



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 11-012

Wednesday, October 19, 2011

9:30 a.m.

Council Chambers

City Hall

71 Main Street West

Hamilton, Ontario

Present: Councillors B. Johnson (Vice Chair), B. Morelli and M. Pearson

**Absent with
Regrets:** Councillors B. Clark and R. Powers – Other City Business

Also Present: Councillor C. Collins
C. Murray, City Manager
R. Rossini, General Manager, Finance & Corporate Services
T. Tollis, City Treasurer
L. Friday, Director of Taxation
R. Male, Director of Financial Services
A. Pekaruk, Director of Audit Services
P. Barkwell, City Solicitor
S. Paparella Legislative Assistant, Office of the City Clerk

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

- 1. Monthly Status Report of Tenders and Requests for Proposals for August 13, 2011 to September 9, 2011 (FCS11004(e)) (City Wide) (Item 5.1)**

(Morelli/Pearson)

That Report FCS11004(e), respecting the Monthly Status Report of Tenders and Requests for Proposals for August 13, 2011 to September 9, 2011, be received.

CARRIED

2. Award of Contract (C12-07-11) Transmission Services (FCS11080) (City Wide) (Item 5.2)

(Pearson/Morelli)

That the Request for Tenders C12-07-11 for Transmission Services for City of Hamilton vehicles be awarded to the lowest compliant bid Ron's Transmission Services Inc., with an estimated expenditure of \$65,000 for a three year period.

CARRIED

3. Award of Contract (C12-06-11) Inventory Management & Supply of Windshield Washer Fluid (FCS11081) (City Wide) (Item 5.3)

(Pearson/Morelli)

That Request for Tenders C12-06-11 for Inventory Management & Supply of Windshield Washer Fluid be awarded to the lowest compliant bid Vulsay Industries Ltd., with an estimated annual expenditure of \$25,700.

CARRIED

4. Award of Contract (C12-08-11) Inventory Management & Supply of Engine Antifreeze (FCS11086) (City Wide) (Item 5.4)

(Pearson/Morelli)

That Request for Tenders C12-08-11 Inventory Management & Supply of Engine Antifreeze be awarded to the lowest compliant bid Barton Auto Parts Ltd., with an estimated annual expenditure of \$50,240.

CARRIED

5. Tile Drainage Loan (McIntyre) (FCS11082) (Ward 14) (Item 5.5)

(Pearson/Morelli)

That the Tile Drainage Loan Application submitted by Alex McIntyre, 1876 5th Concession Road West, (part of Lots 17 and 18, Concession 4, former Town of Flamborough), in the amount of \$12,000.00 be approved, subject to the availability of Provincial funding and an Inspection Completion Certificate being filed with the City by the Drainage Inspector.

CARRIED

6. Award of Contract (C12-03-11) Emergency Roof Repairs, as Required (FCS11089) (City Wide) (Item 5.6)

(Pearson/Morelli)

That Request for Tenders C12-03-11 for Emergency Roof Repairs, as required, for City of Hamilton facilities be awarded to the lowest compliant bid, A.M. Roofing Systems Inc., with an estimated total expenditure of \$351,600 for a five year period.

CARRIED

7. **2010 Audited Financial Statements for the City of Hamilton Business Improvement Areas (FCS11090) (City Wide) (Item 5.7)**

(Pearson/Morelli)

That Report FCS11090, respecting the 2010 Audited Financial Statements for the City of Hamilton Business Improvement Areas, be received.

CARRIED

8. **Amended Water Leak Adjustment Policy (FCS11071) (City Wide) (Referred from Council on September 14, 2011) (Item 8.1)**

(Pearson/Morelli)

(a) That the amended Water Leak Adjustment Policy, attached as Appendix "A" to Report FCS11071, be approved.

(b) That the limit on accessibility for claims to the Water Leak Adjustment Policy be limited to one claim per owner.

**AMENDMENT CARRIED
MOTION AS AMENDMENT CARRIED**

Councillor B. Johnson wished to be recorded as OPPOSED to Item 8.1, as amended.

9. **Treasurer's Write-Off of Taxes under Section 354 of the Municipal Act, 2011 (FCS11085) (Wards 3 and 10) (Item 8.2)**

(Morelli/Pearson)

(a) That the Treasurer, under Section 354(4) (b) of the Municipal Act, 2001, write off taxes as uncollectible on two properties known as 0 Orr Crescent and one property known as O Adriatic Boulevard (Tax Roll Numbers 003.310.59201, 59250 and 75065) (Ward 10) in the amount of \$35,591, as set out in Appendix A to Report FCS11085, as conducting a tax sale would not be ineffective and not in the best interest of the municipality;

(b) That the Treasurer, under Section 354(3) of the Municipal Act, 2001, write-off taxes as uncollectible due to a failed tax sale on two properties known as 0 Douglas Street (Tax Roll Number 030.221.09220 and 09210) (Ward 3) in the amount of \$48,934, as set out in Appendix B to Report FCS11085.

CARRIED

10. Development Charges Exemption – Lodging Residence Addition (25 additional bedrooms) for Ronald McDonald House Hamilton, 1510 Main St. West, Hamilton (FCS11078) (City Wide) (Item 8.3)

(Morelli/Pearson)

- (a) That the Municipal Development Charge Liability of \$194,750 for a Lodging Residence Addition (25 additional bedrooms) for Ronald McDonald House, 1510 Main Street West, Hamilton, be exempted;
- (b) That the Parkland Dedication Fees in the amount of \$16,558 be exempted;
- (c) That Development Charge Deferral Agreement #128 between the City of Hamilton and Kids Care Oncology Central West Ontario (Ronald McDonald House Hamilton) be amended as per recommendation (a).

CARRIED

11. Accounts Receivable Write-offs for September 2011 (FCS11092) (City Wide) (Item 8.4)

(Morelli/Pearson)

- (a) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible accounts receivables in the amount of \$159,130.83, attached as Appendix 'A' to Report FCS11092;
- (b) That the Schedule of Accounts Receivable Write-offs (under \$1,000), attached as Appendix 'B' to Report FCS11092, be received for information.

CARRIED

12. Annual Follow Up of Outstanding Audit Recommendations (AUD11030) (City Wide) (Item 8.5)

(Pearson/Morelli)

- (a) That Report AUD11030, respecting the Annual Follow Up of Outstanding Audit Recommendations, be received; and,
- (b) That Item "T" on the Audit, Finance and Administration Committee Outstanding Business List, respecting Matrix – Outstanding Audit Report Recommendations, be removed from the Audit, Finance and Administration Committee Outstanding Business List.

CARRIED

13. Governance Review Sub-Committee Report 11-004 (Item 8.6)

(i) Council Meeting Start Times (Item 4.1)

(Pearson/Morelli)

- (a) That Council commence a pilot program in January 2012 for a 4-month period where Council meetings start at 5:00 pm;
- (b) That Council meetings, which begin at 5:00 pm, will be tape delayed and broadcasted on Cable 14 at 7:00 pm; and,
- (c) That public consultation take place in the fourth month of the pilot program.

CARRIED

14. Hamilton Waterfront Trust – Liability Claim Litigation Update and Insurance Information (FCS11093) (City Wide) (Item 12.1)

(Morelli/Pearson)

That Report FCS11093, respecting the Hamilton Waterfront Trust – Liability Claim Litigation Update and Insurance Information, be referred to the General Issues Committee for consideration.

CARRIED

15. Employer Paid Parking (FCS11040/LS11012) (City Wide) (Item 12.2)

(Morelli/Pearson)

That Report FCS11040/LS11012, respecting Employer Paid Parking, be referred to the General Issues Committee for consideration.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Pearson/Morelli)

That the agenda for the October 19, 2011 Audit, Finance & Administration Committee meeting be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) September 21, 2011 (Item 3.1)

(Morelli/Pearson)

That the Minutes of the September 21, 2011 meeting of the Audit, Finance and Administration Committee, be approved.

CARRIED

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

(i) Outstanding Business List (Item 11.1)

(Pearson/Morelli)

That the proposed new due dates for the following Outstanding Business List items, be approved:

- (a) Item D: Strategy to Deal with Areas that are Chronically Under-Funded

Current Due Date: October 5, 2011

Proposed New Due Date: Fourth Quarter of 2011

- (b) Item S: Vacant Lots – 119 Young Street and 121 Young Street, Hamilton – Request for Extension of the Development Charge Demolition Credit

Current Due Date: October 19, 2011

Proposed New Due Date: November 9, 2011

CARRIED

(e) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Employer Paid Parking (FCS11040/LS11012) (City Wide) (Item 12.2)

(Pearson/Morelli)

That Committee move into Closed Session, at 10:10 a.m., respecting Report FCS11040/LS11012, Employer Paid Parking, pursuant to Section 8.1, Sub-sections (e) and (f) of the City's Procedural By-law 03-301, and Section 239, Sub-sections (e) and (f) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and, the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

(Morelli/Pearson)

That Committee reconvene in Open Session at 10:20 a.m.

CARRIED

Refer to Item 15 of these Minutes for Committee's disposition respecting this matter.

(f) ADJOURNMENT (Item 13)

(Pearson/Morelli)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 10:22 a.m.

CARRIED

Respectfully submitted,

Councillor B. Johnson, Vice Chair
Audit, Finance and Administration Committee

Stephanie Paparella
Legislative Assistant
October 19, 2011