Present: Councillors M. Pearson (Chair), R. Powers (Vice Chair), B. Clark

Absent with Regrets: Councillor B. Johnson – Other City Business
Councillor B. Morelli – Personal

Also Present: Councillor T. Jackson

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. 2013 Second Quarter Emergency and Non-competitive Procurements Report (FCS13014(a)) (City Wide) (Item 5.1)

   (Powers/Clark)
   That Report FCS13014(a), respecting the 2013 Second Quarter Emergency and Non-competitive Procurements Report, be received.

   CARRIED

2. 2013 Second Quarter Non-compliance with the Procurement Policy Report (FCS13015(a)) (City Wide) (Item 5.2)

   (Powers/Clark)
   That Report FCS13015, respecting the 2013 Second Quarter Non-compliance with the Procurement Policy Report, be received.

   CARRIED
3. Monthly Status Report of Tenders and Requests for Proposals for July 6, 2013 to August 2, 2013 (FCS13016(f)) (City Wide) (Item 5.3)

(Powers/Clark)
That Report FCS13016(f), respecting the Monthly Status Report of Tenders and Requests for Proposals for July 6, 2013 to August 2, 2013, be received.

CARRIED

4. Provincial Offences Administration (POA) 2012 Annual Report (FCS13051) (City Wide) (Item 5.4)

(Powers/Clark)
That Report FCS13015, respecting the Provincial Offences Administration 2012 Annual Report, be received.

CARRIED

5. Fixed Water/Wastewater Charges respecting 409 and 411 King St E, Hamilton (FCS13068) (Ward 3) (Item 5.5)

(Powers/Clark)
That Report FCS13068, respecting the Fixed Water/Wastewater Charges respecting 409 and 411 King St E, Hamilton, be received.

CARRIED

6. Planning and Economic Development – Culture Facilities – Cash Handling (AUD13029) (City Wide) (Item 5.6)

(Powers/Clark)
That Report AUD13029, respecting the Planning and Economic Development Department, Culture Facilities Cash Handling, be received.

CARRIED

7. Community and Emergency Services – Domiciliary Hostel Program (AUD13028) (City Wide) (Item 5.7)

(Powers/Clark)
That Report AUD13028, respecting the Community and Emergency Services Department, Domiciliary Hostel Program, be received.

CARRIED

8. Hamilton Waterfront Trust Audited Financial Statements, December 31, 2012 (Item 5.9)

(Clark/Powers)
That the Hamilton Waterfront Trust Audited Financial Statements, December 31, 2012, be received.

CARRIED
9. **Follow Up of Audit Report 2011-09 - Information Technology - Software Asset Management (AUD13025) (City Wide) (Item 5.10)**

(Powers/Clark)

That Report AUD13025, respecting the follow up of Audit Report 2011-09, Information Technology, Software Asset Management, be received.

CARRIED

10. **Tax Appeals under Section 357 and 358 of the Municipal Act (2001) (FCS13027(d)) (City Wide) (Item 5.11)**

(Powers/Clark)

(a) That the Tax Appeals processed under Section 357 of the Municipal Act, 2001”, in the amount of $23,464 (attached as Appendix “A” to Report FCS13027(d), be approved;

(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 $5,943 (attached as Appendix “B” to Report FCS13027(d), be approved.

CARRIED

11. **Treasurer’s Apportionment of Land Taxes (FCS13001(e)) (Ward 15) (Item 5.12)**

(Powers/Clark)

That the 2012 land taxes in the amount of $1,980 for 103 Sadielou Boulevard, Flamborough (Roll #2518 303 420 04794 0000) be apportioned and split amongst the four newly created parcels, as set out in Appendix “A” attached to Report FCS13001(e).

CARRIED

12. **Employee Attendance Performance Measures Q2 2013 (HUR13011) (City Wide) (Item 5.13)**

(Powers/Clark)

That Report HUR13011, respecting the Employee Attendance Performance Measures Q2 2013, be received.

CARRIED

13. **Kim and Kevin Wong, respecting Horizon Utilities Fees for 409 and 411 King Street East, Hamilton, Ontario (Item 6.2)**

(Clark/Powers)

That staff be directed to review both the Horizon Utilities consumption and variable charges (water), as it relates to 409 and 411 King Street East, Hamilton and determine how to maximize the discount for the property owners.

CARRIED
14. **Joey Coleman respecting Open Data (Item 6.3)**

(Powers/Clark)
That the presentation from Joey Coleman, respecting Open Data, be referred to the Web Development Committee for consideration during the 2014 budget process.

CARRIED

15. **Extension of Development Charges Demolition Credit for 175 Longwood Road South, Hamilton (FCS10051(a)) (Ward 1) (Item 8.1)**

(Powers/Clark)
(a) That the Development Charges demolition credit for 175 Longwood Road South, Hamilton, Ontario (former Camco Inc. plant) be extended until July 31, 2015; and,

(b) That McMaster Innovation Park (MIP) provide annual updates to the Audit, Finance & Administration Committee respecting the progress of the projects in the MIP.

CARRIED

16. **Proposed Write-offs of Outstanding Fines for Provincial Offences (FCS13052) (City Wide) (Item 8.2)**

(Powers/Clark)
That staff be authorized to write-off the following outstanding Provincial Offences deemed uncollectible, in the total amount of $744,348:

(i) $425,665 in uncollectible fines with a due date of December 31, 2005 and prior;

(ii) $188,579 for deceased person files from July 1, 2012 through June 30, 2013; and,

(iii) $130,104 for underpayments from July 1, 2012 through June 30, 2013.

CARRIED

17. **City-Wide Cash Handling Guidelines (AUD13031) (City Wide) (Item 8.3)**

(Powers/Clark)
(a) That City-Wide Cash Handling Guidelines, attached as Appendix “A” to Report AUD13031, be approved;

(b) That the Acting General Manager of Finance and Corporate Services be directed to create a Corporate Cash Handling Policy, which incorporates the Cash Handling Guidelines (attached as Appendix “A” to Report AUD13031) by calendar year end 2013; and,
(c) That the City Manager, General Manager of Community and Emergency Services, Acting General Manager of Finance and Corporate Services, General Manager of Planning and Economic Development, General Manager of Public Works and the Medical Officer of Health be directed to report to the Audit, Finance and Administration Committee with an updated status, respecting the implementation and incorporation of the Cash Handling Guidelines into departmental cash handling procedures within four months; by March, 2014.

CARRIED

18. Performance Audit Report 2013-13 – Employer Paid Parking (Value for Money Audit) (AUD13024) (City Wide) (Item 8.4)

(Powers/Clark)
(a) That recommendations #1 – 5, as attached to Report AUD13024, respecting the Employer Paid Parking Performance Audit, be approved; and,

(b) That the Senior Management Team (SMT) be directed to provide to the Audit, Finance and Administration Committee, by the 2013 calendar year end, the management action plans for addressing the implementation of the Employer Paid Parking Value for Money Audit report recommendations (attached as Appendix “A” to Report AUD13024).

CARRIED

19. Audit Report 2013-04 - Hamilton Water - Inventory Controls (AUD13030) (City Wide) (Item 8.5)

(Clark/Powers)
(a) That the Management Action Plans, as detailed in the attached Appendix “A” to Report AUD13030, be approved; and,

(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 AUD13030) implemented.

CARRIED

20. Approval for Permanent Occupational Health Nurse Position (HUR13012) (City Wide) (Item 8.6)

(Powers/Clark)
(a) That the 1 FTE Occupational Health Nurse, which was approved by Council on May 12, 2010 as a 3 year pilot, be made permanent in order to sustain the City’s Occupational Health Program and provide disability management services; and
(b) That the 1 FTE Occupational Health Nurse and Occupational Health Program be funded, on an on-going basis from both the Benefit and WSIB Reserves.

CARRIED

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

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

(i) Added as Item 4.2 – Delegation Request from Joey Coleman respecting Open Data

(Powers/Clark)
That the agenda for the September 9, 2013 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) August 14, 2013 (Item 3.1)

(Clark/Powers)
That the Minutes of the August 14, 2013 meeting of the Audit, Finance and Administration Committee be approved, as presented.

CARRIED

(d) DELEGATION REQUESTS (Item 4)

(i) Jake Dheer, Station Manager of Rogers TV Dufferin-Peel, respecting the Wireless Spectrum and the Existing Rules that gives Foreign Companies Advantages over Canadian Companies (Item 4.1)

(Clark/Powers)
That the delegation request, submitted by Jake Dheer, Station Manager of Rogers TV Dufferin-Peel, respecting the wireless spectrum and the existing rules that give foreign companies advantages over Canadian companies, be denied as the matter falls under Federal jurisdiction.

CARRIED
(ii) Joey Coleman respecting Open Data (Item 4.2)

(Clark/Powers)
That the delegation request by Joey Coleman, respecting Open Data, be approved to appear before the Audit, Finance & Administration Committee at the September 9, 2013 meeting.

CARRIED

(e) Community and Emergency Services - Corporate Trunked Radio Upgrade Project (AUD13027) (City Wide) (Item 5.8)

(Powers/Clark)
That Report AUD13027, respecting Community and Emergency Services – Corporate Trunked Radio Upgrade Project, be tabled to the October 8, 2013 Audit, Finance & Administration Committee meeting in order that Chief Simonds may be in attendance to speak to the matter.

