Audit and Administration Committee
REPORT 08-013
9:30 a.m.
Wednesday, November 5, 2008
Committee Room 207
Hamilton Convention Centre
One Summer’s Lane

Present: Vice-Chair B. Bratina
Councillors C. Clark, C. Collins, B. Morelli, R. Powers, T. Whitehead

Absent with Regrets: Chair M. Pearson (City Business)

Also Present: S. Stewart, Acting City Manager
P. Barkwell, Acting General Manager, Finance and Corporate Services
A. Pekaruk, City Manager’s Office
R. Sabo, Legal Services
R. Male, T. Tollis, Finance and Corporate Services
D. Hull, Public Works
M. Meyer, City Clerk’s Office

THE AUDIT AND ADMINISTRATION COMMITTEE PRESENTS REPORT 08-013 AND RESPECTFULLY RECOMMENDS:

1. Hamilton Waterfront Trust Financial Statements, 2002 to 2007 (Item 5.1)
   (a) That the Hamilton Waterfront Trust Financial Statements be received;
   (b) That staff review the agreement between the City of Hamilton and the Hamilton Waterfront Trust and provide a report back to the Audit and Administration Committee to clarify whether City purchasing policies are applicable.

2. Municipal Tax Competitiveness Study (FCS08102) (City Wide) (Item 5.2)
   That the Information Report respecting Municipal Tax Competitiveness Study be received.

Council – November 12, 2008
3. **Award of Corporate Tender C12-01-08 Overhead Door Maintenance and Services (FCS08099) (City Wide) (Item 8.1)**

That the Corporate Tender, C12-01-08 for Overhead Door Maintenance and Services be awarded to Richards-Wilcox Custom Systems Inc. with the lowest hourly rates, at an estimated annual expenditure for this contract of $320,000.00 per year.

4. **Award of Corporate Tender C12-09-08 Graffiti Removal Services (FCS08100) (City Wide) (Item 8.2)**

That the Corporate Tender C12-09-08 for Graffiti Removal be awarded to Northern Painters and Sparkleen, with an estimated annual expenditure of:

(i) Part A – Paint Over: Connco Group Ltd. operating as Northern Painters $57,262.50
(ii) Part B – Media Blasting: Sparkleen $13,460.00
(iii) Part C - Chemical: Connco Group Ltd. operating as Northern Painters $ 4,192.50
(iv) Part D – Removal from Traffic Signal Controllers: Sparkleen $21,050.00
Total: $95,965.00

5. **Grants Sub-Committee Report 08-005 (Item 8.3)**

(a) **Approved Convention & Sport Tourism Grants January 2008 – October 2008 (GRA08026) (City Wide) (Item 1)**


(b) **2008 Community Partnership Program Recommendation for Famee Furlane’s Senior Socialization Program (GRA08024) (City Wide) (Item 2)**

(i) That the score for Famee Furlane’s Senior Socialization Program, presented as part of the 2008 Community Partnership Program, be changed from 49 to 62.

(ii) That the phase-out policy for Famee Furlane’s Senior Socialization Program be reversed and the agency be allocated an additional $3,750 from the 2008 Community Partnership Program contingency fund to restore their level of funding back to its base funding level of $7,500 in 2007.
(c) **2008 Transfer Station Fee – Hamilton Bibles for Missions (GRA08025) (City Wide) (Item 3)**

(i) That the tonnage approved for the Hamilton Bibles for Missions, as part of the 2008 Community Partnership Program, be changed from 25 tonnes to 32.75 tonnes.

(ii) That the additional $448.00, which is required to cover the costs of the increased tonnage for Hamilton Bibles for Missions, be funded from the 2008 Community Partnership contingency.

(d) **Budget Rate for 2009 (Item 4)**

That a budget rate increase of 2%, for the 2009 Community Partnership Program, be approved.

(e) **2009 Community Partnership Program Schedule (Item 5)**

(i) That the 2009 Community Partnership Program Schedule (attached as Appendix A to Report 08-005) be approved.

(ii) That staff be directed to examine the Community Partnership Program (CPP) application review process to determine if amendments can be made to its procedures, which would enable final completion of the 2010 CPP process in an earlier timeframe, and report back to the Grants Sub-Committee.

6. **HMRF/HWRF Pension Administration Sub-Committee Report 08-002 (Item 8.4)**

(a) **Feasibility of Merging HWRF and HMRF Pension Plans (FCS08088) (City Wide) (Item 1)**

That Report FCS08088 - Feasibility of Merging HWRF and HMRF Pension Plans, be received.

