



AUDIT, FINANCE & ADMINISTRATION COMMITTEE MINUTES 12-003

Monday, March 19, 2012

9:30 a.m.

Council Chambers

City Hall

71 Main Street West

Hamilton, Ontario

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

Also Present: Councillor C. Collins
C. Murray, City Manager
R. Rossini, General Manager, Finance & Corporate Services
T. Tollis, City Treasurer
H. Tomasik, Exec. Director, H. R. & Organizational Development
T. McCabe, General Manager, Planning & Economic Development
A. Pekaruk, Director, Audit Services
S. Paparella, Legislative Coordinator, Office of the City Clerk

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

- 1. Hamilton Future Fund Investment Performance Report - December 31, 2011 (FCS11077(a)) (City Wide) (Item 5.1)**

(Morelli/Powers)

That Report FCS11077(a), respecting the Hamilton Future Fund Investment Performance Report - December 31, 2011, be received.

CARRIED

- 2. Cemetery Accounts Investment Performance Report - December 31, 2011 (FCS11076(a)) (City Wide) (item 5.2)**

(Morelli/Powers)

That Report FCS11076(a), respecting the Cemetery Accounts Investment Performance Report - December 31, 2011, be received.

CARRIED

3. **Reserve/Revenue Fund Investment Performance Report - December 31, 2011 (FCS11075(a)) (City Wide) (Item 5.3)**

(Morelli/Powers)

That Report FCS11075(a), respecting the Reserve/Revenue Fund Investment Performance Report - December 31, 2011, be received.

CARRIED

4. **Monthly Status Report of Tenders and Requests for Proposals for December 10, 2011 to December 31, 2011 (FCS11004(i)) (City Wide) (Item 5.4)**

(Morelli/Powers)

That Report FCS11004(i), respecting the Monthly Status Report of Tenders and Requests for Proposals for December 10, 2011 to December 31, 2011, be received.

CARRIED

5. **Monthly Status Report of Tenders and Requests for Proposals for January 1, 2012 to February 17, 2012 (FCS12018) (City Wide) (Item 5.7)**

(Pearson/Powers)

That Report FCS12018, respecting the Monthly Status Report of Tenders and Requests for Proposals for January 1, 2012 to February 17, 2012, be received.

CARRIED

6. **Tax Appeals under Section 357 and 358 of the Municipal Act, 2001 (FCS12007(b)) (City Wide) (Item 5.8)**

(Pearson/Powers)

(a) That Appendix "A" attached to Report FCS12007(b) respecting the "Tax Write-Offs processed under Section 357 of the Municipal Act, 2001", in the amount of \$54,294 be approved;

(b) That Appendix "B" attached to Report FCS12007(b) respecting the "Tax Appeals due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the Municipal Act, 2001", in the amount of \$7,743 be approved.

CARRIED

7. **Follow Up of Audit Report 2010-02 - Public Health Services - Food Safety Program (AUD12005) (City Wide) (Item 5.9)**

(Powers/Clark)

(a) That Report AUD12005, respecting the follow up of Audit Report 2010-02, Public Health Services – Food Safety Program, be received.

- (b) That the issue of public notification when a Food Safety Program green card is removed from an eating establishment, due to infractions noted during a food premise inspection, be placed on the Board of Health agenda for discussion.

CARRIED

8. Follow Up of Audit Report 2010-04 - Transit Ticket Agents (AUD12006) (City Wide) (Item 5.10)

(Pearson/Morelli)

That Report AUD12006, respecting the follow up of Audit Report 2010-04, Transit Ticket Agents, be received.

CARRIED

9. Report of the 2011 Remuneration and Expenses, as required under Section 284 of the Municipal Act, 2001 (FCS12017) (City Wide) (Item 5.11)

(Pearson/Morelli)

That Report FCS12017, respecting the 2011 Councillor Remuneration and Expenses, as required under Section 284 of the Municipal Act, 2001, be received.

CARRIED

10. Word Recognition Software Recommendation from Audit Report 2010-08 - Human Resources Recruitment and Selection (HUR12003) (City Wide) (Item 5.12)

(Clark/Pearson)

That Report HUR12003, respecting Word Recognition Software Recommendation from Audit Report 2010-08 - Human Resources Recruitment and Selection, be received.

CARRIED

11. Annual Performance Reporting – Savings Generated from the Management of Information Services Contracts (FCS12022) (City Wide) (Item 5.13)

(Pearson/Morelli)

That Report FCS12022, respecting Annual Performance Reporting – Savings Generated from the Management of Information Services Contracts, be received.

CARRIED

12. Item 4 of the Governance Review Sub-Committee Report 12-001, respecting the Review of the City's Procedural By-law – Standing Committee Mandates as it Relates to Recent Department Reporting Structure Changes (City Wide) (CL12001) (Item 8.1)

(Powers/Pearson)

- (a) That the Culture and Tourism Division cease reporting to the Emergency and Community Services Committee, and report to the General Issues Committee for a one year trial period commencing in April 2012;
- (b) That Culture and Tourism Division's reports pertaining to museums and heritage preservation matters, report to the Planning Committee;
- (c) That the Hamilton Veterans' Committee continue to report to the Emergency & Community Services Committee;
- (d) That the Arts Advisory Commission report to the General Issues Committee;
- (e) That the Hamilton Historical Board report to the Planning Committee; and,
- (f) That staff be directed to report back to the Governance Review Sub-Committee prior to the end of the one year term with results of the one year trial.

CARRIED

13. Audit Report 2011-09 - Information Services Software Asset Management (AUD12001) (City Wide) (Item 8.2)

(Clark/Powers)

- (a) That Report AUD12001, respecting Audit Report 2011-09, Information Services Software Asset Management, be received;
- (b) That the Management Action Plans, as detailed in Appendix "A" of Report AUD12001, be approved; and,
- (c) That the General Manager of Finance & Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD12001) implemented.

CARRIED

14. Audit Report 2011-11 - PRESTO - Financial Controls (AUD12002) (City Wide) (Item 8.3)

(Powers/Clark)

- (a) That Report AUD12002, respecting Audit Report 2011-11, PRESTO – Financial Controls, be received;

- (b) That the Management Action Plans as detailed in Appendix "A" of Report AUD12002 be approved; and,
- (c) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD12007) implemented.

CARRIED

15. Audit Report 2011-12 - Parking Infractions & Enforcement (AUD12003) (City Wide) (Item 8.4)

(Powers/Pearson)

- (a) That Report AUD12003, respecting Audit Report 2011-12, Parking Infractions & Enforcement, be received;
- (b) That the Management Action Plans, as detailed in Appendix "A" of Report AUD12003, be approved; and,
- (c) That the General Manager of Planning and Economic Development be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD12003) implemented.

CARRIED

16. Theatre Aquarius' Grant Request – Energy Retrofit Project (Item 10.1)

(Powers/Pearson)

That Theatre Aquarius' one-time grant request in an amount of up to \$253,000 for their Energy Retrofit Project, to be funded from the 2011 year end surplus, be approved.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

- (i) Added as Item 10.1, a Notice of Motion respecting a Grant Request from Theatre Aquarius for their Energy Retrofit Project

(Clark/Pearson)

That the agenda for the March 19, 2012 Audit, Finance & Administration Committee meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) February 13, 2012 (Item 3.1)

(Powers/Morelli)

That the Minutes of the February 13, 2012 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

**(i) Ian Rowe, President, Canadian Condominium Institute (CCI),
respecting Fair Taxation for Condominium Corporations (Item 4.1)**

The Committee Clerk was directed to obtain a copy of the Canadian Condominium Institute's By-law and the composition of the Corporation, and to forward that information to Committee.

(Powers/Pearson)

That the delegation request, submitted by Ian Rowe, President, Canadian Condominium Institute (CCI), respecting Fair Taxation for Condominium Corporations, be approved.

CARRIED

**(e) Addendums to Construction Contracts in a One Year Period (FCS12025)
(City Wide) (Item 5.5)**

(Clark/Pearson)

(a) That Report FCS12025, respecting the Addendums to Construction Contracts in a One Year Period, be tabled.

(b) That the appropriate staff be directed to prepare a more detailed report respecting the high number of addendums, as outlined in Appendix A to Report FCS12025, and the reasons for each, and report back to the Audit, Finance & Administration Committee.

CARRIED

- (f) Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011 (FCS11005(c)) (City Wide) (Item 5.6)**

(Clark/Pearson)

- (a) That Report FCS11005(c), respecting the Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011, be tabled.
- (b) That the appropriate staff be directed to prepare a more detailed report, outlining the reasons for the number of single and sole source vendors in the procurement of goods and services, as shown in Appendix A to Report FCS11005(c), and report back to the Audit, Finance & Administration Committee.

CARRIED

- (g) Governance Sub-Committee Report 12-001, February 6, 2012 (Item 8.5)**

(Clark/Powers)

That sub-section (d) of the Governance Sub-committee Report 12-001, as amended, be lifted from the table.

CARRIED

- (h) Theatre Aquarius' Grant Request – Energy Retrofit Project (Item 10.1)**

Councillor Powers introduced the following Notice of Motion:

That Theatre Aquarius' one-time grant request in an amount of up to \$253,000 for their Energy Retrofit Project, to be funded from the 2011 year end surplus, be approved.

(Powers/Pearson)

That the Rules of Order be waived to allow for the introduction of a Motion respecting Theatre Aquarius' grant request for their Energy Retrofit Project.

CARRIED

Refer to Item 16 for Committee's disposition.

- (i) GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

11.1 Amendments to the Outstanding Business List

(Powers/Pearson)

That the following items be considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List:

- (i) Item "E" – Annual Performance Reporting – Savings Generated from the Management of Information Services Contract (FCS12022)
- (ii) Item "J" – Departmental Use of the Commercial Advertising and Sponsorship Policy (*Councillor was satisfied with same information provided at the General Issues Committee.*)

CARRIED

(j) ADJOURNMENT (Item 13)

(Pearson/Clark)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 10:24 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
March 19, 2012