



AUDIT, FINANCE & ADMINISTRATION COMMITTEE MINUTES 13-007

9:30 a.m.

Wednesday, July 10, 2013

Council Chambers

Hamilton City Hall

71 Main Street West

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

**Absent with
Regrets:** Councillor B. Morelli – Sick Leave

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

**1. Treasurer's Investment Report 2012 Fiscal Year by AON Hewitt (FCS13054)
(City Wide) (Item 5.1)**

(Johnson/Clark)

- (a) That the City of Hamilton – Reserve Funds Treasurer's Investment Report 2012 Fiscal Year (attached as Appendix "A" to Report FCS13054), be received; and,
- (b) That Report FCS13054 "Treasurer's Investment Report 2012 Fiscal Year by AON Hewitt" and the City of Hamilton-Reserve Funds Treasurer's Investment Report 2012 Fiscal Year (attached as Appendix "A" to Report FCS13054), be forwarded to the Hamilton Future Fund Board of Governors for information.

CARRIED

**2. Monthly Status Report of Tenders and Requests for Proposals for May 4,
2013 to May 31, 2013 (FCS13016(d)) (City Wide) (Item 5.2)**

(Powers/Johnson)

That Report FCS13016(d), respecting the Monthly Status Report of Tenders and Requests for Proposals for May 4, 2013 to May 31, 2013, be received.

CARRIED

3. Treasurer's Apportionment of Land Taxes (FCS13001(c)) (Ward 14) (Item 5.3)

(Johnson/Clark)

That the 2013 land taxes in the amount of \$6,012 for 1214 Highway 8, Flamborough, (Roll #2518 301 610 45600 0000) be apportioned and split amongst the two newly created parcels, as set out in Appendix "A" to Report FCS13001(c).

CARRIED

4. Open and Accessible Data Policy Pilot Project (CM13012) (City Wide) (Item 5.4)

(Powers/Johnson)

That Report CM13012, respecting the Open and Accessible Data Policy Pilot Project, be received.

CARRIED

5. 2013 Performance Audit Work Plan (AUD13022) (City Wide) (Item 8.3)

(Powers/Clark)

That Appendix "A" attached to Report AUD13022, respecting the 2013 Performance Audit Work Plan, be approved.

CARRIED

6. Governance Review Sub-Committee Report 13-001 – June 10, 2013 (Item 8.4)

(Powers/Clark)

(a) Electronic Recording of Closed Session Meetings (CL12005(a)/LS12033(a)) (City Wide) (Item 4.1)

- (i) That the City of Hamilton request that the Province establish the appropriate legislative framework under the *Municipal Act*, 2001 relating to the access and disclosure of electronically recorded in-camera meetings to properly protect municipal interests; and,
- (ii) That a copy of this motion and Report CL12-005(a), respecting the Electronic Recording of Closed Session Meetings, attached as Appendix "A" to Governance Review Sub-Committee Report 13-001, be forwarded to the Association of Municipalities Ontario (AMO) and the Association of Municipal Clerks & Treasurers of Ontario (AMCTO).

(b) Departmental Reporting Structure Changes (no copy) (Outstanding Businesses List Item) (Item 4.2)

- (i) That the reporting structure of the Culture Division from the Emergency and Community Services Committee to the General Issues Committee be made permanent;
- (ii) That the Procedural By-law be amended to reflect this change.

(c) Correspondence from the Association Canadienne-Francaise de l'Ontario – Régional Hamilton (ACFO), requesting Francophone Representation on committees (Item 4.4)

WHEREAS, there is no Federal or Provincial legislation that requires Ontario municipalities to set aside a position on each of its committees for a French speaking member;

AND WHEREAS, the City of Hamilton values and respects its multi-cultural community and the languages of all its citizens;

Therefore be it resolved:

That the correspondence from the Association Canadienne-Francaise de l'Ontario – Régional Hamilton (ACFO), be received.

**AMENDMENT CARRIED
MOTION AS AMENDED CARRIED**

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Johnson/Powers)

That the agenda for the July 10, 2013 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) June 10, 2013 (Item 3.1)

(Johnson/Clark)

That the Minutes of the June 10, 2013 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

(i) Zach Douglas, President & CEO, McMaster Innovation Park, respecting a Request for an Extension of Development Credits available to Trust regarding 175 Longwood Road South, Hamilton, Ontario (Item 4.1)

(Powers/Johnson)

That the delegation request, submitted by Zach Douglas, President & CEO, McMaster Innovation Park, respecting a Request for an Extension of Development Credits available to Trust regarding 175 Longwood Road South, Hamilton, Ontario, be approved to attend at a future meeting.

CARRIED

(ii) Larry Pomerantz respecting the Handling of a Freedom of Information Request (Item 4.2)

(Powers/Johnson)

That the delegation request, submitted by Larry Pomerantz, respecting the Handling of a Freedom of Information Request, be approved to attend at a future meeting.

CARRIED

(e) Open and Accessible Data Policy Pilot Project (CM13012) (City Wide) (Item 5.4)

Councillor Clark wished to be recorded as OPPOSED to Item 5.4.

(f) DELEGATIONS (Item 6)

(i) Frank Sondola, respecting an Appeal for a Flat Rate Water Assessment for 118 Steven Street, Hamilton, ON (Item 6.1)

Mr. Sondola attended before the meeting commenced to request that his delegation be tabled to the August meeting. Mr. Sondola was advised by the Committee Clerk, that his request to attend at the August meeting would be put before the Committee; however, if he did not attend at that time, he would be required to submit a new request for delegation.

(Powers/Johnson)

That, at the request of Mr. Sondola, his delegation respecting an appeal for a flat rate water assessment for 118 Steven Street, Hamilton, ON, be tabled to the August 14, 2013 meeting of the Audit, Finance & Administration Committee.

CARRIED

(g) 2012 Annual Energy Report on Commodity Price Hedging (FCS13046/PW13034) (City Wide) (Item 8.1)

(Clark/Johnson)

That Report FCS13046/PW13034, respecting the 2012 Annual Energy Report on Commodity Price Hedging, be referred back to staff for further review and inclusion of the requested information, for a report back to the Audit, Finance & Administration Committee.

CARRIED

(h) Inclusion of Hospital Growth Infrastructure under the *Development Charges Act* (FCS13044) (City Wide) (Item 8.2)

(Clark/Johnson)

That Report FCS13044, respecting the Inclusion of Hospital Growth Infrastructure under the *Development Charges Act*, be referred back to staff for further review and inclusion of the requested information, for a report back to the Audit, Finance & Administration Committee.

CARRIED

(i) 2013 Performance Audit Work Plan (AUD13022) (City Wide) (Item 8.3)

The priority of the proposed subjects for future years (shown in Appendix "B" to Report AUD13022) was discussed, and it was noted that the top three priorities were: Recreation – Program Costing and Recovery; Public Health Hoteling Initiative – Effects on Effectiveness and Efficiency; and, Road Resurfacing – Pavement Maintenance, Preservation and Rehabilitation Options.

(j) MOTIONS (Item 9)

(i) Internal Audit of City-wide Cash Handling Policies (9.1)

(Clark/Powers)

That the Internal Auditor be directed to immediately commence a review of the cash handling policies, on a city-wide basis, and report to the Audit, Finance & Administration Committee with clear recommendations to assist in strengthening the security of all cash handling within the City of Hamilton.

CARRIED

(k) NOTICES OF MOTION (Item 10)

Councillor Clark introduced the following Notice of Motion:

(i) Internal Audit of City-wide Cash Handling Policies (Item 10.1)

That the Internal Auditor be directed to immediately commence a review of the cash handling policies, on a city-wide basis, and report to the Audit, Finance & Administration Committee with clear recommendations to assist in strengthening the security of all cash handling within the City of Hamilton.

(Clark/Johnson)

That the Rules of Order be waived to allow for the introduction of a motion respecting an internal audit of the city-wide cash handling policies.

CARRIED

For disposition of this matter, please refer to Item (j)(i) above.

Councillor Clark introduced the following Notice of Motion:

(ii) Retention of On-line Recordings

That staff be directed to review the feasibility of amending the City of Hamilton Retention Periods for Records By-law 11-040 to include the permanent retention of all Council and Standing Committee live-streaming recordings and report to the Audit, Finance & Administration Committee.

Councillor Clark introduced the following Notice of Motion:

(iii) Timelines for Retention of E-mails

That staff be directed to report to the Audit, Finance & Administration regarding the feasibility and criteria for the retention of e-mails related to city business.

(l) ADJOURNMENT (Item 13)

(Johnson/Powers)

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 11:16 a.m.

CARRIED

Respectfully submitted,

Councillor M. Pearson, Chair
Audit, Finance & Administration Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk