



AUDIT, FINANCE & ADMINISTRATION COMMITTEE REPORT 14-003

9:30 a.m.

Monday, April 14, 2014
Council Chambers
Hamilton City Hall
71 Main Street West

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

**Absent with
Regrets:** Councillor R. Morrow – Personal

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 14-003 AND RESPECTFULLY RECOMMENDS:

1. Capital Projects' Status Report as of December 31, 2013 (FCS13066(b) (City Wide) (Item 5.1)

That Report FCS13066(b), respecting the Capital Projects' Status Report as of December 31, 2013, be received.

2. Development Charge Stakeholders Sub-Committee Minutes, March 5, 2014 (Item 5.2)

That the March 5, 2014 Development Charges Stakeholders Sub-Committee Minutes, be received.

3. Retention of E-mails (CM14001) (City Wide) (Item 8.1)

- (a) That staff be directed to develop guidelines and training on managing and storing e-mail, based on the concept outlined in the workflow attached as Appendix "A" to Report 14-003.

- (b) That up to \$25,000 be approved from the Tax Stabilization Reserve to support the mandatory training of staff and members of Council.

4. Employer Paid Parking Value for Money Audit Management Action Plan (CM14002) (City Wide) (Item 8.2)

That the Management Action Plan in response to Performance Audit Report – Employer Paid Parking, as detailed in Appendix “B” of Report 14-003, be approved.

5. Accounts Receivable Write-Offs for March 2014 (FCS14019) (City Wide) (Item 8.3)

- (a) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible General Accounts Receivables in the amount of \$15,487.36, attached as Appendix “C” to Report 14-003;
- (b) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Recreation Division Accounts Receivables in the amount of \$180,311.59, attached as Appendix “D” to Report 14-003;
- (c) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible HECFI Accounts Receivable in the amount of \$60,610.49, attached as Appendix “E” to Report 14-003;
- (d) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000.00 attached as Appendix “D” to Report FCS14019, be received for information;
- (e) That the Schedule of Recreation Division Accounts Receivable Write-Offs less than \$1,000.00 attached as Appendix “E” to Report FCS14019 be received for information; and,
- (f) That the Schedule of HECFI Accounts Receivable Write-Offs less than \$1,000.00 attached as Appendix “F” to Report FCS14019 be received for information.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

The agenda for the April 14, 2014 Audit, Finance & Administration Committee 6.1 meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) March 24, 2014 (Item 3.1)

The Minutes of the March 24, 2014 meeting of the Audit, Finance and Administration Committee was approved, as presented.

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

(i) Amendments to the Outstanding Business List (Item 11.1)

1. The proposed new due date for the following Outstanding Business List item was approved:
 - (aa) Item "G" – Employee Attendance Performance Measures
Current Due Date: April 14, 2014
Proposed New Due Date: May 12, 2014
2. The following items were considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List:
 - (aa) Item "M" – Timelines for the Retention of E-mails
 - (bb) Item "P" – Employer Paid Parking Value for Money Audit Management Action Plan

(e) By-law Compliance by Bidders to City of Hamilton Projects (Item 9.1)

That staff be directed to review the tender process to determine the feasibility of including a phase in the procedure, which ensures staff have confirmed that bidders are compliant with the zoning and licensing by-laws, prior to awarding a contract(s), and report back to the Audit, Finance & Administration Committee.

(f) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance & Administration Committee was adjourned at 9:59 a.m.

Respectfully submitted,

Councillor R. Powers, Chair
Audit, Finance & Administration Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk