



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 20-006

**9:30 a.m.
August 13, 2020
Council Chambers
Hamilton City Hall**

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

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 20-006 AND RESPECTFULLY RECOMMENDS:

1. CONSENT ITEMS:

That Consent Items 5.1 through 5.3 be received, as presented:

(i) 2020 First Quarter Request for Tenders and Proposals Report (FCS20033) (City Wide) (Item 5.1)

That Report FCS20033, respecting the 2020 First Quarter Request for Tenders and Proposals Report, be received.

(ii) 2020 First Quarter Emergency and Non-competitive Procurements Report (FCS20034) (City Wide) (Item 5.2)

That Report FCS20034, respecting the 2020 First Quarter Emergency and Non-competitive Procurements Report, be received.

(iii) First Quarter Non-compliance with the Procurement Policy Report (FCS20035) (City Wide) (Item 5.3)

That Report FCS20035, respecting the First Quarter Non-compliance with the Procurement Policy Report, be received.

2. 2020 City Enrichment Funding Recommendations (GRA20003(b)) (City Wide) (Item 8.1)

(a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$84,663 (as outlined in the attached Appendix "A" to Audit, Finance & Administration Report 20-006), be approved;

(b) That Staff be directed to continue to work with organizations whose Events have been cancelled as listed in Appendix "B" to Audit, Finance &

Administration Report 20-006 and report back with recommendations pending the submission of additional information;

- (c) That Staff be directed to continue to work with organizations whose Programs and Events status are Unknown, (as outlined in Appendix “C” to Audit, Finance & Administration Report 20-006) and report back regarding funding recommendations in a forthcoming report;
- (d) That, Appendix “D” to Report GRA20003(b), being the 2020 City Enrichment Fund Application Summary, be received.

3. Options for Relief from Municipal Fees and Charges for the Taxi Industry (FCS20067) (City Wide) (Item 8.2)

- (a) That Report FCS20067, respecting Options for Relief from Municipal Fees and Charges for the Taxi Industry, be received.
- (b) That staff be directed to defer payment of taxi licence fees until September 30, 2020.
- (c) That staff be directed to consult with other municipalities to review the current situation with regards to high insurance premiums on the taxi and snow plow industries and report back to the Audit, Finance & Administration Committee with their findings.

4. Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 8.3)

- (a) That the Management Action Plans as detailed in Confidential Appendix “B” to Report AUD20005, Special Audit Respecting Case 2019-013, be approved;
- (b) That the Executive Director of Human Resources and the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Confidential Appendix “B” Report AUD20005, Special Audit Respecting Case 2019-013) implemented; and,
- (c) That Confidential Appendix “A” and “B” to Report AUD20005, Special Audit Respecting Case 2019-013, remain confidential.

5. Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide) (Item 8.4)

- (a) That the Management Action Plans as detailed in Confidential Appendix “A” to Report AUD20004, Control Weaknesses Respecting Case 2019-26707, be approved;
- (b) That the General Manager of Healthy and Safe Communities be directed to instruct the appropriate staff to have the Management Action Plans (as

detailed in Confidential Appendix “A” to Report AUD20004, Control Weaknesses Respecting Case 2019-26707) implemented; and,

- (c) That Private and Confidential Appendix “A” to Report AUD20004, Control Weaknesses Respecting Case Number 2019-26707 remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

The agenda for the August 13, 2020 Audit, Finance and Administration Committee meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

Councillor Ferguson declared an interest to Item 8.2, Report FCS20067 respecting Options for Relief from Municipal Fees and Charges for the Taxi Industry as he is an investor in the taxi industry.

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

(i) July 9, 2020 (Item 3.1)

The Minutes of the July 9, 2020 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) CONSENT ITEMS

(i) Criteria for Participation in Assessment Appeals (FCS20063) (City Wide) (Item 5.4)

Report FCS20063, respecting the Criteria for Participation in Assessment Appeals, was referred back to staff for an additional report to include revised levels of participation respecting an appeal not being dependant on the assessed value of a property.

(e) DISCUSSION ITEMS (Item 8)

(i) Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 8.3)

Consideration of Report AUD20005, respecting Special Audit Respecting Case Number 2019-013, was DEFERRED until after discussion of Confidential Appendices “A” and “B” to Report AUD20005 has taken place in Closed Session.

(ii) Control Weaknesses Respecting Case 2019-26707 (AUD20004) (City Wide) (Item 8.4)

Consideration of Report AUD20004, respecting Control Weaknesses Respecting Case 2019-26707, was DEFERRED until after discussion of Confidential Appendix "A" to Report AUD20004 has taken place in Closed Session.

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

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

The following amendment to the Outstanding Business List, was approved:

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

City Council Correspondence from City of Hamilton's Taxi Brokers asking for some relief with municipal fees related to costs such as; plate renewal fees, lease renewals/registration fees, taxi cab license fees etc.

Added: May 27 and 28, 2020 at Council - Item 4.8

Completed: August 13, 2020 AF&A - Item 8.2

OBL Item: 20-D

(g) PRIVATE AND CONFIDENTIAL (Item 12)

(i) July 9, 2020 – Closed Minutes

(a) The Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, were approved as presented; and,

(b) The Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

Committee moved into Closed Session respecting Items 12.2 and 12.3, pursuant to Section 8.1, Sub-section (a) of the City's Procedural By-law 18-270, as amended, and Section 239(2), Sub-section (a) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to the security of the property of the municipality or local board.

(ii) Appendices "A" and "B" to Special Audit Respecting Case Number 2019-013 (AUD20005) (City Wide) (Item 12.2)

For disposition of this matter, refer to Item 4.

**(iii) Appendix “A” to Control Weaknesses Respecting Case 2019-26707
(AUD20004) (City Wide) (Item 12.3)**

For disposition of this matter, refer to Item 5.

(h) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:56 a.m.

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk