



AUDIT, FINANCE & ADMINISTRATION COMMITTEE REPORT 16-013

9:30 am

**Monday, September 12, 2016
Council Chambers
Hamilton City Hall
71 Main Street West**

Present: Councillors D. Skelly (Chair), M. Pearson, C. Collins,
L. Ferguson, B. Johnson and A. VanderBeek

**Absent with
Regrets:** Councillor A. Johnson – City Business

Also Present: Councillor J. Partridge

THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE PRESENTS REPORT 16-013 AND RESPECTFULLY RECOMMENDS:

**1. 2016 Second Quarter Request for Tenders and Proposals Report
(FCS16044(a)) (City Wide) (Item 5.1)**

That Report FCS16044(a) respecting the 2016 Second Quarter Request for Tenders and Proposals, be received.

**2. 2016 Second Quarter Emergency and Non-Competitive Procurements
Report (FCS16045(a)) (City Wide) (Item 5.2)**

That Report FCS16045(a) respecting the 2016 Second Quarter Emergency and Non-Competitive Procurements, be received.

**3. 2016 Second Quarter Non-Compliance with the Procurement Policy Report
(FCS16046(a)) (City Wide) (Item 5.3)**

That Report FCS16046(a) respecting the 2016 Second Quarter Non-Compliance with the Procurement Policy, be received.

4. Follow up to Audit Report 2014-02, Planning & Economic Development – Building Inspections (AUD16020) (City Wide) (Item 5.4)

That Report AUD16020, respecting the follow up of Audit Report 2014-02, Planning and Economic Development – Building Inspections, be received.

5. Capital and Sustainability Costs to Implement Management Action Plans as identified in Audit Reports AUD12001 and AUD15024 (FCS16067) (City wide) (Item 8.1)

That \$340,000 in capital funding and the associated annual operating impacts (one FTE with employee related expenses of \$102,000 and \$50,000 for software license maintenance) for continued execution of the Management Action Plans as documented in Council Reports AUD12001 and AUD15024, be referred to the 2017 Capital Budget Process.

6. 52 Cannon Street West – Outstanding Development Charges (DCs) Deferral Agreement and Property Taxes (FCS16075) (City Wide) (AF&A Outstanding Business List Item “BB”) (Item 8.2)

- (a) That the General Manager of Finance and Corporate services be authorized to reverse penalties and interest on tax roll 2518 020126500700000 (52 Cannon Street West) by an amount of \$8,447.49 effective September 1, 2016;
- (b) That the General Manager of Finance and Corporate Services be authorized to enter into a Development Charge Payment Agreement in a form satisfactory to the City Solicitor in the amount of \$131,088.51 which effectively extends Development Charge Deferral Agreement #108 (52 Cannon Street West) according to the terms outlined in Table 5 of Appendix “B” to Report FCS16075;
- (c) That the General Manager of Finance and Corporate services be authorized to remove \$146,686.02 from tax roll 2518 020126500700000 (52 Cannon Street West) representing the DC liability from DC Deferral Agreement #108 and reduction in penalties and interest effective as of September 1, 2016, after the new payment agreement from recommendation (b) is registered against the property and whereby the removal of the amount will result in the property no longer being registered for tax sale;
- (d) That the subject matter respecting “52 Cannon Street West - Outstanding Development Charges Deferral Agreement and Property Taxes” be identified as complete and removed from the Audit, Finance and Administration Committee Outstanding Business List.

7. Follow up of Audit Report 2013-18, Corporate Services – Investments (AUD16014) (City Wide) (Item 8.3)

- (a) That the revised Management Action Plans as detailed Appendix “A” of Report AUD16014, be approved; and,
- (b) That Report AUD16014, respecting the follow up of Audit Report 2013-18, corporate Services – Investments, be received.

8. Audit Report 2015-15 – Compliance with City-Wide Cash Handling Policy (AUD16009) (Private & Confidential – Appendix A) (Item 8.4)

- (a) That the Management Action Plans, as detailed in Audit Report 2015-15 (Private and Confidential Appendix “A” to Report AUD16009), be approved;
- (b) That the General Manager of Finance and Corporate Services and the City Manager be directed to instruct the appropriate staff to have the Management Action Plans implemented; and
- (c) That the Appendix “A” to Report AUD16009, respecting Audit Report 2015-15 – Compliance with City-Wide Cash Handling Guidelines, remain confidential and restricted from public disclosure.

9. Request for Additional Information to be included in the Ward Budgets Review before the Governance Review Sub-Committee (Added Item 9.1)

That staff be directed to include additional information respecting development related demands in the Ward Budget Review that is before the Governance Review Sub-Committee.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised there were no changes to the Agenda.

The Agenda for the September 12, 2016 meeting of the Audit, Finance & Administration Committee was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

(c) APPROVAL OF MINUTES (Item 3)

(i) August 10, 2016 (Item 3.1)

The Minutes of the August 10, 2016 Audit, Finance & Administration Committee meeting were approved, as presented.

(d) DELEGATION REQUESTS (Item 4)

(i) Soheila Askari, Respecting Property Tax (Item 4.1)

That the delegation request submitted by Soheila Askari, respecting property tax, to appear before the Audit, Finance & Administration Committee be approved, for a future meeting.

(e) NOTICE OF MOTION (Item 10)

Councillor B. Johnson introduced the following Notice of Motion:

(i) Request for Additional Information to be included in the Ward Budgets Review before the Governance Review Sub-Committee (Added Item 10.1)

Staff were directed to include additional information respecting development related demands in the Ward Budget Review that is before the Governance Review Sub-Committee.

The Rules of Order were waived to allow for the introduction of a Motion respecting a Request for Additional Information to be included in the Ward Budgets Review before the Governance Review Sub-Committee

For further disposition of this matter, refer to Item 9

(g) ADJOURNMENT (Item 13)

There being no further business, the Audit, Finance & Administration Committee adjourned at 10:06 a.m.

Respectfully submitted,

Councillor D. Skelly,
Acting Chair, Audit, Finance & Administration
Committee

Loren Kolar
Legislative Coordinator
Office of the City Clerk