

City Clerk's Division

COUNCIL FOLLOW-UP NOTICE

TO: Mike Zegarac
General Manager, Finance
& Corporate Services

DATE: November 26, 2015

FROM: Denis Farr
City Clerk's Office

RE: **City Council Meeting – November 25, 2015**

A. REPORTS:

City Council, at its meeting held November 25, 2015, approved Report AF&A 15-012, **as amended.**

B. GENERAL NOTES:

AMENDMENT TO ITEM 6 WAS APPROVED AS FOLLOWS:

91st Highlanders – Advance City Enrichment Funding

That Item 6 of the Audit, Finance & Administration Committee Report 15-012, respecting the Grants Sub-Committee Report 15-003, be amended by adding subsection (l) to read as follows:

6. Grants Sub-Committee Report 15-003 (Item 8.4)

(l) 2016 City Enrichment Fund Advance for the 91st Highlanders

- (a) That effective January 1, 2016, an advance of City Enrichment funds, from the Sport & Active Lifestyle Program Category, be provided to the 91st Highlanders, in five equal payments (January to May 2016), in the total amount of \$13,542, be approved; and,
- (b) That any outstanding arrears due to the City of Hamilton by the 91st Highlanders be first applied against the approved grant funding, including advances, until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

Info items:

The OBL items will also be amended as required.

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

Council – November 25, 2015

Regards,

Denis Farr
Legislative Coordinator

Copy to:

Catriona Jarvie, Administrative Coordinator
Tom Hewitson, Manager of Current Budgets and Fiscal Planning
Janie Hartwell, Manager of Finance and Admin
Helen Hale-Tomasik (Items 1, 2 and 3)
Stephanie Paparella (Item 6)
Joseph Spiler (Items 4 and 5)



**AUDIT, FINANCE & ADMINISTRATION COMMITTEE
REPORT 15-012**

APPROVED BY COUNCIL, AS AMENDED

9:30 a.m.

Monday, November 23, 2015

Council Chambers

Hamilton City Hall

71 Main Street West

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

Regrets: Councillor B. Johnson – Personal

Also Present: Councillor Jackson

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 15-012 AND RESPECTFULLY RECOMMENDS:

1. Sick Absence Report Q1 to Q3 2015 (HUR15013) (City Wide) (Item 5.1)

That Report HUR15013 respecting Sick Absence Report Q1 to Q3 2015, be received.

2. Occupational Injury and Illness Claims (HUR15012) (City Wide) (Item 5.2)

That Report HUR15012 respecting Occupational Injury and Illness Claims, be received.

3. All Employee Survey (HUR15014) (City Wide) (Item 8.1)

(a) That staff be directed to design and implement a comprehensive employee survey for all employees at the City of Hamilton;

- (b) That the survey be implemented in October 2016, repeated in October 2019, and October 2022 to enable monitoring of employee engagement and corporate culture over time;
 - (c) That the Employee Survey be referred to the capital budget in 2016 at a gross cost of \$235,000, in 2019 for an estimated cost of \$200,000 and in 2022 for an estimated cost of \$200,000;
 - (d) That the unspent capital funds in the Employment Systems Review (project # 3451355301) estimated at \$34,500 be applied to the 2016 capital budget for the Employee Survey (project 2051659601); and
 - (e) That the survey questionnaire designed for City of Hamilton employees be shared with the Hamilton Police Services Board and the Hamilton Public Library Board for their consideration with the understanding that the implementation and analysis costs would be funded by their respective budgets.
- 4. Request Regarding Development Charge Deferral Agreement #114 – Carmen’s Best Western at 1520 Stone Church Rd. E (FCS15086) (Item 8.2)**
- (a) That the General Manager of Finance & Corporate Services be authorized to enter into a revised Development Charge Deferral Agreement in a form satisfactory to the City Solicitor which effectively extends Development Charge Deferral Agreement #114 (Carmen’s Best Western at 1520 Stone Church Rd. E., Hamilton, Ontario) in the amount of \$102,727.76; and
 - (b) That “Development Charge Deferral Agreement #114 (Carmen’s Best Western Hotel at 1520 Stone Church Road E., Hamilton, Ontario)” be considered complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.
- 5. Request Regarding Development Charge Deferral Agreement #129 – Terra Enterprises Inc. at 44 Ditton Drive (FCS15087) (City Wide) (Item 8.3)**
- (a) That the General Manager of Finance & Corporate Services be authorized to enter into a revised Development Charge Deferral Agreement in a form satisfactory to the City Solicitor which effectively extends Development Charge Deferral Agreement #129 (Terra Enterprises Inc. at 44 Ditton Drive, Hamilton, Ontario) in the amount of \$143,170.36; and

- (b) That “Development Charge Deferral Agreement #129 (Terra Enterprises - 44 Ditton Drive, Hamilton, Ontario) be considered complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

6. Grants Sub-Committee Report 15-003 (City Wide) (Added as Item 8.4)

- (i) **2015 City Enrichment Fund Intake – Accountability Form for Sport and Active Lifestyle (GRA15002) (City Wide) (Item 4.1) (Attached hereto as Appendix “A” to AF&A Report 15-012)**

That one-time City Enrichment Fund grants totalling \$1,570, to be funded through the City Enrichment Fund Program, be approved for the following 2015 applicants to the Sport & Active Lifestyle Program:

- (a) Heart and Stroke Foundation - \$1,220
- (b) Buchanan Sports Council - \$350

- (ii) **2016 Advance - City Enrichment Fund (GRA15003) (City Wide) (Item 4.2) (Attached hereto as Appendix “B” to AF&A Report 15-012)**

- (a) That effective January 1, 2016, an advance of funds be provided to the former Boards & Agencies, non-legislated organizations as specified in the attached Appendix “B” to AF&A Report 15-012; and,
- (b) That any outstanding arrears due to the City of Hamilton by the Agencies (as shown in the attached Appendix “B” to AF&A Report 15-012) be first applied against the approved grant funding, including advances, until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

- (iii) **Factory Media Centre, Annual Operations (ART A-12; Culture for Kids in the Arts, Annual Operations (ART A-12); and, Centre 3 for Print and Media Art, Annual Operations (Item 4.3)**

WHEREAS, this is a transitional year for the City of Hamilton’s City Enrichment Fund,

WHEREAS, the Grants Sub-Committee has within their mandate, the ability to adjust grant allocations to qualified organizations;

WHEREAS, three arts organizations have deliberated with Culture and the City Enrichment Fund Program Team, subsequent to the first grant allocations being approved, to gain a better understanding of the application process; and, all are now well poised for future applications;

THEREFORE BE IT RESOLVED:

- (a) That \$10,000 for the Factory Media Centre Annual Operations, to be funded from the 2015 City Enrichment Fund (Grant) Reserve (No. 112230), be approved.
- (b) That \$10,000 for the Culture for Kids in the Arts Annual Operations, to be funded from 2015 City Enrichment Fund (Grant) Reserve (No. 112230), be approved.
- (c) That \$10,000 for, Centre 3 for Print and Media Art, Annual Operations, to be funded from the 2015 City Enrichment Fund (Grant) Reserve (No. 112230), be approved.
- (iv) **Letter to Previous Years' Applicants – Notice of City Enrichment Fund Annual Launch (Item 6.1)**

That staff be directed to send a letter (via regular mail) to all City Enrichment Fund (CEF) applicants, from the previous year, advising them of the CEF launch as well as the changes to the program, the firm deadlines and the City's expectations of any potential CEF recipients, for the 2017 cycle and beyond.

- (v) **Incomplete City Enrichment Fund Applications for the 2016 Funding Cycle (Item 6.1)**

That staff be directed to compile a list of all of the incomplete City Enrichment fund applications received for the 2016 funding cycle, with reasons why, where applicable, and report back to the February Grants Sub-Committee meeting.

- (vi) **Adjudication of All Incomplete 2016 City Enrichment Fund Applications (Item 6.1)**

That staff be directed to move forward with the adjudication process for all incomplete City Enrichment Fund applications for the 2016 funding cycle, and report back to the May 10, 2016 Grants Sub-Committee Budget meeting.

- (vii) **2015 Grant Recipients who did not apply to the 2016 City Enrichment Fund Process (Item 6.1)**

That staff be directed to provide a list of all 2015 City Enrichment Fund grant recipients who did not submit an application for the 2016 City

Enrichment Fund cycle and report back to the February Grants Sub-Committee meeting.

(viii) **Grant History for the Art Gallery of Hamilton (Item 6.1)**

That staff be directed to report back to the February 2016 Grants Sub-Committee with the history of grants funding for the Art Gallery of Hamilton.

(ix) **Use of the Environmental Mitigation Reserve (Item 6.1)**

That staff be directed to review the feasibility of utilizing the City Enrichment Fund Program as the framework to provide optimum use of the \$390,000 in the Environmental Mitigation Reserve to the community; specifically Wards 3, 4 and 5, and report back to the Grants Sub-Committee.

(x) 2016 City Enrichment Fund Advance for the 91st Highlanders

(a) That effective January 1, 2016, an advance of City Enrichment funds, from the Sport & Active Lifestyle Program Category, be provided to the 91st Highlanders, in five equal payments (January to May 2016), in the total amount of \$13,542, be approved; and,

(b) That any outstanding arrears due to the City of Hamilton by the 91st Highlanders be first applied against the approved grant funding, including advances, until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Legislative Coordinator advised of the following three additions to the agenda:

Consent Items (Item 5)

5.3 Freedom of Information Quarterly Report (April 1 to September 30, 2015) (CL15002a) (City Wide)

Discussion Items (Item 8)

8.4 Grants Sub-Committee Report 15-003 (City Wide)

Notices of Motion (Item 10)

10.1 Notice of Motion submitted by Councillor M. Pearson respecting the Review of Policies surrounding Deferral Agreement Extensions

The Agenda for the November 23, 2015 meeting of the Audit, Finance and Administration Committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None.

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

(i) November 9, 2015

The Minutes of the November 9, 2015 Audit, Finance and Administration Committee meeting were approved, as presented.

(d) CONSENT ITEMS (Item 5)

(i) Freedom of Information Quarterly Report (April 1 to September 30, 2015) (CL15002a) (City Wide) (Added as Item 5. 3)

Report CL15002a respecting Freedom of Information Quarterly Report (April 1 to September 30, 2015), was deferred to the December 8, 2015 Audit, Finance & Administration Committee meeting.

(e) MOTIONS (Item 9)

(i) Interview Sub-Committee to the Audit, Finance, and Administration Committee

This item will be considered at the December 8, 2015 Audit, Finance & Administration Committee meeting.

(ii) Review of Policies surrounding Development Charge Deferral Agreement Extensions (City Wide) (Added as Item 10.1)

WHEREAS, there have been a number of requests for extending DC Deferral Agreements beyond the original 5-year term as per City of Hamilton DC By-Law 14-153; and

WHEREAS, there is a need to balance the requirement for financial resources to support development related activity while showing an understanding of the financial challenges facing the DC Deferral Agreement holder;

THEREFORE, BE IT RESOLVED:

That the General Manager of Finance & Corporate Services be directed to review policies surrounding Development Charge Deferral Agreements and report back to a future Audit, Finance & Administration Committee meeting respecting potential amendments.

(f) NOTICES OF MOTION (Item 10)

Councillor M. Pearson relinquished the Chair to introduce the following Notice of Motion:

Review of Policies surrounding Development Charge Deferral Agreement Extensions (City Wide) (Added as Item 10.1)

WHEREAS, there have been a number of requests for extending DC Deferral Agreements beyond the original 5-year term as per City of Hamilton DC By-Law 14-153; and

WHEREAS, there is a need to balance the requirement for financial resources to support development related activity while showing an understanding of the financial challenges facing the DC Deferral Agreement holder;

THEREFORE, BE IT RESOLVED:

That the General Manager of Finance & Corporate Services be directed to review policies surrounding Development Charge Deferral Agreements and report back to a future Audit, Finance & Administration Committee meeting respecting potential amendments.

The Rules of Order were waived to allow for the introduction of a motion respecting Review of Policies surrounding Development Charge Deferral Agreement Extensions.

For disposition of this matter, please refer to Information Item (e)(i) above.

(g) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:00 a.m.

Respectfully submitted,

Councillor M. Pearson, Chair
Audit, Finance and Administration Committee

Denis Farr
Legislative Coordinator,
Office of the City Clerk