



AUDIT, FINANCE & ADMINISTRATION COMMITTEE MINUTES 13-004

9:30 a.m.

Monday, April 15, 2013

Council Chambers

Hamilton City Hall

71 Main Street West

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

**Absent with
Regrets:** Councillor B. Clark - Illness

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. 2012 Insurance Claims Review (FCS13037) (City Wide) (Item 5.1)

(Johnson/Morelli)

That Report FCS13037, respecting the 2012 Insurance Claims Review, be received.

CARRIED

2. Monthly Status Report of Tenders and Requests for Proposals for February 16, 2013 to March 8, 2013 (FCS13016(a)) (City Wide) (Item 5.2)

(Johnson/Morelli)

That Report FCS13016(a), respecting the Monthly Status Report of Tenders and Requests for Proposals for February 16, 2013 to March 8, 2013, be received.

CARRIED

3. Annual Performance Reporting – Savings Generated from the Management of Information Services Contracts (FCS13018) (City Wide) (Item 5.3)

(Johnson/Morelli)

That Report FCS13018, respecting the Annual Performance Reporting – Savings Generated from the Management of Information Services Contracts, be received.

CARRIED

4. **Tax Appeals under Section 357 and 358 of the *Municipal Act* (2001) FCS13027(a) (City Wide) (Item 5.4)**

(Powers/Johnson)

- (a) That Appendix "A" attached to Report FCS13027(a), respecting the "Tax Appeals processed under Section 357 of the *Municipal Act*, 2001", in the amount of \$165,235, be approved; and,
- (b) That Appendix "B" attached to Report FCS13027(b), 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 \$16,605, be approved.

CARRIED

5. **Succession Management and Leadership Development (HUR12017(a)) (City Wide) (Item 7.1)**

(Powers/Morelli)

- (a) That the City Manager be directed to continue to work with Human Resources staff and the Senior Management Team to establish a corporate learning and Succession Development Program tailored to the current and emerging workforce development needs of the City;
- (b) That the City Manager be directed to allocate the resources necessary to evolve the City's Succession Development Program over the next 2 to 3 years from within existing departmental budgets and current FTE complement across the corporation;
- (c) That the City Manager be directed to engage professional organizations and educational institutions, including local community educational institutions, with the requisite local government expertise as partners in the design and delivery of the City's Succession Development Program; and,
- (d) That staff be directed to provide the Audit, Finance & Administration Committee with an annual progress report on the City's Succession Development Program.

CARRIED

6. **Wi-Fi in Municipal Buildings and City Wide Parks (FCS13033) (City Wide) (Item 8.1)**

(Johnson/Morelli)

- (a) That the following be referred to the 2014 Budget Capital Budget process for consideration:
 - (i) That public facing Wi-Fi be installed in 26 City Recreation Centres, Community Centres and Arenas at a one-time implementation cost

of \$128,000 with an annual operating impact of \$39,000 and 0.25 FTE;

- (b) That public facing Wi-Fi be installed in all Municipal Service Centres at a one-time implementation cost of \$7,000 to be funded from existing capital project number 2050757701; and,
- (c) That all City installed public facing Wi-Fi be branded and marketed as a service offered by the City of Hamilton and promoted in all suitable City promotional publications, at a one-time cost not to exceed \$3,000 for marketing and branding, to be funded from existing capital project number 2050757701;
- (d) That all City installed public facing Wi-Fi be branded and marketed as a service offered by the City of Hamilton and promoted in all suitable City promotional publications, at a one-time cost not to exceed \$3,000 for marketing and branding, to be funded from existing capital project number 2050757701;
- (e) That staff be directed to investigate the feasibility of establishing a citizen committee to build a mesh (wireless) network and report back to the Audit, Finance & Administration Committee.

**AMENDMENT CARRIED
MOTION AS AMENDED CARRIED**

7. Initial Performance Audit Projects (AUD13015) (City Wide) (Item 8.2)

(Johnson/Morelli)

That Appendix "A" attached to Report AUD13015, respecting Initial Performance Audit Projects, be approved.

CARRIED

8. Grants Sub-Committee Report 13-002 (Item 8.3)

(Johnson/Morelli)

(a) Community Partnership Program - Police Costs (GRA13004) (City Wide) (Item 4.2)

That Report GRA13004, respecting the Community Partnership Program Police Costs, be received.

(b) Rotary Club of Dundas - 2012 Canada Day Pancake Breakfast (Item 5.1)

That the 2012 grant request from the Rotary Club of Dundas, in the amount of \$1,079, for their 2012 Canada Day Pancake Breakfast to be

funded from the Community Partnership Program Reserve Account #112230, be approved.

CARRIED

9. Watercourse No. 9 Drainage Liabilities (Item 10.1)

(Johnson/Morelli)

- (a) That the accumulated interest for the drainage works completed for Watercourse No. 9; specifically as it relates to 1119 Barton Street East, Stoney Creek (\$60,000); and, 1103 Barton Street East, Stoney Creek (\$45,000), be waived;
- (b) That, on a go forward basis, no additional interest be added to the principle amounts of the outstanding Watercourse No. 9 drainage liabilities for 1119 Barton Street East, Stoney Creek (\$176,149); and, 1103 Barton Street East, Stoney Creek (\$132,814); and,
- (c) That, should the land use for the property located at 1119 Barton Street East, Stoney Creek or the property located at 1103 Barton Street East, Stoney Creek change or either property be sold, interest on the outstanding balance for the drainage work completed would begin to accrue at that time.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

- (i) Added as Item 4.1 – a Delegation Request from Joey Coleman, respecting Item 8.1, Report FSC13033 – Wi-Fi in Municipal Buildings and City Wide Parks
- (ii) Added as Item 8.3 – Grants Sub-Committee Report 13-002, dated April 9, 2013
- (iii) Added as Item 10.1 – a Notice of Motion from Councillor Johnson, respecting Watercourse No. 9 Drainage Liabilities

(Johnson/Morelli)

That the agenda for the April 15, 2013 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 MEETING (Item 3)

(i) March 25, 2013 (Item 3.1)

(Powers/Morelli)

That the Minutes of the March 25, 2013 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4.1)

(i) Joey Coleman, respecting Item 8.1, Report FSC13033 – Wi-Fi in Municipal Buildings and City Wide Parks (Item 4.1)

Mr. Coleman addressed Committee respecting Report FSC13033 – Wi-Fi in Municipal Buildings and City Wide Parks. Mr. Coleman's comments included, but were not limited to, the following:

- This report is a good step, but it does not push innovation.
- Public engagement is necessary and there are people that want to help and be engaged.
- With regard to Wi-Fi in City parks, the City needs to consider a comprehensive review of public Wi-Fi in Hamilton.
- Requesting that the City establish a citizen committee to build a mesh (wireless) network.

(Morelli/Johnson)

That the presentation from Joey Coleman, respecting Wi-Fi in Municipal Buildings and City Wide Parks, be received.

CARRIED

(e) PRESENTATIONS (Item 7)

7.1 Succession Management and Leadership Development (HUR12017(a)) (City Wide) (Item 7.1)

Chris Murray, City Manager, provided a PowerPoint presentation respecting Report HUR12017(a) - Succession Management and Leadership Development. The presentation included, but was not limited to, the following:

- Succession planning focuses on leadership and other critical roles that have the greatest impact on business strategy. The purpose is to build bench strength and groom talent over 6 months – 3 years.
- Challenges:
 - We have an aging workforce - Directors, Managers and Supervisors are aging together; average age of retirement is 61 years.
 - In 2012, 308 permanent employees left organization, 43% of this turnover was due to retirements.
 - By 2015, projections are 387 retirements, approximately 130 per year; 65 of these will be managers and above.
 - Management hires are more competitive, taking longer, business continuity is disrupted, on-boarding takes 6 months to 2 years.
 - External hires are more costly than internal hires.
 - Barriers for the current talent pool to advance.
- It is important that this program is not only focused on replacing General Managers and Directors, but must be focused on all levels of the organizations.

(Johnson/Morelli)

That the presentation, respecting Report HUR12017(a) – Succession Management and Leadership Development, be received.

CARRIED

A full copy of the presentation is available on line at www.hamilton.ca or through the Office of the City Clerk.

(f) Grants Sub-Committee Report 13-002 (Item 8.3)

(Powers/Morelli)

That Information Item (e) of the Grants Sub-Committee Report 13-002, be amended by deleting the acronyms “ERCS” and “CPP”, the words “and Policy” and by adding the words “Special Events Advisory Team (SEAT)” before the word “Guidelines” to read as follows:

(e) Event Road Closure Services (Item 5.3)

Staff was directed to review, with the General Manager of Public Works, the reasons why the event road closure services were downloaded to the Community Partnership Program applicants and to determine the feasibility of amending the Special Events Advisory Team (SEAT) Guidelines to return those services to the Public Works Department for processing, and report back to the Grants Subcommittee.

**AMENDMENT CARRIED
MOTION AS AMENDED CARRIED**

(g) NOTICES OF MOTION (Item 10)

Councillor B. Johnson introduced the following Notice of Motion:

(i) Watercourse No. 9 Drainage Liabilities (Item 10.1)

- (a) That the accumulated interest for the drainage works completed for Watercourse No. 9; specifically as it relates to 1119 Barton Street East, Stoney Creek (\$60,000); and, 1103 Barton Street East, Stoney Creek (\$45,000), be waived.
- (b) That, on a go forward basis, no additional interest be added to the principle amounts of the outstanding Watercourse No. 9 drainage liabilities for 1119 Barton Street East, Stoney Creek (\$176,149); and, 1103 Barton Street East, Stoney Creek (\$132,814).
- (c) That, should the land use for the property located at 1119 Barton Street East, Stoney Creek or the property located at 1103 Barton Street East, Stoney Creek change or either property be sold, interest on the outstanding balance for the drainage work completed would begin to accrue at that time.

(Johnson/Morelli)

That the Rules of Order be waived to allow for the introduction of a Motion respecting Watercourse No. 9 Drainage Liabilities.

CARRIED

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

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

(Johnson/Morelli)

That the following Advisory Committee minutes be received:

1. Immigrant & Refugee Advisory Committee Meeting Minutes, January 10, 2013 (Item 11.1(a))
2. Immigrant & Refugee Advisory Committee Meeting Minutes, February 14, 2013 (Item 11.1(b))
3. Lesbian, Gay, Bisexual, Transgender & Queer Advisory Committee Meeting Minutes, January 17, 2013 (Item 11.1(c))
4. Committee Against Racism Meeting Minutes, January 22, 2013 (Item 11.1(d))
5. Committee Against Racism Meeting Minutes, February 26, 2013 (Item 11.1(e))
6. Hamilton Mundialization Committee Meeting Minutes, February 20, 2013 (Item 11.1(f))
7. Status of Women Committee Meeting Minutes, February 28, 2013 (Item 11.1(g))

CARRIED

(ii) Advisory Committee Resignations (Item 11.2):

(Johnson/Morelli)

That the following Advisory Committee resignations be received:

- 11.2(a) Dustin Rouse, Immigrant & Refugee Advisory Committee
- 11.2(b) Mimoza Kajtazi, Committee Against Racism

CARRIED

(ii) Amendments to the Outstanding Business List (Item 11.3)

(Johnson/Morelli)

That the following items be removed from the Outstanding Business List:

- (i) Item "N" – Succession Management and Leadership Development
- (ii) Item "R" – Wi-Fi in Municipal Buildings and City Wide Parks

CARRIED

(i) ADJOURNMENT (Item 13)

(Morelli/Johnson)

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 10:27 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk