



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 23-014

9:30 a.m.

September 21, 2023

Council Chambers

Hamilton City Hall

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

Absent with

Regrets: Councillor M. Wilson – City Business

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. Consent Items (Items 9.1 to 9.2)

(Hwang/Spadafora)

That the following Reports, be received:

- (a) 2022 Annual Report on Energy Price Hedging (FCS23092) (City Wide) - REVISED (Item 9.1)
- (b) Transportation Operations Inventory Audit and Follow up to Audit: Management Update (PW23061) (City Wide) (Outstanding Business List Item) (Item 9.2)

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

2. Capital Project Closing Report as of June 30, 2023 (FCS23095) (City Wide) (Item 10.1)

(Hwang/A. Wilson)

- (a) That the General Manager, Finance and Corporate Services, be authorized to transfer a net amount of \$1,110,659.14 to the Unallocated Capital Levy

Reserve (108020) and a net amount of \$1,783,633.93 to other reserves as outlined in Appendix "A" to Report FCS23095;

- (b) That the General Manager, Finance and Corporate Services, be directed to close the completed and / or cancelled capital projects listed in Appendix "B" to Report FCS23095 in accordance with the Capital Projects Closing and Monitoring Policy;
- (c) That Appendix "C" to Report FCS23095, Capital Projects Budget Appropriations for the period covering January 1, 2023 through June 30, 2023, be received as information; and
- (d) That Appendix "D" to Report FCS23095, Capital Projects Budget Appropriations of \$250,000 or greater and Capital Project Reserve Funding Requiring Council Approval, be approved.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

3. Request to Extend Data Entry Services for Certificates of Offence Contract (FCS23096) (City Wide) (Item 10.2)

(A. Wilson/Hwang)

That pursuant to Procurement Policy #11 – Non-competitive Procurements, that Council approve the extension to Contract C17-06-17 (City of Mississauga contract number FA.49.437.16) for the provision of Data Entry Services for Certificates of Offence until March 31, 2024 with the option to extend up to six months further and that the General Manager, Corporate Services, be authorized to negotiate, enter into and execute the extension and any ancillary documents required to give effect thereto with Nimble Information Strategies Inc. in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

4. Grants Sub-Committee Report 23-004, September 14, 2023 (Added Item 10.3)

(A. Wilson/Hwang)

(a) Annual Update, City Enrichment Fund - Digital Pilot Program (CM22015(a) / GRA22003(a)) (City Wide) (Outstanding Business List Item) (Item 6.1)

That Report GRA22003(a), respecting Annual Update, City Enrichment Fund - Digital Pilot Program, be received.

(b) City Enrichment Fund, Scope of Work: Community Consultation (GRA23003(b)) (City Wide) (Outstanding Business List Item) (Item 6.2)

That Report GRA23003(b), respecting City Enrichment Fund, Scope of Work: Community Consultation, be received.

(c) City Enrichment Fund – Program Updates (GRA23004) (City Wide) (Outstanding Business List Item) (Item 7.1)

- (i) That the 30% funding policy for all City Enrichment Fund requests be revised to only apply to applications with requests above \$15,001;
- (ii) That the financial review process for all City Enrichment Fund applications be revised and only apply to applications with requests of \$30,000 or greater; and
- (iii) That staff be directed to report back on the following motion “That staff be directed to review the (CEF) fund’s current overall funding guidelines, program stream guidelines, related funding caps and report back to the Grants Sub-Committee with recommendations to ensure the fund is evolving with the needs of community” in advance of the 2025 intake;
- (iv) That item A, on the Grants Sub-Committee Outstanding Business List respecting “That up to \$500,000 of the City Enrichment Fund reserve funds, be ear marked to investigate potential matching opportunities, throughout the City, to bring to a total fund of \$1M in support for communities and organizations that have been heavily impacted by COVID-19 and the pandemic more broadly, with any funds not allocated to be evenly distributed and returned back to their respective reserves, and report back to the Grants Sub-Committee” be identified as completed and be removed; and,
- (v) That item 2023-A, on the Grants Sub-Committee Outstanding Business List respecting “That staff be directed to report back on appeals process with an overview of all submitted applicant appeals, in the form of an information report, upon concluding the appeals process to the Grants Sub-Committee by mid-June 2023;” be identified as completed and be removed.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

5. Information Technology Asset Management Update (FCS23083) (City Wide) - REVISED (Item 14.2)

(Spadafora/Beattie)

- (a) That Report FCS23083, respecting Information Technology Asset Management Update, be received; and
- (b) That the contents of Report FCS23083, respecting Information Technology Asset Management Update, remain confidential

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

5. Request for Continuation of Utility Billing Services with Alectra (FCS21082(f)) (City Wide) (Added Item 14.3)

(A. Wilson/Hwang)

- (a) That the direction to staff in Closed Session respecting Request for Continuation of Utility Billing Services with Alectra, be approved; and
- (b) That the contents of Report FCS21082(f), respecting Request for Continuation of Utility Billing Services, remain confidential.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

YES - 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:

10. DISCUSSION ITEMS

10.3 Grants Sub-Committee Report 23-004, September 14, 2023

12. NOTICES OF MOTION

12.1 Hamilton Police Services and Hamilton Public Library
Surpluses and Deficits

14. PRIVATE & CONFIDENTIAL

14.3 Request for Continuation of Utility Billing Services with Alectra
(FCS21082(f)) (City Wide)

(Spadafora/A. Wilson)

That the agenda for the September 21, 2023 Audit, Finance and Administration
Committee meeting, be approved, as amended.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - 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) September 7, 2023 (Item 4.1)

(Spadafora/Tadeson)

That the Minutes of the September 7, 2023 meeting of the Audit, Finance
and Administration Committee, be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

(d) NOTICES OF MOTION (Item 12)

Councillor Kroetsch relinquished the Chair to Councillor Hwang to introduce the following Notice of Motion:

(i) Hamilton Police Services and Hamilton Public Library Surpluses and Deficits (Item 12.1)

WHEREAS, the City of Hamilton is the primary funder for Hamilton Police Services and Hamilton Public Library;

WHEREAS, the City of Hamilton is legislatively required to approve the Hamilton Police Services Board and Hamilton Public Library Board of Directors approved budgets for Hamilton Police Services and Hamilton Public Library;

WHEREAS, the City of Hamilton approves the disposition of any year end surpluses and deficits for Hamilton Police Services and Hamilton Public Library;

WHEREAS, the Hamilton Police Services Board and Hamilton Public Library Board of Directors approve any year-end surplus or deficit related transfers exclusive of Hamilton City Council consideration and approval; and

WHEREAS, the Hamilton Police Services Board and Hamilton Public Library Board of Directors have approved reserve policies in keeping with City of Hamilton Reserve policies;

THEREFORE, BE IT RESOLVED:

- (a) That City staff coordinate with Hamilton Police Services to prepare an amendment to the year-end closing process whereby Council would receive and approve any Hamilton Police Services Board recommendations related to transfer funds to and from reserves relating to year-end surpluses and deficits; and
- (b) That City staff coordinate with Hamilton Public Library to prepare an amendment to the year-end closing process whereby Council would

receive and approve any Hamilton Public Library Board of Directors recommendations related to transfer funds to and from reserves relating to year-end surpluses and deficits.

Councillor Kroetsch assumed the Chair.

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

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

(Spadafora/Hwang)

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

1. Items Considered Completed and to be Removed

- (a) Follow Up Audit: Transportation Operations Inventory Audit, Fraud & Waste Investigation, and Follow Up to Audit Report 2013-17 – Public Works – Traffic Inventory (AUD22005) (City Wide)
OBL Item: 22-G
Addressed as Item 9.2 on today's agenda

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

(f) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Minutes - September 7, 2023

(Spadafora/A. Wilson)

That the Closed Session Minutes of the September 7, 2023 meeting of the Audit, Finance and Administration Committee, be approved, as presented.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

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

(Hwang/Tadeson)

That the Audit, Finance and Administration Committee move into Closed Session respecting Item 14.1, pursuant to Section 9.3, Sub-sections (j) and (k) of the City's Procedural By-law 21-021, as amended, and Section 239(2), Sub-section (j) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a trade secret or scientific, technical, commercial or financial information that belongs to the City or a local board and has monetary value or potential monetary value 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.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

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

(ii) Information Technology Asset Management Update (FCS23083) (City Wide) - REVISED (Item 14.2)

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

(iii) Request for Continuation of Utility Billing Services with Alectra (FCS21082(f)) (City Wide) (Added Item 14.3)

For further disposition of this matter, refer to Item 6.

(g) ADJOURNMENT (Item 15)

(Spadafora/Tadeson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 10:50 a.m.

Result: Motion CARRIED by a vote of 7 to 0, as follows:

ABSENT - Ward 1 Councillor Maureen Wilson
YES - CHAIR - Ward 2 Councillor Cameron Kroetsch
YES - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - 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