Update was received.

(h) DISCUSSION ITEMS

(i) Citizen Engagement - Two-Way/Complete Streets Conversion (PW13097(a)) (City Wide) (Item 8.4)

Report PW13097(a) respecting “Citizen Engagement – Two-Way/Complete Streets Conversion” was deferred to the April 2, 2014 meeting of the General Issues Committee.
(i) MOTIONS

Councillor S. Duvall introduced the following Motion:

(i) 2014 Easter Egg Hunts at City Parks

Whereas Easter egg hunts are popular community-building events that take place in various City of Hamilton parks;

And Whereas event organizers of such hunts are required to obtain approval through the Special Event Advisory Team and to secure liability insurance and a rental permit for the health and safety of the organizers, participants, the City and citizens at large;

And Whereas Easter egg event organizers are mostly community volunteers with access to minimal budgets;

And Whereas City staff is developing a policy for future years that will assist community event organizers to access City facilities affordably.

Therefore Be It Resolved:

That all City facility rental fees for Easter egg hunts be waived for 2014.

See Item 28 for the disposition of this item.

The following Motion was lifted and deleted in its entirety:

(ii) Negotiation with Hamilton Conservation Authority with Respect to the Ownership of Westfield Heritage Village

Whereas, Westfield Heritage Village is 100% owned by the City of Hamilton and operated under a management agreement with the Hamilton Conservation Authority;

And Whereas, on November 14 2011, the General Issues Committee directed that the General Manager of Community Services be authorized and directed to negotiate an interim operating agreement with the Hamilton Conservation Authority for Westfield Heritage Village in a form satisfactory to the City Solicitor;

And Whereas, work on the interim agreement for Westfield has been delayed pending completion of the Confederation Park agreement and staff and organizational changes at the City and the Hamilton Conservation Authority;
And Whereas, on October 3, 2013 meeting, the Board of Directors for the Hamilton Conservation Authority, HCA, passed the following resolution:

(a) That HCA staff be directed to enter into negotiations with the City of Hamilton towards the acquisition of Westfield Heritage Village including its lands, structures, heritage assets, artifacts and chattels, for a nominal sum; and,

(b) That this acquisition is predicated on the continuance of the municipal levy support and inflationary increases consistent with the balance of the HCA levy.

Whereas, the November 14, 2011 direction did not direct staff to consider or negotiate the transfer/sale of Westfield; Therefore be it resolved:

That staff be directed to assess the implications of the transfer/sale of Westfield Heritage Village in consultation with the Hamilton Conservation Authority and to report back to the General Issues Committee with recommendations by June 30, 2014.

See Item 30 which was added to this Report.

(i) NOTICES OF MOTIONS

Councillor S. Merulla introduced the following Notice of Motion:

(i) Moratorium on School Board Closures

Whereas, municipalities have been dealing with school closures across the Province of Ontario as part of the Accommodation Review Process;

And Whereas, the City of Hamilton has been leading the way in neighbour-hood development;

And Whereas, neighbourhoods continue to indicate schools are a key community and infrastructure assets;

And Whereas, education has been identified as a critical component of the City’s goal to build strong healthy neighbourhoods;

And Whereas, neighbourhoods have called for new ways of being engaged in the school closure decision making process;

And Whereas, the City has no authority on school closures;
Therefore be it resolved;

(a) That the City of Hamilton request the Province of Ontario to issue a moratorium on school closures until the Ministry of Education can call a meeting of City and School Board officials to develop a process to better understand neighbourhood changes, future growth predictions and the impact of closures on the health of neighbourhoods; and,

(b) That the Province of Ontario and Ministry of Education develop a new approach to the Accommodation Review Committee (ARC) process that includes a broader, more participatory engagement process.

The rules of order were suspended in order to allow for the introduction of a motion respecting “Moratorium on School Board Closures”.

The following was added as sub-section (c):

(c) That a copy of the correspondence be forwarded to all Leaders of the Provincial Parties and the Association of Municipalities of Ontario.

See Item 29 for the disposition of this item.

Councillor S. Merulla introduced the following Notice of Motion:

(ii) **Rail-Cargo Safety – Real Time Information**

   Whereas, there is a heightened sense of concern regarding the transportation of dangerous goods via rail cargo through cities;

   And Whereas, the federal government has already instructed rail companies to share historical data with cities in order to improve public safety and assist first responders;

   And Whereas, there is a legitimate public safety interest in having immediate and real time data;

   Therefore be it resolved:

   (a) That the City of Hamilton request Transport Canada to explore the feasibility of having rail companies provide real-time information to municipal first responder personnel;
(b) That should impediments exist to preclude rail companies from providing such information, that Transport Canada require rail companies to implement notification procedures at the immediate outset of an emergency which requires them to provide the local first responders with a detailed manifest of the dangerous goods and their exact location relative to the composition of the involved train.

Councillor C. Collins introduced the following Notice of Motion:

(iii) **Landscape Management Plan for Hamilton’s Beach Community**

(a) That staff be directed to develop a Terms of Reference and associated budget to support a Landscape Management Plan for Hamilton’s Beach Community;

(b) That the Plan be developed in anticipation of future Hydro One maintenance activities along the Waterfront Trail and hydro corridor.

(i) **OTHER BUSINESS/GENERAL INFORMATION**

(i) **Outstanding Business List Items**

(aa) **Revised Due Dates**

The due dates for the following items on the Outstanding Business List were amended accordingly, as follows:

Item G - Hamilton Police Services Forensic Building
Current Due Date: March 24, 2014
Proposed New Due Date: September 17, 2014

Item U1: Memorandum of Understanding with Hamilton Port Authority
Due Date: March 19, 2014
Proposed New Due Date: April 2, 2014

Item U2: Hamilton Port Authority Land Lease - Parking
Due Date: March 19, 2014
Proposed New Due Date: April 2, 2014

Item WW1: West Harbour Piers 5 to 8 Servicing Studies
Due Date: March 19, 2014
Proposed New Due Date: May 21, 2014
(bb) **Items to be removed from the Outstanding Business List:**

The following items were deemed complete and removed from the Outstanding Business List:

- **Item C:** Waterdown-Aldershot East-West Transportation Corridor – Noise and Lighting Mitigation (Item 8.3)
- **Item BB:** Bi-Directional Bike Lane Project – South Side of Cannon, from Sherman to Bay (Item 7.3)
- **Item EE:** Future of Hamilton Children’s Museum (Item 8.7)
- **Item FF:** Chedoke Estate (Item 8.8)
- **Item HH:** James Street North Road Closure for Art Crawl (Item 8.6)
- **Item II1:** Cultural Plan 2013 (Terms of Reference for Cultural Roundtable) (Item 8.13)
- **Item WW2:** West Harbour Piers 5-8 Servicing Studies (Management Recommendations) (Item 8.12)

(i) **PRIVATE & CONFIDENTIAL**

(i) **Closed Session Minutes – February 19, 2014**

(aa) The closed session minutes from the February 19, 2014 meeting of the General Issues Committee were approved, as presented;

(bb) The Minutes will remain confidential and restricted from public disclosure.

Committee moved into Closed Session at 6:00 p.m., pursuant to Sub-section 8.1(b) of the City’s Procedural By-law and Section 239(2) of the Ontario Municipal Act, 2001, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees, respecting the City Manager’s Performance Review.

Committee reconvened in Open Session.

(ii) **City Manager’s Performance Review (Item 12.2)**

No action to report.
(j) **PROCEDURAL MATTERS**

(i) **Cannon Street Bi-Directional Cycle Track Pilot Project**

Item 7.3 respecting the above-noted matter was moved up for discussion following the public delegations.

(ii) **Waterdown Aldershot East-West Transportation Corridor - Noise and Lighting Mitigation (PW08063(d)) (City Wide) (Item 8.3)**

Deputy Mayor J. Partridge relinquished the Chair in order to move the recommendation contained in the above-noted report.

(k) **ADJOURNMENT**

There being no further business, the Committee adjourned at 6:32 p.m.

Respectfully submitted,

Councillor J. Partridge
Deputy Mayor

Carolyn Biggs
Legislative Co-ordinator
Office of the City Clerk
Global Hamilton Council – Terms of Reference

1. Mission

The Global Hamilton Council will provide a leadership forum to oversee the implementation of the multi-faceted City of Hamilton’s Immigrant Attraction Action Plan. It will advise the City of Hamilton and staff in supporting the attraction and retention of immigrants and international students, particularly as these pertain to business creation and growth.

2. Mandate

The Global Hamilton Council will:

- Provide advice and oversight in the implementation of the City of Hamilton’s Immigrant Attraction Action Plan, including the Immigration Portal.
- Monitor and track progress and make recommendations where new or improved performance is required.
- Provide advice and suggestions to the Project Manager, Economic Development Division and the City of Hamilton where required.
- Provide a “bridge” to the external public in order to facilitate partnerships, leverage resources and champion the work of Global Hamilton.

3. Governance

3.1 Governance Defined

Governance is the process of decision-making and the process by which decisions are implemented (or not implemented). Good governance has been defined as having eight major characteristics. It is participatory, consensus-oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and follows the rule of law. It assures that corruption is minimized, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard in decision-making. It is also responsive to the present and future needs of society.
3.2 Governance Model

- Mayor and City Council
  - Hamilton
- Project Sponsor
  - City of Hamilton Economic Development Division
- Funder
  - Ministry of Citizenship and Immigration
  - Ontario
- Global Hamilton Council
- Project Staff
- Community

February 2014 draft
3.3 Governance Model Explained

3.3.1 Project Sponsor

The Global Hamilton initiative is sponsored by the City of Hamilton. As per the funding arrangement with Ministry of Citizenship and Immigration (MCI), the City of Hamilton, through the Economic Development Division, will have final accountability to MCI for all monies and deliverables and will be considered the final decision making authority for the project on any matters related to the contract.

Economic Development provides resources for project management, research, budgeting and administrative activities, and assumes financial accountability for the project. Economic Development is the link to the Mayor, Hamilton City Council, City Departments, City of Hamilton’s Citizen Advisory Committees and access to strategic planning tables.

3.3.2 Global Hamilton Council

Acting as an advisory group, the Global Hamilton Council, consisting of seven (7) to nine (9) community leaders, with a Chair and Vice-Chair, will provide strategic leadership in guiding the implementation of the Immigration Attraction Action Plan.

Each member of the Global Hamilton Council is expected to meet the following standards:

- Be responsible and respected leaders who have demonstrated and embrace the many benefits of a vibrant diverse population.
- Have an understanding of and commitment to the principles of partnerships and collaboration as a means to effect positive change.
- Value the multi-faceted role that immigrants can play in contributing to Hamilton’s growth and prosperity.
- Be linked to a wide network of leaders across a broad spectrum of stakeholders.

The characteristics required of a Global Hamilton Council member include:

- Understands why “getting immigration right” affects us all
- Has a Hamilton community agenda in addition to individual or organizational special interest, not just their own agenda
- Recognizes that successful collaboration produces results, not just structures and activities
- Is able to balance keeping the peace and ‘stirring the pot’ to get solutions
- Is open, reflective and can help the group find their way to the answers
- Engages others with diplomacy and political astuteness
- Is willing to put tough or delicate issues on the table and work them through
- Is willing to pioneer, break through and find new ways
- Has experience being a change agent
- Has linkages or can connect to those who have linkages to a multitude of stakeholders
- Brings a city of Hamilton focus

In addition, in recognition that the level of involvement and understanding by the receiving society is the most important factor in achieving successful integration and an inclusive community, the composition of the Global Hamilton Council should include at least one representative from a variety of different sectors such as: business, education, economic development, communications/marketing/media, and Francophone community as well as being cognizant of the immigration status, age, gender and diversity balance. The Council will include a representative of the HIPC Steering Committee.

Accountability

The Global Hamilton Council is accountable to the following:

1. Members’ Organizations
   Many Global Hamilton Council members represent an organization and in such instances are accountable for ensuring that their decisions, advice and guidance are in keeping with the policies and priorities of their organizations.

2. The Community
   The Global Hamilton Council is accountable for considering the impact of their decisions and recommendations on the broader community including newcomers to Hamilton, existing settlement services and the organizations that deliver these services and the service system as a whole.

3. The City of Hamilton
   The Global Hamilton Council as a whole is accountable to the City of Hamilton.

4.3.3 Chair and Vice-Chair

The Global Hamilton Council will be led by a Chair and Vice-Chair. The Chair and Vice-Chair play three key roles:
I. Leaders, facilitators, and team builders for the Global Hamilton Council including presiding over Global Hamilton Council meetings;

II. Principal overseers of the Global Hamilton Council’s reports to stakeholders; and,

III. Chief spokespersons in representing the Global Hamilton Council to reviewers, the City of Hamilton, sponsors and the public.

The Chair and Vice-Chair will be individuals who are able to inspire colleagues and keep them focused on the necessary effort to complete the initiative.

4.3.4 Working Groups

Working groups will be established on an as needed basis and Global Hamilton Council members may be asked to volunteer in various aspects of these working groups. Working groups will report directly to the Steering Committee.

4.3.5 Staff Support

The Project Sponsor will ensure a staff complement is in place that is necessary to meet the deliverables of the project. The staff will provide support to the Global Hamilton Council and its sub-committees and be accountable to the Project Sponsor.

4.4 Decision-Making Authority

For a Global Hamilton Council meeting quorum to be achieved, the majority of members must be present. A majority consists of 50% of the membership plus one.

All Global Hamilton Council members are equal voting partners for decision-making that will be done on a consensus basis seeking 80% agreement.

The Global Hamilton Council will meet a minimum of four times a year in addition to occasional educational events and community forums.

5. Term

Global Hamilton Council members will serve three years for their first term after which appointments for membership will be staggered to ensure continuity. Members can opt to renew their membership for a one, two or three year term with the approval of the Global Hamilton Council Chair, Vice Chair, Project Sponsor and Project Manager.

If a member must leave before the end of their term, they can recommend a replacement to complete their term who represents the same sector of the community. The Global Hamilton Council Chair, Vice Chair, Project Sponsor and Project Manager will make the final determination for the replacement.
If a membership is not renewed, the Global Hamilton Council Chair, Vice-Chair, Project Sponsor and Project Manager will determine if a replacement is required then identify and recruit individuals who reflect various sectors and possess the qualities outlined in these Terms of Reference. These will be individuals who are responsible and respected leaders, passionate about Hamilton and the community and embrace the many benefits of a vibrant immigrant population some of whom may have lived experience of the immigration and settlement process.

5.1 Recruiting and Selecting Members

The process for recruiting and selecting new members will be as follows:

- Recruitment – Candidates will be recruited using one or all of the following methods: candidates are recruited through an open call and posting; candidates are approached by Global Hamilton Council Chair, Vice Chair, Project Sponsor or Project Manager and encouraged to become a member.
- Selection – For the initial term, the Global Hamilton Project Sponsor and Project Manager will select the candidates with the skills, attitudes and experiences described in these Terms of Reference, while ensuring major sectors of the community are represented and a gender and diversity balance are reflected on the Global Hamilton Council. After the initial term, the selection process will also include the Global Hamilton Council Chair and Vice Chair. Candidates selected will be invited to become members of the Global Hamilton Council.

6. Code of Conduct

Members of the Global Hamilton Council have a duty to make decisions solely in terms of the best interest of the community. It is expected that the members will not engage in any behaviour or conduct that may be seen to be an attempt to gain, through their position as a member or through their knowledge or contacts gained as an Global Hamilton Council member, any personal advantage, advancement, favour, influence, benefit, discount or other interest, for themselves, their spouses, their relatives, their friends, or the organization for which they work.

Global Hamilton Council members must therefore declare any actual, potential or perceived conflict of interest.

There may be times when members will be required to treat discussions, documents or other information relating to the work of the committee in a confidential manner.

Members of the Global Hamilton Council will commit themselves to the following:

- Shall work for the well-being of all citizens of Hamilton.
Appendix “A” to Item 9 of GIC Report 14-007
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- Shall not use their membership for personal advantage or the advantage of other individuals.
- Shall work with other members in a spirit of respect, openness, co-operation and proper decorum in spite of differences that may arise during discussions.
- Will not divulge confidential information that they may obtain in their capacity as a Global Hamilton Council member.

Members are expected to attend all meetings of the Global Hamilton Council. Should a member miss more than three meetings during their three year term on the Global Hamilton Council, they will be contacted by the Chair to discuss their ongoing participation.

In the event that there is a failure to comply with Code of Conduct guidelines the Chair will be responsible for addressing the issue with the member, and recommending a suitable course of action.

7. Conflict of Interest

A conflict of interest is defined as a situation in which the personal, professional or business interests of a Global Hamilton Council member or a close relative/associate of the member are in conflict with the member’s ability to contribute to achieving the overall goals of the Global Hamilton Council. A conflict of interest arises when a person or close associate may benefit or appear to benefit from that position financially or in some other inappropriate way.

7.1 Policy

a) Members shall not place themselves in a position where they are under obligation to any person or organization that might benefit from improper consideration or favour from members while performing their duties and responsibilities as a Global Hamilton Council member.

b) Members shall not divulge confidential information or restricted information to any unauthorized person(s) or release such information in advance of authorization or authority.

c) Members shall not engage in any activity, work or business undertaking that may interfere with the achievement of the overall goals of the Global Hamilton Council and Steering Committee. However, members are encouraged to:

- conduct any business that facilitates the achievement of the overall goals of the Global Hamilton Council
- share any business they may be involved in that pertains to or has an impact on the overall goals of the Global Hamilton Council.
- establish mutually beneficial partnerships that facilitate the achievement of the overall goals of the Global Hamilton Council
d) Should a member be considered for employment with the Immigration Strategy staff, the member will take a leave of absence until the successful candidate is selected. If the Global Hamilton Council member is the successful candidate, the member will resign from the Global Hamilton Council.

e) Members shall declare if they have direct or indirect personal business or financial activities that conflict with their Hamilton Immigration Partnership Council duties and responsibilities.

f) Members will declare any conflict of interest at all Global Hamilton Council meetings which shall be recorded in the minutes.

g) After declaring a conflict of interest, the member shall not be present (nor vote) during the discussions, or otherwise attempt to influence the decision, nor shall the member in conflict of interest be counted in any required quorum with respect to a vote.

7.2 Procedure and Resolution

a) Members must disclose to the Chair any situation or matter where they have a conflict of interest or the potential for conflict of interest, prior to the meeting based on the agenda.

b) Members must disclose to all other members any situation or matter where they have a conflict of interest or the potential for conflict of interest immediately within the Global Hamilton Council meeting when recognition of a conflict of interest or potential conflict of interest arises.

c) Once a conflict is declared, the member declaring the conflict will leave the meeting.

d) The Global Hamilton Council will then decide whether or not the member in conflict of interest should be invited back to the meeting for information gleaning purposes; and/or whether the Global Hamilton Council agrees the member is in a conflict of interest.

e) The member in conflict of interest may be asked to return to the meeting for information gathering and then asked to leave again, before a decision is made. The member in a conflict may accept or decline the invitation.

f) The member in conflict of interest shall not be present for the decision/vote.

g) Once the decision/vote is made, the Global Hamilton Council will decide how to communicate the outcome to the member.
h) The Chair will communicate the outcome to the member following the agreed approach.

i) Before a person becomes a member, s/he must be made aware of this policy and be required to disclose any potential conflict of interest.

j) Any postings for positions with the Immigration Staff shall reference the Conflict of Interest Policy.
CITY OF HAMILTON

2014 COMMUNITY PARTNERSHIP PROGRAM REVIEW
TERMS OF REFERENCE

Goals

1. To evaluate the criteria, prioritization methodologies and procedures under which the City of Hamilton provides grants to culture, sports, special events and social & community service agencies and organizations in the community;
2. To ensure that a strategic and transparent process is in place;
3. To leverage the work already completed by the Arts Advisory Commission as a benchmark model for the sports, special events, and social & community services areas where appropriate and;
4. To facilitate the best use of taxpayers’ dollars and ensure that a sustainable and appropriately funded Grant Program is in place for the 2015 intake process.
5. To incorporate all streams in the final result.

Objectives

The review will involve input from staff, elected officials, and representatives of the community stakeholders groups. It will consist of the following areas of investigation as suggested by the Grants Subcommittee:

1. General
   - Marquee Events (new category)
   - Non-Legislated Boards & Agencies Review
   - Environmental (incorporating Vision 2020 and the Corporate Strategy)
   - Reviewing the CPP budget division
   - Grants Process Review
   - Review Electronic Submissions, CPP application on-line, revise website
   - Review charitable vs. Non-charitable by category.
   - Review profit vs. non-profit
   - Revise applications
   - Define roles and responsibilities'
   - Review guidelines
   - Review evaluation process
2. Social & Community Services and Sports & Recreation

- Benchmarking to “like size” municipalities
- Review types of programming
- Review New & Emerging Needs
- Funding Additional … best practice, benchmarking
- Assess funding status of long term organizations, review transition programs out to stand on their own.

3. Special Events & Culture

- Review a tiered system by categories; level of funding
- Review Start-up funding
- Policy VS Principles (better defining)
- Alignment with Corporate Strategies and culture plan
- Review gated funding VS non-gated
- Review funding for Anniversary Events
- Define objectives and priorities

**Implementation Plan**

Will outline:

- Risks
- Issues
- Communication
- Resource requirements
- Timing

**Project Team**

- Director Finance, Administration, & Revenue Generation (Chair)
- Administrative Assistant/Grants Co-Coordinator
- Business Administrator
- Manager of Sports Development
- Senior Policy Analyst
- Program Coordinator, Planning & Economic Development and;
- Manager of Arts, Events, & Grants
**Deliverables-Proposed Recommendations to Committee**

1. A consultation plan and summary inputs;
2. A framework for a City of Hamilton Grants funding program including eligibility criteria, process efficiencies and value for money allocation;
3. Adjudication and accountability guidelines;
4. Financial overlay of existing grants into the new framework;
5. A transition plan and timelines for any proposed changes to the current model or recipients;
6. A recommendation for each grant stream regarding the allocation of any future increases in monies available;
7. A transition plan and timelines for moving non-legislative Boards & Agencies under the new Grants program umbrella;
8. Redesigned processes and performance metrics

**Timelines & Budget Considerations**

1. Maximum funds available for this review not to exceed $20K for public consultation and facilitation expense. Monies to be funded from the Grants reserve.
2. Final report to be made available by June 2013.
1. Mandate

The Cultural Roundtable oversees the ongoing governance and implementation of the City of Hamilton’s Council approved Corporate Cultural Plan, PED12117(a).

The Cultural Roundtable strives to act as a catalyst to build community capacity in culture and a shared responsibility for culture.

2. Nature of Authority

The establishment of a Cultural Roundtable is a City Council-endorsed recommendation. The Cultural Roundtable works with the City staff who will report to the General Issues Committee regarding the implementation of the Corporate Cultural Plan.

Some aspects of the Cultural Plan align with the mandates of other organizations, committees or groups. The Cultural Roundtable will liaise with existing and emerging organizations, committees or groups as appropriate in order to oversee the governance and implementation of the Cultural Plan and act as a catalyst to build community capacity in culture.

3. Role

The Cultural Roundtable will:

- Advise City staff towards the establishment a Cultural Plan Report Card
- Report on the progress of the Cultural Plan
- Communicate the value of culture to Hamilton’s overall vitality
- Identify issues and opportunities to support cultural development
- Recommend new actions to or updates in the Cultural Plan
- Cultivate community partnerships - identify, facilitate and support community collaboration and engagement
- Consult on updates to the Cultural Plan
- Provide recommendations to and receive recommendations from the Staff Advisory Team and other committees or boards associated with culture in Hamilton
4. Composition

a. Members are selected by a cross-departmental staff selection committee through an application process.

b. As recommended by participants in the final Cultural Plan workshop, there shall be diverse representation from: arts organizations; artists; creative industries; heritage; cultural diversity; youth; education; business; tourism; neighbourhood associations; citizens with a vested interest in culture.

c. Any interest from the community to serve on the Cultural Roundtable will be added to a list of interested candidates. If there is a vacancy, eligible candidates will be reviewed for selection.

d. The duration of membership is for a minimum of two years.

e. A Chair and Vice Chair shall be appointed annually by a majority vote of the Cultural Roundtable.

5. Responsibilities of Members

a. Members are expected to prepare for and attend all scheduled meetings of the Cultural Roundtable and participate in the Cultural Roundtable’s discussions and deliberations.

b. Members may be asked to represent the Cultural Roundtable at events and to make presentations as required.

c. A member who misses two consecutive meetings, without being excused by the Chair, may be asked to resign.

6. Meetings

a. Quorum consists of a majority of the membership plus one.

b. Meetings occur at the call of the Chair or as determined by the Cultural Roundtable (minimum of three meetings per year).

c. It is anticipated that meetings will be in the evening.

7. Reporting

Reports (when required) shall be forwarded to the General Issues Committee through City staff in accordance with established City policy and procedures.
8. Resources

a. Designated staff will attend meetings and assist in preparing agendas, minutes and performing tasks related to the Cultural Roundtable’s activities.
b. Additional staff and community stakeholders may attend meetings, as needed, to discuss specific items and/or in an advisory capacity.
c. Meeting space will be provided by the City of Hamilton.

9. Remuneration

Members of the Cultural Roundtable will serve without remuneration. All expenses associated with travel to or from meetings will be the responsibility of each member.

10. Conflict of Interest

A conflict of interest is defined as a situation in which the personal, professional or business interests of a member or a close relative / associate of the member are in conflict with the member's ability to contribute to achieving the overall goals of the Cultural Roundtable. A conflict of interest arises when a person or close associate may benefit or appear to benefit from that position financially or in some other inappropriate way.

11. Code of Conduct

Members of the Cultural Roundtable will:

a. Act with honesty and integrity
b. Exercise due care, diligence and skill
c. Act in good faith in the best interest of citizens and society
d. Act fairly and impartially
e. Use information appropriately
f. Use their position appropriately
g. Demonstrate leadership and stewardship

12. Review

The Terms of Reference will be reviewed annually in collaboration with City staff and updated as required.
13. Background

Council approved the Cultural Policy in June 2012 and the Cultural Plan in October 2013. More than 2,300 stakeholders were engaged in the development of the Cultural Plan.

Within the Cultural Plan, culture is defined as a broad concept which encompasses the people, places and things that reflect our community identity and channel creative expression including:

- Cultural Heritage
- Creative Cultural Workers
- Creative Cultural Industries
- Cultural Organizations
- Festivals and Events
- Natural Heritage
- Cultural Spaces and Facilities
- Stories, Values and Traditions

The Guiding Principles state that culture is instrumental to City-building and that we value culture because it is:

- How people define Hamilton’s identity and shapes how people experience our City
- A source of economic growth, employment and wealth creation
- Vital to human development
- A source of community pride
- Reflective of our diversity
- An essential source of new ideas and innovation
- Key to neighbourhood development
- Critical to downtown renewal
- A magnet for tourism
- A tool to honour inclusivity, build connections and strengthen social capital

The Cultural Policy which is contained within the Cultural Plan, states the following:

*The City of Hamilton embraces the international consensus that culture is the fourth pillar of sustainable development, joining economic prosperity, environmental responsibility and social equity. Consideration of integrating cultural vitality into all City decisions and City initiatives shall be given as the City adopts a holistic approach to culture.*

*The City of Hamilton is committed to being a reliable and trusted partner, working with community stakeholders to create conditions which support and cultivate creative people, creative capacity, and a shared responsibility for culture.*
The Cultural Plan cites eight transformational goals, which are:

1. Culture as an Economic Engine
2. Downtown Renewal
3. Quality of Life Quality of Place
4. Build Tourism
5. Neighbourhood Revitalization
6. Build Community Identity, Pride and Image
7. Encourage Welcoming Communities
8. Creativity for All

The eight transformational goals are founded on best practice research and stakeholder input. The eight transformational goals represent the major ways culture impacts community and City-building. Within the Cultural Plan, the eight transformational Goals expand into twelve recommendations and further into 78 Actions.