



AUDIT, FINANCE & ADMINISTRATION COMMITTEE MINUTES 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 FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

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

(Pearson/Johnson)

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

CARRIED

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

(Pearson/Johnson)

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

CARRIED

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

(Collins/Pearson)

(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 CM14001.

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

- (c) That the Outstanding Business List item related to Retention of Emails be identified as complete and removed from the list.

CARRIED

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

(Collins/Johnson)

- (a) That the Management Action Plan in response to Performance Audit Report – Employer Paid Parking, as detailed in Appendix “A” of Report CM14002, be approved.
- (b) That the item respecting item “P” be considered complete and removed from Audit, Finance & Administration Committee’s Outstanding Business List.

CARRIED

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

(Pearson/Clark)

- (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 “A” to Report FCS14019;
- (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 “B” to Report FCS14019;
- (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 “C” to Report FCS14019
- (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.
- (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.

CARRIED

6. By-law Compliance by Bidders to City of Hamilton Projects

(Johnson/Pearson)

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.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Pearson/Johnson)

That the agenda for the April 14, 2014 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) March 24, 2014 (Item 3.1)

(Pearson/Johnson)

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

CARRIED

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

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

(Pearson/Collins)

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

1. Item "G" – Employee Attendance Performance Measures
Current Due Date: April 14, 2014
Proposed New Due Date: May 12, 2014

CARRIED

(e) ADJOURNMENT (Item 13)

(Johnson/Clark)

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 9:59 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk