



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 17-007

**9:30 p.m.
Monday, May 8, 2017
Council Chambers
Hamilton City Hall**

Present: Councillors Skelly (Chair) and A. VanderBeek (Vice-Chair)
Councillors A. Johnson, M. Pearson, and L. Ferguson

**Absent
with regrets:** Councillors C. Collins, City Business, B. Johnson, Personal

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 17-007 AND RESPECTFULLY RECOMMENDS:

**1. Tax Appeals under Sections 357 and 358 of the *Municipal Act, (2001)*
(FCS17003(c)) (City Wide) (Item 5.1)**

- (a) That Appendix "A" to Report 17-007 respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$84,824 be approved;
- (b) That Appendix "B" to Report 17-007 respecting the Tax Appeals, due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the *Municipal Act, (2001)*, in the amount of \$49,723 be approved.

**2. External Audit Services- Authorization to Negotiate (FCS17048) (City Wide)
(Item 5.2)**

That the General Manager of Finance and Corporate Services, or his designate, be authorized to enter into negotiations with KPMG LLP to provide external audit services to the City of Hamilton for the 2017-2021 fiscal year ends and that the results of those negotiations be brought back to a future Audit, Finance and Administration Committee meeting for final approval.

3. 2016 Provincial Offences Annual Report (FCS17051) (City Wide) (Item 5.3)

That Report FCS17051 respecting 2016 Provincial Offences Annual Report, be received.

4. Freedom of Information Quarterly Report (January 1 to March 31) (CL17001) (City Wide) (Item 5.4)

That Report CL17001 respecting Freedom of Information Quarterly Report (January 1 to March 31), be received.

5. Follow Up to Audit Report 2014-07 Community & Emergency Services - Hamilton Paramedic Service (HPS) - Scheduling & Payroll (AUD17012) (City Wide) (Item 5.5)

That Report AUD17012 respecting Follow Up to Audit Report 2014-07 Community & Emergency Services - Hamilton Paramedic Service (HPS) - Scheduling & Payroll, be received.

6. Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS17050) (City Wide) (Item 7.1)

That staff be authorized to write-off the following outstanding Provincial Offences fines deemed uncollectible, in the total amount of \$704,173:

- (a) \$675,873 in uncollectible fines with a due date of December 31, 2009 and prior;
- (b) \$28,300 for underpayments from April 1, 2016 to March 31, 2017.

7. Development Charge (DC) Demolition Credit Extension Request from Urban Solutions, 849 Scenic Drive (Chedoke Bowlands) (FCS17046) (City Wide) (Outstanding Business List Item) (Item 8.1)

That the request to extend the Development Charge (DC) demolition credit for 849 Scenic Drive be denied.

8. Centralization of City Internal Support Services (HUR17007/CM17012/FCS17056) (City Wide) (Item 8.2)

That Phase 1 of the Centralization of Internal Support Services for Human Resources, Communications, Design and Finance and Administration, be approved with no impact to the property tax levy and subject to any impact from legislated requirements for program delivery.

9. Performance Audit Report 2017-01 – Reserves (AUD17011) (City Wide) (Item 8.3)

- (a) That the Management Action Plans as detailed in Appendix “C” of Report 17-007 be approved;

- (b) That the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix “C” to Report 17-007) implemented.

CARRIED

FOR THE INFORMATION OF COMMITTEE

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised that Item 8.1 will be considered after Item 6.1 as the Items are related.

The agenda for the May 8, 2017 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) April 24, 2017 (Item 3.1)

The Minutes of the April 24, 2017 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) CONSENT

(i) 2016 Provincial Offences Annual Report (FCS17051) (City Wide) (Item 5.3)

Staff were directed to identify the revenues collected from fines issued by the Hamilton Police Service and report back to the Audit, Finance and Administration Committee.

For further disposition of this Item refer to Item 3.

(e) PUBLIC HEARINGS/DELEGATIONS

- (i) Sergio Manchia, UrbanSolutions Planning & Land Development Consultants respecting Report FCS17046 entitled Development Charge (DC) Demolition Credit Extensions Request from Urban Solutions, 846 Scenic Drive (Chedoke Bowlands) (Item 8.1) (Approved February 2017)**

Sergio Manchia of UrbanSolutions Planning & Land Development Consultants representing Valery Homes addressed Committee and requested a Development Charge (DC) Demolition Credit Extension for 846 Scenic Drive (Chedoke Bowlands).

The delegation was received.

For disposition of this matter refer to Item 7.

(f) PRESENTATIONS

- (i) Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS17050) (City Wide) (Item 7.1)**

Wendy Mason, Manager of Provincial Offences introduced Lynn Matthews, POA Collection Coordinator. Lynn Matthews addressed Committee with the aid of a PowerPoint presentation and provided an overview of the report. A copy of the presentation was printed in the agenda and is available for viewing on the City's website.

The staff presentation was received.

For disposition of this matter refer to Item 6.

(g) DISCUSSION

- (i) Centralization of City Internal Support Services (HUR17007/CM17012/FCS17056) (City Wide) (Item 8.2)**

Staff were directed to report back on Phase 2 of the Centralization of Internal Support Services for Information Technology (IT), Marketing, Human Resources, and Procurement.

For further disposition of this matter refer to Item 8.

(h) GENERAL INFORMATION / OTHER BUSINESS

The subject matter respecting “Urban Solutions request to extend the Development Charge (DC) demolition credit for 849 Scenic Drive” be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

(i) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Private and Confidential Minutes of April 24, 2017 (distributed under separate cover) (Item 12.1)

- (a) The Private and Confidential Minutes of the April 24, 2017 meeting were approved;
- (b) The Private and Confidential Minutes of the April 24, 2017 meeting are to remain private and confidential and restricted from public disclosure.

(j) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee was adjourned at 10:26 a.m.

CARRIED

Respectfully submitted,

Councillor Donna Skelly
Chair, Audit, Finance and
Administration Committee

Ida Bedioui
Legislative Co-ordinator
Office of the City Clerk