Present: Councillors R. Powers (Chair), B. Clark (Vice Chair), M. Pearson, B. Johnson and C. Collins

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Update to Proceeds of Power Sale of Olympia Banquet Centre (FCS14001) (Ward 4) (Item 5.1)

   (Johnson/Pearson)
   That Report FCS14001, respecting an Update regarding the Proceeds of Power Sale of Olympia Banquet Centre, be received.

   CARRIED

2. Accessibility for Ontarians with Disabilities Act (AODA) Self-Certified Accessibility Report - December 2013 (FCS14008) (City Wide) (Item 5.2)

   (Johnson/Pearson)
   That Report FCS14008, respecting the Accessibility for Ontarians with Disabilities Act (AODA) Self-Certified Accessibility Report - December 2013, be received.

   CARRIED

3. Capital Projects' Status as of November 30, 2013 (FCS13066(a)) (City Wide) (Item 5.3)

   (Johnson/Pearson)
   That Report FCS13066(a), respecting the Capital Projects' Status as of November 30, 2013, be received.

   CARRIED
4. Treasurer's Apportionment of Land Taxes (FCS14002) (Ward 15) (Item 5.4)

(Collins/Clark)
(a) That the 2012 land taxes in the amount of $1,919 for 10 McCurdy Avenue, Flamborough, (Roll #2518 303 420 04785 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix “A” to Report FCS14002;

(b) That the 2012 land taxes in the amount of $1,871 for 93 Sadielou Boulevard, Flamborough, (Roll #2518 303 420 04799 0000) be apportioned and split amongst the three newly created parcels as set out in Appendix “A” to Report FCS14002;

(c) That the 2012 land taxes in the amount of $1,980 for 66 Bousfield Rise, Flamborough, (Roll #2518 303 420 04815 0000) be apportioned and split amongst the four newly created parcels as set out in Appendix “A” to Report FCS14002; and,

(d) That the 2012 land taxes in the amount of $1,980 for 78 Bousfield Rise, Flamborough, (Roll #2518 303 420 04820 0000) be apportioned and split amongst the four newly created parcels as set out in Appendix “A” to Report FCS14002.

CARRIED

5. Treasurer's Write-off of Taxes under Section 354 of the Municipal Act, 2001 (FCS14004) (Ward 9) (Item 5.5)

(Collins/Clark)
That the taxes for 0 Aylmer Street, in the amount of $2,015 be approved for write-off, as a result of a failed tax sale of the property and the expected subsequent sale of the property by real estate, closing January 24, 2014.

CARRIED

6. Governance Review Sub-Committee Report 13-003, December 19, 2013 (Item 5.6)

(Pearson/Johnson)
Posting and Releasing of Sub-Committee/Council Agendas (CL13003) (City Wide)

That Report CL13003, respecting the Posting and Releasing of Sub-Committee/Council Agendas (attached as Appendix “A to the Governance Sub-Committee Report 13-003), be received.

CARRIED
7. **Annual Follow up of Outstanding Audit Recommendations (AUD14001) (City Wide) (Item 5.7)**

*(Pearson/Johnson)*
That Report AUD14001, respecting the 2013 Annual Follow up of Outstanding Audit Recommendations, be received.

CARRIED

8. **Follow Up of Audit Report 2012-01 – Community Services – Recreation Facilities & Arenas – Cash Handling (AUD14002) (City Wide) (Item 5.8)**

*(Pearson/Clark)*
That Report AUD14002, respecting the follow up of Audit Report 2012-01, Community Services – Recreation Facilities and Arenas – Cash Handling, be received.

CARRIED

9. **Minutes of Various Advisory Committees (Items 5.9(a) to 5.9(d)):**

*(Johnson/Pearson)*
That the following Advisory Committee meeting Minutes be received:

(a)  Aboriginal Advisory Committee Minutes, September 5, 2013

(b)  Hamilton Mundialization Committee Minutes, September 18, 2013

(c)  Hamilton Mundialization Committee Minutes, November 20, 2013

(d)  Committee Against Racism Minutes, October 22, 2013

CARRIED

10. **Harassment and Discrimination Prevention Policies (HUR13014) (City Wide) (Tabled on December 9, 2013) (Item 8.2)**

*(Clark/Collins)*
That Report HUR13014, respecting the Harassment and Discrimination Prevention Policies, be received.

CARRIED

11. **Harassment and Discrimination Prevention Policies (HUR13014(a)) (City Wide) (Item 8.3)**

*(Clark/Pearson)*
(a)  That the Personal Harassment Prevention Policy, attached as Appendix "A" to Report HUR13014(a), be approved;
(b) That the Harassment and Discrimination Prevention Policy, attached as Appendix “B” to Report HUR13014(a), be approved;

(c) That the Procedure for Resolving Harassment and Discrimination Issues, attached as Appendix “C” to Report HUR3014(a), be approved.

CARRIED

12. Workplace Violence Prevention Policy (HUR13015) (City Wide) (Tabled on December 9, 2013) (Item 8.4)

(Johnson/Pearson)
That Report HUR13015, respecting the Workplace Violence Prevention Policy, be received.

CARRIED

13. Workplace Violence Prevention Policy (HUR13015(a)) (City Wide) (Item 8.5)

(Clark/Johnson)
That the Workplace Violence Prevention Policy, attached as Appendix “A” to HUR13015(a) be approved.

CARRIED

14. A By-Law to Set a Minimum Property Tax Levy Amount (FCS13043) (City Wide) (Item 8.6)

(Johnson/Pearson)
That Appendix “A” to report FCS13043 “By-Law to Set a Minimum Property Tax Levy Amount” under Section 355 of the Municipal Act, 2001 be passed.

CARRIED

15. Audit Report 2013-11 - Public Works - Construction Contracts Review (AUD14003) (City Wide) (Item 8.7)

(Clark/Pearson)
(a) That the Management Action Plans, as detailed in Appendix “A” of Report AUD14003 be approved; and,

(b) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Actions Plans (attached as Appendix “A” to Report AUD14003) implemented.

CARRIED
16. Audit Report 2013-12 - Public Works - Food Services (Golf Courses) (AUD14004) (City Wide) (Item 8.8)

(Collins/Johnson)
(a) That the Management Action Plans as detailed in Appendix “A” of Report AUD14004 be approved;

(b) That the General Manager of Public Works be directed to instruct the appropriate staff to have the Management Action Plans (attached as Appendix “A” to Report AUD14004) implemented.

CARRIED

17. 2014 Property and Liability Insurance Renewal (FCS14012) (City Wide) (Item 8.10)

(Clark/Pearson)
(a) That the Liability and Property Insurance coverage for the term January 1, 2014, to January 1, 2015, be renewed through Jardine Lloyd Thompson Canada Inc. (JLT) at a cost of $3,719,804 (net of applicable taxes) and be funded through the 2014 Risk Management Services Budget, in accordance with Appendix “A” attached to Report FCS14012;

(b) That the General Manager, Finance and Corporate Services, be authorized and directed to execute all associated documents related to the renewal of the Liability and Property Insurance coverage for the term January 1, 2014, to January 1, 2015, through Jardine Lloyd Thompson Canada Inc., on behalf of the City.

CARRIED

18. Grants Sub-Committee Report 14-001

(Johnson/Pearson)
(a) 2013 Final Community Partnership Program Update (GRA14001) (City Wide) (Item 5.1) (attached hereto as Appendix “A” to Report 14-001)

That the overall 2013 Community Partnership Program (CPP) Surplus, in the amount of $106,239, be transferred to the CPP Reserve Account #112230.

(b) Grants Program Review Update (Item 6.1)

That the following be referred to the General Issues Committee:

(i) The presentation, respecting the Grants Program Review Update, as amended, dated February 6, 2014;
(ii) The issue of the Grants Program Review and Terms of Reference for same.  

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

(i) Item 6.2 – The delegation by John O’Toole, respecting a denied Risk Management Claim for Damage to his Vehicle, has been withdrawn.

(ii) Added as Item 8.11 – Grants Sub-Committee Report 14-001, dated February 6, 2014

(Pearson/Johnson)
That the agenda for the February 10, 2014 Audit, Finance & Administration Committee meeting be approved, as amended.  

CARRIED

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

(i) December 9, 2013 (Item 3.1)

(Johnson/Pearson)
That the Minutes of the December 9, 2013 meeting of the Audit, Finance and Administration Committee be approved, as presented.  

CARRIED

(d) DELEGATION REQUESTS (Item 4)

(i) Joey Coleman respecting the Governance Review Sub-Committee Report 13-003 (Item 4.1)

(Collins/Clark)
That the delegation request from Joey Coleman, respecting the Governance Review Sub-Committee Report 13-003, be approved to appear before Committee today.  

CARRIED
(e) DELEGATIONS (Item 6)

(i) Steve Pratt, Ironworkers Local 736, and Joe Beattie, Business Manager of the Hamilton Brantford Building Trades, respecting a request to have the wages of the Ironworkers and Rodworkers added to the Wage Schedule of the Fair Wage Policy (Item 6.1)

Mr. Pratt and Mr. Beattie’s comments included, but were not limited to, advising the wage package was not submitted through the administration and requesting that it be put back in the Fair Wage Policy.

(Johnson/Pearson)
That the presentation provided by Steve Pratt, Ironworkers Local 736, and Joe Beattie, Business Manager of the Hamilton Brantford Building Trades, respecting a request to have the wages of the Ironworkers and Rodworkers added to the Wage Schedule of the Fair Wage Policy, be received.

CARRIED

(Pearson/Collins)
That the issue, respecting the addition of the wages of the Ironworkers and Rodworkers to the Wage Schedule of the Fair Wage Policy, be referred to staff to for inclusion in the 2016 review, for a report back to the Audit, Finance & Administration Committee, at that time.

CARRIED

(ii) John O’Toole, respecting a Denied Risk Management Claim for Damage to his Vehicle (Item 6.2)

This item was withdrawn by the delegate.

(iii) Joey Coleman respecting the Governance Review Sub-Committee Report 13-003 (Item 6.3)

Mr. Coleman’s comments included, but were not limited to, the following:

• That the release dates for agendas be split in two (committee reports and delegations/presentations) in order to allow for a longer review period for the public while keeping the 24-hour review rule;
• That the expenses from Councillors offices be available in hard copy or electronically at no cost to the public.

Questions to staff included, but were not limited to, the following:

• 24-hour review rule for Councillors prior to public viewing and if this is necessary;
(Collins/Johnson)
That the presentation provided by from Joey Coleman, respecting the Governance Review Sub-Committee Report 13-003, be received.
CARRIED

(f) PRESENTATIONS (Item 7)

(i) Anti-Racism Resource Centre Project (CAR14-001) (City Wide)

Roger Cameron, Chair of the Committee Against Racism, presented the Anti-Racism Resource Centre Project with the aid of a PowerPoint presentation. A copy of the presentation has been included in the public record.

(Collins/Johnson)
That the Anti-Racism Resource Centre Project presentation, be received.
CARRIED

(Collins/Pearson)
That Report CAR14-001, Anti-Racism Resource Centre Project, be referred to the General Manager of Finance and Corporate Services for a report back to the Audit, Finance and Administration Committee and the issues and questions raised at committee including, investigate the liaison personnel between HCCI and CAR and funding issues and duplication of work.
CARRIED

(g) DISCUSSION ITEMS (Item 8)

(i) City Wide Cash Handling Policy (FCS14003) (City Wide) (Item 8.1)

(Johnson/Pearson)
That Report FCS14003, City Wide Cash Handling Policy, be referred back to staff for further consideration with respect to consistency and cash handling guidelines.
CARRIED

(ii) Harassment and Discrimination Prevention Policies (HUR13014) (City Wide) (Item 8.2)

(Clark/Johnson)
That Report HUR13014, respecting the Harassment and Discrimination Prevention Policies, be lifted from the table.
CARRIED
(iii) Workplace Violence Prevention Policy (HUR13015) (City Wide) (Item 8.4)

(Pearson/Johnson)
That Report HUR13015, respecting the Workplace Violence Prevention Policy, be lifted from the table.

CARRIED

(iv) Amended Water and Wastewater/Storm Arrears Policy (FCS14007) (City Wide) (Item 8.9)

(Pearson/Collins)
That the Report FCS14007, Amended Water and Wastewater/Storm Arrears Policy, be tabled in order to hear from Effort Trust.

CARRIED

(v) Accessibility in Council Chambers (Item 8.10)

(Pearson/Collins)
Committee requested an update at the next meeting on the status of the AODA compliance issues within the Council Chambers. (i.e. main doors and access for persons with disabilities and seniors)

CARRIED

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

(i) Amendments to the Outstanding Business List (Item 11.1)

(Pearson/Clark)
That the following Items be considered complete and removed from the Audit, Finance & Administration Committee’s Outstanding Business List:

(a) Item “J” – Power of Sale and proceeds - 1154 and 1162 Barton Street East and 50 and 52 Fraser Avenue, known as the Olympia Banquet Centre (Item 5.1 on agenda)

(b) Item “R” – City-Wide Cash Handling Guidelines

(b) Item “M” – City-Wide Cash Handling Guidelines

CARRIED

(ii) Items Requiring Approval of a Proposed New Due Date (Item 11.2)

(Johnson/Pearson)
That the following proposed new due date be approved:

(a) Item “P” – Timelines for the Retention of E-mails
(iii) **Resignation from the LGBTQ Advisory Committee (Item 11.3)**

**(Clark/Collins)**

That the resignation letter, submitted by Deirdre Dixon, from the LGBTQ Advisory Committee, be received.

CARRIED

(iv) **24-hour Review Rule for Releasing Council Agendas**

**(Collins/Clark)**

That staff be directed to report back to the Governance Review Sub-Committee with a report on releasing the agenda to members of Council 24-hours prior to public release.

CARRIED

(i) **ADJOURNMENT (Item 13)**

**(Clark/Pearson)**

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 11:51 a.m.

CARRIED

Respectfully submitted,

Councillor R. Powers, Chair
Audit, Finance & Administration Committee

Vanessa Robicheau
Legislative Coordinator
Office of the City Clerk