

Hamilton

GRANTS SUB-COMMITTEE REPORT 13-001

9:30 a.m.

Tuesday, January 22, 2013

Rooms 192/193

Hamilton City Hall

Present: Councillors R. Powers (Chair), L. Ferguson (Vice Chair),
S. Duvall, T. Jackson and S. Merulla

**Absent with
Regrets:** Councillor B. Johnson – Other City Business

THE GRANTS SUB-COMMITTEE PRESENTS REPORT 13-001 AND RESPECTFULLY RECOMMENDS:

1. **Late 2012 Community Partnership Program – Culture Stream Request for Funding the Print Biennale (GRA12013) (City Wide) (Item 4.1) (Attached hereto as Appendix “A” to Report 13-001)**

That the funding request in the amount of \$4,000, from Centre 3 for Print and Media Arts, for the Print Biennale, be approved.

2. **Request for Advance 2013 Community Partnership Program Payments (GRA13001) (City Wide) (Item 4.2) (Attached hereto as Appendix “B” to Report 13-001)**

(a) That staff be authorized and directed to provide advance monthly payments, to 2013 Community Partnership Program applicants, as shown in Appendix “A” to Report GRA13001, based upon 2012 funding levels, prior to final approval of the 2013 Community Partnership Program budget.

(b) That any outstanding arrears due to the City of Hamilton, by any of the organizations, listed in Appendix “A” to Report GRA13001, be paid in full

utilizing the approved advance funding, prior to the organization receiving any Community Partnership Program funding.

3. **2012 Community Partnership Program Financial Budget Update (GRA13002) (City Wide) (Item 4.3) (Attached hereto as Appendix "C" to Report 13-001)**
- (a) That the additional Event Road Closure Services (for Police Services) billings for 2012 in the amount of \$104,424, be approved and funded from the remaining 2012 Community Partnership Program Surpluses.
 - (b) That the Police Services Invoice for Argyll Remembrance Day Parade (which was not included in initial estimates) for \$1,544 (including HST) be funded one-time from the 2012 Community Partnership Surpluses.
 - (c) That the amount relating to the Print Biennale (GRA12013) \$4,000 be accrued for 2012, pending approval of recommendation within (GRA12013).
 - (d) That the amounts relating to Green Venture (Open Streets), cash \$6,942 and Police Services actual cost of \$11,132 be accrued, pending direction from Council (GRA12006(a)).
 - (e) That the overall 2012 Community Partnership Program Surplus, in the amount of \$71,969 be transferred to the Community Partnership Reserve Account #112230.
4. **Increase to the 2013 Community Partnership Program Budget (Item 6.2) (No copy)**

That the following be referred to the General Issues Committee for consideration during the 2013 budget deliberations:

That the 2013 Community Partnership Program budget be increased by 2%, in the amount of \$64,243, in order to fund the deficit in the Special Event Police funding, to be funded from a source to be determined by Finance.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

- (i) Added as Item 6.2 – a Notice of Motion, respecting an increase to the 2013 Community Partnership Program budget.

That the January 22, 2013 agenda for the Grants Sub-Committee be approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

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

3.1 September 25, 2012

The Minutes of the September 25, 2012 meeting of the Grants Sub-Committee were approved, as presented.

(d) PRIVATE & CONFIDENTIAL (Item 5)

(i) Closed Session Minutes, September 25, 2012 (Item 5.1)

The Closed Session Minutes of the September 25, 2012 Grants Sub-Committee meeting were approved, as presented.

The Closed Session Minutes of the September 25, 2012 meeting of the Grants Sub-Committee will remain confidential and restricted from public disclosure.

(ii) Personnel Matter (Item 5.2)

The Grants Sub-committee moved into Closed Session, at 10:10 a.m., to receive an update regarding a personnel matter, as it relates to the Community Partnership Program, pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 10-053, and Section 239, Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees.

The Grants Sub-committee reconvened in Open Session at 10:33 a.m.
No further action was taken with respect to this matter.

(e) Amendments to the Outstanding Business List (Item 6.1)

Item "E", respecting the International Print Media Event, was considered complete and removed from the Grants Sub-committee's Outstanding Business List.

(f) Increase to the 2013 Community Partnership Program Budget (Item 6.2)

Councillor Powers introduced the following Notice of Motion:

That the following be referred to the General Issues Committee for consideration during the 2013 budget deliberations:

That the 2013 Community Partnership Program budget be increased by 2%, in the amount of \$64,243, in order to fund the deficit in the Special Event Police funding, to be funded from a source to be determined by Finance.

The Rules of Order were waived in order to introduce a motion respecting an Increase to the 2013 Community Partnership Program budget.

(g) Hamilton Police Services Special Duty Police Officers (Item 6.3)

The Committee Clerk was directed to arrange a Special Grants Sub-committee meeting, prior to April 2013, with the Chief of Police or one of the two Deputy Chiefs of Police as soon as possible to discuss special duty officer policing costs and mitigation.

(h) ADJOURNMENT (Item 7)

There being no further business, the Grants Sub-Committee adjourned at 10:35 a.m.

Respectfully submitted,

Councillor R. Powers
Chair, Grants Sub-Committee


Stephanie Paparella
Legislative Coordinator
Office of the City Clerk



Hamilton

CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT
Treasury Services Division**

TO: Chair and Member Grants Sub-Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: November 5, 2012	
SUBJECT/REPORT NO: Late 2012 CPP - Culture Stream request for funding Print Biennale (GRA12013) (City Wide)	
SUBMITTED BY: Roberto Rossini General Manager Finance & Corporate Services Department	PREPARED BY: Patti Tombs (905) 546-2424 ext. 4693
SIGNATURE: 	

RECOMMENDATION

That the funding request in the amount of \$4,000, from Centre 3 for Print and Media Arts, for the Print Biennale, be approved.

EXECUTIVE SUMMARY

The purpose of Report GRA12013 is to seek approval for funding for an application that was received after the September 16, 2011 Community Partnership Program (CPP) – Culture application deadline.

Based on the evaluation of the application, staff are recommending that the Grants Sub-Committee support this funding request by approving \$4,000 in funding from the CPP contingency budget.

Centre 3 for Print Media Arts scored a total of 81 out of possible 100 marks (see Analysis section of Report GRA12013 for further description).

Alternatives for Consideration – See Page 3

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:

The 2012 CPP – Culture Stream budget does not have any funds remaining. If approved, the \$4,000 in funds for the late application would come from the CPP Contingency budget. The CPP Contingency budget is typically dedicated to unexpected CPP requests and reserved for emergency funding use. The current CPP contingency budget has \$39,494 in unallocated funds.

Staffing:

There are no staffing implications associated with the recommendations contained in Report GRA12013.

Legal:

There are no legal implications associated with the recommendations contained in Report GRA12013.

HISTORICAL BACKGROUND (Chronology of events)

The application from Centre 3 for Print and Media Arts was received after the September 16, 2011 CPP – Culture application deadline.

On May 23, 2012, City Council approved funding allocations for the CPP budget of \$3,148,341 (Item 5.4 (5) (a) of the Audit, Finance and Administration Committee Report 12-005) and that the contingency budget of \$39,494 (Item 5.4 (5) (g) of the Audit, Finance and Administration Committee Report 12-005) be dedicated for 2012 unexpected CPP funding.

In accordance with the CPP Guidelines & Procedures Manual, the late application was to be assessed by staff after all the Culture applications received by the deadline were evaluated and if funding was still available. All of the applications submitted to the CPP are adjudicated and assigned a score out of 100. The scoring is divided into the following three sections (1) Merit (30%); (2) Organizational Competence (30%); and, (3) Community Impact (40%). Subsequently, staff brings forward their recommendations, based on the information provided by each applicant, to the Grants Sub-Committee for their consideration.

To date, the request from Centre 3 for Print and Media Arts is the only late application received by the CPP – Culture Stream in 2012.

POLICY IMPLICATIONS

The requests for funding from the 2012 CPP – Culture Stream were reviewed by the Planning and Economic Development Department, Tourism and Culture Division staff and are consistent with the policies and guidelines for the Community Partnership Program.

RELEVANT CONSULTATION

Director, Financial Planning and Policy Division, Corporate Services Department
Director, Tourism and Culture Division, Planning and Economic Development Department

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

Staff has reviewed the application provided by Centre 3 for Print and Media Arts. The Print Biennale scored a total of 81 out of a possible 100 marks. The breakdown of the scoring is as follows:

Centre 3 for Print and Media Arts (Print Biennale)

- Merit: 24/30
- Organizational Competence: 26/30
- Community Impact: 31/40
- Total Score: 81/100

Centre 3 for Print and Media Arts contributes to the health of the city and the community as a whole by providing this cultural event, and the organization has been able to demonstrate that the program meets the criteria of CPP.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Grants Sub-Committee could decide not to approve the funding for Centre 3 for Print and Media Arts and the Print Biennale. This would impact on the program by

approximately 12% of the total budget. Centre 3 for Print and Media Arts would be required to reduce the scope of the program and/or seek other sources of revenue.

Financial:

Should the Grants Sub-committee choose not to approve funding for the Print Biennale, there would be a savings of \$4,000 from the Contingency budget.

Staffing:

There are no staffing implications with the alternative for consideration contained in Report GRA12013.

Legal:

There are no legal implications with the alternative for consideration contained in Report GRA12013.

Policy:

There are no policy implications with the alternative for consideration contained in Report GRA12013.

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

Financial Sustainability

- ◆ Effective and sustainable Growth Management

Social Development

- ◆ People participate in all aspects of community life without barriers or stigma

Healthy Community

- ◆ An engaged Citizenry

APPENDICES / SCHEDULES

There are no appendices for Report GRA12013.



Hamilton

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
Treasury Services Division

TO: Chair and Members Grants Sub-Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: January 22, 2013	
SUBJECT/REPORT NO: Request for Advance 2013 Community Partnership Program Payments (GRA13001) (City Wide)	
SUBMITTED BY: Mike Zegarac Acting, General Manager Finance & Corporate Services Department	PREPARED BY: Rosanna Melatti (905) 546-2424 ext.4524
SIGNATURE:	

RECOMMENDATION:

- (a) That staff be authorized and directed to provide advance monthly payments, to 2013 Community Partnership Program applicants, as shown in Appendix A to Report GRA13001, based upon 2012 funding levels, prior to final approval of the 2013 Community Partnership Program budget.
- (b) That any outstanding arrears due to the City of Hamilton, by any of the organizations, listed in Appendix A to Report GRA13001, be paid in full utilizing the approved advance funding, prior to the organization receiving any Community Partnership Program funding.

EXECUTIVE SUMMARY

Staff recommends that the organizations, listed in Appendix A to Report GRA13001, receive advance, interim payments toward their 2013 Community Partnership Program (CPP) funding amount, based upon 2012 approved levels and the advance payment process. If approved, these payments will be distributed monthly and adjustments will be made accordingly, upon final approval of the 2013 CPP budget, to ensure that payments do not exceed the final, approved allocations.

Staff also recommends that any outstanding arrears owing to the City of Hamilton, by the organizations listed in Appendix A to Report GRA13001, be paid in full utilizing the approved advance funding, prior to the organization receiving any CPP funding.

This advance funding would assist in relieving potential financial strain on the organizations (listed in Appendix A to Report GRA13001) until such time as the final 2013 CPP budget is approved by Council.

All of the agencies, listed in Appendix A to Report GRA13001, have submitted a 2013 CPP application, meet the criteria for funding, have received consistent advanced funding in the past and there are no expectations that their 2013 CPP application will be denied.

Alternatives for Consideration – See Page 3

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:

There are no financial implications associated with the recommendations in Report GRA13001.

Staffing:

There are no staffing implications associated with the recommendations in Report GRA13001.

Legal:

There are no financial legal implications associated with the recommendations in Report GRA13001.

HISTORICAL BACKGROUND (Chronology Of Events)

Report GRA13001 maintains consistency with advances provided to CPP applicants, in prior years, through the Community Partnership Program.

POLICY IMPLICATIONS

Not Applicable.

RELEVANT CONSULTATION

Business Administrator, Corporate Services Department
Senior Policy Analyst, Community Services Department

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

In the past, the advance of interim funding, prior to the final CPP budget approval, has assisted in relieving any undue financial strain on larger grant recipients. Staff is recommending that the organizations, listed in Appendix A to Report GRA13001, which have received advanced funding in the past, continue to receive advance funding in 2013 in the same manner as in 2012.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Financial:

Council could decide not to approve advance grant payments for the organizations listed in Appendix A to Report GRA13001. If this recommendation is not approved, those agencies will likely experience some financial challenges meeting the expenses of the programs funded through CPP, while waiting to receive 2013 funding approval 2013 through the CPP budget process.

Staffing: Not Applicable.

Legal: Not Applicable.

Policy: Not Applicable.

CORPORATE STRATEGIC PLAN

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

Financial Sustainability

- ◆ Effective and sustainable Growth Management.

APPENDICES / SCHEDULES

Appendix A to Report GRA13001: Community Partnership Program Advance Payments GRA13001.

