AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
MINUTES 17-012

9:30 a.m.
September 11, 2017
Council Chambers
Hamilton City Hall

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

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THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. 2017 Second Quarter Request for Tenders and Proposals Report (FCS17010(a)) (City Wide) (Item 5.3)

(Pearson/B. Johnson)
That Report FCS17010(a), respecting 2017 Second Quarter Request for Tenders and Proposals Report, be received.

CARRIED

2. 2017 Second Quarter Emergency and Non-Competitive Procurements Report (FCS17011(a)) (City Wide) (Item 5.4)

(Pearson/VanderBeek)
That Report FCS17011(a), respecting 2017 Second Quarter Emergency and Non-Competitive Procurements Report, be received.

CARRIED

3. 2017 Second Quarter Non-Compliance with the Procurement Policy Report (FCS17012(b)) (City Wide) (Item 5.5)

(Pearson/VanderBeek)
That Report FCS17012(b), respecting 2017 Second Quarter Non-Compliance with the Procurement Policy Report, be received.

CARRIED

4. Follow Up to Audit Report 2014-10 Planning and Economic Development – Animal Services (AUD17023) (City Wide) (Item 5.6)

(A. Johnson/VanderBeek)
That Report AUD17023, respecting Follow Up to Audit Report 2014-10 Planning and Economic Development – Animal Services, be received.

CARRIED

5. Follow Up to Audit Report 2014-17 Public Works - Water Billings Process (AUD17025) (City Wide) (Item 5.7)

(Pearson/Collins)
That Report AUD17025, respecting Follow Up to Audit Report 2014-17 Public Works – Water Billings Process, be received.

CARRIED

6. Follow Up to Audit Report 2015-08 Corporate Services – Salary Payroll Audit (AUD17026) (City Wide) (Item 5.8)

(VanderBeek/A. Johnson)
That Report AUD17026, respecting Follow Up to Audit Report 2015-08 Corporate Services – Salary Payroll Audit, be received.

CARRIED

7. Resignation from the Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (Item 5.9)

(A. Johnson/Pearson)
That Rob Brown's resignation from the Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee, be received.

CARRIED

8. Management Action Plans for Use of External Consultant's Audit Report Recommendations (CM17015/FCS17075/PW17063) (City Wide) (Tabled from AF&A August 16, 2017) (Item 7.1)

(VanderBeek/B. Johnson)
That Report CM17015/FCS17075/PW17063, respecting Management Action Plans for Use of External Consultant's Audit Report Recommendations, be received.

CARRIED

9. Follow Up to Audit Report 2015-01 Corporate Services – Property Tax Billing & Collection (AUD17022) (City Wide) (Item 8.1)

(Pearson/A.Johnson)

(a) That Report AUD17022, respecting Follow Up to Audit Report 2015-01 Corporate Services – Property Tax Billing & Collection, be received;

(b) That Appendix "A" to Report AUD17022 respecting Audit Report 2015-01, Corporate Services – Property Tax Billing & Collection, remain confidential.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

1. MOTIONS (Item 9)

9.1 Appendix "A" has been added to Item 9.1 – Funding to Mitigate 2017 & 2018 Staffing and Ward 1 Engagement Requirements

(Pearson/B. Johnson)
That the agenda for the September 11, 2017 Audit, Finance and Administration Committee meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) August 16, 2017 (Item 3.1)

(Pearson/VanderBeek)
That the Minutes of the August 16, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) CONSENT ITEMS (Item 5)

(i) Committee Against Racism minutes from September 28, 2017 meeting (Item 5.1)

(VanderBeek/Pearson)
That the Committee Against Racism minutes from the September 28, 2017 meeting, be received.

CARRIED

(ii) Committee Against Racism minutes from March 28, 2017 meeting (Item 5.2)

(Pearson/VanderBeek)
That the Committee Against Racism minutes from the March 28, 2017 meeting, be received.

CARRIED

(e) PRESENTATIONS (Item 7)

(i) Management Action Plans for Use of External Consultant's Audit Report Recommendations (CM17015/FCS17075/PW17063) (City Wide) (Outstanding Business List Item) (Item 7.1)

Chris Murray, City Manager, addressed Committee and provided a PowerPoint presentation respecting Management Action Plans for Use of External Consultant's Audit Report Recommendations.

(A. Johnson/Pearson)
That the presentation, respecting Management Action Plans for Use of External Consultant's Audit Report Recommendations, be received.

CARRIED

A copy of the presentation is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

Councillor Skelly relinquished the Chair to Vice-Chair Councillor VanderBeek, and introduced the following motion:

(Skelly/Pearson)
That Staff report back to the Audit, Finance and Administration Committee this quarter, respecting specific line by line breakdowns on the costs and cost savings of splash pads with regards to City of Hamilton policies and procedures.

CARRIED

Councillor Skelly assumed the Chair.

(f) DISCUSSION ITEMS (Item 8)

(i) Follow Up to Audit Report 2015-01 Corporate Services – Property Tax Billing & Collection (AUD17022) (Item 8.1)

(A. Johnson/B. Johnson)
That consideration of this matter be deferred following the Private and Confidential portion of the meeting.

CARRIED

(g) MOTIONS (Item 9)

(i) Funding to Mitigate 2017 & 2018 Staffing and Ward 1 Engagement Requirements

(A. Johnson/VanderBeek)
That consideration of this matter be deferred following the Private and Confidential portion of the meeting.

CARRIED

(h) GENERAL INFORMATION / OTHER BUSINESS (Item 11)

(i) Amendments to the Outstanding Business List (Item 11.1)

(Ferguson/Pearson)
That the following amendments to the Audit, Finance and Administration Committee's Outstanding Business List, be approved:

Items to be removed:

(a) Item "M" - Tax and Rate Operating Budget Variance Report as at April 30, 2017 - Budget Control Policy Transfers (FCS17060) (City Wide) (Addressed at the August 16, 2017 Audit, Finance and Administration meeting - Reports PW17070 & Private & Confidential Report HUR17014)

(b) Item "N" - Tax and Rate Operating Budget Variance Report as at April 30, 2017 - Budget Control Policy Transfers (FCS17060) (City Wide) (Addressed at the August 16, 2017 Audit, Finance and Administration meeting - Report PW17070)

CARRIED

(i) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Closed Session Minutes – August 16, 2017 (Item 12.1)

(A. Johnson/Pearson)

(a) That the Closed Session Minutes of the August 16, 2017 Audit, Finance and Administration meeting, be approved as presented; and,

(b) That the Closed Session Minutes of the August 16, 2017 Audit, Finance and Administration meeting, remain confidential.

CARRIED

(Pearson/Collins)

That Committee move into Closed Session respecting Appendix "A" to Item 8.1 –Follow-up to Audit Report 2015-091 Corporate Services – Property Tax Billing and Collection and Item 9.1 - Funding to Mitigate 2017 and 2018 Staffing and Ward 1 Engagement Requirements, pursuant to Section 8.1, Sub-sections (a), (b) and (d) of the City's Procedural By-law 14-300, and Section 239(2), Sub-sections (a), (b) and (d) of the *Ontario Municipal Act*, 2001, as amended, as the subject matters pertain to the security of the property of the City, personal matters about an identifiable individual, including City employees and labour relations or employee negotiations.

CARRIED

(j) DISCUSSION ITEM (CONTINUED)

Follow Up to Audit Report 2015 – 01 Corporate Services – Property Tax Billing and Collection (AUD17022) (Item 8.1)

For disposition of this matter, please refer to Item 9.

(k) MOTIONS (CONTINUED)

Funding to Mitigate 2017 & 2018 Staffing and Ward 1 Engagement Requirements (Item 9.1)

(A. Johnson/Collins)

WHEREAS, in 2015 and 2016, Council approved one-time funding to meet financial obligations for the Ward 1 and Ward 2 offices;

WHEREAS, an unfavourable variance is expected in the Ward 1 budget for the 2017 calendar year;

WHEREAS. A more sustainable level of funding has been requested in the past for Ward 1 and Ward 2 budgets;

WHEREAS, for the 2017 budget Council approved some relatively minor adjustments to the Ward Budgets; and,

WHEREAS, the population (inclusive of student population) per Councillor Office support is highest in Ward 1 relative to other City of Hamilton Wards, as well as many comparator municipalities;

THEREFORE, BE IT RESOLVED:

That funding up to ***$10,000*** ~~$21,000~~ ~~annually~~ be approved and allocated to the Ward 1 budget, to be funded from the ***Legislative Budget (Account 300100)*** ~~Tax Stabilization Reserve (Account 110046)~~, ***and if insufficient funds are available in this account that the funding come from the Tax Stabilization Reserve (Account 110046)***, in order to mitigate staffing and Ward engagement requirements for ~~each of the years~~ 2017. ~~and 2018.~~

The Motion, as amended above, was DEFEATED on the following Standing Committee Recorded Vote:

Yeas:	Collins, A. Johnson, VanderBeek
Total:	3
Nays:	Ferguson, B. Johnson, Pearson, Skelly
Total:	4

(Ferguson/Skelly)
That Staff report back to the Audit, Finance and Administration Committee at its next meeting respecting what the total amount available is with respect to student accommodation factor benefits, how this money is divided between each ward, as well as the cap for students and whether or not this needs to be adjusted.

CARRIED

(I) ADJOURNMENT (Item 13)

(Pearson/VanderBeek)
That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:49 a.m.

CARRIED

Respectfully submitted,

Councillor Donna Skelly
Chair, Audit, Finance and Administration Committee

Kirsten Stevenson
Legislative Co-ordinator
Office of the City Clerk