Corporate Administration Committee
MINUTES
9:30 a.m.
Wednesday, February 18, 2004
Council Chambers
Hamilton City Hall
71 Main Street West, Hamilton

Present: Councillor M. Ferguson (Chairman)
Councillors P. Bruckler, C. Collins, M. Pearson, R. Powers

Absent with regrets: Councillor D. Braden – Vacation

Also Present: Mayor L. DiIanni
Chief G. Peace – A/City Manager
J. Rinaldo – General Manager, Finance and Corporate Services
C. Graham – General Manager, Human Resources
G. Boychuk, R. Male, T. Tollis – Corporate Services
K. Christenson – City Clerk
R. Caterini – Deputy City Clerk
C. Biggs – Legislative Assistant

THE FOLLOWING ITEMS WERE REPORTED TO CITY COUNCIL FOR CONSIDERATION:

1. Memorandum of Understanding between the City of Hamilton and Royal Botanical Gardens (City Wide) (FCS04019) (Item 5.1)

   (Powers/Braden)
   (a) That the City of Hamilton appoint 4 representatives, comprised of 1 member of Council and 3 citizens, to the Board of Directors of the Royal Botanical Gardens, as outlined in the Memorandum of Understanding between the City of Hamilton and the Royal Botanical Gardens, attached as Appendix “A” to Report FCS04019;

   (b) That the Mayor and City Manager be directed to execute the said Memorandum of Understanding. CARRIED.
2. **2003 Year End Tax Write-offs (City Wide) (FCS04030) (Item 5.2)**

   *(Powers/Braden)*
   That taxes deemed to be uncollectible, as per the Treasurer’s recommendation pursuant to Section 354 of the Municipal Act, 2001 totalling $5,609.59, plus applicable interest charges, be written off. **CARRIED.**

3. **Authority to Negotiate and Place a Debenture Issue(s) (City Wide) (FCS04026) (Item 5.3)**

   *(Powers/Braden)*
   (a) That the General Manager, Finance & Corporate Services be authorized to negotiate the terms and placement of a debenture issue(s) in an amount not to exceed $50,000,000 Canadian currency.

   (b) That the General Manager, Finance and Corporate Services be authorized to engage the services of a fiscal agent(s), outside legal counsel and enter into all agreements necessary, including Letter(s) of Representation with The Canadian Depository for Securities Ltd., to secure the terms and issuance of a debenture issue(s).

   (c) That a By-Law be passed authorizing the debenture issue negotiated and placed in accordance with Recommendation (a) above. **CARRIED.**

4. **Mr. Don McLean respecting City of Hamilton Procedural By-law (Item 6.1)**

   *(Powers/Pearson)*
   (a) That the correspondence from Mr. McLean dated January 25, 2004, and contained in the agenda, be referred to the Governance Review Sub-Committee with the direction that the issues outlined therein be reviewed, with assistance from the City Clerk, and that a report be brought back to the Corporate Administration Committee;

   (b) That an invitation be extended to Mr. McLean to attend the meeting of the Governance Review Sub-Committee when this issue is scheduled to be discussed.

5. **Reserves and Trusts Investment Policies (City Wide) (FCS04010) (Item 7.1)**

   *(Bruckler/Pearson)*
   (a) That the “Reserves and Trusts Investment Policies”, as attached to Report FCS04010, be approved;

   (b) That the investment policies of the former area municipalities and the Region of Hamilton-Wentworth be rescinded.
(Collins/Powers)
That the following be added as sub-section (c):

(c) That staff be directed to bring a report back to the Committee on the reserves and reinvestment policies as they relate to interest allocation.

Amendment CARRIED.
Motion as amended CARRIED.

6. Purchasing Policies Review (City Wide) (Item 7.2)

(Pearson/Bruckler)
That the presentation with respect to the Purchasing Policies Review, be received. CARRIED.

7. Ward Budgets (City Wide) (FCS04039) (Item 8.1)

(Bruckler/Pearson)
(a) That Item 2(l) of Committee of the Whole Report 03-018 respecting “Policy Governing Eligible Expenses for the budget for the Office of the Mayor, the Councillors’ Fixed Budget and the Councilors’ Variable Budget”, be deleted and replaced with “Policy for Eligible Expenses: Budget for the Office of the Mayor, Legislative Budget and Ward Budget”, attached as Appendix A to Report FCS04039;

(b) That, once the Ward Budget is approved by Council, any over-expenditure would not be honoured by the City of Hamilton;

(c) That the basis for developing the annual Ward Budget include an allocation of $0.50 per capita, an inner-city allowance of $45,000 for Wards 2, 3, 4 and 5, and a geographic allowance of $1,600 for Wards 11 and 14;

(d) That the allocation of the inner-city allowance be determined by the councillors from Wards 2, 3, 4 & 5 in January of each year and submitted to Council for approval;

(e) That a contingency fund be established at $25,000 and that members of Council may request an allocation from the contingency fund through the Corporate Administration Standing Committee;

(f) That sponsorships provided by members of Council through their Ward Budget be reimbursed by the City at an upset limit of $350 per sponsorship;
(g) That the 2004 preliminary Legislative Budget as revised, attached as Appendix B to report FCS04039, be received and forwarded to the Strategic Planning and Budgets Standing Committee for consideration during the 2004 budget process;

(h) That the 2004 preliminary Ward Budget as revised, attached as Appendix C to report FCS04039, be received and forwarded to the Strategic Planning and Budgets Standing Committee for consideration during the 2004 budget process.  

CARRIED.

(Pearson/Bruckler)
That “Sponsorships”, as shown on Appendix “A” as referred to in Sub-section (a), be amended to delete the words, “provided there is no name recognition for an individual member of Council” in the second sentence, and with the inclusion that no sponsorships be allowed after August 31 of an election year.

Amendment CARRIED.

(Pearson/Bruckler)
That the population factor be reviewed on an annual basis for the purposes of determining the Ward Pro-forma Budget as per Appendix “C” attached to Report FCS04039.

Amendment CARRIED.

Motion as amended CARRIED.

8. 2004 Liability/Property Insurance Policies Renewals (City Wide) (FCS04027) (Item 8.2)

(Powers/Pearson)
(a) That the Property and Liability Insurance coverage for the term January 1, 2004 to January 1, 2005, be placed through the Frank Cowan Company Limited, at a cost of $1,829,106 (includes applicable taxes), in accordance with the Appendix “A” attached to Report FCS04027.

(b) That the General Manager, Finance and Corporate Services, be authorized and directed to execute all associated documents on behalf of the City.

(Powers/Pearson)
That subsection (a) be deleted in its entirety and replaced with the following in lieu thereof:
“(a) That the Property and Liability Insurance coverages for the term January 1, 2004 to January 1, 2005, be placed through the Frank Cowan Company Limited, in accordance with the Appendix "A" attached to Report FCS04027, excepting OPTION 4 regarding the Transit Rolling Stock Policy, to which the Committee has directed staff to prepare a supplementary report providing further possible options, including risk management information, to be presented to the Corporate Administration Committee at its meeting to be held on March 3, 2004, for further consideration;”

Amendment CARRIED.

9. City of Hamilton Lease Financing Policy (City Wide) (FCS04014) (Item 8.3)

(Powers/Pearson)
(a) That the Lease Financing Policy as set out in Appendix I to FCS04014 be approved;

(b) That the Lease Financing Policy as set out in Appendix I to FCS04014 be forwarded for information to the following Boards: Hamilton Entertainment and Convention Facilities Inc., Hamilton Police Services, and Hamilton Public Library.

CARRIED.

FOR THE INFORMATION OF THE COMMITTEE:

(a) Changes to the Agenda (Item 1)

There were no changes to the agenda; however, the Clerk advised of additional materials distributed, as follows:

Redistribution of Report FCS04039 as reference to Appendices on Pages 3 and 4 were incorrect on the copy included in the agenda package and distribution of Item 5.3 which was omitted from the agenda at the time of printing.

(Bruckler/Pearson)
The agenda was approved, as presented. CARRIED.

(b) Declarations of Interest (Item 2)

None declared.

(c) Approval of Minutes (Item 3)

(Bruckler/Collins)
The Minutes of the February 4, 2004 meeting of the Corporate Administration Committee were received and adopted as amended.
Councillor Ferguson requested that the Minutes be amended to indicate a declaration of interest with respect to Report FCS03053(i) respecting Monthly Status Report of Tenders and Requests for Proposals for November and December, 2003 as a family member is listed as a bidder on a contract listed in the report.

(d) **Mr. Don McLean respecting City of Hamilton Procedural By-law** (Item 6.1)

Mr. McLean addressed the Committee with respect to concerns he has with various sections of the City’s Procedural By-law.

(e) **Reserves and Trusts Investment Policies (City Wide) (FCS04010)** (Item 7.1)

The Committee received a power point presentation from Gerry Boychuk, Chief Investment Officer. A copy of the presentation is on file in the Office of the City Clerk.

The recommendation, as presented in the report, was amended, with addition of sub-section (c).

(f) **Purchasing Policies Review (City Wide)** (Item 7.2)

The Committee received a power point presentation from Kathy Wyatt and Rick Male. A copy of the presentation is on file in the Office of the City Clerk.

Kathy Wyatt and Rick Male outlined current policies and recommended changes

(g) **Ward Budgets (City Wide) (FCS04039)** (Item 8.1)

Councilor M. Ferguson vacated the Chair and Councillor P. Bruckler assumed the Chair in order to allow Councillor Ferguson to speak to this issue.

The recommendations, as presented in the report, were amended as follows:

“Sponsorships”, as shown on Appendix “A” as referred to in Sub-section (a), was amended to delete the words, “provided there is no name recognition for an individual member of Council” in the second sentence, and with the inclusion that no sponsorships be allowed after August 31 of an election year.

The Committee requested that the population factor be reviewed on an annual basis for the purposes of determining the Ward Pro-forma Budget as per Appendix “C” attached to Report FCS04039.
(g) **2004 Liability/Property Insurance Policies Renewals (City Wide) (FCS04027)** (Item 8.2)

The recommendation, as presented in the report, was amended.

(h) **Employee Parking Policy (City Wide) (HUR03007(a))** (Item 8.4(a))
**Employee Parking Policy (City Wide) (HUR03007/PD03204/FCS03135)** (Item 8.4(b))

(Collins/Bruckler)
That Reports HUR03007(a) and HUR03007/PD03204/FCS03135 be tabled to the next meeting of the Committee in order to allow the opportunity for Councillor D. Braden to be in attendance for the discussion on these reports. **CARRIED.**

There being no further business, the Committee adjourned at 12:45 p.m.

Respectfully submitted

Councillor M. Ferguson
Chairman
Corporate Administration Committee

Carolyn Biggs
Legislative Assistant
February 18, 2004