



AUDIT, FINANCE AND ADMINISTRATION COMMITTEE MINUTES 12-005

Monday, May 14, 2012

9:30 a.m.

Council Chambers

City Hall

71 Main Street West

Hamilton, Ontario

Present: Councillors B. Johnson (Chair), M. Pearson (Vice Chair), B. Morelli

Absent

with Regrets: Councillor B. Clark
Councillor R. Powers – Other City Business

Also Present: R. Rossini, General Manager, Finance & Corporate Services
T. Tollis, City Treasurer
R. Male, Director, Financial Services (Treasury)
S. Paparella, Legislative Coordinator, Office of the City Clerk

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. 2012 First Quarter Emergency and Non-Competitive Procurements Report (FCS12040) (City Wide) (Item 5.1)

(Pearson/Morelli)

That Report FCS12040, respecting the 2012 First Quarter Emergency and Non-Competitive Procurements Report, be received.

CARRIED

2. Tax Appeals under Section 357 and 358 of the Municipal Act (2001) (FCS12007(d)) (City Wide) (Item 5.2)

(Pearson/Morelli)

(a) That Appendix "A" attached to Report FCS12007(d) respecting the "Tax Write-Offs processed under Section 357 of the Municipal Act, 2001", in the amount of \$162,737 be approved;

(b) That Appendix "B" attached to Report FCS12007(d) 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 \$21,787 be approved.

CARRIED

3. Treasurer's Apportionment of Land Taxes for Wentworth Standard Condominium Plan 447 (FCS12005(b)) (Ward 12) (Item 5.3)

(Pearson/Morelli)

That the 2011 land taxes in the amount of \$15,256, for Wentworth Standard Condominium Plan 447 (Roll #'s 2518 140 280 13182 0000, 2518 140 280 13183 0000, 2518 140 280 13185 0000, 2518 140 280 13180 0000 and 2518 140 280 13203 0000), be apportioned and split amongst the thirty-four newly created units as set out in Appendix A to Report FCS12005(b).

CARRIED

4. Monthly Status Report of Tenders and Requests for Proposals for March 10, 2012 to April 13, 2012 (FCS12018(b)) (City Wide) (Item 5.4)

(Pearson/Morelli)

That Report FCS12018(b), respecting the Monthly Status Report of Tenders and Requests for Proposals for March 10, 2012 to April 13, 2012, be received.

CARRIED

5. Addendums to Construction Contracts in a One Year Period (FCS12025(a)) (City Wide) (Item 5.5(a))

(Pearson/Morelli)

That Report FCS12025(a), respecting Addendums to Construction Contracts in a One Year Period, be received.

CARRIED

6. Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011 (FCS11005(d)) (City Wide) (Item 5.6(a))

(Pearson/Morelli)

That Report FCS11005(d), respecting the Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011, be received.

CARRIED

7. 2012 First Quarter Non-Compliance with the Procurement Policy Report (FCS12038) (City Wide) (Item 5.7)

(Pearson/Morelli)

That Report FCS12038, respecting the 2012 First Quarter Non-Compliance with the Procurement Policy Report, be received.

CARRIED

8. Process of Appointment of Citizens to the Procurement Sub-Committee (FCS12039) (City Wide) (Item 8.1)

(Morelli/Pearson)

That the Procurement Sub-Committee Terms of Reference be amended by deleting sub-section 3(b), which reads as follows, in its entirety:

- “(b) Three industry representatives with one representative from the OGCA, one representative from the HHCA and one representative from the architectural association (voting members). The membership shall be amended, as required, to include representation from providers of goods and services to the City, as appropriated. (Voting privileges of industry representative rescinded – Item 9, A&A Report 07-010.)”

CARRIED

9. Grants Sub-Committee Report 12-002 (Item 8.2)

(Morelli/Pearson)

- (a) 2011 Annual Report - Community Partnership Program (Social and Community Services Stream) (GRA12009) (City Wide) (Item 4.1)**

That Report GRA12009, respecting the 2011 Annual Report - Community Partnership Program (Social and Community Services Stream), be received.

- (b) One-time Funding Request from The Canadian Ballet Youth Ensemble (GRA12003) (City Wide) (Item 5.1)**

That the funding request in the amount of \$35,000, from The Canadian Ballet Youth Ensemble to hire the Hamilton Philharmonic Orchestra for the 2011 Hamilton Nutcracker, be denied.

- (c) 2012 Community Partnership Program – Event Road Closure Services (ERCS) Stream Application from the Princess Margaret Hospital Foundation Ride to Conquer Cancer (GRA12007) (City Wide) (Item 5.2)**

That the funding request, in the amount of \$68,057.68 from The Princess Margaret Hospital Foundation, located in Toronto, Ontario, for its Enbridge Ride to Conquer Cancer event, be denied.

(d) 2012 Community Partnership Program - Event Road Closure Services Stream funding for The Royal Canadian Legion Hamilton Branch 58: District Convention Parade (GRA12008) (City Wide) (Item 5.3)

That one-time funding in the amount of \$1,448.84, for police services for The Royal Canadian Legion Hamilton Branch 58: District Convention Parade, to take place on April 15, 2012, to be funded from the 2012 Community Partnership Program contingency, be approved.

