



**GENERAL ISSUES COMMITTEE
OPERATING BUDGET
MINUTES 16-003(b)**

9:58 a.m.

Friday, January 22, 2016
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Mayor F. Eisenberger, Deputy Mayor M. Pearson (Chair)
Councillors T. Whitehead, T. Jackson, C. Collins, S. Merulla, M. Green, J. Farr, A. Johnson, D. Conley, L. Ferguson, A. VanderBeek, R. Pasuta, J. Partridge

**Absent with
Regrets:** Councillors B. Johnson – Other City Business

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following changes to agenda:

- (i) Item 3.1 - References throughout the minutes that refer to Report FCS16077 should read FCS16007. This change has already been made in the official documents and on the City's website.
- (ii) Added as Item 6.1 - a Motion respecting a Comprehensive Plan to Improve Road Safety

(Green/Farr)

That the agenda for the January, 22 2016 General Issues Committee Budget meeting be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING (ITEM 3)

(i) January 19, 2016

(Collins/Jackson)

That the Minutes of the January 19, 2016 meeting be approved, as presented.

CARRIED

(d) PRESENTATIONS (Item 4)

(i) City Manager's Office – Proposed 2016 Operating Budget (Item 4.1)

Chris Murray, City Manager, addressed Committee respecting the City Manager's Office proposed 2016 Operating Budget. The presentation included, but was not limited to, the following:

- Staff Complement Overview
- Prosperous and Healthy Community
- Leadership and Governance
- 2015 Highlights
- Performance Metrics / Service Levels:
 - Human Resources
 - Legal Arbitration and Mediation Costs 2006 – 2015
 - External Legal Costs
 - In-House Legal Costs per In-House Lawyer
- 2016 Initiatives:
 - Prosperous and Healthy Community:
 - Legal Support of LRT
 - Legal Support of In-house HR Lawyer
 - Continue Providing Support to Land Use Development Review Process
 - Broadening the portfolio of services offered by Audit Services:
 - Audits (including Value-For-Money Auditing)

- Consulting
 - Independent Risk Assessments
 - Developing a Comprehensive Fraud Program
 - Formalization of Continuous Improvement Program
 - Negotiate Collective Agreements for CUPE 1041, CLAC, OPSEU, ONA (Lodges), and CUPE (Lodges)
 - Develop and Issue RFP for Employee Benefits Provider
 - Finalize Delivery of Employer Proposals for Fire Interest Arbitration and Receive Award
 - Implementation of Paper-Reduced Agenda Distribution Process, Including E-Agendas for Members of Council and Review Audio-Visual Technology
- Leadership & Governance:
- Finalization of the 2016 – 2025 Strategic Plan
 - Assist Council with Aligning City Needs/Priorities with Federal/Provincial Government Mandates
 - Create a People Plan that enables achievement of the City's Strategic Plan and desired corporate culture:
 - Continue to advance succession planning, workforce planning, performance accountability and development system corporate-wide; and,
 - Continue development and implementation of the corporate leadership development pathway.
 - Develop a corporate employee survey to assess current corporate culture, employee engagement, employee health and well-being as well as monitor employee diversity.
 - Develop and implement a Workplace Mental Health strategy.

- Review and modify Attendance Support Program in consideration of Audit recommendations and best practices.

- 2016 Major Cost Drivers / Opportunities

- 2016 Operating Budget for the City Manager's Office by Division:
 - City Manager
 - Audit Services
 - City Clerk's Office
 - Human Resources
 - Legal Services

(Green/Farr)

That the presentation respecting the City Manager's Office proposed 2016 Operating Budget, be received.

CARRIED

A full copy of the presentation is available on the City's website or through the Office of the City Clerk.

(ii) Corporate Services Department – Proposed 2016 Operating Budget (Item 4.2)

Mike Zegarac, General Manager of Finance & Corporate Services, addressed Committee respecting the Corporate Services Department's proposed 2016 Operating Budget. Mr. Zegarac's presentation included, but was not limited to, the following:

- Staff Complement Overview

- Net Vacancies

- 2015 Highlights

- Performance Metrics / Service Levels

- 2016 Initiatives:
 - In partnership with Audit Services, introduction of an AODA self-assessment tool to support reporting and compliance.

- Design of all tax bills and correspondence with new tax print vendor.
- Work with call handling project team on processes for Customer Contact Centre staff answering calls and tax staff doing the back end adjustment work.
- Adjust duties of Customer Service Tax staff, due to loss of 1 position to call handling project.
- Implement web version of Tax Software.
- Continue with succession planning.
- Negotiate extension of Banking contract or issue Request for Proposals for Banking Services.
- Adherence to new PSAB standard for Liabilities for Contaminated Sites.
- Working with Police respecting the new audit of operational revenues and expenses.
- Revise Procurement Policy, Fair Wage Policy and a new Living Wage Policy.
- Collaborate with Roads Operations to develop GPS based sidewalk inspection/maintenance program.
- Develop high level claims reporting to departments utilizing new business intelligence software.
- Multi-year Budget and Business Planning
- Infrastructure Asset Management under *Infrastructure for Jobs and Prosperity Act (Bill 6)*
- *Development Charges Act* Amendments under *Smart Growth for Our Communities Act (Bill 73)*
- Operating Budget System Replacement
- Development Charges Deferral Agreements Policy Amendments
- NPCA Appeal
- Enhanced Live Streaming of Council and Committee Meetings

- Address Information Management System – phase 1 build to start with implementation phased in over 18 months.
 - Development of a Business Intelligence Plan
 - Cellular contract roll out based on Council direction to potentially include Blackberry, Apple and Android devices.
 - Completion of IT Service Level Agreements
 - Continue with the Security Awareness Training
 - Start the AVL Roll Out
 - Complete Succession and Workforce Planning
- 2016 Major Cost Drivers / Opportunities
 - 2016 Challenges
 - 2016 Operating Budget for the Corporate Services Department by Division:
 - Corporate Services Administration
 - Finance, Administration and Revenue Generation
 - Financial Planning and Policy
 - Financial Services
 - Information Technology
 - Taxation
 - Customer Service, Access and Equity

(Ferguson/Conley)

That the presentation respecting the Corporate Services Department's Proposed 2016 Operating Budget, be received.

CARRIED

A full copy of the presentation is available on the City's website or through the Office of the City Clerk.

(iii) Corporate Financials – Proposed 2016 Operating Budget (Item 4.3)

Mike Zegarac, General Manager of Finance & Corporate Services, addressed Committee respecting the Corporate Financials Proposed 2016 Operating Budget. Mr. Zegarac's presentation included, but was not limited to, the following:

- Board and Agencies - 2016 Preliminary
- Non Program Expenditures - 2016 Preliminary
- Non Program Revenues - 2016 Preliminary
- Proposed Budget Adjustments - 2016 Preliminary

(VanderBeek/Partridge)

That the presentation, respecting the Corporate Financials Proposed 2016 Operating Budget, be received.

CARRIED

A full copy of the presentation is available on the City's website or through the Office of the City Clerk.

(Merulla/Collins)

That the following proposed budget adjustments, be approved:

- (a) Police – per Board Approval (\$1,451,569)
- (b) MPAC – per Notice Received (\$38,498)

CARRIED

(e) MOTIONS (Item 6)

Councillor Green did not introduce his motion at this meeting; however, he requested that it be put forward on the January 26, 2016 Agenda:

(i) Comprehensive Plan to Improve Road Safety (Item 6.1)

That the Director of Transportation Services be directed, in consultation with other City Departments, as appropriate, to report to the Public Works Committee in coordination with the Transportation Master Plan, with a comprehensive plan to improve road safety to include, but not be limited to, the following:

- (i) A review of best practice from comparable jurisdictions including Vision Zero;
- (ii) A review of existing City policies, strategies and guidelines that respecting road safety;
- (iii) An enhanced analysis of city-wide traffic collision data;

- (iv) Specific recommendations to improve road safety, particularly for pedestrians and cyclists, over the short term, medium and long terms;
- (v) An implementation plan and funding strategy, as appropriate;
- (vi) A regular reporting mechanism and track progress;
- (vii) Continued consultation with the Hamilton Cycling Committee, Hamilton Wentworth District School Board, Hamilton Wentworth Catholic District School Board, Public Health, Hamilton Police Services, Cycle Hamilton and the Advisory Committee for Persons with Disabilities; and,
- (viii) The creation of a Road Safety Task Force to be led by the Transportation Services Division.

(f) PRIVATE & CONFIDENTIAL (Item 9)

(Collins/Pasuta)

That Committee move into Closed Session, respecting Item 9.1 – a Public Health Personnel Matter, pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 14-300, and Section 239(2), Sub-section (b) of the *Municipal Act*, 2001, as amended, as the subject matter pertains to personal matters about an identifiable individual, including City employees.

(i) Public Health Personnel Matters (no copy) (Item 9.1)

(Ferguson/Farr)

That the update in Closed Session, respecting Public Health Personnel Matters, be received.

CARRIED

(g) ADJOURNMENT (Item 10)

(A. Johnson/Merulla)

That, there being no further business, the General Issues Committee Budget meeting, be adjourned at 1:22 p.m.

CARRIED

Respectfully submitted,

Deputy Mayor M. Pearson
Chair, General Issues Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk