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

THE FOLLOWING ITEMS WERE REPORTED TO COUNCIL FOR CONSIDERATION:

1. 2014 First Quarter Tender Report (FCS14015) (City Wide) (Item 5.1)
   
   (Pearson/Johnson)
   That Report FCS14015, respecting the 2014 First Quarter Tender Report, be received.
   
   CARRIED

2. 2014 First Quarter Non-compliance with the Procurement Policy Report (FCS14014) (City Wide) (Item 5.2)
   
   (Pearson/Johnson)
   That Report FCS14014, respecting the 2014 First Quarter Non-compliance with the Procurement Policy Report, be received.
   
   CARRIED

3. Municipal Act Regulation 284/09 and Public Sector Accounting Board Standards (FCS14037) (City Wide) (Item 5.3)
   
   (Pearson/Johnson)
   That Report FCS14037, respecting Municipal Act Regulation 284/09 and Public Sector Accounting Board Standards, be received.
   
   CARRIED
4. Freedom of Information Quarterly Report (January 1 to March 31, 2014) (CL14005) (City Wide) (Item 5.4)

(Pearson/Johnson)
That Report CL14005, respecting the Freedom of Information Quarterly Report, be received.

CARRIED

5. Annual Performance Reporting – Savings Generated from the Management of Information Technology Contracts (FCS14018) (City Wide) (Item 5.5)

(Pearson/Johnson)
That Report FCS14018, respecting the Annual Performance Reporting – Savings Generated from the Management of Information Technology Contracts, be received.

CARRIED

6. 2013 Annual Energy Report on Commodity Price Hedging (FCS14030/PW14056) (City Wide) (Item 5.6)

(Pearson/Johnson)
That Report FCS14030/PW14056, respecting the 2013 Annual Energy Report on Commodity Price Hedging, be received.

CARRIED

7. Federal Gas Tax Municipal Funding Agreement (FCS14035) (City Wide) (Item 5.7)

(Collins/Clark)
(a) That the Mayor and City Clerk be authorized and directed to sign a Municipal Funding Agreement (MFA) attached as Appendix “A” to Report FCS14035 between the City of Hamilton and the Association of Municipalities of Ontario for the transfer of Federal Gas Tax Funds, together with all necessary associated documents, in a form satisfactory to the City Solicitor and with content acceptable to the General Manager of Finance and Corporate Services;

(b) That the By-law to Authorize the Signing of the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds between the Association of Municipalities of Ontario and the City of Hamilton, attached as Appendix “B” to Report FCS14035, be passed; and,

(c) That a certified copy of the by-law authorizing the signing of the MFA be forwarded to the Association of Municipalities of Ontario upon Council approval;
(d) That the 2014-2024 Federal Gas Tax Funds be allocated to the Federal Gas Tax Reserve 112213 and utilized as per the annual capital financing strategy approved by Council.

CARRIED

8. Follow Up of Audit Report 2012-06 - Public Works - Snow Clearing / Sand & Salt Contracts (AUD14018) (City Wide) (Item 5.8)

(Collins/Johnson)
That Report AUD14018, respecting the follow up of Audit Report 2012-06, Public Works – Snow Clearing / Salt & Sand Contracts, be received.

CARRIED

9. Follow Up of the External Validation of the 2012 Self-Assessment Review (AUD14013) (City Wide) (Item 5.9)

(Pearson/Johnson)
That Report AUD14013, respecting the follow up of the External Validation of the 2012 Self-Assessment of Audit Services, be received.

CARRIED

10. Provision of Information Technology Services to Global Spectrum Facilities Management L.P. (CM11013(g)) (City Wide) (Item 8.1)

(Collins/Johnson)
(a) That Section 3.8 of the Management Agreement between the City of Hamilton and Global Spectrum Facilities Management L.P., respecting the provision of Information Technology Services by City of Hamilton Information Technology staff to Global Spectrum, which was extended from December 31, 2013 to March 31, 2014, be further extended to July 31, 2014 to provide sufficient time for Global Services Management L.P. to secure and implement the same or similar services from a private sector provider; and,

(b) That staff be directed to assist the Information Technology Services private sector provider, to be hired by Global Spectrum Management L.P., in the transition to enable a seamless transfer of service between the City of Hamilton Information Technology services and the new service provider, for a period not to exceed July 31, 2014.

CARRIED

11. City of Hamilton/Horizon Utilities Service Agreement (FCS14045) (City Wide) (Item 8.2)

(Pearson/Johnson)
That the General Manager of Finance and Corporate Services be authorized and directed to execute, on behalf of the City of Hamilton, the Service Agreement attached as Appendix “A” to Report FCS14045, and all necessary associated
documents, all in a form satisfactory to the City Solicitor and with content acceptable to the General Manager of Finance and Corporate Services.

CARRIED

12. One Time Ice Storm Assistance Program (FCS14042) (City Wide) (Item 8.3)

(Collins/Clark)
(a) That the Mayor submit an Expression of Interest, under the Ice Storm Assistance Program, to the Minister of Municipal Affairs and Housing with respect to the ice storm event that occurred in Hamilton on December 21 and 22, 2013.

(b) That the General Manager of Finance & Corporate Services be delegated authority to submit claims to the Ministry of Municipal Affairs and Housing under the Ice Storm Assistance Program with respect to the ice storm event that occurred in Hamilton on December 21 and 22, 2013.

CARRIED

13. 2013 City of Hamilton Financial Report and Audited Financial Statements (FCS14036) (City Wide) (Item 8.4)

(Pearson/Johnson)

CARRIED

14. City-Wide Cash Handling Policy (FCS14003(a)) (City-Wide) (Item 8.5)

(Clark/Morrow)
That the revised City-Wide Cash Handling Policy, attached as Appendix “A” to Report FCS14003 (a), be approved.

CARRIED

15. Audit Report 2013-17 - Public Works - Traffic Inventory (AUD14017) (City Wide) (Item 8.6)

(Johnson/Pearson)
(a) That the Management Action Plans, as detailed in Appendix “A” of Report AUD14017, respecting Audit Report 2013-14 - Public Works Traffic Inventory, 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 AUD14017) implemented.

CARRIED

(Pearson/Morrow)
(a) That the Performance Audit Report 2013-19, respecting the Global Positioning System / Automatic Vehicle Location, attached as Appendix “A” to Report AUD14016, be approved;

(b) That the General Managers of the Planning & Economic Development, Public Works and Corporate Services Departments be directed to provide the Director of Audit Services with the appropriate management action plans to implement the recommendations as outlined in the attached Appendix “A” to Report AUD14016, by August 31, 2014; and,

(c) That the Director of Audit Services be directed to provide to the Audit, Finance and Administration Committee by the 2014 calendar year end an information report detailing these action plans.

CARRIED

17. Governance Review Sub-Committee Report 14-001, April 28, 2014 (Item 8.8)

(Pearson/Johnson)
(a) Disclosure of Expenses (no copy) (Item 4.1)

That staff be directed to proceed with posting the disclosure of expenses as presented, including the expense categories, to the City of Hamilton web site with an ongoing review of future capabilities and improvements.

(b) Integrity Commissioner By-law - Amendments to Section 22 (CL14003/LS14005) (Item 5.1)

That Report CL14003/LS14005, respecting the Integrity Commissioner By-law – Amendments to Section 22, be referred back to the Governance Sub-Committee.

CARRIED

18. Governance Review Sub-Committee Report 14-002, May 26, 2014 (Item 8.9)

(Morrow/Pearson)
(a) 2015 Committee/Council Calendar (Item 4.1)

That the 2015 Committee/Council Calendar, attached as Appendix “A” to Governance Sub-Committee Report 14-002, be approved.
(b) Standing Committee Membership – Changes for the Next Term of Council (no copy) (Item 4.2)

That the Procedural By-law be amended to change the membership minimum for the Audit, Finance & Administration Committee to 7 (seven) members.

