



Hamilton

## Area Rating Special Capital Re-Investment Discretionary Fund Checklist

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### Mandate

The mandate of the Area Rating Special Capital Re-Investment Discretionary Fund is to allow Councillors of the Wards of the former City of Hamilton (pre-amalgamation), autonomy over a subset of Area Rating funds to invest in beautification initiatives and small one-time infrastructure projects.

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### Area Rating Special Capital Re-Investment Discretionary Fund cannot be used for:

- **Administration Expenses:** Staffing, printing, advertising and mailing. These expenses should go through the Ward’s Operating Budget.
  - **Community Events:** Movie nights and festivals.
  - **Operating Costs:** Expenditures representing a municipality’s day-to-day cost including salaries, wages, benefits, heat, hydro and maintenance of buildings and infrastructure.
  - **Sponsorships:** The contribution of funds, goods or services-in-kind to an external business or organization by a City program, event or activity in return for acknowledgement, recognition or other promotional consideration.
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### Submission of Checklist

Finance will keep a record of the checklist if the motion is approved by Council when funding the project.

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### Scenario 1: Discretionary Infrastructure Funding

Purpose: The funding is to build, replace or improve discretionary infrastructure in the Ward.  
Includes: Infrastructure, historical plaques and small beautification projects

Must agree to **ALL** statements below:

- This discretionary infrastructure funding is **not** a grant to an individual, group or external outside agency.
- The project is on City Property, located in the Ward which is funding the project.
- This project is compliant with the City’s Procurement Policy.
- The department responsible for the infrastructure has been consulted and confirmed there are **no** Operating Budget impacts associated with the project.
- Capital Budgets staff has been consulted regarding the financial costs of the project.
- A Capital Budget Project Detail Sheet is attached indicating all project costs.

If all criteria above are met, the project can be funded from the Area Rating Discretionary fund.

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### **Scenario 2: Discretionary Social Infrastructure Funding**

Select all that apply:

- The funding requested is to an outside agency, to improve assets in the Ward.  
Includes: School playgrounds, public art project and infrastructure for non-profit organization
- If funding is over \$350, a motion seeking Council approval is being submitted.
- A disclosure has been included in the Capital Budget Project Detail Sheet and associated motion indicating other City funding the agency has been approved for.  
Includes: City Enrichment Fund, Hamilton Future Fund, Neighbourhood Engagement Grant Matching Program

Must agree to **ALL** statements below:

- This project is compliant with the City's Procurement Policy.
  - The department / agency responsible for the infrastructure has been consulted to ensure there are **no** Operating Budget impacts resulting from the project.
  - Capital Budgets staff has been consulted regarding the financial costs of the project.
  - Capital Budget Project Detail Sheet is attached indicating all project costs.
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### **Scenario 3: Grants**

Must agree to **ALL** statements below:

- The funding is a grant to an outside agency within the Ward.  
Grants are non-repayable funds or products disbursed or gifted by one party
  - If funding is over \$350, a motion seeking Council approval is being submitted.
  - A disclosure has been included in the associated motion indicating other City funding the agency has been approved for.  
Includes: City Enrichment Fund, Hamilton Future Fund, Neighbourhood Engagement Grant Matching Program
  - This grant is compliant with the City's Procurement Policy
  - Capital Budgets staff has been consulted regarding the financial costs of the grant.
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**Committee Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Councillor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_