Audit and Administration Committee
REPORT 08-001(b)
9:30 a.m.
Wednesday, January 23, 2008

Hamilton Wentworth District School Board Auditorium,
100 Main Street West, Hamilton, Ontario

Present:
Chair M. Pearson, Vice-Chair B. Bratina
Mayor F. Eisenberger
Councillors B. Clark, C. Collins, R. Powers and T. Whitehead

Absent:
Councillor B. Morelli (illness)

Also Present:
G. Rinaldo, General Manager, Finance and Corporate Services
G. Peace, City Manager
R. Male, T. Tollis, L. Friday, J. Lee, M. McChesney, K. Christenson, R. Hewitt, T. Hewitson, Finance and Corporate Services
A. Pekaruk, Internal Auditor
C. Berge, Human Resources
Irene Sturgeon, City Clerk’s

THE AUDIT AND ADMINISTRATION COMMITTEE PRESENTS REPORT 08-001(b) AND RESPECTFULLY RECOMMENDS:

1. Meeting Expenses – Swing Space/Convention Centre (CL08001) (City Wide)

That this matter be referred back to the Accommodation Sub-Committee for a report on ways of improving the efficiency of meetings, and reducing costs, directing that consideration be given to the matters raised during the discussion, including, but not limited to the following:

- Look at all methods for reducing costs and improving efficiencies with our meeting expenses for Council/Standing Committee/Sub-Committee meetings
• Look at the feasibility of leasing additional space at the City Centre to conduct Council, Standing Committee and/or Sub-Committee meetings

• Look at the possibility of re-negotiating the price for food and refreshments (at cost) at the Convention Centre and to pursue any flexibility on the leasing rates

FOR THE INFORMATION OF COUNCIL:

(i) **Meeting Expenses – Swing Space/Convention Centre (CL08001) (City Wide) (Item 5.2)**

Kevin Christenson, City Clerk, reviewed the Information Report with the Committee and advised that the total 2008 projected meeting costs at the Convention Centre would be approximately $107,000.

Members of Committee questioned the efficiency in holding the meetings at the Convention Centre and suggested that staff should look into obtaining additional space at the City Centre. It was noted that a lot of staff’s time is being spent going back and forth between the two buildings. Concern was also raised about the high costs being charged by the Convention Centre especially when the City provides them a subsidy.

Councillor Whitehead noted that when the City uses this facility there is a financial benefit to the taxpayer. He suggested that consideration should also be given to re-negotiate the pricing for food (at cost) and to see if there is any flexibility on the leasing rates.

On a motion, the Committee referred this matter back to the Accommodation Sub-Committee for a report as noted in Item 1 of Report 08-001(a).

(ii) **Adjournment**

The Audit and Administration Committee adjourned at 12:07 p.m.

Respectfully submitted,

Councillor M. Pearson, Chair
Audit and Administration Committee

Irene Sturgeon
Legislative Assistant
January 23, 2008

Council - January 30, 2008