AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 20-007

9:30 a.m.
September 24, 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 20-007 AND RESPECTFULLY RECOMMENDS:

1. Procurement Sub-Committee Report 20-001 - August 27, 2020 (Item 9.1)

(a) Appointment of Chair and Vice-Chair (Item 1.1)

(i) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

(ii) That Councillor J.P. Danko be appointed as Vice-Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

(b) 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20022) (City Wide) (Item 9.1)

(i) That Appendix “A” to the Procurement Sub-Committee Report 20-001, be further amended to reflect the current wording in the Procurement Policy, as follows:

POLICY # 17 - Conflicts of Interest

(4) Any Contract with the City may be voided in which a member of Council or any employee of the City has an undeclared direct or indirect pecuniary interest.

(ii) That staff be directed to review Sub-Section (4), of Policy #17 – Conflicts of Interest, of the Procurement Policy and report back to the Procurement Sub-Committee at a future meeting; and

(iii) That a By-Law to adopt and maintain a Procurement Policy for the City of Hamilton, in substantially the form set out in Appendix “A” as further amended, to Audit, Finance & Administration Report 20-007, be enacted.

2. Water and Wastewater / Storm Back-billing Policy (FCS20070) (City Wide) (Item 9.2)

That the Water and Wastewater / Storm Back-billing Policy, attached as Appendix “B” to Audit, Finance & Administration Report 20-007, be approved for implementation effective upon Council approval.

3. 2020 City Enrichment Funding Recommendations (GRA20003(c)) (City Wide) (Item 9.3)

(a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of $154,943 (as outlined in the attached Appendix “C” to Audit, Finance & Administration Report 20-007), be approved;

(b) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of $11,908 (as outlined in the attached Appendix “D” to Audit, Finance & Administration Report 20-007), be approved pending the submission of additional information;

(c) That, Appendix “C” to Report GRA20003(c), being the 2020 City Enrichment Fund Application Summary, be received; and,

(d) That any funds not required in 2020 by organizations, as a result of programs or events being cancelled, reduced, or redesigned, be transferred to the City Enrichment Fund Reserve # 112230

4. 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide) (Item 9.4)

(a) That Report FCS20076 entitled 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31), be received; and,

(b) That the Clerk be directed to actively disseminate all future Freedom of Information reporting according to the City’s Routine Disclosure and Active Dissemination Policy through the City’s Website and discontinue the quarterly report.

5. Hamilton Anti-Racism Resource Centre Update (CM20007) (City Wide) (Item 9.5)

That Report CM20007, respecting the Hamilton Anti-Racism Resource Centre Update, be received.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 1)

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

9. DISCUSSION ITEMS

9.1 Procurement Sub-Committee Report 20-001 – referenced Report FCS20033. The original report was incorrectly numbered and should have been FCS20022. This has been corrected and references updated.

12. GENERAL INFORMATION AND OTHER BUSINESS

12.1(a) Amendments to the Outstanding Business List – Item to be Removed: Completed date was listed incorrectly and has now been corrected.

The agenda for the September 24, 2020 Audit, Finance and Administration Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) August 13, 2020 (Item 3.1)

The Minutes of the August 13, 2020 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) DELEGATION REQUESTS (Item 5)

The following Motion was **DEFEATED**, by a tied vote:

Delegation Requests 5.1 and 5.2, be approved for a future meeting:

5.1 Ryan Verkerk, respecting wastewater charges on their water bill

5.2 Young Kim, respecting his water and wastewater charges

(e) DISCUSSION ITEMS (Item 9)

(i) Procurement Sub-Committee Report 20-001 - August 27, 2020 (Item 9.1)

That Appendix “A” to the Procurement Sub-Committee Report 20-001, be ***further amended to reflect the current wording in the Procurement Policy***, as follows:

POLICY # 17 - Conflicts of Interest

(4) Any Contract ***with the City*** may be voided ~~at the discretion of the City where~~ ***in which*** a member of Council or any employee of the City has ***an undeclared*** direct or indirect pecuniary interest.

That staff be directed to review Sub-Section (4), of Policy #17 – Conflicts of Interest, of the Procurement Policy and report back to the Procurement Sub-Committee at a future meeting.

For further disposition of this matter, refer to Item 1.

(ii) 2019 Freedom of Information Quarterly Report - Quarter 4 (October 1 to December 31) (FCS20076) (City Wide) (Item 9.4)

That sub-section (b) ***be amended*** as follows:

(b) That the Clerk be directed to actively disseminate all future Freedom of Information reporting according to the City's Routine Disclosure and Active Dissemination Policy through the City's Website ***and discontinue the quarterly report.***

For further disposition of this matter, refer to Item 4.

(f) GENERAL INFORMATION / OTHER BUSINESS (Item 12)

(i) Amendments to the Outstanding Business List (Added Item 12.1)

The following amendments to the Outstanding Business List, were approved:

(a) Items to be Removed (Item 12.1(a)):

2020 City Enrichment Funding Recommendations (GRA20003) (City Wide)
Report Recommendations
Added: May 27 and 28, 2020 at Council - Item 5.4(a)
Completed: September 24, 2020 AF&A - Item 9.3
OBL Item: 20-E

2017 Q1 Emergency and Non-Competitive Procurements Report (FCS17011) – staff report back with recommendations and options in order for Councillors to comply with Policy 19 of the Procurement By-law (17-064).
Added: July 14, 2017 at Council
Completed: September 24, 2020 AF&A - Item 9.1
OBL Item: I

(g) PRIVATE AND CONFIDENTIAL (Item 13)

(i) August 13, 2020 – Closed Minutes

(a) The Closed Session Minutes of the August 13, 2020 Audit, Finance and Administration Committee meeting, were approved as presented; and,

(b) The Closed Session Minutes of the August 13, 2020 Audit, Finance and Administration Committee meeting, remain confidential.

(h) ADJOURNMENT (Item 14)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 11:07 a.m.

Respectfully submitted,

Councillor Wilson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk