



AUDIT, FINANCE & ADMINISTRATION COMMITTEE REPORT 14-004

9:30 a.m.

Monday, May 12, 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, R. Morrow

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 14-004 AND RESPECTFULLY RECOMMENDS:

1. 2014 First Quarter Emergency and Non-competitive Procurements Report (FCS14013) (City Wide) (Item 5.2)

That Report FCS14013, respecting the 2014 First Quarter Emergency and Non-competitive Procurements Report, be received.

2. Treasurer's Investment Report 2013 Fiscal Year by Aon Hewitt (FCS14027) (City Wide) (Item 5.3)

That Report FCS14027, Treasurer's Investment Report 2013 Fiscal Year by Aon Hewitt, as provided to Council, be forwarded to the Hamilton Future Fund Board of Governors for information.

3. Tax Appeals under Sections 357 and 358 of the *Municipal Act* (2001) (FCS14016(a)) (City Wide) (Item 5.4)

(a) That Appendix "A" attached to Report 14-004, respecting the Tax Appeals processed under Section 357 of the *Municipal Act*, 2001, in the amount of \$157,997, be approved;

- (b) That Appendix “B” attached to Report 14-004, 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 \$5,997, be approved.

4. Employee Attendance Report 2013 (HUR14003) (City Wide) (Item 7.1)

That Report HUR10443, respecting the Employee Attendance Report 2013, be referred, for this one time only, to the General Issues Committee.

5. Enforcement of Businesses Operating Without a Licence (PED13037(b)) (City Wide) (Item 8.1)

- (a) That the Acting General Manager of Planning and Economic Development be authorized and directed to increase the complement of Licensing and Permits Officers by 1.0 FTE, offset by reducing the complement of Parking Control Officers by 1.0 FTE, and that the net increase (estimated at \$21,000) be funded from the Parking and By-law Services Division Operating Budget;
- (b) That approval be given to a one-time Capital expenditure (estimated at \$25,000) for the purchase of one vehicle funded from the Parking Reserve Account #108021;
- (c) That the matter, respecting a Work Plan to Address Performance Audit Report 2013-14 – Unlicensed Businesses, be referred to the Planning Committee.

6. Reserve Policies Update (FCS14028) (City Wide) (Item 8.2)

- (a) That the Reserve Policy for the Administration of Financial Reserves and Reserve Funds, attached as Appendix “C” to Report 14-004, be approved;
- (b) That the Reserve Policy for the Tax Stabilization Reserve, attached as Appendix “D” to Report 14-004, be approved;
- (c) That the Reserve Policy for the Unallocated Capital Levy Reserve, attached as Appendix “E” to Report 14-004, be approved;
- (d) That the Reserve Policy for the Waste Management Recycling Reserve, attached as Appendix “F” to Report 14-004, be approved;

- (e) That the Reserve Policy for the Enterprise Fund Reserve, attached as Appendix "G" to Report 14-004, be approved.

7. Capital Projects' Budget Appropriation and Work-in-Progress Transfer Policy (FCS14031) (City Wide) (Item 8.3)

- (a) That the proposed Capital Projects' Budget Appropriation and Work-in-Progress Transfer Policy, as outlined in Appendix "H" attached to Report 14-004, be approved;
- (b) That the Capital Projects' Monitoring Policy be amended as per Appendix "I" attached to Report 14-004.

8. Grants Sub-Committee Report 14-002, April 17, 2014 (Item 8.4)

(a) 2014 Community Partnership Program (GRA14003) (City Wide) (Item 5.1)

- (i) That the 2014 Community Partnership Program recommended funding allocation, in the amount of \$3,166,239, (as outlined in the attached Appendix "J" to Report 14-002), be approved;
- (ii) That the grant for the Canadian Red Cross Society for the Emergency Community Assistance Program (ECAP), in the amount of \$30,000, be tabled until a suitable replacement can be found;
- (iii) That, in the case where a successful grant applicant has outstanding arrears with the City of Hamilton, the grant first be applied against the outstanding arrear as of December 31, 2014, with the remainder to be paid to the organization, in accordance with the Community Partnership Program payment plan;
- (iv) That, for 2014, the unallocated balance of \$66,133 in the Special Events category of the Community Partnership Program (CPP) be transferred to the CPP contingency budget;
- (v) That the remaining balance of \$20,172 in the Community Partnership Program (CPP) contingency budget be committed for 2014 unexpected CPP funding; and,
- (vi) That funding in excess of the 30% maximum guidelines for the following programs, within the Community Partnership Program, be approved in 2014:

1. St. Matthew's House - Roxborough Centre – 41% (\$5,739)
2. Canadian Red Cross ECAP – 33% (\$30,000) – TABLED
3. Victorian Order of Nurses – 32% (\$55,508)
4. Glanbrook Support Program – 32% (\$12,027)
5. Wesley Urban Ministries – 31% (\$25,000)
6. Living Rock – Wellness Works – 43% (\$33,428)
7. Salvation Army – Grace Haven – 45% (\$74,000)
8. Ancaster Heritage Days – 39% (\$26,722)
9. Flamborough Santa Claus Parade – 38% (\$16,520)
10. Hamilton Labour & District Council – 42% (\$23,143)
11. Community Child Abuse Council – 40% (\$4,457)
12. Gursikh Sangat Hamilton-Wentworth – 48% (\$3,625)
13. Hamilton Cycling Club – 48% (\$15,276)
14. Hamilton Santa Claus Parade Committee – 64% (\$46,231)
15. Hamilton Scout/Guide Parade Committee – 46% (\$10,410)
16. Hamilton Wentworth District School Board - Ancaster High School – 34% (\$9,102)
17. Hamilton-Wentworth Catholic District School Board – 57% (\$4,309)
18. Hellenic Community of Hamilton & District – 85% (\$1,544)
19. Hellenic Community of Hamilton & District – 53% (\$1,130)
20. McMaster Engineering Society – 79% (\$1,130)
21. Slainte Irish Pub – 62% (\$5,572)
22. St. Mary's Church – 39% (\$1,544)
23. St. Stanislaus Kostka Church – 79% (\$1,544)
24. St. Stanislaus Kostka Church – 77% (\$1,544)
25. Terry Fox Foundation – 54% (\$1,921)
26. Terry Fox Foundation – 88% (\$1,544)
27. Golden Horseshoe Motorcycle Ride for Dad Hamilton Chapter – 75% (\$3,084);

(vii) That the 2014 base figures be maintained in the 2014 Community Partnership Program for the following groups:

1. St. Mary's Church for the Our Lady of Angels Festival in the amount of \$1,920 in the Special Events category;

2. The Association of Saint John the Baptist for the St. John the Baptist Celebration in the amount of \$2,059 in the Special Events category; and,
 3. Golden Horseshoe Motorcycle Ride for Dad Hamilton Chapter in the amount of \$3,084 in the Special Events category.

- 9. Audit Report 2013-18 - Corporate Services - Investments (AUD14011) (City Wide) (Item 8.5)**
 - (a) That the Management Action Plans, as detailed in Appendix “K” of Report 14-004 be approved; and,
 - (b) That the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Actions Plans (attached as Appendix “K” to Report 14-004) implemented.

- 10. Audit Report 2014-01 – Public Works – Fuel Usage (AUD14015) (City Wide) (Item 8.6)**
 - (a) That the Management Action Plans as detailed in Appendix “L” of Report 14-004 be approved; and,
 - (b) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix “L” to Report 14-004) implemented.

- 11. Assessment and Funding for Value for Money Audit Program (AUD14012) (City Wide) (Item 8.7)**
 - (a) That Report AUD14012 regarding the initial assessment of the Value for Money Audit Program be approved; and,
 - (b) That the estimated costs of \$436,355 for the completion of the balance of the three year pilot project for the Value for Money Audit Program to March 2016 be approved for funding from the tax stabilization reserve.

12. Audit Report 2013-10 – Corporate Services – Information Security and Identity & Access Management Review (AUD14014) (City Wide) (Item 8.8)

- (a) That the Management Action Plans, as detailed in Private and Confidential Appendix “M” of Report 14-004 be approved;
- (b) That the General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Private and Confidential Appendix “M” to Report 14-004) implemented; and,
- (c) That the Appendix “M” to Report 14-004, respecting Audit Report 2013-10 – Corporate Services – Information Security and Identity & Access Management Review, remain confidential and restricted from public disclosure.

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

The agenda for the May 12, 2014 Audit, Finance & Administration Committee 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) April 14, 2014 (Item 3.1)

The Minutes of the April 14, 2014 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) Various Advisory Committee Minutes (Item 5.1)

The following Advisory Committee Minutes were received:

- (a) Aboriginal Advisory Committee Minutes, February 6, 2014
- (b) Aboriginal Advisory Committee Minutes, March 6, 2014
- (c) Hamilton Mundialization Committee Minutes, January 15, 2014
- (d) Hamilton Mundialization Committee Minutes, February 19, 2014
- (e) LGBTQ Advisory Committee Minutes, February 20, 2014
- (f) Status of Women Committee, January 23, 2014

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

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

1. The proposed new due dates for the following Outstanding Business List items were approved:
 - (aa) Item "N" – Status of the Implementation and Incorporation of City-Wide Cash Handling Guidelines
Current Due Date: May 12, 2014
Proposed New Due Date: June 9, 2014
 - (bb) Item "P" – Provision of Information Technology Services for Global Spectrum
Current Due Date: April 14, 2014
Proposed New Due Date: June 9, 2014

(f) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance & Administration Committee, adjourned at 9:49 a.m.

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk