



City of Hamilton
AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
AGENDA

Meeting #: 20-006
Date: August 13, 2020
Time: 9:30 a.m.
Location: Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's Website:
<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

1. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

2. DECLARATIONS OF INTEREST

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 July 9, 2020

4. COMMUNICATIONS

5. CONSENT ITEMS

5.1 2020 First Quarter Request for Tenders and Proposals Report (FCS20033) (City Wide)

5.2 2020 First Quarter Emergency and Non-competitive Procurements Report (FCS20034) (City Wide)

5.3 First Quarter Non-compliance with the Procurement Policy Report (FCS20035) (City Wide)

5.4 Criteria for Participation in Assessment Appeals (FCS20063) (City Wide)

6. PUBLIC HEARINGS / WRITTEN DELEGATIONS / VIRTUAL DELEGATIONS

7. STAFF PRESENTATIONS

8. DISCUSSION ITEMS

8.1 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide)

8.2 Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide)

8.3 Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide)

Discussion of Confidential Appendices "A" and "B" to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 12.2 for Confidential Appendices "A" and "B" to Report AUD20005.

8.4 Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide)

Discussion of Confidential Appendix "A" to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 12.3 for Confidential Appendix "A" to Report AUD20004.

9. MOTIONS

10. NOTICES OF MOTION

11. GENERAL INFORMATION / OTHER BUSINESS

11.1 Amendments to the Outstanding Business List:

11.1.a Items to be Removed:

City Council Correspondence from City of Hamilton's Taxi Brokers asking for some relief with municipal fees related to costs such as; plate renewal fees, lease renewals/registration fees, taxi cab license fees etc.

Added: May 27 and 28, 2020 at Council - Item 4.8

Completed: August 13, 2020 AF&A - Item 8.2

OBL Item: 20-D

12. PRIVATE AND CONFIDENTIAL

12.1 July 9, 2020 - Closed Minutes

Pursuant to Section 8.1, Sub-sections (a), (b), (d), and (f) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (a), (b), (d), and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; labour relations or employee negotiations; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

12.2 Appendices "A" and "B" to Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide)

Discussion of Confidential Appendices "A" and "B" to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 8.3 for Public Report AUD20005.

12.3 Appendix "A" to Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide)

Discussion of Confidential Appendix "A" to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

Please refer to Item 8.4 for Public Report AUD20004.

13. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 20-005

9:30 a.m.

July 9, 2020

Council Chambers

Hamilton City Hall

Present: Councillors M. Wilson (Chair), B. Clark, C. Collins, L. Ferguson, B. Johnson, J. Partridge, M. Pearson, and A. VanderBeek

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Parkland Dedication Reserve Status Report as of December 31, 2019 (FCS20056) (City Wide) (Item 8.1)

(Pearson/Ferguson)

- (a) That Report FCS20056, respecting the Parkland Dedication Reserve Status Report as of December 31, 2019, be received and made available to the public; and,
- (b) That Report FCS20056, respecting the Parkland Dedication Reserve Status Report as of December 31, 2019 be forwarded, if requested, to the Ministry of Municipal Affairs and Housing.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
 YES - Ward 15 Councillor Judi Partridge
 YES - Ward 13 Councillor Arlene VanderBeek
 YES - Ward 12 Councillor Lloyd Ferguson
 YES - Ward 11 Councillor Brenda Johnson
 YES - Ward 10 Councillor Maria Pearson
 YES - Ward 9 Councillor Brad Clark
 YES - Ward 5 Councillor Chad Collins

2. Development Charges Reserves Status Report as of December 31, 2019 (FCS20059) (City Wide) (Item 8.2)

(Partridge/Pearson)

- (a) That Report FCS20059, respecting the Development Charges Reserves Status Report as of December 31, 2019, be received and made available to the public; and,
- (b) That Report FCS20059, respecting the Development Charges Reserves Status Report as of December 31, 2019 be forwarded, if requested, to the Ministry of Municipal Affairs and Housing.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

3. Ward Specific Funding Initiatives Update as of December 31, 2019 (FCS20045) (City Wide) (Item 8.3)

(Johnson/Pearson)

- (a) That Report FCS20045, respecting the Ward Specific Funding Initiatives Update as of December 31, 2019, be received; and,
- (b) *That staff report back to the Audit, Finance & Administration Committee with additional information respecting Appendix D of Report FCS20045, Ward Specific Funding Initiatives Update as of December 31, 2019.*

Result: Main Motion, As Amended, CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

4. 2020 City Enrichment Funding Recommendations (GRA20003(a)) (City Wide) (Item 8.4)

(Ferguson/Johnson)

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$2,640,836 (as outlined in the attached Appendix "A" to Report GRA20003(a)), be approved;
- (b) That Staff be directed to continue to work with organizations whose Events have been cancelled as listed in Appendix "B" to GRA20003(a) and report back with recommendations pending the submission of additional information;
- (c) That Staff be directed to continue to work with organizations whose Programs and Events status are Unknown, (as outlined in Appendix "C" to Report GRA20003(a)) and report back regarding funding recommendations in a forthcoming report; and,

- (d) That, Appendix “D” to Report GRA20003(a), being the 2020 City Enrichment Fund Application Summary, be received.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

5. Citizen Advisory Committees and Electronic Participation During the COVID-19 Emergency (FCS20061) (City Wide) (Added Item 8.5)

(Pearson/Johnson)

- (a) That the By-Law to Amend By-Law No. 18-270, the Council Procedural By-Law, attached as Appendix ‘A’ to Report FCS20061, be enacted;
- (b) That Council direct staff to proceed with scheduling Citizen Advisory Committee meetings in accordance with the Hamilton Reopens: The City of Hamilton’s COVID-19 Recovery Plan; as per the schedule outlined in the Citizen Advisory Committee Meeting Recovery Plan Phases Appendix ‘B’;
- (c) That staff be directed to procure the necessary technology for Staff Liaisons to support Electronic Citizen Advisory Committees and that it be funded from Dept. ID 300100; and,
- (d) That the City Clerk be delegated the authority to establish and approve procedures and take all steps necessary to facilitate electronic participation by members of Citizen Advisory Committees.

Result: Motion CARRIED by a vote of 5 to 1, as follows:

NO - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
NOT PRESENT - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

6. City Auditor Reporting of Serious Matters to Council (AUD20006) (City Wide) (Item 12.1)

(Pearson/Ferguson)

That the contents of Report AUD20006, respecting the City Auditor Reporting of Serious Matters to Council, be received and remain confidential.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

8. DISCUSSION ITEMS (Item 8)

8.5 Citizen Advisory Committees and Electronic Participation During the COVID-19 Emergency (FCS20061) (City Wide)

11. GENERAL INFORMATION / OTHER BUSINESS (Item 11)

11.1(a) Item to be Removed:

City Council Correspondence requesting that City Council give the City's volunteer citizen committees the option to resume their meetings virtually until it is safe for them to meet again in person
Added: June 24, 2020 at Council - Item 4.19
Completed: July 9, 2020 AF&A - Item 8.5
OBL Item: 20-F

(Partridge/Johnson)

That the agenda for the July 9, 2020 Audit, Finance and Administration Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) June 18, 2020 (Item 3.1)

(VanderBeek/Ferguson)

That the Minutes of the June 18, 2020 meeting of the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(d) DISCUSSION ITEMS (Item 8)

(i) Ward Specific Funding Initiatives Update as of December 31, 2019 (FCS20045) (City Wide) (Item 8.3)

(Johnson/Pearson)

That Report FCS20045, respecting Ward Specific Funding Initiatives Update as of December 31, 2019, be **amended** by adding the following:

(b) That staff report back to the Audit, Finance & Administration Committee with additional information respecting Appendix D of Report FCS20045, Ward Specific Funding Initiatives Update as of December 31, 2019.

Result: Amendment CARRIED by a vote of 8 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(i) Amendments to the Outstanding Business List (Added Item 11.1)

(Partridge/Ferguson)

That the following amendment to the Outstanding Business List, be approved:

(a) Item to be Removed (Item 11.1(a)):

City Council Correspondence requesting that City Council give the City's volunteer citizen committees the option to resume their meetings virtually until it is safe for them to meet again in person

Added: June 24, 2020 at Council - Item 4.19

Completed: July 9, 2020 AF&A - Item 8.5

OBL Item: 20-F

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson

YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson

YES - Ward 11 Councillor Brenda Johnson

NOT PRESENT - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark

NOT PRESENT - Ward 5 Councillor Chad Collins

(f) PRIVATE AND CONFIDENTIAL (Item 12)

(Clark/Pearson)

That Committee move into Closed Session respecting Item 12.1, pursuant to Section 8.1, Sub-sections (a), (b), (d), and (f) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-sections (a), (b), (d), and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; labour relations or employee negotiations; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson

YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson

YES - Ward 11 Councillor Brenda Johnson

YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark

NOT PRESENT - Ward 5 Councillor Chad Collins

**(i) City Auditor Reporting of Serious Matters to Council (AUD20006)
(City Wide) (Item 12.1)**

For disposition of this matter, refer to Item 6.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson

YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

(g) ADJOURNMENT (Item 13)

(Ferguson/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:22 a.m.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	2020 First Quarter Request for Tenders and Proposals Report (FCS20033) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

INFORMATION

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Co-operative Contracts for the first quarter of 2020.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the City of Hamilton Procurement Policy. Those items with a status of “Under Review” will remain on the Report until such time an award is made. Request for Tenders and Request for Proposals listed under the “Co-operative Contracts” section were entered into by the City of Hamilton (City) via a co-operative procurement in accordance with the City’s Procurement Policy, Section 4.12 – Co-operative Procurements.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: 2020 First Quarter Request for Tenders and Proposals Report
(FCS20033) (City Wide) - Page 2 of 2**

Appendix "A" to Report FCS20033 details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a co-operative procurement. Award information is current as of April 9, 2020.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20033 – 2020 First Quarter Request for Tenders and Proposals Report

PV/dw

CITY OF HAMILTON
 Summary of Tenders and Proposals Issued – January 1, 2020 – March 31, 2020

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C11-12-19	Proposal for Operations and Maintenance of the City of Hamilton's Material Recycling Facility	05/14/2019	Canada Fibers Ltd.	5 year+ 2 options	\$4,587,720.00
C15-26-19 (PED)	Tender for Mewburn Neighbourhood Stormwater Management Facility	08/01/2019	Rankin Construction Inc.	Project Specific	\$5,539,952.00
C11-41-19	Tender for Move and Move Management Services for the City of Hamilton	09/17/2019	DDI Group Ltd.	1 year + 4 options	\$247,475.00
C13-45-19	Tender for Bayfront Operations Yard Building in the City of Hamilton	10/16/2019	Harbridge and Cross Limited	Project Specific	\$4,121,500.00
C15-72-19 (M)	Tender for Supply and Installation of Kiosks and Poster Sleeves	10/16/2019	Decew Construction Inc.	Project Specific	\$240,900.00
C18-13-19	Proposal for Prime Consultant Services for New 55 Unit Apartment Building in the City of Hamilton	11/13/2019	Kearns Mancini Architects Inc.	Project Specific	\$984,609.00
C11-45-19	Tender for Supply and Delivery of Single Axle, Tandem and Tri-Axle Dump Trucks	11/14/2019		Project Specific	
	Section One		Metro Freightliner Hamilton Inc.		\$144,669.00
	Section Two		Premier Truck Group Hamilton		\$193,913.00
	Section Three		Premier Truck Group Hamilton		\$212,208.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C13-41-19	Tender for Prequalified Contractors Required for the Kenilworth (HDR01) and Dewitt (HDR1C) Reservoir Upgrades	11/15/2019	Bennett Mechanical Installations (2001) Ltd.	Project Specific	\$6,077,000.00
C13-53-19	Tender for Valley Park Library Addition and Recreation Centre Renovation	11/28/2019	Steelcore Construction Ltd.	Project Specific	\$10,960,200.00
C2-08-19	Proposal for Benefit Consulting Services for the City of Hamilton	12/10/2019	Mercer (Canada) Limited	1 year + 3 options	\$332,481.00
C15-52-19 (HSW)	Tender for Central Park Neighbourhood Reconstruction	12/12/2019	New-Alliance Ltd.	Project Specific	\$3,854,000.00
C13-60-19	Tender for Demolition of Eastmount Park School, 155 East 26th Street, Hamilton	12/13/2019	Budget Environmental Disposal Inc.	Project Specific	\$599,820.00
C15-71-19 (H)	Tender for Galbraith Drive and Second Road - Road Resurfacing	12/16/2019	Coco Paving Inc.	Project Specific	\$1,448,000.00
C8-02-19	Proposal for Supply, Delivery, Selection and Collection, Development, Cataloguing and Processing of Printed Collection Materials to and for the Hamilton Public Library	12/17/2019	Whitehots Inc.	5 years + 5 options	\$66,787.55
C11-60-19	Tender for Supply and Delivery of Liquid Chlorine in Railway Tank Cars Services	12/17/2019	Appropriate Chemical International Ltd. o/a Anchem Sales	2 years + 2 options	\$1,117,040.00
C11-57-19	Tender for Area Winter Road Maintenance for Various Locations	12/18/2019	Emcon Services Inc.	5 years + 3 options	\$6,902,354.02

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C18-24-19	Tender for Supply and Installation of a New Playground Structure and Basketball Court at 430 Cumberland Avenue	12/18/2019	Anthony's Excavating Central Inc.	Project Specific	\$101,609.65
C11-54-19	Tender for Supply and Delivery of Fuel Site Maintenance Services as and when required	12/19/2019	Servicestat Ltd.	1 year + 4 options	\$422,000.00
C15-49-19 (W)	Tender for Large Valve Replacement at Robert Street, Barton Street East, Rutherford Avenue and Sanford Avenue South	12/19/2019	DESO Construction Limited	Project Specific	\$1,484,000.00
C11-58-19	Tender for Services Required for Growing, Supplying, Installing, Watering and Removal of Hanging Baskets and Planters	12/23/2019	CSL Group Ltd.	1 year + 4 options	\$1,333,472.00
C13-22-19	Proposal for Contractor for Cleaning, Inspection and Cured-in-Place Pipe (CIPP) Structural Rehabilitation of Existing Mainline Sewers	01/06/2020	Insituform Technologies Ltd.	Project Specific	\$3,712,108.00
C5-22-19	Tender for Supply and Delivery of Adult and Pediatric Epi Pen Auto-Injector	01/08/2020	Kit Care Corporation	1 year + 1 option	\$76,042.00
C11-59-19	Tender for Soft Surface Stumping and Site Remediation Services	01/08/2020	1877980 Ontario Inc. o/a Kodiak Tree Services	1 year + 3 options	\$151,675.00
C11-65-19	Tender for Supply and Delivery of Large Caliper Trees	01/10/2020	Sheridan Nurseries V. Kraus Nurseries Ltd.	Project Specific	\$13,975.00 \$25,125.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
			Uxbridge Nurseries Limited		\$79,080.00
			Neil Vanderurk Holdings Inc. (NVK)		\$367,835.00
			Dutchmaster Nurseries Ltd.		\$1,001,545.00
C15-55-19 (H)	Tender for Book Road Resurfacing	01/15/2020	Coco Paving Inc.	Project Specific	\$488,000.00
C18-25-19	Tender for Replacement of Emergency Generator at 801 Upper Gage in the City of Hamilton	01/15/2020	JTS Mechanical Systems Inc.	Project Specific	\$312,690.00
C15-10-19 (HS)	Tender for Highway 8 - Road Reconstruction, Storm Sewer Replacement and Retaining Wall	01/16/2020	DESO Construction Limited	Project Specific	\$371,990.00
C15-16-20 (W)	Tender for 308 Rymal Road East - Water and Fire Line Replacement	01/23/2020	1573335 ONT LTD. O/A Charlton Group	Project Specific	\$236,081.00
C13-54-19	Tender for Prequalified General Contractors Required for the Elgin (FC001) and Rhodes (DC009) Wastewater Pumping Station Upgrades	01/24/2020	E. S. Fox Limited	Project Specific	\$723,779.00
C12-11-19	Proposal for Supply and Delivery of High Visibility Safety Clothing	01/30/2020	AGO Industries Inc.	1 year + 6 options	\$837,500.00
C15-03-20 (H)	Tender for Quinn Avenue, Ridley and Quail Drive, Quaker, Trenholme, Solomon Crescent. and Jamie- Road Resurfacing	01/30/2020	Rankin Construction Inc.	Project Specific	\$1,841,251.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C11-03-20	Tender for Supply and Delivery of Wetwell Submersible Wastewater Pumping Equipment for the Homestead (HC027) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	02/06/2020	KSB Pumps Inc. (Canada)	Project Specific	\$101,740.00
C11-04-20	Tender for Supply and Delivery of Drypit Submersible Wastewater Pumping Equipment for the English Church (HC019) Airport Employment Growth District (AEGD) Wastewater Pumping Station Upgrades	02/06/2020	Xylem Canada Company	Project Specific	\$83,197.00
C15-15-20 (HS)	Tender for Braeheid Avenue, Cedar Street, Fern Avenue - Road Reconstruction and Storm Sewer	02/07/2020	Coco Paving Inc.	Project Specific	\$1,107,000.00
C18-01-20	Tender for Contractor Required to Supply, Install and Maintain Video Surveillance Cameras at Nine (9) CityHousing Hamilton Locations	02/07/2020	Marcomm Integrated Business Solutions	Project Specific	\$127,120.94
C13-02-20	Tender for Supply and Installation of Spectator Bleachers for Mohawk Sports Park	02/12/2020	1312772 Ontario Inc. Alpine Green Contracting	Project Specific	\$196,732.00
C15-29-20 (M)	Tender for Guiderail and Fence, Replacements and Repairs throughout the City of Hamilton	02/26/2020	Royal Fence Limited	2 years + 3 options	\$5,650,000.00
C15-11-20 (AM)	Tender for Burlington Street Trunk Watermain Dig Investigation	02/27/2020	DESO Construction Limited	Project Specific	\$1,484,000.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Term	Award Amount
C5-03-20	Tender for Mosquito Larviciding Contractor	03/04/2020	Pestalto Environmental Health Services Inc.	1 year + 4 options	\$702,427.00
C15-32-20 (M)	Tender for Concrete Sidewalk Repairs throughout Ward 4	03/05/2020	A. Cosmos Concrete and Paving Ltd.	Project Specific	\$512,600.00
C9-02-20	Tender for Vehicle Maintenance and Repair Services Required for the Hamilton Police Services Fleet	03/09/2020	1262247 Ontario Inc. 1984080 Ontario Inc. 2046369 Ontario Inc. O/A Zellens Auto Mall	1 year + 2 options	\$105,546.90 \$149,601.25 \$185,670.00
C15-18-20 (PED)	Tender for Creekside Drive Roadway Resurfacing, Curb and Sidewalk Reconstruction	03/12/2020	Associated Paving and Materials Ltd.	Project Specific	\$219,285.00

Contracts Cancelled

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Reason for Cancellation
C18-15-19	Tender for Installation of Security System at Vanier Towers	07/31/2019	No compliant tenders received. A new Request for Tender under C18-23-19 was issued and awarded.
C13-58-19	Tender for Maintenance, Supply and Installation of AV System at Tim Horton's Field	1/24/20	All bids received were over budget. A new Request for Tender will not be issued. Since this was the second time a Tender was issued, the Department will rescope and issue separate Request for Quotations for each section of the work.

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C18-07-19	Proposal for Jamesville Redevelopment Opportunity	06/06/2019	Closed and Under Review
C3-04-19	Proposal for Consultant Required to Complete a Parking Master Plan for the City of Hamilton	07/08/2019	Closed and Under Review
C5-19-19	Proposal for Developers for the New Rental Housing Component of the Ontario Priorities Housing Initiative (OPHI)	09/23/2019	Closed and Under Review
C11-51-19	Tender for Supply and Delivery of Accessible Pedestrian Signal Systems Equipment	10/08/2019	Closed and Under Review
C13-46-19	Tender for Hamilton Housing Office Expansion at 350 King Street East	10/08/2019	Closed and Under Review
C2-06-19	Proposal for Provision of Services of an Integrity Commissioner and Lobbyist Registrar for the City of Hamilton	12/10/2019	Closed and Under Review
C13-29-19	Tender for Prequalified General Contractors Required for the Old Dundas (HC005) Wastewater Pumping Station Upgrades	01/10/2020	Closed and Under Review
C13-26-19	Tender for Prequalified Contractor Required for Promenade Park Construction on Pier 8 West Harbour, Hamilton	01/31/2020	Closed and Under Review
C13-07-20	Tender for Elevator Modernization, York Blvd. Parkade	02/05/2020	Closed and Under Review
C11-06-20	Tender for Supply and Delivery of Self Contained Restrooms for HSR Operations	02/11/2020	Closed and Under Review
C15-12-20 (BR)	Tender for Bridge 150 Tapleystown Road Girder Repairs	02/13/2020	Closed and Under Review

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C12-05-20	Tender for Supply and Delivery of Diesel Exhaust Fluid Windshield Washer Fluid and Engine Antifreeze	02/18/2020	Closed and Under Review
C11-55-19	Proposal for Waste Collections Services	02/20/2020	Closed and Under Review
C18-03-20	Tender for Replacement of the Fascia, Eavestroughs and Downspouts, and Localized Replacement of the Soffits at the Main Roof Level at 10 Street Andrews Drive, Hamilton	02/20/2020	Closed and Under Review
C15-50-19 (HSW)	Tender for Rymal Road East and Regional Road 56 Road Reconstruction and Widening	02/21/2020	Closed and Under Review
C13-01-20	Proposal for Contractors Required for the Cleaning and Structural Lining of Watermains as Required in the City of Hamilton	02/25/2020	Closed and Under Review
C2-01-20	Proposal for Organizational Review of the City Managers Office for the City of Hamilton	02/26/2020	Closed and Under Review
C2-03-20	Proposal for Development of Enterprise Data Management Strategy	02/26/2020	Closed and Under Review
C13-04-20	Tender for Building Automation System (BAS) and Mechanical (HVAC) Upgrades at Wentworth Lodge	03/02/2020	Closed and Under Review
C13-06-20	Proposal for Contractor for the Design, Fabrication, Supply and Installation of Bus Wash Rack Equipment	03/02/2020	Closed and Under Review
C12-04-20	Proposal for Plumbing Services for the City of Hamilton	03/03/2020	Closed and Under Review

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C3-01-20	Proposal for Glancaster Road, Municipal Class Environmental Assessment Phases 3 and 4	03/10/2020	Closed and Under Review
C3-02-20	Proposal for Fireworks Services for Canada Day Celebration	03/10/2020	Closed and Under Review
C9-01-20	Tender for Hamilton Police Services Computer Replacement	03/12/2020	Closed and Under Review
C15-25-20 (P)	Tender for Melissa Tancredi Soccer Field Improvements	03/16/2020	Closed and Under Review
C11-07-20	Tender for Maintenance and Grass Cutting Services required for the Lincoln Alexander Parkway and the Red Hill Valley Parkway	03/17/2020	Closed and Under Review
C15-23-20 (H)	Tender for North Service Road Reconstruction	03/17/2020	Closed and Under Review
C15-33-20 (TR)	Tender for Queen Street Two Way Conversion	03/18/2020	Closed and Under Review
C3-03-20	Proposal for Red Hill Valley Parkway and Lincoln Alexander Parkway Feasibility Study	03/20/2020	Closed and Under Review
C11-10-20	Tender for Installation of City Supplied Engineered Wood Fibre to Various Playgrounds	03/24/2020	Closed and Under Review
C11-22-20	Tender for Stormwater Management Facility Grass Cutting and Litter Collection at Various Locations	03/26/2020	Closed and Under Review
C5-06-20	Tender for Supply and Delivery of Golf Carts for Chedoke and Kings Forest Golf Courses	03/27/2020	Closed and Under Review
C15-41-20 (M)	Tender for Asphalt Speed Cushion Installations	03/27/2020	Closed and Under Review
C11-15-20	Tender for Supply and Repair of Automotive Radiators and Coolers	03/31/2020	Closed and Under Review
C11-02-20	Proposal for Supply, Delivery, and Inventory Management of Primary Sludge Thickening Polymer	04/06/2020	Not closed as of April 1, 2020

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C11-16-20	Tender for Supply of Traffic Island Watering Services	04/07/2020	Not closed as of April 1, 2020
C11-11-20	Tender for Supply and Delivery of One-Ton Steel and Aluminum Combination Dump Bodies with Options as and when Required	04/08/2020	Not closed as of April 1, 2020
C11-29-20	Tender for Supply and Delivery of Cab Chassis with Service Body and Minimum 37ft Aerial	04/08/2020	Not closed as of April 1, 2020

CITY OF HAMILTON
 Summary of Tenders and Proposals Issued – January 1, 2020 – March 31, 2020

Co-operative Contracts

City Contract Reference	Contract Title	Cooperative Group	Effective Date (mm/dd/yyyy)	Vendor	Term	Estimated City Spend
C17-09-19	General Hand Tools, Maintenance and Safety Products	Ontario Education Collaborative Marketplace	01/01/2020	Fastenal	3 years	\$250,000.00
C17-04-20	Toner Cartridges - Desktop (6676-RW-15)	Waterloo Region District School Board	03/02/2020	Printers Plus	3 years + 2 options	\$4,398.20



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	2020 First Quarter Emergency and Non-competitive Procurements Report (FCS20034) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Council has directed Procurement to report on the use of Sections 4.10 and 4.11 of the Procurement Policy on a quarterly basis.

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the first quarter of 2020.

The Policy for Non-Competitive Procurements is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The “Emergency Procurement/Non-Competitive Procurement Form” is completed by the Client Department and approved by the General Manager.

Committee and Council are advised that procurements made under a Policy 10 due to COVID 19 have not been reported in this quarterly report. All COVID related procurements will be reported separately by staff.

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**SUBJECT: 2020 First Quarter Emergency and Non-competitive Procurements
Report (FCS20034) (City Wide) - Page 2 of 4**

During the first quarter of 2020, there were 92 purchases totalling \$5,539,223.23, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix "A" to Report FCS20034.

The breakdown are as follows:

- 8 purchases totalling \$754,303.49 were issued under Policy 10, as "Emergency" purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchase represents the largest dollar amount in this category:
 - Purchase Order 93473 for \$271,005.11 was issued to Clearwater Structures Inc. to perform emergency works at Bridge 452 - Centennial Parkway as a result of a series of concrete cracks along the main grinders and broken stirrups which had the potential to create sudden shear failure.
 - \$210,075.47 was issued to Rankin Construction Inc. for the following work:
 - Purchase Order 93508 for \$123,420.47 was issued to repair the overhead sign structures on the Lincoln Alexander Parkway that have derationed structurally, and emergency removal of catwalks attached to the overhead sign structure.
 - Purchase Order 93820 for \$86,655.00 was issued to supply and install 120 meters of jersey barriers wall and fencing protection along the Kenilworth access to prevent falling rocks from entering the roadway.
 - Purchase Order 93780 for \$116,608.13 was issued to Dillion Consulting Ltd. to analyze and design the beam/grinder repairs for Bridge 452 - Centennial Parkway as well as provide contract administration and construction inspection services during the execution of construction works performed by Clearwater Structure Inc. as a result of a series of concrete cracks identified along the main grinders and broken stirrups which had the potential to create sudden shear failure.
- 16 purchases totalling \$1,518,170.00 represent short-term "Extensions" of current contracts which have expired, and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchases represent the largest dollar amounts in this category:
 - Purchase Order 68116 was increased by \$550,000.00 to Bridgestone Canada Inc. for the leasing of tires for Hamilton Transit. A report regarding lease versus buy was completed and it was determined that more information is required

**SUBJECT: 2020 First Quarter Emergency and Non-competitive Procurements
Report (FCS20034) (City Wide) - Page 3 of 4**

before proceeding with a tender. An extension to the current contract will provide the time required for a consultant's report to be completed and an updated recommendation on lease versus buy to be presented to Council.

- Purchase Order 93550 was increased by \$250,170.00 to Hamilton Physiotherapy Clinic for providing physiotherapy and rehabilitation services to Macassa and Wentworth Long Term Care homes. This extension is required to provide sufficient time to complete the procurement process and award a new contract.
- Purchase Order 93995 for \$200,000.00 was issued to Star Security Inc. for the provision of security and cashiering at Tim Hortons field. An extension to the current contract will provide the time required by department to research new specifications in order to improve the services associated with events securities.
- 68 purchases totalling \$3,266,749.74 were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amounts in this category:
 - Purchase Order 93765 for \$246,050.00 was issued to Siemens Canada Ltd. to supply, deliver and install all equipment including storage associated with the video surveillance system for the new ISD building. The storage component is critical to the operation of the system and was not part of initial tender. Purchasing the equipment and related services from one vendor allow them to take full responsibility of the solution in the event of technical issues that arise.
 - Purchase Order 91856 for \$242,500.00 was issued to Newman Bros. Ltd. to supply and deliver additional scope of exterior works at Mountain Transit Centre. The additional work included perimeter fencing, mechanical and electrical upgrades which had to be completed prior to Public Transit Infrastructure Funding deadline of March 31, 2020.
 - \$143,800.00 was issued to GM BluePlan Engineering Ltd. for the following work:
 - Purchase Order 90102 for \$103,860.00 was issued to supply and deliver additional engineering services for the Airport Employment Growth District servicing analysis. Additional support is required for continued monitoring of growth and service demands in Airport Employment Growth District as well as capital strategies moving forward on a priority timeline.

SUBJECT: 2020 First Quarter Emergency and Non-competitive Procurements Report (FCS20034) (City Wide) - Page 4 of 4

- Purchase Order 83641 for \$39,940.00 was issued to supply and deliver additional engineering services to summarize works accomplished and archiving the LRT and Intensification Areas Wastewater System Analysis.

- Purchase Order 93973 for \$139,590.88 was issued to Turf Care Products Canada Ltd., to supply and deliver a Toro single wide area mower. Parks and Cemeteries will use the mower to facilitate a pilot project to measure repair costs, downtime and performance of new and same model year, 18' wide area mower compared to our existing Jacobsen single wide area mowers. The project objective is to accurately measure the total cost of ownership of each brand.

- Purchase Order 93801 for \$139,483.35 was issued to Cubex Limited to supply and deliver a Matieu MC110 Gas Sub-Compact Sweeper. The existing 2007 HAKO unit required replacement as it had reached the end of its life cycle contributing to increasing operational costs and mechanical breakdowns. During 2019, several other makes and models of sidewalk sweepers have been demonstrated and tested but did not meet the operational requirements expectations due to manual adjustments, unit reliability and not user friendly.

- Purchase Order 93983 for \$135,193.00 was issued to Fleetmind Seon Solutions Inc., to supply and deliver Remote Camera Software for HSR buses. The software will automate the download of camera footage for investigation since downloaded footage require by Hamilton Police has increased recently to the point that manual swaps are not sustainable.

- Purchase Order 91174 for \$125,000.00 was issued to Brook Restoration Ltd. to supply and deliver construction specification and related costs for the Roof Replacement of the Rose/Oak wing at Wentworth Lodge. Prior to awarding this additional work, the vendor had recently been awarded the tender for recladding of exterior walls at Wentworth Lodge. Although the related roofing work and capital funding was not known to Facilities staff at the time of the tender, it was identified that there was benefit in having Brook complete the additional work.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20034 – First Quarter Emergency and Non-Competitive Procurements Report

PV/dw

2020 First Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
City Manager's Office				
81109	EXTN	\$25,000.00	Day Communications Group Inc.	Human Resources
94118	SGLE	\$25,000.00	Meltwater News Canada Inc.	Strategic Partnerships and Communications
93751	SGLE	\$59,820.00	Parklane Systems	Human Resources
Corporate Services				
NO PO	EXTN	\$0.00	1984080 Ontario Inc. o/a Carstar on Ferguson	Legal and Risk Management Services
NO PO	EXTN	\$90,000.00	AGO Industries Inc.	Financial Services
89257	SGLE	\$5,000.00	Watson & Associates Economists Ltd.	Customer Service, POA and Financial Integration
94113	SGLE	\$70,000.00	How2Map Inc.	Information Technology
93983	SGLE	\$135,193.00	Fleetmind Seon Solutions Inc.	Information Technology
Healthy and Safe Communities				
93067	SGLE	\$10,960.00	Intergraph Canada Ltd.	Emergency Services
93913	SGLE	\$37,200.00	Del Management Solutions Inc.	Housing Services
93889	SGLE	\$50,000.00	Mission Systems Development Corp	Children's Services and Neighbourhood Development
93951	SGLE	\$50,000.00	Norfolk County	Healthy Environments
93952	SGLE	\$50,000.00	Region Of Waterloo	Healthy Environments
93953	SGLE	\$50,000.00	Halton Region Health Department	Healthy Environments
93956	SGLE	\$50,000.00	Wellington-Dufferin-Guelph Public Health	Healthy Environments
93957	SGLE	\$50,000.00	Brant County Health Unit	Healthy Environments
93958	SGLE	\$50,000.00	Niagara Region Public Health	Healthy Environments
94000	SGLE	\$60,000.00	Happy Jet Custom Clean	Emergency Services
94101	SGLE	\$62,073.28	York University	Epidemiology, Wellness, and Communicable Disease Control
93550	EXTN	\$250,170.00	Hamilton Physiotherapy Clinic	Long Term Care
Planning and Economic Development				
94086	SGLE	\$10,125.00	Avolve Software Corp	Building and Chief Building Official

2020 First Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
92244	SGLE	\$14,480.00	IBI Group	Transportation Planning and Parking
93849	SGLE	\$24,065.60	Acceo Solutions Inc.	Building and Chief Building Official
93910	SGLE	\$26,548.67	2113801 Ontario Inc.	Tourism and Culture
93713	SGLE	\$65,000.00	New Hope Community Bikes	Transportation Planning and Parking
Police				
93960	SGLE	\$8,750.00	Cellebrite Usa Inc.	Police
93904	SGLE	\$11,460.58	Chubb Edwards	Police
93439	SGLE	\$12,500.00	Chubb Edwards	Police
93440				
93441				
93985	SGLE	\$22,000.00	Meltwater News Canada Inc.	Police
94085	SGLE	\$32,000.00	On Point Stable Management	Police
93813	SGLE	\$32,552.00	Rampart International Corp.	Police
94048	SGLE	\$86,721.76	Motorola Solutions Canada Inc.	Police
93765	SGLE	\$246,050.00	Siemens Canada Limited	Police
Public Works				
NO PO	EXTN	\$18,000.00	Sparkleen Services Inc.	Transportation Operations and Maintenance
90415	SGLE	\$1,034.00	CIMA Canada Inc.	Environmental Services
92930	SGLE	\$5,000.00	Metric Storage Systems	Energy, Fleet and Facilities Management
89540	SGLE	\$6,000.00	Lyndon Security Services Inc.	Environmental Services
93510	EMER	\$9,100.00	Best Boys Landscaping	Environmental Services
93959	EMER	\$9,841.02	Holaco Installations Limited	Hamilton Water
89547	SGLE	\$9,892.50	Dillon Consulting Limited	Environmental Services
93964	EXTN	\$11,000.00	Sparkleen Services Inc.	Environmental Services
94092				
89482	SGLE	\$11,200.00	SNC Lavalin Inc.	Engineering Services
93511	SGLE	\$11,500.00	Municipal Media Inc.	Environmental Services
93635	SGLE	\$13,000.00	Proficiency Testing Canada Inc.	Hamilton Water
88275	SGLE	\$15,000.00	A.B.C. Recreation Ltd.	Environmental Services
88277	SGLE	\$15,000.00	Henderson Recreation	Environmental Services

2020 First Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
93933	SGLE	\$16,148.42	Bartram Woodlands Ltd.	Environmental Services
93738	SGLE	\$18,093.00	579453 Ontario Inc.	Hamilton Water
94075	SGLE	\$20,300.00	Predator Bird Services Inc.	Environmental Services
93512	SGLE	\$22,655.00	Reotemp Instrument Corp	Environmental Services
93981	SGLE	\$22,850.00	Kayscott Holdings Limited	Environmental Services
93474	SGLE	\$25,000.00	Spd Sales Limited	Hamilton Water
94072	EXTN	\$25,000.00	T & T Power Group Inc.	Energy, Fleet and Facilities Management
94071	EXTN	\$30,000.00	Black & Mcdonald Limited	Energy, Fleet and Facilities Management
93677	SGLE	\$31,314.90	Scott-Macdonald Limited	Engineering Services
88947	SGLE	\$35,000.00	Classic Displays	Environmental Services
93560	SGLE	\$36,999.00	Green Venture	Environmental Services
93961	EMER	\$38,770.00	Eaton Industries (Canada) Company	Hamilton Water
90698	SGLE	\$39,770.00	Hatch Corporation	Hamilton Water
93558	EXTN	\$44,000.00	Western Plumbing & Heating	Energy, Fleet and Facilities Management
68173	SGLE	\$44,451.00	WSP Canada Inc.	Hamilton Water
94112	SGLE	\$45,000.00	HCE Telecom Inc.	Hamilton Water
93972	SGLE	\$47,300.00	Coreinternational Inc.	Strategy, Continuous Improvement and
94131	SGLE	\$49,000.00	CIMA Canada Inc.	Environmental Services
93522	SGLE	\$58,000.00	Park N Play Design Co. Ltd.	Environmental Services
93668	SGLE	\$59,800.00	Joe Johnson Equipment Inc.	Energy, Fleet and Facilities Management
93562	EXTN	\$60,000.00	Triple Crown Enterprises Ltd.	Energy, Fleet and Facilities Management
93563	EXTN	\$60,000.00	S.T.F. Construction Ltd.	Energy, Fleet and Facilities Management
93564	EXTN	\$65,000.00	Plumbway Inc.	Energy, Fleet and Facilities Management
88170 94063	SGLE	\$72,170.00	McMaster University	Transit
93633	SGLE	\$72,865.00	Skalar Inc.	Hamilton Water
93955	SGLE	\$79,924.00	Golder Associates Ltd.	Engineering Services
86793	SGLE	\$85,019.80	GHD Limited	Hamilton Water
93820	EMER	\$86,655.00	Rankin Construction Inc.	Transportation Operations and Maintenance
93586	EXTN	\$90,000.00	Binbrook Plumbing & Heating (1997) Ltd.	Energy, Fleet and Facilities Management

2020 First Quarter Emergency and Non-Competitive Procurements Report

PO No.	Type	Amount	Name	Department/Division
93984	EMER	\$98,903.76	T & T Power Group Inc.	Hamilton Water
94082	SGLE	\$99,589.00	Tacel Ltd.	Transportation Operations and Maintenance
93780	EMER	\$116,608.13	Dillon Consulting Limited	Engineering Services
93508	EMER	\$123,420.47	Rankin Construction Inc.	Transportation Operations and Maintenance
91174	SGLE	\$125,000.00	Brook Restoration Ltd.	Energy, Fleet and Facilities Management
93801	SGLE	\$139,483.35	Cubex Limited	Energy, Fleet and Facilities Management
93973	SGLE	\$139,590.88	Turf Care Products Canada Limited	Energy, Fleet and Facilities Management
83641 90102	SGLE	\$143,800.00	GM Blueplan Engineering Ltd.	Hamilton Water
93995	EXTN	\$200,000.00	Star Security Inc.	Energy, Fleet and Facilities Management
91856	SGLE	\$242,500.00	Newman Bros. Ltd.	Energy, Fleet and Facilities Management
93473	EMER	\$271,005.11	Clearwater Structures Inc.	Engineering Services
68116	EXTN	\$550,000.00	Bridgestone Canada Inc.	Transit



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	First Quarter Non-compliance with the Procurement Policy Report (FCS20035) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services & Corporate Controller Corporate Services
SIGNATURE:	

COUNCIL DIRECTION

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-Compliance Forms.

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the first quarter of 2020.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the first quarter of 2020, there were seven (7) instances relating to the use of Policy 19, totalling \$278,586.29. The instances are summarized in Appendix "A" to Report FCS20035.

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**SUBJECT: 2020 First Quarter Non-compliance with the Procurement Policy
Report (FCS20035) (City Wide) - Page 2 of 2**

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS20035 – 2020 First Quarter Non-compliance with the Procurement Policy Report

PV/dw

2020 First Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
Healthy and Safe Communities			
93606	\$12,167.44	Davey Tree Expert Co of Canada Limited	Recreation
93744	\$10,000.00	Pembina Institute For Appropriate Development	Healthy Environments
Legislative			
P-Card	\$141.24	Vista Print	Councillor
Planning and Economic Development			
93643	\$13,600.00	Intus Road Safety Engineering Inc.	Transportation Planning and Parking
Public Works			
93799	\$190,156.00	Eramosa Engineering Inc.	Hamilton Water
89964	\$28,447.08	Maple Reinders Constructors and Ball Construction Ltd. Joint Venture	Hamilton Water
94011	\$24,074.53	Action Car and Truck Accessories Inc.	Energy, Fleet and Facilities Management



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	Criteria for Participation in Assessment Appeals (FCS20063) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Maria Di Santo (905) 546-2424 Ext. 5254 David Janaszek (905) 546-2424 Ext. 4546
SUBMITTED BY:	Rick Male Director, Financial Services and Taxation & Corporate Controller Corporate Services Department
SIGNATURE:	

INFORMATION

Property taxation is the City of Hamilton's (City) main source of revenue to fund its operations. As a property's assessed value and tax classification are important factors used in the calculation of property taxes, protecting and growing the assessment base is of utmost importance. As reported annually through staff reports on Annual Assessment Appeals, challenges to assessed value continue to exist and result in a negative impact on the Municipality's property tax revenues. Any reduction in a property's assessment or classification (primarily from a class change to a lower-taxed property class) lowers property tax revenues. As legislation permits the challenge of a property's assessment, it is inevitable adjustments will be made to property assessments, resulting in the reduction of municipal property tax revenues. A more active role by the City will not eliminate losses, however, would assist in mitigating such losses.

As reported in Report FCS20044 "Annual Assessment Appeals as of December 31, 2019", the five-year (2015-2019) average municipal property tax loss due to the combined impacts of Assessment Review Board (ARB) appeals, MPAC Request for Reconsideration (RfR), Post Roll Amended Notices (PRAN) and *Municipal Act* tax

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SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) - Page 2 of 5

applications (under section 357/358 of the *Municipal Act*) equates to approximately \$6.9 million per year, which represents just under 0.8% of the Municipal tax levy.

In 2019, the City of Hamilton's municipal tax revenue loss was approximately \$5.5 million. Over 1,500 appeals were outstanding by the end of 2019 of which 1,164 are scheduled to commence in 2020. Considering this type of volume, staff cannot participate in all appeals. Even with the City's participation, there is no guarantee that there will be no municipal property tax revenue losses, but by actively participating in the more significant, higher risk appeals, the City will be in a better position to mitigate losses.

One example is when the City participated in the appeal for Flamboro Downs, which resulted in a \$550,000 municipal property tax benefit to the City. The City has also filed an appeal as a result of the Municipal Property Assessment Corporation's (MPAC) significant reduction of Stelco's assessed value for the 2018 taxation year. MPAC's reduction of Stelco's 2018 assessed value translates into municipal property tax revenue losses of over \$2 million. The Stelco appeal is currently ongoing and projected to be completed sometime in 2021.

The purpose of this report is to advise Council of staff's criteria for participation in assessment appeals. Due to the significant volume of appeals, it is unreasonable for staff to participate in all appeals, however, the following criteria would allow for staff to focus on appeals with the largest risk and financial loss to the City. The goal is protecting the assessment base and ensuring any reduction in a property's assessment value, where warranted, is reasonable and based on the application of recognized valuation methodology.

With the approval of Report FCS20005 "Use of External Services for Tax Assessment & Appeals" staff are in a better position to allocate resources (both internal and external) to focus on these appeals. The roster for consultancy firms specializing in Tax Assessment and Appeals is expected to be set up by the end of 2020. The intent is for these external firms to supplement internal staff resources, where required, depending on the nature and complexity of the appeal.

Staff will review and determine the appropriate level of participation in an appeal, where financially prudent and:

- a) the assessed value of the property is \$30 million or higher, or
- b) there is known potential for precedent setting impacts

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) - Page 3 of 5

a) Assessed Value of \$30 million or higher:

In arriving at the dollar threshold, staff considered the existing resources and the cost-benefit of obtaining external resources, if required, and feel that the threshold is reasonable, manageable and provides for the greatest return on investment. This threshold would mainly encompass a variety of commercial and industrial properties including Neighbourhood and Regional Shopping Centres, Big Box, Large Office Buildings, Steel Mills and Large Manufacturing/Processing. There are currently approximately 60 properties assessed at \$30 million or higher in the City of Hamilton.

The following table illustrates the municipal property tax impacts of a 10% reduction in assessment on a \$30 million assessed commercial and industrial property. This illustration confirms the potential for a significant municipal property tax loss and supports staff's participation in these appeals to help mitigate potential losses.

Property Assessed at \$30M

	2020 Municipal Taxes¹	Annual \$ Impact of 10% reduction	Potential \$ Impact of 10% reduction over Phase-in Period
Commercial	\$ 615,200	\$ 61,520	\$ 246,080
Industrial	\$ 1,030,000	\$ 103,000	\$ 412,000
Large Industrial	\$ 1,207,800	\$ 120,780	\$ 483,120

¹ 2020 Hamilton Urban tax rate

The percentage reduction in assessment resulting from a successful appeal will vary from property to property and will depend on the issues pertaining to the property under appeal. For illustration purposes, the above table reflects a 10% reduction in assessment (both annually and over the 4-year assessment phase-in period).

b) Precedent setting:

Appeals with the potential for precedent setting impacts have the potential to affect additional similar properties and may have a significant impact on municipal property tax revenue. Where known, staff will consider participation in an appeal even where the assessed value is less than \$30 million. A historical example of precedent setting appeals would be the golf course appeals. These appeals began in 2003 and resulted from the sudden change in the approach to valuing these types of properties by MPAC for assessment purposes in 2003. Historically, golf courses had been valued on a Cost

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) - Page 4 of 5

approach, however, the valuation was changed to an Income approach which led to a significant increase in the assessed values and property taxes of these properties, not only within Hamilton, but across the Province. Most of these appeals spanned multiple valuation base years and were not resolved until 2012, nearly 10 years later. The settlements resulted in significant reductions and changes to the property assessments and, due to the number of properties and tax years involved, this led to hundreds of thousands of dollars in municipal property tax write-offs. Participation in these types of appeals would allow the City to provide input and be better prepared to allow for any potential anticipated loss, as was the case with the Golf course appeals. These properties cannot be identified by a specific criterion; however, staff would consider participating in such appeals that are known to have potential to be precedent setting.

Level of Participation:

Where it is determined that the City will participate in an appeal, staff will respond to the Appellant's Statement of Issues, which is the first step in ensuring the opportunity to participate throughout the appeal process. Responding to the Statement of Issues provides staff with the opportunity to review the reason(s) an appeal was filed and allows the City an opportunity to provide greater input as the appeal proceeds. Should staff not submit a response, this would preclude the City from active involvement in the appeal process going forward and would prevent staff from partaking in settlement discussions.

After responding to the Statement of Issues, Staff will manage the appeals using two levels of increasing engagement:

1. Monitoring Proceedings
2. Active Participation

1. Monitoring Proceedings:

Staff may choose to take a less active role and monitor the proceedings of an appeal in situations where taking a more active role would not likely make a significant difference in the anticipated outcome of an appeal. Examples would be where, in the opinion of Staff through analysis, review of property data, market sales and comparable properties, the assessment value would appear to be overstated or may not be defensible and where a change or reduction would result in a more fair, equitable and accurate assessment. Staff would monitor the appeals throughout the process to ensure a reasonable outcome.

SUBJECT: Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) - Page 5 of 5

2. Active Participation:

Staff would be expected to take a more active role in the proceedings of an appeal where the matter is known to be precedent setting or where the City's position, as it relates to the issues and assessment, differs with that of the Appellant and where it's anticipated that there is the potential for significant tax loss which could be mitigated through active involvement. This level of engagement would require the most Staff time and possibly external resources depending on the issues and complexity throughout the appeal process.

This streamlined approach will allow staff to balance existing responsibilities and cost-effective use of external services. Staff would complete a high-level cost-benefit analysis to determine which level of engagement would be most appropriate for each appeal where it is determined that some level of engagement is warranted.

In summary, due to the municipal property tax revenue losses experienced annually, a more proactive approach is required. The criteria for participating in assessment appeals identified in this report are reasonable with the existing resources available. Staff will continue to monitor appeals and the impacts of the City's more active participation and report back to Council annually through the Assessment Appeals report.

APPENDICES AND SCHEDULES ATTACHED

N/A



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Strategic Partnerships and Communications Division

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mimi John (905) 546-2424 Ext. 4524
SUBMITTED BY:	Cyrus Tehrani Chief Digital Officer, Digital, Innovation & Strategic Partnership
SIGNATURE:	

RECOMMENDATION

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$84,663 (as outlined in the attached Appendix "A" to Report GRA20003(b)), be approved;
- (b) That Staff be directed to continue to work with organizations whose Events have been cancelled as listed in Appendix "B" to GRA20003 (b) and report back with recommendations pending the submission of additional information;
- (d) That Staff be directed to continue to work with organizations whose Programs and Events status are Unknown, (as outlined in Appendix "C" to Report GRA20003(b)) and report back regarding funding recommendations in a forthcoming report;
- (d) That, Appendix "D" to Report GRA20003(b), being the 2020 City Enrichment Fund Application Summary, be received.

EXECUTIVE SUMMARY

In continuation to the phased approach in reporting back to Council, Appendix A to Report GRA 20003(b) contains the third phase of recommendations that have been submitted by City Enrichment Fund (CEF) staff working one-to-one with applicants. Staff remain focused on working with our community partners to navigate through these uncertain times.

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide) - Page 2 of 4

Phase 1 - Amount Approved: \$ 2,541,713

Phase 2 - Amount Approved: \$ 2,640,836

Phase 3 - Pending Approval: \$ 84,663

Phase 3 - Remaining Funds: \$ 821,128

Total CEF Budget: \$ 6,088,340

The next reporting cycle would be September 2020 to capture remaining funds.

Recommendations in Appendix A GRA20003(b) reflect programming with no change, modifications, cancelled and unknown statuses. With modifications and cancelled events, what appears to be a lower amount this year is that the applicant has submitted a reduced budget based on their individual program needs at this time. The amount shown is directly corresponding to the overall program budget in-line with the City Enrichment Fund's guidelines. Changes in funding this year due to modifications or cancellations due to COVID will not affect future funding.

With cancelled events, Staff recommendations with this report provide a level of flexibility for applicants to cover some costs associated with cancelled events and programs. Applicants must have provided receipts in-line with their initial application. CEF guidelines are applied accordingly. For the next report CEF staff continue to work with organizations to understand their status for recommendations in a forthcoming report.

As per CEF guidelines, there are reporting requirements at the end of the cycle that demonstrate that grant funds were spent on programming as described in the initial application. The phased approach for those applicants that have modified their initial application within CEF guidelines due to the pandemic will have demonstrate how the dollars were utilized to match the modified submission.

Alternatives for Consideration:

Approve Staff funding recommendations in GRA20003(b) and Staff also to return with a list of eligible Priority CEF Applicants who did not receive funding in the original funding allocation due to the lack of available budgeted funds and recommend them for funding later on in the year with remaining funds in the reserve.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The 2020 approved budget for the City Enrichment Fund is \$6,088,340. All recommendations are within the approved 2020 budget. Payments of grants will be

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide) - Page 3 of 4

made based on the approved City Enrichment Fund payment plan (per Council approved guidelines).

Staffing: There are no additional staff required to execute this phased approach, but there are additional work load and scheduling implications associated with the recommendations in Report GRA20003(b).

Legal: There are no legal implications associated with the recommendations in Report GRA20003.

HISTORICAL BACKGROUND

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

All policies with respect to the City Enrichment Fund have been adhered.

ANALYSIS AND RATIONAL FOR RECOMMENDATION

The approved 2020 City Enrichment Fund Budget was \$6,088,340. Of that amount, due to the COVID approach, \$5,182,549 (85%) has been approved for funding so far.

As in prior years Staff developed and applied the funding model for new and returning applicants. All funding recommended was contingent upon funds remaining in the program envelope.

2020 Funding Rationale:

Returning Applicants: Scores of 80 and above saw a 2% increase over last year's base amount. Scores between 60 to 79 maintained last year's base. Funding was not recommended for scores below 60.

New Applicants: The funding rationale provides 75% of funding request for a score of 80 and above and 50% of the funding request for scores between 60-79. The Creation & Presentation Stream maintained last year's funding formulae (100% of funding request for 80 and above and 70% of funding request for 60-79).

ALTERNATIVES FOR CONSIDERATION

(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

SUBJECT: 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide) - Page 4 of 4

Economic Prosperity and Growth

Hamilton has a prosperous and diverse municipal economy where people have opportunities to grow and develop.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report GRA20003(b): Recommended Funding

Appendix "B" to Report GRA20003(b): 2020 Cancelled

Appendix "C" to Report GRA20003(b): 2020 Unknown

Appendix "D" to Report GRA20003(b): 2020 CEF Summary Sheets

2020 CITY ENRICHMENT FUND
Phase 3 - Recommended Grants

Appendix A to Report GRA20003(b)

AGRICULTURE

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
AGR - Programs and Events								
AGR A-2	Rockton World's Fair	Rockton Agricultural Society	\$ 27,139	87	\$ 35,000	\$ -	\$ -	Cancelled
AGR A-3	Binbrook Fair 2020	Binbrook Agricultural Society	\$ 10,200	86	\$ 20,000	\$ -	\$ -	Cancelled
AGR A-7	Ancaster Farmers Market	Ancaster Farmers' Market	\$ 3,000	76	\$ 3,000	\$ 22,921	\$ 3,000	Modified
AGR A-8	Southwentworth Plowmen's Association	Southwentworth Plowmen's Association	\$ 1,428	76	\$ 2,000	\$ -	\$ -	Cancelled
AGR A-13	Locke Street Farmers Market Community Programming	Locke Street Farmers' Market	\$ 1,950	70	\$ 3,000	\$ -	\$ -	Cancelled
AGR A-15	Golden Horseshoe Beekeepers Public Education Program	Golden Horseshoe Beekeepers Association	\$ 1,475	67	\$ 2,200	\$ 3,699	\$ 1,110	Modified
AGR A-16	Farm Safety Matters	Hamilton-Wentworth Federation of Agriculture		63	\$ 5,000	\$ -	\$ -	Cancelled
AGR A-17	Nutritional Education	Ottawa Street Farmers' Market		63	\$ 9,000	\$ -	\$ -	Cancelled
AGR A-18	Agriculture	North Wentworth Plowmen's Association	\$ 1,000	60	\$ 1,437	\$ -	\$ -	Cancelled
AGRICULTURE TOTAL			\$ 46,192		\$ 80,637	\$ 26,620	\$ 4,110	

ARTS

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
ART - Arts Festivals								
ART B-6	ArtsFest	Greater Hamilton Arts and Events	\$ 25,000	74	\$ 60,000	\$ 272,000	\$ 25,000 (Hold)	Modified
					\$ 60,000	\$ 272,000	\$ 25,000	
ART - Creation and Presentation Grants for Arts Professionals								
ART D-18	Established Artist Project	Luckystickz - Dejehan Hamilton		72	\$ 3,195	\$ 10,650	\$ 2,237	Modified
ART D-19	Emerging Artist Project	Jamila Bello		71	\$ 8,055	\$ 8,055	\$ 2,416	Modified
					\$ 11,250	\$ 18,705	\$ 4,653	
ARTS TOTAL			\$ 25,000		\$ 71,250	\$ 290,705	\$ 29,653	

COMMUNITIES, CULTURE & HERITAGE

Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
CCH - Events and Established Activities								
CCH A-2	Barton Village Festival 2020	Barton Village Business Improvement Area	\$ 3,433	90	\$ 5,000	\$ 4,241	\$ 1,272	Cancelled
CCH A-8	PPD Hamilton Annual Harvesfest	Pagan Pride Day Hamilton	\$ 1,156	82	\$ 1,107	\$ -	\$ -	Cancelled
CCH A-15	Imagine in the Park Children's Arts Festival- 10th Annual Event	Rotary Club of Hamilton AM	\$ 5,100	77	\$ 6,000	\$ 982	\$ 295	Cancelled
CCH A-16	Waterdown's Oh Canada Rotary Ribfest	Waterdown's Oh Canada Rotary Ribfest	\$ 2,500	77	\$ 35,000	\$ -	\$ -	Cancelled
CCH A-17	Ancaster Heritage Days (Summer Event)	Ancaster Heritage Days	\$ 26,550	76	\$ 16,140	\$ -	\$ -	Cancelled
CCH A-21	Sew Hungry	Ottawa Street BIA	\$ 7,892	78	\$ 11,068	\$ -	\$ -	Cancelled
CCH A-23	Lynden Canada Day Celebration	Lynden Canada Day Committee	\$ 7,500	75	\$ 7,500	\$ -	\$ -	Cancelled
CCH A-24	Stoney Creek Saturdays in the Creek - Strawberry & Pumpkin Fests and Jazz in the Creek	Stoney Creek BIA	\$ 3,000	75	\$ 5,000	\$ 43,392	\$ 3,000 (Hold)	Modified

CCH A-25	Assyrian Festival of Nusardil	Bet Nahrain Assyrian Heritage Centre	\$ 1,196	74	\$ 4,200	\$ -	\$ -	Cancelled
CCH A-31	Festitalia 2020	FESTITALIA CORPORATION	\$ 18,750	71	\$ 22,500	\$ 120,000	\$ 18,750	No Change
CCH A-32	2020 Labour Day Parade & Picnic	Hamilton and District Labour Council-CLC	\$ 10,000	71	\$ 10,000	\$ 38,545	\$ 10,000	Modified
CCH A-33	Concession Streetfest 2020	Concession Street BIA	\$ 6,450	70	\$ 10,500	\$ 3,065	\$ 920	Cancelled
CCH A-39	Racalmutese Festival Maria Del Monte	Comunità Racalmutese Maria SS Del Monte Inc.	\$ 6,000	67	\$ 11,500	\$ -	\$ -	Cancelled
CCH A-40	Springfest 2020	The Malhar Group	\$ 3,400	67	\$ 3,400	\$ -	\$ -	Cancelled
CCH A-41	Community Development & Networking Events	ACFO - Régionale Hamilton		66	\$ 4,000	\$ 16,100		Modified
CCH A-42	Dickens of a Christmas	Downtown Dundas Business Improvement Area		66	\$ 15,594	\$ 92,130	\$ -	Withdrawn
CCH A-51	Culture & Heritage	Rotary Club of Dundas	\$ 790	60	\$ 1,000	\$ -	\$ -	Cancelled
CCH A-52	2020 Stoney Creek Santa Claus Parade	Stoney Creek Santa Claus Parade	\$ 2,155	60	\$ 5,000	\$ -	\$ -	Cancelled
			\$ 105,872		\$ 174,509	\$ 318,455	\$ 34,237	
CCH - New Projects								
CCH B-1	Hamilton Harbourfront Night Market	Sprout Organization		DNQ	\$ 20,000	\$ -	\$ -	Cancelled
CCH B-3	Arohi 2020	The Malhar Group		82	\$ 1,500	\$ 6,134	\$ -	Cancelled
CCH B-8	PLAY! It's Universal!	The Children's International Learning Centre (Hamilton)	\$ 12,227	65	\$ 20,000	\$ 32,331	\$ 8,340	Cancelled
			\$ 12,227		\$ 41,500	\$ 38,465	\$ 8,340	
		COMMUNITIES, CULTURE & HERITAGE	\$ 118,099		\$ 216,009	\$ 356,920	\$ 42,577	
COMMUNITY SERVICES								
Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
CS - Community Capacity Grows								
CS F-9	Seniors' Engagement	Hamilton Council on Aging	\$ 8,323	79	\$ 8,511	\$ 149,000	\$ 8,323	Modified
		COMMUNITY SERVICES TOTAL	\$ 8,323		\$ 8,511	\$ 149,000	\$ 8,323	
ENVIRONMENT								
Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
ENVR - Projects and Programs								
ENV B-12	Getting and Keeping Cootes and Red Hill Watersheds Clean	Stewards of Cootes Watershed	\$35,000 (Held)	47	\$ 35,000	\$ 200,000	\$ -	DNQ
		ENVIRONMENT TOTAL			\$ 35,000	\$ 200,000	\$ -	
SPORT & ACTIVE LIFESTYLES								
Ref #	Program Name	Organization	2019 Funded	Rating	2020 Amount Requested	Total Program Budget	2020 Funding Recommended	Program Status
SAL - Sport Development/Inclusion								
SAL D-12	Hamilton Cardinals Summer Camps and Clinics	Hamilton Cardinals Intercounty Baseball League Group Inc.		73	\$ 6,150	\$ -	\$ -	Cancelled
		SPORT & ACTIVE LIFESTYLES TOTAL			\$ 6,150	\$ -	\$ -	
GRAND TOTAL			\$ 197,614		\$ 417,557	\$ 1,023,245	\$ 84,663	

2020 CITY ENRICHMENT FUND
Phase 3 - Cancelled Programs/ Events

Ref #	Funding Program	Funding Stream	Program Name	Organization	2019 Funded	2020 Amount Requested	Original Program Budget	Program Status
ART B-5	Arts	Arts Festivals	Festival of Friends	Festival of Friends (Hamilton-Wentworth)	\$ 90,000	\$ 100,000	\$ 488,000	Cancelled
CCH A-3	Communities, Culture & Heritage	Events and Established Activities	Winona Peach Festival - Communities, Culture & Heritage Program	Winona Peach Festival	\$ 86,700	\$ 97,000	\$ 342,400	Cancelled
CCH A-20	Communities, Culture & Heritage	Events and Established Activities	Locke Street Festival	Locke Street BIA		\$ 12,000	\$ 42,500	Cancelled
CCH A-26	Communities, Culture & Heritage	Events and Established Activities	Communities, Culture & Heritage Program	Hamilton Folk Arts Heritage Council	\$ 58,905	\$ 84,881	\$ 282,938	Cancelled
CCH A-34	Communities, Culture & Heritage	Events and Established Activities	Dundas Cactus Parade	Dundas Cactus Parade Inc.	\$ 10,649	\$ 10,649	\$ 35,580	Cancelled
SAL A-6	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	Improving Player and Coaches Skill Development	Croatian Sports and Community Centre of Hamilton (Hamilton Croatia)	\$ 3,500	\$ 7,500	\$ 25,000	Cancelled
SAL C-2	Sport & Active Lifestyles	Capacity Building	HRDownloads	The Equestrian Association for the Disabled (T.E.A.D.)		\$ 7,500	\$ 25,235	Cancelled
SAL D-4	Sport & Active Lifestyles	Sport Development / Inclusion	Rally Cap Program	Binbrook Minor Baseball Association	\$ 5,414	\$ 5,000	\$ 20,500	Cancelled
SAL D-8	Sport & Active Lifestyles	Sport Development / Inclusion	Equine-Assisted Social and Relational Skills Building	The Equestrian Association for the Disabled (T.E.A.D.)		\$ 7,500	\$ 16,650	Cancelled
SAL E-3	Sport & Active Lifestyles	Accessibility	RHYC Able Sail	Royal Hamilton Yacht Club	\$ 6,120	\$ 7,500	\$ 31,096	Cancelled
TOTAL					\$ 261,288	\$ 339,530	\$ 1,309,899	

**2020 CITY ENRICHMENT FUND
Phase 3 - Unknown Status**

Ref #	Funding Program	Funding Stream	Program Name	Organization	2019 Funded	2020 Amount Requested	Original Program Budget	Program Status
ART B-4	Arts	Arts Festivals	Strange Day at the Bay 2020	Shush Inc.	\$ 4,937	\$ 10,000	\$ 35,600	Unknown
ART C-3	Arts	Capacity Building	Arts Capacity Building	Hamilton Youth Poets		\$ 10,000	\$ 30,000	Unknown
CCH A-5	Communities, Culture & Heritage	Events and Established Activities	Dundas International Buskerfest	Downtown Dundas Business Improvement Area	\$ 28,886	\$ 29,950	\$ 101,150	Unknown
CCH A-10	Communities, Culture & Heritage	Events and Established Activities	Chorus Hamilton 2019-2020 Season	Chorus Hamilton	\$ 5,000	\$ 5,000	\$ 39,365	Unknown
CCH A-11	Communities, Culture & Heritage	Events and Established Activities	A Village Christmas	Ancaster Heritage Days	\$ 1,995	\$ 2,115	\$ 7,050	Unknown
CCH A-22	Communities, Culture & Heritage	Events and Established Activities	Winterfest/EasterEggHunt/Pumpkinfest/MovieNight	Gourley Park Community Association	\$ 2,765	\$ 3,520	\$ 11,736	Unknown
CCH A-27	Communities, Culture & Heritage	Events and Established Activities	Communities, Culture and Heritage	Durand Neighbourhood Association Inc.	\$ 1,378	\$ 1,414	\$ 4,714	Unknown
CCH A-29	Communities, Culture & Heritage	Events and Established Activities	Movie Night in the Village & Victorian Night in the Village	International Village BIA	\$ 2,180	\$ 4,500	\$ 16,500	Unknown
CCH A-30	Communities, Culture & Heritage	Events and Established Activities	7th Annual Something Else! Festival (June 18-21, 2020)	Zula Music & Arts Collective Hamilton	\$ 10,200	\$ 28,000	\$ 117,600	Unknown
CCH A-36	Communities, Culture & Heritage	Events and Established Activities	Sinfonia Ancaster	Sinfonia Ancaster (part of Ancaster Society for the Performing Arts)	\$ 8,231	\$ 11,796	\$ 39,320	Unknown
CCH A-43	Communities, Culture & Heritage	Events and Established Activities	Binbrook Santa Claus Parade	Binbrook Parade Committee		\$ 3,000	\$ 19,000	Unknown
CCH A-45	Communities, Culture & Heritage	Events and Established Activities	Promoting Culture and Diversity by Cameroonians in Hamilton	CAMEROONIAN ASSOCIATION IN HAMILTON	\$ 3,000	\$ 5,000	\$ 12,000	Unknown
CCH A-47	Communities, Culture & Heritage	Events and Established Activities	Flamborough Santa Claus Parade	Flamborough Santa Claus Parade	\$ 15,000	\$ 15,000	\$ 58,400	Unknown
CCH A-48	Communities, Culture & Heritage	Events and Established Activities	The Hamilton Santa Claus Parade	Hamilton Santa Claus Parade Committee	\$ 46,231	\$ 55,000	\$ 95,560	Unknown
CCH B-2	Communities, Culture & Heritage	New Projects	Barton First Fridays	Barton Village Business Improvement Area		\$ 13,500	\$ 45,470	Unknown
CCH B-4	Communities, Culture & Heritage	New Projects	Kadimah - Winter Camp at the J	Hamilton Jewish Community Centre		\$ 2,340	\$ 7,800	Unknown
CCH B-7	Communities, Culture & Heritage	New Projects	Something Else! Composite Arts Series: Watch it Burn!	Zula Music & Arts Collective Hamilton		\$ 28,000	\$ 94,000	Unknown
CS E-19	Community Services	Everyone Can Age in Place	Famee Furlane of Hamilton	Everyone Can Age in Place	\$ 5,719	\$ 5,044	\$ 150,000	Unknown
CS G-2	Community Services	Everyone Has Someone to Talk to	Multiple Sclerosis Society of Canada	Supports for Wellness	\$ 12,000	\$ 12,000	\$ 40,583	Unknown
CS H-11	Community Services	Emerging Needs and Program Innovation	Mission Services of Hamilton Inc.	Youth Afterschool Meal Program	\$ 27,587	\$ 33,222	\$ 225,853	Unknown

CS H-14	Community Services	Emerging Needs and Program Innovation	Habitat for Humanity Hamilton (Hamilton Habitat for Humanity)	Youth Build Program		\$ 30,000	\$ 108,542	Unknown
CS H-29	Community Services	Emerging Needs and Program Innovation	B'nai Brith National Organization of Canada	City of Hamilton - Community Services Grant - Emerging Needs		\$ 20,920	\$ 69,750	Unknown
CS H-35	Community Services	Emerging Needs and Program Innovation	L'Arche Hamilton	Everyone Can Age in Place		\$ 13,025	\$ 43,418	Unknown
SAL A-1	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	FDSC Follows LTPD for Grassroots Soccer	Flamborough Dundas Soccer Club	\$ 3,902	\$ 7,500	\$ 35,500	Unknown
SAL A-2	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	Grassroots Development Program	Ancaster Soccer Club	\$ 7,500	\$ 7,500	\$ 205,552	Unknown
SAL A-3	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	HSC LTAD Education and Information Sessions Year 2	Hamilton Skating Club	\$ 7,500	\$ 7,500	\$ 25,000	Unknown
SAL A-4	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	H&DSA - Grass Roots Soccer Program - Continuance of Program Initiatives	The Hamilton and District Soccer Association	\$ 7,500	\$ 7,500	\$ 50,000	Unknown
SAL A-5	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	Learn to Skate/U8	Hamilton Ringette Association		\$ 7,500	\$ 25,000	Unknown
SAL A-7	Sport & Active Lifestyles	Long-Term Athlete Development Planning & Implementation	LTAD Mission – Academy Player Development Program	The Saltfleet Stoney Creek Soccer Club	\$ 3,825	\$ 7,500	\$ 150,000	Unknown
SAL B-1	Sport & Active Lifestyles	Sport Awareness	T.E.A.D. Communications Person	The Equestrian Association for the Disabled (T.E.A.D.)		\$ 7,500	\$ 25,700	Unknown
SAL B-2	Sport & Active Lifestyles	Sport Awareness	Sport Awareness - Rugby	Hamilton Hornets Rugby Football Club	\$ 5,722	\$ 7,500	\$ 26,834	Unknown
SAL B-4	Sport & Active Lifestyles	Sport Awareness	Continued Enhancement of the Match Official Mentorship Program	The Hamilton and District Soccer Association		\$ 7,500	\$ 34,000	Unknown
SAL B-5	Sport & Active Lifestyles	Sport Awareness	GrassRoots - Leading the Training For The Youth	The Saltfleet Stoney Creek Soccer Club	\$ 5,355	\$ 7,500	\$ 300,000	Unknown
SAL B-6	Sport & Active Lifestyles	Sport Awareness	FDSC New Club Awareness	Flamborough Dundas Soccer Club	\$ 7,491	\$ 7,500	\$ 30,200	Unknown
SAL C-4	Sport & Active Lifestyles	Capacity Building	FDSC Builds Capacity	Flamborough Dundas Soccer Club	\$ 7,500	\$ 7,500	\$ 30,000	Unknown
SAL D-9	Sport & Active Lifestyles	Sport Development / Inclusion	Krav Maga at the J	Hamilton Jewish Community Centre		\$ 2,100	\$ 7,002	Unknown
SAL D-10	Sport & Active Lifestyles	Sport Development / Inclusion	Multicultural Championships	Afghan Sports Federation of Canada	\$ 3,600	\$ 7,500	\$ 25,000	Unknown
SAL D-11	Sport & Active Lifestyles	Sport Development / Inclusion	Physical Activation Program	The Jump In Foundation		\$ 7,500	\$ 30,000	Unknown
SAL D-13	Sport & Active Lifestyles	Sport Development / Inclusion	Active For Life	HAMILTON BLACK TIGERS		\$ 3,000	\$ 7,002	Unknown
SAL E-2	Sport & Active Lifestyles	Accessibility	FDSC Special Soccer Program	Flamborough Dundas Soccer Club	\$ 6,900	\$ 7,500	\$ 24,600	Unknown
SAL E-4	Sport & Active Lifestyles	Accessibility	Ancaster All Abilities	Ancaster Soccer Club	\$ 195	\$ 1,400	\$ 5,110	Unknown
SAL E-5	Sport & Active Lifestyles	Accessibility	SSC - Special Team for Special Needs/All Abilities	The Saltfleet Stoney Creek Soccer Club		\$ 5,000	\$ 42,000	Unknown
SAL F-2	Sport & Active Lifestyles	Active for Life	Rookie Riders	The Equestrian Association for the Disabled (T.E.A.D.)		\$ 7,350	\$ 24,501	Unknown
SAL F-3	Sport & Active Lifestyles	Active for Life	Rugby for newcomers and at-risk youth	Hamilton Hornets Rugby Football Club		\$ 7,500	\$ 44,975	Unknown
SAL F-5	Sport & Active Lifestyles	Active for Life	FDSC Soccer for Life	Flamborough Dundas Soccer Club		\$ 7,500	\$ 24,000	Unknown
SAL F-7	Sport & Active Lifestyles	Active for Life	HBA 2019-20 Season	Hamilton Basketball Association	\$ 4,266	\$ 7,500	\$ 101,200	Unknown
SAL F-8	Sport & Active Lifestyles	Active for Life	Sports and Active Lifestyles Program	Hamilton Bay Sailing Club	\$ 7,500	\$ 7,500	\$ 43,560	Unknown
SAL F-9	Sport & Active Lifestyles	Active for Life	Go to Play	Hamilton Chinese Sports Association	\$ 2,283	\$ 5,469	\$ 18,230	Unknown
TOTAL					\$ 256,148	\$ 509,165	\$ 2,708,377	



REF: AGR A-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Rockton Agricultural Society

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Rockton World's Fair****2019 FUNDED:** \$27,139**2020 REQUEST:** \$35,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 87**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Rockton Agricultural Society (RAS) continues to grow yearly and encompasses three major components; The largest is the Rockton World's Fair, second is the Rockton Dinner Theatre and third includes ongoing programs related to Associate/Volunteer functions/Youth Related Organizations/Other Agr and non Agr Group Support. The fundamental emphasis behind all of their programs is Agriculture, Education and Youth.

STAFF COMMENTS:

Rockton Agricultural Society's Rockton World's Fair is a community event and tourism draw that celebrates agriculture, provides a economic impact on the community and parallel's the City's strategic priorities. Program continues to grow yearly and organization is in good financial health.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: AGR A-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Binbrook Agricultural Society

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Binbrook Fair 2020****2019 FUNDED:** \$10,200**2020 REQUEST:** \$20,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 86**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Binbrook Fair brings together people of all ages, religions, races, abilities and socio-economic backgrounds and helps to bridge the gap between the rural residents and their urban neighbours in a safe and educational environment. The Fair promotes community pride by celebrating the small things that make Binbrook special and evoke good feelings.

STAFF COMMENTS:

The Binbrook Agricultural Society's annual Binbrook Fair is a celebration and awareness of agriculture to both urban and rural residents and visitors. The score is in support of the Agri-Education Day program specifically targeting and immersing youth in this experience that will have a lasting impact.

Program continues to grow yearly and organization is in good financial health.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: AGR A-7

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ancaster Farmers' Market

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Ancaster Farmers Market****2019 FUNDED:** \$3,000**2020 REQUEST:** \$3,000**2020 RECOMMENDED:** \$3,000**2020 FINAL RATING:** 76**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

The Ancaster Farmers' Market (AFM) offers seasonal, fresh, locally grown produce and food products in a pleasurable atmosphere that highlights local talent for the benefit of the City of Hamilton, and more specifically the Ancaster community. The Market is an important, ecologically sound, social and cultural addition to Ancaster it's a place for the community to purchase locally grown produce and to establish direct connections with the surrounding farming community.

STAFF COMMENTS:

The Ancaster Farmers Market Support local agricultural and the community alike. The organization is in good financial health and the score is in support of their enhanced marketing efforts and youth and entertainment focused programming

Total **OPERATING** budget: \$22,921



REF: AGR A-8

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Southwentworth Plowmen's Association

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Southwentworth Plowmen's Association****2019 FUNDED:** \$1,428**2020 REQUEST:** \$2,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 76**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Southwentworth Plowmen's Association hosts an annual plowing match that features competitive plowing including horse plow teams, antique plows and tractors as well as modern machinery. The plowing match strives to raise public awareness about the importance of tilling land, a practice required for planting crops and an important step towards growing the food we eat.

STAFF COMMENTS:

The score is in support of the Southwentworth Plowmen's Association annual plowing match. The event and programming provide good experiential learning opportunities for both traditional and new agricultural practices and funding will help raise awareness.

Total **OPERATING** budget: Cancelled due to COVID-19



REF: AGR A-13

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Locke Street Farmers' Market

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Locke Street Farmers Market Community Programming****2019 FUNDED:** \$1,950**2020 REQUEST:** \$3,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 70**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Locke Street Farmers' Market provides a weekly venue for farmers and secondary processors to offer locally and sustainably grown food to the community. Located on Locke Street, the market is where families and friends gather to socialize, shop for groceries and enjoy the market's events including weekly story times and musical performances. The Locke Street Farmers' Market partners with local businesses to raise awareness for the market and the businesses to build economic viability.

STAFF COMMENTS:

The Locke Street Farmers' Market is a small market that does well within its means. The score is in support of their efforts to better serve the community through awareness and education.

Total **OPERATING** budget: Cancelled due to COVID-19



REF: AGR A-15

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Golden Horseshoe Beekeepers Association

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Golden Horseshoe Beekeepers Public Education Program****2019 FUNDED:** \$1,475**2020 REQUEST:** \$2,200**2020 RECOMMENDED:** \$1,110**2020 FINAL RATING:** 67**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

The Public Education Program will provide beekeepers with latest and best management practices on sustainable beekeeping and inform the public about the importance of bees and the threats bees face in our modern society.

STAFF COMMENTS:

The score is in support of the Golden Horseshoe Beekeepers Association's Public Education Program that provides youth a forum and opportunity for hands-on engagement. The organization has demonstrated improved promotional efforts to further their mandate as well as community impact through mentorship opportunities. They are encouraged to develop more partnerships with the Agriculture community beyond engagement at the local fairs.

Total **OPERATING** budget: \$3,699



REF: AGR A-16

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Hamilton-Wentworth Federation of Agriculture
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Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Farm Safety Matters****2019 FUNDED:** \$**2020 REQUEST:** \$5,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 63**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The HWFA intends to provide updated safety program to each member of the Hamilton-Wentworth Federation of Agriculture.

Safety is a high priority in the agricultural industry and by providing farmers with items such as new slow-moving vehicle signs, fire extinguishers or even flashlights allows for additional safety measures in our communities.

STAFF COMMENTS:

Returning organization, with new program. The score is in support of the Hamilton-Wentworth Federations of Agriculture hot topic initiative, Farm Safety Matters. The Organization has proven capacity and the program has demonstrated merit with the social impact being strongly highlighted with a focus on public education. The program would benefit from further evaluation and outcome measures.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: AGR A-17

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ottawa Street Farmers' Market

Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Nutritional Education****2019 FUNDED:** \$**2020 REQUEST:** \$9,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 63**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Ottawa Street Farmers' Market is looking to offer weekly demonstrations and information sessions. In these sessions, The program would secure local chefs to demonstrate and teach healthy cooking. Nutritionists to hold information and teaching sessions in regards to a healthy lifestyle and food choices. Also, host food preservation sessions (properly canning, freezing, drying, etc)

STAFF COMMENTS:

The score is in support of the Ottawa Street Farmers' Market program to demonstrate and educate partons and the community on healthy food choices using lcoal produce/products. The program demonstrates good impact on local agricultural community but could benefit from further partnerships. The organization is encouraged to meet with staff moving into next year.

Total **OPERATING** budget: Cancelled due to COVID-19



REF: AGR A-18

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

North Wentworth Plowmen's Association
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Funding Program: Agriculture**Funding Stream: Programs and Events****Program/Event/Project Name: Agriculture****2019 FUNDED:** \$1,000**2020 REQUEST:** \$1,437**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 60**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The North Wentworth Plowmen's Association was established by local farmers to offer an opportunity to rural and non-rural residents of Hamilton to experience rural activities (horse, antique and modern plowing) and social networking. It demonstrates the importance of using the land for food production and ensuring it will be maintained for future generations. The plowing match is a \"social\" day for local farmers to show off their plowing skills and to educate the public.

STAFF COMMENTS:

The North Wentworth Plowmen's Association's annual plowing match and activities bring together the community in a social setting to educate on the importance of food and cultivation. A small organization that is manging within its means and resources. They are encourgaed to meet with staff prior to submitting next years application

Total **OPERATING** budget: Cancelled due to COVID-19



REF: ART B-6

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Greater Hamilton Arts and Events

Funding Program: Arts**Funding Stream: Arts Festivals****Program/Event/Project Name: ArtsFest****2019 FUNDED:** \$25,000**2020 REQUEST:** \$60,000**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 74**PROGRAM STATUS:** Modified**PROGRAM or EVENT DESCRIPTION:**

ArtsFest is a three day outdoor music and arts festival with world-class musical performers on three stages targeting families. In addition to music the festival programs visual artists, makers, street performers, and organizes vendors and food trucks. In 2019, ArtsFest was held in Westdale where it will once again present the festival

STAFF COMMENTS:

WITHOLD Established Festival Category: The score is in support of the 5th annual ArtsFest which presents good artistic quality from musicians at various career levels. In 2019 the organization moved the festival to June and Westdale, where it will be held once more. 2020 funding should be withheld until applicant meets requirements. 2020 funds to be withheld pending applicant meeting pending additional information.

Total **OPERATING** budget: \$272,000

REF: ART D-18

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Luckystickz - Dejehan Hamilton

Funding Program: Arts**Funding Stream: Creation and Presentation Grants for Arts Professionals****Program/Event/Project Name: Established Artist Project**

2019 FUNDED:	\$
2020 REQUEST:	\$3,195
2020 RECOMMENDED:	\$2,237
2020 FINAL RATING:	72
PROGRAM STATUS:	Modified

PROGRAM or EVENT DESCRIPTION:

Luckystickz is an established artist. The production and presentation project, Housewarming, is a full length album that consist of original music by Luckystickz. The project involves live instrumentation, vocals, and production / recording at local Hamilton studios. Luckystickz performs throughout Canada.

STAFF COMMENTS:

Alejandro Tamayo is an established artist. Their project, the reversal of time, is a site-specific installation at the Workers Arts & Heritage Centre. The project includes an installation, lending library, and collaborative performances by local musicians and poets. The project asks audiences to envision a future without 'work'. Alejandro Tamayo has exhibited internationally.

Total **OPERATING** budget: \$10,650



REF: ART D-19

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Jamila Bello

Funding Program: Arts**Funding Stream: Creation and Presentation Grants for Arts Professionals****Program/Event/Project Name: Emerging Artist Project**

2019 FUNDED:	\$
2020 REQUEST:	\$8,055
2020 RECOMMENDED:	\$2,416
2020 FINAL RATING:	71
PROGRAM STATUS:	Modified

PROGRAM or EVENT DESCRIPTION:

Jamila Belo is an emerging artist. Their project, Suit, is to produce the artists' second EP album. Jamila produces pop and R&B music that is inspirational and self-affirming. Jamila Bello has performed regionally.

STAFF COMMENTS:

Edgardo Moreno is an established artist. The project, Firefly, is multi-disciplinary, incorporating nine new music compositions and a four new video work. The sound is captured through field recordings in Hamilton and Chile as well as interviews with political exiles that have returned to Chile. Their stories, along with the field recordings will inform the electric-acoustic compositions. The project will be presented in Hamilton. Edgardo Moreno exhibits and performs internationally.

Total **OPERATING** budget: \$8,055



REF: CCH A-2

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Barton Village Business Improvement Area
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Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Barton Village Festival 2020

2019 FUNDED: \$3,433

2020 REQUEST: \$5,000

2020 RECOMMENDED: \$1,272

2020 FINAL RATING: 90

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Barton Village Festival is an annual two-day festival held the first weekend of June that showcases the many great things that help make Hamilton wonderful. On Friday, a special festival edition of Barton First Friday's occurs with many activities and vendors. On Saturday, we close Barton St. between Wentworth and Victoria and fill it with people enjoying activities for all ages including: street basketball tournament, bike pump track, skate park, animal shows, fitness demonstrations, kids.

STAFF COMMENTS:

Small Request Category: This score is in support of the 5th annual Barton Village Festival. The festival has demonstrated significant growth in its three years and works with its community to provide needed cultural and community programming. The Barton Village BIA has also submitted a successful application under the New Projects stream.

Total **OPERATING** budget: \$4,241 (Expenses incurred)



REF: CCH A-8

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Pagan Pride Day Hamilton

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: PPD Hamilton Annual Harvestfest

2019 FUNDED: \$1,156

2020 REQUEST: \$1,107

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 82

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Pagan Pride Day Hamilton's Harvestfest is a public Autumn Equinox festival promoting tolerance and diversity in the community. Respect, integrity, communication, and neutrality are the cornerstones of the organization. Programming includes workshops, entertainment, children's programming, vendors, and a food drive.

STAFF COMMENTS:

Small Request Category: The score is in support of Pagan Pride Day Hamilton's 17th Annual Harvestfest. The event invites the public to experience traditional and new pagan workshops and practices. This event is well managed and provides a unique cultural experience for audiences and participants.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-15

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Rotary Club of Hamilton AM

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Imagine in the Park Children's Arts Festival- 10th Annual Event****2019 FUNDED:** \$5,100**2020 REQUEST:** \$6,000**2020 RECOMMENDED:** \$295**2020 FINAL RATING:** 77**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Imagine in the Park is a free one day annual event in Gage Park featuring interactive workshops in music, dance, drama, visual arts and literature. Established to provide equal access to the arts for children, all workshops are run by professional artists and authors and are designed for children to explore hands on learning in music, dance, drama, visual arts and literature.

STAFF COMMENTS:

Large Request Category: The score is in support of the Imagine in the Park Children's Art Festival. This festival has demonstrated steady growth, is well managed and provides free accessible early years arts programming.

Total **OPERATING** budget: \$982 (Expenses incurred)

REF: CCH A-16

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Waterdown's Oh Canada Rotary Ribfest

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Waterdown's Oh Canada Rotary Ribfest

2019 FUNDED: \$2,500

2020 REQUEST: \$35,000

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 77

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Oh Canada Ribfest draws visitors to the Waterdown / Flamborough community. This four day festival celebrates Canada Day and ribs. This family friendly festival features local talent and professional entertainers, local businesses, artisans and vendors, a children's zone, carnival, a movie in the park as well as a Canada Day Celebration that will feature a New Canadian induction ceremony and fireworks.

STAFF COMMENTS:

Large Request Category: The score is in support of the Oh Canada Ribfest. The event celebrates the community, has good partnerships and volunteer opportunities.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-17

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ancaster Heritage Days

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Ancaster Heritage Days (Summer Event)

2019 FUNDED: \$26,550

2020 REQUEST: \$16,140

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 76

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Ancaster Heritage Days is a free annual summer event that has taken place in the town of Ancaster since 1979. The event provides a place to form and celebrate community through entertainment, attractions, food, and gathering space. AHD promotes local businesses and celebrates and provides opportunities to learn about local history. It is an event open to everyone.

STAFF COMMENTS:

Small Request Category: The score is in support of Ancaster Heritage Days. This year's scope of events and overall scale have been slightly reduced to reflect the organization's capacity. The organization has submitted two applications under the Events & Established Activities stream. In 2019, they received one-time enhancement funding of \$2,160.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-21

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Ottawa Street BIA

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Sew Hungry****2019 FUNDED:** \$7,892**2020 REQUEST:** \$11,068**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 78**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Sew Hungry is Hamilton's annual restaurant and food truck festival held on Ottawa Street North. It's a free community event intended to celebrate the eclectic and emerging food scene in Hamilton. 25 food trucks line the street from Main to Barton and serve their most popular dishes to a bustling crowd. Business owners on the street are encouraged to set up sidewalk displays, create temporary patios and offer food samples on the street throughout the day.

STAFF COMMENTS:

Large Request Category: The score is in support of Ottawa BIA's festival, Sew Hungry. The event has grown to include performance stages, historic and community programming. Sew Hungry's programming and audiences have grown to require road closures to operate safely.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-23

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Lynden Canada Day Committee

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Lynden Canada Day Celebration

2019 FUNDED: \$7,500

2020 REQUEST: \$7,500

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 75

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The annual Lynden Canada Day (LCD) celebration is a full-day event providing an opportunity for residents of Lynden and surrounding communities to celebrate Canada's birthday on July 1st. The inclusive celebration provides activities and entertainment for participants of all ages, all ethnic groups and all strata of society. LCD is an opportunity to come together and celebrate the things that bind us together as communities and peoples - our patriotism and our love of Canada.

STAFF COMMENTS:

Large Request Category: The score is in support of Lynden Canada Day Celebration. The event includes a parade, community celebrations, entertainment, and food. It provides positive impact and is committed to its community.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-24

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Stoney Creek BIA

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Stoney Creek Saturdays in the Creek - Strawberry & Pumpkin Fests and Jazz in the Creek

2019 FUNDED: \$3,000

2020 REQUEST: \$5,000

2020 RECOMMENDED: \$ 3000

2020 FINAL RATING: 75

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

Stoney Creek BIA's presents three unique events that celebrate it's community. Strawberry Folk Fest and Pumpkinfest offers citizens a free, family oriented event that serves to celebrate the Stoney Creek businesses and their surrounding neighbourhoods. New this year, audiences can enjoy, Jazz in the Creek, held on three weekends during the summer months. All three events celebreate the history, arts & culture of Downtown Stoney Creek.

STAFF COMMENTS:

WITHOLD funding pending submission of additional information.

Small Request Category: The score is in support of the Stoney Creek BIA's Saturdays in the Creek, Strawberry Folk Fest, and Pumpkinfest. The events are well supported by the community, are thematically linked to the region and present activities for all ages.

Total **OPERATING** budget: \$43,392

REF: CCH A-25

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Bet Nahrain Assyrian Heritage Centre

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Assyrian Festival of Nusardil****2019 FUNDED:** \$1,196**2020 REQUEST:** \$4,200**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 74**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Nusardil is a water festival that originates in Mesopotamia. It has been celebrated for thousands of years by Assyrians in their homeland in the Middle East, and today in the global Diaspora. The Assyrian Festival of Nusardil is a celebration of Assyrian music, food, dance, traditions and heritage; it is welcoming of everyone and there is something that people of any age will enjoy. Our highlight is always "Hamilton's Biggest Water Balloon Fight" with over 17,000 balloons planned for 2020.

STAFF COMMENTS:

Small Request Category: This score is in support of the 5th annual Assyrian Festival of Nusardil. The festival has demonstrated good growth and community support. This is a unique event and community, that presents traditional food, music, dance, and activities for all ages.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-31

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
FESTITALIA CORPORATION

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Festitalia 2020

2019 FUNDED: \$18,750

2020 REQUEST: \$22,500

2020 RECOMMENDED: \$18,750

2020 FINAL RATING: 71

PROGRAM STATUS: No Change

PROGRAM or EVENT DESCRIPTION:

Founded in 1975, Fesitalia is a calendar of more than 25 events in September that bring together the many Italian regional communities to participate and celebrate in events which highlight all things Italian – art, culture, food, and music. These events promote the diversity in Hamilton provides an awareness and opportunity for the Hamilton community to participate be celebrated.

STAFF COMMENTS:

Large Request Category: The score is in support of Fest Italia. Over one month, the festival celebrates a unique cultural community through various programming activities across several Italian regional groups and family friendly activities.

Total **OPERATING** budget: \$120,000

REF: CCH A-32

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Hamilton and District Labour Council–CLC

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: 2020 Labour Day Parade & Picnic

2019 FUNDED: \$10,000

2020 REQUEST: \$10,000

2020 RECOMMENDED: \$10,000

2020 FINAL RATING: 71

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

The event is a parade and picnic that celebrates Labour Day, since 1894 a national holiday dedicated to working people and their organizations. It is an opportunity for workers to demonstrate pride in their unions, their occupations, their families, and their city. It is a time and space to come together. Their 40,000 active members, families and retirees continue to join together to celebrate.

STAFF COMMENTS:

Large Request Category: The score is in support of the Annual Hamilton Labour Day Parade & Picnic. The labour day parade and picnic celebrates a strong community that is unique to Hamilton's history. The event is well planned with meaningful partnerships and opportunities to participate.

Total **OPERATING** budget: \$38,545

REF: CCH A-33

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Concession Street BIA

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Concession Streetfest 2020****2019 FUNDED:** \$6,450**2020 REQUEST:** \$10,500**2020 RECOMMENDED:** \$920**2020 FINAL RATING:** 70**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Concession Street BIA's vision is to lead through cultural diversity, revitalize the area as a community focal point in which businesses thrive, residents live, and visitors feel welcome to the unique commercial area. Since 1991, Concession Streetfest offers citizens a free, family oriented event that serves to celebrate the Concession Street businesses and their surrounding neighbourhoods. Celebrating it's 24th year, Streetfest spans from Upper Wentworth to Poplar, a full six city blocks.

STAFF COMMENTS:

Large Request Category: The score is in support of Concession Street BIA's annual Streetfest. The event presents good community impact, activities, and is well managed. The organization demonstrates commitment to developing the event by investing in accessibility and security. The organization has submitted two applications under the Events & Established Activities stream. In 2019 they received enhancement funding of \$1,550.

Total **OPERATING** budget: \$3,065 (Expenses incurred)



REF: CCH A-39

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Comunità Racalmutese Maria SS Del Monte Inc.

Funding Program: Communities, Culture & Heritage**Funding Stream: Events and Established Activities****Program/Event/Project Name: Racalmutese Festival Maria Del Monte****2019 FUNDED:** \$6,000**2020 REQUEST:** \$11,500**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 67**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Comunita' Racalmutese Maria SS. Del Monte aims to foster and preserve the values and traditions of Italian heritage by promoting and celebrating historically significant social and cultural events. The Festa re-enacts the legend of how the statue of Maria del Monte came to the town of Racalmuto. Programming includes music, dance, traditional dress, puppet show, a bocce tournament, and a pyrotechnic laser display.

STAFF COMMENTS:

Large Request Category: The score is in support of Comunità Racalmutese Maria SS Del Monte festival. This is a unique festival that celebrates and engages the community. The organization has demonstrated good management and positive programming developments. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-40

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Malhar Group

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Springfest 2020

2019 FUNDED: \$3,400

2020 REQUEST: \$3,400

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 67

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The mission of the Malhar Group is to present and promote traditional Indian Classical Music among all Canadians. The signature event is Springfest, a festival of Indian classical music by highly recognized musicians. Programming includes an instrumental performance followed by a classical vocal performance.

STAFF COMMENTS:

Small Request Category: The score is in support of Springfest 2020. This unique event celebrates traditional Indian music by local and international musicians to large audiences annually. The organization has also submitted a successful application under the New Projects stream. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH A-41

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

ACFO - Régionale Hamilton

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Community Development & Networking Events

2019 FUNDED: \$

2020 REQUEST: \$4,000

2020 RECOMMENDED: \$

2020 FINAL RATING: 66

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

ACFO-Régionale Hamilton organizes various community development and networking events throughout the year. Three of these events on top of the celebration of Franco-Ontarian Day at City Hall and the Francophone Networking Luncheons, have been successful over the last 4-5 years. Over time, these events have become well-known and attended by the Francophone community, but also by schools (and/or school boards) offering French immersion programs, francophiles, and learners of the French language.

STAFF COMMENTS:

Small Request Category: The score is in support of ACFO-Régionale Hamilton who organizes Franco-Ontarian Day and various community development and networking events. ACFO-Régionale Hamilton is the only Community, Culture & Heritage applicant presenting programming in both French and English languages. In 2019, the applicant received one-time surplus funding totalling \$2,800. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: \$16,100

REF: CCH A-42

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Downtown Dundas Business Improvement Area

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Dickens of a Christmas

2019 FUNDED: \$

2020 REQUEST: \$15,594

2020 RECOMMENDED: \$

2020 FINAL RATING: 66

PROGRAM STATUS: Withdrawn

PROGRAM or EVENT DESCRIPTION:

Dickens of a Christmas in downtown Dundas reimagines King Street as it was in Charles Dickens' time. Traditional pine garland hang from store fronts along with Victorian wreaths on light posts. Listen for the quartet of carollers, watch for strolling Father Christmas, enjoy a horse and trolley ride with free hot apple cider and ginger bread cookies. All your senses are engaged as Dundas creates an historic holiday atmosphere for the Hamilton community to enjoy for free.

STAFF COMMENTS:

This is a new program and new applicant. The score is in support of the Downtonw Dundas Business Improvement Area, Dickens of a Christmas. The downtown initiative invites people to experience main street Dundas as a traditional victorian winter holiday season.

Total **OPERATING** budget: \$92,130

REF: CCH A-51

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Rotary Club of Dundas

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: Culture & Heritage

2019 FUNDED: \$790

2020 REQUEST: \$1,000

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The event is a community celebration of Canada Day in the Dundas Driving Park. A pancake breakfast is served in the morning with free musical entertainment, games, face painting, Canada Day flags and singing of the national anthem.

STAFF COMMENTS:

Small Request Category: The organization presents a family Canada Day celebration with it's community. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: Cancelled due to COVID-19



REF: CCH A-52

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Stoney Creek Santa Claus Parade
--

Funding Program: Communities, Culture & Heritage

Funding Stream: Events and Established Activities

Program/Event/Project Name: 2020 Stoney Creek Santa Claus Parade

2019 FUNDED: \$2,155

2020 REQUEST: \$5,000

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 60

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Stoney Creek Santa Claus Parade is an annual holiday-themed event, featuring floats, bands, and walking groups from Stoney Creek and surrounding neighborhoods. It runs from Gray Road to Centennial Parkway, along King St., watched by approximately 15 000 residents.

STAFF COMMENTS:

Small Request Category: The score is in support of the Stoney Creek Santa Claus Parade. The parade is well supported by community. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH B-1

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Sprout Organization

Funding Program: Communities, Culture & Heritage

Funding Stream: New Projects

Program/Event/Project Name: Hamilton Harbourfront Night Market

2019 FUNDED: \$

2020 REQUEST: \$20,000

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: DNQ

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

Sprout Organization presents the Hamilton Night Market that features a mosaic of Asian street food vendors, local artisans, and family entertainment. The Hamilton Night Market is a four day food festival over the Civic Holiday at Bayfront Park from noon to midnight. Sprout Organization's goal is to plan a unique annual event.

STAFF COMMENTS:

DNQ (Does Not Qualify): Under the City Enrichment Fund Community, Culture & Heritage guidelines organizations must be based in Hamilton to be considered an eligible organization. Sprout Organization did not successfully demonstrate that they are a Hamilton based organization.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH B-3

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Malhar Group

Funding Program: Communities, Culture & Heritage**Funding Stream: New Projects****Program/Event/Project Name: Arohi 2020****2019 FUNDED:** \$**2020 REQUEST:** \$1,500**2020 RECOMMENDED:** \$ 0**2020 FINAL RATING:** 82**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

Arohi Music Festival is a new event from The Malhar Group of Hamilton to be held in September each year. Now in it's 2nd year, the festival provides a platform for emerging and mid-career musicians performing classical Indian music. The festival gathers audiences regionally to experience local and international musicians at the McMaster Innovation Park.

STAFF COMMENTS:

The score is in support of a new presentation of traditional Indian music by emerging and mid-career artists in Canada from The Malhar Group. This will be the 3rd year of Arohi. The organization demonstrates the capacity to deliver this unique program and community support. The Malhar Group has also submitted a successful application in the Event's & Established Activity stream.

Total **OPERATING** budget: Cancelled due to COVID-19

REF: CCH B-8

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

The Children's International Learning Centre (Hamilton)
--

Funding Program: Communities, Culture & Heritage**Funding Stream: New Projects****Program/Event/Project Name: PLAY! It's Universal!****2019 FUNDED:** \$12,227**2020 REQUEST:** \$20,000**2020 RECOMMENDED:** \$8,340**2020 FINAL RATING:** 65**PROGRAM STATUS:** Cancelled**PROGRAM or EVENT DESCRIPTION:**

The Children's International Learning Centre (CILC) is committed to delivering programming to early year audiences that highlight diverse cultural traditions. The new program, The RIGHT to PLAY, explores how all people regardless of age, ability and gender identities learn about themselves, how they experience other cultures and discover the world through play, toys and games.

STAFF COMMENTS:

The score is in support of The Children's International Learning Centre's new program 'Right to Play'. The organization demonstrates the capacity to deliver the program that is well developed by the Centre and community partners. The applicant is encouraged to meet with staff to review their 2020 grant submission before submitting in 2021. The Children's International Learning Centre has also submitted a passing applications in the Capacity Building.

Total **OPERATING** budget: \$32,331 (Expenses incurred)



REF: CS F-9

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM Seniors' Engagement

Funding Program: Community Services

Funding Stream: Community Capacity Grows

Program/Event/Project Name: Hamilton Council on Aging

2019 FUNDED: \$8,323

2020 REQUEST: \$8,511

2020 RECOMMENDED: \$8,323

2020 FINAL RATING: 79

PROGRAM STATUS: Modified

PROGRAM or EVENT DESCRIPTION:

Hamilton's seniors are individuals with a wide variety of skills, experiences, expertise, backgrounds and needs. HCoA engages seniors, harnessing their assets in all of our programs and activities. We believe in the wisdom and experience of seniors, aiming to represent the diversity of Hamilton's older adults in all that we do. Seniors are fundamentally engaged as Board, Committee Members, Advisors, Facilitators & Participants in our collective work to make positive aging a reality in Hamilton.

STAFF COMMENTS:

Applicant's score demonstrates excellent program delivery, organizational capacity, outcomes and financial management. By keeping seniors active in their community utilizing their skills, these activities assist in helping seniors age in place as identified in the city's Age Friendly Strategy.

Total **OPERATING** budget: \$149,000

REF: ENV B-12

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM

Stewards of Cootes Watershed

Funding Program: Environment

Funding Stream: Projects and Programs

**Program/Event/Project Name: Getting and Keeping Cootes and Red Hill
Watersheds Clean**

2019 FUNDED:	\$ 0
2020 REQUEST:	\$35,000
2020 RECOMMENDED:	\$ 0
2020 FINAL RATING:	47
PROGRAM STATUS:	DNQ

PROGRAM or EVENT DESCRIPTION:

Stewards of Cootes Watershed is a community-based group of volunteers that cleans the creeks flowing through Hamilton's neighbourhoods and into Hamilton Harbour from Cootes Paradise and Red Hill Creek. The program first removes the decades-old legacy of litter through 40 weekly group cleanups then slows its return by mitigating sources. Finally, volunteers are assigned their own reach of watershed to maintain the pristineness.

STAFF COMMENTS:

Applicant's score demonstrates that the applicant did not present the necessary detail to provide a passing rating. The program design and anticipated outcomes show merit but organization may lack the capacity and financial management ability to implement the program as described. The applicant is encouraged to meet with staff to discuss future applications.

Total **OPERATING** budget: \$200,000

REF: SAL D-12

2020 CITY ENRICHMENT FUND APPLICATION SUMMARY FORM
Hamilton Cardinals Intercounty Baseball League Group Inc.

Funding Program: Sport & Active Lifestyles

Funding Stream: Sport Development / Inclusion

Program/Event/Project Name: Hamilton Cardinals Summer Camps and Clinics

2019 FUNDED: \$

2020 REQUEST: \$6,150

2020 RECOMMENDED: \$ 0

2020 FINAL RATING: 73

PROGRAM STATUS: Cancelled

PROGRAM or EVENT DESCRIPTION:

The Hamilton Cardinals will host a two week summer camp from July 6 - July 17, 2020 at the Bernie Arbour Stadium. The baseball camp will be open for players of all skill levels aged 9-16 years of age. To engage with marginalized youth, the Cardinals will partner with the Kiwanis Boys & Girls Club of Hamilton. The two week camp will be offered free of charge to campers from this cohort to ensure that none are prevented from attending a summer baseball camp due to financial limitations.

STAFF COMMENTS:

The score is in support of the development of baseball in our community through a no cost program for marginalized youth. The program met the eligibility requirements and a community need in the category.

Total **OPERATING** budget: Cancelled due to COVID-19



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Gloria Rojas (905) 546 -2424 Ext. 6247 Tran Trang (905) 546-2424 Ext. 6151 Duncan Robertson (905) 546-2424 Ext. 4744 Kirk Weaver (905) 546-2424 Ext. 2878
SUBMITTED BY:	Brian McMullen Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

COUNCIL DIRECTION

Council, at its meeting of May 27 and 28, 2020 (Council Minutes 20-012, Item 4.8) in response to correspondence received from the City of Hamilton's Taxi Brokers, directed staff to report back on the options to address requests for relief from municipal fees and charges.

INFORMATION

Correspondence received from the City of Hamilton's Taxi Brokers on behalf of the taxi industry requested relief from some municipal tax related fees such as plate renewal, lease renewals / registration and taxi cab licence fees as the industry is facing financial challenges as a result of the COVID-19 pandemic.

Council of the City of Hamilton authorizes user fees and charges for services, activities or the use of property through an annual report and by-law. Taxi licence fees were approved in the 2020 User Fee Report (Report FCS19092) by Council at its meeting on December 11, 2019 through approval of GIC Report 19-027. Staff does not have authority to waive, reduce or defer fees included in the user fee by-law and, therefore, any changes to previously approved fees and charges require further approval by Council.

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SUBJECT: Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) – Page 2 of 5

The City of Hamilton’s tax related fee revenues for 2019 approximated \$439,000. Staff from Corporate Services and Planning and Economic Development Departments collaborated in researching and writing Report FCS20067 which presents four options to address the concerns of the City of Hamilton’s Taxi Brokers, including the financial implications to the City. Staff conducted a municipal survey on the type of relief that has been provided by other municipalities to licenced businesses as a result of the COVID-19 pandemic. A summary of the responses received is included in Appendix “A” to Report FCS20067.

Fee Waiver Option

The first option is to waive the taxi licence fee for all drivers, owners and brokers. This option would result in a revenue loss to the City in the approximate annualized amount of \$435,367 as shown in Table 1.

Table 1: Potential Revenue Loss from Taxi Licences Fees – Full Waiver Option

Licence Type	2020		
	Fee	#	Revenue
Drivers	\$ 107.00	1138	\$ 121,766
Owners (Plates)	\$ 661.00	471	\$ 311,331
Brokers	\$ 1,135.00	2	\$ 2,270
Potential Revenue Loss			\$ 435,367

This option is not consistent with other financial support that the City has provided including the Property Tax Assistance Program in which property tax instalments were deferred and penalties were temporarily waived. Further details of this assistance are available in Report FCS20038 which was approved by Council at its meeting on April 8, 2020. Also, fee waivers of taxi licence fees are not offered by any of the municipalities that responded to our survey.

In addition, this option fails to recognize that taxi operators were deemed to be an essential service throughout the pandemic period and, as such, were able to continue to operate unlike many other businesses. A full fee waiver for the entire year in these circumstances would not be appropriate and should only apply to licence renewals that came due after the declaration of emergency in March 2020, as some taxi licence fees prior to March still remain unpaid.

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SUBJECT: Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) – Page 3 of 5

This option also presents the risk that if this fee is waived, other businesses may also request for their fees to be waived. The City's general licencing revenue is approximately \$3 M for 2020. Similarly, businesses and commercial enterprises may request waiving of any and all City of Hamilton user fees and charges due to challenges with operating during the COVID-19 pandemic. The revenue loss of this option and the potential ramifications would further expand the year-end deficit projections included in Report FCS20040(a).

Fee Reduction Option

The second option is to reduce the taxi licence fees for all drivers, owners and brokers. The City of Waterloo is the only municipality, to our knowledge, that is reducing all their licence fees by the equivalent of three months. Following a similar approach only for taxi licences, the lost revenue to the City would be approximately \$108,842 (annualized) as shown in Table 2. However, the reduction would only apply for licence renewals that came due after the declaration of emergency in March.

Table 2: Potential Revenue Loss from Taxi Licences Fees – Reduced Fee Option

Licence Type	2020		
	Fee	#	Revenues
Drivers	\$ 80.25	1138	\$ 91,325
Owners (Plates)	\$ 495.75	471	\$ 233,498
Brokers	\$ 851.25	2	\$ 1,703
Revenue with Reduced Fees			\$ 326,525
Revenue with Full Fees (from Table 1)			\$ 435,367
Potential Revenue Loss			\$ 108,842

Similar to the waiver option, this would not be consistent with the type of financial support that has been approved due to COVID-19 such as the Property Tax Assistance Program and has the risk of other businesses asking for a similar reduction.

Additional challenges include determining an appropriate basis to calculate the level of reduction that should be granted and linking the reduction to some identified COVID-19 related impact. The revenue loss would further expand the year-end deficit projections included in Report FCS20040(a).

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SUBJECT: Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) – Page 4 of 5

Payment Deferral Option

The third option is to defer payment of taxi licence fees until September 30, 2020. The only financial impact to the City would be the potential revenue loss due to late penalty fees, which have already been waived until June 1, 2020. This option is consistent with the type of financial support that has been approved due to COVID-19 such as the Property Tax Assistance Program and is also consistent with the type of relief that other municipalities have provided to the taxi industry. Under this option, the deferral would apply only to licence renewals that came due after the declaration of emergency in March 2020.

This option best recognizes that taxi operators have continued to be treated as an essential service throughout the pandemic period. A payment deferral maintains an expectation that fees will eventually be received by the City.

Status Quo Option

The fourth option is to maintain the status quo with approved 2020 taxi licence fees due at annual renewal dates. During the pandemic, the taxi industry was able to operate as an essential service and therefore was able to generate some revenue. In addition, taking any action on one area of licencing will likely result in other requests for relief that may have a stronger case than the taxi industry (i.e. they were not permitted to operate under Provincial rules). This option has no financial impact to the City.

The Governments of Canada and Ontario are providing support for individuals, businesses and organizations helping Canadians during the COVID-19 pandemic. The businesses and individuals in the taxi industry need to continue to pursue these and other sources of relief to have their concerns addressed.

Other Considerations

Although Report FCS20067 refers specifically to the potential relief to the taxi industry in the form of waiving, eliminating or reducing fees and delaying payment of fees due to the financial challenges of the COVID-19 pandemic, the City has received similar requests from other businesses / organizations. Therefore, it would be beneficial that staff develops a policy outlining the conditions under which staff may defer fee payments under the User Fee By-law. Such policy could apply during the pandemic period as well as periods of regular operations creating a consistent approach.

Staff conducted a municipal survey on what type of relief has been provided by other municipalities to licenced businesses as a result of the COVID-19 pandemic. Table 3 summarizes the results of this survey. Most are deferring payments of their taxi licence fees with no penalty for varying periods of time. More detailed comments are included in Appendix "A" to Report FCS20067.

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SUBJECT: Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) – Page 5 of 5

Table 3: Municipal Survey on Financial Relief for the Taxi Industry

City/Town	Deferral	Length of Deferral	Reduction	Waive
Guelph	No	N/A	No	No
London	Yes	3 months from the date of the expiry	No	No
Oakville	Yes	30 days after the emergency has ended	No	No
Oshawa	Yes	Until the end of July (could be extended further)	No	No
Ottawa	Yes	Until June 30, 2020	No	No
Toronto	Yes	Until June 30, 2020	No	No
Vaughan	Yes	Until Sept 30, 2020	No	No
Waterloo	Yes	Until June 30, 2020	Yes - 3 mths free	No

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS20067 – Municipal Survey on Financial Relief for Licenced Businesses

Appendix “B” to Report FCS20067 – Correspondence from Taxi Brokers

GR/TT/DR/KW/dt

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MUNICIPAL SURVEY ON FINANCIAL RELIEF FOR LICENCED BUSINESSES

Municipality	Response
Guelph	Fees are cost recovery in issuing a licence. Recommendation to Council was not to defer.
London	a) Payment of the required licence fee for new applications for Food Premises business licences was deferred for three months. b) Payment of the required licencing renewal fee for Cab Drivers, Cab Owners, Accessible Cab Owners, Accessible Cab Drivers and Limousine Owners was deferred for three months from the date of the expiry of the current licence.
Oakville	Oakville is providing an extension to all business licences that expire during the COVID emergency until 30 days after there has been a declaration that the emergency has ended by each of the Province of Ontario, Regional Municipality and Town of Oakville.
Oshawa	Initially extended business licences until the end of June which was further extended to the end of July distressed customers asking for reductions or deferrals other than Taxi Drivers wanting to renew their Taxi licences. Taxi licences have been extended until further notice because some drivers have been unable to obtain medical documentation that they are fit, nor are they able to obtain vulnerable sector checks. No new Taxi Driver licences have been issued.
Ottawa	Due dates of expiry dates of licences have been extended to June 30th. There is currently no legislative authority to allow By-law & Regulatory Services (BLRS) to pro-rate or reduce license fees. Council would have to provide that authority by approving a motion or an amendment to the Licencing By-law. If such authority is provided, BLRS will review requests for pro-rated or reduced fees on a case-by-case, category basis, applying criteria accordingly. In the meantime, businesses are encouraged to visit the City's website for information on economic support and recovery.
Toronto	Council has endorsed the CafeTO program foregoing all outdoor patio permit fees for 2020 and also not charging for any new or expanded cafes which are added in this program. Staff has internally recommended scenarios for escalating reductions but did not recommend rebates due to the high costs of doing so. If fees were to be reduced, all invoicing on a go-forward basis will be updated and a credit would be given to those who have paid fully against their next renewal amount. However, to date, no further guidance has been received in relation to fee reductions and the City is now issuing licence renewal notices to all clients – who have not incurred any late fees nor licence cancellations during the shutdown period.
Vaughan	Deferred licencing renewal fees in March until to June but have since been extended that to Sept; no further extensions are planned. New licence applications have been submitted during this time and fees paid accordingly.
City of Waterloo	All upcoming renewal dates were deferred until the end of June with the option to renew online. Further, Council voted to give all licensces a fee reduction equivalent to 3 months free (a 12-month licence pro-rated for 9 months). They chose to do the same with portable sign permits.

May 21,2020

Dear Mayor and Members of Hamilton City Council,

We are writing this letter on behalf of both City of Hamilton Taxi Brokers asking for some relief with municipal fees related to costs such as; plate renewal fees, lease renewals/registration fees, taxi cab license fees etc.

Hamilton's taxi industry was hit very hard in February because of the province-wide taxi vehicle insurance crisis. In Hamilton, regular vehicle insurance was not available from any insurance company; Taxi operators were forced to get Facility Insurance from the Provincial provider. The annual premiums for this sort of policy were 2 to sometimes 4 times as high, as compared to the prior years insurance premiums paid. Where in 2019 a Taxi Operator in Hamilton may have paid \$6,000 in insurance premiums, the Facility Insurance values were initially arriving at between \$13,000 and \$24,000. It did not matter whether operators had clean driving records with claims free history; this unilateral insurance spike affected all operators in Hamilton. The entire industry in Ontario was hit with this insurance challenge. This forced over 100 operators in the City to stop driving even before we became fully aware of the coronavirus. In March, as with all other businesses in Hamilton, the Taxi industry was hit with Covid-19. This forced hundreds of additional cabs to suspend service. Even at that time, many City of Hamilton Taxi operators made a conscious choice to remain operating, to continue to help residents get to grocery stores, to continue to bring essential workers to their places of employment and to continue to keep Hamilton residents moving for essential reasons.

On behalf of those that are active and those that are not currently active, we are asking the city to provide the taxi industry with some relief by reducing or eliminating some municipal taxi related fees. There are thousands of people, school aged children, Community members with accessibility needs, seniors, people with no credit cards who have no alternative and rely completely on Taxi service. The taxi industry is part of the backbone for local transportation in our City, we are asking for some support from the city at this time of need.

Sincerely,

Anthony Rizzuto-----President, Blue Line Transportation Limited

Ron Van Kleef -----President, Hamilton Cab

Jagtar Singh Chahal----- Chairman & CEO Hamilton Cab



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Office of the City Auditor

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Amy Bodner CPA, CA, CIA (905) 546-2424 Ext. 4438 Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107
SUBMITTED BY:	Charles Brown CPA, CA, CPA (Illinois) City Auditor Office of the City Auditor
SIGNATURE:	

Discussion of Confidential Appendix “A” and “B” to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

RECOMMENDATIONS

- (a) That the Management Action Plans as detailed in Confidential Appendix “B” of Report AUD20005 be approved;
- (b) That the Executive Director of Human Resources and the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to

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SUBJECT: Special Audit Respecting Case 2019-013 (AUD20005) (City Wide)**Page 2 of 5**

have the Management Action Plans (attached as Confidential Appendix “B” to Report AUD20005) implemented; and

- (c) That Confidential Appendices “A” and “B” to Report AUD20005, Special Audit Respecting Case 2019-013 remain confidential.

EXECUTIVE SUMMARY

As a result of a recent investigation reported to the Audit, Finance and Administration Committee (AF&A) (Case 2019-013), the City Auditor chose to carry out a targeted audit of payroll process, as well as vendor payment changes, to identify gaps that expose the City to unnecessary risks.

Recommendations were made to strengthen controls and increase process efficiencies for payroll and vendor banking changes in order to reduce the risk of occurrence of fraud and error in these processes.

The results of this targeted audit are presented in a formal report containing our findings, conclusions, recommendations and management responses. This audit report is attached as Confidential Appendices “A” and “B” to Report AUD20005.

Alternatives for Consideration – Not Applicable**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: None.

Staffing: None.

Legal: None.

HISTORICAL BACKGROUND

On June 24, 2020, Council directed the City Auditor to implement a policy on City Auditor Reporting of Serious Matters to Council. Under this policy, timely disclosure to Council is called for in situations that:

SUBJECT: Special Audit Respecting Case 2019-013 (AUD20005) (City Wide)**Page 3 of 5**

- Pose a security threat (e.g. cybersecurity exposure) to the organization's information systems/hardware/software applications or involves major privacy breach
- Threaten public safety
- Involve potential fraud over \$100,000
- Could have a significant adverse impact on the City's vulnerable populations
- Result in investigation by the Office of the City Auditor (OCA) and referral to the Police
- In the judgement of the City Auditor are deemed to be of a significant risk to the Corporation.

This is a follow-up to one of two previous reports of a serious matter made to AF&A under the new policy. The criterion applied and met was that the matter resulted in an investigation by the OCA and referral to Hamilton Police Service. The incident that was investigated led to a targeted audit of payroll and other processes being undertaken, and recommendations being made for observed control weaknesses that arose in the course of the audit.

The scope of the audit focused on several payroll processes, including how changes are made to an employee's payroll method or direct deposit information. Due to a widespread occurrence of vendor-related fraud in municipalities, the OCA also took this opportunity to review processes surrounding changes to vendor payment details. The results of this audit are attached as Confidential Appendix "A" of Report AUD20005.

The Audit, Finance and Administration Committee receives and approves audit reports as part of its responsibilities for the oversight of governance.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Confidential Appendix "B" to Report AUD20005 includes action plans which reflect the responses of the following management groups responsible for overseeing employee records, payroll, vendor payments and IT security:

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- Human Resources Division in the City Manager's Office;
- Information Technology Division in the Corporate Services Department; and
- Financial Services and Taxation Division in the Corporate Services Department.

ANALYSIS AND RATIONALE FOR RECOMMENDATIONS

The OCA carried out the following analyses related to payroll processes and vendor payment changes to identify gaps that expose the City to unnecessary risks:

- 1) Assessed processes and controls in place for payroll changes:
 - Adding employees (new, temporary)
 - Removing employees (retirement, terminations, temporary)
 - Pay rate changes (cost of living adjustments, merit, position changes)
 - Changes in payment method or information (direct deposit, cheque)
 - Adding and removing employees on salary continuance

This work included documenting processes, performing process review, identifying both manual and automated/system access controls in place, and testing to determine those control operating effectively.

- 2) Assessed processes related to disclosing employee information to third parties.
- 3) Assessed processes in place for manual payroll cheques and testing related controls.
- 4) Assessed controls in place to prevent payments to ghost employees and evaluating if there are any ghost employees currently on the payroll.
- 5) Evaluated if HR employees have received adequate training to be knowledgeable of fraud, phishing or social engineering scams.
- 6) Evaluated processes and testing controls for vendor banking changes to determine operating effectiveness.

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The OCA made 15 recommendations to strengthen controls and increase process efficiencies for payroll and vendor banking changes. These recommendations can be found in the Confidential Appendix “B” to Report AUD20005.

Management agreed with all fifteen recommendations and provided management action plans for implementation. The implementation of the action plans is anticipated to be completed by Q3 2022.

Under the current Council approved policy an Annual Report of case intake and resolution regarding the Fraud and Waste Hotline will be issued publicly. The investigation matter referred to above, which provided cause for the audit of payroll processes and reporting of attendant weaknesses will be included in that Annual Report.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Confidential Appendix “A” to Report AUD20005.

Confidential Appendix “B” to Report AUD20005.



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Office of the City Auditor

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 13, 2020
SUBJECT/REPORT NO:	Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Domenic Pellegrini CPA, CMA, CIA (905) 546-2424 Ext. 2207 Brigitte Minard CPA, CA, CIA, CGAP (905) 546-2424 Ext. 3107
SUBMITTED BY:	Charles Brown CPA, CA, CPA (Illinois) City Auditor Office of the City Auditor
SIGNATURE:	

Discussion of Confidential Appendix “A” to this report in Closed Session, would be pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

RECOMMENDATION

- a) That the Management Action Plans as detailed in Confidential Appendix “A” of Report AUD20004 be approved; and
- b) That the General Manager of Healthy and Safe Communities be directed to instruct the appropriate staff to have the Management Action Plans (as detailed in Confidential Appendix “A” to Report AUD20004) implemented; and
- c) That Private and Confidential Appendix “A” to Report AUD20004, Control Weaknesses Respecting Case Number 2019-26707 remain confidential.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: Control Weaknesses Respecting Case 2019- 26707 (AUD20004)
(City Wide)****Page 2 of 4**

EXECUTIVE SUMMARY

As a result of a recent investigation reported to Audit, Finance and Administration (Case 2019-26707), the Office of the City Auditor found process weaknesses in the form of five vulnerabilities to misappropriation and six instances where the Cash Handling Policy had not been properly followed.

A formal report, attached as Confidential Appendix "A" to Report AUD20004, summarizes the control weaknesses uncovered in the above investigation and contains the Office of the City Auditor's observations, recommendations and management's responses and planned course of action to those recommendations.

Alternatives for Consideration – Not Applicable**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: None.

Staffing: None.

Legal: None.

HISTORICAL BACKGROUND

On June 24, 2020, Council directed the City Auditor to implement a policy on City Auditor Reporting of Serious Matters to Council. Under this policy, timely disclosure to Council is called for in situations that:

- Pose a security threat (e.g. cybersecurity exposure) to the organization's information systems/hardware/software applications or involves major privacy breach
- Threaten public safety
- Involve potential fraud over \$100,000
- Could have a significant adverse impact on the City's vulnerable populations
- Result in investigation by Office of the City Auditor (OCA) and referral to the Police
- In the judgement of the City Auditor are deemed to be of a significant risk to the Corporation.

**SUBJECT: Control Weaknesses Respecting Case 2019- 26707 (AUD20004)
(City Wide)****Page 3 of 4**

This is a follow-up to one of two previous reports of a serious matter made to Audit, Finance and Administration under the new policy. The criterion applied and met was that the matter resulted in an investigation by the Office of the City Auditor and referral to the Police. The analysis of control weaknesses pursuant to this investigation are attached as Confidential Appendix "A" of Report AUD20004.

The Audit, Finance and Administration Committee receives and approves audit and other reports as part of its responsibilities for the oversight of governance.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Confidential Appendix "A" to Report AUD20004 includes action plans which reflect the responses of management.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The OCA made five recommendations to increase efficiencies and strengthen controls in each of the vulnerabilities identified, and six recommendations to address each occurrence where Cash Handling Policy standards were not met. These recommendations can be found in the Confidential Appendix "A" to Report AUD20004.

Management agreed with all recommendations and provided management action plans and mitigations for implementation. The action plans are expected to be fully completed by Q4 2020.

Under the current Council approved policy an Annual Report of case intake and resolution regarding the Fraud and Waste Hotline will be issued publicly. The investigation matter referred to above, which provided cause for the reporting of control weaknesses will be included in that Annual Report.

ALTERNATIVES FOR CONSIDERATION

Not applicable.

**SUBJECT: Control Weaknesses Respecting Case 2019- 26707 (AUD20004)
(City Wide)**

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APPENDICES AND SCHEDULES ATTACHED

Confidential Appendix “A” to Report AUD20004