



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE

MINUTES AFA 25-007

9:30 a.m.

May 22, 2025

Council Chambers (Hybrid), City Hall, 2nd Floor
71 Main Street West, Hamilton, Ontario

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

1. CALL TO ORDER

Chair Spadafora called the meeting to order at 9:30 a.m.

2. CEREMONIAL ACTIVITIES

There were no ceremonial activities.

3. APPROVAL OF AGENDA

(Beattie/Tadeson)

That the agenda for the May 22, 2025, Audit, Finance and Administration Committee meeting, be approved, as presented.

CARRIED

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

(Kroetsch/Hwang)

That the Minutes of the May 1, 2025 meeting, be adopted, as presented.

CARRIED

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

6. DELEGATIONS

6.1 Mike Collins-Williams, West End Homebuilders' Association, respecting Item 8.5 – FCS25028, Review of Community Benefits Charges

Mike Collins-Williams, West End Homebuilders' Association, addressed Committee respecting Item 8.5 – FCS25028, Review of Community Benefits Charges.

(A. Wilson/Beattie)

That the delegation from Mike Collins-Williams, West End Homebuilders' Association, respecting Item 8.5 – FCS25028, Review of Community Benefits Charges, be received and referred to the consideration of Report FCS25028, respecting Review of Community Benefits Charges (Item 8.5).

CARRIED

7. ITEMS FOR INFORMATION

There were no Items for Information.

8. ITEMS FOR CONSIDERATION

**8.1 AUD25005
Accounts Payable Special Investigation #2 (Fraud and Waste Report #71958)**

Charles Brown, Auditor General, and Ken Froese, Delta Consulting Group, addressed Committee respecting Accounts Payable Special Investigation #2 (Fraud and Waste Report #71958), with the aid of a presentation.

(Kroetsch/Hwang)

- (i) That the Presentation from Charles Brown, Auditor General, and Ken Froese, Delta Consulting Group, respecting Accounts Payable Special Investigation #2 (Fraud and Waste Report #71958), be received; and
- (ii) That Report AUD25005, dated May 22, 2025, respecting Accounts Payable Special Investigation #2 (Fraud and Waste Report #71958), be received and the following recommendations be approved:
 - (a) That the Management Responses as detailed in Appendix "A" to Report AUD25005 BE APPROVED; and
 - (b) That the General Manager of Finance and Corporate Services BE DIRECTED to implement the management responses (attached as Appendix "A" to Report AUD25005) and report back to the Audit, Finance and Administration Committee by

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

November 2025 on the nature and status of actions taken in response to the special investigation report.

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

**8.2 AUD25006
Fraud, Waste, and Whistleblower Semi-Annual Update**

(Clark/A. Wilson)

That Report AUD25006, dated May 22, 2025, respecting Fraud, Waste, and Whistleblower Semi-Annual Update, be received, and the following recommendation be approved:

- (a) That Appendix "A" respecting revisions to the Fraud Policy and Protocol (to be known as the Fraud and Waste Policy and Protocol), BE APPROVED.

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

**8.3 FCS25021
Proposed Write-off for Provincial Offences**

(i) (Hwang/Tadeson)

That Report FCS25021, dated May 22, 2025, respecting Proposed Write-off for Provincial Offences, be received, and the following recommendations be approved:

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

- (a) That staff BE AUTHORIZED AND DIRECTED to write-off the following outstanding Provincial Offences fines deemed uncollectible, in the total amount of \$2,665,794.51:
 - (1) \$2,160,261 in uncollectible fines with a default date of December 31, 2017, and prior;
 - (2) \$1,422.08 in underpayments from April 1, 2023, through March 31, 2025; and
 - (3) \$504,111.43 in fines held by persons deceased in 2023 and 2024.

(ii) **(Kroetsch/Clark)**

That Report FCS25021 respecting Proposed Write-off for Provincial Offences, **be amended**, as follows:

- (b) ***That the next Proposed Write-off for Provincial Offenses Report, expected in May 2026, include a section showing comparators to other municipalities and a chart showing arrears and collections.***

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

8.4 FCS25022
Binbrook Conservation Area Capital Funding Plan

(i) (Tadeson/Beattie)

That Report FCS25022, dated May 22, 2025, respecting Binbrook Conservation Area Capital Funding Plan, be received, and the following recommendations be approved:

- (a) That the Niagara Peninsula Conservation Authority's special benefitting capital levy request related to the new washroom facility (Comfort Station) at Binbrook Conservation Area (Binbrook CA) of up to \$500 K be funded from the Unallocated Capital Levy Reserve (108020) and repaid from the operating budget over five years at an interest rate of 3.02% for an annual payment of \$109,234.64 as outlined in Appendix "B" of Report FCS25022, BE APPROVED; and
- (b) That the Niagara Peninsula Conservation Authority submit financial documentation to the Director of Financial Planning, Administration and Policy for the release of funds for the capital projects of up to \$500 K, BE APPROVED.

(ii) (Tadeson/Beattie)

That the recommendations in Report FCS25022, **be amended** to reduce the interest rate for the loan to 0%, as follows:

- (a) That the Niagara Peninsula Conservation Authority's special benefitting capital levy request related to the new washroom facility (Comfort Station) at Binbrook Conservation Area (Binbrook CA) of up to \$500 K be funded from the Unallocated Capital Levy Reserve (108020) and repaid from the operating budget over five years at an interest rate of **0%** ~~3.02%~~ for an annual payment of **\$100,000** ~~\$109,234.64~~ as outlined in Appendix "B" of Report FCS25022, BE APPROVED; and
- (b) That the Niagara Peninsula Conservation Authority submit financial documentation to the Director of Financial Planning, Administration and Policy for the release of funds for the capital projects of up to \$500 K, BE APPROVED.

Result: Amendment DEFEATED by a vote of 4 to 4, as follows:

NO - Ward 1 Councillor Maureen Wilson
NO - Ward 2 Councillor Cameron Kroetsch
NO - Ward 4 Councillor Tammy Hwang
YES - Ward 9 Councillor Brad Clark
YES - Ward 10 Councillor Jeff Beattie

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

YES - Ward 11 Councillor Mark Tadeson
YES - Ward 13 Councillor Alex Wilson
NO - CHAIR - Ward 14 Councillor Mike Spadafora

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

YES - Ward 1 Councillor Maureen Wilson
YES - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

**8.5 FCS25028
Review of Community Benefits Charges**

(Beattie/M. Wilson)

That Report FCS25028, dated May 22, 2025, respecting Review of Community Benefits Charges, be received, and the following recommendations be approved:

- (a) That the repeal of Community Benefits Charges By-Law 22-158, Appendix "A" to Report FCS25028, BE PASSED AND ENACTED effective June 1, 2025; and
- (b) That staff BE DIRECTED to report back to the Audit, Finance & Administration Committee whether to introduce a new Community Benefits Charges Study and By-Law in conjunction with the next Development Charges Background Study Process required to enact a new Development Charges By-Law.

Result: Motion CARRIED by a vote of 7 to 1, as follows:

YES - Ward 1 Councillor Maureen Wilson
NO - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

8.5(a) Correspondence from Mike Collins-Williams, West End Home Builders' Association, respecting Report FCS25028, Review of Community Benefits Charges (Item 8.5)

(Clark/Beattie)

That the correspondence from respecting Mike Collins-Williams, West End Home Builders' Association, respecting Report FCS25028, Review of Community Benefits Charges, be received.

CARRIED

8.6 Grants Sub-Committee Minutes GSCC 25-002 (May 14, 2025)

(Tadeson/Hwang)

That the Minutes GSCC 25-001, being the Minutes of the Grants Sub-Committee meeting held on May 14, 2025, be received and the recommendations therein be approved.

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

8.7 FCS25033

Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025 as it relates to the *Development Charges Act, 1997*

(Hwang/Beattie)

That Report FCS25033, dated May 22, 2025, respecting Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025 as it relates to the *Development Charges Act, 1997*, be received, and the following recommendation be approved:

- (a) That in the event the Province undertakes consultation as it relates to the proposed *Development Charges Act* changes, the General Manager, Finance and Corporate Services BE AUTHORIZED to make submissions on Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025 and any associated regulations and BE DIRECTED to provide a copy of the submissions to Council for endorsement.

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

8.8 Amendment to the Outstanding Business List

(Kroetsch/Hwang)

That the following Amendment to the Outstanding Business List be approved:

8.8(a) Items Requiring a New Due Date:

**8.8(a)(a) Feasibility of Bring Your Own Device Policy
Added March 23, 2023
Current Due Date: March 31, 2025
Proposed New Due Date: July 31, 2025**

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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

9. MOTIONS

9.1 Ward 13 Community Grants – Hamilton Conservation Authority and Hamilton Public Library, Dundas Branch

(A. Wilson/Clark)

WHEREAS, the Ward 13 Community Grants program exists to financially support community projects which substantially improve the communities of Ward 13 in areas relating to social services, biodiversity and climate action, community development, the arts, and recreation;

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

WHEREAS, the Hamilton Public Library, Dundas Branch, has partnered with Ward 13 community organizations to coordinate and host a community planting on site;

WHEREAS, the Hamilton Conservation Authority has committed to partnering with Ward 13 community groups and residents to improve their ability to combat invasive species in West Flamborough;

THEREFORE, BE IT RESOLVED:

- (a) That reimbursement to Hamilton Public Library (Dundas Branch) for costs incurred in partnering with local residents and community members in activating and programming a new garden space at the rear of the Library be funded from the Ward 13 Non-Property Tax Revenue Account #3301609613 at an upset limit, including contingency, not to exceed \$5,000;
- (b) That a grant to the Hamilton Conservation Authority to enhance the 2025 and 2026 Water Quality and Habitat Improvement Program (WQHIP) to allow for an increased intake to meet the demand from Ward 13 residents in participating be funded from the Ward 13 Non-Property Tax Revenue Account #3301609613 at an upset limit, including contingency, not to exceed \$15,000;
- (c) 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
- (d) 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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

9.2 Ward 13 Community Grants – Q1/Q2 2025

(A. Wilson/Hwang)

WHEREAS, the Ward 13 Community Grants program closed for Q1/Q2 on May 9, 2025 with a total of 10 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 nine (9) applications were eligible and approved for Q1/Q2 2025; and

WHEREAS, the following \$ 21,481.344 constitutes the complete issuance of community grants for Q1/Q2 2025;

THEREFORE, BE IT RESOLVED:

- (a) That a grant to Dundas 55+ Group, for costs associated with their Sustainable Infrastructure Development Project, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$1710.00;
- (b) That a grant to Dundas Driving Park Garden Rock Stars, for costs associated with maintenance of their community garden project be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$1076.00;
- (c) That a grant to UTM Hamilton Ignite, for costs associated with their Skills and Leadership Development Program be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$1000.00;
- (d) That a grant to the Hamilton Naturalists' Club, acting as fundholder for community initiatives for native plant restoration, for costs associated with native plant restoration in Johnson Tew Park, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$2475.00;
- (e) That Dundas Valley School of Art, for costs associated with their Community Youth Art Exhibition, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$3346.50;
- (f) That The Salvation Army Hamilton and Dundas Community and Family Services, for costs associated with their Café 55+ initiative be funded from the Ward 13 Non-Property Tax Revenue Account

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

3301609613 at an upset limit, including contingency, not to exceed \$5000;

- (g) That Action Thirteen, for costs associated with their EcoArt Hub Project, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$900;
- (h) That Flamborough Information and Community Services, for costs associated with their Community Information and Involvement Project 2025, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$4973.84;
- (i) That the Dundas Rock Garden, for costs associated with the maintenance of the Children's Garden, be funded from the Ward 13 Non-Property Tax Revenue Account 3301609613 at an upset limit, including contingency, not to exceed \$1000;
- (j) 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
- (k) 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 - 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 - CHAIR - Ward 14 Councillor Mike Spadafora

10. NOTICES OF MOTION

There were no Notices of Motion.

11. PRIVATE AND CONFIDENTIAL

There were no Private and Confidential Items

Refer to the May 28, 2025 Council Minutes for the disposition of these matters.

12. ADJOURNMENT

There being no further business, the Audit, Finance and Administration Committee, adjourned at 12:04 p.m.

Respectfully submitted,

Tamara Bates
Legislative Coordinator
Office of the City Clerk

Councillor M. Spadafora,
Chair, Audit, Finance and Administration
Committee