



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 17-014

**9:30 a.m.
October 23, 2017
Council Chambers
Hamilton City Hall**

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

**Absent with
Regrets:** Councillor L. Ferguson – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

- 1. Freedom of Information Quarterly Report (April 1 to June 30) (CL17001(a))
(City Wide) (Item 5.1)**

(Pearson/B. Johnson)

That Report CL17001(a), respecting Freedom of Information Quarterly Report (April 1 to June 30), be received.

CARRIED

- 2. Whistleblower Information Update for Q3 2017 (AUD17030) (City Wide)
(Item 5.2)**

(Pearson/B. Johnson)

That Report AUD170303, respecting the Whistleblower Information Update for Q3 2017, be received.

CARRIED

- 3. Workplace Mental Health and Wellbeing Strategy (2016-2018) (HUR17019)
(City Wide) (Item 5.3)**

(B. Johnson/A. Johnson)

That Report HUR17019, respecting the Workplace Mental Health and Wellbeing Strategy, be received.

CARRIED

4. Occupational Health and Safety (HUR17020)(City Wide) (Item 5.4)

(B. Johnson/VanderBeek)

That Report HUR17020, respecting Occupational Health and Safety, be received.

CARRIED

5. Employee Attendance Report Q1 to Q2 2017 (HUR17021) (City Wide) (Item 5.5)

(Pearson/VanderBeek)

That Report HUR17021, respecting Employee Attendance Report Q1 to Q2 2017, be received.

CARRIED

6. 2019 Development Charges Background Study (FCS17086) (City Wide) (Item 5.6)

(A. Johnson/VanderBeek)

- (a) That a new Development Charges (DC) Background Study for all City Services be initiated to support a new DC By-law, in accordance with the *Development Charges Act, 1997*;
- (b) That Council approve the single source procurement, pursuant to procurement Policy #11 – Non-competitive Procurements, of Watson & Associates Economists Ltd. as the consultant to complete the City's 2019 Development Charge (DC) Background Study and support the enactment of a new DC By-law, to be funded from the planned 2018 Capital Budget, Project 3381855301 "2019 DC Study" of \$650 K;
- (c) That the General Manager, Finance and Corporate Services be authorized to negotiate, enter into and execute a contract and any ancillary documents required to give effect thereto with Watson & Associates Economists Ltd. for the purposes of completion of the 2019 Development Charge (DC) Background Study, in a form satisfactory to the City Solicitor and within the financial restraints of the planned 2018 Capital Budget, Project 3381855301 "2019 DC Study" of \$650 K.

CARRIED

7. **Hamilton Mundialization Advisory Committee Report 17-008 from the October 18, 2017 meeting (Added Item 5.8)**

(a) Transfer from a Reserve

(VanderBeek/Pearson)

That Council for the City of Hamilton approve a \$4,000.00 transfer from the Hamilton Mundialization Committee's Volunteer Reserve account, to fund the 2015 and 2016 missed annual \$2000.00 grant payment to "Kids for Kaga".

CARRIED

8. **Performance Audit Report 2017-04 – Public Works, Office Accommodations (AUD17029) (City Wide) (Item 8.1)**

(Pearson/VanderBeek)

(a) That the Management Action Plans as detailed in Appendix "A" of Report AUD17029 be approved; and

(b) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD17029) implemented.

CARRIED

9. **Governance Review Sub-Committee Report 17-003 from the October 11, 2017 meeting (Item 8.2)**

(Pearson/VanderBeek)

(b) Potential Local Public Health Restructuring (BOH17034) (City Wide) (referred to Governance Review Sub-Committee for discussion by Council on August 18, 2017) (Item 8.1)

That Report BOH17034, respecting Potential Local Public Health Restructuring, be received.

(c) Potential Public Health Restructuring (BOH17034(a)) (City Wide) (Item 8.2)

That the Governance Review Sub-Committee direct their comments respecting Report BOH17034 and Report BOH17034(a) – Potential Local Public Health Restructuring, to the October 16, 2017 Board of Health Meeting.

That Report BOH17034(a), respecting Potential Public Health Restructuring, be received.

CARRIED

10. Grants Sub-Committee Report 17-005 from the October 12, 2017 meeting (Item 8.3)

(B. Johnson/VanderBeek)

(a) 2018 Advance - City Enrichment Fund (GRA17010) (City Wide) (Item 6.1)

- (i) That effective January 1, 2018, an advance of funds be provided to the organizations specified in the attached Appendix "A" to Report 17-005; and,
- (ii) That any outstanding arrears due to the City of Hamilton by the organizations (as shown in the attached Appendix "A" to Report 17-005) be first applied against the approved grant funding, including advances, until the debt is satisfied, prior to that organization receiving the balance of any approved payment.

(b) Transfer of Base Budget for St. Vincent De Paul – East Tipping Fees (Item 7.1)

That the base budget amount of \$470 for St. Vincent De Paul – East tipping fees, which is currently funded as an annual grant within the Community Services Program Area of the City Enrichment Fund Program, be transferred from the City Enrichment Fund to the Public Works Department's Recycling & Waste Disposal Section, effective 2017.

(c) Amendment to Item 3 of the Audit, Finance & Administration Committee Report 17-008 – Grants Sub-Committee Report 17-002, May 11, 2017 (Historic Waterdown Arts & Events, Arts Program – Arts Festival ART B-5) (Item 7.2) (Referred by Council at its meeting of September 27, 2017)

WHEREAS, the City Enrichment Fund, Arts Program – Arts Festival Section has two categories: (1) Emerging Festivals, which includes Festivals in operation less than 5 years; and, (2) Established, which includes Festivals operating for more than 5 years;

WHEREAS, the rationale for the 5 year period for the Emerging category was primarily established as a risk mitigation strategy;

WHEREAS, the Historic Waterdown Arts & Events (Waterdown ArtsFest) is in its second year of operation, with a total budget of \$150,000; and, was founded by True North Music and located in Waterdown;

WHEREAS, True North Music was established in 1969 by Bernie Finkelstein, music executive and talent manager; the label releasing 550 albums, 43 JUNO Awards and 37 gold and platinum records to its credit;

WHEREAS, the Emerging category of the City Enrichment Fund, Arts Program – Arts Festival Section, has a maximum of \$10,000 in available funding for qualified applicants, and because of limited budget in this category, was only able to allocate \$3,000 to the Historic Waterdown Arts & Events - ArtsFest in 2017;

WHEREAS, the Established category of the City Enrichment Fund, Arts Program – Arts Festival Section, has a maximum of \$100,000 in available funding for qualified applicants and a significantly larger budget in this category; and,

WHEREAS, based on the adjudicated score for 2017, staff would have recommended \$25,000 in funding if the organization had been part of the established category;

THEREFORE BE IT RESOLVED:

- (a) That Appendix “A” to sub-section (b)(i) of Item 3 of the Audit, Finance & Administration Committee Report 17-008, which was approved by Council on May 24, 2017, be further amended by:
 - (i) Increasing the 2017 City Enrichment Fund **one-time** grant for the Historic Waterdown Arts & Events (Arts Program – Arts Festival) by \$22,000; from \$3,000 to \$25,000, to be funded from the City Enrichment Fund Reserve (112230);
 - (ii) That an exception be made for the Historic Waterdown Arts & Events (Waterdown ArtsFest) to allow the organization to be moved to the Established category for the 2018 intake and adjudication process;
- (b) That, as a result of the 2017 increase in funding by \$22,000, sub-section (b)(i) of Item 3 to the Audit, Finance & Administration Committee Report 17-008, respecting Report GRA17003 regarding the 2017 City Enrichment Funding Recommendations, which was approved by Council on May 24, 2017, be further amended by deleting the dollar amount of “\$5,974,721” and replacing it with the dollar amount of “\$5,994,721”, to read as follows:

(b) **2017 City Enrichment Funding Recommendations (GRA17003) (City Wide) (Item 5.1)**

- (i) That, the 2017 City Enrichment Fund recommended funding allocations, in the amount of \$5,994,721 (as outlined in the attached Appendix "A" to Report 17-008, as further amended, be approved.

CARRIED

11. Advisory Committee for Immigrants and Refugees Membership (Added Item 10.1)

(Skelly/A. Johnson)

Whereas, the Advisory Committee for Immigrants and Refugees (ACIR) is having challenges in obtaining quorum for their meetings; and,

Whereas, without quorum the ACIR cannot receive the resignations that have been submitted; and,

Whereas, without quorum the ACIR cannot recommend the removal of another individual who has not provided a letter of resignation nor explained the reasons for their absence,

THEREFORE BE IT RESOLVED:

- (a) That the letters of resignation from Juanita Maldonado and Coleen Gallant from the Advisory Committee for Immigrants and Refugees (ACIR) ,and attached hereto, be received;
- (b) That Funmi Akiode be removed from the ACIR due to missing more than three consecutive meetings without explanation; and,
- (c) That the membership number of the ACIR be adjusted accordingly in order to obtain quorum.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

1. DELEGATION REQUESTS (Item 4)

- 4.1 Arkadiusz Zaszowski respecting a Development Charge Waiver for a property located at 148 Parkdale Avenue North

2. ADDED CONSENT ITEMS (Item 5)

- 5.7 Minutes of the Hamilton Mundialization Advisory Committee

- (i) June 21, 2017
(ii) September 27, 2017

- 5.8 Report 17-008 of the Hamilton Mundialization Advisory Committee respecting a Transfer from a Reserve dated October 18, 2017

3. PUBLIC HEARINGS/DELEGATIONS (Item 6)

- 6.1 Mr. Quehl is unable to attend today's meeting and has instead submitted written comments

- 6.1(i) Written Comments from Jason Quehl respecting his delegation

4. ADDED NOTICES OF MOTION (Item 9)

- 9.1 Advisory Committee for Immigrants and Refugees Membership

5. GENERAL INFORMATION/OTHER BUSINESS (Item 10)

- 10.1 (a) Item requiring a revised due date:

Student Accommodation Benefit Factor
Current Date: October 23, 2017
Revised Date: December 7, 2017

(Pearson/B. Johnson)

That the agenda for the October 23, 2017 Audit, Finance and Administration Committee meeting 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) October 5, 2017 (Item 3.1)

(B. Johnson/A. Johnson)

That the Minutes of the October 5, 2017 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

- (i) Arkadiusz Zaskowski respecting a Development Charge Waiver for a property located at 148 Parkdale Avenue North (Added Item 4.1)**

(B. Johnson/A. Johnson)

That the delegation request from Arkadiusz Zaskowski respecting a Development Charge Waiver for a property located at 148 Parkdale Avenue North be approved for a future meeting.

CARRIED

(e) CONSENT ITEMS (Item 5)

- (i) Minutes of the Hamilton Mundialization Advisory Committee (Added Item 5.7)**

(i) June 21, 2017

(ii) September 27, 2017

(Pearson/VanderBeek)

That the minutes of the Hamilton Mundialization Advisory Committee dated June 21, 2017 and September 27, 2017, be received.

CARRIED

(f) PUBLIC HEARINGS/DELEGATIONS (Item 6)

- (i) Jason Quehl respecting an exception and consideration of changing the rules of the water forgiveness policy (Item 6.1)**

Mr. Jason Quehl was unable to attend today's meeting and instead submitted written comments.

- (i) Written Comments from Jason Quehl respecting his delegation (Added Item 6.1(i))**

(Pearson/A. Johnson)

That the written comments from Jason Quehl respecting his delegation, be received.

CARRIED

(g) NOTICES OF MOTION (Item 9)

- (i) Advisory Committee for Immigrants and Refugees Membership (Added Item 9.1)**

Chair Skelly relinquished the Chair to Vice Chair Skelly in order to introduce a Notice of Motion respecting the Advisory Committee for Immigrants and Refugees Membership.

(Skelly/A. Johnson)

That the Rules of Order be waived to allow for the introduction of a motion respecting the Advisory Committee for Immigrants and Refugees Membership.

CARRIED

For disposition of this matter, refer to Item 11.

Chair Skelly assumed the Chair.

(h) GENERAL INFORMATION/OTHER BUSINESS (Item 10)

(i) Changes to the Outstanding Business List (Added Item 10.1)

(i) Item requiring a new due date (Added Item 10.1)

Student Accommodation Benefit Factor

Current Date: October 23, 2017

Revised Date: December 7, 2017

(VanderBeek/Pearson)

That the Item requiring a new due date respecting the Student Accommodation Benefit Factor, be approved.

CARRIED

(i) ADJOURNMENT (Item 13)

(B. Johnson/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 9:47 a.m.

CARRIED

Respectfully submitted,

Councillor D. Skelly, Chair
Audit, Finance and Administration
Committee

Lauri Leduc
Legislative Coordinator
Office of the City Clerk