



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

1. CONSENT ITEMS:

(Johnson/Partridge)

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.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(Ferguson/Johnson)

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$84,663 (as outlined in the attached Appendix "A" to Report GRA20003(b)), be approved;
- (b) That Staff be directed to continue to work with organizations whose Events have been cancelled as listed in Appendix "B" to GRA20003(b) 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 Report GRA20003(b)) 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.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(Pearson/Partridge)

- (a) That Report FCS20067, respecting Options for Relief from Municipal Fees and Charges for the Taxi Industry, be received.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(Collins/Clark)

- (b) That staff be directed to defer payment of taxi licence fees until September 30, 2020.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(Clark/Pearson)

- (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.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

YES - Chair - Ward 1 Councillor Maureen Wilson
YES - Ward 15 Councillor Judi Partridge
YES - Ward 13 Councillor Arlene VanderBeek
CONFLICT - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(Ferguson/Clark)

- (a) That the Management Action Plans as detailed in Confidential Appendix "B" of Report AUD20005 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" to Report AUD20005) implemented; and,
- (c) That Confidential Appendices "A" and "B" to Report AUD20005, Special Audit Respecting Case 2019-013 remain confidential.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(Pearson/VanderBeek)

- (a) That the Management Action Plans as detailed in Confidential Appendix "A" of Report AUD20004 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) implemented; and,
- (c) That Private and Confidential Appendix "A" to Report AUD20004, Control Weaknesses Respecting Case Number 2019-26707 remain confidential.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

(Clark/Pearson)

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

Result: Motion CARRIED by a vote of 7 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson

YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

(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)

(Pearson/Partridge)

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

Result: Motion CARRIED by a vote of 7 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
NOT PRESENT - Ward 5 Councillor Chad Collins

(d) CONSENT ITEMS

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

That Report FCS20063, respecting the Criteria for Participation in Assessment Appeals, be 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.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(e) DISCUSSION ITEMS (Item 8)

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

(Clark/VanderBeek)

That consideration of Report AUD20005, respecting Special Audit Respecting Case Number 2019-013, be DEFERRED until after discussion of Confidential Appendices "A" and "B" to Report AUD20005 has taken place in Closed Session.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

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

(Clark/VanderBeek)

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

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - 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 (Added Item 11.1)

(Pearson/Johnson)

That the following amendment to the Outstanding Business List, be 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

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(g) PRIVATE AND CONFIDENTIAL (Item 12)

(i) July 9, 2020 – Closed Minutes

(Pearson/VanderBeek)

- (a) That the Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, be approved as presented; and,
- (b) That the Closed Session Minutes of the July 9, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

(Pearson/Johnson)

That Committee move 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.

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Chad Collins

(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)

(Pearson/Collins)

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

Result: Motion CARRIED by a vote of 8 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
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - 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