



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 11-011

Wednesday, September 21, 2011

9:30 a.m.

Council Chambers

City Hall

71 Main Street West

Hamilton, Ontario

Present: Councillors B. Clark (Chair), B. Johnson (Vice Chair),
R. Powers, B. Morelli

**Absent with
Regrets:** Councillor M. Pearson – City Business

Also Present: R. Caterini, City Clerk, Office of the City Clerk
A. Zuidema, Director, Corporate Initiatives
M. Zegarac, Director Financial Planning and Policy
R. Male, Director of Financial Services
L. Friday, Director of Taxation
A. Pekaruk, Director of Audit Services
H. Tomasik, Executive Director, Human Resources
J. Spiler, Manager, Capital Budgets & Development
C. Newman Legislative Assistant, Office of the City Clerk

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

**1. Tax Appeals under Section 357 and 358 of the Municipal Act (2001)
(FCS11003(f)) (City Wide) (Item 5.1)**

(Morelli/Powers)

- (a) That Appendix "A" attached to Report FCS11003(f) respecting the "Tax Write-Offs processed under Section 357 of the Municipal Act, 2001", in the amount of \$333,941 be approved;
- (b) That Appendix "B" attached to Report FCS11003(f) respecting the "Tax Appeals due to a Gross or Manifest Clerical Error, Pursuant to Section 358 of the Municipal Act, 2001", in the amount of \$28,282 be approved.

CARRIED

**2. Reserve/Revenue Fund Investment Performance Report – June 30, 2011
(FCS11075) (City Wide) (Item 5.2)**

(Morelli/Johnson)

That report FCS11075, Reserve/Revenue Fund Investment Performance Report – June 30, 2011, be received. **CARRIED**

**3. Cemetery Accounts Investment Performance Report – June 30, 2011
(FCS11076) (City Wide) (Item 5.3)**

(Morelli/Johnson)

That report FCS11076, Cemetery Accounts Investment Performance Report – June 30, 2011, be received. **CARRIED**

**4. Hamilton Future Fund Investment Performance Report – June 30, 2011
(FCS11077) (City Wide) (Item 5.4)**

(Morelli/Johnson)

That report FCS11077, Hamilton Future Fund Investment Performance Report – June 30, 2011, be received. **CARRIED**

5. POA Annual Report (FCS11069) (City Wide) (Item 5.5)

(Morelli/Johnson)

That report FCS11069, POA Annual Report, be received. **CARRIED**

**6. Return to Work Performance Measures Q2 2011 (HUR11011) (City Wide)
(Item 5.7)**

(Morelli/Johnson)

That report HUR11011, Return to Work Performance Measures Q2 2011, be received. **CARRIED**

7. 2010 Reserve Report (FCS11068) (City Wide) (Item 8.1)

(Powers/Johnson)

- a) That the 2010 Reserve Report and the 2010 Reserves Detail Report, with 2009 Comparative figures and 2011 Projections, attached as Appendix B to report FCS11068 be received;

- b) That the reserves listed in Appendix A to report FCS11068, totalling \$548,437.22 as of December 31, 2010 be closed and the outstanding balances be transferred as outlined in Appendix A to report FCS11068.
- c) That 8 reserves be created one for each of Wards 1 through 8 and be used to fund the infrastructure deficit in these Wards and that these reserves be funded through the area rating infrastructure funding which is to be allocated equally between Wards 1 to 8 reserves and a preamble be added to indicate the funds are derived from.
- d) That a Provincial Rent Bank reserve be created to provide immediate assistance to low-income households that, due to an emergency or unforeseen circumstance, are in short-term arrears and facing eviction and that the reserve be funded from an annual Provincial commitment of \$240,240 for the period 2009-2013. **CARRIED**

8. Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS11070) (City Wide) (Item 8.2)

(Morelli/Powers)

That staff be authorized to write-off all outstanding Provincial Offences deemed uncollectible with a due date of December 31, 2003. **CARRIED**

9. Audit Report 2011-01 – Culture Facilities – Cash Handling (AUD11026) (City Wide) (Item 8.3)

(Johnson/Morelli)

- a) That Report AUD11026 respecting Audit Report 2011-01, Culture Facilities - Cash Handling, be received;
- b) That the Management Action Plans as detailed in Appendix “A” of Report AUD11026 be approved; and
- c) That the General Manager of Community Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix “A” to Report AUD11026) implemented. **CARRIED**

10. Audit Report 2011-05 – OW – Overpayments to Active Clients (AUD11025) (City Wide) (Item 8.4)

(Morelli/Powers)

- a) That Report AUD11025 respecting Audit Report 2011-05, OW – Overpayments to Active Clients, be received;

- b) That the Management Action Plans as detailed in Appendix "A" of Report AUD11025 be approved; and
- c) That the General Manager of Community Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD11025) implemented. **CARRIED**

11. Grants Sub-Committee Report 11-004 (Item 8.5)

- a) **Event Road Closure Services – Incomplete Applications (GRA11013) (City Wide)**

(Powers/Morelli)

That Report GRA11013 respecting Event Road Closure Services – Incomplete Applications, be received. **CARRIED**

- b) **Community Partnership Program – Culture Stream Funding for Late Applications (Shen Yun Performing Arts) (GRA11007) (*referred back by Council June 15, 2011*)**

(Powers/Morelli)

- (i) That funding in the amount of \$2,025 for the Shen Yun Performing Arts to showcase traditional Chinese music and dance submitted by the Falun Dafa Association, be funded from the Community Partnership Program – Culture budget, be approved'
- (ii) That funding in the amount of \$1,891 for the gritLIT Festival to celebrate literature in Hamilton submitted by the Hamilton literary Festival Association, to be funded from the Community Partnership Program – Culture budget, be approved;
- (iii) That funding in the amount of \$1,484 for the Bursary Program to assist with program and touring fees for low-income families submitted by the Hamilton Children's Choir, to be funded from the Community Partnership Program – Culture budget, be approved;
- (iv) That funding in the amount of \$9,450 for the Diverse Art and Culture in Hamilton program to provide opportunities for immigrant and low-income artists and cultural workers submitted by the Immigrant Culture and Art Association, \$4,169 to be funded from the Community Partnership Program – Culture budget and \$5,281 funded from the Community Partnership program Contingency budget, be approved;
- (v) That funding in the amount of \$1,500 for 2011-2012 Concert Program to present instrumental and singing concerts submitted by

The John Laing Singers, to be funded from the Community Partnership Program – Culture budget, be approved;

- (vi) That funding in the amount of \$178 for community Choir program to present 9-12 singing performances submitted by The Kaleidoscope Singers, to be funded from the Community Partnership program – Culture budget, be approved. **CARRIED**

c) 2011 Community Partnership Program – Special Events Funding for Late Applications (Rockton Agricultural Fair for its Annual Rockton World's Fair) (GRA11008) (*referred back by Council June 15, 2011*)

(Powers/Morelli)

- (i) That funding in the amount of \$1,607 for the Comunita Racalmutese Maria SS Del Monte's Annual Parade & Celebration, June 24-26, 2011 at Bayfront Park, to be funded from the Community Partnership Program – Special Events budget, be approved;
- (ii) That funding in the amount of \$1,040 for Volunteer Hamilton's National Volunteer Week, which took place April 10-16, 2011, to be funded from the Community Partnership Program – Special Events budget, be approved;
- (iii) That funding in the amount of \$1,476 for Locke Street Merchants Association's Lock Street Festival, September 10-11, 2011, to be funded from the Community Partnership Program – Special Events budget, be approved;
- (iv) That the funding request in the amount of \$5,000 from the Rockton Agricultural Fair for its annual Rockton World's Fair, October 7-10, 2011, be denied. **CARRIED**

d) 2011 – Community Partnership Program – Special Events Stream (India Canada Society) (GRA11011) (Ward 2)

(Powers/Morelli)

That the appeal made by the India Canada Society requesting that their 2011 approved grant of \$1,808 be increased by \$1,807 for a total grant of \$3,615 for the Gandhi Peace Festival taking place October 1, 2011 in downtown Hamilton, to be funded from the Community Partnership Program (CPP) – Special Events budget, be approved. **CARRIED**

e) 2012 Budget Guideline for Community Partnership Program

(Powers/Morelli)

That the 2012 Community Partnership Program budget be forwarded to the 2012 budget process at a zero per cent increase. **CARRIED**

**12. Appointment of Uzma Qureshe to the Status of Women Committee
(Item 9.1)**

(Johnson/Morelli)

That Uzma Qureshi be appointed to the Status of Women Committee for a term commencing on September 28, 2011 and to expire with the current term of Council or until such time as a successor is appointed. **CARRIED**

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

(Johnson/Morelli)

That the agenda for the September 21, 2011 Audit, Finance & Administration Committee meeting be approved, as amended. **CARRIED**

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETINGS (Item 3)

(i) September 8, 2011 (Item 3.1)

(Morelli/Powers)

That the Minutes of the September 8, 2011 meeting of the Audit, Finance and Administration Committee, be approved. **CARRIED**

(d) CONSENT ITEMS (Item 5)

(i) LGBTQ Advisory Committee – Minutes of July 21, 2011 (Item 5.6)

(Morelli/Johnson)

That the minutes of the Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee Advisory Committee for July 21, 2011, be received. **CARRIED**

**(ii) Return to Work Performance Measures Q2 2011 (HUR11011)
(City Wide) (Item 5.7)**

(Morelli/ Powers)

That staff be directed to meet with members of the Audit Finance and Administration Committee individually, to address the concerns raised at the Audit Finance Committee meeting on September 21, 2011 and work towards a motion for a consideration at a future meeting. **CARRIED**

(e) DISCUSSION ITEMS (Item 8)

(i) 2010 Reserve Report (FCS11068) (City Wide) (Item 8.1) (Appendix B distributed under separate cover)

Joe Spiler, Manager, Capital Budgets & Development, gave an overview of the report. His comments included but were not limited to the following:

- The report compares year end 2010 reserve balances with 2009 reserve balances and projected 2011 year end balances.
- Reserves have increased from 2009 to 2010.
- Main factors relating to the increase were Provincial subsidies for water, wastewater treatment plan and social housing renovations and retrofits.
- Projected balances for the end of 2011 will decrease.

Committee discussed the matter. Comments included but were not limited to the following:

- Committee thanked staff for their work in justifying and reducing the number of reserves.
- Committee requested that a report is due back to Committee respecting the Provincial Rent Bank reserve.
- Committee inquired about the account for Stoney Creek Capital Projects (account number 108020) to be used for the Wynona Recreation Center project. Staff indicated that they would have to check to see if the money is earmarked for any other projects. Committee ask that staff report back on this matter.
- Committee indicated that the reserve funds for Wards 1 though 8, were derived from the savings from area rating. The money was chosen to not be used as a tax reduction, but rather to be set aside for infrastructure renewal.
- Committee asked that the reserve accounts have a preamble that references the advent of their creation.

(ii) Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS11070) (City Wide) (Item 8.2)

Committee discussed the matter. Comments included but were not limited to the following:

- Committee asked if the City registers leans against peoples or companies names.
- The Committee questioned if the City registers leans against license plate renewals.
- Committee inquired if the there are reciprocal agreements in place to help collect on fines.

(iii) Audit Report 2011-01 – Culture Facilities – Cash Handling (AUD11026) (City Wide) (Item 8.3)

Ann Pekaruk, Director of Audit Services, gave an overview of the report. Her comments included but were not limited to the following:

- Culture Facilities collected \$500,000 in revenue.
- Many of the recommendations related to the timely depots of revenue.
- Cash handling and reconciliation were the largest issues found in the audit.

Committee discussed the matter. Comments included but were not limited to the following:

- Committee asked staff when they would receive a report respecting the new procedures. Staff indicated 14 to 18 months.

(iv) Audit Report 2011-05 – OW – Overpayments to Active Clients (AUD11025) (City Wide) (item 8.4)

Ann Pekaruk, Director of Audit Services, gave an overview of the report. Her comments included but were not limited to the following:

- The Province regulates how much the City can collect. Five percent of their basic allowance is what can be taken off an individuals cheque.
- Uncollectable category are persons that declares bankruptcy, incarcerated, or out of country. The City has to monitor to see if any of these cases can be collected at a future date.

(v) **Grants Sub-Committee Report 11-004 (Item 8.5)**

- (i) **2011 Community Partnership Program – Culture Stream Late Application from Dundas Pipes and Drums (GRA11012) (City Wide)**

(Powers/Morelli)

That 2011 Community Partnership Program – Culture Stream Late Application from Dundas Pipes and Drums (GRA11012), be referred back to the Grants Sub-Committee for further disposition.

CARRIED

(f) **PRIVATE AND CONFIDENTIAL (Item 12)**

- (i) **Interview Sub-Committee Report 11-002 – Citizen Appointments to the Hamilton Aboriginal Advisory Committee (Added Item 12.1 Private and Confidential)**

(Johnson/Morelli)

That the Interview Sub-Committee Report 11-002 – Citizen Appointments to the Hamilton Aboriginal Advisory Committee, be approved and referred to Council for discussion.

CARRIED

(f) **ADJOURNMENT (Item 13)**

(Morelli/Powers)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 11:00 a.m.

CARRIED

Respectfully submitted,

Councillor B. Clark, Chair
Audit, Finance and Administration Committee

Christopher Newman
Legislative Assistant
September 21, 2011