SUBJECT: Approval to Execute Federal and Provincial Program Service Level Funding Agreements and Contracts and Financial Reporting Claims PH06031 (City Wide)

RECOMMENDATION:

That the Medical Officer of Health be authorized and directed to execute all statutory 2006 Federal and Provincial Program Service Level Funding Agreements and Contracts for Public Health Services. This also includes the authority to authorize the submission of program budgets and quarterly/year end reporting, previously approved by Council through the City’s annual budget and/or year end Budget Exception Reporting process.

EXECUTIVE SUMMARY:

All Federally and Provincially mandated/funded programs require the completion and submission of individual, duly executed and signed legal contracts/agreements with the City of Hamilton on an annual basis. This is a requirement for all programs at all funding levels. In most cases, the submission of claim forms for budget, quarterly and year end reporting are also required. Most of these contracts/agreements/claims are standard in form and content. Further, these documents reflect in financial terms what has been
BACKGROUND:

Public Health Services receives program funding from various Federal and Provincial agencies for the delivery of mandated public health and other related programs. These agencies require annual agreements/contracts to be submitted and duly executed by the requested service provider’s authorized signing authority. For example, the requested authorized signature for mandated Public Health programs is the Chair of the Board of Health.

Annual budget submissions, quarterly reporting and year end settlement/claim forms are also required for these programs. These documents reflect in financial terms what has been approved by Council in the annual budget and/or during the year end Budget Exception Report. These reports are consistent with the provincial/federal allocation as approved at Council during the budget approval process and also reflect external audit requirements as directed by the funder.

Council authorization to allow the Medical Officer of Health to execute annual service agreements will be obtained each year as part of the annual budget approval process. Further, the Medical Officer of Health will duly execute all service agreement/contracts after the review and approval of legal services and insurance staff have been obtained as required.

ANALYSIS/RATIONALE:

As approval for program delivery and corresponding budgets are obtained through Council during the annual budget process, the execution of service agreements/contracts are an extension of that approval. In addition, the quarterly and year end budget variances communicated to Council also contain the same information as reported in the quarterly and year end provincial/federal reporting. Further to this, most year end claims require external audit requirements prior to submission.

The alternative is to seek a council authorization resolution for each individual service agreement and all other reporting requirements such as quarterly reports and year end settlement claim forms. Due to provincial/federal timelines for these documents, this may cause delays in submission and may jeopardize funding for these programs.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Not applicable.

POLICIES AFFECTING PROPOSAL:

Not applicable.
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Corporate Services, Budgets and Finance

CITY STRATEGIC COMMITMENT:

Community Well-Being is enhanced.   ☑ Yes   ☐ No
Environmental Well-Being is enhanced.   ☑ Yes   ☐ No
Economic Well-Being is enhanced.   ☑ Yes   ☐ No

Does the option you are recommending create value across all three bottom lines?   ☑ Yes   ☐ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants?   ☑ Yes   ☐ No