



AUDIT, FINANCE & ADMINISTRATION COMMITTEE

REPORT 16-004

9:30 a.m.

Monday, March 7, 2016

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillors A. Johnson (Chair), R. Pasuta (Vice-Chair),
C. Collins, M. Pearson, B. Johnson, L. Ferguson and A.
VanderBeek

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 16-004 AND RESPECTFULLY RECOMMENDS:

1. Freedom of Information Quarterly Report (October 1 to December 31, 2015) (CL15002(b)) (City Wide) (Item 5.1)

That Report CL15002(b) respecting Freedom of Information Quarterly Report (October 1 to December 31, 2015), be received.

2. Follow Up to Audit Report 2013-08 – Public Works – Transit Overtime (AUD16003) (City Wide) (Item 5.2)

That Report AUD16003, respecting the follow up of Audit Report 2013-08, Public Works – Transit Overtime, be received.

3. Follow Up to Audit Report 2013-12 – Public Works – Food Services (Golf Courses) (AUD16006) (City Wide) (Item 5.3)

That Report AUD16006, respecting the follow up of Audit Report 2013-12, Public Works – Food Services (Golf Courses), be received.

4. Follow Up to Audit Report 2013-17 – Public Works – Traffic Inventory (AUD16007) (City Wide) (Item 5.4)

That Report AUD16007, respecting the follow up of Audit Report 2013-17, Public Works – Traffic Inventory, be received.

5. Whistleblower Information Update for Q3 2015 and Q4 2015 (AUD16008) (City Wide) (Item 5.5)

That Report AUD16008, respecting Whistleblower Information Update for Q3 2015 and Q4 2015, be received.

6. Follow Up of Performance Audit Report 2013-14 – Unlicensed Businesses (AUD16010) (City Wide) (Item 5.6)

That Report AUD16010, respecting the follow up of Performance Audit Report 2013-14, Unlicensed Businesses, be received.

7. 2015 Remuneration and Expenses as Required under Section 284 of the *Municipal Act* (AUD16010) (City Wide) (Item 5.7)

That Report AUD16010, respecting 2015 Remuneration and Expenses as Required under Section 284 of the *Municipal Act*, be received.

8. Fair Wage Policy and Fair Wage Schedule Complaints Annual Report (FCS16018) (City Wide) (Item 5.8)

That Report FCS16018, respecting Fair Wage Policy and Fair Wage Schedule Complaints Annual Report, be received.

9. 2015 Fourth Quarter Request for Tenders and Proposals Report (FCS16013 (c)) (City Wide) (Item 5.9)

That Report FCS16013(c), respecting 2015 Fourth Quarter Request for Tenders and Proposals, be received.

10. 2015 Fourth Quarter Emergency and Non-Competitive Procurements Report (FCS16014 (c)) (City Wide) (Item 5.10)

That Report FCS16014(c), respecting 2015 Fourth Quarter Emergency and Non-Competitive Procurements, be received.

11. 2015 Fourth Quarter Non-Compliance with the Procurement Policy Report (FCS16014(c)) (City Wide) (Item 5.11)

That Report FCS16014(c), respecting 2015 Fourth Quarter Non-Compliance with the Procurement Policy Report, be received.

12. 2015 Annual Follow Up of Outstanding Audit Recommendations (AUD16001) (City Wide) (Item 5.12)

That Report AUD16001, respecting the 2015 Annual Follow Up of Outstanding Audit Recommendations, be received.

13. Cellular Services and Devices (FCS16021) (City Wide) (Item 8.1)

- (a) That the General Manager, Finance and Corporate Services, be directed to expand the replacement of all eligible cellular devices to include Samsung, BlackBerry, Android and Apple smartphones;
- (b) That the General Manager, Finance and Corporate Services be directed to claw back current budgeted incentive savings and backend software costs in the 2016 Tax Supported Operating Budget;
- (c) That the cellular services savings, net of backend software costs and current budgeted incentive savings, be reflected through the 2017 Departmental operating budgets; and
- (d) That the employee purchase plan, offered by Bell Mobility Inc. for personal cellular devices, be extended to staff.

14. Residential Protective Plumbing Subsidy Program (3P Program) (PW11056H) (City Wide) (Item 8.2)

That Report PW11056H, respecting Residential Protective Plumbing Subsidy Program (3P Program), ***be referred to the March 23, 2016 General Issues Committee.***

15. 2016 Proposed Fair Wage Policy and Fair Wage Schedule Review and Proposed Amendments (FCS16013/HUR16001) (City Wide) (Item 8.3)

- (a) That the Fair Wage Policy and Fair Wage Schedule, attached as Appendix "A" to AF&A Report 16-004 be approved; and
- (b) That the Fair Wage Schedule remains frozen for a three year period in accordance with section 13 of the Fair Wage Policy and that a report

outlining updated rates will be presented to the appropriate standing committee of Council in the first quarter of 2019 for information.

16. 2016 Property and Liability Insurance Renewal Report (FCS16023) (City Wide) (FCS16023) (City Wide) (Item 8.4)

- (a) That the Liability and Property Insurance coverage for the term January 1, 2016, to January 1, 2017, be renewed through Jardine Lloyd Thompson Canada Inc. (JLT) at a cost of \$4,070,240 (net of applicable taxes) and be funded through the 2016 Risk Management Services Budget, in accordance with Appendix "B" attached to AF&A Report 16-004;
- (b) That the General Manager, Finance and Corporate Services, be authorized and directed to execute all associated documents related to the renewal of the Liability and Property Insurance coverage for the term January 1, 2016, to January 1, 2017, through Jardine Lloyd Thompson Canada Inc., on behalf of the City; and
- (c) That Appendix "B", attached to AF&A Report 16-004, respecting 2016 Property and Liability Renewal Report be approved.

17. Procurement Sub-Committee Report 16-001, dated February 24, 2016 (Item 8.5) (City Wide)

(a) Election of Chair and Vice-Chair (Item "A")

- (i) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the balance of the 2014-2018 Council term; and
- (ii) That Councillor D. Conley be appointed as Vice-Chair of the Procurement Sub-Committee for the balance of the 2014-2018 Council term.

(b) 2016 Procurement Policy Review and Proposed Amendments (City Wide) (Item 6.1)

- (i) That the City of Hamilton Procurement Policy, as amended, attached hereto as Appendix "C" to AF&A Report 16-004, be approved;
- (ii) That a by-law to adopt and maintain a Procurement Policy for the City of Hamilton, as amended, in substantially the form set out in hereto attached Appendix "C" to AF&A Report 16-004, be enacted; and

(iii) That the authority to impose a temporary ban on vendors be delegated to the Procurement Sub-Committee as described in Policy #1 Vendor Eligibility in Appendix "C" to AF&A Report 16-004

(c) Trial Period to Expand Procurement Policy #4.9 Consulting and Professional Services for 2017-2018 (FCS16020/PED16053/PW16009) (City Wide) (Item 6.2)

That Procurement Policy #4.9 Consulting and Professional Services be amended to include a trial period to extend the use of the Roster, and consider roster candidates for Roster Assignments with an estimated procurement cost between \$150,000 and \$249,999 for the 2017-2018 Roster term.

18. Audit, Finance & Administration Interview Sub-Committee Report 16-001

- (a) That the individuals, listed in Private & Confidential Report 16-001 of the Interview Sub-Committee (to the Audit, Finance & Administration Committee), be appointed to the Committee Against Racism, Hamilton Aboriginal Advisory Committee, LGBTQ Advisory Committee, Hamilton Status of Women Committee, Advisory Committee for Immigrants and Refugees, and Mundialization Advisory Committee for a term commencing March 11, 2016 and expiring with the current term of Council or until such time as successors are appointed by Council; and,
- (b) That upon Council approval of the individuals to be appointed to the Committee Against Racism, Hamilton Aboriginal Advisory Committee, LGBTQ Advisory Committee, Hamilton Status of Women Committee, Advisory Committee for Immigrants and Refugees, and Mundialization Advisory Committee, for a term commencing March 11, 2016 and expiring with the current term of Council or until such time as successors are appointed by Council, those names be released as public information.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following change to the Agenda:

Added Delegation Request (Item 4)

4.1 – Delegation Request by Asim Yousuf, respecting a Request for Audit of Water/Wastewater Billing Calculation (Ward 7) (for today's meeting)

The Agenda for the March 7, 2016 meeting of the Audit, Finance and Administration Committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

None.

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

(i) February 22, 2016 (Item 3.1)

The Minutes of the February 22, 2016 Audit, Finance and Administration Committee meeting were approved, as presented.

(d) DELEGATION REQUESTS (Item 4)

(i) Delegation Request by Asim Yousuf respecting a request for Audit of Water/Wastewater Billing Calculation (Ward 7) (for today's meeting)

The Delegation Request by Asim Yousuf respecting a request for an audit of Water/Wastewater Billing Calculation, was approved for today's meeting.

(e) DELEGATIONS (Item 6)

(i) Delegation by Asim Yousuf respecting a request for Audit of Water/Wastewater Billing Calculation (Ward 7) (for today's meeting)

In lieu of a delegation, Mr. Asim Yousuf submitted correspondence respecting a request for an audit of Water/Wastewater Billing Calculation.

Mr. John Savoia, Senior Policy Advisor, responded to questions of Committee respecting a request for an audit of Water/Wastewater Billing Calculation.

The correspondence submitted by Asim Yousuf respecting a request for an audit of Water/Wastewater Billing Calculation, was received.

(f) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 9:58 a.m.

Respectfully submitted,

Councillor A. Johnson, Chair
Audit, Finance and Administration Committee

Denis Farr
Legislative Coordinator,
Office of the City Clerk