



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 19-014

**9:30 a.m.
October 3, 2019
Council Chambers
Hamilton City Hall**

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

Absent: Councillors J. Partridge and M. Pearson – Personal

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 19-014, AND RESPECTFULLY RECOMMENDS:

1. 2019 Second Quarter Request for Tenders and Proposals Report (FCS19041(a)) (City Wide) (Item 7.1)

That Report FCS19041(a), respecting the 2019 Second Quarter Request for Tenders and Proposals Report, be received.

2. 2019 Second Quarter Emergency and Non-competitive Procurements Report (FCS19042(a)) (City Wide) (Item 7.2)

That Report FCS19042(a), respecting the 2019 Second Quarter Emergency and Non-competitive Procurements Report, be received.

3. Second Quarter Non-compliance with the Procurement Policy Report (FCS19043(a)) (City Wide) (Item 7.3)

That Report FCS19043(a), respecting the Second Quarter Non-compliance with the Procurement Policy Report, be received.

4. Semi-Annual Employee Attendance Report 2019 (HUR19020) (City Wide) (Item 7.4)

That Report HUR19020, respecting the Semi-Annual Employee Attendance Report 2019, be received.

5. Semi-Annual Occupational Injury and Illness Claims 2019 (HUR19021) (City Wide) (Item 7.5)

That Report HUR19021, respecting the Semi-Annual Occupational Injury and Illness Claims 2019, be received.

6. Reporting Process for Office of the City Auditor Audit Assurance Reports (AUD19006) (City Wide) (Item 10.1)

That the Reporting Process for City Audit Assurance Reports attached as Appendix “A” to Audit, Finance & Administration Report 19-014, be approved.

7. Employee Code of Conduct Updates (HUR19022 / AUD19009) (City Wide) (Item 10.2)

(a) That Council approve the inclusion of Schedule F: Interacting with the Office of the City Auditor (Appendix “B” to Audit, Finance & Administration Report 19-014) in the City’s Code of Conduct for employees; and,

(b) That Council approve the amended wording as highlighted in Schedule D: Outside Employment and Activity (Appendix “C” to Audit, Finance & Administration Report 19-014) in the City’s Code of Conduct for employees.

8. Parkland Dedication Reserve Status Report as of December 31, 2018 (FCS19072) (City Wide) (Item 10.3)

(a) That Report FCS19072 “Parkland Dedication Reserve Status Report as of December 31, 2018”, be received and made available to the public; and,

(b) That Report FCS19072 “Parkland Dedication Reserve Status Report as of December 31, 2018”, be forwarded, if requested, to the Ministry of Municipal Affairs and Housing.

9. City-Wide Cash Handling Policy and Guideline Revisions (FCS19067) (City Wide) (Item 14.2)

(a) That Appendix “A” to Report FCS19067, revised City-Wide Cash Handling Policy and Guidelines, be approved;

(b) That Appendix “B” to Report FCS19067, Quick Reference regarding the Revisions to the Cash Handling Policy and Guidelines, be received; and,

(c) That the contents of Report FCS19067 respecting the City-Wide Cash Handling Policy and Guideline Revisions, including Appendix “A” and “B”, remain confidential.

10. Appeals of the Development Charge By-laws 19-141 and 19-142 (LS19034 / FCS19071) (City Wide) (Item 14.3)

- (a) That, once all appeals of Development Charge By-law Nos. 19-141 and 19-142 by academic institutions have been resolved, staff be directed to report back on Outstanding Business List item relating to options for an “Academic and Student Residence Development Grant Program; and,
- (b) That the contents of Report LS19034 / FCS19071, respecting Appeals of the Development Charge By-laws 19-141 and 19-142, remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

6. DELEGATION REQUESTS (Item 6)

- 6.1 Ken Tigchelaar, Hamilton Area Social Enterprises, respecting advocacy for Social Procurement and its implications for Social Enterprise (For a future meeting)
- 6.2 Richard Ferguson, respecting a recent incident regarding water use at his property (For a future meeting)

11. MOTIONS (Item 11)

- 11.1 Water Service Line Replacement to Allow for Meter Replacement at 226 Beach Blvd., Hamilton – This item has been withdrawn

The agenda for the October 3, 2019 Audit, Finance and Administration Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) September 19, 2019 (Item 4.1)

The Minutes of the September 19, 2019 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from the Hamilton Waterfront Trust respecting their December 31, 2018 Audited Financial Statements (Item 5.1)

The correspondence from the Hamilton Waterfront Trust respecting their December 31, 2018 Audited Financial Statements, was received.

(e) DELEGATION REQUESTS (Item 6)

The following delegation requests, were approved for a future meeting:

- (i) Ken Tigchelaar, Hamilton Area Social Enterprises, respecting advocacy for Social Procurement and its implications for Social Enterprise (Added Item 6.1)
- (ii) Richard Ferguson, respecting a recent incident regarding water use at his property (Added Item 6.2)

(f) CONSENT ITEMS (Item 7)

(i) Hamilton Aboriginal Advisory Committee Minutes - June 19, 2019 (Item 7.6)

The Hamilton Aboriginal Advisory Committee Minutes from June 19, 2019, were received.

(g) PRIVATE AND CONFIDENTIAL (Item 14)

(i) September 19, 2019 – Closed Minutes (Item 14.1)

- (a) The Closed Session Minutes of the September 19, 2019 Audit, Finance and Administration meeting, were approved as presented; and,
- (b) The Closed Session Minutes of the September 19, 2019 Audit, Finance and Administration meeting, remain confidential.

Committee moved into Closed Session respecting Items 14.2 & 14.3, pursuant to Section 8.1, Sub-sections (a), (e) and (f) of the City's Procedural By-law 18-270, and Section 239(2), Sub-sections (a), (e) and (f) of the *Ontario Municipal Act, 2001*, as amended, as the subject matters pertain to the security of the property of the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**(ii) City-Wide Cash Handling Policy and Guideline Revisions (FCS19067)
(City Wide) (Item 14.2)**

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

**(iii) Appeals of the Development Charge By-laws 19-141 and 19-142
(LS19034 / FCS19071) (City Wide) (Item 14.3)**

Staff were provided with direction in Closed Session.

For further disposition of this matter, refer to Item 10.

(h) ADJOURNMENT (Item 15)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:48 a.m.

Respectfully submitted,

Councillor Collins, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk