



## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 20-007

9:30 a.m.  
September 24, 2020  
Council Chambers  
Hamilton City Hall

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

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### THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

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

(Clark/Pearson)

##### (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 ~~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.
- (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 Procurement Sub-Committee Report 20-001, be enacted.

**Result: Main Motion, As Amended, 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

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

**(Collins/Partridge)**

That the Water and Wastewater / Storm Back-billing Policy, attached as Appendix "A" to Report FCS20070, be approved for implementation effective upon Council approval.

**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

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

**(Johnson/Partridge)**

- (a) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$154,943 (as outlined in the attached Appendix "A" to Report GRA20003(c)), be approved;
- (b) That, the 2020 City Enrichment Fund recommended funding allocation in the amount of \$11,908 (as outlined in the attached Appendix "B" to Report GRA20003(c)), 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

**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

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

**(Clark/Johnson)**

- (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.***

**Result: Main Motion, As Amended, 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

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

**(Partridge/Pearson)**

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

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 1)**

The Committee Clerk advised of the following change 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.

**(Johnson/Clark)**

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

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

YES - Chair - Ward 1 Councillor Maureen Wilson  
NOT PRESENT - 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

**(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)**

**(Collins/Pearson)**

That the Minutes of the August 13, 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  
NOT PRESENT - 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

**(d) DELEGATION REQUESTS (Item 5)**

**(Johnson/Ferguson)**

That 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

**Result: Motion DEFEATED by a vote of 4 to 0, as follows:**

NO - Chair - Ward 1 Councillor Maureen Wilson  
YES - Ward 15 Councillor Judi Partridge  
YES - Ward 13 Councillor Arlene VanderBeek  
NO - Ward 12 Councillor Lloyd Ferguson  
YES - Ward 11 Councillor Brenda Johnson  
NO - Ward 10 Councillor Maria Pearson  
YES - Ward 9 Councillor Brad Clark  
NO - Ward 5 Councillor Chad Collins

**(e) DISCUSSION ITEMS (Item 9)**

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

**(Clark/VanderBeek)**

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.

**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

**(Clark/Partridge)**

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.

**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

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)**

**(Clark/Johnson)**

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.***

**Result: Amendment 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

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)**

**(Pearson/Johnson)**

That the following amendments to the Outstanding Business List, be 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

**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

(g) **PRIVATE AND CONFIDENTIAL (Item 13)**

(i) **August 13, 2020 – Closed Minutes**

**(Partridge/Pearson)**

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

(b) That the Closed Session Minutes of the August 13, 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

**(h) ADJOURNMENT (Item 14)**

**(Clark/Partridge)**

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

**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  
NOT PRESENT - 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

Respectfully submitted,

Councillor Wilson, Chair  
Audit, Finance and Administration  
Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk