



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE

Meeting #: 19-005
Date: April 4, 2019
Time: 9:30 a.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

1. CEREMONIAL ACTIVITIES

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1 March 21, 2019

5. COMMUNICATIONS

6. DELEGATION REQUESTS

7. CONSENT ITEMS

7.1 Hamilton Aboriginal Advisory Committee Minutes - February 7, 2019

7.2 2018 Fourth Quarter Request for Tenders and Proposals Report (FCS18037(c)) (City Wide)

7.3 2018 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS18038(c)) (City Wide)

7.4 Fourth Quarter Non-compliance with the Procurement Policy Report (FCS18039(c)) (City Wide)

7.5 Interview Sub-Committee to the Audit, Finance and Administration Committee
Minutes - March 21, 2019

8. PUBLIC HEARINGS / DELEGATIONS

8.1 Vince Dipietro, respecting a rental property's water bill (Approved January 17, 2019)

8.1.a Supporting documentation provided by staff respecting the water bill

9. STAFF PRESENTATIONS

10. DISCUSSION ITEMS

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

14.1 Appointments to the Various City of Hamilton Volunteer Advisory Committee for
2018 - 2022 Term (Distributed under separate cover)

Pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 18-270, and
Section 239(2), Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as
the subject matter pertains to personal information about an identifiable individuals,
including municipal or local board employees.

15. ADJOURNMENT



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 19-004

9:30 a.m.
March 21, 2019
Council Chambers
Hamilton City Hall

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

**Absent with
Regrets:** Councillor A. VanderBeek – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. **Report of the 2018 Remuneration and Expenses as Required under Section 284 of the *Municipal Act* (FCS19014) (City Wide) (Item 7.2)**

(Clark/Johnson)

That Report FCS19014 respecting the Report of the 2018 Remuneration and Expenses as Required under Section 284 of the *Municipal Act*, be received.

CARRIED

2. **2017 Audited Financial Statements for City of Hamilton Business Improvement Areas (BIAs) (FCS19018) (City Wide) (Item 7.3)**

(Clark/Johnson)

That Report FCS19018 respecting the 2017 Audited Financial Statements for City of Hamilton Business Improvement Areas (BIAs), be received.

CARRIED

3. **Organizational Health Evaluation (HUR19002) (City Wide) (Item 7.4)**

(Clark/Johnson)

That Report HUR19002 respecting the Organizational Health Evaluation, be received.

CARRIED

4. Freedom of Information Quarterly Report (October 1 to December 31) (CL18003(c)) (City Wide) (Item 7.5)

(Clark/Johnson)

That Report CL18003(c) respecting the Freedom of Information Quarterly Report (October 1 to December 31), be received.

CARRIED

5. Employee Annual Attendance Report 2018 (HUR19003) (City Wide) (Item 9.1)

(Johnson/Ferguson)

That Report HUR19003 respecting the Employee Annual Attendance Report for 2018, be received.

CARRIED

6. Occupational Injury and Illness Annual Report 2018 (HUR19004) (City Wide) (Item 10.1)

(Pearson/Johnson)

That Report HUR19004 respecting the Occupational Injury and Illness Annual Report for 2018, be received.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

1. DELEGATION REQUESTS (Item 6)

6.1 Stephanie Bass, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting)

6.2 Shahzi Bokhari, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting)

2. PUBLIC HEARINGS/DELEGATIONS (Item 8)

8.1 Vince Dipietro, Angelica Homes, respecting a rental property's water bill

8.1(a) Supporting documentation respecting a rental property's water bill, for 98 East 31st Street, Hamilton

Approved January 17, 2019 and will be heard on April 4, 2019 as per the delegate's request.

3. STAFF PRESENTATIONS (Item 9)

- 9.2 Occupational Injury and Illness Annual Report 2018 (HUR19004)
(City Wide)

At the request of staff, Item 9.2 has been moved to Discussion Item 10.1.

(Clark/Partridge)

That the agenda for the March 21, 2019 Audit, Finance and Administration Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) February 21, 2019 (Item 4.1)

(Wilson/Pearson)

That the Minutes of the February 21, 2019 meeting of the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson

(d) DELEGATION REQUESTS (Item 6)

(i) Delegation Requests (Added Items 6.1 and 6.2)

(Partridge/Johnson)

That the following delegation requests be approved for today's meeting:

- (1) Stephanie Bass, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting) (Added Item 6.1)
- (2) Shahzi Bokhari, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting) (Added Item 6.2)

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson

(e) CONSENT ITEMS (Item 7)

(i) Governance Review Sub-Committee - Clerk's Report 19-001 (Item 7.1)

(Clark/Johnson)

That Clerk's Report 19-001 for the Governance Review Sub-Committee, be received.

CARRIED

(f) PUBLIC HEARINGS / DELEGATIONS (Item 8)

(i) Michael Woloch, respecting hiring practices for Professional Engineers at the City of Hamilton (Approved February 21, 2019) (Item 8.2)

Michael Woloch, addressed the Committee respecting hiring practices for Professional Engineers at the City of Hamilton.

(Pearson/Johnson)

That the delegation from Michael Woloch, respecting hiring practices for Professional Engineers at the City of Hamilton, be received.

CARRIED

(ii) Stephanie Bass, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting) (Added Item 8.3)

Stephanie Bass was not present when called upon. A copy of the written submission on International Day for the Elimination of Racial Discrimination has been included in the official record.

(Clark/Pearson)

That the written submission from Stephanie Bass, respecting the International Day for the Elimination of Racial Discrimination, be received and referred to the Committee Against Racism.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

YES - Councillor Maureen Wilson
YES - Chair Chad Collins
YES - Councillor Judi Partridge
YES - Councillor Brenda Johnson
YES - Councillor Maria Pearson
YES - Councillor Brad Clark
NOT PRESENT - Councillor Arlene VanderBeek
NOT PRESENT - Councillor Lloyd Ferguson

A copy of the written submission is available on the City's website or through the Office of the City Clerk.

(iii) Shahzi Bokhari, respecting the International Day for the Elimination of Racial Discrimination (For today's meeting) (Added Item 8.4)

Shahzi Bokhari, addressed the Committee respecting the International Day for the Elimination of Racial Discrimination, with the aid of a presentation. A copy of the presentation on International Day for the Elimination of Racial Discrimination has been included in the official record.

(Clark/Pearson)

That the delegation from Shahzi Bokhari, respecting the International Day for the Elimination of Racial Discrimination, be received.

CARRIED

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

(g) STAFF PRESENTATIONS (Item 9)

**(i) Employee Annual Attendance Report 2018 (HUR19003) (City Wide)
(Item 9.1)**

Lora Fontana, addressed the Committee respecting the Employee Annual Attendance Report for 2018, with the aid of a presentation. A copy of the presentation has been included in the official record.

(Partridge/Johnson)

That the presentation from staff respecting the Employee Annual Attendance Report for 2018, be received.

CARRIED

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

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

(h) ADJOURNMENT (Item 15)

(Pearson/Partridge)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:39 a.m.

CARRIED

Respectfully submitted,

Councillor Collins, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



Hamilton

MINUTES

Aboriginal Advisory Committee Thursday, February 7, 2019 – 5:30 P.M. City Hall, 71 Main St. W., Room 264

- Present:** Marilyn Wright, Allan Loft, Patty Lawlor, Connie Bellamy, Scott Cruickshank,
- Regrets:** Khitanya Petgrave, Deborah Elmes
- Absence:** Sheryl Green
- Also Present:** Nadia Olivieri – Human Rights, Diversity & Inclusion (staff)
Nicole Jones – Urban Indigenous Strategies
- Chairperson:** Marilyn Wright
-

Opening

- A. Loft did an opening

Welcome and Introductions

- All were welcomed and introduced

1. Changes to the Agenda

- (i) Add 5.7 Medicine wheel

(P. Lawlor/ C. Bellamy)

That the Aboriginal Advisory Committee accepts the February 2019 agenda, as amended.

CARRIED

2. Declaration of Interest

- There were no declarations of interest

Aboriginal Advisory Committee Meeting. 2

February 7, 2019

3. Approval of Previous Minutes Approval of Previous Minutes

3.1. December 6, 2018

(P. Lawlor/S. Criuckshank)

That the Aboriginal Advisory Committee accepts the minutes of December 6, 2018 as presented. **CARRIED**

4. Presentations

None

5. Discussion Items

5.1 Urban Indigenous Strategy Update

- Provincial SANYAS training pilot – online modules – 8 to 9 hrs online – covers a lot of material -50 City of Hamilton frontline staff have been identified to take training. If approved by Council, the training will go corporate wide and be mandatory training for all City employees.
- National Indigenous day – will continue with Spire Awards
- May 16, 2019 target to go to Council with Strategy; members are encouraged to come and support. Nicole will bring the document to Committee for review prior to presentation to Council.

5.2 Truth and Reconciliation Calls to Action

- No new updates; it will be up to the new committee to determine how to continue to support the 16 calls to action.

5.3 2018-2022 Aboriginal Advisory Recruitment Process

- HEDAC - there is no conflict with Hamilton Executive Directors' Aboriginal Coalition (HEDAC) if they are part of the selection process
- Need to determine the process for recruitment and invite HEDAC to see if they want to be involved
- This committee should be the "elders"
- Have a seat for the selection committee – have a seat for HEDAC, Mohawk, McMaster
- Urban Indigenous Strategy has 250 people on their email distribution list – can distribute any information through this mailing list
- In the past a candidate needed to be identified as Indigenous
- Majority of committee members should be Indigenous
- Committee recruitment should be staggered
- There are presently 7 out of the 8 persons from the Committee who are in good standing

Aboriginal Advisory Committee Meeting. 3

February 7, 2019

- Committee size is 9 – 11 members; think that 12 is ideal
- Idea is to rotate every two years for a select number positions
- The members in good standing remain on the committee (7) and fill an additional 5 position (those 5 positions will be for the entire term)
- Members should be citizen of Hamilton or an individual who is interested in the betterment of the City of Hamilton aboriginal community

The Committee agreed to assign a working group to develop advertisement and distribution list: P. Lawlor, C. Bellamy and M. Wright.

Distribution:

HEDAC

Any Indigenous organization

Nicole's email list

Public Library, Recreation Centre

City Staff

Selection process to be further discussed

Motion:

(M. Wright/ S. Cruickshank)

For the sake of continuity, declare the present Committee members who are in good standing (7) continue for the next two years and the present recruitment focus on identifying up to 5 new members who will continue to the end of the 2018 -2022 Council term.

CARRIED

5.4 Hamilton Public Library –National Indigenous Peoples Day Display

- Collaborate with the book display for the month of June
- P. Lawlor will reach out to her contact and see if they would like to attend March meeting or she can bring back information to share with the group

5.5 2019 City Hall Façade Banner Display

- The City Hall Façade has been double booked; members asked questions regarding the status of their booking.
- Why is the other organization given preferential treatment?
- Who is the decision maker?
- Did we not make the inquiry that it was available?
- The survey from the community said is important to have more recognition for National Indigenous day

Aboriginal Advisory Committee Meeting. 4

February 7, 2019

5.6 November 2018 Meeting notes

- Reviewed to see if there is anything notable to bring forward to this committee meeting

5.7 Medicine Wheel

- An image was provided for review (turtle in a colour wheel)
- Invite sponsors of the Hamilton sign to a committee meeting and see if they are amenable to inserting the colour wheel design in the "O" of the sign
- Also invite Mike Kukucska who designed the Hamilton sign to same meeting

6. Other Business –n/a

Next Meeting

- Next meeting scheduled for March 7, 2019

Closing

- A. Loft did a closing

7. Adjournment

The meeting was adjourned at 8:15 p.m.



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	April 4, 2019
SUBJECT/REPORT NO:	2018 Fourth Quarter Request for Tenders and Proposals Report (FCS18037(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services & Corporate Controller Corporate Services
SIGNATURE:	

COUNCIL DIRECTION

Procurement Policy, Section 4.2 – Approval Authority, Item (6) requires a quarterly status report for Request for Tenders and Request for Proposals be prepared and presented to Council.

INFORMATION

This Report provides an update on the status of active Request for Tenders and Request for Proposals and Co-operative Contracts for the fourth quarter of 2018.

Request for Tenders and Request for Proposals have been issued and awarded in accordance with the City of Hamilton Procurement Policy. Those items with a status of “Under Review” will remain on the Report until such time an award is made. Request for Tenders and Request for Proposals listed under the “Co-operative Contracts” section was entered into by the City of Hamilton (City) via a co-operative procurement in accordance with the City’s Procurement Policy, Section 4.12 – Co-operative Procurements.

Appendix “A” to Report FCS18037(c) details all Request for Tenders and Request for Proposals documents issued by the City or entered into by the City through a co-operative procurement. Award information is current as of January 15, 2019.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: 2018 Fourth Quarter Request for Tenders and Proposals Report
(FCS18037(c)) (City Wide) - Page 2 of 2**

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS18037(c) – 2018 Fourth Quarter Request for Tenders and Proposals Report

PV/dw

CITY OF HAMILTON
 Summary of Tenders and Proposals Issued – October 1, 2018 to December 31, 2018

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C13-34-18	Tender for William Connell Field House – New Build	06/12/18	Bestco Construction (2005) Ltd.	\$2,793,227.00
C11-08-18	<p>Proposal for Operation and Maintenance of the City of Hamilton's Waste Transfer and Disposal System</p> <p>Project A: Operation and maintenance of the City's three Community Recycling Centres, three Transfer Stations, Reuse Centre at the Mountain Community Recycling Centre, haulage of materials from the sites to end markets, recycling facilities, and the Landfill, and marketing of specified recyclable materials from the sites.</p> <p>Project B: Operation and maintenance of the Landfill and the Composting Area.</p>	06/15/18	<p>Waste Connections of Canada</p> <p>Waste Management of Canada Corporation</p>	<p>\$4,479,463.58</p> <p>\$4,838,904.00</p>
C2-02-18	Proposal for Corporate Digital Display Solution for the City of Hamilton	07/17/18	Capital Networks Limited	\$59,991.60
C11-35-18	Tender for Supply and Delivery of Four Single Axle Aerial Bucket Truck with a 45 Foot Working Height, Over-Centre Articulating Telescopic Upper Boom Aerial Device	08/02/18	Altec Industries Ltd.	\$1,119,540.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C2-04-18	Proposal for Broker of Record for General Insurance Services	08/10/18	Pearson Dunn Insurance Inc. A Jones Brown Company	\$106,850.00 per Term
C13-27-18	Tender for Prequalified General Contractors Required for the Osler Drive (HD011) Water Pumping Station Upgrades	08/15/18	Maple Reinders Constructors Ltd.	\$1,548,000.00
C13-35-18	Tender for Front Yard Landscape Revitalization and Associated Waterproofing at Waterdown Memorial Hall	08/16/18	Brook Restoration Ltd.	\$599,904.00
C13-57-18	Proposal for Design, Supply, and Installation of Spray Pad at Bruce Park in the City of Hamilton	08/16/18	Ball-Rankin Construction Inc.	\$503,750.00
C15-62-18 (H)	Tender for Medwin Drive Cul-De-Sac Construction	08/24/18	Dufferin Construction Company	\$98,080.80
C13-51-18	Tender for Asphalt Paving and Stormwater Infrastructure Services at Waterdown Memorial Park	08/28/18	Navacon Construction Inc.	\$821,059.00
C11-44-18	Tender for Snow Removal for Various City of Hamilton Facilities	08/30/18		
	Section A -Upper and Lower Stoney Creek and Binbrook		Aesthetics Contracting	\$1,423,300.00
	Section B - Central and East Hamilton Mountain		The Gordon Company	\$702,000.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
	Section C - West Hamilton Mountain and Ancaster		Sol-Mar Landscaping	\$1,020,800.00
	Section D - Lower Central Hamilton		Greenrail Landscaping	\$1,453,500.00
	Section E - Lower East Hamilton		Savelli Property Maintenance	\$507,500.00
	Section F - Lower West Hamilton and Dundas		Toppers Enterprises	\$894,000.00
	Section G - Flamborough		2623066 Ontario Ltd.	\$438,000.00
C15-64-18 (PED)	Tender for McClure Road Surface Asphalt	08/30/18	Steed and Evans Limited	\$192,000.00
C11-48-18	Tender for the Supply and Delivery of a General Purpose Articulating Long Reach Wheel Loader with Quick Attach 3.5 Cubic Yard Bucket	08/31/18	Bobcat of Hamilton Ltd.	\$239,000.00
C13-54-18	Tender for Supply and Install of Energy Efficient LED Lighting at the Woodward Avenue Water and Wastewater Treatment Plant and Administration Building	08/31/18	Energy Network Services Inc.	\$690,816.17
C13-33-18	Tender for Contractor Required for West Harbour Pier 8 Shorewall Reconstruction	09/05/18	Dean Construction Company Limited	\$14,214,438.70

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C11-45-18	Proposal for Professional Engineering Consultant Services Required for the Calvin Wastewater Pumping Station Upgrades	09/11/18	Hatch Corporation	\$406,329.00
C13-59-18	Tender for Interior Renovations at Red Hill Family Daycare in the City of Hamilton	09/11/18	STM Construction Ltd.	\$317,178.00
C12-09-18	Tender for Supply and Delivery of various Fleet Parts	09/17/18	Barton Auto Parts Limited	\$131,580.56
C1-04-18	Proposal for Benefit Consulting Services for the City of Hamilton	09/18/18	Buffett Taylor & Associates	\$233,740.00
C11-34-18	Tender for Snow Clearing/Removal Services (Equipment and Operator) with Standby	09/21/18	458174 Ontario Limited CSL Group Ltd. 1498548 Ontario Inc. A. vanEgmond Construction (2005) Ltd. Dreamscape Contracting Tim Lipsitt Excavating	Unit Price Contract Awarded by Equipment

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
			Danbill Equipment Rental Ltd. Marini & Sons Construction Inc Bilan Brothers Contracting 1778263 Ontario Inc. KMCR Incorporated 1569339 Ontario Ltd. o/a Rock Bar Construction D.W. Cooper Contracting Ltd.	
C15-66-18 (M)	Tender for Guiderail Replacement and Repairs at Various Locations	09/24/18	Royal Fence Limited	\$407,614.25
C13-55-18	Tender for Repaving of Existing Parking Lot at Westoby (Olympic) Arena	09/27/18	Associated Paving & Materials Ltd.	\$391,900.00
C15-59-18 (HW)	Tender for Brucedale Avenue East Reconstruction	10/04/18	Wesroc Construction Ltd.	\$2,819,062.70
C15-55-18 (H)	Tender for Buchanan Neighbourhood Resurfacing	10/09/18	Coco Paving Inc.	\$1,523,995.00
C15-60-18 (H)	Tender for Red Hill Valley King Street Off Ramp Bridge Restoration	10/09/18	Lancoa Contracting Inc.	\$274,799.00

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C11-55-18	Tender for the Supply, Printing and Delivery of Transit Transfers	10/15/18	Commercial Print-Craft Limited	\$65,401.20
C13-60-18	Tender for Contractors for Replacement of Sub-standard Water Services	10/17/18	Navacon Construction Inc.	\$2,182,950.00
C11-54-18	Tender for the Supply, Delivery, Installation, Cleaning, Maintenance and Removal of Portable Washroom Units	10/26/18	2578139 Ontario Inc. o/a Halco Mobile Manufacturing Sales & Service	\$10,875.00
C13-56-18	Tender for FirstOntario Centre Elevating Device Replacements	10/30/18	Bestco Construction (2005) Ltd.	\$3,071,201.00
C11-50-18	Tender for Operation of Weigh Scales at the City's Transfer Stations, Community Recycling Centres and Resource Recovery Centre	10/30/18	Neptune Security Services Inc.	\$443,625.00
C15-17-18 (HW)	Tender for Cheever Street and Birge Street Road and Watermain Works	10/31/18	Coco Paving Inc.	\$1,016,000.00
C13-44-18	Tender for Supply and Install of Energy Efficient LED Lighting at Valley Park Aquatics Centre	10/31/18	Energy Network Services Inc.	\$132,404.17

Contracts Awarded

Contract Reference	Contract Title	Closing Date (mm/dd/yyyy)	Vendor	Award Amount
C11-58-18	Tender for Supply and Delivery of Large Caliper Trees for the City of Hamilton	11/15/18	V. Kraus Nurseries Ltd. Dutchmaster Nurseries Limited Uxbridge Nurseries Limited Neil Vanderurk Holdings Inc. (NVK) Kobes Nurseries Inc.	Unit Price Contract Awarded by Tree Type
C15-31-18 (P)	Tender for AM Cunningham Parkette	11/16/18	Oakridge Group Inc.	\$255,566.00
C11-59-18	Tender for Tree Trimming and Maintenance Services	11/26/18	Asplundh Canada ULC	\$2,339,382.80
C15-20-18 (H)	Tender for Balfour Neighbourhood Resurfacing	11/29/18	Associated Paving & Materials Ltd.	\$1,521,918.40
C15-30-18 (P)	Tender for Shaver Estates Trail Decking	12/05/18	Caird-Hall Construction Inc.	\$177,400.00
C5-13-18	Tender for Supply and Delivery of Gamber-Johnson PMT Panasonic CF-20 Toughbook Docking Stations	12/11/18	Kerr Industries Ltd.	\$121,627.00

Contracts Cancelled

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Reason for Cancellation
C15-69-17 (W)	Tender for Upper Ottawa at Brucedale, Large Valve Replacement	11/21/17	Specifications being revised to add locations. A new Tender will be issued in the first quarter of 2019.
C13-03-18	Tender for Prequalified General Contractors Required for the Environmental Laboratory Expansion at the Woodward Avenue Water Treatment Plant	02/27/18	All bids received were over budget. A new Tender will not be re-issued as it is not affordable.
C11-28-18	Tender for Removal of Pavement Markings on an as needed basis	05/14/18	Two bids received - one was non-compliant and one was over budget. A new Request for Tender will be reissued in the Spring of 2019.
C11-40-18	Proposal for Supply and Delivery of Process Air Blower	08/21/18	No compliant bids were received. Requirements were incorporated into RFT C13-71-18
C11-47-18	Proposal for Roller Shade and Locker Supply and Installation Services as and When Required at Various City of Hamilton Facilities	09/11/18	No compliant bids were received. Requirements were incorporated into RFT C11-57-18.
C15-33-18 (P)	Tender for Construction of Century Street Parkette	09/25/18	All bids received were over budget. A new Request for Tender will be issued.
C12-08-18	Proposal for Supply and Delivery of Medical Grade Disposable Gloves	12/06/18	Proposals received did not meet the minimum technical specifications. A new Request for Proposal will be issued in the first quarter of 2019 incorporating revised specifications.

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C13-27-18	Tender for Prequalified General Contractors Required for the Osler Drive (HD011) Water Pumping Station Upgrades	08/15/18	Closed & Under Review
C11-41-18	Tender for Supply and Delivery of Energy Efficient Theatrical LED Lighting at First Ontario Concert Hall	09/19/18	Closed & Under Review
C3-06-18	Proposal for Dickenson Road (Upper James Street to Glanaster Road) Municipal Class Environmental Assessment Phases 3 & 4	09/26/18	Closed & Under Review
C11-46-18	Proposal for Prime Consultant Services for Dickenson Road Sanitary Trunk Sewer	10/10/18	Closed & Under Review
C13-50-18	Tender for Building Automation System (BAS and Mechanical (HVAC) Upgrades at Wentworth Lodge	10/23/18	Closed & Under Review
C13-65-18	Tender for Mount Hamilton Cemetery Building Renovations in the City of Hamilton	10/29/18	Closed & Under Review
C13-66-18	Tender for Exterior Cladding Replacement at Wentworth Lodge Oak and Rose Building	11/08/18	Closed & Under Review
C3-10-18	Proposal for Design, rebuild and Launch of the New "Invest in Hamilton" Website	11/09/18	Closed & Under Review
C13-61-18	Tender for Supply and Install of Energy Efficient LED Lighting at the City of Hamilton's Mountain Transfer Station	11/12/18	Closed & Under Review
C11-53-18	Proposal for Professional Engineering Consultant Services Required for the Kenilworth (HDR01) and Dewitt (HDR1C) Reservoir Upgrades	11/20/18	Closed & Under Review
C15-13-18 (HW)	Tender for Parkdale Avenue North Reconstruction	12/04/18	Closed & Under Review

Contracts Pending Award

Contract Number	Contract Title	Closing Date (mm/dd/yyyy)	Contract Status
C11-57-18	Tender for Carpentry Services Required at Various Energy, Fleet and Facilities Managed (EFFM) Facilities in the City of Hamilton	12/04/18	Closed & Under Review
C3-02-18	Proposal for the Supply and Delivery of Parking Payment Machines to the City of Hamilton	12/06/18	Closed & Under Review
C11-49-18	Proposal for Coastal Engineer to Complete a Shoreline Inventory and Assessment of City of Hamilton Owned Assets	12/13/18	Closed & Under Review
C13-74-18	Tender for Slot Cutting Roadways for the Installation of Traffic Vehicle Detection Wire	12/20/18	Closed & Under Review
C11-69-18	Tender for Rental and Installation of Portable Variable Message Signs	01/10/19	Not closed as of Jan 1, 2019
C13-64-18	Tender for Prequalified General Contractors Required for the Kenilworth Access (HD005) Pumping Station Upgrades – Phase 2	01/10/19	Not closed as of Jan 1, 2019
C15-36-18 (HW)	Tender for Brampton Street Reconstruction	01/11/19	Not closed as of Jan 1, 2019
C18-02-18	Proposal for Construction Manager for the 500 Macnab North - Ken Soble Tower Passive House Renewal Project	01/15/19	Not closed as of Jan 1, 2019
C11-52-18	Proposal for Security Guard Services for Various Facilities	01/15/19	Not closed as of Jan 1, 2019
C13-16-18	Tender for Prequalified General Contractors Required for the New Lynden (HD05B) Water System	01/15/19	Not closed as of Jan 1, 2019
C13-31-18	Tender for Bridge 458 York Blvd - Bridge Abutment Rehabilitation Works	01/15/19	Not closed as of Jan 1, 2019

Contracts Pending Award

C18-02-18	Proposal for Construction Manager for the 500 Macnab North - Ken Soble Tower Passive House Renewal Project	01/15/19	Not closed as of Jan 1, 2019
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CITY OF HAMILTON

Summary of Tenders and Proposals Issued – October 1, 2018 to December 31, 2018

Co-operative Contracts

City Contract Reference	Contract Title	Cooperative Group	Effective Date (mm/dd/yyyy)	Vendor	Estimated City Spend
C17-08-18	Customs and Brokerage Services	Ontario Education Collaborative Marketplace	04/13/2018	Thompson Ahern & Co. Inc.	\$2,256.62 (Brokerage charges)



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	April 4, 2019
SUBJECT/REPORT NO:	2018 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS18038(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services & Corporate Controller Corporate Services
SIGNATURE:	

COUNCIL DIRECTION

Council has directed Procurement to report on the use of Sections 4.10 and 4.11 of the Procurement Policy on a quarterly basis.

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. The report details the procurement of goods and/or services during emergency situations and those detailed in Section 4.11 – Non-Competitive Procurements for the fourth quarter 2018.

The Policy for Non-Competitive Procurements is used in narrowly defined circumstances where it is justified that the policies for the general acquisition process could not be followed. The “Emergency Procurement/Non-Competitive Procurement Form” is completed by the Client Department and approved by the General Manager.

During the fourth quarter of 2018, there were 90 purchases totalling \$3,827,820.32 and 1 totalling \$10,000.00 in revenue, which were processed through the use of an approved Policy 10 or 11. These are summarized in Appendix “A” to Report FCS18038(c).

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SUBJECT: 2018 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS18038(c)) (City Wide) - Page 2 of 4

The breakdown is as follows:

- 5 purchases totalling \$536,966.22 were issued under Policy 10, as “Emergency” purchases, whereby goods and services were acquired by the most expedient and economical means. The following purchase represent the largest dollar amount in this category:
 - Purchase Order 90504 for \$407,364.82 was issued to Rankin Construction Inc. for emergency culvert replacement on Upper Centennial as a result of a sink hole developing within the upbound lanes of the Centennial Parkway in the vicinity of Ridge Road. It was determined that the culvert beneath had failed and was in need of immediate replacement.
- 1 purchase totalling \$30,000.00 represent short-term “Extensions” of current contracts which have expired and unforeseeable circumstances have caused a delay in awarding a new contract. The following purchase represent the largest dollar amount in this category:
 - Purchase Order 87139 for \$30,000.00 was issued to D. H. Jutzi Limited for the supply of a Chemical Water Treatment Program for various City of Hamilton facilities. This extension is required to provide sufficient time to gather pertinent data and information to be included the procurement document and to complete the procurement process and award of the new contract.
- 83 purchases totalling \$3,260,854.10 were identified as “Single Source” purchases whereby a particular vendor was recommended because it was more cost-effective or beneficial to the City. The following purchases represent the largest dollar amount in this category:
 - Purchase Order 90211 for \$248,000.00 was issued to Florchem Ltd. for the supply and delivery of Phosphoric Acid due to delays in the release of a new Tender.
 - \$241,711.70 was issued to Rankin Construction Inc. for the following work:
 - Purchase Order 86891 for \$124,556.20 was issued to Rankin Construction Inc. for North End Traffic Management Plan to complete the redesign and additional work required resulting from engagement of residents with the Councillor during implementation and construction.

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SUBJECT: 2018 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS18038(c)) (City Wide) - Page 3 of 4

- Purchase Order 90057 for \$117,155.50 was issued to Rankin Construction Inc. for the construction of underground traffic signal infrastructure at Mohawk Road East and East 45th Street, a very busy location, often with heavy traffic volumes and speeding.
- \$166,075.90 was issued to AIM CCF Hamilton Inc. for the following work:
 - Purchase Order 90310 for \$102,306.40 was issued to AIM CCF Hamilton Inc. for the supply, installation and commissioning improvements to the Spray Nozzle System in the water scrubber at Hamilton CCF. Services are required to modify the existing water scrubber that is used for humidifying air entering the CCF bio-filter. The urgency for this additional work to be completed is to allow for the controlled reopening of CCF.
 - Purchase Order 90266 for \$63,769.50 was issued to AIM CCF Hamilton Inc. for the supply, installation and commissioning of a temporary Portable Incline Belt Conveyor. The urgency that this additional equipment is installed is to allow for the controlled reopening of the CCF.
- Purchase Order 90331 for \$130,000.00 was issued to Ottawa Key Shop, (licensed dealer for the Kaba Peaks system - interior master key system in various EFFM managed facilities) in order to give EFFM/Corporate Security Specialist time to continue his review and subsequent formulation of action plans to move forward with a competitive process for the services.
- Purchase Order 90313 for \$130,000.00 was issued to Renewi Canada Ltd. to provide transferring and processing of source separated organics through the City's Green Bin Program during the compost facility closure as well as during the controlled reopening to increase diversion from landfill.
- Purchase Order 90187 for \$116,147.65 was issued to Softchoice Corporation for the supply and delivery of Adobe software products on an annual subscription-based payment process in order for the City to receive preferred pricing, as the licensing model for Adobe products changed and it's no longer possible to purchase perpetual licenses.
- Purchase Order 89830 for \$110,000.00 was issued to Vision Works for the supply and delivery of Vision Screening Services to senior kindergarten students as a pilot project to ensure compliance with the modernized

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SUBJECT: 2018 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS18038(c)) (City Wide) - Page 4 of 4

Ontario Public Health Standards Child Visual Health and Vision Screen Protocol (2018). Thereafter, Public Health staff will present a program recommendation report and budget requests to the Board of Health in which, upon approval, a competitive process will be undertaken.

- Purchase Order 88897 for \$105,035.00 was issued to SNC Lavalin Inc. who was hired previously to develop a remedial action plan for Central Park which included risk assessment and risk management measures. Their original proposal identified there would be additional site investigations required and after review of all data, there was more field work required than originally anticipated. This is required to be completed to ensure all soil conditions are captured to adequately characterize the site so the reporting will satisfy the MOECC.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS18038(c) - Fourth Quarter Emergency and Non-Competitive Procurements Report.

PV/dw

7.3 REVISED

2018 Fourth Quarter Emergency and Non-Competitive Procurements Report

Appendix "A" to Report FCS18038(c)

Page 1 of 3

PO No.	Type	Amount	Name	Department/Division
City Manager's Office				
90163	SGLE	\$4,750.00	Consortech Solutions Inc.	Finance Corporate Mgmt Service
90518	SGLE	\$9,500.00	Consortech Solutions Inc.	Finance Corporate Mgmt Service
90272	SGLE	\$22,140.00	IT Weapons Inc.	Finance Corporate Mgmt Service
90156	SGLE	\$35,000.00	The Info-Tech Research Group, Inc.	Finance Corporate Mgmt Service
90235	SGLE	\$52,530.00	Teranet Inc.	Finance Corporate Mgmt Service
90187	SGLE	\$116,147.65	Softchoice Corporation	Finance Corporate Mgmt Service
Healthy and Safe Communities				
No PO	EXTN	\$10,000.00 (revenue)	Hamilton Community News	Recreation
90353	SGLE	\$1,476.67	Vallen Canada Inc.	Emergency Services
90399	SGLE	\$3,000.00	Mason Athletic Supplies	Recreation
89996	SGLE	\$4,112.92	4imprint Inc.	Emergency Services
87779	SGLE	\$7,000.00	John Harold Metz	Emergency Services
90155	SGLE	\$8,910.00	Medical Mart Supplies Limited	Emergency Services
90077	SGLE	\$9,701.00	Transform Van & Truck	Emergency Services
86898	SGLE	\$10,000.00	Mohawk Ford Sales (1996) Limited	Emergency Services
89895	SGLE	\$12,301.85	Practicon	Healthy Families
89831	SGLE	\$13,000.00	Betty Kurian Drugs Ltd.	Healthy Families
84884	SGLE	\$15,000.00	ITS Hamilton	Public Health
89929	SGLE	\$15,000.00	Orgcode Consulting, Inc.	Housing Services Division
90097	SGLE	\$15,000.00	Enex Engraving And Manufacturing	Emergency Services
89937	SGLE	\$17,900.00	ASI Medical Inc.	Healthy Families
90241	SGLE	\$19,476.40	International Safety Systems Inc.	Emergency Services
86507	SGLE	\$20,000.00	Transaxle Parts (Hamilton) Inc.	Emergency Services
87678	SGLE	\$20,000.00	Medical Mart Supplies Limited	Wentworth Lodge
88337	SGLE	\$20,000.00	Iron Mountain Canada Corporation	Public Health
90485	SGLE	\$20,000.00	The Stevens Company Limited	Com. Diseases Control and Wellness
90528	SGLE	\$20,000.00	Lawson Products, Inc.	Emergency Services
90356	SGLE	\$30,000.00	The Capital Hill Group	Child care
91060				
89967	SGLE	\$32,000.00	Vallen Canada Inc.	Emergency Services
89936	SGLE	\$39,200.00	Orgcode Consulting, Inc.	Housing Services Division
89892	SGLE	\$42,000.00	Waterfarmers Urban Agriculture	Child care

7.3 REVISED

2018 Fourth Quarter Emergency and Non-Competitive Procurements Report

Appendix "A" to Report FCS18038(c)

Page 2 of 3

PO No.	Type	Amount	Name	Department/Division
87663	SGLE	\$70,000.00	Medical Mart Supplies Limited	Macassa Lodge
89830	SGLE	\$110,000.00	Vision Works	Healthy Families
Planning and Economic Development				
90393	SGLE	\$2,200.00	Turn of the Century Lighting	Culture
88340	SGLE	\$6,800.00	Turn of the Century Lighting	Culture
90219	SGLE	\$12,782.00	Lori Lemare Studio Inc.	Culture
90167	SGLE	\$13,140.00	Avolve Software Corp.	GM Office
84994	SGLE	\$20,000.00	WSP Canada Group Ltd.	Planning Division
89832	SGLE	\$22,215.40	World Shipping Inc.	Culture
90000	SGLE	\$76,250.00	New Hope Community Bikes	Transportation Planning
Police				
90240	SGLE	\$8,324.20	Motorola Solutions Canada Inc.	Police
89907	SGLE	\$9,490.00	Cellebrite USA Inc.	Police
89904	SGLE	\$20,000.00	Hamilton Video & Sound Ltd.	Police
90376	SGLE	\$20,000.00	Outdoor Outfits Ltd.	Police
Public Works				
90140	EMER	\$3,372.84	Black Creek Contracting	Parks
82808	SGLE	\$5,851.00	Dillon Consulting Limited	Strategic Planning
86793	SGLE	\$6,124.50	GHD Limited	Water and Wastewater
90340	SGLE	\$10,162.60	De Berardis Associates Inc.	Parks
90446	SGLE	\$12,000.00	Pitton Plumbing & Heating Inc.	Transit
90417	SGLE	\$12,353.25	Ball Superior	Operations and Waste Management
90341	SGLE	\$13,237.59	Noratek Solutions Inc.	Parks
90222	SGLE	\$13,625.00	Aegent Energy Advisors Inc.	Fleet and Facilities
90208	SGLE	\$14,108.73	Mercanti Specialty Foods Inc.	Fleet and Facilities
87696	SGLE	\$18,000.00	Green Venture	Public Works
89212	SGLE	\$19,000.00	Green Pro Solutions	Operations and Waste Management
90368	SGLE	\$24,000.00	Hess Village Pedestrian Mall Authority	Operations and Waste Management
85184	SGLE	\$25,000.00	S. Llewellyn & Associates Ltd.	Strategic Planning
80275	SGLE	\$26,000.00	Enseicom Inc.	Transit
79908	SGLE	\$26,600.00	DPAI Architecture Inc.	Facilities
90407	SGLE	\$27,055.84	Energy Network Services Inc.	Facilities
89294	SGLE	\$27,500.00	Dillon Consulting Limited	Operations and Waste Management
90466	SGLE	\$28,000.00	Lanhack Consultants Inc.	Facilities
87139	EXTN	\$30,000.00	D.H. Jutzi Limited	Facilities

7.3 REVISED

2018 Fourth Quarter Emergency and Non-Competitive Procurements Report

Appendix "A" to Report FCS18038(c)

Page 3 of 3

PO No.	Type	Amount	Name	Department/Division
87913	SGLE	\$30,000.00	F M Page And Sons Inc.	Parks
90301	SGLE	\$30,000.00	Scotiabell Inc.	Fleet
90102	SGLE	\$32,320.00	GM BluePlan Engineering Ltd.	Water and Wastewater
90395	EMER	\$34,815.43	Eaton Industries (Canada) Company	Water and Wastewater
90298	SGLE	\$37,500.00	Dillon Consulting Limited	Operations and Waste Management
90139	EMER	\$40,635.00	Flow Kleen Technology	Parks
84131	SGLE	\$43,200.00	Archaeological Research Associates Ltd.	Facilities
82329	SGLE	\$45,484.00	Aecom Canada Ltd.	Water and Wastewater
88007	SGLE	\$49,060.00	Aecom Canada Ltd.	Water and Wastewater
90410	SGLE	\$50,000.00	Iron Mountain Canada Corporation	Facilities
90311	EMER	\$50,778.13	Black Creek Contracting	Water and Wastewater
90061	SGLE	\$58,000.00	Lallemand Inc.	Operations and Waste Management
90467	SGLE	\$59,168.90	Mandel Scientific Company Inc.	Water and Wastewater
89144	SGLE	\$60,000.00	Cornell Construction Limited	Operations and Waste Management
88463	SGLE	\$63,510.00	R V Anderson Associates Limited	Water and Wastewater
90266	SGLE	\$63,769.50	AIM CCF Hamilton Inc.	Operations and Waste Management
89930	SGLE	\$73,500.00	Cornell Construction Limited	Operations and Waste Management
90170	SGLE	\$75,000.00	Associated Paving & Materials Ltd.	Operations and Waste Management
83641	SGLE	\$98,480.00	GM Blueplan Engineering Ltd.	Water and Wastewater
79254	SGLE	\$99,842.00	R V Anderson Associates Limited	Water and Wastewater
90310	SGLE	\$102,306.40	AIM CCF Hamilton Inc.	Operations and Waste Management
88897	SGLE	\$105,035.00	SNC Lavalin Inc.	Environmental and Sustainable Infrastructure
90057	SGLE	\$117,155.50	Rankin Construction Inc.	Operations and Waste Management
86891	SGLE	\$124,556.20	Rankin Construction Inc.	Environmental and Sustainable Infrastructure
90313	SGLE	\$130,000.00	Renewi Canada Ltd.	Operations and Waste Management
90331	SGLE	\$130,000.00	Ottawa Key Shop	Facilities
90211	SGLE	\$248,000.00	Flochem Ltd.	Water and Wastewater
90504	EMER	\$407,364.82	Rankin Construction Inc.	Operations and Waste Management



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	April 4, 2019
SUBJECT/REPORT NO:	Fourth Quarter Non-compliance with the Procurement Policy Report (FCS18039(c)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Patricia Vasquez (905) 546-2424 Ext. 5972
SUBMITTED BY:	Rick Male Director, Financial Services & Corporate Controller Corporate Services
SIGNATURE:	

COUNCIL DIRECTION

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-Compliance Forms.

INFORMATION

This Report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-Compliance Forms for the fourth quarter of 2018.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the fourth quarter of 2018, there were sixteen (16) instances relating to the use of Policy 19, totalling \$404,227.55. The instances are summarized in Appendix "A" to Report FCS18039(c).

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**SUBJECT: Fourth Quarter Non-compliance with the Procurement Policy Report
(FCS18039(c)) (City Wide) - Page 2 of 2**

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS18039(c) – 2018 Fourth Quarter Non-compliance with the Procurement Policy Report.

PV/dw

2018 Fourth Quarter Non-Compliance with the Procurement Policy Report

PO No.	Amount	Name	Division
City Manager			
P-Card	\$63.55	Vistaprint	Strategic Partnerships and Communications
Healthy & Safe Communities			
89826	\$33,950.00	Janet Rush	Child care
90487	\$14,989.83	The Stevens Company Limited	Com. Diseases Control and Wellness
90233	\$14,235.00	Uni-Vert Tech Inc.	Emergency Services
90062	\$7,142.50	Global Industrial Canada Inc.	Recreation
Legislative			
No PO	\$2,622.00	Source Office Furniture	Councillor's Office
No PO	\$240.00	Mediabay Creative	Councillor's Office
No PO	\$195.00	H&H Printing	Councillor's Office
No PO	\$150.00	H&H Printing	Councillor's Office
P-Card	\$39.67	Staples Canada	Councillor's Office
Planning and Economic Development			
90379	\$23,400.00	Alphinat Inc.	GM Office
86502	\$70,000.00	Deloitte LLP	GM Office
84391	\$11,200.00	P1 Consulting Inc	GM Office
Public Works			
86775	\$124,000.00	Associated Paving & Materials Ltd.	Operations and Waste Management
88498	\$90,000.00	IBI Group	Parks
88651	\$12,000.00	Best Boys Landscaping	Parks



Hamilton

INTERVIEW SUB-COMMITTEE TO THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE

MINUTES 19-001

11:45 a.m.

Thursday, March 21, 2019

Room 222, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: Councillor M. Wilson (Chair)
Councillors B. Clark (Vice-Chair) and C. Collins

THE FOLLOWING ITEMS WERE REFERRED TO THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE FOR CONSIDERATION:

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

(Collins/Clark)

- (a) That Councillor M. Wilson be appointed as Chair of the Interview Sub-Committee to the Audit, Finance and Administration Committee for the 2018-2022 term; and,
- (b) That Councillor B. Clark be appointed as Vice-Chair of the Interview Sub-Committee to the Audit, Finance and Administration Committee for the 2018-2022 term.

CARRIED

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Clerk advised that there were no changes to the agenda.

(Collins/Clark)

That the agenda for the March 21, 2019 meeting of the Interview Sub-Committee to the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) PRIVATE & CONFIDENTIAL (Item 5)

(Collins/Clark)

That the Interview Sub-Committee to the Audit, Finance and Administration Committee move into Closed Session for Items 5.1 through Items 5.5, pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 18-270, 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.

CARRIED

(i) Review of the Applicants to the Advisory Committee for Immigrants and Refugees (Item 5.1)

Staff were provided with direction in Closed Session.

(ii) Review of the Applicants to the Committee Against Racism (Item 5.2)

Staff were provided with direction in Closed Session.

(iii) Review of the Applicants to the Hamilton Mundialization Committee (Item 5.3)

Staff were provided with direction in Closed Session.

(iv) Review of the Applicants to the Hamilton Status of Women Committee (Item 5.4)

Staff were provided with direction in Closed Session.

(v) Review of the Applicants to the Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (Item 5.5)

Staff were provided with direction in Closed Session.

(d) ADJOURNMENT (Item 6)

(Collins/Clark)

There being no further business, the Interview Sub-Committee to the Audit, Finance and Administration Committee adjourned at 1:05 p.m.

CARRIED

Respectfully submitted,

Councillor M. Wilson, Chair
Interview Sub-Committee to the
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

8.1

Form: Request to Speak to Committee of Council

Submitted on Saturday, December 29, 2018 - 7:32 pm

==Committee Requested==

Committee: Audit, Finance & Administration Committee

==Requestor Information==

Name of Individual: Vince Dipietro

Name of Organization: Angelica Homes

Contact Number: 905-961-4385

Email Address: info@angelicahomes.com

Mailing Address:

Reason(s) for delegation request:

Rental property at 98 East 31st had a water and sewer bill for 2 months totalling \$1,754 – My tenant left outside hose bib running continuous – I was charged for not only water usage, but also sewer usage.

Will you be requesting funds from the City? No

Will you be submitting a formal presentation? Yes

**98 East 31st Street Hamilton
Water Billing Dispute
Delegation to Audit, Finance & Administration Committee**

Summary

On July 1, 2018, the water account for 98 East 31st Street, Hamilton reverted to the owner/landlord's name from a previous tenant held water account in accordance with the Council approved change to City water and wastewater/storm billing policy regarding tenant accounts. All residential accounts established on or after June 1, 2018, must be opened and billed in the name of the registered owner(s) of the property, and not the name of any tenant(s). In May 2018, all landlords with residential tenants were advised of the billing policy change via a notification letter (see pages 4-5), as well as, newspaper advertisements.

Table 1 on page two provides the rental property's water and wastewater/storm billings under the owner. The crux of the landlord's water billing issue lies with the high consumption bills reflecting meter readings taken in September and October 2018 for a significant amount of water consumption following actual water meter readings.

The City's water billing agent Alectra Utilities Corporation (AUC) left a voice mail message for the landlord regarding the initial high water bill on September 18, 2018, advising to check for potential plumbing leakage and to verify the meter reading AUC had read on September 14, 2018 of 2,552m³. The landlord did not return call and once AUC had reread the meter issued the September bill for a total water and wastewater/storm amount of \$1,100.67. Following an October 13th meter reading of 2,739m³, AUC issued the October water bill for a total amount of \$584.95.

Landlord contacted AUC on November 22, 2018 regarding the high water bills and in turn, AUC advised the meter reading have been verified as accurate. In accordance, with the City's Arrears Policy, several arrears notices were issued by AUC in November 2018 regarding the September water bill that remained unpaid resulting in a tax roll transfer of arrears on November 30th in the amount of \$1,100.67. An administrative fee is applied by Taxation for each tax roll transfer of water and wastewater/storm arrears (2018 fee \$32.95, 2019 fee \$34.25).

On December 28th the landlord contacted AUC advising that the tenants may have left water running outdoors continuously questioning City policy of charging wastewater/storm based on metered water consumption. AUC advised that City policy is to charge wastewater/storm based on metered usage with no exceptions and customers wishing to dispute City policy may appeal directly to Committee by contacting Clerks. AUC further advised that unpaid arrears would lead to further transfers of arrears to the property tax roll.

Several arrears notices have been issued by AUC in December regarding unpaid October and November water bills. On January 4, 2019, \$584.95 of arrears has been transferred to the property tax roll.

Wastewater Rate Structure

Generally sanitary utilities base their charge for wastewater services upon the volume of water consumed recognizing that there is a strong correlation between the volume of water consumed and the volume of wastewater discharged and that it is not practical to install effluent metering. Another common wastewater billing practice is for utilities to assess their wastewater charge on 100% of water consumption.

In 2013, Council reaffirmed Hamilton's long-standing practice of charging wastewater/storm fees based on 100% of metered water consumption (refer to Report FCS11025(e)).

This practice does cause some dispute from those consumers with increased seasonal water use arguing that not all of their water consumption is discharged into the sanitary system. Despite this criticism, most utilities base wastewater charges on 100% water consumption due to a number of reasons:

- Declining water consumption trend has been observed in Hamilton, across Ontario and Canada with the decline reflected in non-essential water usage (lawn watering, car washing, etc) so that in effect the vast majority of consumers do not have much seasonal usage if any
- Most sanitary utilities determine their wastewater rates by basing it on their total wastewater costs, so any method of discounting summer wastewater charges would require an overall rate increase to balance the loss of revenue so in effect the majority of users would simply subsidize the minority of customers who still have significant seasonal water usage
- Having a 100% metered water volume-based wastewater charge can magnify conservation promotion, simply because customers will realize that they will save on both water and wastewater bills if they use less

TABLE 1

Read Date	Total Bill (\$)	Consumption (m3)	Read Estimated	Read From (m3)	Read To (m3)	Avg Daily (m3)	Billing Days
8/10/18	35.80	5	No	2195	2200	0.125	40
9/14/18	1,100.67	352	No	2200	2552	10.057	35
10/13/18	584.95	187	No	2552	2739	6.448	29
11/12/18	116.40	31	No	2739	2770	1.033	30
12/12/18	62.51	15	No	2770	2785	0.5	30

Alectra Utilities Customer Contact Timeline

9/18/18 – left voice mail message regarding high water bill, advising to check for potential plumbing leakage and to verify the meter reading AUC obtained on September 14, 2018 of 2,552m3

10/10/18 – following meter reread, AUC issues September water bill for a total water and wastewater/storm amount of \$1,100.67

11/2/18 – AUC issues arrears notice regarding unpaid water bill. Additional notices are issued on 11/9 and 11/19

11/22/18 - landlord contacted AUC regarding the high water bills and in turn, AUC advised the meter reading have been verified as accurate.

11/30/18 – tax roll transfer of arrears in the amount of \$1,100.67 plus administrative fee of \$32.95 is applied by Taxation

12/7/18 – AUC issues arrears notice regarding unpaid water bills. Additional notices are issued on 12/10 and 12/22

12/28/18 – landlord contacted AUC asking to speak with a customer service supervisor that the tenants may have left water running continuously. AUC advised that City policy is to charge wastewater/storm based on metered usage with no exceptions and customers wishing to dispute City policy may appeal directly to Committee by contacting Clerks. AUC further advised that unpaid arrears would lead to further transfers of arrears to the property tax roll.



Name & address

Attention: Owner of [insert service address]

Re: Changes to Water and Wastewater/Storm Services Billing Policy

Service Address:

Alectra Utilities (formerly Horizon Utilities) is sending you this letter on behalf of the City of Hamilton to outline recent changes to the water and wastewater/storm billing policy and to provide information relating to your water and wastewater/storm services.

Billing Policy Change for Residential Tenant Water and Wastewater/Storm Accounts

Hamilton City Council has approved a change to the water and wastewater/storm billing policy whereby all residential accounts established on or after **June 1, 2018**, must be opened and billed in the name of the registered owner(s) of the property, and not the name of any tenant(s) as was previously permitted. Tenant held residential accounts established prior to June 1, 2018, can continue to be billed to the tenant(s) until the end of their tenancy. Thereafter, pursuant to the revised billing policy, the account will revert to the property owner and all future billings will be sent to the owner's mailing address as listed on the property tax assessment role. To update this mailing address information, please contact the City of Hamilton's Taxation office in writing either by mail at 71 Main Street West, Hamilton Ontario, PO Box 2040 Stn LCD1, L8N 0A3, or by email to taxsupport@hamilton.ca

Alectra Utilities, as the City's water billing agent, will continue to accept payments from tenants/other non-owners (such as a property manager), however, it remains the property owner's responsibility to ensure bills are paid on time.

Responsibility for Water and Wastewater/Storm Fees and Charges

Property owners need to be aware that although billing and payment notifications for grandfathered accounts (opened by residential tenants prior to June 1, 2018), may be sent to a person other than the property owner, the *Municipal Act, 2001* allows unpaid water and

wastewater/storm fees and charges to be added to the tax roll of the property to which the public utility was supplied, regardless of who received the service. Alectra Utilities endeavours to provide a notification to property owners of tenant arrears in a direct and timely manner. Arrears notifications will be sent to property owners and account holders (if different from the property owner) when the bill remains unpaid for 30 calendar days following its due date. If the account remains unpaid for 60 calendar days following its due date, the water and wastewater/storm arrears, including any applicable interest, late fees and administration charges, will be added to the tax roll for the property.

If you have any questions regarding your account or water, wastewater/storm fees and charges, please contact Alectra Utilities' Customer Service department at 905-522-9200.

Water and Sewer Line Responsibilities

Many homeowners are not aware that they, not the City, are responsible for the private portion of the water and sewer lines that run between their homes and the property line. The City has partnered with Service Line Warranties of Canada (SLWC) to provide affordable, optional protection plans available to homeowners and also to landlords for their rental properties. Participation is optional and voluntary for homeowners in City of Hamilton.

The Service Line Warranty program provides water and sewer service line warranties to cover repair costs to the private portion of the service lines. These warranty plans include:

- **Water line warranty** - Covers repair costs to restore flow to frozen, leaking or broken outside water lines
- **Sewer line warranty** - Covers repair costs to restore flow to frozen, leaking or clogged outside sewer lines
- **In-home plumbing & drainage warranty** - Covers the cost of repairs to clogged, frozen, leaking or broken water and sewer lines inside the house, including drain lines connected to the main sewer stack. This does not cover faucets or fixtures, venting issues or gas lines.

To learn more, visit www.slwofc.ca or call SLWC toll-free at 1-855-326-4730, available: Mon-Fri 9am-5pm.

Alectra Utilities Corporation
Customer Service Department