CARRIED

(f) DELEGATIONS (Item 6)

(i) Zach Douglas, President and CEO, McMaster Innovation Park, respecting a Request for an Extension of Development Credits available to Trust for 175 Longwood Road South, Hamilton, Ontario (Item 6.1)

Mr. Douglas addressed Committee, respecting McMaster Innovation Park’s request for an extension of Development Credits available to Trust for 175 Longwood Road South, Hamilton, Ontario. Mr. Douglas’ comments included, but were not limited to, the following:

- Mr. Douglas provided a brief update as to the status of the McMaster Innovation Park over the last 6 years.
- The new building will be located on the southeast corner of Frid or northwest corner of Longwood Road site.
- The building will have approximately 80,000 square feet of space with a footprint of 12,000 to 20,000 square feet, and a height of 4 to 6 stories.
- The space provided will included a minimum finished wet lab space of 5,000 square feet up to 10,000 square feet, based on demand.
- Offices and dry labs will be approximately 69,800 square feet.
- Common area (halls, stairs and open spaces) will be 5,200 square feet.
A full copy of Mr. Douglas’ presentation is available online at www.hamilton.ca or through the Office of the City Clerk.

(Clark/Pearson)
That the presentation by Zach Douglas, President & CEO, McMaster Innovation Park, respecting a Request for an Extension of Development Credits available to Trust for 175 Longwood Road South, Hamilton, Ontario, be received.  
CARRIED

(ii) Kim and Kevin Wong, respecting Hamilton Hydro Fees for 409 and 411 King Street East, Hamilton, Ontario (Item 6.2)

Mr. Kim Wong addressed Committee respecting the Hamilton Hydro fees for 409 and 411 King Street East, Hamilton, Ontario. Mr. Wong’s comments included, but were not limited to, the following:

- On December 14, 2012 there was a fire in an adjacent building to both 409 and 411 King Street East, Hamilton (row houses) that spread to the roof and burned both 409 and 411 King Street East.

- Hamilton Fire was required to remove the entire roof in order to properly address the fire.

- Subsequently, the tenants in both properties required to find alternate living arrangements.

- Mr. Wong contacted the City several times to advise that there were no tenants in the building.

- When staff arrived, they were unable to locate the water shut-off valves. Subsequently, the owner found the shut off valves in the back yard.

- There were no tenants in the building since last December so the estimated costs should be reduced to reflect a reduced consumption charge.

- The owners are asking to have both the consumption and the fixed rate fees reduced by 90 to 95%.

- As well, the owners were charged for the missing meters; however, one of the missing meters was located in the basement.

- Both properties had been broken into after the fire and the copper piping had been stolen, it is the owners’ belief that when the...
buildings were broken into, the meters were removed during the theft and left in the basements.

- The copper theft was reported to Horizon and the owners' insurance company.

(Clark/Powers)
That the presentation by Kim Wong, respecting Hamilton Hydro Fees for 409 and 411 King Street East, Hamilton, Ontario, be received.  

CARRIED

(iii) Joey Coleman respecting Open Data (Item 6.3)

Mr. Coleman addressed Committee respecting Open Data. Mr. Coleman's comments included, but were not limited to, the following:

- Asking the City to take the next steps toward implementation of the transit real time open data.
- Requested that the 2014 budget process identify a funding source for Open Data.
- I believe it is a resource issue not cultural issue.
- Restaurant data, planning data, bus data, snow clearing, finance data
- The next steps for the City:
  - Transit Data – Real Time HSR Data
  - Restaurant Data
  - Traffic Data
  - Planning, Permit and Zoning Data
  - Snow Clearing Data
  - Finance Data

A full copy of Mr. Coleman's presentation is available on line at [www.hamilton.ca](http://www.hamilton.ca) or through the Office of the City Clerk.

(Powers/Clark)
That the presentation by Joey Coleman, respecting Open Data, be received.  

CARRIED
(g) GENERAL INFORMATION/OTHER BUSINESS (Item 11)

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

(Clark/Powers)

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

(i) Item “O” – Follow-up of Audit Report 2011-01 – Culture Facilities – Cash Handling (Item 5.6 on today’s agenda)

(ii) Item “P” – Follow-up of Audit Report 2010-13 - Domiciliary Hostels (Item 5.7 on today’s agenda)

(iii) Item “Z” - Internal Audit of City-wide Cash Handling Policies (Item 8.3 on today’s agenda)

(h) ADJOURNMENT (Item 13)

(Clark/Powers)

That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 11:13

CARRIED

Respectfully submitted,

Councillor M. Pearson, Chair
Audit, Finance & Administration Committee

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk