Audit and Administration Committee
MINUTES
9:30 a.m.
Wednesday, May 20, 2009
Committee Room 207
Hamilton Convention Centre
One Summer’s Lane

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

Also Present:
C. Murray, City Manager
A. Pekaruk, Director of Audit Services – City Manager’s Office
R. Rossini, General Manager; T. Tollis, Treasurer – Finance and Corporate Services
T. McCabe, General Manager; T. Sergi, Director of Development Engineering – Planning and Economic Development
M. Meyer, Legislative Assistant – City Clerk’s Office

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. Monthly Status Report of Tenders and Requests for Proposals for March 12, 2009 to April 22, 2009 (FCS09027(b)) (Item 5.2)

(Pearson/Collins)
That Information Report FCS09027(b) respecting Monthly Status Report of Tenders and Requests for Proposals for March 12, 2009 to April 22, 2009 be received.

CARRIED
2. Quarterly Status Report on the use of Policy #10 - Emergency Purchasing and Policy #11 - Negotiations for the 1st Quarter 2009 (FCS09045) (City Wide) (Item 5.3)

(Pearson/Collins)

CARRIED

3. Follow Up of Audit Report 2007-07 – Ontario Works – Operations of Data Centre (CM09012) (City Wide) (Item 5.4)

(Pearson/Collins)
That Report CM09012 respecting the follow up of Audit Report 2007-07, Ontario Works – Operations of Data Centre, be received.

CARRIED

4. Audit Report 2009-01 - Financial Requirements of Development (CM09014) (City Wide) (Item 8.1)

(Pearson/Whitehead)
(a) That Report CM09014 respecting Audit Report 2009-01, Financial Requirements of Developments, be received; and

(b) That the management action plans as detailed in Appendix “A” of Report CM09014 be approved and the General Manager of Planning and Economic Development and the General Manager of Finance and Corporate Services direct the appropriate staff under their authority to have the plans implemented.

CARRIED

5. Audit Report 2008-11 - Wage Payroll and Timekeeping (CM09013) (City Wide) (Item 8.2)

(Collins/Whitehead)
(a) That Report CM09013 respecting Audit Report 2008-11, Wage Payroll and Timekeeping, be received; and

(b) That the management action plans as detailed in Appendix “A” of Report CM09013 be approved and the Acting General Manager of Public Works and the General Manager of Community Services direct the appropriate staff to have the plans implemented as identified.

CARRIED
6. Comments on *Accessibility for Ontarians with Disabilities Act (AODA) Draft Employment Standard (FCS09053/HUR09008) (City Wide)* (Item 8.3)

(Morelli/Whitehead)
That the comments attached as Appendix A be approved and submitted to the Minister of Community and Social Services.

CARRIED

FOR THE INFORMATION OF COUNCIL:

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

The Clerk advised of the following changes to the agenda:

Item 7.1(a) respecting 2008 Communication of Audit Results – Grant Thornton, Item 7.1(b) respecting 2008 Internal Control Findings – Grant Thornton, and Item 7.1(c) respecting 2008 Financial Report and Audited Financial Statements are deleted from the agenda, as additional time is required to complete the financial statements.

On a motion (Pearson/Powers), the agenda was approved as amended.

(b) **DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

(c) **MINUTES (Item 3)**

(i) Minutes of the meeting held on May 6, 2009 (Item 3.1)

(Collins/Pearson)
That the minutes of the Audit and Administration Committee meeting held on May 6, 2009 be approved as presented.

CARRIED

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

(Pearson/Collins)
That the following Minutes be received:
(i) Development Charge Stakeholders Sub-Committee meeting held on April 16, 2009 (Item 5.1.1)

CARRIED

(e) Monthly Status Report of Tenders and Requests for Proposals for March 12, 2009 to April 22, 2009 (FCS09027(b)) (Item 5.2)

Councillor Collins requested that staff e-mail information to him prior to Council respecting the Proposal for Professional Consultant Services Required for Strategic Image Consulting, which is referenced in the appendix to the Report.

(f) Audit Report 2009-01 - Financial Requirements of Development (CM09014) (City Wide) (Item 8.1)

Ann Pekaruk, Director of Audit Services, provided an overview of the report.

In response to questions from Committee, staff advised that they are working on the action plans recommended in the report and that they have been investigating efficiencies such as mobile computing.

(g) Audit Report 2008-11 - Wage Payroll and Timekeeping (CM09013) (City Wide) (Item 8.2)

Ann Pekaruk, Director of Audit Services, provided an overview of the report.

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

(i) Outstanding Business List (Item 11.1)

A. Item G: City/Domestic Procurement Policy

(Pearson/Powers)

That Item G be considered complete and removed from the Audit and Administration Committee’s Outstanding Business List.

CARRIED

B. Item M: Correspondence from the Town of Ajax respecting authority to prohibit corporate and trade union contributions to municipal election campaigns (Due: May 20/09)

(Powers/Pearson)

That the proposed new due date of June 4, 2009 be approved.

CARRIED
C. Item Q: Audit Report 2008-07 - Capital Planning and Budgeting - CPI Division

Tony Tollis, Treasurer, advised that this item would be completed in the fourth quarter of 2009. The due date was added to the Outstanding Business List.

(ii) NHL Update

Councillor Whitehead provided a brief update on a phone call he received respecting the NHL proceedings.

(i) ADJOURNMENT (Item 13)

(Morelli/Powers)

The Audit and Administration Committee adjourned at 10:04 a.m.

Respectfully submitted,

Councillor Brad Clark, Chair
Audit and Administration Committee

Mary-Ann Meyer
Legislative Assistant
May 20, 2009