(b) **Master Trust Pension Investment Performance June 30, 2008 (FCS08089) (City Wide) (Item 2)**

That Report FCS08089 – Master Trust Pension Performance June 30, 2008 be received.

(c) **Hamilton Wentworth Retirement Fund (HWRF) Actuarial Valuation as at December 31, 2007 (FCS08086) (City Wide) (Item 3)**

That the Treasurer be authorized and directed to file the December 31, 2007, Actuarial Valuation for the Hamilton Wentworth Retirement Fund.
(HWRF), (attached as Appendix 'A' to Report 08-002) with the Financial Services Commission of Ontario (FSCO) and Canada Revenue Agency (CRA).

7. Gay, Lesbian, Bisexual and Transgender Advisory Committee – Member Resignation (Item 9.1)

That the resignation of Erin Fuller from the Gay, Lesbian, Bisexual and Transgender Advisory Committee be received.

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised of the following changes to the agenda:

(i) Added as Item 12.1 is a Private and Confidential verbal update respecting a contractual matter.

On a motion, the agenda was approved as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) MINUTES (Item 3)

(i) Minutes of the Audit and Administration Committee meeting held on October 22, 2008 (Item 3.1)

The minutes of the Audit and Administration Committee meeting held on October 22, 2008 were approved as presented.

(d) ADVISORY/SUB-COMMITTEE/VOLUNTEER COMMITTEE MINUTES

That the following minutes be received:

(i) Minutes of the Immigrant and Refugee Advisory Committee meeting held on April 10, 2008 (Item 5.3)

(ii) Minutes of the Committee against Racism meeting held on June 24, 2008 (Item 5.4)

(iii) Minutes of the Committee against Racism meeting held on July 22, 2008 (Item 5.5)
(iv) Minutes of the Committee against Racism meeting held on August 26, 2008 (Item 5.6)

(e) Hamilton Waterfront Trust Financial Statements, 2002 to 2007 (Item 5.1)

That Item 5.1 respecting Hamilton Waterfront Trust Financial Statements, 2002 to 2007 be amended by adding the following as subsection (b):

(b) That staff review the agreement between the City of Hamilton and the Hamilton Waterfront Trust and provide a report back to the Audit and Administration Committee to clarify whether City purchasing policies are applicable.

Committee confirmed that the Hamilton Waterfront Trust financial statements should be presented annually and requested that the financial statements be presented more regularly in future.

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

(i) Outstanding Business List

Improvements within the City of Hamilton Procurement Process
Due Date: November 5, 2008
Revised Due Date: February 2009

On a motion, the Outstanding Business List was amended accordingly.

(ii) Area Ratings and Services

The following motion was withdrawn:
  That staff review the cost of all specialized services relative to the area rating formula.

Councillor Whitehead advised that he would speak with staff to define which specialized services should be reviewed.

(iii) Parking Lots

Councillor Collins requested that staff advise whether the parking lot on the corner of Main and Bay is being taxed as a parking lot or as vacant land.

Councillor Powers requested that staff investigate the parking lot on Main Street between Caroline and Hess Streets.

Councillor Whitehead requested an update on the property off the alleyway north of King Street and west of Bay Street, specifically
whether it is City-owned land on which cars are being parked and, if so, what actions have been or will be taken.

Councillor Bratina requested that staff review the tax rates on large mall parking lots to determine whether there is an opportunity for revenue generation. Tony Tollis advised that parking lots at malls are taxed at a commercial rate based on the value of the property.

(g) PRIVATE AND CONFIDENTIAL (Item 12)

The Committee moved into Closed Session at 10:07 a.m. pursuant to Section 8.1, subsections (a), (b), (d), (e), and (f) of the City’s Procedural By-Law and Section 239 of the Ontario Municipal Act, to discuss subject matter pertaining to contractual relations with a supplier, potential litigation, the receiving of solicitor-client advice, reference to identifiable individuals, reference to personnel/labour relations matters, and reference to items relating to the security of the property of the municipality.

That Committee reconvened in Open Session at 11:32 a.m.

Committee received a presentation and provided staff direction in camera with nothing to report in Open Session.

(h) ADJOURNMENT (Item 13)

The Audit and Administration Committee adjourned at 11:36 a.m.

Respectfully submitted,

Councillor Bob Bratina, Vice-Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
November 5, 2008