Audit and Administration Committee
MINUTES
9:30 a.m.
Wednesday, June 2, 2010
Room 207
Hamilton Convention Centre
One Summer’s Lane

Present:
Councillor B. Morelli (Vice-Chair)
B. Bratina, C. Collins M. Pearson and T. Whitehead

Absent with
Regrets:
Councillor B. Clark – Personal
Councillors R. Powers (Chair) - Personal

Also Present:
C. Murray, City Manager
R. Rossini, General Manager, Finance & Corporate Services
T. Tollis, City Treasurer
Tim McCabe, General Manager, Planning and Economic Development
A. Pekaruk, Director of Audit Services, City Managers Office
M. Zegarac, Director, Financial Planning & Policy
R. Males, Director of Financial Services
Brian McMullen, Manager of Accounting Services
Rob Hall, Director, Health Protection
A. Grozelle, Legislative Assistant, Office of the City Clerk

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Follow Up of Audit Report 2008-04 - HECFI - Cash Handling and Revenues (AUD10018) (City Wide) (Item 5.1)

(Pearson/Collins)
That Report AUD10018 respecting the follow up of Audit Report 2008-04, HECFI – Cash Handling and Revenues, be received.

CARRIED
2. Monthly Status Report of Tenders & Request for Proposals for April 10, 2010 to May 7, 2010 (FCS10017 (c)) (City Wide) (Item 5.2)

(Pearson/Collins)
That Report (FCS10017 (c)), Monthly Status Report of Tenders & Request for Proposals for April 10, 2010 to May 7, 2010 be received.

CARRIED

3. December 31, 2009 Audited Financial Statements of Hamilton Waterfront Trust (Item 8.1 and amended item 5.3)

(Pearson/Collins)
That the Report, December 31, 2009 Audited Financial Statements of Hamilton Waterfront Trust, be received.

CARRIED

4. Grant Thornton Chartered Accountants, 2009 Communication of Audit Results (Item 7.1)

(Pearson/Bratina)
That the presentation and accompanying report from Grant Thornton Chartered Accountants, 2009 Communication of Audit Results, be received.

CARRIED

5. 2009 Tangible Capital Assets Report (FCS10047) (City Wide) (Item 8.8 amended to Item 7.2)

(Pearson/Collins)
That Report (FCS10047) 2009 Tangible Capital Assets Report, and the presentation by Brian McMullen be received.

CARRIED

6. Audit Report 2010-01 - Real Estate Asset Management (AUD10019) (City Wide) (Item 8.2)

(Collins/Pearson)
(a) That Report AUD10019 respecting Audit Report 2010-01, Real Estate Asset Management, be received; and
(b) That the management action plans as detailed in Appendix “A” of Report AUD10019 except for Recommendation ‘4’ of the be approved and that Recommendation ‘4’ be added to the Committee’s Outstanding Business List for a report back from staff; and

(c) That the General Manager of Planning and Economic Development and the City Treasurer direct the appropriate staff under their responsibility to have the approved Recommendations of the Appendix to AUD10019, excluding Recommendation 4, implemented.

CARRIED

7. Audit Report 2010-02 - Public Health Services - Food Safety Program (AUD10020) (City Wide) (Item 8.3)

(Collins/Pearson)

(a) That Report AUD10020 respecting Audit Report 2010-02, Public Health Services – Food Safety Program, be received; and

(b) That the management action plans as detailed in Appendix “A” of Report AUD10020 be approved and the Medical Officer of Health direct the appropriate staff to have the plans implemented.

CARRIED

8. Request for Proposals C12-02-10 for Supply, Delivery, Service and Removal of Desktop and Mobile Computer Devices (FCS09068(b)) (City Wide) (Item 8.4)

(Bratina/Pearson)

(a) That Request for Proposal (RFP) C12-02-10 for the Supply, Delivery, Service and Removal of Desktop and Mobile Computer Devices be cancelled;

(b) That the City of Hamilton participates in a Cooperative Request for Proposal for the Supply, Delivery, Service and Removal of Desktop and Mobile Computer Devices with McMaster University and Mohawk College; and

(c) That staff be authorized to negotiate an extension of the existing contract with Audcomp Computer Systems to continue with the provision of services on a month by month basis, until the Cooperative RFP with McMaster University and Mohawk College is awarded and the contracts are executed with the successful vendor(s).

CARRIED
9. **Server Hardware Standardization (FCS10025) (City Wide) (Item 8.5)**

(Collins/Pearson)
(a) That equipment manufactured by Hewlett Packard be established as the Corporate Standard for network servers and associated hardware.

(b) That staff be authorized to deviate from this standard only when required by a specific software solution; and

(c) That the standard be reviewed again in 2014.

   CARRIED

10. **2009 Annual Report on Commodity Price Hedging (FCS10041) (City Wide) (Item 8.6)**

(Bratina/Pearson)
That report (FCS10041), 2009 Annual Report on Energy Commodity Price Hedging, be received.

   CARRIED


(Collins/Pearson)
That the 2009 City of Hamilton Financial Report and Audited Financial Statements attached as Appendix “B” to report FCS10042 be approved.

   CARRIED

12. **Damage from a Water Main Break & Tax Arrears at 801-803 King Street East (FCS10038) (Ward 3) (Item 12.1)**

(Pearson/Bratina)
(a) That Report (FCS10038), Damage from a Water Main Break & Tax Arrears at 801-803 King Street East, be received.

(b) That Report (FCS10038), Damage from a Water Main Break & Tax Arrears at 801-803 King Street East, remain confidential and restricted from public disclosure, in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

   CARRIED
13. New Item Personnel Discussion (Item 12.4)

(Pearson/Bratina)
(a) That the discussion on the Personnel related matter be received.  
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) That item 8.1, December 31, 2009 Audited Financial Statements of Hamilton Waterfront Trust, be changed to item 5.3 on the agenda to correct a clerical error.

(ii) That Item 8.8, (FCS10047) 2009 Tangible Capital Assets Report be changed to Item 7.2 to allow for a staff presentation.

(iii) That subsection (iii) of Item 11.1, Removal of Item ‘C’ Cash Handling Review from the Outstanding Business List be removed from the Agenda

(Whitehead/Pearson)
That the agenda for the June 2, 2010 meeting of the Audit & Administration Committee be approved, as amended.  
CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) MINUTES (Item 3)

3.1 April 21, 2010

(Pearson /Whitehead)
That the Minutes of the May 19, 2010 meeting of the Audit & Administration Committee meeting be approved as presented.  
CARRIED
(d) Delegation from Mr. Anthony Acheampong, regarding damage from a water main break and taxes for Roll # 030.232.55760

(Collins/Pearson)
That Mr. Anthony Acheampong be removed from the Committee’s delegate list due to absences.

CARRIED

(e) GENERAL INFORMATION/OTHER BUSINESS

(i) Amendments to the Outstanding Business List (Item 11.1)

(Pearson/Bratina)
Outstanding Business List Items Requiring Approval to be Removed:

(i) Item ‘B’ Improvements within the City of Hamilton Procurement Process

(ii) Item ‘K’ Corporate Desktop and Mobile Computer Contract

CARRIED

(ii) Request for staff review of available lands

Councilor Whitehead requested that staff report back with information on how a registry of available land can be maintained for quick access an updated every year. Staff indicated that they would pursue the issue.

(iii) New item Personnel Discussion

(Pearson/Whitehead)
That an additional item be added to the Agenda as Item 12.4 to allow for the discussion on a personnel related matter.

CARRIED
(f) PRIVATE AND CONFIDENTIAL (Item 12)

(Collins/Whitehead)
That the Audit & Administration Committee move into Closed Session, at 10:55 a.m., to hear Items 12.1, 12.2, 12.3 and 12.4 pursuant to Section 8.1, Sub-section (f) of the City's Procedural By-law 03-301, and Section 239, Sub-section (f) of the Ontario Municipal Act, 2001, as amended, for the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose as well as Litigation or potential litigation, including matters before administrative tribunals, affecting the City as well as subject matter that pertain to personal matters about an identifiable individual and Personnel related matters.

CARRIED

As shown in the Closed Session Minutes, the Audit & Administration Committee reconvened in Open Session at 11:08 a.m.

Having discussed the report, the Audit & Administration Committee provided its recommendation as shown below.

(i) Damage from a Water Main Break & Tax Arrears at 801-803 King Street East (FCS10038) (Ward 3) (Item 12.1)

For disposition on this Item see above Item 12.

(ii) Closed Session Minutes, February 17, 2010 (Item 12.2)

(Pearson/Bratina)
(a) That the Closed Session Minutes of the February 17, 2010, meeting of the Audit and Administration Committee be approved, as presented.

(b) That the February 17, 2010 Closed Session Minutes, of the Audit and Administration Committee, remain confidential and restricted from public disclosure, in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act."

CARRIED

(iii) Closed Session Minutes, May 19, 2010 (Item 12.3)

(Pearson/Bratina)
(a) That the Closed Session Minutes of the May 19, 2010, meeting of the Audit and Administration Committee be approved, as presented.
That the May 19, 2010 Closed Session Minutes, of the Audit and Administration Committee, remain confidential and restricted from public disclosure, in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.”

CARRIED

(iv) New Item Personnel Discussion (Item 12.4)

For disposition on this Item see above Item 13.

(I) AJOURNMENT (Item 13)

(Pearson/Collins)

There being no further business, the Audit and Administration Committee adjourned at 11:10 a.m.

CARRIED

Respectfully submitted,

Councillor Bernie Morelli, Vice-Chair
Audit and Administration Committee

Andy Grozelle
Legislative Assistant
June 2, 2010