



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 17-006

9:30 p.m.
Monday, April 24, 2017
Council Chambers
Hamilton City Hall

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

THE FOLLOWING ITEMS WERE REPORTED FOR THE CONSIDERATION OF COUNCIL:

1. **Whistleblower Information Update for Q1 2017 (AUD17010) (City Wide)
(Item 5.1)**

(Pearson/B. Johnson)

That Report AUD17010 respecting Whistleblower Information Update for Q1 2017, be received.

CARRIED

2. **Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable
(AUD17009) (City Wide) (Item 8.1)**

(B. Johnson/VanderBeek)

(a) That recommendations #1 – 14, as attached in Appendix “A”, **as amended**, of Report AUD17009, respecting the Accounts Payable Continuous Auditing Pilot, be approved; and

(b) That the General Manager of Finance and Corporate Services be directed to provide to the Audit, Finance and Administration Committee **by June 30, 2017** the management action plans for addressing the implementation of the Audit report recommendations.

MOTION, AS AMENDED, CARRIED

3. Occupational Injury and Illness Claims Annual Report (HUR17005) (City Wide) (Item 8.2)

(B. Johnson/VanderBeek)

That Report HUR17005 respecting Occupational Injury and Illness Claims Annual Report, be received.

CARRIED

4. Employee Attendance Report 2016 (HUR17006) (City Wide) (Item 8.3)

(Pearson/Ferguson)

That Report HUR17006 respecting Employee Attendance Report 2016 (HUR17006) (City Wide), be received.

CARRIED

5. Managing Employee Absenteeism - Labour Relations Strategy (Item 12.1)

(Pearson/Collins)

That the presentation respecting the Management of Employee Absenteeism – Labour Relations Strategy, be received.

CARRIED

FOR THE INFORMATION OF COMMITTEE

(a) CHANGES TO THE AGENDA (Item 1)

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

1. DISCUSSION ITEM

- 8.1 Audit Report 2015-13 Continuous Auditing Pilot – Account Payable (AUD17009) (City Wide)

There is an amendment to Appendix A of Report AUD17009 and copies of the amended Appendix are before the Committee.

(VanderBeek/Pearson)

That the agenda for the April 24, 2017 Audit, Finance and Administration Committee be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) April 10, 2017 (Item 3.1)

(B. Johnson/Pearson)

That the Minutes of the April 10, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DISCUSSION ITEM (Item 8)

(i) Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable (AUD17009) (Item 8.1)

Mike Zegarac, General Manager, Finance and Corporate Services, addressed the Committee about the proposed amendments to Report AUD17009 respecting Audit Report 2015-13 Continuous Auditing Pilot – Accounts Payable and answered questions from the Committee.

(B. Johnson/VanderBeek)

(a) That recommendations #1-14, as attached in Appendix “A”, **as amended**, of Report AUD17009, respecting the Accounts Payable Continuous Auditing Pilot, be approved; and,

(b) That recommendation (b) of Report AUD17099 respecting the Audit Report 2015-13 Auditing Pilot – Accounts Payable be amended by deleting the words “June 30, 2017” to read as follows:

(b) That the General Manager of Finance and Corporate Services be directed to provide to the Audit, Finance and Administration Committee ~~by June 30, 2017~~ the management action plans for addressing the implementation of the Audit report recommendations.

Amendment, CARRIED

For disposition of this matter, refer to Item 2.

(ii) Employee Attendance Report 2016 (HUR17006) (City Wide) (Item 8.3)

Zachary Nicol, HR Metrics Analyst, Organizational Development, Office of the City Manager, addressed the Committee respecting Employee Attendance Report 2016 (HUR17006) with the aid of a PowerPoint presentation.

(Pearson/Ferguson)

That the presentation respecting Employee Attendance Report 2016 (HUR17006), be received.

CARRIED

A copy of the presentation is available on the City's website at www.hamilton.ca or through the Office of the City Clerk.

For disposition on this matter, refer to Item 4.

(e) PRIVATE AND CONFIDENTIAL (Item 12)

(i) Managing Employee Absenteeism - Labour Relations Strategy (Item 12.1)

(VanderBeek/Pearson)

That Committee move into Closed Session respecting Item 12.1 regarding Managing Employee Absenteeism - Labour Relations Strategy 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.

CARRIED

For disposition of this matter, refer to Item 5.

(f) ADJOURNMENT (Item 13)

(B. Johnson/A. Johnson)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 11:25 a.m.

CARRIED

Respectfully submitted,

Councillor Donna Skelly
Chair, Audit, Finance and
Administration Committee

Lauri Leduc
Legislative Coordinator
Office of the City Clerk