



HAMILTON POLICE SERVICES BOARD

NOTICE OF MEETING PUBLIC AGENDA

Thursday, October 19, 2017
2:00 o'clock p.m.
Hamilton City Hall
Council Chambers

Lois Morin
Administrator

AGENDA

1. CALL TO ORDER

- 1.1 Changes to the Agenda

2. PRESENTATIONS & DEPUTATIONS

- 2.1 Members of the Month
- 2.2 Deputation provided by Ms. Shirley Bailey to the Board, with respect to reckless driving habits.

3. GENERAL

- 3.1 Declarations of Interest

4. CONSENT AGENDA

4.1 Approval of Consent Items

That the Board approve and receive the consent items as distributed.

4.2 Adoption of Minutes – September 14, 2017

The minutes of the meeting held Thursday, September 14, 2017, be adopted as printed.

4.3 Auction Account Fund

Support / Upcoming Events

RECOMMENDATION(S)

- That the Board purchase tickets to attend Crime Stoppers of Hamilton, An Evening at the Races & Slots, scheduled for Saturday, November 4, 2017, Flamboro Downs, at a cost of \$50 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Canadian Caribbean Diaspora the Hamilton Caribbean Women's Group and the Jamaica Foundation of Hamilton Gala, scheduled for Saturday, November 5, 2017, Michelangelo's Banquet Centre, at a cost of \$75, to be paid from the auction account.
- That the Board purchase tickets to attend the 13th Annual Power of A Changed Life, scheduled for Wednesday, November 8, 2017, Carmen's Banquet Centre, at a cost of \$50 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Bridge to Hope Gala, scheduled for Thursday, November 9, 2017, Michelangelo's Banquet Centre, at a cost of \$60 per ticket, to be paid from the auction account.
- That the Board purchase tickets to Hamilton-Wentworth Chapter of Native Women 2nd Annual Gala Fundraiser, scheduled for Wednesday, November 15, 2017, Sheraton Hamilton Hotel, at a cost of \$150 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Young Artists of Hamilton Benefit Gala, scheduled for Friday, November 17, 2017, Liuna Station, at a cost of \$90 per ticket, to be paid from the auction account.

4.4 For the Information of the Board:

- a) Auction Account Expenditures – For Board Approval: September 2017 (PSB 17-1016)
- b) Correspondence from Roger Anderson, Chair, Durham Regional Police Services Board with respect to SIU notification procedures announced by Chief Martin.
- c) Outstanding Issues as of October 19, 2017

5. DISCUSSION AGENDA

5.1 City Clerk's Division Council Follow-Up Notice, City Council Meeting of September 27, 2017

That the Board receive Report 17-015 of the Planning Committee as amended, and forward it to Chief Girt for appropriate action.

5.2 City Clerk's Division Council Follow-Up Notice, City Council Meeting of September 27, 2017

That the Board receive the approved motion with respect to Hamilton Police Service Requested to Actively Enforce Current Laws Prohibiting the Sale of Marijuana under the Criminal Code and forward it to Chief Girt for appropriate action.

5.3 Hamilton Police Services Board: Board Member Travel and Expense Reimbursement Policy (16-137a)

- a) That the Board approve the *draft* Police Services Board Member Travel and Expense Reimbursement Policy, attached hereto as Appendix "A".

5.4 M.D. Charlton Inc. Single Source Approval for Axon Conducted Energy Weapons and Related Products (PSB 17-109)

- a) THAT the Board APPROVE the single source procurement of Conducted Energy Weapons (CEW), including batteries, cartridges, holsters, targets and other directly related products, manufactured by Axon Enterprise, Inc. and distributed by M.D. Charlton Inc., pursuant to Procurement Policy #11 – Non-Competitive Procurement, until December 31, 2021 and that the Chief of Police be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with, in a form satisfactory to the City Solicitor.

5.5 Restructuring – Records Business Centre (PSB 17-110)

1. That the Board approve the restructuring of the one position in the Records Business Centre, specifically the conversion of an existing vacant Quality Control Clerk position, payband 4E, to a new position: Records Management System (RMS) Support Clerk, payband 4E.
2. That the salary for this new position be transferred from budget account 376654 to account 376656.

5.6 Request from Mr. Robert Burgiss, to Provide a Deputation to the Board

That the request from Mr. Robert Burgiss to provide a deputation to the Board to ask Acting Chief Kinsella why he refuses to investigate his criminal complaints against his MPP and the perjury case, be denied.

5.7 Request from Mr. Robert Burgiss, to Provide a Deputation to the Board

That the request from Mr. Robert Burgiss to provide a deputation to the Board to ask why the Chair dealt with his complaint against the Chief and did not provide it to the Board, be denied.

6. NEW BUSINESS

7. ADJOURNMENT

THE POLICE SERVICES BOARD WILL ADJOURN THE PUBLIC PORTION OF THE MEETING AND RECONVENE IN CAMERA FOR CONSIDERATION OF PRIVATE AND CONFIDENTIAL MATTERS.



2.2

Hamilton Police Services Board

Deputation Request Form

(Request to appear before the Police Services Board)

****Please note** - The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: Shirley Bailey

Firm / Organization: For the Love of Cats! (pet industry)
(if applicable)

E-mail Address: shirley@kittycare.ca

Home Phone: 905 388-9871

Fax No.: _____

Business Phone: 905 388-9871

Mailing Address: 515 Stone Church Rd. West, Hamilton, ON L9B 1A5

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

A brief presentation will be made, including a strong idea, to curb the speed at which drivers are negotiating our streets, perhaps also curb their offensive road rage which I am personally subjected to on a daily basis.

Will you require a LCD Projector: ☐ Yes ☒ No No
(Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

My concerns about the reckless driving habits, including speed above the posted maximum limit and the road rage I'm experiencing was discussed with Councillor Lloyd Ferguson on Tues, Aug. 8, 2017

Please submit the completed form either in person, via fax or e-mail to:

Administrator
Hamilton Police Services Board
155 King William Street
P.O. Box 1060, LCD1
Hamilton, ON
L8N 4C1

Fax: 905-546-4720
E-Mail: lmorin@hamilton.ca

**MINUTES OF THE HAMILTON
POLICE SERVICES BOARD**

4.2

Thursday, September 14, 2017
2:07pm
Hamilton City Hall
Council Chambers

The Police Services Board met.

There were present: Lloyd Ferguson, Chair
 Madeleine Levy, Vice Chair
 Fred Eisenberger
 Walt Juchniewicz
 Don MacVicar
 Stanley Tick
 Terry Whitehead

Absent with regrets: None

Also Present: Chief Eric Girt
 Deputy Chief Dan Kinsella
 Acting Deputy Chief Jamie Anderson
 Superintendent Debbie Clark
 Superintendent Will Mason
 Superintendent Michael Worster
 Acting Superintendent Marty Schulenberg
 Inspector Shawn Blaj
 Inspector Glenn Bullock
 Inspector Greg Hamilton
 Inspector Dave Hennick
 Inspector Scott Rastin
 Staff Sergeant Andrea Torrie
 Marco Visentini, Legal Counsel
 Rosemarie Auld, Manager, Human Resources
 Dan Bowman, Manager, Fleet and Facilities
 Denise Lipiec, Assistant Manager, Human Resources
 Jackie Penman, Corporate Communicator
 John Randazzo, Manager, Finance
 Duanne Sprague, Zone Advisor, MCSCS
 Lois Morin, Administrator

Chair Ferguson called the meeting to order.

Chief Girt introduced the new Corporate Communicator and provided the following bio:

Before joining Hamilton Police Service as the Corporate Communicator, Jackie Penman worked as the Manager of Corporate Communications at Hamilton-Wentworth District School Board for 12 years. She has experience dealing with all things related to communications and recently completed a professional milestone when she completed her Accreditation in Public Relations designation. She has an honours degree in English Language and Literature from Western University as well as a post-graduate diploma in Public Relations from Niagara College. Jackie sits on the Mohawk College Public Relations Advisory Committee.

1.1 Additions/Changes to Agenda

- DISCUSSION ITEM 5.3: Request from Ms. Shirley Bailey to provide a deputation to the Board
- DISCUSSION ITEM 5.4: Correspondence from the Ontario Association of Police Services Board with respect to the 2017 Labour Seminar

After discussion, the Board approved the following:

Moved by: Member MacVicar
Seconded by: Member Whitehead

That the Agenda for the Hamilton Police Services Board Public meeting be adopted, as amended.

Carried.

Member Whitehead recognized and thanked the Canadian Polish Congress and members of the Polish Community who were in attendance.

Presentations**2.1 Member of the Month**

Chair Ferguson and Chief Girt presented the Member of the Month Award for April 2017 to Detective Dave Place. Detective Place was commended for his dedication to duty and commitment to the prevention, detection and suppression of crime and his relentless pursuit of offenders, even while off duty.

Chair Ferguson and Chief Girt presented the Member of the Month Award for May 2017 to Constable Harrinderpaul Sandhu and Constable Derek Donn. Constables Sandhu and Constable Donn were commended for their quick thinking and decision-making, putting their own lives at risk to save a life.

2.3 Sexual Assault Community Review Team Update

Chief Girt provided opening remarks with respect to the Sexual Assault Community Review. Inspector Hennick recognized Lenore Lukasik-Foss, Director of Sexual Assault Centre Hamilton & Area, Staff Sergeant Dave Dunbar and Susan Double, Administrator, Victim Services branch who were present.

Inspector Hennick provided a presentation with respect to the Sexual Assault Community Review Team Update.

Moved by: Member Whitehead

Seconded by: Member MacVicar

That the presentation with respect to the Sexual Assault Community Review Team Update be received, as provided.

Carried.

General

3.1 Declarations of Interest

None

Consent Agenda

4.1 Approval of Consent Items

Moved by: Vice Chair Levy

Seconded by: Member Tick

That the Board approve and receive the consent items as distributed.

Carried

4.2 Adoption of Minutes – July 27, 2017

The minutes of the meeting held Thursday, July 27, 2017, be adopted as printed.

4.3 Auction Account Fund

Support / Upcoming Events

RECOMMENDATION(S)

- That the Board purchase tickets to attend 50 Years of Courage, Mission Services' Inasmuch House Fundraising Dinner, scheduled for Thursday, October 5, 2017, Liuna Station, at a cost of \$125 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the 19th Annual Good Shepherd Harvest Dinner, scheduled for Thursday, October 12, 2017, Carmen's Banquet Centre, at a cost of \$125, to be paid from the auction account.
- That the Board purchase tickets to attend the African Caribbean Cultural Potpourri Inc. 22nd year of Youth Scholarship Awards, scheduled for Saturday, October 14, Sheraton Hotel, at a cost of \$65 per ticket, to be paid from the auction account.

- That the Board purchase tickets to attend the Aboriginal Health Centre, October Moon Extravaganza, scheduled for Tuesday, October 17, 2017, Sheraton Hamilton Hotel, at a cost of \$200 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend Interval House of Hamilton Fall Masquerade Ball, scheduled for Thursday, October 26, 2017, Sheraton Hamilton Hotel, at a cost of \$80 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend Catholic Children's Aid Society of Hamilton 28th Annual Serendipity Auction, scheduled for Thursday, November 23, 2017, Carmen's Banquet Centre, at a cost of \$95 per ticket, to be paid from the auction account.

4.4 For the Information of the Board:

- a) Hamilton Police Services Board Submission(s) with respect to *Police Services Act* Changes
- b) Auction Account Expenditures – For Board Approval: July / August 2017 (PSB 17-102)
- c) Budget Variance Report as at July 31, 2017 (PSB 17-096)
- d) Executive Council of Ontario, Order in Council reappointing Member Donald MacVicar as a member of the City of Hamilton Police Services Board for a term of three years, effective September 8, 2017.
- e) Correspondence from Stephanie Paparella, Legislative Coordinator, Office of the City Clerk, City of Hamilton, with respect to the 2018 Budget Submission for the Hamilton Police Services Board.
- f) Correspondence from Mike Zegarac, General Manager, Finance and Corporate Service, City of Hamilton, with respect to Update to Multi-Year Business Planning and Budget Process.
- g) Correspondence from Reverend Todd Bender, Founder & Executive Director, CityKidz thanking the Hamilton Police Service for the gift of a "Summer to Remember".
- h) Correspondence from Gena Dureault, Senior Development Officer, Annual and Planned Giving, Mohawk Foundation with respect to awards (bursaries and scholarships) review.
- i) Correspondence from Joshua Weresch with respect to Letter to Hamilton Police Services Board.
- j) Outstanding Issues as of September 14, 2017

**Discussion
Agenda****5.1 Grant Agreement: Proceeds of Crime – Project: John Howard Society – Youth at Risk Development (YARD) Program (PSB 17-100)**

As recommended by Chief Girt in PSB 17-100 dated September 14, 2017, the Board approved the following:

Moved by: Member Whitehead

Seconded by: Vice Chair Levy

- a) That the Hamilton Police Services Board enter into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Attorney General (the "AG") whereby the AG provides to the Hamilton Police Service a Grant in the amount of \$100,000 to be used in partnership with the John Howard Society of Hamilton/Burlington in their YARD program.
- b) That the Chair be authorized and directed to execute such an Agreement, in a form satisfactory to Legal Counsel, to the Police Service.

Carried.

5.2 Request from Mr. Robert Burgiss, to Provide a Deputation to the Board

After discussion, the Board approved the following:

Moved by: Member Whitehead

Seconded by: Member MacVicar

That the request from Mr. Robert Burgiss to provide a deputation to the Board with respect his emails of 2017/06/15, be denied.

Carried Unanimously.

5.3 Request from Ms. Shirley Bailey, to Provide a Deputation to the Board

After discussion, the Board approved the following:

Moved by: Vice Chair Levy

Seconded by: Member Juchniewicz

That the request from Ms. Shirley Bailey to provide a deputation to the Board with respect to reckless driving habits, be approved.

Carried.

5.4 Correspondence from the Ontario Association of Police Services Board with respect to the 2017 Labour Seminar

After discussion, the Board approved the following:

Moved by: Vice Chair Levy
Seconded by: Member MacVicar

That the Members of the Board be approved to attend the upcoming 2017 Labour Seminar.

Carried.

New Business**New Hires and Promotions**

Member MacVicar commended and thanked the Chief and Senior Command for the New Hires and Promotions night which was great event for everyone in attendance.

Correspondence from the Canadian Polish Congress

Member Whitehead noted that the Canadian Polish Congress was in attendance to support the correspondence that had been forwarded to the Board. Member Whitehead requested when the correspondence will be placed before the Board.

The Administrator for the Board noted that it had not been received in time for agenda review and would be included in the In Camera Agenda for the October 19, 2017, Board Meeting.

Procedural Process

Member Whitehead would like to discuss the order of meetings for the Board noting that it would be important to challenge the placement of items on the In Camera agenda in the public session.

Investigative Services Building

Mr. Bowman provided an update for the building, noting that the Hamilton Police Service would be applying for two grants towards the cost of the building.

**Ministry of Community Safety and Correctional Services (MCSCS)
Grant(s) Submission**

Chief Girt noted that MCSCS has made a change in the submission process and that the Hamilton Police Service has already transitioned to the new process.

Legalization of Marijuana

Chief Girt provided comments and concerns with respect to the timelines of the legalization of Marijuana.

Chair Ferguson provided the following comments:

- On behalf of the Board I would like to congratulate the new recruits who received their badges, our new civilian hires and the members of the service who were promoted and received recognition last evening. It was a wonderful celebration of the Hamilton Police Service family. Congratulations to everyone involved in the planning of such a great event.
- On behalf of the Board I want to thank everyone who will be involved in the National Peace Officers Memorial Run. The run is 460 km relay that makes it's way through many communities and ends at the National Memorial on Parliament Hill in Ottawa. The run not only raises awareness of the Memorial Service in Ottawa it also raises money for trust funds for the families of officers who have lost their lives in the line of duty, provides funds towards the construction of any Memorial being built in memory of fallen peace officers, assists with funding of the annual Memorial Service and helps to fund any annual Provincial Memorial Service established to recognize fallen peace officers in their Province. Congratulations and good luck to the 30 members of this service who are participating!

Next Meeting of the Board

Chair Ferguson announced that the next meeting of the Board is scheduled for Thursday, October 19, 2017, 2:00pm, at Hamilton City Hall, Council Chambers.

Adjournment

Moved by: Member MacVicar
Seconded by: Member Whitehead

There being no further business, the public portion of the meeting then adjourned at 3:12pm.

Carried.

* * * * *

The Board then met in camera to discuss matters of a private and confidential nature.

Taken as read and approved

Lois Morin
Administrator

September 14, 2017
lem:

Lloyd Ferguson, Chair
Police Services Board

Auction Account Fund

Support / Upcoming Events

RECOMMENDATION(S)

- That the Board purchase tickets to attend Crime Stoppers of Hamilton, An Evening at the Races & Slots, scheduled for Saturday, November 4, 2017, Flamboro Downs, at a cost of \$50 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Canadian Caribbean Diaspora the Hamilton Caribbean Women's Group and the Jamaica Foundation of Hamilton Gala, scheduled for Saturday, November 5, 2017, Michelangelo's Banquet Centre, at a cost of \$75, to be paid from the auction account.
- That the Board purchase tickets to attend the 13th Annual Power of A Changed Life, scheduled for Wednesday, November 8, 2017, Carmen's Banquet Centre, at a cost of \$50 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Bridge to Hope Gala, scheduled for Thursday, November 9, 2017, Michelangelo's Banquet Centre, at a cost of \$60 per ticket, to be paid from the auction account.
- That the Board purchase tickets to Hamilton-Wentworth Chapter of Native Women 2nd Annual Gala Fundraiser, scheduled for Wednesday, November 15, 2017, Sheraton Hamilton Hotel, at a cost of \$150 per ticket, to be paid from the auction account.
- That the Board purchase tickets to attend the Young Artists of Hamilton Benefit Gala, scheduled for Friday, November 17, 2017, Liuna Station, at a cost of \$90 per ticket, to be paid from the auction account.

HAMILTON POLICE SERVICES BOARD - INFORMATION -

DATE: 2017 October 19
REPORT TO: Chair and Members
Hamilton Police Services Board
FROM: Dan Kinsella
Acting Chief of Police
SUBJECT: *Auction Account Expenditures – For Board Approval
September 2017
PSB 17-116*

BACKGROUND:

The Hamilton Police Service is one of several municipal police organizations that utilize the services of Police Auctions Canada, an internal based company that holds public auctions on line to sell property that is acquired by police services in compliance with the *Police Services Act*.

The monthly report capturing all expenditures that have not yet been approved by the Board is attached.

For Board Approval, the expenditures from the Auction Account from September 1 to September 30, 2017, totaled \$237.30.



Dan Kinsella
Acting Chief of Police

DK:AT

**FOR BOARD APPROVAL EXPENDITURES
FROM HAMILTON POLICE SERVICE AUCTION ACCOUNT
SEPTEMBER 2017**

DATE	NAME	DETAIL	TOTAL	DESCRIPTION
10/19/2017	Rose's Crafts & Things	Rose's Crafts & Things; Invoice: September 1, 2017; Bereavements X4	\$ 237.30	NON-APPROVED
TOTAL			\$ 237.30	



4.4(b)

DURHAM REGIONAL POLICE SERVICES BOARD

R. Anderson, Chair * A. Furlong, Vice-Chair
B. Drew, Member * S. Lal, Member
B. McLean, Member * R. Rockbrune, Member * R. Wilson, Member

September 12, 2017

Delivered Via Email

Dear Big 12 Chairs,

I am writing to advise you of changes to SIU notification procedures announced by Chief Martin at our Board meeting on September 11, 2017. Prior to making these changes, I understand that Chief Martin spoke to several of his counterparts within the Big 12, as well as the President of the Ontario Association of Chiefs of Police.

The change arises from the Service's administrative review of the Dafonte Miller incident in December 2016, in which an off-duty Toronto Police officer was involved in an incident that resulted in injuries to Mr. Miller. The DRPS contacted Toronto Police at the time, but did not contact the SIU directly. Effective immediately, Chief Martin indicated that the DRPS will continue to work with the Police Service that employs the officer, but if that Police Service chooses not to notify the SIU, then the DRPS will review the facts and inform the SIU if it believes the injury threshold is met.

In his recent report on Independent Police Oversight, the Honourable Michael J. Tulloch made a number of significant recommendations to improve the system of checks and balances on policing in Ontario. On page 109 of his report, Justice Tulloch stated the following:

"In the end, over-notification leads to more effective and transparent oversight. Over-notification, rather than under-notification, should be encouraged."

The new process announced by Chief Martin is consistent with this key principle promoted by Justice Tulloch and is supported by the Board. We believe that this change will enhance police accountability and strengthen community trust in our Service.

I trust that this information is of assistance to you.

Yours truly,

Roger Anderson
Chair

c.c.: Chief Martin
President EI-Chantiry, Ontario Association of Police Services Boards

605 Rossland Road East, Box 911, Whitby, ON L1N 0B8
Phone: 905-579-1520, Ext. 4307 * Fax: 905-721-4249
Email: alongo@drps.ca



HAMILTON POLICE SERVICES BOARD

OUTSTANDING ISSUES as of October 19, 2017

ITEM	ORIGINAL DATE	ACTION REQUIRED	STATUS	EXPECTED COMPLETION DATE
1. Other Business	May 26, 2016	That Member Whitehead work with the Board Administrator to implement the use of Electronic devices for monthly agendas.	PSB 16-001 – Ongoing	3 rd Quarter of 2016
2. Board Policy – Board Member Training & Travel and Expense Reimbursement Policies	December 15, 2016	That the Administrator, Vice Chair, Member Whitehead and the Administrator, prepare for approval policies with respect to Travel and Expense Reimbursement and Board Training.		2 nd Quarter of 2017
3. Body-Worn Camera Steering Committee Second Year Report (PSB 16-127)	December 15, 2016	That the Board request staff to report back and provide a proposal, which will include options for scope and size (small, medium and large), policy and expected costs, on the feasibility of entering into a pilot project with respect to Body-Worn Cameras. This report is to be provided by the 3 rd quarter of 2017.		3 rd Quarter of 2017
4. Statistics on Sexual Assault Data Collection	February 9, 2017	The Hamilton Police Services to review all unfounded sexual assault cases dating back to 2010, and that Chief Girt be requested to report back to the Board as soon as possible on the findings		

4.4 (c)

City Clerk's Division

COUNCIL FOLLOW-UP NOTICE

5.1

TO: Jason Thorne
General Manager
Planning and Economic Development Department

DATE: September 28, 2017

FROM: Ida Bedioui
City Clerk's Division

RE: City Council Meeting – September 27, 2017

A. RESOLUTIONS:

Planning Committee Report 17-015

Attached is a copy of Report 17-015 of the Planning Committee which was amended and approved, and the information section received, by City Council at its meeting held September 27, 2017.

B. GENERAL NOTES:

Please take the necessary steps to execute the directions of Council with respect to the items contained in this Report.

Ida Bedioui,
Legislative Co-ordinator

Attachment

Copies to:

Loren Kolar, Item 4
Rose Caterini, Item 7(a)
Lois Morin, Item 8
Janie Hartwell, Finance



**PLANNING COMMITTEE
REPORT 17-015**

AS AMENDED BY COUNCIL SEPTEMBER 27, 2017

9:30 a.m.

Tuesday, September 19, 2017

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors M. Pearson (Chair), A. Johnson (1st Vice-Chair),
J. Farr (2nd Vice Chair) M. Green, C. Collins, D. Conley,
B. Johnson, D. Skelly, R. Pasuta, and J. Partridge

Also Present: Councillor T. Jackson

**THE PLANNING COMMITTEE PRESENTS REPORT 17-015 AND RESPECTFULLY
RECOMMENDS:**

- 1. Active Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision Applications (PED17155) (City Wide) (Item 5.1)**

That Report PED17155 respecting Active Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision Applications, be received.

- 2. Periodic Update Respecting Illegal Businesses in Rural Areas of Ward 11 (PED16207(a)) (Ward 11) (Outstanding Business List Item) (Item 5.2)**

That Report PED16207(a) respecting Periodic Update Respecting Illegal Businesses in Rural Areas of Ward 11, be received

- 3. Expanding Administrative Penalty System (PED17165) (City Wide) (Outstanding Business List Item) (Item 5.3)**

(a) That Licensing and By-law Services expand the existing Administrative Penalty System (APS) to the Responsible Animal Ownership By-law 12-031, the By-law that regulates the feeding of Wildlife 12-030, followed by, Licensing and Municipal Law Enforcement By-laws;

- (b) That staff report back on the implementation of APS for the applicable by-laws.

4. Hamilton Municipal Heritage Report 17-006, August 24, 2017 (Item 5.4)

(a) 1065 Highway No. 8, Stoney Creek, included in the City of Hamilton's Register of Property of Cultural Heritage Value or Interest (PED17131) (Ward 11)

- (i) That the property located at 1065 Highway No. 8, Stoney Creek, shown on Appendix "A" to Report PED17131, currently included in the City of Hamilton's Register of Property of Cultural Heritage Value or Interest not be designated as a property of cultural value or interest under Part IV of the Ontario Heritage Act;
- (ii) That the subject property be removed from staff's designation work plan entitled Requests to Designate Properties under Part IV of the Ontario Heritage Act: Priorities (as amended by Council in 2017), attached as Appendix "E" to Report PED17131;
- (iii) That the subject property remain on the City's Register of Property of Cultural Heritage Value or Interest as a non-designated property, subject to Section 27 of the Ontario Heritage Act.

(b) Designation of Tisdale House Located at 314 Wilson Street East, Ancaster, Under Part IV of the Ontario Heritage Act (PED17153) (Ward 12)

- (i) That the property located at 314 Wilson Street East, Ancaster, known as the Tisdale House, shown in Appendix "A" to Report PED17153, be designated as a property of cultural heritage value pursuant to the provisions of Part IV of the Ontario Heritage Act;
- (ii) That the Statement of Cultural Heritage Value and Description of Heritage Attributes, attached as Appendix "A" to Report 17-015, be approved, as amended;
- (iii) That the City Clerk be directed to take appropriate action to designate the Tisdale House, located at 314 Wilson Street East, Ancaster, under Part IV of the Ontario Heritage Act, in accordance with the Notice of Intention to Designate, attached as Appendix "C" to Report PED17153.

5. Amendment to Zoning By-law No. 05-200 for Lands Located at 5174 Berry Road, Glanbrook (PED17156) (Ward 11) (Item 6.2)

- (a) That Zoning By-law Amendment Application ZAA-17-043, by David and Joan Barlow (Owners), for a modification to the Agricultural (A1) Zone and the Conservation / Hazard Land - Rural (P6) Zone in order to prohibit the construction of a single detached dwelling and residential care facility and to recognize the lot size of the lands to be retained as shown on Appendix "A" to Report PED17156, be APPROVED on the following basis:
 - (i) That the draft By-law, attached as Appendix "B" to Report PED17156, which has been prepared in a form satisfactory to the City Solicitor, be enacted by City Council;
 - (ii) That the amending By-law be added to Schedule "C" of Zoning By-law No. 05-200;
 - (iii) That the proposed change in zoning is consistent with the Provincial Policy Statement (2014), conforms to the Greenbelt Plan (2017), and complies with the Rural Hamilton Official Plan (RHOP);
- (b) That there were no public submissions received regarding this matter.

6. Application for Amendment to the City of Hamilton Zoning By-law No. 6593 for Lands Located at 1275 Upper Gage Avenue, Hamilton (PED17161) (Ward 6) (Item 6.3)

- (a) That Zoning By-law Amendment Application ZAC-16-058 be approved and that staff prepare a draft Zoning By-law that implements the Concept Plan attached as Appendix "B" to Report 17-015, in a form that is satisfactory to the City Solicitor;
- (b) That the draft Zoning By-law be presented to City Council for consideration and enactment;
- (c) That there were no public submissions received regarding this matter.

7. Upper Hannon Creek Master Drainage Plan Municipal Class Environmental Assessment (PED17147) (Wards 6, 7, 9 and 11) (Item 8.2)

- (a) That the General Manager, Planning and Economic Development Department, be authorized and directed to file the Upper Hannon Creek Master Drainage Plan Municipal Class Environmental Assessment (EA),

Project File Report, with the Municipal Clerk for a minimum thirty (30) day public review period.

- (b) That the General Manager, Planning and Economic Development Department be authorized and directed to include the recommendations of the Upper Hannon Creek Master Drainage Plan in Planning processes for the area covered by the Master Drainage Plan, as appropriate.

The following Item 8 was deleted in its entirety and replaced as outlined below:

8. ~~Removal of Hess Village Entertainment District from Licensing Bylaw 07-170 (Item 9.1)~~

~~WHEREAS, pursuant to Part IV of the *Municipal Act*, a municipality may pass by-laws with respect to business licensing;~~

~~WHEREAS, the City of Hamilton Licensing Bylaw 07-170 regulates the operating procedures of Food Premises;~~

~~WHEREAS, every licence holder who operates a Food Premises as a bar or nightclub in Hess Village must comply with the additional Hess Village Entertainment District requirements;~~

~~WHEREAS, the Hess Village Entertainment District requires a minimum of 10 Special Duty Police Officers each Thursday, Friday and Saturday from 11:00pm to 4:00am April 15th to November 15th each calendar year;~~

~~WHEREAS, every Hess Village Entertainment District licence holder shall contribute a pro-rated share to the cost of the Special Duty Police Officers;~~

~~WHEREAS, there has been a decline in attendance in the Hess Village Entertainment District;~~

~~WHEREAS, the City of Hamilton is the only municipality in Ontario with a licensing requirement for pro-rated Special Duty Police Officers; and~~

~~WHEREAS, by increasing the number of seats in some establishments, the sharing of paid policing costs has been reduced to only a handful of establishments paying a much greater share of policing costs;~~

~~THEREFORE BE IT RESOLVED:~~

~~That the Licensing Division Staff be directed to remove the Hess Village Entertainment District requirements from Schedule 21 of Business Licensing By-law 07-170 – Food Premises to better reflect the changes in the Hess Village Entertainment District.~~

8. Amendment to the Requirements of the Hess Village Entertainment District as outlined in City of Hamilton Licensing By-law 01-170

WHEREAS, the Hess Village Entertainment District requires a minimum of ten (10) Special Duty Police Officers each Thursday, Friday and Saturday from 11:00 p.m. to 4:00 a.m. April 15th to November 15th each calendar year;

WHEREAS, the Hamilton Police Service has worked with the bar owners to reduce the costs, given the change in attendance and have not acted unreasonably;

WHEREAS, Hess Village bar owners have been charged for four (4) Constables and two (2) Sergeant paid duties, Friday and Saturday, in 2017 and deployment was altered to begin on the Victoria Day weekend and end on the last weekend of September;

WHEREAS, in 2016 the amount spent from the Hamilton Police Service budget was \$31,524.48; and

WHEREAS, staff from Licensing have confirmed that the number of establishments paying into the Paid Duty program has dramatically decreased since 2015; in 2015 fifteen (15) establishments shared the cost, in 2016 ten (10) establishments shared the cost and in 2017 only six (6) establishments shared the cost;

THEREFORE BE IT RESOLVED:

- (a) That the Hamilton Police Service further reduce the policing response to three (3) Constables and one half (1/2) Sergeant, continuing primarily two (2) nights per week on Friday and Saturday (with Thursdays optional and based on needs) from the Victoria Day weekend through to the end of September;
- (b) That Hamilton Police Service continue to pay for one (1) Dispatcher and three (3) mobile patrol Constables thereby making the bill for policing services a near even split between the Hess Village Bar Owners and the Hamilton Police Service/City of Hamilton, at a projected total of approximately \$48,000.00 each;
- (c) That City of Hamilton Licensing By-law 07-170 be amended to reflect the changes outlined in subsections (a) and (b); and
- (d) That the appropriate City of Hamilton staff be requested to address the issue of declining establishments paying into the Paid Duty program in Hess Village and report back to the Planning Committee 45 days before the start of the 2018 Paid Duty season with solutions.

9. Public Hall Licensing Fee Exemption Program for the Operation of Legions by Ontario Veterans (Added Item 10.1)

That staff be authorized and directed to develop, implement and administer a Public Hall licensing fee exemption program respecting the operation of Legions and Wing Associations by Ontario veterans residing in Hamilton who honourably served in World War II or in Korea during the Korean War as a member of the Canadian Armed Forces or as a member of an allied force or in the Merchant Navy or Ferry Command.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

1. ADDED DELEGATION REQUEST

- 4.2 John Ariens, Chair and Tom Vert, Vice Chair, Hamilton Habitat for Humanity to announce two new initiatives which their organization is about to launch. (For October 17, 2017 meeting)

2. ADDED CORRESPONDENCE

- 6.4(i) Resident of 95 Irene Avenue, Stoney Creek, respecting Item 6.4 Applications for an Official Plan Amendment and Zoning By-law Amendment for Lands Located at 60, 68 and 72 Centennial Parkway South, Stoney Creek (PED17162) (Ward 9)
- 6.5(i) Tom Tapp, 123 Sulmona Drive, Hamilton respecting Item 6.5 Applications for an Urban Hamilton Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and Draft Plan of Condominium, for Lands Located at 820 Rymal Road East, Hamilton (PED17160) (Ward 6)
- 6.5(ii) Petition to Stop the Proposed development of 820 Rymal Road East with 38 signatures of residents of Sulmona Drive. (A copy of the petition is available for viewing in the City Clerk's office.)
- 8.1(i) Domenic Marini requesting that his appeal regarding the denial of his Sign Variance Application SV-16-020 for the property known as 442 Millen Road, Stoney Creek be deferred to the October 3, 2017 meeting.

The agenda for the September 19, 2017 meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

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

(i) September 5, 2017 (Item 3.1)

The Minutes of the September 5, 2017 meeting were approved.

(d) DELEGATION REQUESTS (Item 4)

(i) The following delegation requests were approved to attend a future meeting:

- (1) Graham McNally, Chair, Hamilton/Burlington Society of Architects, respecting an Architectural Recognition Program. (Item 4.1)
- (2) John Ariens, Chair and Tom Vert, Vice Chair, Hamilton Habitat for Humanity to announce two new initiatives which their organization is about to launch. (For October 17, 2017 meeting) (Item 4.2)

(e) DELEGATIONS/PUBLIC HEARING (Item 6)

(i) **Scott Aird, Hamilton & District Budgerigar Society Inc., to request that Council revisit the restriction on the number of pets as outlined in the Responsible Pet Owner By-law 12-031 for “small cages birds”. (No copy) (Approved September 5, 2017) (Item 6.1)**

Scott Aird, Vice President of the Hamilton and District Budgerigar Society Inc., addressed Committee with the aid of a PowerPoint presentation. A copy is available for viewing on the City's website. He requested that “small cages birds” be excluded from the Responsible Pet Owner By-law 12-031 so that the members of the District Budgerigar Society Inc. can continue to represent Hamilton with their hobby.

The delegation was received.

(iii) **Amendment to Zoning By-law No. 05-200 for Lands Located at 5174 Berry Road, Glanbrook (PED17156) (Ward 11) (Item 6.2)**

In accordance with the provisions of the *Planning Act*, Chair Pearson advised those in attendance that if a person or public body does not make oral submissions at a public meeting or make written submissions to the

Council of the City of Hamilton before Council makes a decision regarding the Zoning By-law amendments the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

No members of the public came forward.

David Barlow, the owner was in attendance and indicated that he is in support of the staff report.

(a) The staff presentation was waived;

(b) The public meeting was closed.

The recommendations were amended by adding the following subsection (b) and re-lettering the balance accordingly:

(b) That there were no public submissions received regarding this matter.

For disposition of this matter refer to Item 5.

(iv) Application for Amendment to the City of Hamilton Zoning By-law No. 6593 for Lands Located at 1275 Upper Gage Avenue, Hamilton (PED17161) (Ward 6) (Item 6.3)

In accordance with the provisions of the *Planning Act*, Chair Pearson advised those in attendance that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the City of Hamilton before Council makes a decision regarding the Zoning By-law amendment the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

No members of the public came forward.

Melanie Schneider, Planner, addressed Committee with the aid of a PowerPoint presentation and provided an overview of the report. A copy is available for viewing on the City's website.

The staff presentation was received.

Nik Gruschi, the owner's agent, was in attendance and addressed Committee. He indicated that he does not support the staff recommendation for denial of the application. He does support the Ward Councillor's proposed motion.

The agent's comments were received.

Raef Fawaz, owner and applicant addressed Committee and indicated that he does not support the staff recommendation to deny the application but does support the Ward Councillor's proposed motion.

The owner's comments were received

The public meeting was closed.

Ward Councillor Jackson was in attendance and spoke in support of approving the application.

For disposition of this matter refer to Item 6.

(v) Applications for an Official Plan Amendment and Zoning By-law Amendment for Lands Located at 60, 68 and 72 Centennial Parkway South, Stoney Creek (PED17162) (Ward 9) (Item 6.4)

In accordance with the provisions of the *Planning Act*, Chair Pearson advised those in attendance that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the City of Hamilton before Council makes a decision regarding the Official Plan and Zoning By-law Amendments the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Written Comments

6.4(i) Resident of 95 Irene Avenue, Stoney Creek

The added written comments, Item 6.4(i), were received.

Kimberley Harrison-McMillan addressed Committee with the aid of a PowerPoint presentation and provided an overview of the report. A copy is available for viewing on the City's website.

The staff presentation was received.

Michael Crough, of IBI Group, representing the owner, was in attendance and addressed Committee and indicated that he is in support of the staff report.

The agent's comments were received.

Speakers

1. Frank Greco, 74 Centennial Parkway South

Frank Greco addressed Committee and he expressed his concerns that the proposal would have a negative impact on his property.

2. Joseph Small, 72 Irene Avenue

Joseph Small expressed concerns with the proposed inclusion of a restaurant.

3. Edward Brown, 76 Centennial Parkway South

Edward Brown addressed Committee and indicated his opposition to the coffee shop use and other aspects of the proposal.

4. Lori Small, 79 Irene Avenue

Lori Small addressed Committee and indicated that she is not opposed to the medical centre but opposed to the restaurant and the location of the waste bins and the parking.

The delegations were received.

The public meeting was closed.

Report PED17162 respecting Applications for an Official Plan Amendment and Zoning By-law Amendment for Lands Located at 60, 68 and 72 Centennial Parkway South, Stoney Creek was referred back to staff to incorporate amendments to the recommendations to exclude a restaurant use and a marijuana dispensary use and report back to Committee at the next meeting with the appropriate by-law amendments, for its consideration.

(vi) Applications for an Urban Hamilton Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and Draft Plan of Condominium, for Lands Located at 820 Rymal Road East, Hamilton (PED17160) (Ward 6) (Item 6.5)

In accordance with the provisions of the *Planning Act*, Chair Pearson advised those in attendance that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the City of Hamilton before Council makes a decision regarding the Official Plan and Zoning By-law Amendments and Draft Plan of Subdivision and Draft Plan of Condominium the person or public body is not entitled to appeal the decision of the Council of the City of Hamilton to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Written Comments

6.5(i) Tom Tapp, 123 Sulmona Drive

6.5(ii) Petition to Stop the Proposed development of 820 Rymal Road East with 38 signatures of residents of Sulmona Drive.

The added written submissions, Items 6.5(i) and 6.5(ii) were received.

Daniel Barnett addressed Committee and provided an overview of the report with the aid of a PowerPoint presentation. A copy is available for viewing on the City's website.

The staff presentation was received.

Michael Barton, of MB1 Development Consulting Inc., representing the owner addressed Committee and outlined the proposal.

The agent's overview was received.

Registered Speaker

1. Tom Tapp, 123 Sulmona Drive

Tom Tapp addressed Committee with the aid of a PowerPoint presentation and expressed his concerns with the proposal. A copy is available for viewing on the City's website.

(a) The delegation was received.

(b) The public meeting was closed.

Report PED17160 was referred back to staff for two weeks until the next Planning Committee meeting to allow consultation between the Ward Councillor, staff, the developer and the residents as appropriate.

(f) DISCUSSION ITEMS (Item 8)

- (i) Sign Variance Appeal SV-16-020 for the property known as 442 Millen Road, Stoney Creek, Denied by the Director of Planning and Chief Planner and Appealed by the Owner (PED17145) (Ward 10) (Item 8.1)**

8.1(i) Correspondence from Domenic Marini, the appellant requesting that the appeal be deferred to the October 3, 2017 meeting.

Item 8.1, respecting Sign Variance Appeal SV-16-020 for the property known as 442 Millen Road, Stoney Creek, Denied by the Director of Planning and Chief Planner and Appealed by the Owner (PED17145) was deferred until the October 3, 2017 meeting.

(g) MOTIONS (Item 9)

- (i) Removal of Hess Village Entertainment District from Licensing Bylaw 07-170 (Item 9.1)**

Chair Pearson relinquished the Chair to Councillor Skelly to second Councillor Johnson's tabling motion

That the motion respecting Removal of Hess Village Entertainment District from Licensing Bylaw 07-170 be TABLED until December 2017 to allow staff to report back with additional information in order for Committee to make an informed decision.

The tabling motion was DEFEATED on the following vote:

Yeas:	A. Johnson
Total	1
Nays:	Pearson, Conley, B. Johnson, Green, Pasuta, Skelly, Collins, Farr
Total	8
Absent	Partridge
Total	1

Chair Pearson assumed the Chair.

For disposition of this matter refer to Item 8.

Councillors B. Johnson and A. Johnson indicated that they wished to be recorded as OPPOSED to Item 8.

(h) NOTICES OF MOTION (Item 10)

(i) Public Hall Licensing Fee Exemption Program for the Operation of Legions by Ontario Veterans (Added 10.1)

Councillor Conley introduced a Notice of Motion respecting Public Hall Licensing Fee Exemption Program for the Operation of Legions by Ontario Veterans.

The rules of order were waived to introduce a motion respecting Public Hall Licensing Fee Exemption Program for the Operation of Legions by Ontario Veterans.

For disposition of this matter refer to Item 9 which CARRIED on the following unanimous vote of those in attendance:

Yeas:	Pearson, Conley, B. Johnson, Green, Pasuta, Skelly, Collins, Farr, and A. Johnson
Total	9
Nays:	0
Absent	Partridge
Total	1

Councillor Green presented the following Notice of Motion:

(ii) Tiny Homes to be Included in the Laneway Housing Inventory (Added 10.2)

WHEREAS, the number of individuals estimated to use emergency shelters (annually): 5653 (2013) 20,000 Homes Campaign- People without permanent housing: 454 (April 2015) The Aboriginal Point-in-Time Count: 131 people without permanent housing (February 2015);

WHEREAS, at its meeting on March 1st, 2016, Planning Committee approved Ward 2 Councillor Jason Farr's following motion:

“That staff prepare a report and presentation to Committee on the current inventory and policies related to ‘Laneway Housing’ in Hamilton.”

In report Laneway Housing Inventory (PED16200) (City Wide) now listed on (Outstanding Business List Item);

WHEREAS, a laneway home is typically a small, detached home located at the centre of the block and fronting a laneway. Laneway homes are a form of secondary suite typically created through the conversion of an existing accessory building or new construction separate from the principal dwelling. In most cases they are located on the same lot as the principal building, however in some examples they are located on a separate lot with frontage only onto the laneway;

WHEREAS, the *Strong Communities Through Affordable Housing Act, 2011* amended the *Planning Act, 1990* to improve the affordable housing system. Section 2 of the *Planning Act, 1990* was amended to further identify affordable housing as a matter of provincial interest. The amendments also included enhanced provisions for garden suites and second units;

WHEREAS, as per the March 1st Report- Laneway housing would not be considered under the provisions of a garden suite, as by definition, the housing created through laneway units would be both permanent and within a structure that is not moveable. Secondary units are an additional separate dwelling unit on a property that would normally accommodate only one dwelling unit. Laneway homes are therefore instead considered a form of secondary unit, one that if pursued under a detailed policy framework, will require its own planning analysis and approval;

WHEREAS, the objective of the “Starting Human” proposal to assist the Houseless in Los Angeles, with Tiny House Shelters as an immediate bridge between the living in the rough and more permanent housing and are vital to the humane treatment and survival of the human beings in our communities who have lost their place of residence;

WHEREAS, Cass Community Social Services located in Detroit Michigan, is in the process of building 25 different Tiny Homes (250-400sf) on the north end of its campus between the Lodge service drive and Woodrow Wilson. Each home will be on its own lot (roughly 30 x 100 feet) and every one will be on a foundation. Most will have a front porch or rear deck to increase the living space. The residents will have a combination of experiences (formerly homeless people, senior citizens, college students and a few Cass staff members) but all will qualify as low-income. At first,

the residents will rent the homes. Anyone who remains for seven years will be given the opportunity to own the home and property;

WHEREAS, the Second Winds Cottage located in Newfield New York provides an alternative to The Ithaca Rescue Mission which offers a dormitory-style living arrangement and shorter term housing. As an emergency shelter, they provide for a specific need. The goal of Second Wind is to provide an environment for men to have their lives restored and permanently changed. This can be a slow process, but they believe independent living, where each resident can have privacy, is the best way for this holistic transformation to happen. We want the residents to take pride in their own home and be able to adjust from homelessness at their own pace. Each occupant has his own private bedroom, kitchen and bathroom;

WHEREAS, Good Shepherd and the Social Housing and Research Council of Hamilton (SPRC) are planning an as-yet-unnamed project to offer up duplexes of tiny units for women in danger of homelessness;

WHEREAS, the Quito Implementation Plan for the United Nation's New Urban Agenda identifies that SUSTAINABLE URBAN DEVELOPMENT FOR SOCIAL INCLUSION AND ENDING POVERTY (Appendix "A") includes the following:

25.

"We recognize that eradicating poverty in all its forms and dimensions, including extreme poverty, is the greatest global challenge and an indispensable requirement for sustainable development. We also recognize that the growing inequality and the persistence of multiple forms and dimensions of poverty, including the rising number of slum and informal settlement dwellers, is affecting both developed and developing countries, and that the spatial organization, accessibility, and design of urban space, as well as infrastructure and basic service provision, together with development policies, can promote or hinder social cohesion, equality, and inclusion."

27.

We reaffirm our pledge that no one will be left behind, and commit to promote equally shared opportunities and benefits that urbanization can offer, and enable all inhabitants, whether living in formal or informal settlements, to lead decent, dignified, and rewarding lives and to achieve their full human potential.

97. We will promote planned urban extensions, infill, prioritizing renewal, regeneration, and retrofitting of urban areas, as appropriate, including upgrading of slums and informal settlements, providing high-

quality buildings and public spaces, promoting integrated and participatory approaches involving all relevant stakeholders and inhabitants, avoiding spatial and socio-economic segregation and gentrification, while preserving cultural heritage and preventing and containing urban sprawl.

107. We will encourage developing policies, tools, mechanisms, and financing models that promote access to a wide range of affordable, sustainable housing options including rental and other tenure options, as well as cooperative solutions such as co-housing, community land trust, and other forms of collective tenure, that would address the evolving needs of persons and communities, in order to improve the supply of housing, especially for low-income groups and to prevent segregation and arbitrary forced evictions and displacements, to provide dignified and adequate re-allocation. This will include support to incremental housing and self-build schemes, with special attention to slums and informal settlements upgrading programs.

109. We will consider increased allocation of financial and human resources, as appropriate, for the upgrading and, to the extent possible, the prevention of slums and informal settlements in the allocation of financial and human resources with strategies that go beyond physical and environmental improvements, to ensure that slums and informal settlements are integrated into the social, economic, cultural, and political dimensions of cities. These strategies should include, as applicable, access to sustainable, adequate, safe, and affordable housing; basic and social services; and safe, inclusive, accessible, green, and quality public spaces; and they should promote security of tenure and its regularization, as well as measures for conflict prevention and mediation.

AND WHEREAS, the Ontario Building Code requirements currently translate into a minimum unit size of 425 square feet without consideration for the elimination or reduction of kitchen/living room/dining room areas;

THEREFORE BE IT RESOLVED:

That staff be directed to include recommendations in the Laneway Housing Inventory follow-up report to PED16200, for stand-alone units under 425 square feet within the scope of 'Tiny Homes' for the purpose of detached, secured, serviced lots that could provide for future land tenure and individual ownership.

(i) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

(i) Outstanding Business List (Item 11.1)

(a) The following Item was removed:

Item “J” – Report PED14120(a) - That staff report back on the feasibility of including licensing as part of the Administrative Penalty System as part of annual review of APS (Item 5.3 on this agenda)

(b) The following new due dates were approved:

Item “F” – Redevelopment of a City Owned Surface Parking Lot.
Due September 19, 2017
New due date: November 14, 2017

Item “I” – The Feasibility of Establishing a City Animal Adoption Service in Partnership with the HBSPCA
Due September 19, 2017
New due date: December 5, 2017

Item “N” - That the Vital Services By-law require Landlords to provide Mandatory Emergency Generators to meet the health equipment needs of tenants
Due September 19, 2017
New due date: October 31, 2017

Item “V” - That staff report to the Planning Committee on a proposed scope and terms of reference for a consultant assignment to undertake the Kirkendall Neighbourhood Strategy in collaboration with the Kirkendall Neighbourhood Association
Due September 19, 2017
New due date: December 5, 2017

(j) ADJOURNMENT (Item 13)

There being no further business, the Planning Committee was adjourned at 1:33 p.m.

Respectfully submitted,

Councillor M. Pearson
Chair, Planning Committee

Ida Bedioui
Legislative Co-ordinator
Office of the City Clerk

City Clerk's Division

COUNCIL FOLLOW-UP NOTICE

TO: Hamilton Police Services Board
c/o Lois Morin
Administrator, Hamilton Police Services Board

DATE: September 29, 2017

FROM: Stephanie Paparella
Legislative Coordinator, Office of the City Clerk

SUBJECT: Council Follow up – September 27, 2017

Please be advised that, at its meeting of September 27, 2017, Council approved Item 7.1, which reads as follows:

7.1 Hamilton Police Service Requested to Actively Enforce Current Laws Prohibiting the Sale of Marijuana under the Criminal Code

WHEREAS, the Government of Canada is in the process of creating new legislation for the legalization of marijuana;

WHEREAS, possessing and selling marijuana for non-medical purposes is still currently illegal everywhere in Canada;

WHEREAS, marijuana dispensaries selling marijuana for non-medical purposes are persistently opening and operating in the City of Hamilton;

WHEREAS, marijuana dispensaries have a negative impact on the neighbourhood it is operating in as well as the entire Hamilton community;

WHEREAS, the City of Hamilton Licensing and By-law Services have formed a team of Officers to investigate municipal by-law violations under Zoning, Licensing and Sign By-laws at identified marijuana dispensaries in the city of Hamilton;

WHEREAS, the City of Hamilton Licensing and By-law Services have issued 45 non-compliance zoning notifications, 25 zoning charges are currently before the Court, and 6 licensing charges for selling food without a licence, resulting in the closure of 10 marijuana dispensaries in the City of Hamilton;

WHEREAS, 19 marijuana dispensaries still remain open in the City of Hamilton;

WHEREAS, the City of Hamilton is pursuing an injunction before the Superior Court to prohibit the distribution of marijuana through retail outlets but there will not be a final decision for several months; and,

WHEREAS, current laws prohibiting the possession and sale of marijuana are mainly enforced under criminal jurisdiction;

THEREFORE BE IT RESOLVED:

- (a) That the Hamilton Police Service be requested to enforce the *Controlled Drugs and Substance Act* and charge those selling non-medical marijuana in the City of Hamilton; and,
- (b) That the Mayor correspond with the Honourable Ralph Goodale, Public Safety Minister, to request that the process and implementation of the legislation for the legalization of marijuana be expedited to alleviate confusion within the community.

The City of Hamilton respectfully requests your consideration with respect to subsection (a) above.


Thank you.

HAMILTON POLICE SERVICES BOARD**- RECOMMENDATION -**

DATE: 2017 October 19
REPORT TO: Chair and Members
Hamilton Police Services Board
FROM: Lois Morin
Administrator
SUBJECT: *Hamilton Police Services Board*
Board Member Travel and Expense Reimbursement Policy
(PSB 16-137a)

RECOMMENDATIONS:

- a) That the Board approve the *draft* Police Services Board Member Travel and Expense Reimbursement Policy, attached hereto as Appendix "A".



Lois Morin
Administrator

FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

FINANCIAL – n\ a

STAFFING – n\ a

LEGAL – n\ a

BACKGROUND

Section 37 of the *Police Services Act* provides that a Board shall establish its own rules and procedures in performing its duties under the Act.

In the past the Hamilton Police Services Board has complied with the City of Hamilton Policy for Business Travel, Seminars and Conferences. At its meeting of December 16, 2016, the Board approved that Vice Chair Levy, Member Whitehead and the Administrator, prepare for review by the Board, policies with respect to Travel and Expense Reimbursement and Board Training.

With this in mind Big 12 Policies with respect to Business Travel, Seminars and Conferences were reviewed for best practices.

/lem

Attachment (1): *Appendix "A": Draft Policy: Board Member Travel and Expense Reimbursement Policy*

Board Member Travel and Expense Reimbursement Policy

INTRODUCTION

The members of the Hamilton Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members attending functions related to their duties or training.

APPLICATION AND SCOPE

The Board Member Travel and Expense Reimbursement policy applies to members and administrative staff of the Hamilton Police Services Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions and meetings related to their duties with the Board.

GUIDELINES

1. General

- 1.1 Board members and Board staff will be reimbursed for eligible expenses incurred in the execution of their duties and for attendance at a Board-related conference, seminar, meeting or other event.
- 1.2 Reimbursement will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.
- 1.3 The most practical and economical arrangements for conference registration/attendance, travel, meals and lodging shall be made.
- 1.4 To facilitate the sharing of information, Board members will provide a verbal report that includes highlights of sessions they attended at the next scheduled Police Services Board meeting. If more than one member attends a conference, a joint report is acceptable. The Administrator will provide a written report which will include the members that attended and a brief synopsis of the conference (etc).

Hamilton Police Services Board

2. Conference Approval Process

- 2.1 Early in each year, commonly attended annual conferences will be listed on a Board agenda for approval. Board members shall determine which conference(s) they would like to attend and advise the Administrator so that arrangements can be made. Full participation is required for approval and reimbursement. Details of other conferences shall be brought to the Board's attention as they become available.
- 2.2 When time constraints do not allow for a report to go to the Board requesting approval for attendance at a conference, the Board Chair shall have the authority to authorize the attendance, including travel, of any person covered by this policy.
- 2.3 The Administrator will ensure Board members approved for full attendance at conferences are registered for the conference, and will book hotel accommodations and make travel arrangements on behalf of Board members. If an expense has not been prepaid, the Board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim Form.

3. Travel Arrangements

- 3.1 Police Services Board members may make their own travel arrangements. Travel arrangements should be made as soon as possible in order to take advantage of the lowest fares.
- 3.2 When making travel arrangements at the request of a Board member, the Administrator shall use the Board's credit card.
- 3.3 The Administrator will register and book hotel accommodations for Board members.
- 3.4 Board members are responsible for making their own arrangements for companion programs at conferences.

4. Eligible Expenses

- 4.1 Reimbursement of eligible expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.

5. Ineligible Expenses

- 5.1 Ineligible Expenses are in accordance with the City of Hamilton Police for Business Travel, Seminars and Conferences.

6. Expense Claims / Reimbursement

- 6.1 Approval and reimbursement of travel expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.

Hamilton Police Services Board

7. **Monitoring and Reporting**

- 7.1 Attendance at conferences, seminars and other events that constitute training will be reported in the Board's Annual Training, Activity and Performance Report.
- 7.2 The Administrator will provide a written report which will include the members that attended and a brief synopsis of the conference
- 7.3 Board members will provide a verbal report that includes highlights of sessions they attended at the next scheduled Police Services Board meeting.
- 7.4 Board Members will complete the attached Conference Findings form which will be attached to the written report and will be kept on file (Appendix "A").

8. **Other Applicable Provisions**

- 8.1 The provisions of the City of Hamilton Policy for Business, Travel, Seminars and Conferences will take precedence over any other Board policy or by-law.

Chair Lloyd Ferguson

Conference Findings

Board Member: _____

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 the Board. 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 the Board. Include networking opportunities or learning experiences that resulted by your attendance.

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

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

Value for money spent	1	2	3	4	5	6	7	8	9	10
Conference content	1	2	3	4	5	6	7	8	9	10

Recommended future attendance by self or others	YES	NO
---	-----	----

Please fill out this form to evaluate business travel when overnight accommodation is required.

**CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
FINANCIAL SERVICES DIVISION**

POLICY FOR BUSINESS TRAVEL, SEMINARS & CONFERENCES

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. All members of Council will follow and uphold the requirements of this policy.

1. ATTENDANCE AUTHORIZATION

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

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

Employee travel requires the following approvals:

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

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 the submission.

Documented approval for travel must be obtained before any travel expenses are incurred or committed to. Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the employee if the travel request is denied. An approved Travel Advance Form must be submitted to Accounts Payable before the travel only if an advance is being requested, or be attached to the payment requisition for registration or other travel expenses being paid in advance.

2. ADVANCE AND EXPENSE REIMBURSEMENT

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 by the claimant indicating authority for the City to recover through the Payroll system any advances unaccounted for.

In order to receive early discounts, and confirm registration, employees may incur out of pocket expenses in advance of the travel dates. These expenditures can be recovered by making a notation on the Travel Advance Form requesting an early release of the advance.

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 for payment of 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 either to the Travel Expense Form when requesting an advance, thus allowing accurate calculation of the per diem, or if no advance requested to the Travel Expense Form when submitted for final accounting.

Any fees paid prior to the conference, referred to as prepaid expenses, are to be reflected on the Travel Advance/Reimbursement Form to be submitted to Financial Services. All costs related to the travel must be included on the form so the approver is aware of all costs related to the travel, and so the total cost of travel is reported on one form.

4. TRANSPORTATION

The most economical and efficient mode of transportation should be used 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.

The cost of seat selection will be reimbursed.

Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory City Business. Only charges relating to the employee are reimbursable.

Luggage cost charged by airlines is reimbursable.

The cost of passports **will not be** reimbursed.

- 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. 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.
- 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 specified 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 to/from the regular place of work, or to/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.
- Subject to budgetary funding, double occupancy may be required at the discretion of the Approver providing the employee is in agreement.
- 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.
- Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed because they are covered by the per diem reimbursement.

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 is to cover the cost of meals, gratuities, personal telephone charges (other than reasonable telephone charges for calls to family at home which is not to exceed one per day) and all other incidental expenses not covered by Sections 3, 4, 5 and 7 and will apply only when overnight accommodation is required.

- One full per diem can be claimed for each overnight stay. Expenses can be claimed for the final day by submitting actual receipts.
- Where some meals are provided by either the event registration or the airline, the per diem **will** be reduced as follows:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00

- Under extenuating circumstances, people traveling under this policy may be reimbursed for meals upon submission of receipts even if the meal is supplied by the conference. In this circumstance, there must be a valid reason for the person not being able to attend the meal as supplied by the conference.
- When overnight accommodation is **not** required, personal meal expenses will be reimbursed based upon submitted receipts to a maximum of \$15 for breakfast, \$15 for lunch and \$25 for dinner.
- For non North American travel only, reimbursement in excess of these maximums will be 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.
- To accommodate the potential higher cost of meals outside of Canada, increased per diems are allowable. For travel within United States, \$100 CDN per diem (\$20 breakfast, \$20 lunch, \$35 dinner, \$25 incidentals) can be claimed for each overnight stay. For travel outside of North America, \$125 CDN per diem (\$25 breakfast, \$25 lunch, \$45 dinner, \$30 incidentals) can be claimed for each overnight stay. Expenses can be claimed for the final day by submitting receipts and translating at an estimated exchange rate of the country of travel, to a maximum of the above foreign daily per diem allowances.
- When it is necessary to entertain clients while traveling, detailed receipts must be submitted indicating what was purchased, who was entertained and the reason. An amount will be deducted from the per diem for the employee meal claimed as part of this entertainment receipt.
- Currency rates used should reflect the prevailing rate at the time of exchange as closely as possible. Reasonable estimates using the exchange rate during the time of travel are acceptable and should be used if actual rates are not available.
- While this policy addresses the maximum that the City will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City, reimbursement must be received at time of claim submission. Examples *include additional accommodation expenses for an accompanying spouse or extended stays.*

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)

Value for money spent	1	2	3	4	5	6	7	8	9	10
Conference content	1	2	3	4	5	6	7	8	9	10

Recommended future attendance by self or others	Yes	0	No	0
---	-----	---	----	---

Please fill out this form to evaluate business travel when overnight accommodation is required.

HAMILTON POLICE SERVICES BOARD

- INFORMATION -

DATE: 2017 October 19

REPORT TO: Chairman and Members
Hamilton Police Services Board

FROM: Dan Kinsella
Acting Chief of Police

SUBJECT: *M.D. Charlton Inc. Single Source Approval for Axon Conducted Energy Weapons and Related Products*
PSB 17-109

RECOMMENDATION:

- a) THAT the Board APPROVE the single source procurement of Conducted Energy Weapons (CEW), including batteries, cartridges, holsters, targets and other directly related products, manufactured by Axon Enterprise, Inc. and distributed by M.D. Charlton Inc., pursuant to Procurement Policy #11 – Non-Competitive Procurement, until December 31, 2021 and that the Chief of Police be authorized to negotiate, enter into and execute any required Contract and any ancillary documents required to give effect thereto with, in a form satisfactory to the City Solicitor.



Dan Kinsella
Acting Chief of Police

FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

FINANCIAL – n/a

STAFFING – n/a

LEGAL – n/a

BACKGROUND:

Axon Enterprise, Inc. is the single source manufacturer of Conducted Energy Weapons (CEW) and related products. No other competition exists in the marketplace. These products are only available for sale through an authorized distributor. M.D. Charlton Inc. is the sole authorized distributor for the Axon brand products in Canada.

The Hamilton Police Services Board adopts the City of Hamilton Procurement Policy. In March of 2016 the Procurement Policy was revised to include the following new clause under Policy #11 – Non-competitive Procurements:

(2) Council (Board) must approve any requests for negotiations with a single source, where the cumulative value of the Policy 11 exceeds a multi-year value of the proposed procurement of \$250,000 or greater. For greater clarity, the total cumulative value of a Policy 11 shall not exceed \$250,000 in any given year or multiple consecutive years.

Since the above revision, the Hamilton Police Service has submitted single source Policy 11's for CEWs distributed by M.D. Charlton Inc. in the amount of \$60,000 in 2016 and \$158,000 in 2017, resulting in a cumulative value of \$218,000. Board approval is required in order to move forward with the purchase of additional equipment for 2017, as well as purchases in the upcoming years.

Staff is requesting the above approval to be in effect until December 31, 2021, as future budgets indicate cumulative totals will continue to be in excess of \$250,000.

DK/N.Goodes-Ritchie

cc: Nancy Goodes-Ritchie, Superintendent – Professional Development Division
Dan Bowman, Manager – Facilities
Doris Ciardullo – Supervisor – Procurement and Stores

HAMILTON POLICE SERVICES BOARD**- RECOMMENDATION -**

DATE: 2017 October 19
REPORT TO: Chairman and Members
Hamilton Police Services Board
FROM: Dan Kinsella
Acting Chief of Police
SUBJECT: *Restructuring - Records Business Centre*
PSB 17-110

RECOMMENDATION:

1. That the Board approve the restructuring of the one position in the Records Business Centre, specifically the conversion of an existing vacant Quality Control Clerk position, payband 4E, to a new position: Records Management System (RMS) Support Clerk, payband 4E.
2. That the salary for this new position be transferred from budget account 376654 to account 376656.



Dan Kinsella
Acting Chief of Police

FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

FINANCIAL – None. Both the eliminated position and the proposed new position are banded at the same rate of pay.

STAFFING – The elimination of a long-vacant Quality Control job that was purposely held open for restructuring, and the creation of a new RMS Support Clerk job driven by the needs of the organization. No change to staffing levels.

LEGAL – None

BACKGROUND:

In December 2005, the Niche Records Management System (RMS) was introduced to the Service. Niche is a complicated, technically immersive system requiring the Service to continually develop new workflows and business rules to further improve the quality and volume of records in the database. As the system has developed and evolved over the past twelve years, the need for specialized, dedicated support has become necessary. This new position will have the expertise required to provide assistance and support to Records staff on relevant and specific administrative functions in the RMS, working in cooperation with the Niche Business Development Team (NBDT). The RMS Support Clerk will take over many of lower-level administrative maintenance functions currently performed by the NBDT's RMS Analyst, such as creating or modifying user accounts, and changing user roles/privileges according to assignment. It will also provide support to the Records Supervisors by assisting with the identification and correction of data errors and duplications in the system, and managing access to restricted data.

Prior to the recommendation to establish this new position, a pilot program was run for one year with great success. The addition of the RMS Support Clerk will provide much-needed assistance to the Records Branch staff, Niche team and the Records Supervisors with time-consuming but essential maintenance of RMS content.

DK/P.Bailey

cc: Jamie Anderson, Acting Deputy Chief – Field Support

John Randazzo, Chief Accountant – Finance

Rosemarie Auld, Manager – Human Resources

Peter Bailey, Manager – Records/Property Branch



Hamilton Police Services Board
Deputation Request Form
 (Request to appear before the Police Services Board)

****Please note** - The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: ROBERT BURGESS

Firm / Organization: _____
 (if applicable)

E-mail Address: RBURGESS@INJUSTICEINONTARIO.CA

Home Phone: 289.768.4276

Fax No.: _____

Business Phone: _____

Mailing Address: 949 KING ST E UNIT #6 HAMILTON, ON
L8M 1C1

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

TO ASK ACTING CHIEF OF POLICE DANIEL J
KINSELLA WHY HE REFUSES TO INVESTIGATE
MY CRIMINAL COMPLAINTS AGAINST MY MP
AND THE PERJURY CASE.

Will you require a LCD Projector: ☐ Yes ☒ No
 (Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

Please submit the completed form either in person, via fax or e-mail to:

Administrator
 Hamilton Police Services Board
 155 King William Street
 P.O. Box 1060, LCD1
 Hamilton, ON
 L8N 4C1

Fax: 905-546-4720
 E-Mail: lois.morin@hamilton.ca



**Hamilton Police Services Board
Deputation Request Form**

(Request to appear before the Police Services Board)

****Please note** - The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: ROBERT BURGESS

Firm / Organization: _____
(if applicable)

E-mail Address: RBURGESS@INJUSTICEINONTARIO.CA

Home Phone: 289 768 4276

Fax No.: _____

Business Phone: _____

Mailing Address: 949 KING ST E HAMILTON, ONT L8M 1C1

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

TO ASK THE CHAIR WHY HE DEALT WITH MY COMPLAINT IN
2016 AGAINST THE CHIEF BY HIMSELF AND DID NOT TAKE IT TO
THE BOARD FOR A VOTE-

Will you require a LCD Projector: ☐ Yes ☒ No
(Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?

Please submit the completed form either in person, via fax or e-mail to:

Administrator
Hamilton Police Services Board
155 King William Street
P.O. Box 1060, LCD1
Hamilton, ON
L8N 4C1

Fax: 905-546-4720
E-Mail: lois.morin@hamilton.ca



HAMILTON POLICE SERVICES BOARD

Board Members
Lloyd Ferguson, Chair
Madeleine Levy, Vice Chair
Fred Eisenberger
Walt Juchniewicz
Donald MacVicar
Stanley Tick
Terry Whitehead

Lois Morin, Administrator

19 November, 2015

Mr. Robert Burgiss
219 Balsam Avenue South
Hamilton, ON
L8M 3B9

Dear Mr. Burgiss:

RE: Complaint

The Police Services Board at its meeting of October 22, 2015 received and reviewed your complaint pursuant to the provisions of The Police Services Act. Furthermore, all the decisions of the Hamilton Police Service, the Ontario Civilian Police Commission and the Office of the Independent Review Director have been reviewed, and accordingly, the Board is content that all issues you have raised have been appropriately dealt with, in full compliance with the applicable legislation. The Board is also satisfied that there are no outstanding issues, which would require, or in fact permit, the Hamilton Police Services Board to take any action. Therefore, the Board has concluded it is not able to assist you and will be taking no further action and considers the matter closed.

I trust this information is of assistance.

Yours truly,

Lloyd Ferguson, Chair

LF/lem