



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 18-008

**9:30 a.m.
June 11, 2018
Council Chambers
Hamilton City Hall**

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

**Absent with
Regrets:** Councillor D. Skelly - Personal

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 18-008 AND RESPECTFULLY RECOMMENDS:

1. 2017 Annual Energy Report on Commodity Price Hedging (FCS18055 / PW18043) (City Wide) (Item 5.1)

That Report FCS18055 / PW18043, respecting the 2017 Annual Energy Report on Commodity Price Hedging, be received.

2. 2018 First Quarter Request for Tenders and Proposals Report (FCS18037) (City Wide) (Item 5.2)

That Report FCS18037, respecting the 2018 First Quarter Request for Tenders and Proposals Report, be received.

3. 2018 First Quarter Emergency and Non-competitive Procurements Report (FCS18038) (City Wide) (Item 5.3)

That Report FCS18038, respecting the 2018 First Quarter Emergency and Non-competitive Procurements Report, be received.

4. First Quarter Non-compliance with the Procurement Policy Report (FCS18039) (City Wide) (Item 5.4)

That Report FCS18039, respecting the First Quarter Non-compliance with the Procurement Policy Report, be received.

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5. **Tax Appeals under Sections 357 and 358 of the Municipal Act, (2001) (FCS18008(a)) (City Wide) (Item 5.5)**
 - (a) That Appendix “A” to Audit, Finance & Administration Report 18-008 respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$442,011.74 be approved, **as amended**;
 - (b) That Appendix “B” to Audit, Finance & Administration Report 18-008 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 \$232,124.31 be approved.

6. **Development Charges Reserves Status Report as of December 31, 2017 (FCS18060) (City Wide) (Item 5.6)**
 - (a) That Report FCS18060, respecting “Development Charges Reserves Status Report as of December 31, 2017” be received and made available to the public;
 - (b) That Report FCS18060, respecting “Development Charges Reserves Status Report as of December 31, 2017” be forwarded, if requested, to the Ministry of Municipal Affairs and Housing.

7. **Follow Up to Audit Report 2013-02 Corporate Ethics Review (AUD18003) (City Wide) (Item 5.7)**

That Report AUD18003, respecting the Follow Up to Audit Report 2013-02 Corporate Ethics Review, be received.

8. **Human Rights, Diversity and Inclusion Annual Report (HUR18012) (City Wide) (Item 7.1)**

That Report HUR18012, respecting the Human Rights, Diversity and Inclusion Annual Report, be received.

9. **City of Hamilton Development Charges (DC) By-law Background Study Re: Amendments to the Downtown Community Improvement Project Area (CIPA) Exemption (PED18093 / FCS18054) (City Wide) (Item 7.2)**
 - (a) That Report PED18093 / FCS18054 be recognized as a DC Background Study under Section 10 of the *Development Charges Act, 1997*, as amended, for the purpose of providing background for amending policy of the existing Development Charge By-law 14-153;

- (b) That the approval of Report PED18093 / FCS18054 be considered the Public Release of the DC Background Study as required by Section 10 (4) of the *Development Charges Act, 1997, as amended*;
- (c) That the August 15, 2018 Audit, Finance and Administration Committee meeting be designated a public meeting as required under Section 12 (1) (a) of the *Development Charges Act, 1997, as amended*;
- (d) That the City Clerk be directed to provide appropriate notice of the Public Meeting in accordance with Section 12 (1) (b) of the *Development Charges Act, 1997, as amended*;
- (e) That staff be directed to prepare an amending by-law for consideration following any and all public delegations at the August 15, 2018 Public meeting; and
- (f) That Item BB respecting amendments to the Downtown Community Improvement Plan be identified as complete and removed from the Planning Committee Outstanding Business List.

10. 2017 City of Hamilton Financial Report and Audited Financial Statements (FCS18059) (City Wide) (Item 8.1)

That the 2017 City of Hamilton Financial Report and Audited Financial Statements, attached as Appendix “C” to Audit, Finance & Administration Report 18-008 be approved.

FOR INFORMATION:

(a) CEREMONIAL ACTIVITIES

1. CUPE 5167 Awards

Mike Zegarac and Jay Hunter, CUPE 5167 Vice-President recognized team members for receiving the following awards:

- In December of 2017, the team won a gold, international marketing and communications award from MarComm, in the digital media category.
- In January 2018, the team won another gold award, from the AVA Digital Awards, in the E-Learning category.

Team members that were recognized for these achievements are as follows:

Corporate Services Department:

- Dave Michal, Elections Officer, Elections, City Clerk's Office
- Ali Pouladi, External Disbursements Clerk, Accounts Payable, Financial Services Division
- Grace Fennema, Municipal Service Centre Representative, Customer Service and POA Division
- Diane Olcha-Brown, Customer Contact Centre Representative, Customer Service and POA Division
- Gabby Lyall, Service Desk Technician, Information Technology Division
- Adam Ghandour, Operations Analyst, Information Technology Division

Healthy and Safe Communities, Recreation Division

- Adam Degrow, Assistant Operator, Arena Operations, Recreation Division
- Donna Salisbury, District Support Clerk, Recreation Division
- Ashley Johnston, District Support Clerk, Recreation Division
- Gillian Vielberth, District Support Clerk, Recreation Division
- Michelle Stokes, CLASS and Legend System Administrator, Recreation Division
- Filip Pankov, CLASS and Legend System Administrator, Recreation Division
- Samantha Wheeler, Receptionist
- Damir Vincetic, Lifeguard 1

CUPE Members Not Available to Attend

- Monika Wolfe, Duty Guard, Recreation Division
- Cyndy Bramwell, District Support Clerk, Recreation Division
- Wendy Burgess, District Support Clerk, Recreation Division
- Rosanne DeNardis, Customer Contact Centre Representative, Customer Service and POA Division
- Robert Bowerman, Service Desk Analyst, Information Technology Division

Non-Union Staff That Were Recognized

- Patricia Shannon-Wilbur, Quality Assurance Administrator, Information Technology Division
- Kathy Miljanovic, Sr. Business Process Analyst, Information Technology Division

(b) CHANGES TO THE AGENDA (Item 1)

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

1. CONSENT ITEMS

- 5.5 Tax Appeals under Sections 357 and 358 of the Municipal Act, (2001) (FCS18008(a)) (City Wide) – revised Appendix “A”, pages 7 & 8

2. STAFF PRESENTATIONS

- 7.2 City of Hamilton Development Charges By-law Background Study Re: Amendments to the Downtown Community Improvement Project Area (CIPA) Exemption (PED18093 / FCS18054) (City Wide) – added staff presentation

The agenda for the June 11, 2018 Audit, Finance and Administration Committee meeting was approved, as amended.

(c) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) May 17, 2018 (Item 3.1)

The Minutes of the May 17, 2018 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(e) DELEGATION REQUESTS (Item 4)

(i) Assunta Zizza, Respecting a request to refund their fixed water and sewer charges on a new build (For a future meeting) (Item 4.1)

The delegation request from Assunta Zizza, respecting a request to refund their fixed water and sewer charges on a new build, was approved for a future meeting.

(f) CONSENT ITEMS (Item 5)

(i) Tax Appeals under Sections 357 and 358 of the Municipal Act, (2001) (FCS18008(a)) (City Wide) (Item 5.5)

Appendix "A" to Report FCS18008(a) respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of \$442,011.74 **was amended by removing 225 Locke St S from page 3.**

For further disposition of this matter, refer to Item 5.

(ii) Hamilton Status of Women Advisory Committee Minutes – March 22, 2018 (Item 5.8)

The Hamilton Status of Women Advisory Committee Minutes from the March 22, 2018 meeting, were received.

(g) STAFF PRESENTATIONS (ITEM 7)

(i) Human Rights, Diversity and Inclusion Annual Report (HUR18012) (City Wide) (Item 7.1)

Jodi Koch, addressed the Committee respecting Human Rights, Diversity and Inclusion Annual Report, with the aid of a presentation. A copy of the presentation has been included in the official record.

The presentation from staff respecting Human Rights, Diversity and Inclusion Annual Report, was received.

A copy of the presentation is available at www.hamilton.ca.

For further disposition of this matter, refer to Item 8.

(ii) City of Hamilton Development Charges By-law Background Study Re: Amendments to the Downtown Community Improvement Project Area (CIPA) Exemption (PED18093 / FCS18054) (City Wide) (Item 7.2)

Edward John, addressed the Committee respecting the City of Hamilton Development Charges By-law Background Study Re: Amendments to the Downtown Community Improvement Project Area (CIPA) Exemption, with the aid of a presentation. A copy of the presentation has been included in the official record.

The presentation from staff respecting the City of Hamilton Development Charges By-law Background Study Re: Amendments to the Downtown Community Improvement Project Area (CIPA) Exemption, was received.

A copy of the presentation is available at www.hamilton.ca.

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

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

The following amendments to the Outstanding Business List, be approved:

11.1.a Items requiring a new due date:

Joe Deschenes Smith, Trillium Housing, respecting implementation of by-law 14-153 and how the City can add its support for housing affordability at Trillium Housing's two affordable housing projects in Hamilton
Item On OBL: P
Due Date: June 25, 2018
Revised Due Date: July 2018

(i) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, was adjourned at 10:41 a.m.

Respectfully submitted,

Councillor VanderBeek, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk