



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE REPORT 21-005

9:30 a.m.

April 8, 2021

**Council Chambers
Hamilton City Hall**

Present: Councillors L. Ferguson (Chair), C. Clark, C. Collins, L. Ferguson, M. Pearson, A. VanderBeek, and M. Wilson

Absent: Councillor B. Johnson – City Business

THE AUDIT, FINANCE AND ADMINISTRATION COMMITTEE PRESENTS REPORT 21-005 AND RESPECTFULLY RECOMMENDS:

1. **Accounts Receivable Write-Offs for 2020 (FCS21015) (City Wide) (Item 10.1)**
 - (a) That the Schedule of General Accounts Receivable Write-Offs less than \$1,000 in the amount of \$3,877.91 attached as Appendix “A” to Report FCS21015, be received for information; and,
 - (b) That the General Manager of Finance and Corporate Services be authorized to write-off uncollectible Lodges Receivables in the amount of \$68,388.36 attached as Appendix “A” to Audit, Finance and Administration Report 21-005.

2. **Banking Agreement - Authorization to Negotiate (FCS21027) (City Wide) (Item 10.2)**
 - (a) That the General Manager, Finance and Corporate Services, or designate, be authorized to negotiate a one-year agreement with an option to extend one additional year with The Royal Bank of Canada for the provision of banking services outlined in report FCS11084 (October 11, 2011); and,
 - (b) That the General Manager, Finance and Corporate Services, or designate, be authorized to sign the agreement in a form satisfactory to the City Solicitor.

3. **Amendment of Contract for Residential Water / Wastewater Warranty Protection Plans (FCS21024) (City Wide) (Item 10.3)**
 - (a) That the contract for Residential Water / Wastewater Warranty Protection Plans (C2 02 14) between the City of Hamilton and Service Line Warranties of Canada, Inc. be amended so that Service Line Warranties

of Canada, Inc. may adjust Warranty Plans fees once during any 12-month period based on increases in the consumer price index for services in Ontario as defined by Statistics Canada and that any such adjustment shall not exceed the CPI percentage increase over the prior year plus two percentage points unless the Parties agree in writing; and,

- (b) That the Mayor and City Clerk be authorized and directed to execute all necessary documents to amend Contract C2-02-14 between the City of Hamilton and Service Line Warranties of Canada, Inc. dated April 25, 2014, to implement Recommendation (a) of Report FCS21024, in a form satisfactory to the City Solicitor and with content satisfactory to the General Manager, Finance and Corporate Services.

4. All Advisory Committee Event (FCS21029) (City Wide) (Item 10.4)

- (a) That an All Advisory Committee Event be approved for 2021;
- (b) That staff of the Clerk's Office, Legislative Division be directed to Chair the All Advisory Committee Event in 2021; and,
- (c) That the Advisory Committee Staff Liaisons be directed to proceed as outlined in the report, in order to facilitate an All Advisory Committee Event in 2021.

5. Fraud and Waste Investigation Update Report #28276 (AUD21003) (City Wide) (Item 10.4)

That Report AUD21003, respecting Fraud and Waste Investigation Update Report #28276, be received and remain confidential.

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

The Committee Clerk advised that there were no changes to the agenda.

The agenda for the April 8, 2021 Audit, Finance and Administration Committee meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

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

(i) March 25, 2021 (Item 4.1)

The Minutes of the March 25, 2021 meeting of the Audit, Finance and Administration Committee were approved, as presented.

(d) DELEGATION REQUESTS (Item 6)

- (i) Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event (For Today's Meeting) (Item 6.1)**

The delegation request from Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event, was approved for today's meeting.

(e) CONSENT ITEMS (Item 7)

The following Consent Items, were received:

- (i) Interview Sub-Committee to the Audit, Finance and Administration Committee Minutes - March 17, 2021 (Item 7.1)
- (ii) Various Advisory Committee Minutes: (Item 7.2):
- (1) Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - February 16, 2021 (Item 7.2(a))
 - (2) Committee Against Racism - November 24, 2020 (Item 7.2(b))
 - (3) Committee Against Racism - January 26, 2021 (Item 7.2(c))

(f) PUBLIC HEARINGS / DELEGATIONS (Item 9)

- (i) Larry Pomerantz, RainBarrel.ca, respecting the rain barrel program and a 10.8% increase due to supply chain cost increases (Approved March 25, 2021) (Item 9.1)**

Leah Pomerantz, on behalf of Larry Pomerantz, RainBarrel.ca, addressed the Committee respecting the rain barrel program and a 10.8% increase due to supply chain cost increases.

The delegation from Leah Pomerantz, RainBarrel.ca, respecting the rain barrel program and a 10.8% increase due to supply chain cost increases, was received.

- (ii) Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event (Added Item 9.2)**

Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, addressed the Committee respecting an All Advisory Committee Event.

The delegation from Cameron Kroetsch, Chair of the Lesbian, Gay, Bi-sexual, Transgender and Queer Advisory Committee, respecting an All Advisory Committee Event, was received.

For disposition of this matter, please refer to Item 4.

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

(i) Amendments to the Outstanding Business List (Item 13.1)

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

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

Ward Specific Funding Initiatives Update as of December 31, 2019 (FCS20045) - That staff report back with additional information respecting Appendix D of Report FCS20045

Added: July 9, 2020 at AF&A - Item 8.3

Completed: December 3, 2020 at GIC Budget (FCS20101(a))

OBL Item: 20-G

Citizen Committee Report - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - All Advisory Committee Event - Referred back to Clerk's staff to develop a format for an All Advisory Committee Event and report back to AF&A

Added: February 4, 2021 at AF&A - Item 9.3

Completed: April 8, 2021 at AF&A - Item 10.4

OBL Item: 21-B

(h) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes – March 25, 2021

(a) The Closed Session Minutes of the March 25, 2021 Audit, Finance and Administration Committee meeting, were approved as presented; and,

(b) The Closed Session Minutes of the March 25, 2021 Audit, Finance and Administration Committee meeting, remain confidential.

Committee moved into Closed Session respecting Item 14.2, pursuant to Section 9.1, Sub-sections (b) and (d) of the City's Procedural By-law 21-021, and Section 239(2), Sub-sections (b) and (d) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations.

**(ii) Fraud and Waste Investigation Update Report #28276 (AUD21003)
(City Wide) (Item 14.2)**

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

(i) ADJOURNMENT (Item 15)

There being no further business, the Audit, Finance and Administration Committee, adjourned at 10:29 a.m.

Respectfully submitted,

Councillor Ferguson, Chair
Audit, Finance and Administration
Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk

Lodges Receivable Over \$1,000 for 2020

Customer ID	Customer Name	Amount	Description
1063	*****	32,104.10	Accommodation Accommodation/
903	*****	3,739.86	Personal Trust Account
78	*****	15,870.27	Accommodation Accommodation/
619	*****	10,541.19	Personal Trust Account
648	*****	6,132.94	Accommodation
		68,388.36	

** Personal names not provided as per Council direction.