



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 17-016

**9:30 a.m.
December 7, 2017
Council Chambers
Hamilton City Hall**

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

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 17-016 AND RESPECTFULLY RECOMMENDS:

1. Selection of Chair and Vice Chair for 2018 (Item A)

That Councillor A. VanderBeek be appointed Chair of the Audit, Finance and Administration Committee for 2018.

That Councillor B. Johnson be appointed Vice-Chair of the Audit, Finance and Administration Committee for 2018.

2. Volunteer Advisory Committee 2018 Budget Submission (HUR17026) (City Wide) (Item 5.1)

That the Volunteer Advisory Committee 2018 budget base submission be approved as follows and forwarded to the 2018 budget process (General Issues Committee (GIC)):

- (a) Advisory Committee on Immigrant & Refugees in the amount of \$3500.00;
- (b) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee in the amount of \$3942.00;
- (c) Aboriginal Advisory Committee in the amount of \$3552.00;
- (d) Hamilton Mundialization Committee in the amount of \$5890.00;
- (e) Hamilton Status of Women Committee in the amount of \$3500.00;
- (f) Committee Against Racism (includes Lincoln Alexander Day Celebration) in the amount of \$8900.00.

3. 2017 Third Quarter Non-compliance with the Procurement Policy Report (FCS17012(c)) (City Wide) (Item 5.2)

That Report FCS17012(c) respecting the 2017 Third Quarter Non-compliance with the Procurement Policy Report, be received.

4. Follow Up to Performance Audit Report 2015-17 Protective Plumbing Program (Value for Money Audit) (AUD17031) (City Wide) (Item 5.3)

That Report AUD17031 respecting a Follow Up to Performance Audit report 2015-17 Protective Plumbing Program (Value for Money Audit), be received.

5. Follow Up to Audit Report 2014-16 Office of the City Clerk – Records Management (AUD17032) (City Wide) (Item 5.4)

That Report AUD17032 respecting a Follow Up to Audit Report 2014-16 Office of the City Clerk – Records Management, be received.

6. Tax Appeals under Sections 357 and 358 of the *Municipal Act* (2001) (FCS17003(f)) (City Wide) (Item 5.5)

(a) That Appendix A to AF&A Report 17-016 respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$122,263 be approved;

(b) That Appendix B to AF&A Report 17-016 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 \$5,648 be approved.

7. 2017 Third Quarter Request for Tenders and Proposals Report (FCS17010(b)) (City Wide) (Item 5.6)

That Report FCS17010(b) respecting the 2017 Third Quarter Request for Tenders and Proposals Report, be received.

8. 2017 Third Quarter Emergency and Non-competitive Procurements Report (FCS17011(b)) (City Wide) (Item 5.7)

That Report FCS17011(b) respecting the 2017 Third Quarter Emergency and Non-competitive Procurements Report, be received.

9. Treasurer's Apportionment of Land Taxes (FCS17017(b)) (City Wide) (Item 5.8)

- (a) That the 2017 land taxes in the amount of \$1,664 for 82-84 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36293) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (b) That the 2017 land taxes in the amount of \$1,664 for 78-80 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36294) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (c) That the 2017 land taxes in the amount of \$1,664 for 70-72 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36296) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (d) That the 2017 land taxes in the amount of \$1,667 for 66-68 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36297) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (e) That the 2017 land taxes in the amount of \$1,667 for 62-64 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36298) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (f) That the 2017 land taxes in the amount of \$1,667 for 58-60 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36299) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (g) That the 2017 land taxes in the amount of \$1,667 for 50-52 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36301) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (h) That the 2017 land taxes in the amount of \$1,667 for 42-44 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36303) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;

- (i) That the 2017 land taxes in the amount of \$1,667 for 18-20 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36309) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (j) That the 2017 land taxes in the amount of \$1,667 for 14-16 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36310) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (k) That the 2017 land taxes in the amount of \$1,667 for 10-12 Narbonne Crescent, Stoney Creek (Roll #2518 003 650 36311) be apportioned and split amongst the two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (l) That the 2017 land taxes in the amount of \$5,646 for 141-145 Mcmonies Drive, Flamborough (Roll #2518 303 350 60964) be apportioned and split amongst the three newly created parcels as set out in Appendix C AF&A Report 17-016;
- (m) That the 2017 land taxes in the amount of \$4,358 for 133-139 Mcmonies Drive, Flamborough (Roll #2518 303 350 60965) be apportioned and split amongst the four newly created parcels as set out in Appendix C AF&A Report 17-016;
- (n) That the 2017 land taxes in the amount of \$4,970 for 125-131 Mcmonies Drive, Flamborough (Roll #2518 303 350 60966) be apportioned and split amongst the four newly created parcels as set out in Appendix C AF&A Report 17-016;
- (o) That the 2017 land taxes in the amount of \$5,988 for 119-123 Mcmonies Drive, Flamborough (Roll #2518 303 350 60967) be apportioned and split amongst the three newly created parcels as set out in Appendix C AF&A Report 17-016;
- (p) That the 2017 land taxes in the amount of \$5,352 for 109-117 Mcmonies Drive, Flamborough (Roll #2518 303 350 60968) be apportioned and split amongst the five newly created parcels as set out in Appendix C AF&A Report 17-016;
- (q) That the 2017 land taxes in the amount of \$4,812 for 101-107 Mcmonies Drive, Flamborough (Roll #2518 303 350 60969) be apportioned and split amongst the four newly created parcels as set out in Appendix C AF&A Report 17-016;

- (r) That the 2017 land taxes in the amount of \$9,097 for 3-45 Bonhill Boulevard, Glanbrook (Roll #2518 901 130 035804) be apportioned and split amongst the twenty-two newly created parcels as set out in Appendix C AF&A Report 17-016;
- (s) That the 2017 land taxes in the amount of \$3,714 for 257-269 Pumpkin Pass, Glanbrook (Roll #2518 901 340 34776) be apportioned and split amongst the seven newly created parcels as set out in Appendix C AF&A Report 17-016;
- (t) That the 2017 land taxes in the amount of \$3,325 for 269-279 Pumpkin Pass, Glanbrook (Roll #2518 901 340 34777) be apportioned and split amongst the six newly created parcels as set out in Appendix C AF&A Report 17-016;
- (u) That the 2017 land taxes in the amount of \$3,325 for 279-291 Pumpkin Pass, Glanbrook (Roll #2518 901 340 34778) be apportioned and split amongst the seven newly created parcels as set out in Appendix C AF&A Report 17-016;
- (v) That the 2017 land taxes in the amount of \$3,325 for 291-301 Pumpkin Pass, Glanbrook (Roll #2518 901 340 34779) be apportioned and split amongst the six newly created parcels as set out in Appendix C AF&A Report 17-016;
- (w) That the 2017 land taxes in the amount of \$3,584 for 121-131 Kinsman Drive, Glanbrook (Roll #2518 901 340 34784) be apportioned and split amongst the six newly created parcels as set out in Appendix C AF&A Report 17-016;
- (x) That the 2017 land taxes in the amount of \$3,584 for 131-141 Kinsman Drive, Glanbrook (Roll #2518 901 340 34785) be apportioned and split amongst the six newly created parcels as set out in Appendix C AF&A Report 17-016.

10. Hamilton Street Railway Pension Plan Actuarial Valuation at January 1, 2017 (FCS17094) (City Wide) (Item 5.9)

- (a) That the January 1, 2017 actuarial valuation for the Hamilton Street Railway Pension Plan per Appendix D to AF&A Report 17-016 be received for information;
- (b) That the current budgeted amount of \$5.87 million be increased by \$1 million for the budget year 2019, to fund the special payments for both the

Hamilton Street Railway (HSR) Plan and the Hamilton Wentworth Retirement Fund (HWRF), and any additional shortfall be funded from the Pension Deficiency Reserve (112065).

11. 2017 City of Hamilton External Audit Plan (FCS17101) (City Wide) (Item 5.10)

That Appendix E attached to AF&A Report 17-016 respecting the 2017 City of Hamilton External Audit Planning Report prepared by KPMG, be received.

12. Prudent Investor Standard and Proposed Amendments to Investment and Finance Rules (FCS17097) (City Wide) (Item 5.11)

That Report FCS17097 respecting Prudent Investor Standard and Proposed Amendments to Investment and Finance Rules, be received.

13. Report 17-004 of the Governance Review Sub-Committee – November 21, 2017 (Item 8.1)

(a) Amendments/Improvements to the City of Hamilton's Procedural By-Law

That suggestions respecting amendments/improvements to the City of Hamilton's Procedural By-law, be forwarded to the City Clerk for consideration during term review of the By-law by the Governance Review Sub-Committee.

(b) Civic Rings for Members of City Council (CL17004) (City Wide) (*referred by Council on June 14, 2017 to Governance Review Sub-Committee for discussion*) (Item 8.1)

That members of Council be personally responsible for the purchase of a civic ring(s) at any point during their term of office, either through payroll deductions or payment in full.

(c) Selection Process for the Election Compliance Audit Committee CL17010 (City Wide) (Item 8.3)

That Report CL17010, respecting the Selection Process for the Election Compliance Audit Committee, be received.

(d) Virtual Meetings CL16001(a) (City Wide) (Item 8.4)

That Report CL16001(a) respecting Virtual Meetings, be received.

14. Feasibility of Separating Municipal and Education Tax Bills and Mailings (FCS17100) (City Wide) (Item 8.2)

That Report FCS17100 respecting the Feasibility of Separating Municipal and Education Tax Bills and Mailings, be received.

15. Call Consolidation Update (FCS17104) (City Wide) (Item 12.2)

- (a) That the City's Call Handling Consolidation project (2051357320) cost be reduced from \$2.918 M to \$2.753 M;
- (b) That the \$2.753 M revised cost of implementation of the City's Call Handling Consolidation project be funded accordingly:
 - (i) \$1.418 M from the Investment Stabilization Reserve (112300);
 - (ii) \$0.137 M from the Building Permit Fees Revolving Fund (104050);
 - (iii) \$0.250 M from the Sanitary Sewer Capital Reserve (108005);
 - (iv) \$0.948 M from the Enterprise Fund Reserve (112243);
- (c) That the funding from the Enterprise Fund Reserve (112243) be repaid from the program savings currently forecasted in 2018 to 2021;
- (d) That staff report back through the 2022 Tax Supported Operating Budget in regard to potential Levy reductions resulting from the full implementation of the Call Handling consolidation;
- (e) That the list of Call Handling areas recommended for consolidation through CM13017/FCS13098 be amended as reflected in Appendix F of AF&A Report 17-016;
- (f) That the Budget Complement Transfer Schedule in Appendix G of AF&A Report 17-016 be approved;

- (g) That the General Manager, Finance and Corporate Services, be authorized and directed to negotiate, enter into and execute amendments to the Contact Centre Management Software Licence and Services Agreement and any ancillary documents required to give effect thereto, in a form satisfactory to the City Solicitor, provided that the amendments fall within the budgeted funding approved by Council.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

1. PRIVATE AND CONFIDENTIAL

12.1 Commercial Relationship between the City of Hamilton and M.J. Dixon Construction Limited (LS13018(b))/FCS13041(b)) (City Wide)

At the request of staff it is proposed that this Item be tabled until the January 22, 2018 meeting in order to allow M.J. Dixon Construction Limited an opportunity to attend the meeting.

The agenda for the December 7, 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) November 6, 2017 (Item 3.1)

The Minutes of the November 6, 2017 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) DELEGATION REQUESTS (Item 4)

(i) Susan Canning respecting Property Tax Penalties (Item 4.1)

The delegation request from Susan Canning respecting Property Tax Penalties, was approved for a future meeting.

(ii) **Ronald Homier respecting Purchasing of City vehicles (Item 4.2)**

The delegation request from Ronald Homier respecting Purchasing of City vehicles, was approved for a future meeting.

(e) **CONSENT ITEMS (Item 5)**

(i) **Minutes of Various Advisory Committees (Item 5.12)**

The following Advisory Committee Meeting Minutes were received:

- (a) Status of Women Advisory Committee - June 22, 2017
- (b) Status of Women Advisory Committee - September 22, 2017
- (c) Status of Women Advisory Committee - October 26, 2017
- (d) Immigrant and Refugee Advisory Committee - June 8, 2017
- (e) Hamilton Mundialization Advisory Committee - October 18, 2017

(f) **DISCUSSION ITEMS (Item 8)**

(i) **Report 17-004 of the Governance Review Sub-Committee – November 21, 2017 (Item 8.1)**

Item 5 of Report 17-004 of the Governance Review Sub-Committee was deleted in its entirety.

~~(e) **Queen's Park Transit Liaison Committee (Item 9.1)**~~

~~*That a Council Team, a Queen's Park Transit Liaison Committee, consisting of Councillors Chad Collins, Lloyd Ferguson, Sam Merulla, Terry Whitehead and Maria Pearson, to be a working committee of Council on all related provincial transit matters affecting residents of Hamilton, be approved.*~~

For disposition of this matter, refer to Item 13.

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

(i) Outstanding Business List Item considered complete and removed (Item 11.1)

The following Outstanding Business List Item was considered complete and removed:

- (a) Feasibility of Separating Municipal and Education Tax Bills and Mailings

(h) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Commercial Relationship between the City of Hamilton and M.J. Dixon Construction Limited (LS13018(b))/FCS13041(b)) (City Wide) (Item 12.1)

Item 12.1 regarding Report LS13018(b))/FCS13041(b) regarding the Commercial Relationship between the City of Hamilton and M.J. Dixon Construction Limited, was TABLED to the January 22nd, 2018 meeting of the Audit, Finance and Administration Committee in order to allow M.J. Dixon Construction Limited the opportunity to attend the meeting.

(ii) Call Consolidation Update (FCS17104) (City Wide) (Item 12.2)

The Committee determined that they did not need to move into Closed Session to consider Report FCS17104 respecting a Call Consolidation Update.

For disposition of this matter, refer to Item 15.

(i) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:51 a.m.

Respectfully submitted,

Councillor D. Skelly, Chair
Audit, Finance and Administration
Committee

Lauri Leduc
Legislative Coordinator
Office of the City Clerk