Audit and Administration Committee
REPORT 09-006
9:30 a.m.
Wednesday, March 25, 2009
Committee Room 207
Hamilton Convention Centre
One Summer’s Lane

Present:
Chair B. Clark
Councillors B. Bratina, C. Collins, B. Morelli, M. Pearson,
R. Powers, and T. Whitehead

Also Present:
C. Murray, City Manager
T. Tollis, Acting General Manager, Finance and
Corporate Services
P. Barkwell, City Solicitor
M. McChesney, Director, Information Technology
R. Male, Director, Financial Services
P. MacNeil, Chief Technology Architect
F. Snelling, Co-ordinator, IT Strategic Planning
M. Meyer, Legislative Assistant, City Clerk’s Office

THE AUDIT AND ADMINISTRATION COMMITTEE PRESENTS REPORT 09-006
AND RESPECTFULLY RECOMMENDS:

1. Report of the 2008 Remuneration and Expenses as Required under
Section 284 of the Municipal Act (FCS09030) (City Wide) (Item 5.2)

That Information Report FCS09030 respecting the 2008 Remuneration and
Expenses as Required under Section 284 of the Municipal Act be received.

2. Tax Appeals under Section 357 and 358 of the Municipal Act, 2001
(FCS09006(b)) (City Wide) (Item 5.3)

(a) That the tax write-offs processed under Section 357 of the Municipal
Act, 2001, in the amount of $137,569.90 be approved as set out in
Appendix A, attached hereto; and

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(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 $3,476.90 be approved as set out in Appendix B, attached hereto.

3. Treasurer’s Write-off of Taxes under Section 354 of the Municipal Act, 2001 (FCS09034) (Wards 3, 4 & 11) (Item 5.4)

(a) That the Treasurer, under Section 354(3) of the Municipal Act (2001), write-off taxes as uncollectible due to a failed tax sale on 325-327 Barton Street East (Ward 3), in the amount of $41,670.28;

(b) That the Treasurer, under Section 354(3) of the Municipal Act (2001), write-off taxes as uncollectible due to a failed tax sale on 308–312 Tragina Avenue North (Ward 4), in the amount of $8,198.79; and

(c) That the Treasurer, under Section 354(4) (b) of the Municipal Act (2001), write-off taxes as uncollectible on 185 Thames Way, 0 Provident Way S/S, 3472 Highway 6, 0 White Church Road, 0 Hampton Brook Way, and 0 Thames Way S/S, in the amount of $19,035.64, as conducting a tax sale would be inappropriate.

4. Apportionment of Property Taxes for Various Properties in Hamilton and Ancaster (FCS09001(b)) (Wards 6, 8 and 12) (Item 5.5)

(a) That the 2008 property taxes, in the amount of $5,974.64 for Wentworth Standard Condominium Plan 424 (WSCP 424) located at 832 Concession St., Hamilton, (Roll #2518 060 623 02830), be apportioned and split amongst the twelve (12) newly created parcels as set out in Appendix C, attached hereto;

(b) That the partial payments remitted against the 2008 property taxes, in the amount of $950.89 for WSCP 424 located at 832 Concession St., Hamilton, (Roll #2518 060 623 02830), be apportioned and split amongst the twelve (12) newly created parcels as set out in Appendix C, attached hereto;

(c) That the 2008 property taxes, in the amount of $22,318.50 for 832 West 5th St., Hamilton, (Roll #2518 080 971 05210 and Roll #2518 080 971 05200), be apportioned and split amongst the twenty-seven (27) newly created parcels as set out in Appendix C, attached hereto;

(d) That the 2008 partial payments remitted against the 2008 property taxes, in the amount of $12,692.54 for 832 West 5th St., Hamilton, (Roll #2518 080 971 05210 and Roll #2518 080 971 05200), be apportioned...
and split amongst the twenty-seven (27) newly created parcels as set out in Appendix C, attached hereto;

(e) That the 2008 property taxes, in the amount of $14,457.48 for 4 Liddycoat Lane, Ancaster, (Roll #2518 140 220 49830), be apportioned and split amongst the thirty-two (32) newly created parcels as set out in Appendix C, attached hereto; and

(f) That the 2008 partial payments remitted against the 2008 property taxes, in the amount of $10,226.59 for 4 Liddycoat Lane, Ancaster, (Roll #2518 140 220 49830), be apportioned and split amongst the thirty-two (32) newly created parcels as set out in Appendix C, attached hereto.

5. **Wireless Hamilton Wi Fi Project (FCS09028) (City Wide) (Item 7.1)**

(a) That the existing wireless infrastructure be reconfigured to increase availability, usability and provide increased benefit to the City;

(b) That staff investigate the various reconfiguration options and report back to Council;

(c) That the components of the Wireless Hamilton infrastructure remain in place and active while alternative configurations are being investigated;

(d) That staff be directed to investigate and identify operational savings or expenditures involved in the reconfiguration and expansion of the existing wireless infrastructure;

(e) That staff review the wireless experience in other jurisdictions in North America to determine what can be learned from those jurisdictions as the Wireless Hamilton Wi Fi Project proceeds.

6. **Intergraph Enterprise Site Licence Agreement (FCS09035) (City Wide) (Item 7.2)**

(a) That Council authorize the Acting General Manager of Finance and Corporate Services to enter into a three and a half (3½) year Enterprise Site License (ESL) Agreement (plus two (2) optional one (1) year extensions), satisfactory to the City Solicitor, with Intergraph Canada Limited, for the provision of discounted Intergraph GIS software licences and maintenance;

(b) That Council authorize the Acting General Manager of Finance and Corporate Services to enter into a Master Services Agreement (MSA),
satisfactory to the City Solicitor, with Intergraph Canada Limited, for Professional Services associated with the customization of Intergraph GIS software, for the duration of the Enterprise Site Licence Agreement; and

(c) That the purchase of Intergraph GIS software licence products and customization professional services be standardized and single sourced to Intergraph Canada Limited for the duration of the Enterprise Site Licence Agreement.

7. Information Services - Disaster Recovery (FCS09017) (City Wide) (Item 7.3)

(a) That City staff be directed to proceed with Phase 3 of the Information Services (IS) Disaster Recovery Planning Project to develop a backup data centre; and

(b) That project costs be charged to capital project 3500941906 (IS Construct a Disaster Recovery Facility).

8. Award of Corporate Tender C12-05-09 Removal of Scrap Metals at Various City-Owned Locations (FCS09029) (City Wide) (Item 8.1)

That the Corporate Tender C12-05-09 for the Removal of Scrap Metals at Various City Owned Locations, be awarded to the highest compliant Bidder, Waxman Industrial Services Corp.

9. Award of Tender C12-04-09 Supply and Delivery of Medical and First Aid Supplies to Various City of Hamilton Departments (FCS09033) (City Wide) (Item 8.2)

That the Corporate Tender C12-04-09 Supply and Delivery of Medical and First Aid Supplies to Various City of Hamilton Departments be awarded to the lowest compliant bids as per the following schedule:

(i) Allied Medical Instruments Inc., to supply Hamilton Emergency Services with an estimated total annual expenditure of $250,000 for Schedules A1 and A2;

(ii) Shoppers Home Health Care (Ontario) Inc., to supply various City departments with an estimated total annual expenditure of $76,000 for Schedule B; and
(iii) Medical Mart Supplies Ltd., to supply Macassa and Wentworth Lodges with an estimated total annual expenditure of $108,500 for Schedule C.

10. **Appointment to the Hamilton Status of Women Committee (Item 9.1)**

    That Anna Roberts be appointed to the Hamilton Status of Women Committee for the balance of the 2006-2010 term of Council or until such time as a successor is appointed by Council.

11. **Alcohol-Related Events in City-Owned Facilities (Added Motion)**

    That City staff review its current practice of prohibiting alcohol-related events in most city-owned facilities and report back to the Audit & Administration Committee no later than the end of June 2009 with recommendations.

**FOR THE INFORMATION OF COUNCIL:**

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

    On a motion, 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 March 4, 2009 (Item 3.1)**

        The minutes of the Audit and Administration Committee meeting held on March 4, 2009 were approved as presented.

(d) **DELEGATIONS REQUESTS**

    (i) **Denise Spoelstra, Status of Women Committee, Respecting Survey Results in which Women Identified Areas they believe should be addressed by the Civic Government (Item 4.1)**

        The delegation request to from Denise Spoelstra, Status of Women Committee, respecting survey results in which women identified areas

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they believe should be addressed by the civic government was approved.

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

The following minutes of various sub-committees were received for information:
(i) Mundialization Executive Committee – November 19, 2008
(ii) Status of Women Committee – January 22, 2009

(f) Wireless Hamilton Wi Fi Project (FCS09028) (City Wide) (Item 7.1)

Fred Snelling, Co-ordinator, IT Strategic Planning, made a PowerPoint presentation respecting the Wireless Hamilton Wi Fi Project. Copies of the presentation were distributed to the Committee and a copy was submitted for the record.

Highlights of the presentation included:
- Background
- Infrastructure
- Success Factors – Corporate
- Success Factors – Community
- Outcomes
- Recommendations

Some discussion ensued, including but not limited to the following:
- Staff confirmed that they will be including expansion options in their financial/business case.
- Staff confirmed that pilot areas that were initially set aside, such as the Dundas Driving Park, will be investigated as potential areas for expansion.
- Staff confirmed that there are funds still available for the reconfiguration and expansion of the Wireless Hamilton Wi Fi Project.

On a motion, the presentation respecting the Wireless Hamilton Wi Fi Project was received.
On a motion, Report FCS09028 respecting Wireless Hamilton Wi Fi Project was amended by adding recommendation (d) as follows:

“(d) That staff be directed to investigate and identify operational savings or expenditures involved in the reconfiguration and expansion of the existing wireless infrastructure;”
On a motion, Report FCS09028 respecting Wireless Hamilton Wi Fi Project was amended by adding recommendation (e) as follows:

“(e) That staff review the wireless experience in other jurisdictions in North America to determine what can be learned from those jurisdictions as the Wireless Hamilton Wi Fi Project proceeds.”

(g) **Information Services - Disaster Recovery (FCS09017) (City Wide) (Item 7.3)**

Peter MacNeil, Chief Technology Architect, made a presentation respecting Information Services - Disaster Recovery. Highlights of the presentation included:

- **Overview of the Key Questions**
- **Need for a backup data centre**
- **In-house versus hosted**
  - 5-year cost comparison
  - Problems with the hosted solution in the Disaster Recovery report
- **Location**
  - Criteria used to select a backup data centre
  - Site options
- **DR Planning - Summary**

Councillor Whitehead requested that staff investigate the potential of using local providers to host the backup data recovery centre.

On a motion, the presentation respecting Information Services - Disaster Recovery was received.

On a motion, recommendation (a) of Report FCS090174 respecting Information Services – Disaster Recovery was amended by changing the word “build” to “develop” and striking out “as part of the New Hamilton Public Library Waterdown Construction Project (approved by the Hamilton Public Library Board September 17, 2008)”, to read as follows:

“(a) That City staff be directed to proceed with Phase 3 of the Information Services (IS) Disaster Recovery Planning Project to develop a backup data centre; and”

Councillor Whitehead wished to be recorded opposed to the main motion as amended.
(h) **Award of Corporate Tender C12-05-09 Removal of Scrap Metals at Various City-Owned Locations (FCS09029) (City Wide) (Item 8.1)**

Councillor Collins requested information with respect to the impact on the operating budget. The Director of Financial Services advised that he would e-mail additional information.

(i) **GENERAL INFORMATION/OTHER BUSINESS (Item 11)**

(i) **Alcohol-Related Events in City-Owned Facilities (Added Motion)**

Councillor Powers requested information from staff as outlined in Item 11 above.

(ii) **Requests for Information**

Councillor Whitehead asked for clarification on requests for information from staff, specifically with respect to sidewalk snow clearing and the enhanced flower program. The City Manager advised that, should it take longer than 24 hours to answer a question, staff can send out an e-mail advising that additional time is needed.

(j) **ADJOURNMENT (Item 13)**

The Audit and Administration Committee adjourned at 11:09 a.m.

Respectfully submitted,

Councillor Brad Clark, Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
March 25, 2009