CARRIED

19. Tax and Rate Operating Variance Report as of April 30, 2014 – Budget Control Policy Transfers (FCS14047) (City Wide) (Item 8.10)

(Clark/Pearson)

That, in accordance with the “Budgeted Complement Control Policy”, the 2014 complement transfers, transferring complement from one department/division to another with no impact on the levy, as outlined in Appendix “A” to Report FCS14047, be approved.

CARRIED

20. The Use of Federal Gas Tax Program funding for Brownfield Projects (Item 9.2)

(Collins/Clark)

That staff be directed to report to the General Issues Committee, during the 2015 Capital Budget process, with options/opportunities for use of Federal Gas Tax Program funding for Brownfield projects.

CARRIED

21. Creation of a Tax Stabilization Reserve Account for Social Housing (Item 9.1)

(Clarke/Johnson)

That, prior to the 2015 Capital Budget process, staff be directed to report to the Audit, Finance & Administration Committee, respecting the creation of a Tax Stabilization Reserve account for Social Housing, which is to include any surpluses from CityHousing Hamilton and a scope that outlines how that reserve may be utilized.

CARRIED

22. Policy respecting City of Hamilton Global Positioning System (GPS) Devices

(Clark/Morrow)

(a) That staff be directed to ensure that Global Positioning System (GPS) devices that are installed in City of Hamilton vehicles are tamper proof;

(b) That staff be directed to determine methods of ensuring that the data from all City of Hamilton Global Positioning System (GPS) devices are secure
with the appropriate firewalls and that the data is only accessible to designated members of Management.

(c) That staff be directed to establish a Policy regarding the consequences of tampering with any City of Hamilton Global Positioning (CPS) device and report to the Audit, Finance & Administration Committee.  

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) Added as Item 8.10 – Report FCS14047, respecting Tax and Rate Operating Variance Report as of April 30, 2014 – Budget Control Policy Transfers

As the Senior Management Team was in attendance to speak to this matter, if required, it was requested that this item be moved up on the agenda just prior to Item 8.1.

(ii) Item 11.1 – Amendments to the Outstanding Business List – the Proposed New Due Date for the Succession Development Program report has been changed from “June 23, 2014” to “July 9, 2014”.

(Johnson/Pearson)

That the agenda for the June 9, 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) May 12, 2014 (Item 3.1)

(Pearson/Clark)

That the Minutes of the May 12, 2014 meeting of the Audit, Finance and Administration Committee be approved, as presented. 

CARRIED
(d) Governance Review Sub-Committee Report 14-001, April 28, 2014 (Item 8.8)
   (a) Disclosure of Expenses (no copy) (Item 4.1)

   That staff be directed to proceed with posting the disclosure of expenses as presented, including the expense categories, to the City of Hamilton web site with an ongoing review of future capabilities and improvements.

   Councillor Clark requested to be recorded as OPPOSED to sub-section (a) above.

(e) GENERAL INFORMATION / OTHER BUSINESS (Item 11)
   (i) Amendments to the Outstanding Business List (Item 11.1)

   (Pearson/Johnson)

   1. That the proposed new due date for the following the Audit, Finance & Administration Committee’s Outstanding Business List item, be approved:

      (a) Item “I” – Succession Development Program
          Current Due Date: June 9, 2014
          Proposed New Due Date: July 9, 2014

   2. That the following items be considered complete and removed from the Audit, Finance & Administration Committee’s Outstanding Business List:

      (aa) Item “J” – Follow Up of the External Validation of the 2012 Self-Assessment Review (AUD14013 - Item 5.9)

      (bb) Item “O” – Provision of Information Technology Services to Global Spectrum (CM11013(g) - Item 8.1)

      (cc) Item “M” – City Wide Cash Handling Guidelines / Policy (FCS14003(a) - Item 8.5)

      (dd) Item “AA” – Correspondence from Deputy Minister Laurie LeBlanc respecting the One-Time Ice Storm Assistance Program (FCS14042 - Item 8.3)

   CARRIED
(f) ADJOURNMENT (Item 13)

(Johnson/Morrow)
That, there being no further business, the Audit, Finance & Administration Committee, be adjourned at 11:00 a.m.

CARRIED

Respectfully submitted,

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

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk