TO: Chair and Members  
Audit and Administration Committee  

WARD(S) AFFECTED: CITY WIDE

COMMITTEE DATE: September 22, 2010

SUBJECT/REPORT NO:  
Re-establishment of Sub-Committees Reporting to the Audit, Finance and Administration Committee formerly known as Audit & Administration Committee (CL10007) (City Wide)

SUBMITTED BY:  
Rose Caterini  
City Clerk  
Corporate Services, City Clerk’s Division

PREPARED BY:  
Andy Grozelle Ext. 5987

SIGNATURE:

RECOMMENDATION

(a) That the Sub-Committees, as outlined in Appendix “A” attached to Report CL10007, 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 “B” attached to Report CL10007, 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

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Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork
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.

EXECUTIVE SUMMARY

With each new term of City Council, a review of the current status of Sub-Committees of Council reporting to their respective Standing Committees is required.

Appendices “A” and “B” outline the Council authority by which each of the Sub-Committees was either established or re-established during the 2007-2010 term of Council.

Alternatives for Consideration – see page 3.

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial: Sub-Committees that involve citizen participation will incur expenditures for advertising for interested citizens wishing to apply.

Staffing: Sub-Committees often require the support of a Staff Technical Advisor and in many cases require legislative support.

Legal: None.

HISTORICAL BACKGROUND (Chronology of events)

Prior to an election City Council reviews and endorses the Sub-Committees for the next term of Council. This process helps determine what Sub-Committees have completed
their mandates and are therefore no longer necessary. The process also signifies Council’s commitment to work towards the goals outlined in the mandates of the Sub-Committees they endorse for the 2010-2014 term of Council.

POLICY IMPLICATIONS

None.

RELEVANT CONSULTATION

None.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

Conducting this review of the Sub-Committees, with the outgoing Council, provides the opportunity to commence the selection process to solicit citizen participation for the various Sub-Committees in the New Year with the incoming Council.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

Conducting this review of the Sub-Committees with the outgoing Council provides the opportunity to commence the selection process to solicit citizen participation for the various Sub-Committees in the New Year with the incoming Council.

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)


Social Development

- People participate in all aspects of community life without barriers or stigma.

Healthy Community

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An engaged Citizenry - Appointment of citizens to Sub-Committees enhances community participation and provides valuable input into the decision making processes of Council.

APPENDICES / SCHEDULES

Appendix “A” – Sub-Committees that will report to the Audit, Finance & Administration Committee

Appendix “B” – Sub-Committees not to be re-established
## SUB-COMMITTEES TO BE RE-ESTABLISHED REPORTING TO THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE

<table>
<thead>
<tr>
<th>Sub-Committee</th>
<th>Mandate</th>
<th>Composition</th>
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</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                                                |
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| 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                                                                                                                                                                                                                                              |
<table>
<thead>
<tr>
<th>Purchasing Sub-Committee</th>
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<tr>
<td>• Council Authority: Item 12, Audit and Administration Committee Report 07-007, CM: May 16, 2007</td>
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<tr>
<td>• Review the existing Purchasing Policy and processes and recommend changes as necessary;</td>
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<td>• Establish when and how a Fairness Commissioner would be used; and</td>
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<tr>
<td>• Hear delegations on the procurement process to consider amendments to the current process.</td>
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| 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. |
## AUDIT, FINANCE AND ADMINISTRATION COMMITTEE
### SUB-COMMITTEES NOT TO BE RE-ESTABLISHED

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| 3-1-1 Sub-Committee                        | • 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                                                                                                                                            | 3 members of Council |
| Legal Services Operational Review Sub-Committee | • 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                                                                                         | 4 members of Council |
| 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 |