



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 20-012

9:30 a.m.

November 19, 2020
Council Chambers
Hamilton City Hall

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

Absent: Councillors B. Johnson and B. Clark – City Business

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 20-012 AND RESPECTFULLY RECOMMENDS:

1. Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers (FCS20069(a)) (City Wide) (Item 8.1)

- (a) That the Tax and Rate Operating Budget Variance Report as at August 31, 2020 attached as Appendices “A” and “B”, respectively, to Report FCS20069(a) be received;
- (b) That, in accordance with the “Budget Control Policy”, the 2020 budget transfer, transferring budget from one department / division to another or from one cost category to another with no impact on the levy, as outlined in Appendix “A” to Audit, Finance & Administration Report 20-012, be approved;
- (c) That, in accordance with the “Budgeted Complement Control Policy”, the 2020 complement transfer transferring complement from one department / division to another with no impact on the levy, as outlined in Appendix “B” to Audit, Finance & Administration Report 20-012, be approved; and,
- (d) That, in accordance with the “Budgeted Complement Control Policy”, the 2020 extensions of temporary positions with 24-month terms or greater, with no impact on the levy, as outlined in Appendix “C” to Audit, Finance & Administration Report 20-012, be approved.

2. 2021 Temporary Borrowing and Interim Tax Levy By-laws (FCS20094) (City Wide) (Item 9.1)

- (a) That Appendix “A” attached to Report FCS20094 “By-law to Authorize the Temporary Borrowing of Monies to Meet Current Expenditures Pending Receipt of Current Revenues for 2021”, be passed; and,

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- (b) That Appendix “B” attached to Report FCS20094 “By-law to Authorize an Interim Tax Levy for 2021”, be passed.

3. Binbrook Conservation Area Capital Funding Plan (FCS20096) (City Wide) (Item 9.2)

- (a) That the Niagara Peninsula Conservation Authority’s special benefitting capital levy request related to septic system and other capital improvements to the Binbrook Conservation Area of up to \$1.21 M be funded from the Unallocated Capital Levy Reserve (108020) and repaid from the operating budget over 15 years at an interest rate of 1.66% for an annual payment of \$91,790.31 as outlined in Appendix “D” to Audit, Finance & Administration Report 20-012;
- (b) That the Niagara Peninsula Conservation Authority’s capital levy of \$92,000 be included in the 2021 Tax Operating Budget; and,
- (c) That the Niagara Peninsula Conservation Authority submit financial documentation to the Director of Financial Planning, Administration and Policy for the release of funds for the capital projects of up to \$1.21 M.

4. Information Technology Data Centre Air Conditioning System Replacement (FCS20091) (City Wide) (Item 9.3)

That Finance staff be directed to mitigate the additional \$250,000 required to replace the Air Conditioning System in the Corporate Data Centre, through Capital Work In Progress (WIP) funding and/or reserves.

5. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests (Added Item 9.4)

That the following budget allocation from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee budget, be approved:

Motion 7.2:

- (a) \$450.00 to reimburse organizers for speaker fees associated with local Transgender Day of Remembrance (TOOR) events happening on November 20, 2020 and November 24, 2020.

6. Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Advertising for Vacancies (Added Item 9.5)

That the Office of the City Clerk and Communications staff be directed to advertise for vacancies on the LGBTQ Advisory Committee (“LGBTQAC”) based

on the presentation delivered to the LGBTQAC by Communications staff at its November 17, 2020 meeting with the following modifications and considerations:

- (a) That the advertising campaign focuses primarily on recruiting youth, queer and trans, Black, Indigenous, people of colour (QTBIPOC), and Two Spirit members of the community;
- (b) That the language used to describe gender identity and expression be inclusive, especially when it comes to demographic selecting or targeting;
- (c) That the advertising campaign be designed and carried out with the principles of accessibility and literacy in mind and that it conform to any standards as outlined in the Accessibility for Ontarians with Disabilities Act (AODA);
- (d) That the advertisements are translated into multiple languages (multilingual) so as to reach more interested Hamiltonians;
- (e) That the budget for Google Ad Words be reduced significantly as the LGBTQAC is unsure that this approach of targeting 1.8 million impressions will serve the advertising campaign;
- (f) That any additional budget funding that remains be focused on social media advertising, especially in groups identified by the LGBTQAC;
- (g) That any suitable advertisements or advertisement copy be sent directly to members of City Council for inclusion in any of their newsletters or electronic newsletters;
- (h) That the previous request to advertise through the Hamilton Street Railway (HSR) be rescinded as the LGBTQAC thinks that this will not be cost effective and will likely not reach the focus audience; and,
- (i) That an artist/graphic designer from Two Spirit or LGBTQIA+ communities be employed to come up with any designs, drawings, or images associated with the advertising campaign.

7. City Auditor Reporting of Serious Matters to Council (Case #26158) (AUD20010) (City Wide) (Item 13.2)

That Report AUD20010, respecting City Auditor Reporting of Serious Matters to Council (Case #26158) be received and remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

9. DISCUSSION ITEMS

- 9.4 Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests
- 9.5 Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Advertising for Vacancies

The agenda for the November 19, 2020 Audit, Finance and Administration Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) November 5, 2020 (Item 3.1)

The Minutes of the November 5, 2020 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) STAFF PRESENTATIONS (Item 8)

(i) Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers (FCS20069(a)) (City Wide) (Item 8.1)

Mike Zegarac, General Manager of Finance and Corporate Services addressed the Committee with a staff presentation respecting Report FCS20069(a), the Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers.

The Staff Presentation respecting Report FCS20069(a), the Tax and Rate Operating Budget Variance Report as at August 31, 2020 – Budget Control Policy Transfers, was received.

(e) DISCUSSION ITEMS (Item 9)

- (i) Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee – Budget Expenditure Requests (Added Item 9.4)**

The following recommendations, were referred to staff to prepare a report for the Audit, Finance and Administration Committee with additional information:

Motion 7.3:

- (a) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist spectrum Hamilton in running their online events and weekly online peer support;
- (b) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist Kyle's Place in stocking their food pantry;
- (c) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist the Sex Workers' Action Program Hamilton (SWAP) in supporting their ongoing drive to compile Harm Reduction Outreach Packages; and,
- (d) That a budget allocation of \$500.00 from the LGBTQAC's budget to assist The SPACE Youth Centre in supporting their OQRA and Kaleidoscope programs.

(f) PRIVATE AND CONFIDENTIAL (Item 13)

(i) November 5, 2020 – Closed Minutes (Item 13.1)

- (a) The Closed Session Minutes of the November 5, 2020 Audit, Finance and Administration Committee meeting, were approved as presented; and,
- (b) The Closed Session Minutes of the November 5, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

(g) ADJOURNMENT (Item 14)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:57 a.m.

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae

Legislative Coordinator
Office of the City Clerk

CITY OF HAMILTON BUDGET RESTATEMENT SCHEDULE

BUDGET RESTATEMENT

Budget Transfer to another division or department

ITEM #	TRANSFER FROM			TRANSFER TO		
	<u>Department</u>	<u>Division</u>	<u>Amount</u>	<u>Department</u>	<u>Division</u>	<u>Amount</u>
1.1	Public Works	Transportation Operations	\$1,192,290.00	Corporate Financials - Expenditures	Non-Program Expenditures	\$1,192,290.00
Explanation: Transfer budget to reflect new reporting structure.						

Note - Above budget transfers remain in the same cost category.

**CITY OF HAMILTON
BUDGETED COMPLEMENT TRANSFER SCHEDULE**

STAFF COMPLEMENT CHANGE

Complement Transfer to another division or department ⁽¹⁾

ITEM #	TRANSFER FROM				TRANSFER TO			
	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>
1.1	Planning and Economic Development	Transportation Planning and Parking	Parking Investigator	1.00	Planning and Economic Development	Transportation Planning and Parking	Parking Technologist	1.00
Explanation: Conversion of Parking Investigator (grade H) position to a full time Parking Technologist (grade L) position will provide more stability to current temporary Parking Technologist role. Current Parking Investigator is set to retire in November 2020 and change in pay band can be accommodated through available gapping.								

Note - Complement transfers include the transfer of corresponding budget.

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.

**CITY OF HAMILTON
 BUDGETED COMPLEMENT TEMPORARY EXTENSION SCHEDULE**

TEMPORARY POSITION EXTENSIONS

Extensions to temporary positions with terms of 24 months or greater as per the Budgeted Complement Control Policy

ITEM #	TRANSFER FROM				TRANSFER TO			
	<u>Department</u>	<u>Division</u>	<u>Position Title</u>	<u>FTE</u>	<u>Department</u>	<u>Division</u>	<u>Position Title</u>	<u>FTE</u>
1	Planning & Economic Developm	Transportation Planning and Parking	Screening Officer	Temp	Planning & Economic Developm	Transportation Planning and Parking	Screening Officer	Temp
Explanation: Temporary position with a 24 month term expiring, requesting approval for additional 12 month extension to December 2021. Position required to accommodate increasing screenings and new APS. Staffing needs are currently under review as part of overall APS restructuring.								

Binbrook Conservation Area Capital Funding Plan

Borrower City of Hamilton Reserve 108020
 Purpose NPCA Binbrook Conservation Area Improvements (FCS20096)

Principal Amount \$ 1,210,000.00
 Annual Interest Rate 1.66 %
 Loan Term (Year) 15
 Debenture Date (mm/dd/yyyy) 12/01/2020
 Maturity Date (mm/dd/yyyy) 05/01/2030
 Payment Frequency Annual
 Loan Type Serial

<u>Payment Date</u>	<u>Total Payment</u>	<u>Principal Amount</u>	<u>Interest Amount</u>	<u>Principal Balance</u>
12/01/2021	\$ 91,790.31	\$ 71,704.31	\$ 20,086.00	\$ 1,138,295.69
12/01/2022	\$ 91,790.31	\$ 72,894.60	\$ 18,895.71	\$ 1,065,401.10
12/01/2023	\$ 91,790.31	\$ 74,104.65	\$ 17,685.66	\$ 991,296.45
12/01/2024	\$ 91,790.31	\$ 75,334.79	\$ 16,455.52	\$ 915,961.66
12/01/2025	\$ 91,790.31	\$ 76,585.34	\$ 15,204.96	\$ 839,376.32
12/01/2026	\$ 91,790.31	\$ 77,856.66	\$ 13,933.65	\$ 761,519.66
12/01/2027	\$ 91,790.31	\$ 79,149.08	\$ 12,641.23	\$ 682,370.58
12/01/2028	\$ 91,790.31	\$ 80,462.95	\$ 11,327.35	\$ 601,907.63
12/01/2029	\$ 91,790.31	\$ 81,798.64	\$ 9,991.67	\$ 520,108.99
12/01/2030	\$ 91,790.31	\$ 83,156.50	\$ 8,633.81	\$ 436,952.49
12/01/2031	\$ 91,790.31	\$ 84,536.89	\$ 7,253.41	\$ 352,415.59
12/01/2032	\$ 91,790.31	\$ 85,940.21	\$ 5,850.10	\$ 266,475.39
12/01/2033	\$ 91,790.31	\$ 87,366.81	\$ 4,423.49	\$ 179,108.57
12/01/2034	\$ 91,790.31	\$ 88,817.10	\$ 2,973.20	\$ 90,291.47
12/01/2035	\$ 91,790.31	\$ 90,291.47	\$ 1,498.84	\$ 00.00
	\$ 1,376,854.59	\$ 1,210,000.00	\$ 166,854.59	