



AUDIT, FINANCE & ADMINISTRATION COMMITTEE REPORT 13-002

9:30 a.m.
Monday, February 11, 2013
Council Chambers
Hamilton City Hall
71 Main Street West

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

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 13-002 AND RESPECTFULLY RECOMMENDS:

**1. Freedom of Information Quarterly Report (October 1 to December 1, 2012)
(CL12004(c)) (City Wide) (Item 5.1)**

That Report CL12004(c), respecting the Freedom of Information Quarterly Report (October 1 to December 1, 2012), be received.

**2. Monthly Status Report of Tenders and Requests for Proposals for
November 10, 2012 to December 31, 2012 (FCS12018(i)) (City Wide) (Item
5.2)**

That Report FCS12018(i), respecting the Monthly Status Report of Tenders and Requests for Proposals for November 10, 2012 to December 31, 2012, be received.

**3. 2013 Property and Liability Insurance Renewal (FCS13008) (City Wide) (Item
5.3)**

(a) That the Liability and Property Insurance coverage for the term January 1, 2013 to January 1, 2014, be renewed through Jardine Lloyd Thompson Canada Inc. (JLT) at a cost of \$3,715,789 (net of applicable taxes), in accordance with Appendix "A" attached to Report 13-002, to be funded through the 2013 Risk Management Services Budget; and,

Council – February 13, 2013

- (b) That the Acting General Manager, Finance and Corporate Services, be authorized and directed to execute all associated documents on behalf of the City, respecting the renewal of the Liability and Property Insurance coverage for the term January 1, 2013 to January 1, 2014 through Jardine Lloyd Thompson Canada Inc. (JLT).

4. Treasurer's Apportionment of Land Taxes (FCS13001(a)) (Ward 15) (Item 5.4)

That the 2012 land taxes in the amount of \$2,088, for 115 Thornlodge Drive, Flamborough (Roll #2518 303 350 80128 0000), be apportioned and split amongst the four newly created parcels as set out in Appendix "B" to Report 13-002.

5. Elimination of the Canadian Penny (FCS13019) (City Wide) (Item 5.5)

That Report FCS13019, respecting the Elimination of the Canadian Penny, be received.

6. Treasurer's Apportionment of Land Taxes (FCS13001(b)) (Ward 2) (Item 5.6)

That the 2009 and 2010 land taxes in the amount of \$1,843, for 0 Bay St. N., Hamilton (Roll #2518 020 123 00050 0000), be apportioned and split amongst the three newly created parcels as set out in Appendix "C" to Report 13-002.

7. Green Venture for Open Streets Hamilton (SE-9) (GRA12006(a)) (Item 8.1)

- (a) That Report GRA12006(a), respecting Green Venture for Open Streets Hamilton (SE-9), be received; and,
- (b) That the funding request in the amount of \$4,000 for the Green Venture Open Streets Hamilton, to be funded from the 2012 Community Partnership Program, be denied.

8. Treasurer's Write-off of Taxes under Section 354 of the *Municipal Act*, 2001 (FCS13004(a)) (Ward 3) (Item 8.2)

That approval be given to write-off taxes of \$24,655 for 88 Keith Street as a result of a failed tax sale of the property and subsequent sale of the property by Real Estate closing March 15, 2013.

9. Car and Light Truck Automotive Maintenance and Repair Services Request for Proposals Award (PW13007) (City Wide) (Item 8.3)

That Request for Proposals C11-08-12 for Car and Light Truck Automotive Maintenance and Repair Services be awarded to:

- (i) Barton Truck Centre Ltd.; and,
- (ii) Cino Automotive Repairs Incorporated

for the fixed labour and parts pricing contained in the Request For Proposals for the initial term of one year, with a maximum of three further one-year term renewals, at the sole discretion of the City.

10. Water/Wastewater User Service Fee and Charges Policy (FCS11025(d)) (City Wide) (Item 8.4)

That the Water/Wastewater User Service Fee and Charges Policy, as outlined in Appendix "D" to Report 13-002, be approved.

11. Grants Sub-Committee Report 13-001, January 22, 2013 (Item 8.5)

(a) Late 2012 Community Partnership Program – Culture Stream Request for Funding the Print Biennale (GRA12013) (City Wide) (Item 4.1)

That the funding request in the amount of \$4,000, from Centre 3 for Print and Media Arts, for the Print Biennale, be approved.

(b) Request for Advance 2013 Community Partnership Program Payments (GRA13001) (City Wide) (Item 4.2)

- (i) That staff be authorized and directed to provide advance monthly payments, to 2013 Community Partnership Program applicants, as shown in Appendix "E" to Report 13-002, based upon 2012 funding levels, prior to final approval of the 2013 Community Partnership Program budget.
- (ii) That any outstanding arrears due to the City of Hamilton, by any of the organizations, listed in Appendix "E" to Report 13-002, be paid in full utilizing the approved advance funding, prior to the organization receiving any Community Partnership Program funding.

(c) 2012 Community Partnership Program Financial Budget Update (GRA13002) (City Wide) (Item 4.3)

- (i) That the additional Event Road Closure Services (for Police Services) billings for 2012 in the amount of \$104,424, be approved and funded from the remaining 2012 Community Partnership Program Surpluses.
- (ii) That the Police Services Invoice for Argyll Remembrance Day Parade (which was not included in initial estimates) for \$1,544 (including HST) be funded one-time from the 2012 Community Partnership Surpluses.
- (iii) That the amount relating to the Print Biennale (GRA12013) \$4,000 be accrued for 2012, pending approval of recommendation within (GRA12013).
- (iv) That the amounts relating to Green Venture (Open Streets), cash \$6,942 and Police Services actual cost of \$11,132 be accrued, pending direction from Council (GRA12006(a)).
- (v) That the overall 2012 Community Partnership Program Surplus, in the amount of \$71,969 be transferred to the Community Partnership Reserve Account #112230.

(d) Increase to the 2013 Community Partnership Program Budget (Item 6.2)

That the following be referred to the General Issues Committee for consideration during the 2013 budget deliberations:

That the 2013 Community Partnership Program budget be increased by 2%, in the amount of \$64,243, in order to fund the deficit in Special Event Police funding, to be funded from a source to be determined by Finance staff.

12. Correspondence from the Regional Municipalities of Halton re: Ontario Municipal Board Costs – Provincial Growth Plans (Item 11.3)

That the resolution from the Regional Municipality of Halton, respecting Ontario Municipal Board Costs – Provincial Growth Plans, which reads as follows, be endorsed:

OMB Costs – Provincial Growth Plan

WHEREAS the Region was required by the Province to bring Halton's Official Plan into conformity with the Provincial Growth Plan, as mandated by the *Places to Grow Act*;

AND WHEREAS the Region approved Regional Plan Amendment No. 37 on June 3, 2009 and approved Regional Plan Amendment No. 38 on December 16, 2009, as required by the Province under *the Places to Grow Act*; thereby, fulfilling the requirement to achieve conformity with the Provincial Growth Plan, at significant cost to the Region;

AND WHEREAS the Province approved Regional Plan Amendment No. 37 on November 25, 2009 and approved Regional Plan Amendment No. 38 on November 24, 2011;

AND WHEREAS the Region passed a resolution on July 7, 2010 requesting the Province take responsibility for any Ontario Municipal Board hearings relating to the aforesaid approvals and to assume responsibility for all costs incurred by the Region to defend the Growth Plan conformity exercise;

AND WHEREAS the Region has received a total of 41 appeals to Regional Official Plan Amendment Nos. 37 and 38 and must now defend the Official Plan and the Growth Plan conformity exercise undertaken by the Region at an Ontario Municipal Board hearing;

AND WHEREAS the hearing to resolve these appeals is scheduled to commence on September 23, 2013, for a period of 19 weeks and will require the participation of various legal, planning and other expert witnesses, the cost of which to Halton's taxpayers will be several million dollars;

AND WHEREAS it continues to be the Regions firm position that because it is the Province through legislation that has mandated municipalities to achieve conformity with the Growth Plan, as set out in the *Places to Grow Act*, municipalities should not be required to assume the costs of defending their respective Growth Plan conformity exercises on an appeal to the Ontario Municipal Board.

NOW THEREFORE BE IT RESOLVED:

- (a) That Regional Council reaffirms its resolution of July 7, 2010, attached as Appendix "1" hereto;
- (b) That this resolution be forwarded to the Premier and the Minister of Municipal Affairs and Housing, Halton's MPPs and all party leaders in Ontario for their consideration and action;

- (c) That this resolution be forwarded to the City of Burlington and the Towns of Oakville, Milton and Halton Hills, to all other Regional and local municipalities within the Golden Horseshoe area affected by the Provincial Growth Plan and to the Association of Municipalities of Ontario for their consideration and endorsement; and,
- (d) That this resolution be forwarded to all other recipients of Regional Council's original resolution of July 7, 2010, for their information and action.

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

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

Both delegates for Items 6.1 and 6.2 have withdrawn their requests from the agenda:

- 6.1 Sunil Angrish, respecting Green Venture's Community Partnership Program Grant Application for Open Streets Hamilton
- 6.2 Pete Wobschall, Director, Green Venture, respecting Green Venture's Community Partnership Program Grant Application for Open Streets Hamilton

The agenda for the February 11, 2013 Audit, Finance & 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) January 17, 2013 (Item 3.1)

The Minutes of the January 17, 2013 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) Green Venture for Open Streets Hamilton (SE-9) (GRA12006(a)) (Item 8.1)

The Item, respecting Green Venture for Open Streets Hamilton (SE-9) (GRA12006(a)), was lifted from the table for consideration.

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

(i) Resignation from the Advisory for Immigrants & Refugees (11.1)

The resignation from the Advisory Committee for Immigrants and Refugees, submitted by David Hosten, was received.

(ii) Various Advisory Committee Minutes (Item 11.2):

The following Advisory Committee minutes were received:

1. Status of Women Advisory Committee, August 23, 2012
2. Hamilton Mundialization Committee, October 17, 2012
3. Immigrant & Refugee Advisory Committee, January 12, 2012
4. Immigrant & Refugee Advisory Committee, February 9, 2012
5. Immigrant & Refugee Advisory Committee, March 8, 2012
6. Immigrant & Refugee Advisory Committee, April 12, 2012
7. Immigrant & Refugee Advisory Committee, May 10, 2012
8. Immigrant & Refugee Advisory Committee, June 14, 2012
9. Immigrant & Refugee Advisory Committee, July 12, 2012
10. Immigrant & Refugee Advisory Committee, November 8, 2012
11. Immigrant & Refugee Advisory Committee, December 13, 2012
12. Aboriginal Advisory Committee, October 4, 2012
13. Aboriginal Advisory Committee, November 1, 2012
14. Committee Against Racism, January 24, 2012

15. Committee Against Racism, February 28, 2012
16. Committee Against Racism, March 27, 2012
17. Committee Against Racism, April 24, 2012
18. Committee Against Racism, May 22, 2012
19. Committee Against Racism, June 26, 2012
20. Committee Against Racism, July 24, 2012
21. Committee Against Racism, September 25, 2012

(iii) Amendments to the Outstanding Business List (Item 11.4):

(aa) Outstanding Business List Items to be Removed:

The following items were considered complete and removed from the Audit, Finance & Administration Committee's outstanding business list:

1. Item "M" – Delegation Request: Sunil Angrish (formerly Matthew Sweet), re: Green Venture's Community Partnership Program grant application for Open Streets Hamilton
2. Item "N" – Delegation Request: Pete Wobschall, Director, Green Venture, Re: Green Venture's Community Partnership Program grant application for Open Streets
3. Item "P" – Green Venture for Open Streets Hamilton (SE-9) (GRA12006(a))
4. Item "Y" – Water, Wastewater and Stormwater Rate Structure Review – Use Fee & Charges Policy (FCS11025(d))
5. Item "CC" - Correspondence from the Regional Municipalities of Halton respecting Ontario Municipal Board Costs – Provincial Growth Plans

(bb) Proposed New Due Dates Requiring Approval:

The following proposed new due date was approved:

1. Item "R" – Succession and Management Leadership Development
Current Due Date: February 11, 2013
Proposed New Due Date: April 15, 2013

(f) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance & Administration Committee adjourned at 9:55 a.m.

Respectfully submitted,

Councillor M. Pearson, Chair
Audit, Finance & Administration Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

CITY OF HAMILTON
2013 PROPERTY AND LIABILITY INSURANCE RENEWAL
COVERAGES AND LIMITS

TYPE OF COVERAGE	COVERAGE	DEDUCTIBLE
Municipal Liability	*5,000,000	250,000
Errors & Omissions Liability	Included	
Non Owned Auto	Included	
Excess Liability	Included	
Municipal Conflict of Interest	100,000	
Legal Expense	250,000	
Comprehensive Crime	10,000,000	10,000
Crime Excess	Included	
	\$2.55 Billion	
Property	Replacement Value	500,000
Boiler	Included	100,000
City Auto	*5,000,000	500,000
Garage Liability Insurance	*5,000,000	
Environmental Impairment Liability (including WWTP)	10,000,000	500,000
	43,000,000	
HSR Rolling Stock (Transit)	(Included in Property)	50,000
HSR Auto Fleet	*5,000,000	100,000
Excess Umbrella		
Excess over; General Liability, City Auto Fleet, HSR Auto Fleet, Garage Auto Liability	*45,000,000	NIL
Directors' And Officers' Liability (HECFI - stand alone policy)	3,000,000	35,000

CITY OF HAMILTON		
2013 PROPERTY AND LIABILITY INSURANCE RENEWAL		
INSURANCE PREMIUM COMPARISON		
	2012-2013	2013-2014
Total of all policies (Net of Taxes)	3,652,095	3,715,789
Taxes	145,242	145,875
Grand Total	3,797,337	3,861,664

APPORTIONMENT OF TAXES

That the original land taxes recorded against;

- (a) **Roll #2518 303 850 80128 0000** – (115 Thornlodge Dr., Flamborough) in the amount of \$2,088.13 be split amongst the four newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2012	113 Thornlodge Drive	2518 303 850 80127 0000	41,568	\$ 529.28
2012	115 Thornlodge Drive	2518 303 850 80128 0000	39,619	504.44
2012	117 Thornlodge Drive	2518 303 850 80130 0000	39,619	504.44
2012	119 Thornlodge Drive	2518 303 850 80131 0000	43,194	549.97
		Total	164,000	\$ 2,088.13

APPORTIONMENT OF TAXES

That the original land taxes recorded against;

Roll #2518 020 123 00050 0000 – (0 Bay St. N., Hamilton) in the amount of \$1,843.04 be split amongst the three newly created lots listed below:

YEAR	ADDRESS	ROLL NUMBER	APPORTIONED ASSESSMENT	TAX AMOUNT
2009	0 Bay St. N.	2518 020 123 00050 0000	3,038	\$ 131.35
2010	0 Bay St. N.	2518 020 123 00050 0000	3,225	139.44
2009	0 Bay St. N.	2518 020 123 00052 0000	13,780	595.83
2010	0 Bay St. N.	2518 020 123 00052 0000	14,630	632.58
2009	0 Bay St. N.	2518 020 123 01300 0000	3,857	166.77
2010	0 Bay St. N.	2518 020 123 01300 0000	4,095	177.07
		Total	42,625	\$ 1,843.04

POLICY TITLE: Water/Wastewater User Service Fee and Charges Policy

POLICY NO: PP-0010

LAST REVISION DATE: February 13, 2013

EFFECTIVE DATE: February 13, 2013

MANAGER REVIEWED: Tom Hewiston

TO BE REVIEWED: January 2018

MAINTENANCE RESPONSIBILITY: Senior Policy Advisor, Financial Planning & Policy Section

I GENERAL

The Water/Wastewater User Fee and Charges Policy sets out a consistent and transparent approach for establishing and managing user fees in compliance with best practices. The Policy promotes fairness and equity by recovering the cost of services from those who receive direct benefits from the service. The Policy requires periodic review and update of user fees based on factors such as inflation, other cost increases, service level changes and delivery methods, and the need to ensure that user fee revenues do not exceed the cost of providing the respective services.

II BACKGROUND

User fees and charges are applicable for various water/wastewater related services provided on an individual basis to customers such as water turn on or off, laboratory services, etc. These fees are necessary to recover the full costs of such water/wastewater services otherwise these services would be subsidized by water consumers at large. Similar to water rates, service fees require periodic review and amendments, as necessary, to ensure equitable rates & fees, sustain adequate reserve funds and maintain fiscal balance.

The Water/Wastewater User Fee and Charges Policy was adopted to act as a framework for setting/reviewing water/wastewater service fees and charges on a regular basis.

III POLICY

The Water/Wastewater User Fee and Charges Policy incorporates the following elements:

Establishing Fees

The following principles are considered in developing and implementing service charges:

1. Revenue fees should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support

costs such as accounting, personnel, data processing, vehicle maintenance and insurance.

3. The method of assessing and collecting fees should be as simple as possible so that the administration cost of collection is reduced.

4. The fee/charge structure should be sensitive to the marketplace for similar services, as well as, to smaller, infrequent users of the service.

Other Community Comparison

In setting service fees and charges in water/wastewater, the City considers fees charged in other jurisdictions. Surveying the comparability of the City’s fees to other communities provides useful background information in setting fees for the following reasons:

1. They reflect the market for these fees and can aid in assessing the reasonableness of the City’s fees.

2. If analyzed thoroughly, they can serve as a benchmark to gauge the cost-effectiveness of City provided services.

However, it should be noted that fee surveys are not the sole or primary criteria in setting the City’s fees as there are many factors that affect how and why other communities have set their fees at their cost levels.

Review Requirements

Service fees and charges are to be reviewed on an annual basis normally in conjunction with the annual budget process to ensure that they keep pace with changes in the cost-of-living and for any changes in methods, technologies or levels of service delivery.

Community Partnership Program Advance Payments

Based upon the 2012 amounts, these payments will be distributed as monthly payments, pending Council approval. Any difference between the 2012 and 2013 approved grants will be adjusted, as necessary, throughout the remainder of the year:

ORGANIZATION	PROGRAM	2013 3 MONTHS ADVANCE	2012 APPROVED BUDGET
Community Information Services	Community Information Services	\$20,307.00	\$81,228.00
Salvation Army	Young Parent Resource	\$26,000.00	\$104,000.00