



AUDIT, FINANCE & ADMINISTRATION COMMITTEE MINUTES 13-005

9:30 a.m.
Monday, May 13, 2013
Council Chambers
Hamilton City Hall
71 Main Street West

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

**Absent with
Regrets:** Councillor B. Johnson – Other City Business
Councillor B. Morelli – Personal

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

- 1. Freedom of Information Quarterly Report (January 1 to March 31, 2013) (CL13001) (City Wide) (Item 5.1)**

(Powers/Clark)

That Report CL13001, respecting the Freedom of Information Quarterly Report (January 1 to March 31, 2013), be received.

CARRIED

- 2. Monthly Status Report of Tenders and Requests for Proposals for March 9, 2013 to April 5, 2013 (FCS13016(b)) (City Wide) (Item 5.2)**

(Powers/Clark)

That Report FCS13016(b), respecting the Monthly Status Report of Tenders and Requests for Proposals for March 9, 2013 to April 5, 2013, be received.

CARRIED

- 3. Information Services – Divisional Name Change (FCS13042) (City Wide) (Item 5.3)**

(Powers/Clark)

That Report FCS13042, respecting Information Services Divisional Name Change, be received.

CARRIED

4. Development Charges Reserves Status Report as of December 31, 2012 (FCS13035) (City Wide) (Item 8.1)

(Powers/Clark)

- (a) That the "Development Charges Reserves Policy", attached as Appendix "D" to Report FCS13035, be approved to replace the existing policies for Development Charges Reserves; and,
- (b) That Report FCS13035 "Development Charges Reserves Status Report as of December 31, 2012" be forwarded to the Ministry of Municipal Affairs and Housing.

CARRIED

5. Audit Report 2012-08 - Procurement Card Usage (AUD13014) (City Wide) (Item 8.2)

(Clark/Powers)

- (a) That the Management Action Plans as detailed in Appendix "A" (Part C only) of Report AUD13014 be approved; and
- (b) That the Acting General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" - Part B (not completed) and Part C (new) to Report AUD13014) implemented.
- (c) That a copy of Report AUD13014, respecting Procurement Card Usage, be forwarded to the Senior Management Team (SMT) with the direction that SMT follow up with the respective staff to ensure future compliance with the Procurement Card Policy.

**AMENDMENT CARRIED
MOTION AS AMENDED CARRIED**

6. Audit Report 2012-09 - City Vehicle Use, Allowances & Mileage Claims (AUD13018) (City Wide) (Item 8.3)

(Powers/Clark)

- (a) That the Management Action Plans as detailed in Appendix "A" of Report AUD13018 be approved; and,
- (b) That the Executive Director of Human Resources and Organizational Development, the General Manager of Public Works, and Acting General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (as indicated in Appendix "A" to Report AUD13018) implemented.

CARRIED

7. Audit Report 2012-12 - Housing Services Rent Supplement Programs (AUD13016) (City Wide) (Item 8.4)

(Powers/Clark)

- (a) That the Management Action Plans as detailed in Appendix "A" of Report AUD13016 be approved; and,
- (b) That the General Managers of Community Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD13016) implemented.

CARRIED

8. External Validation of the 2012 Self-Assessment Review (AUD13017) (City Wide) (Item 8.5)

(Powers/Clark)

- (a) That the "External Validation of the 2012 Self-Assessment Review" report, attached as Appendix "A" to Report AUD13017, be received;
- (b) That the Management Action Plans as detailed in Appendix "A" of Report AUD13017 be approved; and,
- (c) That staff be directed to report back to the Audit, Finance and Administration Committee in one year's time with respect to the status of the implementation of the agreed to recommendations.

CARRIED

9. Audit Report 2012-07 - Community Partnership Program Grants (AUD13019) (City Wide) (Item 8.6)

(Powers/Clark)

- (a) That the Management Action Plans as detailed in Appendix "A" of Report AUD13019 be approved; and,
- (b) That the Acting General Manager of Finance and Corporate Services be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix "A" to Report AUD13019) implemented.

CARRIED

10. Commercial Relationship between City of Hamilton and M. J. Dixon Construction Limited (LS13018/FCS13041) (City Wide) (Item 12.1)

(Powers/Clark)

- (a) That, due to the impairment of the commercial relationship between the City of Hamilton and M.J. Dixon Construction Limited ("M.J. Dixon") that has resulted from litigation, staff be directed to reject any current and

future bids, proposals or quotations received from M.J. Dixon Limited or any of its related corporate or individual entities, until May 22, 2015;

- (b) That the contents of Report LS13018/ FCS13041 remain confidential.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

There were no changes to the agenda.

(Powers/Clark)

That the agenda for the May 13, 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) April 15, 2013 (Item 3.1)

(Powers/Clark)

That the Minutes of the April 15, 2013 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) A By-Law to Set a Minimum Property Tax Levy Amount (FCS13043) (City Wide) (Item 5.4)

(Powers/Clark)

That Report FCS13043, respecting a By-Law to Set a Minimum Property Tax Levy Amount" under Section 355 of the Municipal Act, 2001, be tabled.

CARRIED

(e) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

(i) Various Advisory Committee Minutes (Item 11.1):

(Clark/Powers)

That the following Advisory Committee minutes be received:

- 11.1(a) Aboriginal Advisory Committee Minutes, March 7, 2013
- 11.1(b) LGBTQ Advisory Committee Minutes, March 14, 2013
- 11.1(c) Hamilton Mundialization Committee Minutes, March 20, 2013
- 11.1(d) Committee Against Racism, March 26, 2013
- 11.1(e) Status of Women Committee, March 28, 2013

CARRIED

(ii) Amendments to the Outstanding Business List (Item 11.2)

(Powers/Clark)

- (a) That, as the Economic Development Division is now the lead for this matter, Item “P” respecting the Provincial Offences Administration Court House Part-time, Temporary Location Options, be referred to the General Issues Committee.
- (b) That, as the Economic Development Division is now the lead for this matter, Item “Q”, respecting the Provincial Offences Administration Court House, Long-term Location Options, be referred to the General Issues Committee.

(Clark/Powers)

- (c) That Item “S”, respecting the amendment to the Social Media Policy, be removed from the Audit, Finance & Administration Committee’s Outstanding Business List.

CARRIED

(f) ADJOURNMENT (Item 13)

(Powers/Clark)

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 10:03 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk