



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 24-016

9:30 a.m.

September 19, 2024

Council Chambers

Hamilton City Hall

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

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

1. **Corporate Real Estate: Leases and Licensing Audit (AUD24005) (City Wide)
– REVISED (Added Item 8.1(a))**

(Kroetsch/A. Wilson)

- (a) That the Management Response, as detailed in Appendix “B” to Report AUD24005 be approved; and
- (b) That the General Manager of Planning and Economic Development, the General Manager of Public Works, the General Manager of Finance and Corporate Services, and the General Manager of Community Services be directed to implement the Management Responses (attached as Appendix “B” to Report AUD24005) and report back to the Audit, Finance and Administration Committee with ***an interim status report on the recommendations by end of January 2025 and with a final report*** by March 2025 on the nature and status of actions taken in response to the audit report.

Result: Main Motion As Amended, CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
 YES - Ward 2 Councillor Cameron Kroetsch
 YES - CHAIR - 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. CONSENT ITEMS (Items 9.1 and 9.2)

(Spadafora/Tadeson)

That the following Consent Items, be received:

- (a) Annual Tax Arrears as of December 31, 2023 (FCS24020) (City Wide) (Item 9.1)
- (b) Annual Assessment Appeals as of December 31, 2023 (FCS24021) (City Wide) (Item 9.2)

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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. Governance Review Sub-Committee Report 24-001 (September 13, 2024) (Added item 10.1)

(Kroetsch/Spadafora)

- (a) **Council Access to Records (FCS23078) (City Wide) (Item 9.1)**

That Report FCS23078, respecting Council Access to Records, be received.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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. Ward 2 Community Grants - Q3 2024 - 2 (Ward 2) (Item 11.1)

(Kroetsch/Spadafora)

WHEREAS, the Ward 2 Community Grants program closed for Q2 on August 9, 2024 with a total of 17 applications;

WHEREAS, City staff in Financial Planning, Administration and Policy and Community Engagement - Grants reviewed the recommendations from the Ward 2 Community Grants program and found that the following were all eligible; and

WHEREAS, the following \$39,670 in 14 individual grants represents the fulfilment of Q3 - 2024 of the Ward 2 Community Grants program.

THEREFORE, BE IT RESOLVED:

- (a) That art and sensory protection supplies, refreshments, seating rentals, and security for A Chance to Dance! be funded to Art Gallery of Hamilton from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$2,950;
- (b) That costs associated with a movie night in Beasley Park, a BNA sponsored pizza lunch at Dr. Davey School, and a Beasley focused heritage brochure be funded to the Beasley Neighbourhood Association from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$2,060;
- (c) That nutritional supplements and incontinence products be funded to Cancer Assistance Program from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$5,000;
- (d) That gardening tools for the purpose of maintaining the gardens at Magnolia Hall be funded to the Durand Neighbourhood Association from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$1,165;
- (e) That program expenses related to events in Ward 2, including bussing, equipment, snacks, insurance, and coaching costs be funded to Fit Active Beautiful Foundation from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$2,725;
- (f) That stage and chair rental costs for the Festival of Racalmutese be funded to Fratellanza Racalmutese Italian Club from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;
- (g) That costs associated with installing a pollinator garden and running an education and plant giveaway event in the North End be funded to Green Venture from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,500;
- (h) That costs associated with Ilumini Choral Intensive, including facility rental and camp accommodations, be funded to Hamilton Children's Choir from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;

- (i) That costs associated with acquiring donor management software and organizing fundraising initiatives be funded to Hamilton Literary Festival Association from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;
- (j) That sound and lighting costs at Eclectic Local and scholarships for low income participants at Musical Futures Summer Camp be funded to Hamilton Music Collective from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;
- (k) That the facilitation of a strategic fundraising plan for Open Homes Hamilton be funded to IAFR Canada from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$1,250;
- (l) That costs associated with Take Back the Night 2024, including staffing, truck rental, table rental, and security funded to Sexual Assault Centre (Hamilton and Area) from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;
- (m) That the rehearsal space rental and contracted theatre coaches and specialists be funded to Shakespearience Performing Arts from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$1,820;
- (n) That transportation support and program supplies for spectrum programming be funded to YWCA Hamilton from the Ward 2 Capital Discretionary Account #3302309200 at an upset limit, including contingency, not to exceed \$3,200;
- (o) That any funds allocated and distributed through the Ward 2 Community Grants Program be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City including the City Enrichment Fund or the One-Time Enhancement Grant (e.g. the City's 30% formula); and
- (p) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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. Ward 13 Community Grants Q2/Q3 2024 (Added Item 11.2)

(A. Wilson/Spadafora)

WHEREAS, the Ward 13 Community Grants program closed for Q2/3 on July 26, 2024 with a total of 8 applications;

WHEREAS, City staff in Financial Planning, Administration and Policy and Community Engagement - Grants reviewed the recommendations from the Ward 13 Community Grants program and found that 8 applications were eligible and approved for Q2/3; and

WHEREAS, the following \$31,350 constitutes the complete issuance of community grants for Q2/Q3 2024.

THEREFORE, BE IT RESOLVED:

- (a) That up to \$4750 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to St. Joseph's Villa to cover costs associated with a new fridge for their kitchen;
- (b) That up to \$5000 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Friends of St Albans Church, Rockton, ON, to cover costs associated with the repair of their historical belfry and organ;
- (c) That up to \$3300 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Dundas Little Theatre to cover costs associated with their children and youth community theatre programs;
- (d) That up to \$3,000 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Dundas Cactus Parade to cover the costs associated with bringing in youth musicians and supporting local youth marching arts initiatives;
- (e) That up to \$2800 be allocated the Ward 13 Non-property tax Revenue account (3301609613) to Routes Youth Centre to fund their adolescent/youth employment readiness program;
- (f) That up to \$4,000 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Dundas Museum and Archives as fundsholder to support the provision of My Walks of Art, an artistic walking guidebook focused on Dundas heritage, to libraries and residential aged care facilities in the ward, and to support author talks at the same;
- (g) That up to \$4500 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Dundas Terry Fox Run, to offset the organizing costs associated with hosting the Terry Fox Run in the Dundas Driving Park;

- (h) That up to \$4,000 be allocated from the Ward 13 Non-property tax Revenue account (3301609613) to the Dundas Lawn Bowling Club to cover costs associated with replacing their air conditioning systems;
- (i) That any funds allocated and distributed through the Ward 13 Community Grants Program be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City including the City Enrichment Fund or the One-Time Enhancement Grant (e.g. the City's 30% formula); and
- (j) That the Mayor and City Clerk be authorized and directed to execute any required agreement(s) and ancillary documents, with such terms and conditions in a form satisfactory to the City Solicitor.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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:

8. STAFF PRESENTATIONS

8.1(a) Corporate Real Estate: Leases and Licensing Audit (AUD24005)
(City Wide) - REVISED

10. DISCUSSION ITEMS

10.1 Governance Review Sub-Committee Report 24-001 (September 13, 2024)

12. NOTICES OF MOTION

12.1 Ward 13 Community Grants Q2/Q3 2024

(A request to waive the rules will be introduced.)

(A. Wilson/Kroetsch)

That the agenda for the September 19, 2024 Audit, Finance and Administration Committee meeting, be approved, as amended.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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) Approval of Minutes of Previous Meeting (Items 4.1)

(Tadeson/Spadafora)

That the Minutes of September 5, 2024 be approved, as presented.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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) STAFF PRESENTATIONS (Item 8)

(i) Corporate Real Estate: Leases and Licensing Audit (AUD24005) (City Wide) - REVISED (Added Item 8.1(a))

(1) Charles Brown, Auditor General, addressed Committee respecting Corporate Real Estate: Leases and Licensing Audit, with the aid of a presentation.

(Kroetsch/A. Wilson)

That the presentation from Charles Brown, Auditor General, respecting Corporate Real Estate: Leases and Licensing Audit, be received.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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) (Kroetsch/A. Wilson)

- (a) That the Management Response, as detailed in Appendix "B" to Report AUD24005 be approved; and
- (b) That the General Manager of Planning and Economic Development, the General Manager of Public Works, the General Manager of Finance and Corporate Services, and the General Manager of Community Services be directed to implement the Management Responses (attached as Appendix "B" to Report AUD24005) and report back to the Audit, Finance and Administration Committee by March 2025 on the nature and status of actions taken in response to the audit report.

(3) (Clark/Tadeson)

That subsection (b) of Report AUD24005, be **amended** as follows:

- (b) That the General Manager of Planning and Economic Development, the General Manager of Public Works, the General Manager of Finance and Corporate Services, and the General Manager of Community Services be directed to implement the Management Responses (attached as Appendix "B" to Report AUD24005) and report back to the Audit, Finance and Administration Committee with ***an interim status report on the recommendations by end of January 2025 and with a final report*** by March 2025 on the nature and status of actions taken in response to the audit report.

Result: Amendment CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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 disposition of this matter, refer to Item 1.

(e) **NOTICES OF MOTION (Item 12)**

(i) **Ward 13 Community Grants Q2/Q3 2024 (Added Item 12.1)**

(A. Wilson/Spadafora)

That the Rules of Order be waived to allow for the introduction of a Motion respecting Ward 13 Community Grants Q2/Q3 2024.

Result: Motion CARRIED by a 2/3 Majority vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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 disposition of this matter, refer to Item 5.

(f) **ADJOURNMENT (Item 15)**

(Spadafora/Tadeson)

That, there being no further business, the Audit, Finance and Administration Committee, be adjourned at 11:37 a.m.

Result: Motion CARRIED by a vote of 8 to 0, as follows:

YES - Ward 1 Councillor Maureen Wilson
YES - Ward 2 Councillor Cameron Kroetsch
YES - CHAIR - 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 Tammy Hwang, Chair
Audit, Finance and Administration
Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk