Corporate Administration Committee
MINUTES
9:30 a.m.
Wednesday, September 20, 2006
Council Chambers
Hamilton City Hall
71 Main Street West, Hamilton

Present:
Councillor A. Samson (Chair)
Councillor C. Collins (Vice Chair)
Councillors D. Braden, P. Bruckler, D. Mitchell, M. Pearson,
T. Whitehead

Absent with Regrets:
Councillor M. Ferguson – Illness

Also Present:
G. Peace – City Manager
J. Rinaldo – General Manager, Finance and Corporate
Services
C. Graham – General Manager, Human Resources
T. Tollis – Director, Budgets and Finance
P. Barkwell – City Solicitor
C. Berge – Director, Employee and Labour Relations
D. Hull – Director, Transit
C. Biggs – Legislative Assistant, City Clerk's

THE FOLLOWING ITEMS WERE REPORTED TO CITY COUNCIL FOR CONSIDERA-
TION:

   (CL06006(a)) (City Wide) (Item 5.1)

   (Collins/Pearson)
   That Report CL06006(a) respecting Freedom of Information Quarterly Report
   (April 1 to June 30, 2006), be received. CARRIED

2. Update on Extend Local Calling (FCS06099) (City Wide) (Item 5.2)

   (Collins/Pearson)
   That Report FCS06099 respecting Update on Extend Local Calling, be received.
   CARRIED
3. **David Caulfield, Vice Chair, on behalf of the Community Portal Advisory Committee (CPAC) to give an update on activities to date (Item 6.1)**

   *(Whitehead/Braden)*
   That the presentation from David Caulfield, Vice Chair, on behalf of the Community Portal Advisory Committee (CPAC), respecting activities to date, be received. **CARRIED**

4. **Barbara Abraham, Administrative Co-ordinator for the Citizen Protection Project, to present a video respecting the progress of the “Safe Havens” Program (Item 6.2)**

   *(Bruckler/Braden)*
   That the presentation from Carol Ann Fernandes and Ray Cunnington from the Citizen Protection Project, respecting the progress of the “Safe Havens” Program, be received. **CARRIED**

5. **Results of Accounts Payable Transaction Review and Commodity Tax Review (FCS06084) (City Wide) (Item 8.1)**

   *(Pearson/Whitehead)*
   That Report FCS06084 respecting Results of Accounts Payable Transaction Review and Commodity Tax Review, be received. **CARRIED**


   *(Pearson/Collins)*
   (a) That the 2006 Annual Accessibility Plan for the City of Hamilton attached as Appendix “A” to Report FCS06088 be approved and be made available to the public; and

   (b) That the Advisory Committee for Persons with Disabilities be thanked for their advice and contribution towards the completion of the plan;

   (c) That additional resources required for accessibility requirements be brought forward for consideration during the 2007 budget deliberations. **CARRIED**
7. **Correspondence from Tim Nolan, Chair, Advisory Committee for Persons with Disabilities**

*(Pearson/Braden)*

That the correspondence from Tim Nolan, Chair of the Advisory Committee for Persons with Disabilities, endorsing the 2006 Annual Accessibility Plan – Ontarians with Disabilities Act Report on behalf of the Committee, be received.

**CARRIED**

8. **Public Notice Requirements under the Municipal Act (CL06007) (City Wide) (Item 8.3)**

*(Pearson/Braden)*

(a) That Report CL06007 respecting Public Notice Requirements under the Municipal Act be received;

(b) That the by-law, as amended, be passed and enacted by Council.

**CARRIED as amended**


*(Collins/Bruckler)*

(a) **Fee Waiver Request – Nustadia Recreation Inc. Fundraising Golf Tournament (Ward 5) (GRA06005(q))**

That the golf fees for the Nustadia Recreation Inc. fundraising tournament at King’s Forest Golf Course on September 14th, 2006, be waived.

(b) **2006 Community Partnership Program Grant Appeal – Elizabeth Fry Society (Social and Public Health Services Stream) (GRA06009) (City Wide)**

That the 2006 Community Partnership Program grant appeal from the Elizabeth Fry Society for their volunteer program and SHARE program be denied.

(c) **2006 Community Partnership Program Appeal – Dundas Valley Orchestra (Arts and Culture Stream) (GRA06007) (Ward 13)**

(i) That the 2006 approved grant of $765 for Dundas Valley Orchestra be increased by $764 for a total grant of $1,529;

(ii) That the additional $764 be funded from the Arts and Culture unallocated balance within the 2006 Community Partnership Program budget.
(d) 2006 Community Partnership Program Appeal – India Canada Society (Special Events Stream) (GRA06010) (Ward 2)

That the 2006 appeal for an increase in Community Partnership Program funding from the India Canada Society be denied.

(e) Approved Convention and Sport Tourism Grants – July 2005 to July 2006 (GRA06012) (City Wide)

That Report GRA06012 respecting Approved Convention and Sport Tourism Grants, July 2005 to July 2006, be received.

(f) Fee Waiver Request for Dundas Community Services – Information Dundas (Ward 13) (GRA06005(r))

That the fee waiver in the amount of $362.25 be approved for Dundas Community Services – Information Dundas for the period of July 10th to July 14th and August 14th to August 18th for their community babysitting training course (Community Room), and for November 18th for their Community Coffee House (Main Gymnasium), using facilities at the Dundas Lions Memorial Community Centre.

(g) Fee Waiver Request for Jessie B. Dixon Match Play Golf Tournament (GRA06005(s)) (Ward 5)

That the golf fees of $2,200 for the Jessie B. Dixon Match Play Tournament at King’s Forest Golf Course on September 18th, 2006, be waived.

(h) Second Stage Services Special Call for Applications – Results (GRA006014) (City Wide)

(i) That $40,000 be approved for the Good Shepherd Centre (Transitional Support Program for Women and Children) from the 2006 Community Partnership Program;

(ii) That $40,000 be funded from the 2006 current Community Partnership Program budget.

(i) 2006 Community Partnership Program Request for One-Time funding from the Housing Help Centre Tenant Helpline Program (Social and Public Health Services Stream) (GRA06015) (City Wide)

That a one-time grant in the amount of $13,000 be approved for the Tenant Helpline Program (Housing Help Centre) from the 2006 Community Partnership Program general fund reserves.
(j) Payment-in-Lieu of City Stage Rental

(i) That payment-in-lieu in the amount of $1,400 for the use of the City’s stage facility for the Ancaster Agricultural Society (Ancaster Fair), be approved;

(ii) That the $1,400 be funded from the 2006 Community Partnership Program budget. CARRIED

10. Report 06-002 of the HMRF/HWRF Pension Administration Sub-Committee – September 14, 2006 (Item 8.6)

(Collins/Bruckler)

(a) Hamilton-Wentworth Retirement (Fund HWRF) Actuarial Valuation at December 31, 2005 (FCS06085) (City Wide)

(i) That the Treasurer be authorized to file the December 31, 2005 actuarial valuation for the Hamilton Wentworth Retirement Fund (HWRF) as per Appendix ‘A’ to Report FCS06085 with the Financial Services Commission of Ontario (FSCO) and Canada Revenue Agency (CRA).

(ii) That the 2006 annual special payment of $5,705,300 million be funded as follows:

• An amount of $3.845 million as provided for in the 2006 current budget, and

• An amount of $1.86 million from the HWRF Pension Deficiency Reserve.

(iii) That the estimated annual special payments for 2007 and subsequent years, as per the forecast in Appendix ‘C’, be incorporated in the annual current budget.

(b) Hamilton Municipal Retirement (Fund HWRF) Actuarial Valuation at December 31, 2005 (FCS06089) (City Wide)

That the Treasurer be authorized to file the December 31, 2005 actuarial valuation for the Hamilton Municipal Retirement Fund (HMRF) as per Appendix ‘A’ to Report FCS06089 with the Financial Services Commission of Ontario (FSCO) and Canada Revenue Agency (CRA). CARRIED
11. Motion – Fee Waiver Request – Glanbrook Rangers (City Wide) (GRA06005(i)) (Item 9)

(Mitchell/Braden)
That the fee waiver in the amount of $4,642 be approved for the Glanbrook Rangers Junior Hockey Club to utilize the Glanbrook Arena Mezzanine on a weekly basis for the period of January to March and September to December, 2006 for a total of 30 occasions, 5 hours per night, and to hold occasional “Blue Line Nights” during their scheduled hockey games. CARRIED 

12. HSR Pension/OMERS Merger Update (HUR06015/FCS01027(b)) (City Wide) (Item 12.1)

(Collins/Braden)
(a) That Report HUR06015/FCS01027(b) respecting HSR Pension/OMERS Merger Update, be received;

(b) That Report HUR06015/FCS01027(b) remain confidential as it contains information related to labour relations, employee negotiations and pending litigation. CARRIED

13. Non-Union Terminations Approval Process – Verbal (Item 12.2)

(Bruckler/Pearson)
(a) That the ‘enhanced status quo’ option, which includes a requirement that the City Manager and General Manager of Human Resources report to the Corporate Administration Committee twice per year on the numbers and costs of non-union terminations for the reporting period, be adopted;

(b) That the contents of Report CM06009 respecting non-union staff terminations approval process remain confidential as it contains information relating to labour relations and employee negotiations. CARRIED as amended

14. Retention of External Investigation Resources (HUR06014/CM06018) (Item 12.3)

(Collins/Pearson)
(a) That Anne E. Grant of the firm Mediated Solutions Incorporated be retained to conduct an investigation and to make findings and recommendations into a complaint of harassment and discrimination;

(b) That the cost of this investigation be funded from the Tax Stabilization Reserve;
(c) That the contents of Report CM06018/HUR06014 respecting the retention of external resources remain confidential as it contains information related to a personal matter about an identifiable individual. **CARRIED**

FOR THE INFORMATION OF THE COMMITTEE:

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

The Clerk advised of the following changes:

(i) Delegation Request from Chris Wonnacott, on behalf of PCN Construction and Aveiro Constructors with respect to the Waterdown Memorial Park project

(ii) Item 8.2 – 2006 Annual Accessibility Report - Correspondence from Tim Nolan, Chair of the Advisory Committee for Persons with Disabilities, endorsing the Plan on behalf of the Advisory Committee.

(iii) Item 8.3 – Public Notice Requirements under the Municipal Act

(aa) Amendment required to the by-law (attached)

(bb) Typo on Page 5 of Appendix “A” – last box of the last column, the number “4” should read “14”.

**(Pearson/Whitehead)**

That the agenda be approved, as amended. **CARRIED**

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

None.

(c) **INTRODUCTION OF NEW STAFF**

Catherine Graham, General Manager of Human Resources, introduced Catherine Berge, Director of Employee and Labour Relations, who assumed her new position as of September 18, 2006.

Peter Barkwell, City Solicitor, introduced Grant Brailsford, Senior Solicitor with the Dispute Resolution Group, who assumed his position as of March 22, 2006.

(d) **APPROVAL OF MINUTES (Item 3)**

**(Braden/Bruckler)**

That the Minutes of the September 4, 2006 meeting of the Corporate Administration Committee be received and adopted as presented. **CARRIED**
(e) **DELEGATION REQUESTS (Item 4)**

Delegation Request from Chris Wonnacott, on behalf of PCN Construction and Aveiro Constructors with respect to the Waterdown Memorial Park project

Peter Barkwell, City Solicitor, informed the Committee that there is litigation in progress, and therefore, his advice to the Committee is that this request to appear should not be entertained at this time.

*(Collins/Braden)*

That the delegation request from Chris Wonnacott, on behalf of PCN Construction and Aveiro Constructors with respect to the Waterdown Memorial Park project, be received. **CARRIED**

(f) **DAVID CAULFIELD, VICE CHAIR, ON BEHALF OF THE COMMUNITY PORTAL ADVISORY COMMITTEE (CPAC) TO GIVE AN UPDATE ON ACTIVITIES TO DATE (Item 6.1)**

David Caulfield, Vice Chair of the Community Portal Advisory Committee, (CPAC) appeared before the Committee to give an update on the activities of CPAC. He also recognized members of the Advisory Committee who were in attendance at the meeting, including representatives from the community, the Hamilton Public Library and City staff. In his presentation, Mr. Caulfield provided statistical information with respect to the number of visits and page views that were accessed through the “my hamilton” web portal. He also advised that it is CPAC’s hope to keep the Committee informed on a regular basis, and that a more formal report will be presented in the early part of 2007.

(g) **CAROL ANN FERNANDES AND RAY CUNNINGTON FROM THE CITIZEN PROTECTION PROJECT, TO PRESENT A VIDEO RESPECTING THE PROGRESS OF THE “SAFE HAVENS” PROGRAM (Item 6.2)**

Carol Ann Fernandes and Ray Cunnington appeared before the Committee to present a video with respect to the progress of the “Safe Havens” program. Following the video, Ms. Fernandes and Mr. Cunnington acknowledged and thanked the efforts of all the contributors in the making of the video, including the City of Hamilton and specifically, Jane Lee, Director of Customer Service, Access and Equity, and the Hamilton Police Service, Gale Payne of Culture and Recreation and Barbara Abraham, Administrative Co-ordinator for the Citizen Protection Project. The Committee heard that one of the problems is that federal funding is running out, although the organization is looking for additional funding sources. One of their initiatives to generate revenue is the sale of “Peace Dollars”, which lists six ways of achieving a Culture of Peace originating from the United Nations Manifesto 2000. Councillor Bruckler suggested that their budget be circulated to members of Council for information.
(h) **2006 ANNUAL ACCESSIBILITY PLAN – ONTARIANS WITH DISABILITIES ACT REPORT (FCS06088) (City Wide) (Item 8.2)**

Jane Lee gave a brief overview of the Accessibility Plan, which includes the challenges faced in addressing accessibility needs in the City, the limited new initiatives in the Plan, and pointed out that one of the successes in the Plan is the approval of the barrier-free guidelines. Ms. Lee also expressed gratitude and thanks to the members of the Advisory Committee and to the Departmental staff who contribute annually to put the plan together. She also recognized Maxine Carter, Access and Equity Co-ordinator, for all of her work toward the Plan. The Accessibility Plan will serve to be an important tool in the future to eliminate barriers in the community for persons with disabilities.

(i) **PUBLIC NOTICE REQUIREMENTS UNDER THE MUNICIPAL ACT (CL06007) (CITY WIDE) (Item 8.3)**

**(Pearson/Braden)**
That the by-law attached to Report CL06007 be amended by deleting the words, “to the public and to regular subscribers” within the definition of “newspaper” in Section 1.  

**Amendment CARRIED**

(j) **LEASE OF CANON PHOTOCOPIERS FOR PRINT SHOP (FCS06096) (City Wide) (Item 8.4)**

**(Pearson/Bruckler)**
That Report FCS06096 respecting Lease of Canon Photocopiers for Print Shop be withdrawn in order for this issue to be investigated further.  

**CARRIED**

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

(i) **“Pair caught with toxic load”** – The Hamilton Spectator, September 19, 2006 – Councillor Braden expressed concern with respect to how this issue was handled in terms of response from the various authorities that were contacted.

(ii) **Establishment of Policy re: Collection of Packaging**

**(Braden/Mitchell)**
That staff, in consultation with the appropriate departmental staff, be requested to develop a policy within the purchasing policy that would require suppliers of goods purchased by the City to be completely responsible for collecting the excess waste (packaging) from their products.
(iii) **Outstanding Business Item B – Chargebacks and Interdepartmental Transfers – Due Date: September 20, 2006**

Joe Rinaldo advised that a report on Chargebacks and Interdepartmental Transfers will be presented to the Committee in 2007. The Committee requested that this report be incorporated into the 2007 budget process. The due date on the Outstanding Business List will be amended accordingly.

(I) **PRIVATE AND CONFIDENTIAL (Item 12)**

(Collins/Braden)
That the Committee move In Camera to discuss issues relating to labour relations and employee negotiations, and a personal matter regarding an identifiable individual  
CARRIED

(Pearson/Bruckler)
That the Committee reconvene in Open Session.  
CARRIED

(m) **NON-UNION TERMINATIONS APPROVAL PROCESS (Item 12.2)**

The motion in Report CM06009 CARRIED on the following vote:

Yeas: Samson, Braden, Bruckler, Mitchell
Total Yeas: 4
Nays: Collins
Total Nays: 1
Absent: Whitehead
Total Absent: 1

There being no further business, the Committee adjourned at 12:00 noon.

Respectfully submitted

Councillor A. Samson  
Chair  
Corporate Administration Committee

Carolyn Biggs  
Legislative Assistant  
September 20, 2006