



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 22-007

9:30 a.m.

March 24, 2022

Council Chambers

Hamilton City Hall

Present: Councillors M. Pearson (Chair), B. Clark, L. Ferguson, B. Johnson, R. Powers, A. VanderBeek, and M. Wilson

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 22-007 AND RESPECTFULLY RECOMMENDS:

1. **Correspondence from Trent Jarvis, Hamilton Waterfront Trust, respecting an update to the Audit, Finance and Administration Committee in April or May of 2022 (Item 5.2)**
 - (a) That the correspondence from Trent Jarvis, Hamilton Waterfront Trust, respecting an update to the Audit, Finance and Administration Committee in April or May of 2022, be received; and,
 - (b) That staff be directed to develop a scope of work and report back to the Audit, Finance and Administration Committee on April 21, 2022 on an independent third party audit review to verify the financial strength of the Hamilton Waterfront Trust on a going forward basis, with an invitation to the Chair of the Hamilton Waterfront Trust to attend; and,
 - (c) That the Executive Director of the Hamilton Waterfront Trust be requested to attend the April 7, 2022 Audit, Finance and Administration Committee meeting to present.

2. **Report of the 2021 Remuneration and Expenses as Required under Section 284 of the *Municipal Act* (FCS22008) (City Wide) (Item 7.2)**

That Report FCS22008, respecting Report of the 2021 Remuneration and Expenses as Required under Section 284 of the *Municipal Act*, be received.

3. **2021 Fourth Quarter Request for Tenders and Proposals Report (FCS21008(c)) (City Wide) (Item 7.3)**

That Report FCS22008(c), respecting 2021 Fourth Quarter Request for Tenders and Proposals Report, be received.

4. 2021 Fourth Quarter Emergency and Non-competitive Procurements Report (FCS21009(c)) (City Wide) (Item 7.4)

That Report FCS22009(c), respecting 2021 Fourth Quarter Emergency and Non-competitive Procurements Report, be received.

5. 2021 Fourth Quarter Non-compliance with the Procurement Policy Report (FCS21010(c)) (City Wide) (Item 7.5)

That Report FCS22010(c), respecting 2021 Fourth Quarter Non-compliance with the Procurement Policy Report, be received.

6. Annual Tax Arrears as of December 31, 2021 (FCS22011) (City Wide) (Item 7.6)

That Report FCS22011, respecting Annual Tax Arrears as of December 31, 2021, be received.

7. Annual Assessment Appeals as of December 31, 2021 (FCS22010) (City Wide) (Item 7.7)

That Report FCS22010, respecting Annual Assessment Appeals as of December 31, 2021, be received.

8. Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2 (CM21015(a)) (Item 7.8)

(a) That Report CM21015(a), respecting Support for the National Council of Canadian Muslims brought forward by the NCCM recommendations in Motion 6.2, be received; and

(b) That staff be directed to develop a communication plan for the Anti-Islamophobia Public Awareness Campaign with collaboration from the Muslim community and the Hamilton Anti-Racism Resource Center, along with identifying resources available for this plan and report back to the May 5, 2022 Audit, Finance and Administration Committee.

9. Accounts Receivable Write-Offs for 2021 (FCS22009) (City Wide) (Item 10.1)

(a) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000 in the total amount of \$6,327.85 attached as Appendix "A" to Report FCS22009, be received for information;

(b) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectable General Accounts Receivable over \$1,000 in the total amount of \$114,132.26 attached as Appendix "A" to Item 9 of Audit, Finance and Administration Report 22-007.

- (c) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Farmers Market Receivables in the total amount of \$14,297.74 attached as Appendix “B” to Item 9 of Audit, Finance and Administration Report 22-007; and,
 - (d) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Lodges Receivables in the total amount of \$78,402.24 attached as Appendix “C” to Item 9 of Audit, Finance and Administration Report 22-007.
- 10. Development Charges Stakeholders Sub-Committee Report 22-001 - February 28, 2022 (Item 10.2)**
- (a) **Community Benefits Charges (FCS22015) (City Wide) (Item 10.1)**
That Report FCS22015 respecting Community Benefits Charges Budget, be received.
- 11. Cellular Services and Devices Contract Extension (FCS22020) (City Wide) (Item 14.1)**
- (a) That the direction provided to staff in Closed Session, respecting Report FCS22020, Cellular Services and Devices Contract Extension be approved and remain confidential until negotiations are completed, and a Contract is in place; and,
 - (b) That Report FCS22020 respecting the Cellular Services and Devices Contract Extension and any Appendices remain confidential.
- 12. City Auditor Reporting of Serious Matters to Council (Case #50695) (AUD22002) (City Wide) (Item 14.2)**
- That Report AUD22002 respecting the City Auditor Reporting of Serious Matters to Council (Case #50695), remain confidential.
- 13. Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc. (PW22019 / FCS22028 / LS22018) (City Wide) (Item 14.3)**
- (a) That the direction provided to staff in Closed Session, respecting Report PW22019 / FCS22028 / LS22018, Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc., be approved and released publicly following approval by Council; and,
 - (b) That Report PW22019 / FCS22028 / LS22018 respecting the Commercial Relationship Between the City of Hamilton and Magil Construction Ontario Inc. remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

10. DISCUSSION ITEMS (Item 10)

10.3 Citizen Committee Report - Hamilton Women and Gender Equity Committee - 2021 Funds to Move to Reserve – WITHDRAWN

10.4 Citizen Committee Report - Hamilton Women and Gender Equity Committee - Transfer From Reserve – WITHDRAWN

Items 10.3 and 10.4 were WITHDRAWN as it was determined by Finance Staff that these Citizen Committee Reports were not necessary for their financial process.

The agenda for the March 24, 2022 Audit, Finance and Administration Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) February 17, 2022 (Item 4.1)

The Minutes of the February 17, 2022 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) COMMUNICATIONS (Item 5)

(i) Correspondence from Stephanie Bertolo, respecting their resignation from the Women and Gender Equity Committee (Item 5.1)

(a) That the correspondence from Stephanie Bertolo, respecting their resignation from the Women and Gender Equity Committee, be received; **and,**

(b) That staff be directed to prepare a letter on behalf of the Women and Gender Equity Committee in appreciation for their service.

(e) CONSENT ITEMS (Item 7)

The following Various Advisory Committee Minutes, were received:

- (i) Immigrant and Refugee Advisory Committee - September 9, 2021 (Item 7.1(a))
- (ii) Immigrant and Refugee Advisory Committee - November 11, 2021 (Item 7.1(b))
- (iii) Immigrant and Refugee Advisory Committee – December 9, 2021 (Item 7.1(c))
- (iv) Immigrant and Refugee Advisory Committee – No Quorum Notes – February 10, 2022 (Item 7.1(d))
- (v) Hamilton Mundialization Committee - September 15, 2021 (Item 7.1(e))
- (vi) Hamilton Mundialization Committee – October 19, 2021 (Item 7.1(f))
- (vii) Hamilton Mundialization Committee – November 17, 2021 (Item 7.1(g))
- (viii) Hamilton Mundialization Committee – January 19, 2022 (Item 7.1(h))
- (ix) Status of Women Advisory Committee – May 27, 2021 (Item 7.1(i))
- (x) Status of Women Advisory Committee – September 23, 2021 (Item 7.1(j))
- (xi) Women and Gender Equity Committee - January 27, 2022 (Item 7.1(k))

(f) GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(i) Amendment to the Outstanding Business List:

The following amendment to the Audit, Finance & Administration Committee's Outstanding Business List, was approved:

(a) Item Considered Complete and Needing to Be Removed:

Support for the NCCM Recommendations brought forward by the National Council of Canadian Muslims
Added: August 13, 2021 at Council - Item 6.2
Removed: March 24, 2022 at AF&A - Item 7.9
OBL Item: 21-L

(g) PRIVATE AND CONFIDENTIAL (Item 14)

The Committee moved into Closed Session for Items 14.1 to 14.3, pursuant to Section 9.1, Sub-sections (a), (e), (f) and (k) of the City's Procedural By-law 21-021, as amended; and, Section 239(2), Sub-sections (a), (e), (f) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to the security of the property of the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor/client privileges, including communications necessary for that purpose; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

(i) Cellular Services and Devices Contract Extension (FCS22020) (City Wide) (Item 14.1)

Staff were provided direction in Closed Session.

For further disposition of this Item, Refer to Item 11.

**(ii) City Auditor Reporting of Serious Matters to Council (Case #50695)
(AUD22002) (City Wide) (Item 14.2)**

For disposition of this Item, Refer to Item 12.

**(iii) Commercial Relationship Between the City of Hamilton and Magil
Construction Ontario Inc. (PW22019 / FCS22028 / LS22018) (City
Wide) (Item 14.3)**

Staff were provided direction in Closed Session.

For further disposition of this Item, Refer to Item 13.

(h) ADJOURNMENT (Item 15)

There being no further business, the Audit, Finance and Administration
Committee, adjourned at 12:09 p.m.

Respectfully submitted,

Councillor Pearson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

Write-off of General Accounts Receivable 2021 Over \$1,000

Customer ID	Customer Name	Amount	Description
113127	Bell Mobility	\$ 2,537.08	Finance Charges
119887	Bell Canada	\$ 1,387.85	Finance Charges
116968	Global Spectrum Facility Management	\$ 13,614.48	Finance Charges
118200	Victoria Manor I	\$ 6,153.95	Bankrupt
120360	Victoria Manor II	\$ 10,236.70	Bankrupt
119910	John Lourenco	\$ 1,445.16	Exhausted collections
117542	Union Gas	\$ 78,757.04	Not collectable as per PW
		\$ 114,132.26	

Write-off of Hamilton Farmers Market Receivable 2021

Customer ID	Customer Name	Amount	Description
117509	Gourmet Veggie Foods	\$ 1,191.81	Exhausted Collections
118755	My Xuan Tieu	\$ 1,590.64	Exhausted Collections
119244	Whitley Flowers	\$ 7,618.26	Exhausted Collections
119253	Best on Bread	\$ 3,354.30	Exhausted Collections
119843	Baby's Bath and Boutique	\$ 542.73	Exhausted Collections
		\$ 14,297.74	

Write-off of Lodges Receivable 2021

Customer ID*	Amount	Description
WL	\$ 127.77	Accommodations
WL	\$ 20.00	Personal Trust
WL	\$ 29.10	Personal Trust
WL	\$ 38.30	Personal Trust
WL	\$ 19.94	Personal Trust
WL	\$ 19.75	Personal Trust
WL	\$ 0.40	Personal Trust
WL	\$ 1.00	Personal Trust
WL	\$ 0.75	Personal Trust
WL	\$ 127.50	Personal Trust
WL	\$ 1.50	Personal Trust
WL	\$ 8.55	Personal Trust
WL	\$ 4.88	Personal Trust
WL	\$ 20.00	Personal Trust
WL	\$ 12.85	Personal Trust
WL	\$ 12.70	Personal Trust
WL	\$ 14.00	Personal Trust
WL	\$ 142.50	Personal Trust
ML	\$ 337.04	Accommodations
ML	\$ 859.80	Personal Trust
ML	\$ 32.00	Personal Trust
WL	\$ 27,461.66	Accommodations
WL	\$ 2,318.00	Accommodations
WL	\$ 2,065.65	Accommodations
ML	\$ 15,695.14	Accommodations
ML	\$ 8,048.71	Accommodations
ML	\$ 4,523.02	Accommodations & Personal Trust
ML	\$ 4,074.94	Accommodations
ML	\$ 3,412.62	Accommodations & Personal Trust
ML	\$ 2,203.89	Accommodations
ML	\$ 1,253.23	Accommodations
ML	\$ 5,515.05	Accommodations & Personal Trust
	\$ 78,402.24	

NOTES

Amounts listed have been allowed for in the December 2021 year end allowance, these write-offs will not affect the 2022 budget.

* Individual's identifiable information left off at request of Council