



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 17-006

9:30 p.m.  
Monday, April 24, 2017  
Council Chambers  
Hamilton City Hall

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**Present:** Councillor Skelly (Chair)  
Councillors A. Johnson, C. Collins, M. Pearson, B. Johnson,  
L. Ferguson and A. VanderBeek (Vice Chair)

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### THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 17-006 AND RESPECTFULLY RECOMMENDS:

**1. Whistleblower Information Update for Q1 2017 (AUD17010) (City Wide)  
(Item 5.1)**

That Report AUD17010 respecting Whistleblower Information Update for Q1 2017, be received.

**2. Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable  
(AUD17009) (City Wide) (Item 8.1)**

- (a) That recommendations #1 – 14, as attached in Appendix “A” to AF&A Report 17-006, **as amended**, of Report AUD17009, respecting the Accounts Payable Continuous Auditing Pilot, be approved; and
- (b) That the General Manager of Finance and Corporate Services be directed to provide to the Audit, Finance and Administration Committee **by June 30, 2017** the management action plans for addressing the implementation of the Audit report recommendations.

**3. Occupational Injury and Illness Claims Annual Report (HUR17005) (City  
Wide) (Item 8.2)**

That Report HUR17005 respecting Occupational Injury and Illness Claims Annual Report, be received.

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**4. Employee Attendance Report 2016 (HUR17006) (City Wide) (Item 8.3)**

That Report HUR17006 respecting Employee Attendance Report 2016 (HUR17006) (City Wide), be received.

**5. Managing Employee Absenteeism - Labour Relations Strategy (Item 12.1)**

That the presentation respecting the Management of Employee Absenteeism – Labour Relations Strategy, be received.

**FOR THE INFORMATION OF COUNCIL:**

**(a) CHANGES TO THE AGENDA (Item 1)**

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

**1. DISCUSSION ITEM**

- 8.1        Audit Report 2015-13 Continuous Auditing Pilot – Account Payable (AUD17009) (City Wide)

There is an amendment to Appendix A of Report AUD17009 and copies of the amended Appendix are before the Committee.

The agenda for the April 24, 2017 Audit, Finance and Administration Committee 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 10, 2017 (Item 3.1)**

The Minutes of the April 10, 2017 meeting of the Audit, Finance and Administration Committee were approved, as presented.

**(d) DISCUSSION ITEMS (Item 8)**

**(i) Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable (AUD17009) (Item 8.1)**

Mike Zegarac, General Manager, Finance and Corporate Services, addressed the Committee about the proposed amendments to Report AUD17009 respecting Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable and answered questions from the Committee.

Recommendations #1-14, as attached in Appendix “A” to AF&A Report 17-006 respecting the Accounts Payable Continuous Auditing Pilot, were approved, as amended.

Recommendation (b) of Report AUD17099 respecting Audit Report 2015-13 Auditing Pilot – Accounts Payable was amended by deleting the words “June 30, 2017” to read as follows:

- (b) That the General Manager of Finance and Corporate Services be directed to provide to the Audit, Finance and Administration Committee ~~by June 30, 2017~~ the management action plans for addressing the implementation of the Audit report recommendations.

For disposition of this matter, refer to Item 2.

**(ii) Employee Attendance Report 2016 (HUR17006) (City Wide) (Item 8.3)**

Zachary Nicol, HR Metrics Analyst, Organizational Development, Office of the City Manager, addressed the Committee respecting Employee Attendance Report 2016 (HUR17006) with the aid of a PowerPoint presentation.

The presentation respecting the Employee Attendance Report 2016 (HUR17006), was received.

A copy of the presentation is available on the City's website at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

For disposition on this matter, refer to Item 4.

**(e) PRIVATE AND CONFIDENTIAL (Item 12)**

**(i) Managing Employee Absenteeism - Labour Relations Strategy (Item 12.1)**

The Committee move into Closed Session respecting Item 12.1 regarding Managing Employee Absenteeism - Labour Relations Strategy pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 14-300, and Section 239(2), Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees.

For disposition of this matter, refer to Item 5.

**(f) ADJOURNMENT (Item 13)**

There being no further business, the Audit, Finance and Administration Committee adjourned at 11:25 a.m.

**CARRIED**

Respectfully submitted,

Councillor Donna Skelly  
Chair, Audit, Finance and  
Administration Committee

Lauri Leduc  
Legislative Coordinator  
Office of the City Clerk