Present: Chair M. Pearson  
Vice-Chair B. Bratina  
Councillors C. Collins, and B. Morelli

Absent with Regrets: B. Clark (illness), R. Powers (City Business), T. Whitehead (City Business)

Also Present: P. Barkwell, Acting General Manager, Finance and Corporate Services  
G. Boychuk, L. Friday, R. Male, M. Zegarac, Finance and Corporate Services  
M. Hazell, Planning and Economic Development  
K. Christenson, City Clerk  
W. Mason, L. Matthews, M. Meyer, City Clerk’s Office

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Monthly Status Report of Tenders and Requests for Proposals for May 22, 2008 to August 6, 2008 (FCS08026(c)) (City Wide) (Item 5.1) (Bratina/Collins)

That Information Report FCS08026(c) respecting Monthly Status Report of Tenders and Requests for Proposals for May 22, 2008 to August 6, 2008 be received.  

CARRIED
2. Quarterly Status Report on the use of Policy #10- Emergency Purchasing and Policy #11- Negotiations for the 2nd Quarter 2008 (FCS08043(a)) (City Wide) (Item 5.2)

(Bratina/Collins)
That Information Report FCS08043(a) respecting Quarterly Status Report on the use of Policy #10- Emergency Purchasing and Policy #11- Negotiations for the 2nd Quarter 2008 be received.

CARRIED

3. Reserve/Revenue Fund Investment Performance Report – June 30, 2008 (FCS08082) (City Wide) (Item 5.3)

(Bratina/Collins)

CARRIED


(Bratina/Collins)

CARRIED

5. Hamilton Future Fund Investment Performance Report – June 30, 2008 (FCS08081) (City Wide) (Item 5.5)

(Bratina/Collins)

CARRIED

6. Apportionment of Taxes for Properties in Hamilton, Stoney Creek and Ancaster (FCS08001(d)) (Wards 4, 5, 7, 9, 12) (Item 5.6)

(Bratina/Collins)
(a) That the 2008 land taxes, in the amount of $21,630.52 for 26 Burland Cres., Hamilton, (Roll #2518 050 391 01550), be apportioned and split amongst the two newly created parcels as set out in Appendix A to report FCS08001(d);

(b) That the 2008 property taxes, in the amount of $39,501.66 for 23-29 Greenford Dr., Hamilton, (Roll #2518 050 441 03771), be apportioned and split amongst the twenty-eight newly created parcels as set out in Appendix A to report FCS08001(d);
(c) That the 2008 property taxes, in the amount of $134,356.10 for 1000 Upper Gage Ave., Hamilton, (Roll #2518 070 644 00030), be apportioned and split amongst the two newly created parcels as set out in Appendix A to report FCS08001(d);

(d) That the 2008 property taxes, in the amount of $4,148.14 for 224 Highland Rd. W., Stoney Creek, (Roll #2518 003 650 51000), be apportioned and split amongst the two newly created parcels as set out in Appendix A to report FCS08001(d); and

(e) That the 2008 property taxes, in the amount of $3,144.09 for 0 Lorne Ave., Ancaster, (Roll #2518 140 250 07400), be apportioned and split amongst the two newly created parcels as set out in Appendix A to report FCS08001(d).

CARRIED

7. 2007 Statement of Reserves (FCS08079) (City Wide) (Item 8.1)

(Morelli/Bratina)
(a) That the 2007 Statement of Reserves Report and the 2007 Reserve Report attached as Appendix “A” to FCS08079 be received;

(b) That the reserves listed in Appendix B to report FCS08079 be closed and the outstanding balances be transferred as outlined in Appendix B to report FCS08079; and

(c) That an Information Technology Capital Reserve be established to stabilize the annual fluctuations in the Capital Budget Requests and that contributions to this reserve be funded from either the capital or operating fund.

CARRIED

8. POA Annual Report (FCS08065) (City Wide) (Item 8.2)

(Bratina/Collins)
That Information Report FCS08065 respecting POA Annual Report be received.

CARRIED
9. Proposed Write-Off of Outstanding Fines to Provincial Offences and Parking Violations (FCS08066/PED08174) (City Wide) (Item 8.3)

(Bratina/Collins)
That staff be authorized to write-off all outstanding Provincial Offences, By-Law Offences and Parking Fines deemed uncollectible with a due date of December 31, 2000.

CARRIED

10. Tax Appeals under Section 357 and 358 of the Municipal Act (2001) (FCS08008(f)) (City Wide) (Item 8.4)

(Morelli/Collins)
(a) That the tax write-offs processed under Section 357 of the Municipal Act, 2001 in the amount of $111,964.77 be approved as set out in Appendix “A” of report FCS08008(f); and

(b) That the tax appeals due to a gross or manifest clerical error, pursuant to Section 358 of the Municipal Act, 2001, in the amount of $7,986.61 be approved as set out in Appendix “B” of report FCS08008(f).

CARRIED

11. Implementation of Epost Mailing for Tax Bills (FCS08083) (City Wide) (Item 8.5)

(Morelli/Bratina)
(a) That the City of Hamilton, partner with Canada Post, in offering their Epost Mailing service for the delivery of City of Hamilton Tax Bills at a cost of $32,500.00.

(b) That staff report back to the Audit and Administration Committee in three years time with a cost/benefit analysis to ensure that the Epost Mailing service is producing the projected pay-back of the City of Hamilton’s initial investment as outlined in Report FCS08083.

Amendment CARRIED
Motion as Amended CARRIED

12. Accounts Receivable Write-Offs September 2008 (FCS08073) (City Wide) (Item 8.6)

(Morelli/Collins)
(a) That the Acting General Manager of Finance and Corporate Services be authorized to write-off uncollectible accounts receivables in the amount of $124,389.87, attached as Appendix ‘A’ to report FCS08073; and
(b) That the Schedule of Accounts Receivable Write-Offs (under $1,000), attached as Appendix 'B' to report FCS08073, be received for information.

CARRIED

13. **Award of Corporate Tender C12-15-08 Supply of Automotive Lubricants for Fleet Services and the Hamilton Street Railway (HSR) (FCS08074) – (City Wide) (Item 8.7)**

(Morelli/Bratina)
That the Corporate Tender C12-15-08 for Automotive Lubricants be awarded to Petro-Canada and Harper Power Products Inc, with an estimated annual expenditure of:
- Petro-Canada - $53,000.00
- Harper Power Products Inc - $129,000.00

CARRIED

14. **Award of Corporate Tender C12-13-08 Supply, Laundering and Delivery Services of Rental Clothing (Coveralls, etc.) for the City of Hamilton Public Works - Fleet Services and the Hamilton Street Railway (HSR), Maintenance Staff (FCS08075) (City Wide) (Item 8.8)**

(Bratina/Morelli)
That the Corporate Tender C12-13-08 for the Supply, Laundering and Delivery Services of Rental Clothing be awarded to Cintas Canada Limited with an estimated annual expenditure of $30,000.00.

CARRIED

15. **Award of Corporate Tender C12-02-08 Various Plumbing and Pipefitting Services (FCS08077) (City Wide) (Item 8.9)**

(Morelli/Collins)
That the Corporate Tender, C12-02-08 for Various Plumbing and Pipefitting Services be awarded to the following three (3) Bidders with the lowest hourly rates:
- Western Plumbing & Heating
- Central Plumbing & Heating

An estimated annual expenditure for this contract is $700,000.00 per year.

CARRIED
16. **Award of Corporate Tender C12-03-08 Various Painting and Wall Covering Services (FCS08078) (City Wide) (Item 8.10)**

*(Bratina/Collins)*

That the Corporate Tender, C12-03-08 for Various Painting and Wall Covering Services be awarded to the following three (3) Bidders with the lowest hourly rates:

- Northern Painters
- C.I.P. Services
- Jim McGrath Painting & Decorating Limited

An estimated annual expenditure for this contract is $450,000.00 per year.

**CARRIED**

17. **Hamilton Status of Women Sub-Committee – Member Resignations (Item 9.1)**

*(Bratina/Collins)*

That the resignations from the following members of the Hamilton Status of Women’s Committee be received:

(i) Dodji Ousmane
(ii) Liz Weaver

**CARRIED**

18. **Advisory Committee for Immigrants and Refugees – Member Resignations (Item 9.2)**

*(Bratina/Collins)*

That the resignations from the following members of the Advisory Committee for Immigrants and Refugees be received:

(i) Jahan Zeb
(ii) Lori Fothergill

**CARRIED**

19. **Katimavik Youth Volunteers – Free Bus Passes (Item 9.3)**

*(Collins/Bratina)*

That the City of Hamilton provide free bus passes for the eleven (11) Hamilton Katimavik Youth Volunteers, for a ten (10) month period from September 2008 to June 2009, at a lost revenue opportunity of $8,690.

**CARRIED**

**FOR THE INFORMATION OF COUNCIL:**

(a) **CHANGES TO THE AGENDA (Item 1)**

There were no changes to the agenda.
On a motion (Bratina/Collins), the agenda was approved as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) MINUTES (Item 3)

3.1 Minutes of the Audit and Administration Committee meeting held on June 18, 2008.

(Morelli/Bratina)
That the minutes of the Audit and Administration Committee meeting held on June 18, 2008 be approved as presented. CARRIED

(d) DELEGATIONS REQUESTS (Item 4)

(i) 504802 Ontario O/A JCJ Contracting Respecting the Award of Corporate Tender C11-40-08 (Item 4.1)

(Collins/Morelli)
That the delegation request from 504802 Ontario O/A JCJ Contracting respecting the awarding of corporate tender C11-40-08 be approved. CARRIED

Committee confirmed with staff that they will provide a report at the meeting at which the delegation appears.

(e) Implementation of Epost Mailing for Tax Bills (FCS08083) (City Wide) (Item 8.5)

(Morelli/Collins)
That Item 8.5 be amended by adding recommendation (b) to read as follows:

(b) That staff report back to the Audit and Administration Committee in three years time with a cost/benefit analysis to ensure that the Epost Mailing service is producing the projected pay-back of the City of Hamilton’s initial investment as outlined in Report FCS08083. CARRIED

Staff confirmed that there will be no extra fees for using the Epost mailing system and that transactions will be secure.
(f) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

(i) Outstanding Business List (Item 11.1)

(a) Item E: Use of DARTS Transportation to Medical Appointments

On a motion (Collins/Bratina), item E was removed from the Outstanding Business List, as a Report respecting this item was received at the Committee of the Whole meeting on July 9, 2008.

(b) Item F: Chargeback Study

Committee agreed to amend the due date to Q0209.

(g) ADJOURNMENT (Item 13)

(Morelli/Bratina)
The Audit and Administration Committee adjourned at 10:05 a.m.

Respectfully submitted,

Councillor Maria Pearson, Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
September 3, 2008