AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
MINUTES 18-014

9:30 a.m.
December 17, 2018
Council Chambers
Hamilton City Hall

Present: Councillors C. Collins (Chair), M. Wilson (Vice-Chair), A. VanderBeek, B. Johnson, M. Pearson, L. Ferguson, J. Partridge, and B. Clark

Also Present: Councillor T. Whitehead

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Appointment of Committee Chair and Vice-Chair (Item 1.1)

(Ferguson/Pearson)

(a) That Councillor C. Collins be appointed as Chair of the Audit, Finance & Administration Committee for 2019.

(b) That Councillor M. Wilson be appointed as Vice-Chair of the Audit, Finance & Administration Committee for 2019.

CARRIED

2. 2018 Third Quarter Request for Tenders and Proposals Report (FCS18037(b)) (City Wide) (Item 7.2)

(VanderBeek/Clark)

That Report FCS18037(b), respecting the 2018 Third Quarter Request for Tenders and Proposals Report, be received.

CARRIED

3. 2018 Third Quarter Emergency and Non-competitive Procurements Report (FCS18038(b)) (City Wide) (Item 7.3)

(Ferguson/Partridge)

That Report FCS18038(b), respecting the 2018 Third Quarter Emergency and Non-competitive Procurements Report, be received.

CARRIED

4. Third Quarter Non-compliance with the Procurement Policy Report (FCS18039(b)) (City Wide) (Item 7.4)

(Pearson/Ferguson)
That Report FCS18039(b), respecting the Third Quarter Non-compliance with the Procurement Policy Report, be received.

CARRIED

5. Freedom of Information Quarterly Report (July 1 to September 30) (CL18003(b)) (City Wide) (Item 7.5)

(Clark/VanderBeek)
That Report CL18003(b), respecting the Freedom of Information Quarterly Report (July 1 to September 30), be received.

CARRIED

6. 2019 Development Charges Background Study Status Update (FCS18099) (City Wide) (Item 7.6)

(Johnson/VanderBeek)
That Report FCS18099, respecting the 2019 Development Charges Background Study Status Update, be received.

CARRIED

7. Tax Appeals under Sections 357 and 358 of the Municipal Act, (2001) (FCS18008(c)) (City Wide) (Item 7.7)

(Partridge/Pearson)
(a) That Appendix “A” to Report FCS18008(c) respecting the Tax Appeals processed under Section 357 of the *Municipal Act, (2001)*, in the amount of $345,550.74 be approved;

(b) That Appendix “B” to Report FCS18008(c) 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 $90.59 be approved.

CARRIED

8. Treasurer's Apportionment of Land Taxes (FCS18066(b)) (Wards 2, 11, 12 and 15) (Item 7.8)

(Pearson/Johnson)
(a) That the 2018 land taxes in the amount of $3,907 for 255-259 Park Street South, Hamilton (Roll #2518 020 138 50410 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix “ A” to Report FCS18066(b);

(b) That the 2017 land taxes in the amount of $20,366 for 86 Raymond Road, Ancaster, (Roll #2518 140 280 36748 0000), and 90 Raymond Road, Ancaster (Roll #2518 140 280 38370 0000) be apportioned and split amongst the thirty-five newly created parcels as set out in Appendix " A" to Report FCS18066(b);

(c) That the 2018 land taxes in the amount of $72,193 for 85 Coreslab Drive, Flamborough (Roll #2518 302 330 62802 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix " A" to Report FCS18066(b);

(d) That the 2017 land taxes in the amount of $15,585 for 122 Dundas Street East, Flamborough (Roll #2518 303 330 41400 0000) be apportioned and split amongst the twenty-two newly created parcels as set out in Appendix " A" to Report FCS18066(b); and,

(e) That the 2017 land taxes in the amount of $9,601 for 2-48 Bonhill Boulevard, Glanbrook (Roll #2518 901 130 35805 0000) be apportioned and split amongst the twenty-four newly created parcels as set out in Appendix " A" to Report FCS18066(b).

CARRIED

9. Procedures for Ward-Specific Funding Initiatives (FCS18014(a)) (City Wide) (Item 10.1)

(Pearson/VanderBeek)
That Report FCS18014(a) respecting Procedures for Ward-Specific Funding Initiatives, be received.

CARRIED

10. $110,820,000 Serial Debentures Dated October 1, 2018 and Due October 1, 2019 to 2033 (FCS18095) (Item 10.2)

(Clark/Wilson)
That Report FCS18095, respecting the $110,820,000 Serial Debentures Dated October 1, 2018 and Due October 1, 2019 to 2033, be received.

CARRIED

11. Citizen Committee Report - Status of Women Advisory Committee - Transfer from Reserve (SWC18001) (Item 10.3)

(VanderBeek/Pearson)
That $1,000 be transferred from the Status of Women Advisory Committee's Volunteer Reserve account to fund the support the dissemination of information related to Women's issues as identified through the Elect More Women Education Workshops that ran from October 2017 to April 2018.

CARRIED

12. 2019 Budget Submission Volunteer Advisory Committee (HUR18021) (City Wide) (Item 10.4)

(Partridge/Johnson)
That the Volunteer Advisory Committee 2019 budget base submission be approved as follows and forwarded to the 2019 budget process (Audit, Finance and Administration Committee):

(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 $4964.00. The LGBTQ committee's 2019 budget request totals $3964.00 and an additional $1000.00 is requested from the Committee's 2018 reserve;

(c) Aboriginal Advisory Committee in the amount of $3552.00;

(d) Hamilton Mundialization Committee (HMC) in the amount of $6390.00. The HMC's 2019 budget request totals $5890.00 and $500.00 is requested from the Committee's 2018 reserve fund in order to cover expenses that may arise from twin city visits or related to Mundialization events that arise throughout the year that are unplanned;

(e) Hamilton Status of Women Committee in the amount of $5500.00; The SWC 's 2019 budget request totals $3500.00 and $2000.00 is requested from the Committee's 2018 reserve fund in order to support the 2019 Women's March and 2019 Women of Distinction Awards; and,

(f) Committee Against Racism (includes Lincoln Alexander Day Celebration) in the amount of $15900.00. The Committee Against Racism's 2019 budget request totals $8900.00 and $7000.00 is requested from the Committee's 2018 reserve fund in order to provide ongoing support to the Hamilton Anti-Racism Resource Centre and to support anti-racism related community events.

CARRIED

13. Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (Item 10.5)

(Clark/Johnson)
(a) That the Councillor Ward Office Operating Budgets based on the methodology of staffing, population, number of dwellings and Ward area-specific challenges including post-secondary education student accommodation factor, geographic area factor and inner-city fund as per Appendix "A" to Report FCS18083(a), be approved;

(b) That the Councillor Ward Office Operating Budgets of $3,936,730 be included in the City's 2019 Preliminary Tax Operating Budget and be subject to future budget guidelines;

(c) That the Policy and Guidelines for Eligible Expenses for Elected Officials: Budget for the Office of the Mayor, Legislative Budget and Councillor Ward Office Budget, as amended, as per Appendix "B" to FCS18083(a), be approved.

(d) That staff be directed to investigate the Geographic Factor as it relates to the new ward boundaries and report back to the Governance Review Sub-Committee.

(e) That staff be directed to review the Wards represented in the Inner-City Fund and report back to the Governance Review Sub-Committee.

Main Motion, as Amended CARRIED

14. 2019 Advance - City Enrichment Fund (GRA18005) (Item 10.6)

(Johnson/VanderBeek)

(a) That effective January 1, 2019, an advance of funds be provided to the organizations specified in the attached Appendix " A" to Report GRA18005, and;

(b) That any outstanding arrears due to the City of Hamilton by the organizations (as shown in the attached Appendix " A" to Report GRA18005) be first applied against the approved grant funding, including advances until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

CARRIED

15. Interview Sub-Committee Appointees to the Audit, Finance & Administration Committee (Item 11.1)

(Ferguson/Pearson)

That the following ***three (3)*** Councillors be appointed to the Interview Sub-Committee to the Audit, Finance & Administration Committee for the 2018-2022 term of Council:

(i) Councillor M. Wilson
(ii) Councillor C. Collins
(iii) Councillor B. Clark

Main Motion, as Amended CARRIED

16. Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide) (Item 14.2)

(VanderBeek/Ferguson)

(c) That recommendations (a), (b) and (c) be released publicly following approval by Council; and,

(d) That the contents of Report (FCS18100/LS060) remain confidential.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

1. PRIVATE & CONFIDENTIAL

14.2 Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide)

(Pearson/Partridge)
That the agenda for the December 17, 2018 Audit, Finance and Administration Committee meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) September 24, 2018 (Item 4.1)

(Pearson/VanderBeek)
That the Minutes of the September 24, 2018 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 6)

(i) Les Medeiros, LM Enterprises, respecting the City of Hamilton's Infrastructure Contracts (For a future meeting)

(Clark/Pearson)
That the delegation request from Les Medeiros, LM Enterprises, respecting the City of Hamilton's Infrastructure Contracts, be approved for a future meeting.

CARRIED

(e) CONSENT ITEMS (Item 7)

(i) Minutes of Various Advisory Committees (Item 7.1)

(Ferguson/VanderBeek)
That the following minutes from various Advisory Committee meetings, be received as presented:

(1) Committee Against Racism – July 24, 2018 (Item 7.1(a))
(2) Committee Against Racism – October 23, 2018 (Item 7.1(b))
(3) Hamilton Mundialization Committee – September 19, 2018 (Item 7.1(c))
(4) Hamilton Mundialization Committee – October 17, 2018 (Item 7.1(d))
(5) Hamilton Status of Women Committee – May 24, 2018 (Item 7.1(e))
(6) Hamilton Status of Women Committee – September 27, 2018 (Item 7.1(f))
(7) Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee – October 18, 2018 (Item 7.1(g))
(8) Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee – May 17, 2018 (Item 7.1(h))
(9) Hamilton Aboriginal Advisory Committee – June 7, 2018 (Item 7.1(i))
(10) Advisory Committee for Immigrants and Refugees – July 12, 2018 (Item 7.1(j))

CARRIED

(f) DISCUSSION ITEMS (Item 10)

(i) Councillor Ward Office Budgets and Policy and Guidelines for Eligible Expenses for Elected Officials (FCS18083(a)) (City Wide) (Item 10.5)

(Johnson/Clark)
That the recommendations be amended by adding the following subsection:

(d) That staff be directed to investigate the Geographic Factor as it relates to the new ward boundaries and report back to the Governance Review Sub-Committee.

***Amendment* CARRIED**

(Wilson/Clark)
That the recommendations be amended by adding the following subsection:

(e) That staff be directed to review the Wards represented in the Inner-City Fund and report back to the Governance Review Sub-Committee.

***Amendment* CARRIED**

For disposition of this matter, refer to Item 13.

(g) MOTION (Item 11)

(i) Interview Sub-Committee Appointees to the Audit, Finance & Administration Committee (Item 11.1)

(Ferguson/Pearson)
That the motion be amended by deleting "five (5), and replacing it with "three (3)", to read as follows:

That the following ~~five (5)~~ ***three (3)*** Councillors be appointed to the Interview Sub-Committee to the Audit, Finance & Administration Committee for the balance of the 2018-2022 term of Council:

(i) Councillor M. Wilson
(ii) Councillor C. Collins
(iii) Councillor B. Clark

***Amendment* CARRIED**

For disposition of this matter, refer to Item 15.

(h) PRIVATE & CONFIDENTIAL (Item 14)

(i) Closed Session Minutes – September 24, 2018 (Item 14.1)

(Ferguson/Johnson)
(a) That the Closed Session Minutes of the September 24, 2018 Audit, Finance and Administration meeting, be approved as presented; and

(b) That the Closed Session Minutes of the September 24, 2018 Audit, Finance and Administration meeting, remain confidential.

CARRIED

(Ferguson/Johnson)
That Committee move into Closed Session respecting Item 14.2, pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (f) of the *Ontario Municipal Act*, 2001, as amended, as the subject matter pertains to advice that is subject to solicitor/client privileges, including communications necessary for that purpose.

CARRIED

(ii) Commercial Relationship Between the City of Hamilton and Century Group Inc. (FCS18100 / LS18060) (City Wide) (Item 14.2)

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 16.

(i) ADJOURNMENT (Item 15)

(Pearson/Partridge)
That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:23 a.m.

CARRIED

Respectfully submitted,

Councillor Collins, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk