Audit and Administration Committee
MINUTES
9:30 a.m.
Wednesday, May 21, 2008
Committee Room 207
Hamilton Convention Centre
One Summer's Lane

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

Absent with Regrets:
Chair M. Pearson (City Business)
Councillors R. Powers (Personal) and T. Whitehead (Personal)

Also Present: J. Rinaldo, General Manager, Corporate Services
G. Peace, City Manager
L. Friday, R. Male, Corporate Services
G. Davis, Public Works
H. Hale Tomasik, Human Resources
S. Hayden, M. Meyer, City Clerk's Office

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Minutes of the Committee Against Racism meeting held on February 26, 2008 (Item 5.1)

(Morelli/Clark)
That the minutes of the Committee against Racism meeting held on February 26, 2008 be received.

CARRIED

2. Minutes of the Committee Against Racism meeting held on March 25, 2008 (Item 5.2)

(Morelli/Clark)
That the minutes of the Committee against Racism meeting held on March 25, 2008 be received.
CARRIED

3. Minutes of the GLBT Advisory Committee meeting held on March 12, 2008 (Item 5.3)

(Morelli/Clark)
That the minutes of the GLBT Advisory Committee meeting held on March 12, 2008 be received.

CARRIED

4. Minutes of the Hamilton Mundialization Committee meeting held on February 20, 2008 (Item 5.4)

(Morelli/Clark)
That the minutes of the Hamilton Mundialization Committee meeting held on February 20, 2008 be received.

CARRIED

5. Minutes of the Hamilton Mundialization Committee meeting held on March 19, 2008 (Item 5.5)

(Morelli/Clark)
That the minutes of the Hamilton Mundialization Committee meeting held on March 19, 2008 be received.

CARRIED

6. Tax Appeals under Section 357 and 358 of the Municipal Act, 2001 (FCS08008(c)) (City Wide) (Item 5.6)

(Morelli/Clark)
(a) That the tax write-offs processed under Section 357 of the Municipal Act, 2001 in the amount of $212,509.44 be approved (refer to Appendix "A" of report FCS08008(c)); 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 $46,306.45 be approved ( refer to Appendix “B” of report FCS08008(c))

CARRIED

7. Monthly Status Report of Tenders and Requests for Proposals for March 5, 2008 to April 23, 2008 (FCS08026(a)) (City Wide) (Item 5.7)

(Morelli/Clark)
That Information Report FCS08026(a) respecting the Monthly Status Report of Tenders and Requests for Proposals for March 5, 2008 to April 23, 2008 be received.

CARRIED
8. FOI Quarterly Report (January 1 to March 31, 2008) (CL08003) (City Wide) (Item 5.8)

(Morelli/Clark)
That Information Report CL08003 respecting the FOI Quarterly Report (January 1 to March 31, 2008) be received.

CARRIED

9. Cemetery Accounts Investment Performance Report – December 31, 2007 (FCS07075(a)) (City Wide) (Item 5.9)

(Morelli/Clark)
That Information Report FCS07075(a) respecting Cemetery Accounts Investment Performance Report – December 31, 2007 be received.

CARRIED


(Morelli/Clark)

CARRIED

11. Reserve/Revenue Fund Investment Performance Report – December 31, 2007 (FCS07077(a)) (City Wide) (Item 5.11)

(Morelli/Clark)
That Information Report FCS07077(a) respecting the Reserve/Revenue Fund Investment Performance Report – December 31, 2007 be received.

CARRIED

12. Master Trust Pension Investment Performance Dec 31/07 (FCS07088(a)) (City Wide) (Item 5.12)

(Morelli/Clark)
That Information Report FCS07088(a) respecting the Trust Pension Investment Performance Dec 31/07 be received.

CARRIED

(Collins/Morelli)
That the 2007 Financial Report and Audited Financial Statements for the City of Hamilton (attached as Appendix “B” to Report FCS08040) be approved.
CARRIED

14. City Hall Print Shop (FCS06096(b)) (City Wide) (Item 8.1)

(Morelli/Collins)
That Information Report FCS06096(b) respecting the City Hall Print Shop be received.
CARRIED

15. Policy on Military Leave for Reservists (HUR08007) (City Wide) (Item 8.2)

(Collins/Morelli)
That Information Report HUR08007 respecting Policy on Military Leave for Reservists be received.
CARRIED

16. Hamilton Conservation Authority funding request for Confederation Park Master Plan review (FCS08045) (City Wide) (Item 8.3)

(Collins/Clark)
That the City of Hamilton provide up to $70,000 to the Hamilton Conservation Authority for the Confederation Park Master Plan review, to be funded from the Hamilton Beach Park Reserve 108037.
CARRIED

17. Grants Sub-Committee Report 08-002 (Item 8.4)

(Collins/Morelli)

(a) Grant Applicant Balance Sheet Review (GRA08014) (City Wide) (Item 1)

That Report GRA08014 – Grant Applicant Balance Sheet Review be received for information.

(b) Fee Waiver Request for the East Mountain Baseball Association (GRA08015) (Ward 6) (Item 2)

That the fee waiver request, in the amount of $220.25, for the East Mountain Baseball Association, to utilize facility space at Huntington Park Recreation Centre to conduct registrations and player evaluations, be approved.
(c) **2008 Community Partnership Program Approval (GRA08016) (City Wide) (Item 3)**

(i) That the 2008 Community Partnership Program recommended funding allocation, in the amount of $3,158,090, as outlined in the attached Appendix “A” to Report 08-002, be approved.

(ii) That Event Road Closure Services (formerly Services-in-Kind), in the amount of $269,999 be approved.

(iii) That any additional Event Road Closure Service requests, above the $269,999, be considered only if year-end surplus are generated, and that these surpluses be distributed on a pro-rata basis, based on the submission made.

(iv) That the amount of $20,054, for a contingency budget to be dedicated for 2008 unexpected Community Partnership Program funding, be approved.

(v) That any amounts owing in arrears to the City of Hamilton from grants recipients, be recovered first from the 2008 approved grant and that the remainder of the grant, if any, be paid to the organization in accordance with the payment plan, as outlined in Appendix “B” to Report 08-002.

**CARRIED**

18. **City of Hamilton $50,000,000 Amortizing Debenture Dated June 3, 2008, Maturing June 3, 2023 (FCS08048) (City Wide)**

(Collins/Clark)

That Information Report FCS08048 respecting City of Hamilton $50,000,000 Amortizing Debenture Dated June 3, 2008, Maturing June 3, 2023 be received.

**CARRIED**

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

(Clarke/Collins)
That the resignations from the following members of the Hamilton Status of Women’s Committee be received:

(i) Louise Davis  
(ii) Lisa DeLon  
(iii) Lyla Miklos  

CARRIED

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised of the following changes to the agenda:

Item 4.1, delegation request from Andrew Stock, Xerox Canada Ltd., respecting the contract award of bid C6-07-07 to Ricoh Canada for the supply and delivery of a high speed digital photocopier (Item 4.1) was withdrawn.

Added as Item 8.4 Grants Sub-Committee Report 08-002

Added as Item 8.5 City of Hamilton $50,000,000 Amortizing Debenture Dated June 3, 2008, Maturing June 3, 2023 (FCS08048) (City Wide)

Added as Item 9.1 Hamilton Status of Women Sub-Committee – Member Resignations

On a motion (Morelli/Collins), the agenda was approved as amended.

(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 May 7, 2008.

(Collins/Morelli)

That the minutes of the Audit and Administration Committee meeting held on May 7, 2008 be approved as presented.  

CARRIED
(d) PRESENTATIONS (Item 7)

(i) Grant Thornton respecting Communication of 2007 Audit Results and 2007 City Of Hamilton Internal Control Findings for Year Ended December 31, 2007 (Item 7.1(a))

Melanie Dugard and Thane MacKenzie from Grant Thornton LLP presented the 2007 Audit Results and the 2007 City of Hamilton Internal Control Findings to Committee in a PowerPoint presentation. Handouts were also provided to Committee members.

The presentation included an overview of audit results, reportable matters and technical updates.

On a motion (Morelli/Clark), the presentation was received.

(ii) 2007 Financial Report & Audited Financial Statements (FCS08040) (City Wide) (Item 7.1(b))

Joe Rinaldo, General Manager of Finance and Corporate Services, presented some of the highlights of Report FCS08040 to Committee in a PowerPoint presentation. Handouts were also provided to Committee members.

On a motion (Collins/Morelli), the presentation was received.

(e) GENERAL INFORMATION/OTHER BUSINESS

(i) Outstanding Business List (Item 11.1)

(a) Item C: City Hall Print Shop (Due: May 21/08)

On a motion (Morelli/Collins), Report FCS06096(b) respecting the City Hall Print Shop was received and Item C was removed from the Outstanding Business List (see Item 14 above).

(b) Item J: Military Leave Policy
On a motion (Collins/Morelli), Report HUR08007 respecting the Policy on Military Leave for Reservists was received and Item J was removed from the Outstanding Business List (see item 15 above).

(c) Item K: Criteria for Tenders (Due: May 21/08)

Gerry Davis, Senior Director of Capital Planning and Implementation provided a verbal report respecting steps taken to implement performance measures and ensure completion of work done by contractors, including letters to and meetings with contractors who do not meet quality requirements. The Purchasing Sub-Committee has also made changes to instructions to bidders.

On a motion (Collins/Morelli), the Report was received and Item K was removed from the Outstanding Business List.

(h) ADJOURNMENT (Item 13)

(Collins/Clark)
The Audit and Administration Committee adjourned at 10:30 a.m.

Respectfully submitted,

Councillor B. Bratina Vice-Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
May 21, 2008