



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 23-012

9:30 a.m.
August 17, 2023
Council Chambers
Hamilton City Hall

Present: Councillors C. Kroetsch (Chair), B. Clark, M. Spadafora M. Tadeson, A. Wilson, and M. Wilson

Absent with

Regrets: Councillor J. Beattie – Personal, Councillor T. Hwang – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Consent Items (Items 9.1 to 9.5)

(A. Wilson/Tadeson)

That the following Reports, be received:

- (a) Development Agreement Surety Bonds (FCS21056(a)) (City Wide) (Outstanding Business List Item) – REVISED (Item 9.1)
- (b) 2023 First Quarter Emergency and Non-competitive Procurements Report - FCS (City Wide) (FCS23019) (Item 9.2)
- (c) 2023 First Quarter Non-compliance with the Procurement Policy Report – FCS (City Wide) (FCS23020) (Item 9.3)
- (d) 2023 First Quarter Request for Tenders and Proposals Report – FCS (City Wide) (FCS23021) (Item 9.4)
- (e) Roads Value for Money Audit and Roads Quality Assurance Supplementary Audit Report (PW22007(a)) (City Wide) (Outstanding Business List Item) (Item 9.5)

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

YES - Ward 1 Councillor Maureen Wilson
 YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
 ABSENT - Ward 4 Councillor Tammy Hwang
 YES - Ward 9 Councillor Brad Clark
 ABSENT - Ward 10 Councillor Jeff Beattie
 YES - Ward 11 Councillor Mark Tadeson

YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

**2. Delegated Authority By-law Amendment: Appeals (FCS23089) (City Wide)
(Item 10.1)**

(Clark/M. Wilson)

That By-law for the “Delegation of Authority to the Treasurer and Deputy Treasurers for Taxation Proceedings” being a By-law to Repeal and Replace By-law No 13-064 “Delegation of Authority to the Treasurer and Deputy Treasurers for Assessment Appeals” as identified in Appendix A to report FCS23089 “Delegated Authority By-law Amendment: Appeals” be approved.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

**3. Low Income Seniors Utility Rebate Program (FCS23045(a)) (City Wide)
(Outstanding Business List Item) (Item 10.2)**

(A. Wilson/M. Wilson)

- (a) That the Low Income Seniors Utility Rebate Program as outlined in Appendix “A” of Report FCS23045(a) be approved;
- (b) That funding previously allocated to the Housing Stability Benefit be reallocated to fund the new Low Income Seniors Utility Rebate Program in the 2024 Rate Supported Budget;
- (c) That staff be directed to report back on options to expand the eligibility criteria of the Low Income Seniors Utility Rebate Program beyond seniors upon assuming Utility Billing responsibilities from Alectra; and

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

**4. Request to Extend Banking Services Agreement (City Wide) (FCS23036(a))
(Outstanding Business Item) (Item 10.3)**

(Clark/Tadeson)

That Council approve the single source procurement, pursuant to Procurement Policy #11 – Non-competitive Procurements, for a five-year contract extension to Contract C12-01-11 for Professional Banking Services, and that the General Manager, Finance and Corporate Services Department be authorized to execute an amendment(s) to the City of Hamilton's existing agreement and any ancillary documents required to give effect thereto with Royal Bank of Canada (RBC), in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 4 to 2, as follows:

YES - Ward 1 Councillor Maureen Wilson
NO - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
NO - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

FOR INFORMATION:

(a) CHANGES TO THE AGENDA (Item 2)

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

5. COMMUNICATIONS

- 5.2 Michelle Diplock, West End Home Builders' Association, respecting Requesting the City of Hamilton enable the Transference of Letters of Credit to Surety Bonds

Recommendation: Be received and referred to consideration of Item 9.1

6. DELEGATION REQUESTS

- 6.2 Michelle Diplock, West End Home Builders' Association, respecting a user fee model to allow for the transference of existing Letters of Credit to Surety Bonds (for today's meeting)

(A. Wilson/Tadeson)

That the agenda for the August 17, 2023 Audit, Finance and Administration Committee meeting, be approved, as amended.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(b) DECLARATIONS OF INTEREST (Item 3)

There were no Declarations of Interest.

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

(i) July 13, 2023 (Item 4.1)

(Clark/Tadeson)

That the Minutes of the July 13, 2023 meeting of the Audit, Finance and Administration Committee, be approved, as presented.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(d) COMMUNICATIONS (Item 5)

(A. Wilson/Tadeson)

That the following Communications Items, be approved, as presented:

- (i) Dan Misutka, DLA Piper (Canada) LLP, respecting Property Tax Arrears - Scenic Trails Ltd. (Item 5.1)

Recommendation: Be received.

- (ii) Michelle Diplock, West End Home Builders' Association. respecting Requesting the City of Hamilton enable the Transference of Letters of Credit to Surety Bonds (Added Item 5.2)

Recommendation: Be received and referred to consideration of Item 9.1

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(e) DELEGATION REQUESTS (Item 6)

(A. Wilson/Tadeson)

That the following Delegation Requests, be approved as presented:

- (i) Hafeez Hussain, respecting Improving Service Standards and Transparency with the General Public at the City Clerk Office (for a future meeting) (Item 6.1)
- (ii) Michelle Diplock, West End Home Builders' Association, respecting a user fee model to allow for the transference of existing Letters of Credit to Surety Bonds (for today's meeting) (Added Item 6.2)

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(f) DELEGATIONS (Item 7)

- (i) **Michelle Diplock, West End Home Builders' Association, respecting a user fee model to allow for the transference of existing Letters of Credit to Surety Bonds (Added Item 7.1)**

Michelle Diplock, West End Home Builders' Association, addressed Committee respecting a user fee model to allow for the transference of existing Letters of Credit to Surety Bonds.

(M. Wilson/Tadeson)

That the presentation from Michelle Diplock, West End Home Builders' Association, respecting a user fee model to allow for the transference of

existing Letters of Credit to Surety Bonds, be received and referred to consideration of Item 9.1, Development Agreement Surety Bonds.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(g) CONSENT ITEMS (Item 9)

**(i) Development Agreement Surety Bonds (FCS21056(a)) (City Wide)
(Outstanding Business List Item) - REVISED**

(A. Wilson/M. Wilson)

That staff report back to the Audit, Finance and Administration Committee on a full cost recovery approach as it relates to the transference of Letters of Credit and cash securities to Surety Bonds, such report to include an assessment of how this program will assist the City's housing pledge.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

For further disposition of this matter, refer to Item 1(a).

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

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

(A. Wilson/Tadeson)

That the following amendments to the Outstanding Business List, be approved:

1. Items Considered Completed and to be Removed
 - a. Pending Staff Reports on the Feedback Received from the Advisory Committees on the new Code of Conduct (in effect

May 1, 2023) and the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards
Item on the OBL: 23-B
Addressed on the March 27, 2023 and May 25, 2023
Governance Review Sub-Committee Agendas

- b. Development Agreement Surety Bonds (FCS21056 / LS21021) (City Wide)
Item on OBL: 21-G
Addressed as Item 9.1 on today's agenda
- c. Roads Value for Money Audit (AUD21006) (City Wide)
Item on OBL: 21-J
Addressed as Item 9.5 on today's agenda
- d. Roads Value for Money Audit - Roads Quality Assurance Supplementary Audit Report (AUD21006(a)) (City Wide)
Item on OBL: 22-H
Addressed as Item 9.5 on today's agenda
- e. Hamilton Water and Wastewater Customer Assistance Programs (FCS23045) (City Wide)
Item on OBL: 23-I
Addressed as Item 10.2 on today's agenda
- f. Request to Extend Banking Services Agreement (FCS23036) (City Wide)
Item on OBL: 23-E
Addressed as Item 10.3 on today's agenda

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(i) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes - July 13, 2023 (Item 14.1)

(A. Wilson/Tadeson)

That the Closed Session Minutes of the July 13, 2023 meeting of the Audit, Finance and Administration Committee, be approved and remain confidential.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

(j) ADJOURNMENT (Item 15)

(Tadeson/A. Wilson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:34 a.m.

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

YES - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
ABSENT - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
ABSENT - Ward 10 Councillor Jeff Beattie
YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
YES - Ward 14 Councillor Mike Spadafora

Respectfully submitted,

Councillor Cameron Kroetsch, Chair
Audit, Finance and Administration
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk