Audit and Administration Committee
REPORT 10-010
9:30 a.m.
Wednesday, September 22, 2010
Council Chambers
Hamilton City Hall
71 Main Street West

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

Regrets: Councillor M. Pearson - Illness

Also Present: Councillor L. Ferguson
C. Murray, City Manager
R. Rossini, G. Boychuck R. Male, M. Zegarac, A. Mastandrea,
L. Friday, Finance & Corporate Services
T. Tollis, City Treasurer
G. Davis, General Manager, Public Works
T. McCabe, General Manager, Economic Development and Planning
J. Kay, General Manager Emergency Services
R. Caterini, L. Barroso, A. Grozelle, Office of the City Clerk
S. Dickson, Solicitor
A. Bradford, P. Hoad, Culture
L. Keermaa, L. Tattrie, R. D'Angelo, Transportation, Energy and Facilities
C. Herstek, Recreation

THE AUDIT AND ADMINISTRATION COMMITTEE PRESENTS REPORT 10-010 AND RESPECTFULLY RECOMMENDS:

1. Reserve/Revenue Fund Investment Performance Report - June 30, 2010 (FCS10075) (Item 5.1)

2. Hamilton Future Fund Investment Performance Report - June 30, 2010 (FCS10076) (Item 5.2)


3. Cemetery Accounts Investment Performance Report - June 30, 2010 (FCS10077) (Item 5.3)


4. 2009 Insurance Claims Review (FCS10067) (Item 5.4)


5. Follow Up of Audit Report 2008-02 - Use of Standby, Call In/Out & Overtime (Public Works) (AUD10021) (Item 5.5)

That Report AUD10021 respecting the follow up of Audit Report 2008-02, Use of Standby, Call In/Out & Overtime (Public Works), be received.

6. FOI Quarterly Report (April 1 to June 30, 2010) (CL10001(a)) (Item 5.6)

That Report CL10001 (a) respecting FOI Quarterly Report (April to June 20, 2010, be received.

7. Treasurer's Apportionment of Land Taxes for Various Properties in Hamilton and Stoney Creek (FCS10011(c)) (Wards 8 and 11) (Item 5.7)

   (a) That the 2010 property taxes in the amount of $5,071 for 310 Rymal Rd. W., Hamilton (Roll #2518 080 961 00100 0000) be apportioned and split amongst the three newly created parcels as attached hereto as Appendix A to report 10-010; and

   (b) That the 2010 property taxes in the amount of $3,181 for 1198 Barton St., Stoney Creek (Roll #2518 003 220 03600 0000) be apportioned and split amongst the two newly created parcels as in Appendix A to report 10-010.
8. Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee for the City Of Hamilton – Vision, Mission, Guiding Principles and Terms of Reference - Report LGBTQ10001 (Item 7.1)

That the revised Mission, Guiding Principles and Terms of Reference for the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee as is outlined in Report LGBTQ10001 attached hereto as Appendix B to report 10-010, be approved.

9. Re-establishment of Sub-Committees Reporting to the Audit, Finance and Administration Committee formerly known as Audit & Administration Committee (CL10007) (Item 8.1)

(a) That the Sub-Committees, as outlined in Appendix “C” attached hereto to report 10-010, be re-established to report to the Audit, Finance and Administration Committee, formerly known as Audit & Administration Committee, for the 2010-2014 term of Council;

(b) That the Sub-Committees, as outlined in Appendix “D” attached hereto to report 10-010, not be re-established;

(c) That the required Council appointments for each Sub-Committee, in accordance with the composition as shown, be determined at the Nominating Committee meeting of the new Council;

(d) That the citizen composition of the following Sub-Committees, be re-affirmed:

(i) Development Charges Stakeholders Sub-Committee:
   1 representative from the Hamilton-Halton Homebuilders Association
   1 representative from the Hamilton-Burlington Real Estate Board
   1 representative from the Hamilton and District Chamber of Commerce 2 citizens-at-large

(ii) HMRF/HWRF Pension Administration Sub-Committee:
   3 HMRF Plan Members
   3 HWRF Plan Members

(iii) Joint City/School Boards Relations Sub-Committee:
   3 representatives from the Hamilton-Wentworth District School Board
   3 representatives from the Hamilton-Wentworth Catholic Separate School Board;
(e) That the terms for the citizen members be for the term of the 2010-2014 Council, or until such time as their respective mandates have been completed, or successors appointed.

10. **Award of Corporate Tender C12-08-10 Supply, Delivery and/or Pick-up of Light Bulbs to Various Departments in the City of Hamilton (City Wide) (FCS10080) (Item 8.2)**

That the Corporate Tender C12-08-10 for the Supply, Delivery and/or Pick-up of Light Bulbs to Various City Departments in the City of Hamilton be awarded to the lowest compliant bidder, HD Supply Litemor, for an estimated annual total of $54,605.35.

11. **Award of Contract C12-09-10 Supply and/or Delivery and Fitting of Various Safety Footwear for City of Hamilton Employees (FCS10074) (Item 8.3)**

That Tender C12-09-10 for the Supply and/or Delivery and Fitting of Various Safety Footwear for the City of Hamilton Employees be awarded to the lowest compliant bid for:

- Option “A” – Mobile Service to Work Authority with an estimated expenditure of $198,800 for a three year period.
- Option “B” – In-Store Service to Lawlor Safety with an estimated expenditure of $345,200 for a three year period.

12. **Award of Corporate Tender C12-01-10 Janitorial Cleaning Services required at Various Facilities (FCS10083) (Item 8.4)**

That the Corporate Tender C12-01-10 for the Janitorial Cleaning Services required at Various Facilities be awarded to the lowest compliant bidder per package, as per the terms and conditions of the Request for Tenders, as follows:

- Package ‘A’ – Sunshine Building Maintenance Inc. with a 5 year total of $2,140,428
- Package ‘B’ – Service Master Contract Services with a 5 year total of $653,100
- Package ‘C’ – Omni Facility Services with a 5 year total of $822,292
- Package ‘D’ – Sunshine Building Maintenance Inc. with a 5 year total of $1,705,160
- Package ‘E’ – Service Master Contract Services with a 5 year total of $2,001,960
- Package ‘F’ – Service Master Contract Services with a 5 year total of $705,216
13. **Audit Report 2010-05 - Procurement Card Usage (AUD10022) (Item 8.5)**

   (a) That Report AUD10022 respecting Audit Report 2010-05, Procurement Card Usage, be received.

   (b) That the Procurement Card program be cancelled effective October 31, 2010;

   (c) That a new policy on Procurement Cards be presented to the Audit, Finance and Administration Committee within six months to address the following:

      (i) Restricting the use and numbers
      (ii) Penalties for abuse or misuse
      (iii) Financial Comparison of Corporate discounts versus procurement card rebates

14. **2009 Reserve Report (FCS10068) (Item 8.6)**

   (a) That the 2009 Reserve Report and the 2009 Reserves Detail Report, with 2008 Comparative figures and 2010 Projections, (previously distributed with Audit & Administration Agenda materials), be received;

   (b) That Appendix B to report FCS10068 listing the Non-Sustainable Reserves be received; and

   (c) That the reserves listed in Appendix C to report FCS10068, totalling approximately $495,370 be closed and the outstanding balances be transferred as outlined in Appendix C to report FCS10068.

15. **Atria Networks LP Contract Extension (FCS05021(a)) (8.7)**

   That the General Manager of Finance and Corporate Services be authorized to exercise the five year extension option available in the existing Atria Networks LP contract, with revised pricing.

16. **Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction Inc. (FCS10082/LS10012) (Item 12.1)**

   (a) That, to protect the best interest of the City of Hamilton and due to the impairment of the commercial relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction
Inc., staff be directed to reject any current and future bids, proposals or quotations received from Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction Inc., or any of their related corporate or individual entities, until October 1, 2011 or upon completion of all current work and deficiencies to the satisfaction of the General Manager of the appropriate department, whichever is later (hereinafter referred to as the “Freeze Period”);

(b) That, upon the expiration of the Freeze Period, defined in Recommendation (a) of Report FCS10082/LS10012, staff be directed to limit any future bids, proposals or quotations received from Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction Inc., or any of their related corporate or individual entities, to a collective maximum of four projects but no more than 2 projects per any entity, and with a maximum aggregate value not to exceed $1M based on the Base Bid Price until 1 year after the Freeze Period;

(c) That the contents of Report FCS10082/LS100012 remain confidential, as it contains information pertaining to potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

(d) That Jagen Construction Ltd. be awarded the contract for Request for Tenders C13-42-10 (Tender for the Sackville Seniors Recreation Centre Windows and Doors Replacement).

FOR THE INFORMATION OF COUNCIL:

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

The Committee Clerk advised of the following changes to the agenda:

(i) That Appendix “A” to Report CL10007 be replaced with an amended Appendix “A” to correct the omission of the Purchasing Sub-Committee

(ii) That the delegation request from Tom Ryan and John Ciccarelli respecting agenda Item 12.1 Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. And Corporate Construction Inc. (FCS10082/LS10012) be added to the Agenda as Item 4.1.

(iii) That the delegation Request from Steve Miazga on behalf of the Hamilton Conservation Authority Board of Directors regarding a loan request for a site located at 154 King St. East Dundas, be added to the Agenda as item 4.2.

The agenda for the September 22, 2010 meeting of the Audit & Administration Committee was approved, as amended.
(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) MINUTES (Item 3)

3.1 September 8, 2010

The Minutes of the September 8, 2010 meeting of the Audit & Administration Committee meeting were approved as presented.

(d) DELEGATION REQUESTS (Item 4)

(i) Delegation request from Tom Ryan and John Ciccarelli respecting agenda Item 12.1 Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. And Corporate Construction Inc. (FCS10082/LS10012) (Added Item 4.1)

The Delegation request from Tom Ryan and John Ciccarelli respecting agenda Item 12.1 Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. And Corporate Construction Inc. (FCS10082/LS10012) was approved.

The rules of order were waived to allow the delegation from Tom Ryan and John Ciccarelli respecting agenda Item 12.1 Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. And Corporate Construction Inc. (FCS10082/LS10012) to be heard at this meeting.

(ii) Delegation Request from Steve Miazga on behalf of the Hamilton Conservation Authority Board of Directors regarding a loan request for a site located at 154 King St. East Dundas. (Added Item 4.2)

The Delegation Request from Steve Miazga on behalf of the Hamilton Conservation Authority Board of Directors regarding a loan request for a site located at 154 King St. East Dundas was approved.

(e) PUBLIC HEARINGS/DELEGATIONS (Item 6)
(i) Delegation from Tom Ryan and John Ciccarelli respecting agenda Item 12.1 Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. And Corporate Construction Inc. (FCS10082/LS10012) (Added Item 6.1)

Tom Ryan and John Ciccarelli provided the Committee members with a submission. Mr. Ryan then addressed the Committee his comments included but were not limited to the following;

-Indicated they were afraid the City was considering a ban on taking bids from Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction Inc.
-Described how the companies had encountered growing pains which had contributed to the problems around some of the work they were tendered to do for the City
-Stressed that only a few projects encountered these difficulties and that overall the work being done by the companies for the City was on time and done to a high standard
-Indicated a commitment of the companies to continue to improve and work with the City
-Discussed the civic minded nature of the longstanding companies and the cost savings enjoyed by the City for through tendering with them
-Mentioned that City’s late awarding of some tenders had been a contributing factor to some of the problems encountered
-Mentioned that projects where they have encountered difficulties have a large number of change work orders on them

Committee members posed questions to the delegates, many of them relating to specific projects. Notable amongst these questions was the discussion of etching on the ground at Gore Park. The delegates indicated that they had received approval from City Staff on the work they had done on the etching.

-The delegates indicated that if the City was looking to place a ban on them that it be for a one year period and after this that a two million dollar limit be place on their bids for the specified freeze period.

Chair Powers thanked the delegates for their presentation which was received by the Committee.

(f) Award of Corporate Tender C12-08-10 Supply, Delivery and/or Pick-up of Light Bulbs to Various Departments in the City of Hamilton (City Wide) (FCS10080) (Above item 10)

Council – September 29, 2010
Staff were requested to provide Committee members with an update on the use of energy efficient light bulbs within the City.

(g) Audit Report 2010-05 - Procurement Card Usage (AUD10022) (Above item 13)

(a) That the Procurement card program be cancelled effective immediately for nine months.

(b) That a new policy on Procurement Cards be presented to the Audit and Administration Committee within six months restricting use, numbers, etc.

(c) That the new Procurement Card policy articulates penalties for abuse or misuse.

(d) That staff provide a financial comparison of Corporate Discounts versus Procurement Card Rebates.

The following AMENDMENTS to the MAIN MOTION were approved.

That sub-section (a) of the Motion be amended to read as follows:

(a) That the Procurement card program be cancelled effective October 31, 2010

Staff were directed to report to Council with options to meet the intentions of the motion.

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

(i) Councillor Whitehead raised questions relating to a delay in paving project in his Ward as well as concerns raised by whose lawns were not replaced properly after construction has taken place. Staff indicated to the Councillor they would investigate the concerns raised.

(ii) Councillor Collins spoke to a Rosedale project where residents have had a drainage issue and are looking to have a cost sharing agreement with the City. Staff indicated to the Councillor they would investigate options with the residents.

(i) PRIVATE AND CONFIDENTIAL (Item 12)
(i) Commercial Relationship between the City of Hamilton and Ottavio Ciccarelli & Son Contracting Ltd. and Corporate Construction Inc. (FCS10082/LS10012) (Item 12.1)

The Audit & Administration Committee moved into Closed Session, at 11:39 a.m., to hear Item 12.1 pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 03-301, and Section 239, Sub-section (b) of the Ontario Municipal Act, 2001, as amended, as the subject matters pertains to Litigation or potential litigation, including matters before administrative tribunals, affecting the City; and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Audit & Administration Committee reconvened in Open Session at 12:24 p.m.

Having reviewed the report, consulted with staff and considered the submission of the earlier delegation, the Audit & Administration Committee provided its recommendation as shown above in Item 16.

(j) AJOURNMENT (Item 13)

There being no further business, the Audit and Administration Committee adjourned at 12:27 p.m.

Respectfully submitted,

Councillor Russ Powers, Chair
Audit and Administration Committee

Andy Grozelle
Legislative Assistant
September 22, 2010
That the original 2010 land taxes recorded against;

(a) Roll #2518 080 961 00100 0000 – (310 Rymal Rd. W., Hamilton) in the amount of $5,071.29 be split amongst the three newly created lots listed below:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ADDRESS</th>
<th>ROLL NUMBER</th>
<th>APPORTIONED ASSESSMENT</th>
<th>TAX AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>0 Rymal Rd.</td>
<td>2518 080 961 00100 0000</td>
<td>52,679</td>
<td>$ 810.28</td>
</tr>
<tr>
<td>2010</td>
<td>15 Springstead Ave.</td>
<td>2518 080 961 00105 0000</td>
<td>32,698</td>
<td>502.94</td>
</tr>
<tr>
<td>2010</td>
<td>11 Springstead Ave.</td>
<td>2518 080 961 00110 0000</td>
<td>244,324</td>
<td>3,758.07</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>329,701</td>
<td>$ 5,071.29</td>
</tr>
</tbody>
</table>

(b) Roll #2518 003 220 34400 – (1198 Barton St., Stoney Creek) in the amount of $3,180.53 be split amongst the two newly created lots listed below:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ADDRESS</th>
<th>ROLL NUMBER</th>
<th>APPORTIONED ASSESSMENT</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1198 Barton St.</td>
<td>2518 003 220 03600 0000</td>
<td>134,604</td>
<td>$ 1,837.46</td>
</tr>
<tr>
<td>2010</td>
<td>1196 Barton St.</td>
<td>2518 003 220 03602 0000</td>
<td>98,994</td>
<td>1,343.07</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>233,598</td>
<td>$ 3,180.53</td>
</tr>
</tbody>
</table>
LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER ADVISORY COMMITTEE FOR THE CITY OF HAMILTON

Vision
Hamilton is the city of choice for lesbian, gay, bisexual, transgender, and queer (LGBTQ) people to live, work, learn, and play.

Mission
The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.

Guiding Principles
- LGBTQ people are a vibrant part of healthy and safe communities.
- LGBTQ people’s diverse experiences are respected and celebrated.
- LGBTQ people benefit from equitable access to an abundance of rewarding employment and educational opportunities.
- LGBTQ people will have access to social services so they can overcome existing barriers to employment and educational opportunities.
- LGBTQ people enjoy rich cultural, recreational and social experiences through participation as patrons or volunteers of local institutions.
- LGBTQ people benefit from equitable access to all City services and programs, including those of City agencies and boards.

Values
- Inclusivity
- Equity
- Diversity
- Solidarity
- Anti-Oppression
- Compassion
- Empathy

Terms of Reference
1. Provide opportunities for members of Hamilton’s diverse LGBTQ communities to share stories, impart information, raise concerns, and recommend changes as they relate to the way the City develops bylaws, policies, programs, and services that impact LGBTQ communities.
2. Provide advice and recommendations to City Council and staff with respect to the implementation of bylaws, policies, programs, and services that impact LGBTQ communities.
3. Educate and increases the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.
4. Facilitate access to accurate information about LGBTQ communities, including up-to-date list of LGBTQ-positive spaces, programs, resources and organizations.

5. Acknowledge and respect the diversity of Hamilton’s LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background, and socio-economic status.

6. Review the progress and measure of success of the Committee and its activities on a regular basis.

¹The acronym “LGBTQ” is a commonly used, shortened initialism for lesbian, gay, bisexual, transsexual, transgendered, twospirit, intersex, queer and questioning individuals/communities. This acronym may or may not be used in a particular community as language continues to evolve. It is acknowledged that other acronyms (representing broader populations) are used elsewhere and the selected acronym is in no way intended to exclude any person or group in the work of the Advisory Committee or in its mandated efforts.
<table>
<thead>
<tr>
<th>Sub-Committee</th>
<th>Mandate</th>
<th>Composition</th>
</tr>
</thead>
</table>
| Furniture Review Sub-Committee           | • Council Authority: Item 4, Audit and Administration Committee Report 10-003: March 10, 2010  
• No formalized mandate as of yet                                                                                                                | 3 members of Council |
| Grants Sub-Committee                     | • Council Authority: Item 1, Strategic Planning and Budgets Committee Report 04-001 – CM: January 14, 2004  
• Council Authority: Item 13(c), Corporate Administration Committee Report 04-006 – CM: March 10, 2004 – Reporting structure amended to report to Corporate Administration Committee  
• Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006  
• To review grant applications from non-profit organizations/agencies and make funding recommendations to Corporate Administration Committee  
• To recommend policy/criteria/guidelines for the provision of funding                                                                         | 6 members of Council |
| HMRF/HWRF Pension Administration Sub-Committee | • Council Authority: Item 30, Committee of the Whole Report 01-038, CM: December 11, 2001  
• Re-established: Item 7(b), Corporate Administration Committee Report 04-001 – CM: January 14, 2004  
• To review pension fund information and forward recommendations to Council (including actuarial reports, investment reports, financial statements, etc.) | 3 members of Council; 3 HMRF and 3 HWRF plan representatives |
| Joint City/School Boards Relations Sub-Committee | • Council Authority: Items 36 and 37, Committee of the Whole Report 01-030, October 2, 2001  
• Re-established: Item 7(b), Corporate Administration Committee Report 04-001 – CM: January 14, 2004  
• Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006  
• To assist in addressing issues affecting the City of Hamilton and the Hamilton-Wentworth District and Hamilton-Wentworth Catholic Separate School Boards | 4 members of Council (2 District/2 Separate) plus the Mayor or his designate 2 representatives from each of the School Boards |
<table>
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<tr>
<th>Sub-Committee</th>
<th>Mandate</th>
<th>Composition</th>
</tr>
</thead>
</table>
| Governance Review Sub-Committee       | • Council Authority:  Item 24, Committee of the Whole Report 03-004, CM:  February 12, 2003  
• Re-established:  Item 7(c), Corporate Administration Committee Report 04-001 – CM:  January 14, 2004  
• Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006  
• To report back to Council with respect to the required procedure/ process to re-establish the Standing Committee structure  
• To review the Volunteer Co-ordinating Committee structure, and how to incorporate the VCC’s into the standing committee structure and the staffing implications, and report back during the first part of the new term of Council | 5 members of Council; all members of Council to be invited to all meetings |
| Development Charges Stakeholders Sub-Committee | • Council Authority:  Item 20, Committee of the Whole Report 03-006, CM:  March 5, 2003  
• Re-established:  Item 7(b), Corporate Administration Committee Report 04-001 – CM:  January 14, 2004  
• Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006  
• To develop a methodology for calculating and collecting development charges which is consistent with the Development Charges Act for the amalgamated City of Hamilton  
• By-law No. 09-143, being a bylaw respecting development charges on lands within the City of Hamilton, was passed by City Council on the 24th day of June, 2009 | 4 members of Council; Stakeholder representatives |
### Purchasing Sub-Committee
- Council Authority: Item 12, Audit and Administration Committee Report 07-007, CM: May 16, 2007
- Review the existing Purchasing Policy and processes and recommend changes as necessary;
- Establish when and how a Fairness Commissioner would be used; and
- Hear delegations on the procurement process to consider amendments to the current process.

### Copps Coliseum Proposal Sub-Committee
- Council Authority: Motion, CM: March 10, 2004
- Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006
- To investigate the Request for Proposal process submitted by HHC Acquisition Corp. for the exclusive right to operate Copps Coliseum contingent upon HHC acquiring an NHL team located in Hamilton
- Held one meeting during 2006-2010 term on June 27, 2006

4 members of Council; one representative from the OGCA, one representative from the HHCA and one representative from the architectural association
The membership shall be amended as required, to include representation from providers of goods and services to the City, as appropriate.
### 3-1-1 Sub-Committee

- **Mandate:**
  - Council Authority: Item 4, Corporate Administration Committee Report 05-002 – CM: January 26, 2005
  - To review the concept of establishing 3-1-1 dialling for municipal non-emergency services in the City of Hamilton and to make recommendations with respect to its implementation
  - Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006
  - No record of Sub-Committee meeting in 2006-2010 term

- **Composition:** 3 members of Council

### Legal Services Operational Review Sub-Committee

- **Mandate:**
  - Council Authority: Motion 7.2, CM: January 12, 2005
  - Term Extension: Motion 7.7, CM: June 14, 2006
  - Re-established Corporate Administration Committee Report 06-014 – CM: October 25, 2006
  - To work with Catalyst Consulting in order to complete the operational review of Legal Services
  - The Sub-Committee met twice in the 2006-2010 term the last time being December 17, 2007

- **Composition:** 4 members of Council