Community Partnership Program Advance Payments

Based upon the 2012 amounts, these payments will be distributed as monthly payments, pending Council approval. Any difference between the 2012 and 2013 approved grants will be adjusted, as necessary, throughout the remainder of the year:


ORGANIZATION	PROGRAM	2013 3 MONTHS ADVANCE	2012 APPROVED BUDGET
Community Information Services	Community Information Services	\$20,307.00	\$81,228.00
Salvation Army	Young Parent Resource	\$26,000.00	\$104,000.00



Hamilton

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
Treasury Services Division

TO: Chair and Members Grants Sub-Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: January 22, 2013	
SUBJECT/REPORT NO: 2012 Final Community Partnership Program Budget Update (GRA13002) (City Wide)	
SUBMITTED BY: Mike Zegarac Acting General Manager, Corporate Services Department	PREPARED BY: Monique Garwood 905-546-2424 ext. 3991
SIGNATURE: 	

RECOMMENDATION

- (a) That the additional Event Road Closure Services (ERCS) billings for 2012 in the amount of \$104,424, be approved and funded from the remaining 2012 Community Partnership Program Surpluses.
- (b) That the Police Services Invoice for Argyll Remembrance Day Parade (which was not included in initial estimates) for \$1,544 (including HST) be funded one-time from the 2012 Community Partnership Surpluses.
- (c) That the amount relating to the Print Biennale (GRA12013) \$4,000 be accrued for 2012, pending approval of recommendation within (GRA12013).
- (d) That the amounts relating to Green Venture (Open Streets), cash \$6,942 and Police Services actual cost of \$11,132 be accrued, pending direction from Council (GRA12006(a)).
- (e) That the overall 2012 Community Partnership Program (CPP) Surplus, in the amount of \$71,969 be transferred to the Community Partnership Reserve Account #112230.

- (e) That the overall 2012 Community Partnership Program (CPP) Surplus, in the amount of \$71,969 be transferred to the Community Partnership Reserve Account #112230.

EXECUTIVE SUMMARY

The total budget in the Community Partnership Program (CPP) for 2012 is \$3,212,153. The total budget for Event Road Closure Services (ERCS) was approved at \$263,971. The actual amount requested as at December 31, 2012 for ERCS (inclusive of 13% HST) was \$323,965. The applicants within this category are advised each year that unless they apply for an allocation they will not receive funds. It has been practice that if the approved applicants exceed their allocations, additional funds subject to approval of Grants Sub-Committee may be provided should there be a surplus within the other CPP categories. In total, there is a 2012 surplus in the CPP in the amount of \$200,011. If the total requests for ERCS funding and Recommendations (b) to (d) of GRA13002 are approved, the overall surplus will be reduced to \$71,969.

Alternatives for Consideration – See Page 4

FINANCIAL / STAFFING / LEGAL IMPLICATIONS

Financial:

If the total requests for ERCS funding and Recommendations (b) to (d) of GRA13002 are approved, the overall surplus will be reduced to \$71,969. If transferred to the Community Partnership Grants reserve, the balance in this Reserve will be \$371,720.

Staffing: Not applicable

Legal: Not applicable

HISTORICAL BACKGROUND

Prior to the final year end closing entries, staff prepares a final draft of the CPP Budget in order for the Grants Sub-Committee and ultimately Council to review any unclaimed or unallocated Grant Budgets. This report will outline all Grants paid, due or unallocated for the year ending December 31, 2012. This is consistent with the practice of previous years.

POLICY IMPLICATIONS

N/A

RELEVANT CONSULTATION

N/A

ANALYSIS / RATIONALE FOR RECOMMENDATION

The unallocated balance for the 2012 Community Partnership Program is \$200,011 which is comprised of the following categories:

<u>Category</u>	<u>Surplus/(Deficit)</u>
Community Services	\$ 2,298
Special Events	\$104,763
Recreation & Sports	(\$ 616)
Arts & Culture	(\$ 5,891)
Committed Grants	(\$ 734)
Contingency	\$ 38,610
Community Equipment	\$ 6,000
Community Start-ups	\$ 2,234
Grants Committee	\$ 4,856
Legislative Receptions	\$ 4,061
Event Road Closure Services (Based on Budget Allocation)	<u>\$ 44,430</u>
TOTAL	\$ 200,011

Regarding Event Road Closure Services (ERCS), for 2012, the Special Event Advisory Team (SEAT) Committee met to review the requests and assign a dollar value to these services. Each department was advised that the actual amount of the services cannot exceed the estimates. To-date we have funded based on the initial budget estimates, and show a remaining (surplus) balance with respect to the ERCS of \$44,430 within the CPP.

The 2012 approved budget for Event Road Closure Services (ERCS) is \$263,971. To-date, \$219,541 of the \$323,965 requested has been allocated, leaving a deficit of \$104,424. In addition, Argyll Remembrance Day (not included in initial estimate) incurred \$1,544 in Police costs.

It has been past practice to pay all the ERCS billings if there are surpluses in the overall CPP Budget. As there are sufficient funds to pay all requests, staff is recommending that the total requests in the amount of \$325,510 be paid.

Accruals:

As we approach year-end deadlines, staff is recommending that the following items be accrued until approved at Council:

- Print Biennale (GRA12013) \$4,000
- Green Venture – item has been tabled at AF&A. Cash portion of the grant is \$6,942 & Police costs incurred are \$11,132.

If all the above items are approved, the remaining balance of \$71,969 would be transferred to the Community Partnership Reserve # 112230, which brings the balance in this reserve to \$371,720.

ALTERNATIVES FOR CONSIDERATION

Financial:

Should the committee choose not to transfer the surplus into the CPP Reserve; the amount will remain and form part of the overall Corporate Surplus/Deficit for 2012.

Staffing: Not applicable

Legal: Not applicable

CORPORATE STRATEGIC PLAN

Social Development

- ◆ Residents in need have access to adequate support services

Healthy Community

- ◆ An engaged Citizenry
- ◆ Adequate access to food, water, shelter and income, safety, work, recreation and support for all (Human Services)

APPENDICES / SCHEDULES

Appendix A – 2012 Year End CPP Reconciliation

2012 COMMUNITY PARTNERSHIP PROGRAM

2012 Actuals - Unaudited

TECHNICAL COMMITTEE	CATEGORY	2012	2012	2012	Budget vs Actual		Approved vs Actual	
		Budget	Approved (GSC)	Actual	\$ Var.	% Var.	\$ Var.	% Var.
<u>Traditional Community Grants</u>								
Community Services	A: Poverty Alleviation	\$ 395,592	\$ 392,159	\$392,159	\$3,433	0.9%	\$0	0.0%
	B: Domestic Violence	\$ 146,488	\$ 154,434	\$154,434	(\$7,946)	(5.4%)	\$0	0.0%
	C: Social-Recreational Programs	\$ 225,162	\$ 227,575	\$227,575	(\$2,413)	(1.1%)	\$0	0.0%
	D: Long-term Care Com Support	\$ 319,149	\$ 345,401	\$345,261	(\$26,112)	(8.2%)	\$140	0.0%
	E: Community Capacity Building	\$ 484,489	\$ 436,965	\$436,965	\$47,524	9.8%	\$0	0.0%
	F: Counseling	\$ 199,672	\$ 215,516	\$215,516	(\$15,844)	(7.9%)	\$0	0.0%
	G: Information Ref & Pub Ed	\$ 173,437	\$ 172,979	\$172,979	\$458	0.3%	\$0	0.0%
	I: Transfer Tickets	\$ 26,107	\$ 26,556	\$22,909	\$3,198	12.3%	\$3,647	13.7%
	SUB-TOTAL	\$1,970,096	\$1,971,585	\$1,967,798	\$2,298	0.1%	\$3,787	0.2%
Special Events 1	SE	\$438,336	\$351,753	\$333,573	\$104,763	23.9%	\$18,180	5.2%
Recreation and Sports	SPT	\$17,134	\$17,750	\$17,750	(\$616)	(3.6%)	\$0	0.0%
Arts and Culture	ART	\$292,109	\$300,649	\$298,000	(\$5,891)	(2.0%)	\$2,649	0.9%
Committed Grants	COMM	\$162,380	\$162,785	\$163,114	(\$734)	(0.5%)	(\$329)	(0.2%)
Grants Committee		\$5,077	\$5,000	\$221	\$4,856	95.6%	\$4,779	0.0%
Miscellaneous Grants / Unallocated		\$39,494	\$39,494	\$884	\$38,610	97.8%	\$38,610	0.0%
<u>Traditional Community Grants</u>		\$2,924,626	\$2,849,016	\$2,781,339	\$143,287	5.0%	\$67,677	2.4%
<u>Community Grants - (Ad hoc)</u>								
Community Equipment Grants Program		\$17,261	\$17,261	\$11,261	\$6,000	34.8%	\$6,000	34.8%
Community Start-ups		\$2,234	\$2,234		\$2,234	100.0%	\$2,234	100.0%
Legislative Receptions		\$4,061	\$4,061		\$4,061	100.0%	\$4,061	100.0%
Event Road Closures - (Includes Parks, Police, HSR, Roads)		\$263,971	\$263,971	\$219,541	\$44,430	16.8%	\$44,430	16.8%
TOTAL CPP (as per this document)		\$3,212,153	\$3,136,543	\$3,012,142	\$200,011	6.4%	\$124,401	4.0%