



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 22-016

9:30 a.m.

September 22, 2022

Council Chambers

Hamilton City Hall

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

Absent: Councillor A. VanderBeek – Personal

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Hamilton Future Fund Audit – Management Action Plans (AUD21013(a)) (City Wide) (Item 10.1)

(Clark/Powers)

- (a) That the Management Action Plans, as detailed in Appendix “A” of Report AUD21013(a), respecting the Hamilton Future Fund Audit, be approved; and,
- (b) That the General Manager of Finance and Corporate Services be directed to implement the Management Action Plans (attached as Appendix “A” to Report AUD21013(a) and report back to the Audit, Finance and Administration Committee by September 2023 on the nature and status of actions taken in response to the audit report.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

2. 2021 Reserve Report (FCS22065) (City Wide) (Item 10.2)

(Johnson/Ferguson)

- (a) That the 2021 Reserve Report and the 2021 Reserves Detail Report with 2020 Comparative figures and 2022-2024 Projections attached as Appendix “A” to Report FCS22065, be received;

- (b) That the National Housing Strategy Co-Investment Fund Reserve Policy attached as Appendix “C” to Report FCS22065, be approved and that the reserve be established subject to the terms outlined in the Policy;
- (c) That reserve Capital Projects – Hamilton (108035) and Roads, Bridges & Traffic Capital Reserve (108041) be closed and remaining funds in the total amount of \$22,407.30 be allocated to the Unallocated Capital Levy Reserve (108020);
- (d) That reserve Computer Replacement Program (110015) be renamed to IT Asset Management Reserve; and,
- (e) That the matter respecting the Business Improvement Area (BIA) Contribution – Closure of Year End Reserve, as recommended in the Report PED20161, be considered complete and removed from the Outstanding Business List of the General Issues Committee.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

3. Records and Information Management Policy (FCS22057) (City Wide) (Item 10.3)

(Clark/Johnson)

- (a) That the Records & Information Management Policy, attached as Appendix “A” to Report FCS22057, be approved; and,
- (b) That the request for 2 FTE’s to support the administration of the policy, be referred to 2023 budget deliberations for consideration.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

4. Corporate Privacy Program Update (FCS22078) (City Wide) (Item 10.4)

(Clark/Johnson)

That Report FCS22078 respecting the Corporate Privacy Program Update, be received.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

5. Governance Review Sub-Committee Report 22-004 - September 9, 2022 (Item 10.5)

(Wilson/Johnson)

(a) Code of Conduct and Conflict of Interest Education and Communications (HUR22011 / CM22018) (City Wide) (Added Item 7.1)

That Report HUR22011 / CM22018, respecting Code of Conduct and Conflict of Interest Education and Communications, be received.

(b) Feasibility of Implementing the Recommendations from the Committee Against Racism for Changes to the Hamilton Police Services Board Selection Process (FCS22072) (City Wide) (Outstanding Business list Item) (Item 10.1)

That the Selection Process for the appointment of the one person appointed by resolution of the council to the Hamilton Police Services Board, be approved, as follows:

(i) That By-Law 21-021, as amended, A By-Law to Govern the Proceedings of Council and Committees of Council (Procedural By-law), be amended as follows:

(1) That the definition of "Selection Committee", be amended as follows:

"Selection Committee" means a Committee established by Council, comprised entirely of Members of Council, to interview and report back to Council on the appointment of citizen representatives to agencies, boards and Committees, and reports directly to Council, with the exception of the Hamilton Police Services Board Selection Committee for the recruitment of the one person appointed by resolution of council to the Hamilton Police Services Board which is

comprised of six (6) community representatives and five (5) Council representatives with full voting privileges.

- (ii) That the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board, be comprised of the five (5) members of Council and six (6) community representatives;
- (iii) That the Committee Against Racism and the Hamilton Anti-Racism Resource Centre (HARRC) recommend the appointment of the six (6) community representatives on the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board for the 2022-2026 term of Council for Council's consideration;
- (iv) That the six (6) community representatives appointed to the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board, be required to complete and adhere to a confidentiality agreement as well as the Code of Conduct for Local Boards.
- (v) That the Corporate Policy - Hamilton City Council - Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, be amended, to add a new sub-section 14 as follows, renumbering the remaining sub-sections accordingly:

Selection Process for the one Citizen Appointment to the Hamilton Police Services Board

- 14. Five (5) members of Council and six (6) community representatives are appointed to the Hamilton Police Services Board Selection Committee whose mandate will be to:
 - (i) Review applications for the one citizen appointment to the Hamilton Police Services Board;
 - (ii) Shortlist the applicants with assistance of staff, where appropriate, based on the applicant information provided;
 - (iii) Request that the Hamilton Police Service as well as the following Advisory Committees submit confidential interview questions:
 - (a) Hamilton Women and Gender Equity Advisory Committee
 - (b) Indigenous Advisory Committee
 - (c) LGBTQ Advisory Committee

- (d) Committee Against Racism Advisory Committee
 - (e) Advisory Committee for Persons with Disabilities
- (iv) Interview applicants who have met the criteria (below), ensuring that they are not ineligible (below) and who have provided confirmation of compliance with the City's Mandatory COVID-19 Vaccination Verification Policy;

Preference will be given to applicants who meet the following criteria:

- a resident of, or owner of a business in, the City;
- an owner or tenant of land in the City, or the spouse of such a person;
- a Canadian citizen, at least 18 years of age;
- not a member of the Legislative Assembly, the Senate, House of Commons, or an elected official of the City;
- not a Crown employee, nor an employee of a municipality;
- not otherwise disqualified from holding office or voting;
- of good character (applicants will be required to provide authorization to the Police Service to conduct a comprehensive background check);
- a demonstrated history of community service i.e., previous experience on Boards or Committees;
- able to devote up to 20 to 25 hours per month to Police Board matters, including availability during normal business hours;
- skills or leadership in a business or a profession, which demonstrates ability to work effectively as a member of the Board; and,
- specific knowledge, training, education or experience, which may be an asset to the Board.

The following persons are ineligible to be a citizen appointee to the Board:

- a member of City Council;
- an employee of the City of Hamilton;
- a Judge or a Justice of the Peace;
- a police officer; or,
- a person who practices criminal law as a defence counsel.

- (v) Submit two (2) preferred candidate(s) to Council for consideration for the appointment of one person to the Hamilton Police Services Board.

(c) Integrity Commissioner and lobbyist Registrar Contract (FCS22074) (City Wide) (Item 10.2)

- (i) That Council approve the extension to Contract C2-06-19, Provision of Services of an Integrity Commissioner and Lobbyist Registrar for the City of Hamilton until May 31, 2023 and that the City Clerk be authorized to negotiate, enter into and execute the extension and any ancillary documents required to give effect thereto with Principles Integrity, in a form satisfactory to the City Solicitor;
- (ii) That the City Clerk inform Council on the results of the negotiation; and,
- (iii) That the City Clerk report back to Governance Review Sub-Committee by March 31, 2023 with a recruitment selection process option for future appointments for the Integrity Commissioner position, as well as the option to further extend the current contract C2-06-19 past May 31, 2023.

(d) Mandatory COVID-19 Vaccination Verification Policy for Members of Council and Members of Council Appointed Committees (FCS22016(a)/HR22010(a)) (City Wide) (Outstanding Business List item) (Item 10.3)

That the amendments to the City of Hamilton Mandatory COVID19 Vaccination Verification Policy respecting the reporting of non-compliant Members of Council as described in Appendix "A" to Governance Review Sub-Committee Report 22-004, be approved.

(e) 2022 Review of the City's Procedural By-law (FCS22075) (Item 10.4)

That the By-law amending By-law 21-021, A By-Law To Govern The Proceedings of Council and Committees of Council, as Amended, attached as Appendix "B" **as amended** (reordering Delegations and Staff Presentations) to Governance Review Sub-Committee Report 22-004, be enacted by Council.

Result: Main Motion, As Amended, CARRIED by a vote of 4 to 1, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
NO - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

6. Procurement Sub-Committee Report 22-001 - September 12, 2022 (Item 10.6)

(Ferguson/Clark)

(a) Amendments to the Procurement Policy and the Capital Pre-Approval Policy (FCS21103(a) / PW22081) (City Wide) (Item 10.1)

- (i) That staff be directed to prepare a by-Law amending By-law No. 20-205, "A By law to Adopt and Maintain A Procurement Policy for the City of Hamilton" with the amendments to the City of Hamilton's (City) Procurement Policy as attached in Appendix "A" to Procurement Sub-Committee Report 22-001;
- (ii) That Council approve the amendment to the City's Capital Pre-Approval Policy, as attached in Appendix "B" to Procurement Sub-Committee Report 22-001; and,
- (iii) That any financing required to fund deposits or prepayment requirements resulting from the amended City's Capital Pre-Approval Policy (attached as Appendix "B" to Procurement Sub-Committee Report 22-001) be funded first from program reserve and second through an internal loan from the Unallocated Capital Reserve (#108020).

Result: Motion CARRIED by a vote of 5 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

6. DELEGATION REQUESTS

- 6.1 Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (For today's meeting)
- 6.2 Taimur Qasim, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (For today's meeting) (For today's meeting)

9. PUBLIC HEARING / DELEGATIONS

9.1(a) Staff Supporting Documentation - Nicholas Morris, respecting an appeal of the City's decision regarding Claim #061628

(Powers/Ferguson)

That the agenda for the September 22, 2022 Audit, Finance and Administration Committee meeting be approved, as amended.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) September 8, 2022 (Item 4.1)

(Johnson/Wilson)

That the Minutes of the September 8, 2022 meeting of the Audit, Finance and Administration Committee be approved, as presented.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(d) COMMUNICATIONS ITEMS (Item 5)

(i) Hamilton Waterfront Trust 2021 Audited Financial Statements (Item 5.1)

(a) (Ferguson/Clark)

(i) That Hamilton Waterfront Trust management and/or Chair be requested to attend an Audit, Finance and Administration

Committee meeting in the new Term of Council and present the following items for 2021:

- (a) its annual audited Financial Statements;
 - (b) its Strategic and/or Business Plans and any changes thereto;
 - (c) its ten (10) year Capital Plan; and
 - (d) any changes to its organizational structure; and,
- (ii) That Finance and Legal staff be directed to investigate if the City has the authority to withhold payments to the Hamilton Waterfront Trust until they present the items required in the Revised Deed of Trust, and report back to the Audit, Finance and Administration Committee.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(b) (Ferguson/Powers)

That the Hamilton Waterfront Trust 2021 Audited Financial Statements, be received.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(e) DELEGATION REQUESTS (Item 6)

(Johnson/Powers)

That the following Delegation Requests be approved for today's meeting:

- (i) Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (Added Item 6.1)
- (ii) Taimur Qasim, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (For today's meeting) (Added Item 6.2)

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

(i) Nicholas Morris, respecting an appeal of the City's decision regarding Claim #061628 (Approved September 8, 2022) (Item 9.1)

Nicholas Morris addressed the Committee respecting an appeal of the City's decision regarding Claim #061628.

(a) (Ferguson/Johnson)

That the delegation from Nicholas Morris respecting an appeal of the City's decision regarding Claim #061628, be received.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(b) (Clark/Powers)

That staff be directed to reimburse Nicholas Morris for the \$902.70 plumber costs, to be funded from the Insurance Claims Liability Account (#23007-000100).

Result: Motion CARRIED by a vote of 5 to 1, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
NO - Ward 1 Councillor Maureen Wilson

- (ii) **Staff Supporting Documentation - Nicholas Morris, respecting an appeal of the City's decision regarding Claim #061628 (Added Item 9.1(a))**

(Clark/Ferguson)

That the Staff Supporting Documentation - Nicholas Morris, respecting an appeal of the City's decision regarding Claim #061628, be received.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

- (iii) **Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (Added Item 9.2)**

Karl Andrus, Hamilton Community Benefits Network addressed the Committee respecting Item 10.5 - Governance Review Sub-Committee Report 22-004.

(Wilson/Powers)

That the delegation from Karl Andrus, Hamilton Community Benefits Network, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004, be received.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

- (iv) **Taimur Qasim, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004 (Added Item 9.3)**

Taimur Qasim, addressed the Committee respecting Item 10.5 - Governance Review Sub-Committee Report 22-004.

(Ferguson/Clark)

That the delegation from Taimur Qasim, respecting Item 10.5 - Governance Review Sub-Committee Report 22-004, be received.

Result: Motion CARRIED by a vote of 6 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
YES - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

(g) DISCUSSION ITEMS (Item 10)

(i) Governance Review Sub-Committee Report 22-004 – September 9, 2022 (Item 10.5)

The Chair advised that public notice was given for the 2022 Review of the City's Procedural By-law Amendments (FCS21004 / LS21001), Item 5 of the Governance Review Sub-Committee Report 21-001, inviting interested parties to make virtual representations at today's meeting.

(Wilson/Johnson)

(a) Code of Conduct and Conflict of Interest Education and Communications (HUR22011 / CM22018) (City Wide) (Added Item 7.1)

That Report HUR22011 / CM22018, respecting Code of Conduct and Conflict of Interest Education and Communications, be received.

(b) Feasibility of Implementing the Recommendations from the Committee Against Racism for Changes to the Hamilton Police Services Board Selection Process (FCS22072) (City Wide) (Outstanding Business list Item) (Item 10.1)

That the Selection Process for the appointment of the one person appointed by resolution of the council to the Hamilton Police Services Board, be approved, as follows:

(i) That By-Law 21-021, as amended, A By-Law to Govern the Proceedings of Council and Committees of Council (Procedural By-law), be amended as follows:

(1) That the definition of "Selection Committee", be amended as follows:

"Selection Committee" means a Committee established by Council, comprised entirely of Members of Council, to interview and report back to Council on the appointment of citizen representatives to agencies, boards and Committees, and reports directly to Council, with the exception of the Hamilton Police

Services Board Selection Committee for the recruitment of the one person appointed by resolution of council to the Hamilton Police Services Board which is comprised of six (6) community representatives and five (5) Council representatives with full voting privileges.

- (ii) That the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board, be comprised of the five (5) members of Council and six (6) community representatives;
- (iii) That the Committee Against Racism and the Hamilton Anti-Racism Resource Centre (HARRC) recommend the appointment of the six (6) community representatives on the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board for the 2022-2026 term of Council for Council's consideration;
- (iv) That the six (6) community representatives appointed to the Hamilton Police Services Board Selection Committee for the recruitment of one person appointed by resolution of council to the Hamilton Police Services Board, be required to complete and adhere to a confidentiality agreement as well as the Code of Conduct for Local Boards.
- (v) That the Corporate Policy - Hamilton City Council - Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees, be amended, to add a new sub-section 14 as follows, renumbering the remaining sub-sections accordingly:

Selection Process for the one Citizen Appointment to the Hamilton Police Services Board

- 14. Five (5) members of Council and six (6) community representatives are appointed to the Hamilton Police Services Board Selection Committee whose mandate will be to:
 - (i) Review applications for the one citizen appointment to the Hamilton Police Services Board;
 - (ii) Shortlist the applicants with assistance of staff, where appropriate, based on the applicant information provided;

- (iii) Request that the Hamilton Police Service as well as the following Advisory Committees submit confidential interview questions:
- (a) Hamilton Women and Gender Equity Advisory Committee
 - (b) Indigenous Advisory Committee
 - (c) LGBTQ Advisory Committee
 - (d) Committee Against Racism Advisory Committee
 - (e) Advisory Committee for Persons with Disabilities
- (iv) Interview applicants who have met the criteria (below), ensuring that they are not ineligible (below) and who have provided confirmation of compliance with the City's Mandatory COVID-19 Vaccination Verification Policy;

Preference will be given to applicants who meet the following criteria:

- a resident of, or owner of a business in, the City;
- an owner or tenant of land in the City, or the spouse of such a person;
- a Canadian citizen, at least 18 years of age;
- not a member of the Legislative Assembly, the Senate, House of Commons, or an elected official of the City;
- not a Crown employee, nor an employee of a municipality;
- not otherwise disqualified from holding office or voting;
- of good character (applicants will be required to provide authorization to the Police Service to conduct a comprehensive background check);
- a demonstrated history of community service i.e., previous experience on Boards or Committees;
- able to devote up to 20 to 25 hours per month to Police Board matters, including availability during normal business hours;
- skills or leadership in a business or a profession, which demonstrates ability to work effectively as a member of the Board; and,

- specific knowledge, training, education or experience, which may be an asset to the Board.

The following persons are ineligible to be a citizen appointee to the Board:

- a member of City Council;
- an employee of the City of Hamilton;
- a Judge or a Justice of the Peace;
- a police officer; or,
- a person who practices criminal law as a defence counsel.

- (v) Submit two (2) preferred candidate(s) to Council for consideration for the appointment of one person to the Hamilton Police Services Board.

(c) Integrity Commissioner and lobbyist Registrar Contract (FCS22074) (City Wide) (Item 10.2)

- (i) That Council approve the extension to Contract C2-06-19, Provision of Services of an Integrity Commissioner and Lobbyist Registrar for the City of Hamilton until May 31, 2023 and that the City Clerk be authorized to negotiate, enter into and execute the extension and any ancillary documents required to give effect thereto with Principles Integrity, in a form satisfactory to the City Solicitor;
- (ii) That the City Clerk inform Council on the results of the negotiation; and,
- (iii) That the City Clerk report back to Governance Review Sub-Committee by March 31, 2023 with a recruitment selection process option for future appointments for the Integrity Commissioner position, as well as the option to further extend the current contract C2-06-19 past May 31, 2023.

(d) Mandatory COVID-19 Vaccination Verification Policy for Members of Council and Members of Council Appointed Committees (FCS22016(a)/ HR22010(a)) (City Wide) (Outstanding Business List item) (Item 10.3)

That the amendments to the City of Hamilton Mandatory COVID19 Vaccination Verification Policy respecting the reporting of non-compliant Members of Council as described in Appendix "A" to Governance Review Sub-Committee Report 22-004, be approved.

(e) 2022 Review of the City's Procedural By-law (FCS22075) (Item 10.4)

That the By-law amending By-law 21-021, A By-Law To Govern The Proceedings of Council and Committees of Council, as Amended, attached as Appendix "B" to Governance Review Sub-Committee Report 22-004, be enacted by Council.

(Johnson/Clark)

That Appendix "B" to sub-section (e) respecting the 2022 Review of the City's Procedural By-law (FCS22075), **be amended** by reordering Delegations and Staff Presentations, as follows:

(vii) **5.11 Order of Business**

- (1) The general Order of Business for the IN-PERSON / VIRTUAL / HYBRID scheduled meetings of Committees, unless amended by the Committee in the course of the meeting, shall be as follows:
 - (a) Ceremonial Activities
 - (b) Approval of Agenda
 - (c) Declarations of Interest
 - (d) Approval of Minutes of Previous Meeting
 - (e) Communications
 - (f) Delegation Requests
 - (g) ~~Staff Presentations-Delegations~~**
 - (h) ~~Delegations Staff Presentations~~**
 - (i) Consent Items
 - (j) Public Hearings
 - (k) Discussion Items
 - (l) Motions
 - (m) Notice of Motions
 - (n) General Information/Other Business
 - (o) Private and Confidential
 - (p) Adjournment

Result: Amendment CARRIED by a vote of 5 to 0, as follows:

- ABSENT - Ward 13 Councillor Arlene VanderBeek
- YES - Ward 12 Councillor Lloyd Ferguson
- YES - Ward 11 Councillor Brenda Johnson
- YES - Ward 10 Councillor Maria Pearson
- YES - Ward 9 Councillor Brad Clark
- ABSENT - Ward 5 Councillor Russ Powers
- YES - Ward 1 Councillor Maureen Wilson

For further disposition of this matter, refer to Item 5.

(h) ADJOURNMENT (Item 15)

(Ferguson/Johnson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 1:01 p.m.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

ABSENT - Ward 13 Councillor Arlene VanderBeek
YES - Ward 12 Councillor Lloyd Ferguson
YES - Ward 11 Councillor Brenda Johnson
YES - Ward 10 Councillor Maria Pearson
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 5 Councillor Russ Powers
YES - Ward 1 Councillor Maureen Wilson

Respectfully submitted,

Councillor Pearson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk