AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
MINUTES 20-004

9:30 a.m.
June 18, 2020
Council Chambers
Hamilton City Hall

Present:	Councillors M. Wilson (Chair), C. Collins, M. Pearson, L. Ferguson, A. VanderBeek and J. Partridge
Absent:	Councillors B. Clark and B. Johnson – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. 2019 Annual Report on Commodity Price Hedging (FCS20050) (City Wide) (Item 5.2)

(Ferguson/Collins)
That Report FCS20050, respecting the 2019 Annual Report on Commodity Price Hedging, be received.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

2. Treasurer's Investment Report 2019 Fiscal Year by Aon (FCS20042) (City Wide) (Item 5.3)

(Pearson/Partridge)
(a) That Report FCS20042, respecting the Treasurer's Investment Report 2019 Fiscal Year by Aon, be received; and,

(b) That Report FCS20042, respecting the Treasurer's Investment Report 2019 Fiscal Year by Aon, be forwarded to the Hamilton Future Fund Board of Governors for information.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek

YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

3. CONSENT ITEMS

(Collins/Pearson)
That Consent Items 5.4 through 5.8 be received, as presented:

(i) Hamilton Future Fund Investment Performance Report - December 31, 2019 (FCS20047) (City Wide) (Item 5.4)

That Report FCS20047, respecting Hamilton Future Fund Investment Performance Report - December 31, 2019, be received.

(ii) Reserve / Revenue Fund Investment Performance Report - December 31, 2019 (FCS20048) (City Wide) (Item 5.5)

That Report FCS20048, respecting Reserve / Revenue Fund Investment Performance Report - December 31, 2019, be received.

(iii) Cemetery Trust Accounts Investment Performance Report – December 31, 2019 (FCS20049) (City Wide) (Item 5.6)

That Report FCS20049, respecting Cemetery Trust Accounts Investment Performance Report – December 31, 2019, be received.

(iv) 2018 Audited Financial Statements for City of Hamilton Business Improvement Areas (BIAs) (FCS20051) (City Wide) (Item 5.7)

That Report FCS20051, respecting the 2018 Audited Financial Statements for City of Hamilton Business Improvement Areas (BIAs), be received.

(v) Professional and Consultant Services Roster 2019-2020 (PW20037 / PED20118 / FCS20058) (City Wide) (Item 5.8)

That Report PW20037 / PED20118 / FCS20058, respecting the Professional and Consultant Services Roster 2019-2020, be received.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

4. 2019 City of Hamilton Financial Report and Audited Financial Statements (FCS20052) (City Wide) (Item 8.1)

(Ferguson/VanderBeek)
That the 2019 City of Hamilton Financial Report and Audited Financial Statements, attached as Appendix "B" to Report FCS20052, be approved.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

5. Computer and Technology Acceptable Use Policy (FCS20053) (City Wide) (Item 8.2)

(Pearson/VanderBeek)
(a) That the Computer and Technology Acceptable Use Policy, attached as Appendix “A” to report FCS20053, as Human Resource Policy Number HR-15-09, be approved;

(b) That the Computer Acceptable Use Policy approved by Council on February 11th of 2009 as Human Resource Policy Number HR-15-09, through report FCS09016 be repealed; and,

(c) That the Computer and Technology Acceptable Use Policy be reviewed by staff annually for administrative changes.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

6. Extension of Contract C12-06-18 Professional and Consultant Services Roster 2019-2020 (FCS20054) (City Wide) (Item 8.3)

(Pearson/VanderBeek)
(a) That Council approve a one-year extension of Contract C12-06-18, Professional and Consultant Services Roster, and that the Manager of Procurement be authorized to negotiate, enter into and execute any

required documents required to give effect thereto with Rostered Candidates, in a form satisfactory to the City Solicitor; and,

(b) That any cost increase associated with amendments to the existing contract be reported to General Issues Committee as a cost pressure for the 2021 Budget Process and presented to Council with an identified funding source.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

7. City Auditor Reporting of Serious Matters to Council Policy (AUD20003) (City Wide) (Item 8.4)

(Partridge/Pearson)

(a) That the Office of the City Auditor Policy, City Auditor Reporting of Serious Matters to Council Policy, attached as Appendix "A" to Report AUD20003, be approved; and,

(b) That a by-law to amend the Whistleblower By-law 19-181, updating the frequency of reporting from quarterly to semi-annually, with a mid-year status report and a comprehensive annual report, attached as Appendix "B" to Report AUD20003, be enacted by Council.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

11. GENERAL INFORMATION / OTHER BUSINESS (Item 11)

11.1(b) Item to be Removed:

Converting Contractual Positions to Permanent
Added: March 27, 2019 at GIC - Final Operating Budget Report 19-002 (i)(3)(dd)
Completed: April 29, 2020 at Council - Item 15.4(f) Appendix A
OBL Item: 19-E

11.1(c) Items Requiring a New Due Date:

10 Year Review of Medical Centre Optical – Bids, Proposals or Quotation
Added: February 17, 2011 at AF&A - AF&A Report 11-002 Item 13(b)
OBL Item: A
Original Due Date: Early 2020
Proposed Due Date: Fall 2020

(Collins/Ferguson)
That the agenda for the June 18, 2020 Audit, Finance and Administration Committee meeting be approved, as amended.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) February 20, 2020 (Item 3.1)

(Partridge/Pearson)
That the Minutes of the February 20, 2020 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 - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge

YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(d) CONSENT ITEMS (Item 5)

(Pearson/VanderBeek)
That the following Volunteer Advisory Committee Minutes, be received:

(i) Hamilton Aboriginal Advisory Committee - November 7, 2019 (Item 5.1(a))

(ii) Hamilton Aboriginal Advisory Committee - January 16, 2020 (Item 5.1(b))

(iii) Hamilton Mundialization Committee - January 15, 2020 (Item 5.1(c))

(iv) Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee - January 21, 2020 (Item 5.1(d))

(v) Hamilton Status of Women Advisory Committee - September 26, 2019 (Item 5.1(e))

(vi) Hamilton Status of Women Advisory Committee - November 5, 2019 (Item 5.1(f))

(vii) Hamilton Status of Women Advisory Committee - February 27, 2020 (Item 5.1(g))

(viii) Advisory Committee for Immigrants and Refugees - September 12, 2019 (Item 5.1(h))

(ix) Advisory Committee for Immigrants and Refugees - January 9, 2020 (Item 5.1(i))

(x) Advisory Committee for Immigrants and Refugees - February 13, 2020 (Item 5.1(j))

(xi) Committee Against Racism - November 26, 2019 (Item 5.1(k))

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(e) WRITTEN DELEGATIONS (Item 6)

(i) Correspondence from John Stirling, respecting a $14,400.00 Park Dedication Fee for a 1 apartment unit in a commercial building (Item 6.1)

(VanderBeek/Collins)
That the written delegation from John Stirling, respecting a $14,400.00 Park Dedication Fee for a 1 apartment unit in a commercial building, be received.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(i) Amendments to the Outstanding Business List (Item 11.1)

(Pearson/VanderBeek)
That the following amendments to the Outstanding Business List, be approved:

(a) Items to be Removed (Item 11.1(a)):

2018 United Way Funding Review (Item 13.1)
Added: February 7, 2019 at AF&A - Item 13.1
Completed: February 20, 2020 AF&A - Item 10.3
OBL Item: M

Supply of Raw Water to 690 Strathearne Avenue North (FCS18049(b))
Added: February 7, 2019 at AF&A - Item 10.1
Completed: March 20, 2020 at GIC - Item 14.5
OBL Item: 19-B

Transit Program Initiative (Added Item 11.3)
Added: August 15, 2019 at AF&A - Item (g)(i)
Completed: June 3, 2020 at Council - Item 15.4(b)
OBL Item: 19-L

Everyone Rides Initiative Pilot Project (PW16086)
Added: September 14, 2016 at Council

Completed: June 3, 2020 at Council
OBL Item: E

(b) Additional Items to be Removed (Item 11.1(b)):

Converting Contractual Positions to Permanent
Added: March 27, 2019 at GIC - Final Operating Budget Report 19-002 (i)(3)(dd)
Completed: April 29, 2020 at Council - Item 15.4(f) Appendix A
OBL Item: 19-E

(c) Items Requiring a New Due Date (Item 11.1(c)):

10 Year Review of Medical Centre Optical – Bids, Proposals or Quotation
Added: February 17, 2011 at AF&A - AF&A Report 11-002 Item 13(b)
OBL Item: A
Original Due Date: Early 2020
Proposed Due Date: Fall 2020

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(g) PRIVATE AND CONFIDENTIAL (Item 12)

(i) February 20, 2020 – Closed Session Minutes (Item 12.1)

(Partridge/VanderBeek)

(a) That the Closed Session Minutes of the February 20, 2020 Audit, Finance and Administration Committee meeting, be approved as presented; and,

(b) That the Closed Session Minutes of the February 20, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson

NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(h) ADJOURNMENT (Item 13)

(Pearson/VanderBeek)
That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:08 a.m.

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

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
NOT PRESENT - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
NOT PRESENT - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk