Audit and Administration Committee
REPORT 08-003
9:30 a.m.
Wednesday, February 20, 2008

Committee Room 207
Hamilton Convention Centre
Hamilton, Ontario

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

Absent:
Councillor B. Morelli (City Business)

Also Present:
Councillor S. Duvall
J. Rinaldo, General Manager, Finance and
Corporate Services
B. McMullen J. Spiler, Finance and Corporate Services
I. Sturgeon, City Clerk’s

THE AUDIT AND ADMINISTRATION COMMITTEE PRESENTS REPORT 08-003
AND RESPECTFULLY RECOMMENDS:

1. Monthly Status Report of Tenders and Requests for Proposals for
   December 20, 2007 to January 24, 2008 (FCS07030(j)) (City Wide)
   (Item 5.1)

   That Information Report FCS07030(j) respecting the Monthly Status Report
   of Tenders and Requests for Proposals for December 20, 2007 to January
   24, 2008 be received.

2. Tax Write-off processed under Section 354 (4(b)) of the Municipal Act,
   2001 (FCS08013) (Ward 12) (Item 5.2)

   That taxes at 0 Seymour Drive in the amount of $1,535.92 deemed to be
   uncollectible, pursuant to Section 354 (4(b)) of the Municipal Act, 2001, be
   approved for write-off.
3. **Tax Appeals under Section 357 and 358 of the Municipal Act 2001 (FCS08008(a)) (City Wide) (Item 5.3)**

   (a) That the tax write-offs processed under Section 357 of the Municipal Act, 2001, in the amount of $100,062.35 be approved (refer to Appendix “A” of report FCS08008(a)); and

   (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 $20,415.43 be approved (refer to Appendix “B” of report FCS08008(a)).

4. **2007 External Audit Plan and Audit Fees (FCS08012) (City Wide) (Item 8.1)**

   That Grant Thornton's 2007 External Audit Plan be approved.

5. **New Development Charges Study for Water/Wastewater/Stormwater Growth Infrastructure (FCS08017) (City Wide) (Item 8.2)**

   a) That a new Development Charges Study for water, wastewater and stormwater services be initiated to support a new City of Hamilton Development Charges By-law, in accordance with the Provincial Development Charges Act, (1997);

   b) That CN Watson & Associates Ltd., be single-sourced (purchasing policy #11) to undertake a Development Charges Background Study and By-Law amendments at a cost of $175,000; and

   c) That the total cost of the Development Charges Study and new By-Law of $175,000 be 90% funded (as per legislative requirement) from the following development charge reserves:

   - Residential Growth Management (110324 - $78,750)
   - Non-residential Growth Management (110325 - $78,750); and
   - 10% funded from the General Tax Capital Reserve (108020 - $17,500).

6. **Minimum Wage Increase (HUR08001)(Item 8.3)**

   That the minimum wage jobs in the part-time non-union salary schedule be increased by 75 cents per hour in 2008, 2009 and 2010 to comply with The Employment Standards Act.

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7. **Compassionate Grant – Homeowners of East 18th Street who have experienced Flooding as a result of a Watermain Break on August 7, 2007 (Ward 7) (FCS08016)** (Item 8.4)

THAT Report FCS08016 “Compassionate Grant – Homeowners of East 18th Street who have experienced Flooding as a result of Watermain Break on August 7, 2007,” be received for information.

8. **Compassionate Grant - Water Main Break on East 18th Street** (Item 9.2)

Whereas seven homeowners on East 18th have experienced flooding as a result of a watermain break on August 7, 2007

And Whereas the residents of East 18th have experienced previous flooding from similar watermain breaks

Therefore be it resolved that the Homeowners of East 18th who have experienced flooding as a result of a watermain break on August 07, 2007 be provided a compassionate grant up to their level of their insurance deductible but not to exceed $750.00 and/or their actual expense incurred.

And That the payment of this compassionate grant not be construed as an admission of liability on the part of the City

9. **2007 Final Community Partnership Program Budget Update (City Wide)** (GRA08007) (Item 8.5)

(a) That the additional Event Road Closure Services (ERCS) billings, in the amount of $98,888, be approved and funded from the remaining 2007 Community Partnership Program Surpluses.

(b) That the overall 2007 Community Partnership Program (CPP) Surplus in the amount of $59,702 be transferred to the Grants Reserve Account #112230.

10. **Citizen Appointments to the Gay, Lesbian, Bisexual and Transgender Advisory Committee** (Item 9.1)

That the following two (2) applicants be appointed to the Gay, Lesbian, Bisexual, and Transgender Advisory Committee for the balance of the 2006 to 2010 term of Council or until such time as successors are appointed by Council:

(i) Brendan Wilson

(ii) Deirdre Pike

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FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk noted the following changes to the agenda;

i) Withdrawal of Grants Sub-Committee Report 08-001 (Item 8.5)
ii) Added Report – 2007 Final Community Partnership Program Budget Update (Added as Item 8.5)

Committee approved the agenda as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES (Item 3)

The Minutes of the Audit and Administration Committee meeting held on January 16, 2008, were approved, as presented.

(d) Presentation - Initial Communication on Audit Planning of the City of Hamilton – For the Year Ended December 31, 2007 (Item 7.1)

Thane MacKenzie, Partner, Grant Thornton, gave a power point presentation to the Committee outlining the 2007 Audit Plan. Copies of the presentation were distributed to the Committee members as well as a copy being retained the Office of the City Clerk for the public record. Highlights of the presentation included the following;

- Audit Approach
- Client Service Team
- Audit Timing
- Current Accounting and Auditing Developments
- Discussion

Members of Committee thanked Mr. MacKenzie for his attendance at the meeting and received his presentation.

The Committee approved Grant Thornton’s 2007 External Audit Plan as recommended by staff in their Report FCS08012 (Item 8.1).
(e) GENERAL INFORMATION (Item 11)

(i) Outstanding Business List

(a) The following Item was considered complete and removed from the Audit and Administration Committee Outstanding Business List:

Item G – 2008 Fees and Charges Report

(b) The new due dates for the Outstanding Business List we approved as follows:

Item I – Cash Handling Review – Due Q0208

Proposed due date: Q0308

(ii) Use of DARTS Transportation to Attend Medical Appointments

Councillor Clark raised a concern that taxpayers in the City were paying for DARTS to transport patients to appointments and questioned if this should be paid for by the Province.

On a motion (Clark/Collins) staff were directed to review and report back on the heavy reliance and use of DARTS to transport patients to medical appointments and whether or not the Ministry of Health should be funding this from their Transportation Budget.

(iii) Chargeback Study

Councillor Collins advised that a few years back he had requested staff to report back on the process of Internal Charge Backs. He advised that he still wanted to receive this information and direction was provided to staff to report back to Committee with this information.

(f) ADJOURNMENT (Item 13)

The Audit and Administration Committee adjourned at 10:30 a.m.

Respectfully submitted,

Councillor M. Pearson, Chair
Audit and Administration Committee

Irene Sturgeon
Legislative Assistant
February 20, 2008

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