Audit and Administration Committee
MINUTES
9:30 a.m.
Wednesday, May 6, 2009
Committee Room 207
Hamilton Convention Centre
One Summer’s Lane

Present:
Chair B. Clark
Councillors B. Morelli, and R. Powers, M. Pearson

Absent with Regrets:
B. Bratina (City Business), C. Collins (City Business),
T. Whitehead (City Business)

Also Present:
A. Pekaruk, Director of Audit Services – City Manager’s Office
T. Tollis, Acting General Manager – Finance and Corporate Services
P. Barkwell, City Solicitor – Legal Services
R. Male, Director of Financial Services – Finance and Corporate Services
M. Meyer, Legislative Assistant – City Clerk’s Office

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Postponement of Long Term Contract Review - Blue Box Collection (CM09011) (City Wide) (Item 5.2)

(Pearson/Powers)
That Information Report CM09011 respecting Postponement of Long Term Contract Review - Blue Box Collection be received.

CARRIED
2. **Audit Report 2009-02 - Personal Health Information Protection Act (PHIPA) Compliance - Public Health Services (CM09008) (City Wide) (Item 8.1)**

(Pearson/Morelli)

(a) That Report CM09008 respecting Audit Report 2009-02, Personal Health Information Protection Act (PHIPA) Compliance - Public Health Services, be received; and

(b) That the management action plans as detailed in Appendix “A” of Report CM09008 be approved and the Medical Officer of Health direct the appropriate staff to have the plans implemented.

CARRIED


(Powers/Pearson)

(a) That Report CM09009 respecting Audit Report 2008-10, Long Term Contract Review, Maple Reinders Constructors Ltd., be received; and

(b) That the management actions plans as detailed in Appendix “A” of Report CM09009 be approved and the Acting General Manager of Public Works direct the appropriate staff to have the plans implemented.

CARRIED


(Pearson/Powers)

(a) That Report CM09010 respecting Audit Report 2008-13, Long Term Contract Review, Canada Fibers Ltd., be received; and

(b) That the management actions plans as detailed in Appendix “A” of Report CM09010 be approved and the Acting General Manager of Public Works direct the appropriate staff to have the plans implemented.

CARRIED
5. **Award of Corporate Tender C12-14-09 Grounds Maintenance Services as required at Various Facilities (FCS09047) (City Wide) (Item 8.4)**

(Morelli/Pearson)

That the Corporate Tender C12-14-09 for Grounds Maintenance Services as required at Various Facilities be awarded to the lowest compliant Bidder per package offered as follows:

<table>
<thead>
<tr>
<th>Package</th>
<th>Department</th>
<th>Successful Bidder</th>
<th>5-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Hamilton Police Services</td>
<td>Jeff's Lawn Care</td>
<td>$52,506.00</td>
</tr>
<tr>
<td>B</td>
<td>Macassa Lodge</td>
<td>Harper’s Property Maintenance</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>C</td>
<td>Wentworth Lodge</td>
<td>Harper’s Property Maintenance</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Various Corporate Facilities</td>
<td>4M Services</td>
<td>$225,450.00</td>
</tr>
<tr>
<td>E</td>
<td>Various Cultural &amp; Corporate Facilities</td>
<td>Toppers Enterprise</td>
<td>$61,902.00</td>
</tr>
</tbody>
</table>

CARRIED

6. **Award of Corporate Tender C12-08-09 Supply and Delivery of Various Sod (FCS09048) (City Wide) (Item 8.5)**

(Powers/Pearson)

That the Corporate Tender C12-08-09 for the Supply and Delivery of Various Sod be awarded to the lowest compliant Bidder(s) as follows:

Part 1 - Delivered Pricing to be awarded to A. Linde Sod Farms Ltd. for an estimated 5 year total of $55,300.00;

Part 2 – Pick Up Pricing to be awarded to A. Linde Sod Farms Ltd. and Greenhorizons Group of Farms on an as required basis.

CARRIED

7. **Award of Corporate Tender C12-07-09 Supply and Delivery of Various Fertilizers (FCS09049) (City Wide) (Item 8.6)**

(Powers/Pearson)

That the Corporate Tender C12-07-09 for the Supply and Delivery of Various Fertilizers be awarded to the lowest compliant Bidder, Maple Farm Supply Ltd., with an estimated annual total of $200,000.

CARRIED
8. **Award of Corporate Tender C12-09-09 Supply and Delivery of Various Topsoil (FCS09050) (City Wide) (Item 8.7)**

*(Powers/Pearson)*

That the Corporate Tender C12-09-09 for the Supply and Delivery of Various Topsoil be awarded to the lowest compliant Bidder, per item, as follows:

**Delivered Pricing:**

G. Mason Construction for an approximate five year annual total of $538,500.00

GreenPark Services Inc. for an approximate five year annual total of $341,000.00

Waterdown Garden Supplies Ltd. For an approximate five year annual total of $130,500.00

**Pick Up Pricing:**

Section 1:
Waterdown Garden Supplies Ltd. For an approximate five year annual total of $153,400.00

Section 2:
Glanbrook Farms for an approximate five year annual total of $211,500.00

Section 3:
G. Mason Construction for an approximate five year annual total of $191,500.00.

**CARRIED**

9. **Water/Wastewater Consecutive Estimated Accounts Policy (FCS09046) (City Wide) (Item 8.8)**

*(Powers/Pearson)*

(a) That the Water and Wastewater Consecutive Estimated Accounts Policy as outlined in Appendix A of Report FCS09046 be approved;

(b) That all necessary amendments be made to the following City of Hamilton By-laws to reflect the Policy referred to in recommendation (a):

   (i) the City's Waterworks By-law R84-026, as amended; and
(ii) the City’s Sanitary Surcharge and Wastewater Abatement By-law No. 03-272, as amended.

(c) That the Service Agreement between the City of Hamilton and Horizon Utilities Corporation dated as of May 31, 2005, be amended, if necessary, to implement recommendations (a) and (b) above, with content satisfactory to the Acting General Manager of Finance and Corporate Services; and

(d) That the Acting General Manager of Finance and Corporate Services be authorized and directed to execute any and all documents necessary to implement recommendations (a) to (c) above, in a form satisfactory to the City Solicitor

CARRIED

10. HMRF/HWRF Pension Administration Sub-Committee Report 09-001 (Item 8.9)

(Pearson/Morelli)

(a) Master Trust Pension Investment Performance December 31, 2008 (FCS08089(a)) (City Wide) (Item 1)

That Report FCS08089(a) Master Trust Pension Investment Performance December 31, 2008, be received.

(b) Master Trust Asset Mix and Manager Review (FSC09037) (City Wide) (Item 2)

(i) That staff be directed to have Hewitt Associates LLC conduct a Master Trust Asset Mix and Manager review, at a cost of not to exceed $20,000, in response to changes in the Master Trust’s active members.

(ii) That the Chief Investments Officer and the Acting General Manager of Finance and Corporate Services be authorized and directed to act upon the recommendations provided by Hewitt Associates LLC, with respect to the Master Trust Asset Mix and Manager review, and report back to the HMRF/HWRF Pension Administration Sub-Committee respecting those changes.
(c) Hamilton Municipal Retirement Fund (HMRF) & Hamilton Wentworth Retirement Fund (HWRF) – January 1, 2009 Pension Increase (FCS09043) (City Wide) (Item 3)


(d) Ontario Pension Reform Measures (FCS09044) (City Wide) (Item 4)

That Report FCS09044 - Ontario Pension Reform Measures, be received.

CARRIED

11. Grants Sub-committee Report 09-002 (Item 8.10)

(Powers/Pearson)

(a) Fire Works – Albion Community Association (Item 1)

(i) That the Albion Community Association receive a one time grant of $15,000 to offset costs for their 30th Anniversary of Fireworks at Valley Park.

(ii) That the Albion Community Association agree to find a more suitable venue for the 2010 fireworks, which is agreeable to the City.

(b) Theatre Aquarius – One Time Grant Request (GRA09003) (City Wide) (Item 2)

(i) That the request from Theatre Aquarius for a one time grant, in the amount of $30,761.46, to pay the final instalment of a loan provided by the City of Hamilton, be approved.

(ii) That the $30,761.46 grant for Theatre Aquarius, to pay the final instalment of a loan provided by the City of Hamilton, be funded from the 2009 Community Partnership Program, Committed Funds category.

(c) 2008 Annual Report – Community Partnership Program (Social and Community Services Stream) (GRA09005) (City Wide) (Item 3)

That Report GRA09005 - 2008 Annual Report – Community Partnership Program (Social and Community Services Stream), be received.
2009 Community Partnership Program Approval (GRA09006) (City Wide) (Item 4)

(i) That the 2009 Community Partnership Program recommended funding allocation, in the amount of $3,221,262, as outlined in the attached Appendix “A” to Report 09-002, be approved.

(ii) That Event Road Closure Services (ERCS) in the amount of $316,100 be approved.

(iii) That, if approved, $29,291 of the $316,100 for Event Road Closures, be earmarked; pending the receipt of completed ERCS application forms by the Event Organisers.

(iv) That any additional Event Road Closure requests, above the $316,100, be considered on a pro-rata basis, based on submission only, if at year-end the Community Partnership Program is in a surplus position.

(v) That the unallocated balances in Special Events ($25,181) and Recreation & Sports ($4,375) categories be first used towards funding additional programs in those areas.

(vi) That the amount of $42,626, for a contingency budget to be dedicated for 2009 unexpected Community Partnership Program funding, be approved.

(vii) That in the case where a successful grant applicant has outstanding arrears with the City of Hamilton, the grant first be applied against the outstanding arrear, with the remainder to be paid to the organization, in accordance with the payment plan, as outlined in Appendix “B” to Report 09-002.

(viii) That funding in excess of the 30% maximum guidelines for the following Community Services programs be approved in 2009:

A. Alternatives for Youth – 36% ($22,487)
B. Community Information Services – 35% ($79,635)
C. Alternative Youth Street Involved Youth (NCB) – 34% ($39,270)
D. East Kiwanis Multicultural Parent Programme (NCB) – 39% ($25,750)
E. East Kiwanis Lunch Life Skills (NCB) – 38% ($16,727)
F. St. Joseph’s Immigrant Women’s Centre – Mom at Work (NCB) -100% ($22,500)
G. Big Brothers – SOAR Girls (NCB) – 31% ($20,910)
H. Big Brothers – SOAR Boys (NCB) – 31% ($20,910)
I. Living Rock – Health & Nutrition (NCB) – 40% ($32,130)
J. Good Shepherd Centre– Emergency Food (NCB) – 100% ($42,500)
K. Salvation Army – Young Parents Resource Centre (NCB) – 38% ($104,000)
L. Salvation Army – Grace Haven (NCB) – 94% ($44,400)
M. Canadian Red Cross – Emergency Community Assistance (NCB) – 46% ($33,000)
N. Good Shepherd Centre – Breaking Barriers (NCB) – 100% ($8,261)

(ix) That the following groups receive an annual grant within the Special Events Category, to be transferred from the Event Road Closure Services budget to the Special Events budget base, in lieu of Event Road Closure Services to cover the cost of HSR services:

A. Around the Bay Road Race ($610.53)
B. Santa Clause Parade ($4,627)
C. Labour Day Parade ($610.53)
D. Hamilton Carnival Committee ($294.57)
E. Scout Guide Parade ($473.94)

(x) That Community Partnership Program applications, which are received after the advertised due date, are to be considered only after all applications received on or before the due date have been assessed, if funding is available and will receive an automatic 10% penalty to be deducted from the recommended funding amount.

(xii) That the following 2010 Community Partnership application deadlines be approved:

A. Sports – Friday, September 11, 2009
B. Culture – Friday, September 18, 2009
C. Community Services – Wednesday, September 30, 2009
D. Special Events – Wednesday, October 14, 2009

(xiii) That all increases to 2009 Community Partnership Program base funding be for 2009 only; with the exception of Ancaster Heritage Days and the Concession Street Corn Roast.

(e) Hamilton Mardi Gras Funding Status (Item 5)

That the Hamilton Mardi Gras Festival’s base funding status remain at its current 2008 approved amount ($30,000) for 2010; providing that the Mardi Gras Festival continues to qualify under the Council
approved Community Partnership Program (CPP), maintains its 2008 ranking (score) on their 2010 application, and that funding is available through the CPP budget, at that time.

(f) Mount Hamilton Youth Soccer Funding Status (Item 6)

That the Mount Hamilton Youth Soccer base funding status remain at its current 2008 approved amount ($2,500) for 2010, should they submit a Community Partnership Program application for 2010.

(g) Sport Hamilton Funding Status (Item 7)

That the Sport Hamilton base funding status remain at its current 2008 approved amount ($4,548) for 2010, should they submit a Community Partnership Program application for 2010.

CARRIED

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

On a motion (Morelli/Pearson), the agenda was approved as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) MINUTES (Item 3)

(i) Minutes of the meeting held on April 22, 2009 (Item 3.1)

(Morelli/Powers)
That the minutes of the Audit and Administration Committee meeting held on April 22, 2009 be approved as presented.

CARRIED

(d) Minutes of Various Sub-Committees (Item 5.1)

(Pearson/Powers)
That the following Minutes be received:
(i) Development Charge Stakeholders Sub-Committee meeting held on December 11, 2008 (Item 5.1.1)
(ii) GLBT Advisory Committee meeting held on February 19, 2009 (Item 5.1.2)
(iii) Hamilton Mundialization Executive Committee meeting held on February 18, 2009 (Item 5.1.3)
(iv) Status of Women Committee meeting held on February 26, 2009 (Item 5.1.4)

CARRIED

(e) ADJOURNMENT (Item 13)

(Pearson/Powers)
The Audit and Administration Committee adjourned at 9:42 a.m.

Respectfully submitted,

Councillor Brad Clark, Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
May 6, 2009