



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
MINUTES 17-004
9:30 a.m.
Monday, March 27, 2017
Council Chambers
Hamilton City Hall

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

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. **Annual Performance Reporting - Savings Generated from the Management of Information Technology Contracts (FCS17020) (City Wide) (Item 5.4)**

(Collins/Pearson)

That Report FCS17020 respecting the Annual Performance Reporting – Savings Generated from the Management of Information Technology Contracts, be received.

CARRIED

2. **Standardization of Hardware and Software for Corporate Information Technology (FCS17030) (City Wide) (Added Item 5.5)**

(Collins/Pearson)

(a) That the Hardware, Software and Support Services listed in Appendix “A” to this Report be approved as the Corporate Standard;

(b) That the General Manager of Finance and Corporate Services, or their designate, be authorized and directed to enter into and sign, on behalf of the City of Hamilton, all negotiated agreements and all necessary associated documents with the vendors listed in Appendix “A” to this Report in a form satisfactory to the City Solicitor.

CARRIED

3. **Collection Agency Fees (FCS17035) (City Wide) (Added Item 5.6)**

(VanderBeek/Pearson)

(a) That By-law No. 07-007, “To Provide for the Recovery of Collection Agency Fees”, be repealed;

- (b) That the following new collection agency fees be approved and added to the User Fees and Charges By-law:
 - (i) collection agency of first assignment shall include and recover a collection fee of 12.5% of debt owed by an individual and 9.9% of debt owed by a corporation;
 - (ii) on re-assignment to a second collection agency, the collection agency shall include and recover a collection fee of 20% of debt owed by an individual or a corporation.

CARRIED

4. City of Hamilton Water and Wastewater/Storm Billing Payment Arrangement Policy (FCS17029) (City Wide) (Item 8.1)

(Collins/A. Johnson)

- (a) That the Water and Wastewater/Storm Billing Payment Arrangement Policy, attached as Appendix "A" to Report FCS17029, be approved;
- (b) That the General Manager of Finance and Corporate Services be authorized and directed to execute all necessary documents to amend the Service Agreement between the City of Hamilton and Horizon Utilities Corporation dated as of January 1, 2015, to implement Recommendation (a) of Report FCS17029, in a form satisfactory to the City Solicitor and with content satisfactory to the General Manager of Finance and Corporate Services;
- (c) That the City Solicitor be authorized and directed to prepare all necessary by-laws to implement the Water and Wastewater/Storm Billing Payment Arrangement Policy set out in Recommendation (a) of Report FCS17029 which will include necessary amendments to be made to the following City of Hamilton by-laws:
 - (i) Waterworks By-law R84-026;
 - (ii) Sanitary Surcharge and Wastewater Abatement By-law No. 03-272.

CARRIED

5. Digital Inclusion – Feasibility of Public Wi-Fi in Gage Park (FCS17032) (Ward 3) (Item 8.2)

(VanderBeek/Ferguson)

That Report FCS17032 respecting the Digital Inclusion – Feasibility of Public Wi-Fi in Gage Park, be received.

CARRIED

6. Winona Peach Festival Request for a Loan to Upgrade Electrical Service (FCS17037) (Ward 11) (Outstanding Business List) (Item 8.3)

(B. Johnson/Pearson)

- (a) That the City of Hamilton provide an interest free loan to the Winona Peach Festival to fund electrical upgrades at the City-owned Winona Park in an amount not to exceed \$100,000 to be repaid in full over a period of ten years from the date of the loan advance;
- (b) That the loan to the Winona Peach Festival be repaid with annual principal payments on the anniversary dates of the loan advance as reflected in the Loan Repayment Schedule, attached as Appendix "B" to Report FCS17037;
- (c) That a Long Term Receivable account be established to record the Loan to Winona Peach Festival on the City's books;
- (d) That any additional project expenses, such as Consulting, Project Management and Archaeological studies, if required, be borne by Winona Peach Festival;
- (e) That the Mayor and Clerk be authorized to execute the loan agreement between the City of Hamilton and Winona Peach Festival, in a form satisfactory to the General Manager of Finance and Corporate Services and the City Solicitor.

CARRIED

FOR THE INFORMATION OF THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE:

Chair Skelly called the meeting to order and recognized Larry Friday, Director of Taxation, for his years of service to the City of Hamilton and congratulated him on his upcoming retirement.

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised the Committee there were the following changes to the agenda:

1. CONSENT ITEMS

- 5.5 Standardization of Hardware and Software for Corporate Information Technology (FCS17030) (City Wide)
- 5.6 Collection Agency Fees (FCS17035) (City Wide)

2. PRIVATE AND CONFIDENTIAL

- 12.2 Report 17-001 of the Audit, Finance and Administration Interview-Sub-Committee, March 20, 2017 (distributed under separate cover)

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 *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual including City employees.

(Collins/Pearson)

That the agenda for the March 27, 2017 Audit, Finance and Administration Committee be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

None.

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

(i) March 6, 2017 (Item 3.1)

(Collins/Pearson)

That the Minutes of the March 6, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

(i) Meysam Safari, respecting a Horizon Utility Bill Dispute (Item 4.1)

(Collins/Pearson)

That the delegation request of Meysam Safari, respecting a Horizon Utility Bill Dispute, be received and that Staff contact the resident to discuss the matter and that the Ward Councillor be kept informed.

CARRIED

(e) CONSENT ITEMS (Item 5)

(i) Committee Against Racism – Minutes of the December 13, 2016 meeting (Item 5.1)

(Pearson/B. Johnson)

That the Minutes of the December 13, 2016 meeting of the Committee Against Racism be received.

CARRIED

(ii) Status of Women Advisory Committee – Minutes of the January 26, 2017 meeting (Item 5.2)

(VanderBeek/Pearson)

That the Minutes of the January 26, 2017 Status of Women Advisory Committee be received.

CARRIED

(iii) Immigrant and Refugee Advisory Committee – Minutes of the December 8, 2016 meeting (Item 5.3)

(Pearson/VanderBeek)

That the Minutes of the December 8, 2016 Immigrant and Refugee Advisory Committee be received.

CARRIED

(f) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Closed Session Minutes – March 6, 2017 (Item 12.1)

The Committee determined that no discussion of the Closed Session Minutes of March 6, 2017 was required, and the Minutes were approved in Open Session as shown below.

(Pearson/VanderBeek)

(a) That the Closed Session Minutes of the March 6, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented; and,

(b) That the Closed Session Minutes of the March 6, 2017 meeting of the Audit, Finance and Administration Committee remain confidential.

CARRIED

(ii) Report 17-001 of the Audit, Finance and Administration Interview Sub-Committee, March 20, 2017 (Item 12.2)

The Committee determined that no discussion of the Closed Session Report 17-001 of the Audit, Finance and Administration Interview Sub-Committee from March 20, 2017 was required, and the Report was approved in Open Session as shown below.

(Pearson/VanderBeek)

(a) That the Closed Session Report 17-001 of the Audit, Finance and Administration Interview Sub-Committee from March 20, 2017 be approved, as presented; and,

(b) That the Closed Session Report 17-001 of the Audit, Finance and Administration Interview Sub-Committee from March 20, 2017 remain confidential until approved by Council.

CARRIED

(g) ADJOURNMENT (Item 13)

(VanderBeek/A. Johnson)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 10:19 a.m.

CARRIED

Respectfully submitted,

Councillor Donna Skelly
Chair, Audit, Finance and
Administration Committee

Kirsten Stevenson
Legislative Coordinator
Office of the City Clerk