

City Clerk's Division

COUNCIL FOLLOW-UP NOTICE

TO: City Manager
GM Finance & Corporate Services

FROM: Kirsten Stevenson
Legislative Coordinator, Office of the City Clerk

RE: City Council Meeting – May 24, 2017

A. RESOLUTION:

Audit, Finance and Administration Committee Report 17-008

Attached is Report 17-008 of the Audit, Finance and Administration Committee, which was adopted as presented, and the information section received by City Council at its meeting held on Wednesday, May 24, 2017.

B. GENERAL NOTES:

Please take the necessary steps to execute the directions of Council with respect to the items contained in the attached report. Please ensure all relevant Staff are copied on the report.

Regards,
Kirsten Stevenson
Legislative Coordinator
Office of the City Clerk



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 17-008

AS ADOPTED BY COUNCIL ON MAY 24, 2017

9:30 a.m.

Thursday, May 18, 2017

Council Chambers

Hamilton City Hall

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

**Absent
with regrets:** Councillor B. Johnson - City Business

Also present: Councillor J. Partridge

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 17-008 AND RESPECTIVELY RECOMMENDS:

1. Dundas / Waterdown (Special Area Charge (SAC)) Flow Diversion Project Finance/Build Agreement Status Update (FCS17049) (Wards 13 and 15) (Item 5.1)

That Report FCS17049, respecting Dundas / Waterdown (Special Area Charge (SAC)) Flow Diversion Project Finance/Build Agreement Status Update, be received.

2. Evaluation of the Value for Money Pilot Program (AUD17013) (City Wide) (Outstanding Business List Item) (Item 7.1)

- (a) That the two temporary full time equivalent (FTE) Performance Auditor positions be eliminated when the Value for Money Pilot Program ends on June 30, 2017;
- (b) That the Director of Audit Services be directed to incorporate value for money (VFM) auditing into the duties of the current permanent Auditors and, in consultation with Human Resources, reorganize to deliver the Program within its existing FTE complement;
- (c) That the Audit Services Division adopt an offering of services and activities that maintains capabilities in value for money auditing, as well as

consulting, risk assessment, and investigation, to fully support the City's risk management, controllership and governance processes and continuous improvement initiatives; and,

- (d) That the Director of Audit Services be directed to explore the development of an Audit Rotation Program aimed at providing opportunities for 2 city staff to serve in ongoing rotational work terms in Audit Services under the sponsorship of departments.

3. Grants Sub-Committee Report 17-002, May 11, 2017 (Added Item 8.1)

- (a) **City Enrichment Fund Applications that fall into the Transitional Funding Policy (GRA17004) (City Wide)(Item 4.1)**

That Report GRA17004, respecting the City Enrichment Fund Applications that fall into the Transitional Funding Policy, be received.

- (b) **2017 City Enrichment Funding Recommendations (GRA17003) (City Wide) (Item 5.1)**

- (i) That, the 2017 City Enrichment Fund recommended funding allocations, in the amount of **\$5,974,721** (as outlined in the attached Appendix "A" to Report 17-008), as **further** amended, be approved;
- (ii) That the City Enrichment Fund 2017 Application Summary, attached as Appendix "B" to Report GRA17003, be received;
- (iii) That the City Enrichment Fund 2017 Payment Plan, attached as Appendix "B" to Report 17-002, be approved;
- (iv) That the following 2017 City Enrichment Fund grants be approved and the funds be released, pending the submission of additional information, by July 20, 2017:
 - (a) AGR A-19 - Hamilton Wentworth Junior Farmers;
 - (b) ART A-22 - Matapa Music and Arts Organization;
 - (c) ART B-1 - Centre Francais Hamilton;
 - (d) ART B-7 - Festival of Friends;
 - (e) CCH A-11 - Downtown Dundas Business Improvement Area;
 - (f) CCH A-24 - Comunita Racalmutese Maria SS Del Monte Inc., as amended;
 - (g) CCH A-28- Musicata – Hamilton's Voices (John Laing Singers);
 - (h) CCH A-30 - Flamborough Santa Claus Parade;
 - (i) CCH A-40 - Waterdown Arts and Music Streetfest;
 - (j) CCH A-41 - Stoney Creek Santa Parade, as amended;
 - (k) CCH A-42 - Hamilton Santa Claus Parade Committee, as amended;

- (l) CCH B-1 - Art Forms Youth Art Studio;
- (m) CCH B-2 - Sinfonia Ancaster; and,
- (n) ENV C-5 - Sustainable Hamilton Burlington;
- (o) ENV C-8 - A Rocha Canada;

(v) That the following groups, who receive an annual grant within the Community Services Program Area of the City Enrichment Fund Program, be transferred from the City Enrichment Fund to the Public Works Department's Recycling & Waste Disposal Section, the base budget amount of \$16,509 effective 2018, to fund Tipping Fees as follows:

- (a) Bibles for Mission – Ham - \$2,820;
- (b) Good Shepherd Centre - \$1,998;
- (c) Habitat for Humanity - \$881;
- (d) Salvation Army Recycling - \$5,875;
- (e) Salvation Army Booth - \$588;
- (f) Compassion Ministries - \$2,468;
- (g) Welcome Inn - \$59;
- (h) Community Living - \$764;
- (i) St. Matthew's House - \$529; and,
- (j) Bibles for Missions – Dundas - \$529.

(c) **City Enrichment Fund - 2017 Community Services Program Intake Review (GRA17006) (City Wide) (Item 6.1)**

That Report GRA17006, respecting the City Enrichment Fund - 2017 Community Services Program Intake Review, be received.

(d) **Food4Kids Weekends without Hunger Program (Food Backpack Program) (Item 7.1)**

WHEREAS, the Food4Kids Weekends without Hunger Program (Food Backpack Program) has a total annual budget of \$421,000, which feeds 1,052 Hamilton children, each weekend of the year; and,

WHEREAS, an additional \$20,000 in funding would allow 50 children to be removed from the waiting list and into the program;

THEREFORE BE IT RESOLVED:

That, contingent upon the receipt of a 2017 application to the 2018 cycle of City Enrichment Fund (Emerging Needs Stream), one-time funding in the amount of \$20,000 be approved for Food4Kids Weekends without Hunger Program (Food Backpack Program).

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

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

1. ADDED DISCUSSION ITEM (Item 8)

8.1 Grants Sub-Committee Report 17-002, May 11, 2017

The agenda for the May 18, 2017 Audit, Finance and Administration Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None.

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

(i) May 8, 2017 (Item 3.1)

The Minutes of the May 8, 2017 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) PRESENTATIONS (Item 7)

(i) Evaluation of the Value for Money Pilot Program (AUD17013) (City Wide) (Outstanding Business List Item) (Item 7.1)

Charles Brown, Director of Audit Services, addressed Committee with the aid of a PowerPoint presentation and provided an overview of the report.

The presentation, respecting the Evaluation of the Value for Money Pilot Program, was received.

A copy of the presentation was retained for the official record for viewing at www.hamilton.ca or through the Office of the City Clerk.

For disposition of this matter refer to Item 2.

(e) DISCUSSION ITEMS (Item 8)

(i) Grants Sub-Committee Report 17-002 (Item 8.1)

(a) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Information & Referral (CS F-3), as shown in Appendix “A” to Report 17-002, was increased from \$17,179 to \$32,090;

(b) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Outreach

Services (CS F-8), as shown in Appendix “A” to Report 17-002, was increased from \$11,186 to \$16,345;

- (c) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Seniors’ Support (CS E-17), as shown in Appendix “A” to Report 17-002, was increased from \$2,514 to \$3,446; and,
- (d) Sub-section (a) to Item 2 of the Grants Sub-Committee Report 17-002, respecting Report GRA17003 – 2017 City Enrichment Funding Recommendations, was amended by deleting the dollar amount of “\$5,951,219” and replaced with the dollar amount of “5,972,221”; and, by adding the word “*further*” before the word “amended” to read as follows:
 - (i) That, the 2017 City Enrichment Fund recommended funding allocations, in the amount of \$5,951,219 (as outlined in the attached Appendix “A” to Report GRA17003), *as further amended*, was approved.

The motion to the Grants Sub-Committee Report 17-002 was amended by adding a new sub-section (e) to read as follows:

- (e) That the recommended 2017 City Enrichment Fund grant for Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-5), as shown in Appendix “A” to Report 17-002, was increased from \$5,000 to \$7,500.

Main Motion as amended:

- (a) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Information & Referral (CS F-3), as shown in Appendix “A” to Report 17-002, was increased from \$17,179 to \$32,090;
- (b) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Outreach Services (CS F-8), as shown in Appendix “A” to Report 17-002, was increased from \$11,186 to \$16,345;
- (c) The recommended 2017 City Enrichment Fund grant for Flamborough Information and Community Services – Seniors’ Support (CS E-17), as shown in Appendix “A” to Report 17-002, was increased from \$2,514 to \$3,446; and,
- (d) Sub-section (a) to Item 2 of the Grants Sub-Committee Report 17-002, respecting Report GRA17003 – 2017 City Enrichment Funding Recommendations, was amended by deleting the dollar amount of “\$5,951,219” and replaced with the dollar amount of “5,972,221”;

and, by adding the word “*further*” before the word “amended” to read as follows:

(i) That, the 2017 City Enrichment Fund recommended funding allocations, in the amount of \$5,951,219 (as outlined in the attached Appendix “A” to Report GRA17003), *as further amended*, was approved.

(e) *The recommended 2017 City Enrichment Fund grant for Lynden Canada Day Committee – Lynden Canada Day Celebration (CCH A-5), as shown in Appendix “A” to Report 17-002, was increased from \$5,000 to \$7,500.*

For disposition of this matter refer to item 3.

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

(i) Amendment to the Outstanding Business List

The items respecting the Value for Money Audit Program (AUD12019) and Value-for-Money Audit Program – End of Three Year Pilot, were considered complete and removed from the Audit, Finance and Administration Committee’s Outstanding Business List.

(f) ADJOURNMENT (Item 13)

That, there being no further business, the Audit, Finance and Administration Committee, was adjourned at 10:12 a.m.

Respectfully submitted,

Councillor Donna Skelly
Chair, Audit, Finance and
Administration Committee

Kirsten Stevenson
Legislative Co-ordinator
Office of the City Clerk