(e) 2012 Community Partnership Program (GRA12006) (City Wide) (Item 5.4)

- (i) That the 2012 Community Partnership Program recommended funding allocation, in the amount of \$3,148,341, (as outlined in the attached Appendix "A" to Report 12-004), be approved;
- (ii) That Event Road Closure Services, (as outlined in the attached Appendix A to Report 12-002), in the amount of \$266,737, be approved;
- (iii) That \$8,069.99 (pro-rated) of the \$266,737 for Event Road Closures (as outlined in the attached Appendix A to Report 12-002), be earmarked for the following events not occurring in 2012, but potentially will recommence in 2013:
 - 1. Hamilton Mardi Gras Festival (Organization: Hamilton Carnival Cultural Committee) - \$3,927.50; and,
 - 2. Ancaster Heritage Days Parade (Organization: Ancaster Heritage Day Committee) - \$4,137.99;
- (iv) That any additional Event Road Closure requests, outside of those shown in the attached Appendix A to Report 12-002, be considered on a pro-rata basis, based on submission only, if at year-end the Community Partnership Program is in a surplus position;
- (v) That, in the case where a successful grant applicant has outstanding arrears with the City of Hamilton, the grant first be applied against the outstanding arrear as of December 31, 2011, with the remainder to be paid to the organization, in accordance with the Community Partnership Program payment plan;

- (vi) That the unallocated balance in the Special Events (\$38,058) category, of the Community Partnership Program, be first used toward funding additional programs in that area;
- (vii) That the amount of \$39,494, representing 1.4% of the traditional grant allocation for a contingency budget be dedicated for 2012 unexpected Community Partnership Program funding;
- (viii) That funding in excess of the 30% maximum guidelines for the following Community Services programs, within the Community Partnership Program, be approved in 2012:
 - 1. Community Information Services – 32% (\$81,228);
 - 2. Community Child Abuse Council – Family Counselling – 33% (\$12,607);
 - 3. Living Rock – Wellness Works – 37% (\$32,773);
 - 4. Canadian Red Cross ECAP – 33% (\$30,000);
 - 5. St. Matthew’s House – Roxborough – 37% (\$5,626); and,
 - 6. Salvation Army – Grace Haven – 46% (\$94,000);
- (ix) That commencing in 2013, the groups listed on the Event Road Closure Services (as outlined in the attached Appendix A to Report 12-002) receive an annual grant within the Special Events Category, of the Community Partnership Program, to be transferred from the Event Road Closure Services budget to the Special Events budget base for the total amount of \$266,737, in lieu of Event Road Closure Services to cover the cost of Police services. The allocation will be determined by the pro-rated actual cost for 2012;
- (x) That all Event Road Closure Services inclusive of, but not limited to Police, Roads, Traffic and Fire be billed directly to the Event Organizer; and,
- (xi) That all operational departments be advised that any City goods or services provided to the public must be paid for in full directly to the City of Hamilton.

CARRIED

10. Citizen Appointments to the Lesbian, Gay, Bisexual, Transgender, Queer Advisory Committee (Item 9.1)

(Pearson/Morelli)

That the following citizens be appointed to the LGBTQ Advisory Committee for the balance of the 2010-2014 term of Council or until such time as successors are appointed by Council:

- (i) Chris Erl
- (ii) Deryck Glodon

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Pearson/Morelli)

That the agenda for the May 14, 2012 Audit, Finance & Administration Committee meeting be approved, as presented.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) April 10, 2012 (Item 3.1)

(Pearson/Morelli)

That the Minutes of the April 10, 2012 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

**(d) Addendums to Construction Contracts in a One Year Period (FCS12025)
(City Wide) (Item 5.5(b))**

(Morelli/Pearson)

That Report FCS12025, respecting Addendums to Construction Contracts in a One Year Period, be lifted from the table and deferred to the end of the meeting, pending the arrival of Councillor Clark.

CARRIED

(Morelli/Pearson)

That Report FCS12025, respecting Addendums to Construction Contracts in a One Year Period, be tabled to the June 11, 2012 Audit, Finance & Administration Committee meeting.

CARRIED

- (e) **Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011 (FCS11005(c)) (City Wide) (Item 5.6(b))**

(Morelli/Pearson)

That Report FCS11005(c), respecting the Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011, be lifted from the table and deferred to the end of the meeting to be addressed, pending the arrival of Councillor Clark.

CARRIED

(Morelli/Pearson)

That Report FCS11005(c), respecting the Quarterly Status Report on the use of Policy 10 - Emergency Purchasing and Policy 11 - Negotiations for the 4th Quarter 2011, be tabled to the June 11, 2012 Audit, Finance & Administration Committee meeting.

CARRIED

- (f) **GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

11.1 Amendments to the Outstanding Business List

(Pearson/Morelli)

That the proposed new due dates for the following items, be approved:

- (a) Item "E" - Return to Work Performance Measures
Current Due Date: May 14, 2012
Proposed New Due Date: June 11, 2012
- (b) Item "K" - Procurement Policy Stakeholder Consultation
Current Due Date: May 14, 2012
Proposed New Due Date: June 11, 2012

CARRIED

(Pearson/Morelli)

That the following items be considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List:

- (i) Item "A" – Process of Appointment of Citizen/Organizations to the Purchasing Review Sub-committee (FCS12039).

CARRIED

(g) ADJOURNMENT (Item 13)

(Morelli/Pearson)

That, there being no further business, the Audit, Finance and Administration Committee be adjourned at 9:50 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
May 14, 2012