

Corporate Services Committee

Report

2nd Meeting of the Corporate Services Committee
January 6, 2020

PRESENT: Councillors A. Kayabaga (Chair), M. van Holst, J. Helmer , J. Morgan, A. Hopkins, Mayor E. Holder

ALSO PRESENT: M. Hayward, A.L. Barbon, B. Card, I. Collins, M. Goldrup, L. Livingstone, M. Ribera, K. Scherr, B. Warner, B. Westlake-Power
The meeting is called to order at 12:03 PM.

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Consent

2.1 Demolition - City-Owned Properties - 74 Wellington Road and 78 Wellington Road

Moved by: J. Helmer
Seconded by: E. Holder

That, on the recommendation of the Managing Director of Corporate Services and City Treasurer, Chief Financial Officer, with the concurrence of the Director, Rapid Transit, on the advice of the Manager of Realty Services, the following actions be taken with respect to the City-owned properties at 74 Wellington Road and 78 Wellington Road:

- a) the subject properties BE RECOMMENDED for demolition; and
- b) the Civic Administration BE DIRECTED to take all necessary steps to demolish the buildings, including completing a request for quotation for work to be completed, obtaining a demolition permit and any other activities to facilitate demolition of the improvements on the sites detailed in the report;

it being noted that existing capital accounts and operating accounts will be drawn upon as a source of financing to carry out the subject demolitions.

Yeas: (6): A. Kayabaga, M. van Holst, J. Helmer, J. Morgan, A. Hopkins, and E. Holder

Motion Passed (6 to 0)

2.2 Report of the Federation of Canadian Municipalities Board of Directors and Advocacy Days 2019 Meeting - Ottawa, ON - November 26-29, 2019

Moved by: E. Holder
Seconded by: A. Hopkins

That the communications from Councillor J. Morgan regarding the Federation of Canadian Municipalities Board of Directors and Advocacy Days 2019 meeting held November 26 - 29, 2019 in Ottawa, Ontario BE RECEIVED for information.

Yeas: (6): A. Kayabaga, M. van Holst, J. Helmer, J. Morgan, A. Hopkins, and E. Holder

Motion Passed (6 to 0)

3. Scheduled Items

None.

4. Items for Direction

4.1 Issuance of Proclamations Policy

Moved by: J. Helmer
Seconded by: A. Hopkins

That the proposed by-law, as appended to the staff report dated January 6, 2020 BE INTRODUCED at the Municipal Council meeting to be held on January 14, 2020 to repeal Council Policy By-law No. CPOL.-115-367, as amended by By-law No. CPOL.115(a)-418, being "Issuance of Proclamations Policy" and replace it with a new Council policy entitled "Issuance of Proclamations Policy"; it being noted that this policy will be enacted as a pilot project to be reviewed one year after implementation.

Yeas: (5): A. Kayabaga, J. Helmer, J. Morgan, A. Hopkins, and E. Holder
Nays: (1): M. van Holst

Motion Passed (5 to 1)

5. Deferred Matters/Additional Business

5.1 (ADDED) 2nd Report of the City Manager Search Committee

Moved by: E. Holder
Seconded by: J. Morgan

That the 2nd Report of the City Manager Search Committee, from its meeting held on December 16, 2019 BE RECEIVED for information.

Yeas: (6): A. Kayabaga, M. van Holst, J. Helmer, J. Morgan, A. Hopkins, and E. Holder

Motion Passed (6 to 0)

6. Confidential (Enclosed for Members only.)

Moved by: A. Hopkins
Seconded by: A. Kayabaga

That the Corporate Services Committee convene In Closed Session, for consideration of the following:

6.1 A matter pertaining to the proposed or pending acquisition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

6.2 A matter pertaining to trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization; a matter for the purpose of educating or training the members, and no additional discussion of any matter that materially advances the business or decision-making of the council or committee; and a matter pertaining to trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization as it relates to the search process by Odgers Berndtson.

Yeas: (6): A. Kayabaga, M. van Holst, J. Helmer, J. Morgan, A. Hopkins, and E. Holder

Motion Passed (6 to 0)

The Corporate Services Committee convenes, In Closed Session, from 12:34 PM to 12:46 PM.

7. Adjournment

The meeting adjourns at 12:46 PM.

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 6, 2020
FROM:	ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	DEMOLITION - CITY OWNED PROPERTIES 74 WELLINGTON ROAD AND 78 WELLINGTON ROAD

RECOMMENDATION

That, on the recommendation of the Managing Director of Corporate Services and City Treasurer, Chief Financial Officer, with the concurrence of the Director, Rapid Transit, on the advice of the Manager of Realty Services, with respect to the City owned properties at 74 Wellington Road and 78 Wellington Road, the following actions **BE TAKEN**:

- a) the subject properties **BE RECOMMENDED** for demolition; and
- b) the Civic Administration **BE DIRECTED** to take all necessary steps to demolish the buildings, including completing a request for quotation for work to be completed, obtaining a demolition permit and any other activities to facilitate demolition of the improvements on the sites detailed in the report.

It being noted that existing capital accounts and operating accounts will be drawn upon as a source of financing to carry out the subject demolitions.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Corporate Services Committee – May 15, 2018 – Property Acquisition - 74 Wellington Road

Corporate Services Committee – February 5, 2019 – Property Acquisition - 78 Wellington Road

BACKGROUND

The two subject properties were acquired as part of the Bus Rapid Transit Project to accommodate the future transportation network improvements along Wellington Road.

The properties were available on a willing seller basis and purchased at fair market value. Both properties were tenanted until recently and are now unoccupied.

The 2020 Infrastructure Renewal Program includes the Watson Street Storm Sewer Project. Plans are to update the trunk storm sewer while also updating the sanitary sewer and water main. This project extends the length of Watson Street on the east side of Wellington Road. There are 11 residential properties that front and access onto Watson Street.

The properties at 74 Wellington Road and 78 Wellington Road after demolition will be used for temporary parking for the Watson Street residential property owners during the sewer reconstruction project. This project is scheduled for a 2020 construction date.

74 Wellington Road – City Owned – Vacant

The building is going to be fully impacted due to the planned Bus Rapid Transit Project and will require removal prior to construction of the Wellington Road transit improvements

In advance of the transit project, this property will be used for parking and storage for the Wellington Road / Watson Street Storm Sewer Reconstruction Project. Any new tenancy would be severely affected by the disruption caused by the construction.

The building is not designated as having heritage value. The City Heritage Planner has no objections to its demolition.

78 Wellington Road – City Owned – Vacant

The building is in need of significant repairs to make it habitable and bring it up to property standards in the context of a licensed residential tenancy. The repairs would include replacement of mould remediation, cleaning, roof repairs, HVAC relocation, along with numerous other minor repairs. A preliminary estimate of costs associated with repairs and maintenance activities ranges between \$20,000 to \$30,000.

The improvements to this property are well beyond their useful economic life and in consideration that the property will be fully impacted by the future Bus Rapid Transit Project.

The building is not designated as having heritage value. The City Heritage Planner has no objections to its demolition.

Conclusion

The two subject properties detailed in this report were acquired to support the Bust Rapid Transit Project as they will be fully impacted by the design and construction of the project.

In support of the Watson Street Sewer Project, these properties are required to accommodate access points and temporary parking for residences along Watson Street during construction.

These demolitions will be funded from an existing operating / capital account.

Recommendation

The subject properties are therefore being recommended for demolition.

A location map and photographs of the subject properties are attached for the Committee's information.

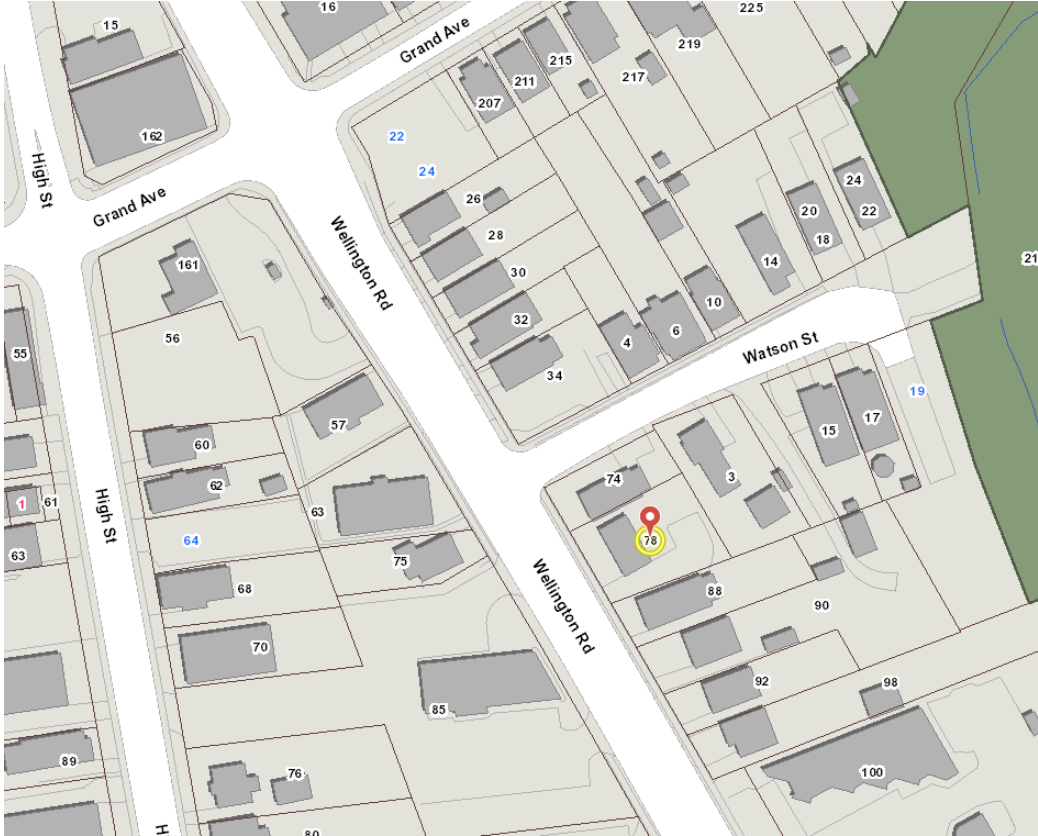
PREPARED BY:	SUBMITTED BY:
TONY STALTARI PROPERTY COORDINATOR & NEGOTIATOR	BILL WARNER MANAGER OF REALTY SERVICES
RECOMMENDED BY:	
ANNA LISA BARBON MANAGING DIRECTOR OF CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER	

December 10, 2019
Attach.

cc: Jennie Dann, Director, Rapid Transit
 Kyle Gonyou, Heritage Planner
 Gary Irwin, Chief Surveyor and Division Manager, Geomatics
 David G. Mounteer, Assistant City Solicitor

LOCATION MAP AND PHOTOGRAPHS

78 Wellington Road



74 Wellington Road





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Report to council

Meeting of FCM's Board of Directors
and Advocacy Days 2019

November 26-29, 2019

Ottawa, Ontario

This document summarizes key themes from the most recent meeting of the Board of Directors and Standing Committees of the Federation of Canadian Municipalities (FCM). It is designed to support board and committee members in reporting back to their local/regional councils on their progress with FCM.

Report to Council (November 2019)

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Chateau Laurier, Ottawa: site of FCM’s November board meeting

Message from FCM's president

Dear board and committee members,

What a week! On the eve of a new parliament, it was only fitting for us to meet in the nation's capital. And together, we made our presence felt on the federal scene.

On November 28, we launched *Building Better Lives Together*, FCM's roadmap for the first 100 days of government. With concrete recommendations in 15 policy areas—from infrastructure to housing to broadband—it lays out how the federal government can work with municipalities to get more done for Canadians.

With keynote speeches from three federal parties, meetings with 11 cabinet ministers, including a roundtable discussion with the Prime Minister, our strong federal-municipal partnership was on full display all week. On Thursday, we explored how each one of you can bring FCM's first-100-days recommendations directly to your local MP. We're calling it *Advocacy Days in the Riding*. These first 100 days are critical, and your outreach will be vital to ensuring our message is heard.

The week also included the inaugural meeting of FCM's Western Economic Solutions Taskforce. Taskforce members began laying the framework for new solutions for the communities of Canada's struggling western regions. On Thursday morning, we all looked at how we can continue to improve FCM's governance. Your honest input is essential as we work to ensure our organization meets members' needs. And on Friday, we heard the news that our CEO, Brock Carlton, will retire on July 31, 2020. The search for his replacement will begin immediately. I'm sure you'll all join me in thanking Brock for his incredible contributions to FCM—and to Canada.

Throughout the week, one theme kept coming up again and again: unity. The fact is, our remarkable success is rooted in our strong and united voice. We may have different backgrounds and perspectives, but when municipal leaders come together through FCM, there's nothing we can't tackle. Thank you for your leadership and commitment. I'm excited for what we'll achieve next.

Sincerely,



Bill Karsten
FCM President
Councillor, Halifax Regional Municipality



First 100 days of government

This board meeting took place the week before the opening of Canada’s newly elected Parliament. We took the opportunity to release *Building Better Lives Together*—FCM’s call-to-action for the new government’s first 100 days.

This is a detailed roadmap to working with municipalities to build better lives for Canadians in every part of this country. It will be an essential tool for FCM members over the coming weeks and months, as we take our message to the federal government

This 43-page flagship document presents concrete municipal recommendations in 15 priority areas, including:

- **Strengthening local infrastructure**, from roads and bridges to water systems and arenas, by ensuring federal investments reach municipalities as intended.
- **Making housing more affordable** by building on the National Housing Strategy for lower-income households, while strengthening leadership on the wider housing crisis.
- **Modernizing public transit** for faster commutes and lower emissions, by implementing election platform commitments to launch a permanent, predictable federal transit funding mechanism.
- **Supporting local climate action**, both to protect our communities from extreme weather, and to unlock municipalities’ tremendous potential to reduce greenhouse gas emissions.
- **Championing rural communities** by urgently tackling the rural Internet access gap, while continuing to build a rural lens into the heart of federal policies and investments.

A minority Parliament brings fresh opportunities. More than ever, Canadians want to see their elected representatives working together to get things done. And these first 100 days are critical. This is where the next federal budget takes shape. This is where we make sure political Ottawa knows that working with municipalities is the key to delivering the results Canadians want.

Building Better Lives Together is a tool to get that message out—to parliamentarians, government officials, journalists and stakeholders. And we’re encouraging FCM members across the country to share this document with their own MPs—and use it to drive conversations about working together.



▶ [DOWNLOAD OUR FIRST 100 DAYS ROADMAP](#)

Visit BuildingBetterLives.ca to download our “first 100 days” roadmap.
Click **Take action** to share it directly with your own local Member of Parliament.

FCM Advocacy Days 2019

Each November FCM board meeting features our annual Advocacy Days event. This is where we marshal the full force of our board and committee members—dozens of engaged local leaders from every part of Canada—to influence decision-makers in Ottawa.

With many MPs still making their way to Ottawa post-election, we took a new approach with this year's event. Instead of back-to-back political meetings, our schedule featured a wider range of sessions—to prepare ourselves to advocate effectively through the first 100 days of government.

On the **direct advocacy** front, FCM President Bill Karsten led a roundtable with Prime Minister Justin Trudeau and Deputy Prime Minister Chrystia Freeland. We engaged with nine other cabinet ministers, including Catherine McKenna (Infrastructure & Communities), Ahmed Hussen (Families, Children & Social Development), Maryam Monsef (Rural Economic Development; Women & Gender Equality) and Marie-Claude Bibeau (Agriculture & Agri-Food). We also met with opposition MPs—from Conservative Agriculture Critic John Barlow to Green Party Leader Elizabeth May.

Our full board delegation heard three **keynote addresses**. Infrastructure Minister Catherine McKenna laid out her government's broad objectives to get infrastructure built. NDP leader Jagmeet Singh committed to advocate for key FCM priorities in the new minority Parliament. And we heard fresh Official Opposition perspectives from Conservative MP Eric Duncan—a new parliamentarian with a wealth of experience as a municipal leader.

Another highlight was our **Advocacy Days in the Riding** workshop. Summa Strategies' Tim Powers offered a seasoned lobbyist's advice—on everything from the tone of effective political meetings, to using talk radio to get our rural story out. FCM staff walked board members through the tools available to take our First 100 Days message directly to our own local Members of Parliament.

Our **pundit panel** featured Paul Wells (*Macleans*), Heather Scofield (*Toronto Star*) and Ihor Korbabicz (Abacus Data). Each shared insider insight into today's federal political environment, the strategies of the federal parties, and opportunities for FCM and local governments to use this moment to drive progress for our cities and communities.



Western Economic Solutions Taskforce

This board meeting featured the first face-to-face session of the Western Economic Solutions Taskforce (or “WEST”)—formed on November 8, in the wake of the federal election.

Too many western communities are struggling through an economic downturn fuelled by unstable commodity prices, turbulent trade markets and other forces. No order of government has been closer to the real-life impacts on Canadians than municipalities. And no order of government has a stronger track record of pulling together in the face of difficult challenges to drive solutions.

That is the spirit and mandate of WEST.

This group of elected officials will convene important conversations between the municipal and federal orders of government to ensure the municipal perspectives of western communities are voiced. A central part of its mandate is to identify solutions to the economic uncertainty western communities face.

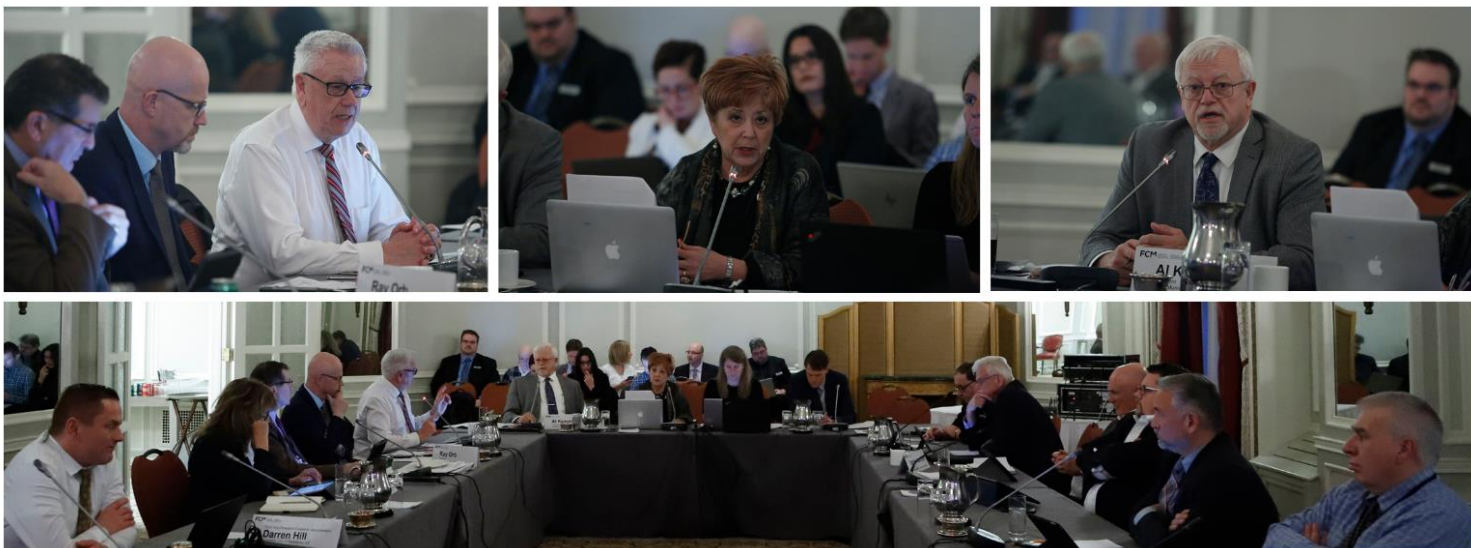
These will take the form of recommendations to the federal government and innovative practices to share across the sector.

At this inaugural meeting, WEST participants formally adopted their terms of reference. They also took a significant decision to expand the taskforce with representation from British Columbia—alongside Alberta, Saskatchewan and Manitoba.

Then they got down to work building a framework to explore solutions in four focus areas:

- getting resources and products to market
- energy development, climate policy and regulation
- supporting communities to diversify economies
- municipal infrastructure and fiscal sustainability

WEST is chaired by Randy Goulden (Councillor, City of Yorkton, SK). The group is working on a plan to connect directly with members across the country in the weeks and months ahead.



Reviewing FCM’s governance

On the heels of unprecedented achievements for municipalities, FCM is entering an ambitious new phase, guided by a 5-year strategic plan.

As a national membership organization, effective governance is critical to our success on the road ahead. And so, since November 2018, the board’s **Governance Review Task Force (GRTF)** has been examining potential improvements to FCM’s governance.

These include ideas to strengthen decision-making processes; foster more in-depth policy discussions; reduce barriers to participation; strengthen the voice of those elected to governance bodies; and take better advantage of the Big City Mayors’ Caucus. The GRTF is also looking at how to equip FCM’s Board of Directors to respond nimbly to emerging issues, reflecting the growing prominence of our municipal order of government on the national stage.

In Ottawa, task force members presented preliminary recommendations for discussion by the Committee of the Whole.

Feedback was thoughtful and extensive, pushing the plenary session into overtime. Task force members committed to examining colleagues’ input, and continuing consultation and conversation at the March 2020 meeting of the Board.

In the words of FCM President Bill Karsten:

“FCM’s Board of Directors has distinguished itself as a force of progress, unifying communities of all sizes in every region of this country. Our board has presided over a period of unprecedented growth and change—for FCM and for municipalities. It’s inspiring, though never easy, to see this group bring that same lens of change to how we govern ourselves.”



CEO announcement

In our Friday board meeting, Brock Carlton announced his upcoming retirement as FCM’s Chief Executive Officer, after more than 12 years in the role. We’ll have plenty of time for proper farewells: While our search for his replacement begins immediately, Brock remains as CEO until July 31, 2020.

Brock joined FCM in 1991, bringing tremendous value to our international programs until the board appointed him CEO in 2007. Since then, he has presided over a period of historic growth—in membership, influence, effectiveness and concrete achievements for municipalities.

In his own words: *“I am tremendously proud of what our organization has achieved in the years I’ve had the privilege of serving our membership as CEO. This role has been among the most cherished of my career. I have grown as a leader and as a person, and have had the pleasure of developing friendships with people dedicated to community service and making lives better for Canadians.”*

► [Read Brock Carlton’s public statement](#)

Media impact

Our board meeting and 100 Days launch earned major coverage in Canada’s print and broadcast media.

- More than **439 news stories** mentioned FCM
- November 28 potential reach: **68,700,000 views**
- November 29 potential reach: **44,800,000 views**

FCM also generated significant attention on social media throughout the week (Nov 25–Dec 1).

- **FCM own tweets** received **648,000 impressions**
- **FCM’s Twitter accounts** were mentioned **2,045 times**, with a potential reach of **32,644,048 users**



MEDIA HIGHLIGHTS

Among our nearly 450 media hits:

- *Municipalities send Trudeau a wish list for first 100 days in office* (CP)
- *Municipal leaders gather in Ottawa to list priorities for the new minority government* (City)
- *Mayors urge Ottawa to get creative on infrastructure when provinces delay* (Globe)
- *Municipalities ask new Parliament to act fast on boosting direct infrastructure funding* (iPolitics)
- *Les villes canadiennes comptent profiter d'un gouvernement minoritaire* (PC)

► [View more images from FCM Advocacy Days 2019](#)

Key points to share

- **FCM’s Board of Directors met this November 26-29 in Ottawa, Ontario.** FCM unites nearly 2,000 municipalities of all sizes at the national level, representing more than 90 percent of all Canadians. FCM’s elected board and its committees provide strong direction to the organization.
- **We used this moment to launch *Building Better Lives Together*.** This is FCM’s roadmap for the government’s first 100 days. It presents recommendations to work with municipalities in 15 priority areas—from getting infrastructure built, to making housing more affordable, to championing rural communities.
- **This meeting featured FCM’s annual *Advocacy Days* event.** This is where we marshal our full board to influence federal decision makers. Our meetings included 11 cabinet ministers and the Prime Minister. National pundits shared insights on the political environment. And FCM staff presented new tools to take our “first 100 days” message to MPs in our own ridings.
- **We leave this meeting ready to seize the opportunity of this minority Parliament.** Canadians are looking for concrete results, and our message to every federal party is clear: *if you want to build better lives, you need to work with the governments closest to people’s lives*
- **FCM’s Western Economic Solutions Taskforce met for the first time here.** WEST’s mandate is centred on finding solutions for struggling western communities—and they’ll be raising the voice of those communities directly to the federal government.
- **FCM’s Governance Review Task Force presented preliminary recommendations for discussion.** The board’s objective is to ensure that FCM’s governance model is equipped to support members’ needs and the ambitions of our new 5-year strategic plan. GRTF will examine the day’s feedback, and continue the consultation at our March 2020 board meeting.
- **Brock Carlton announced that he will retire as FCM’s CEO on July 31, 2020.** Through more than 12 years in the role, Brock has presided over a period of unprecedented growth—in FCM’s membership, program delivery, federal influence, and concrete achievements. The search for FCM’s next CEO begins immediately.



London
CANADA

P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

December 13, 2019

Chair and Members
Corporate Services Committee

RE: Report from the Federation of Canadian Municipalities Board of Directors Meeting – Ottawa, ON, November 26-29, 2019.

OVERVIEW:

The Board of Directors of the Federation of Canadian Municipalities (FCM) met from November 26-29, 2019 in Ottawa. FCM is the national voice of local government, with over 2,000 member municipalities representing more than 90 per cent of Canadians. FCM is a member-first organization, advocating for municipal priorities at the federal level and delivering capacity-building tools and programs.

The 2019 November Board meeting included a busy agenda of looking internally and externally to strengthen FCM's voice on the national stage. Internally, the Board will continue its efforts to strengthen its internal governance throughout 2020. Externally, FCM released [*Building Better Lives Together, First 100 days of federal government: A municipal call to action*](#). The report offers tangible, short-term initiatives on 15 priorities that the new federal government can move on to strengthen cities and communities and strengthen Canada.

BOARD SUMMARY:

Each November, FCM board members convene in Ottawa for its Advocacy Days, an important opportunity to fan out and inform federal officials from all parties of municipal priorities. FCM was able to secure important opportunities with the Prime Minister, and leaders from opposition parties alongside an impressive number of meetings with newly minted Cabinet Ministers throughout the week. FCM's municipal message was amongst the first to be delivered to the new federal government.

The First 100 Days flagship report provides advice to the federal minority government on 15 priority areas, including:

- Strengthening local infrastructure;
- Making housing more affordable;
- Supporting local climate change action; and,
- Modernizing public transit.

With the messages delivered directly to officials from all parties in Ottawa, the focus must now be on carrying on this message into the first budget of the new Liberal government. As the Vice-Chair of the Election Readiness Working Group, I will be directly involved in developing the strategies that will allow the municipal sector to make the most of the opportunities of a minority government in the months ahead.

As a national membership organization, effective governance is critical to FCM's success on the road ahead. The FCM Governance Review Task Force (GRTF) presented recommendations to updating the board structure to reflect an evolving policy, advocacy and program environment in which FCM operates. The key objectives of this review include:

- To strengthen the decision-making process at the board and member level;
- To foster more in-depth policy discussions;

- To reduce barriers to participation;
- To strengthen the regional voice of board members; and,
- To take better advantage of the Big City Mayors' Caucus.

The discussion by board members was extensive and well developed. The GRTF will provide updated recommendations at the March 2020 Board of Directors meeting in St-Hyacinthe, QC.

Finally, long-time FCM CEO Brock Carlton announced his retirement after 12 years in his current role. Brock has overseen the monumental transformation of the municipal sector, leading the municipal charge from the New Deal for Cities and Communities, infrastructure stimulus funding, and the single largest federal investment plan in Canada's history. It has been my pleasure to work with Brock since joining the FCM Board and I can say the impact of his departure will be felt around the country. Fortunately, we will continue to have him at work until the current contract expires in July 2020.

I will continue to keep Council updated on my work on your behalf at FCM.

Respectfully submitted by:



Josh Morgan
Councillor, Ward 7
Member FCM Board of Directors

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON JANUARY 6, 2020
FROM:	CATHY SAUNDERS, CITY CLERK
SUBJECT:	ISSUANCE OF PROCLAMATIONS POLICY

RECOMMENDATION

That on the recommendation of the City Clerk, the report dated January 6, 2020 entitled "Issuance of Proclamations Policy" BE RECEIVED.

PREVIOUS REPORTS RELATED TO THIS MATTER

16th Report of the Strategic Priorities and Policy Committee (September 18, 2017) – 4th Report of the Governance Working Group (August 21, 2017)

9th Report of the Strategic Priorities and Policy Committee (July 23, 2018) - 11th Report of the Governance Working Group (June 25, 2018)

1st Report of the Corporate Services Committee (December 3, 2019)

DISCUSSION

At the December 10, 2019 meeting, the Municipal Council resolved:

"That the Civic Administration BE DIRECTED to bring forward a report to the Corporate Services Committee meeting to be held on January 6, 2020, with a revised draft proclamation policy that is similar to the policy of the City of Toronto and that would provide for the authority for municipal proclamations to be delegated. "

In response to the above-noted direction, attached as Appendix "A" to this report is a draft by-law and Council Policy providing for the issuance of proclamations that reflects the process followed by the City of Toronto, but has been modified to include wording from the City of Ottawa "Proclamation Procedures" to provide further clarity as to the purpose and restrictions that will be in place when consideration requests. It is noted that the City of Toronto does not have a written Council Policy regarding this matter.

The above-noted draft policy has also been modified to reflect other sample municipalities in order to provide Council with the opportunity to consider the requests. The rationale for this change is to allow the Municipal Council to monitor the number and scope of requests, as well as to ensure that any proclamations issued accomplish the appropriate level of municipal recognition that is intended from the Municipal Council, and is sought by the organizations. Applications would be accompanied by supporting research documentation, as appropriate, prepared by the City Clerk's Office.

Should the Municipal Council decide to proceed with the issuance of proclamations, the Civic Administration has prepared the attached draft Application Form (Appendix "B") for consideration. The draft Application Form is consistent with the Application Form used by the City of Toronto and the City of Ottawa.

Subsequent to the December 3, 2019 Corporate Services Committee meeting, the Civic Administration reached out to the City of Toronto seeking additional information as to their experience with requests for the issuance of proclamations. As indicated above, the City of Toronto does not have a Policy, but instead relies on written criteria. They indicate that they are currently considering reviewing their process and may implement a Policy. The City of Toronto staff indicate that requests for proclamations are

processed by the four staff in the “Strategic Protocol and External Relations Division” of the City Clerk’s Office. They indicate that they have declined some requests for proclamations that do not meet their criteria. It is noted however that the issuance of a proclamation is at the discretion of the Mayor.

The Civic Administration also reached out to the City of Ottawa seeking further clarification with respect to their process, specifically as it relates to a recent issue that was referenced by a Council Member at the December 3, 2019 Corporate Services Committee meeting. The City of Ottawa staff indicate that they have not encountered specific issues with respect to proclamations, however they do “strictly enforce the Proclamation Procedures”, resulting in some requests being declined. With respect to staffing support, the City of Ottawa has one Protocol Advisor responsible for the administration of proclamation requests.

The City of Ottawa staff indicated that there was an issue with respect to their approach to flag raisings approximately 18 months ago, resulting in the staff reviewing the flag raising procedures and the Proclamation Procedures.

It is the Civic Administration’s understanding that the City of Toronto and the City of Brampton are currently reviewing their Proclamation Procedures, noting that the City of Ottawa undertook a recent review.

In order to respond to questions with respect to potential costs and staffing implications to implement the Policy, Municipal Council may wish to consider a one-year pilot of the Policy with a report back providing this information. This report back could also provide information on any potential amendments that may be recommended to the Policy based on the experience during the one-year pilot.

PREPARED BY AND RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK

APPENDIX “A”

Bill No.
2020

By-law No. CPOL.-

A by-law to repeal Council Policy By-Law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418, being “Issuance of Proclamations Policy” and replace it with a new Council policy entitled “Issuance of Proclamations Policy”.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of The Corporation of the City of London wishes to repeal By-law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418, being “Issuance of Proclamations Policy” and replace it with a new Council policy entitled “Issuance of Proclamations Policy”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. CPOL.-115-367, as amended by By-law No. CPOL.-115(a)-418) “Issuance of Proclamations Policy” is hereby repealed.
2. The Policy entitled “Issuance of Proclamations Policy” attached as Schedule “A” to this by-law is hereby adopted.
3. This by-law comes into effect on the day it is passed.

PASSED in Open Council on _____, 2020.

Ed Holder
Mayor

Catharine Saunders
City Clerk

First Reading –
Second Reading –
Third Reading –



Issuance of Proclamations Policy

Policy Name: Issuance of Proclamations Policy

Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-115-367); Amended July 24, 2018 (By-law No. CPOL.-115(a)-418)

Last Review Date: January 6, 2020

Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy sets out the requirements for the issuance of proclamations.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to any request for the issuance of proclamations on behalf of the City of London.

4. The Policy

4.1. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of City of London Council that officially recognizes public awareness campaigns; charitable fundraising campaigns; and arts and cultural celebrations of organizations that reside/operate within the City of London. The requester must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London's Strategic Plan. A proclamation does not constitute a personal or civic endorsement.

Application Process

- a) Proclamations requests are to be submitted on the City of London Application form to the City Clerk's Office at least six (6) weeks in advance of the requested issuance date.
- b) The Application must provide sufficient background information about the organization, cause or event being proclaimed and the proposed text for inclusion in the proclamation. The proposed text is subject to approval by the City of London to ensure compliance with City of London's policies and by-laws.
- c) Upon receipt of the Application, the City Clerk's Office will review the Application in accordance with this Policy and if the Application appears to be in compliance with the Policy, the Application will be placed on the next available Corporate Services Committee meeting for consideration.
- d) The Corporate Services Committee will review the Application and provide a recommendation to the Municipal Council for consideration with respect to the disposition of the Applications.

Administration of Policy:

- e) The cause or event must contribute to the economic, social and cultural fabric of the City of London.
- f) Repeat requests must be submitted on an annual basis.
- g) An organization may request one proclamation per calendar year.
- h) Organization do not have exclusive rights to the day, week, or month being proclaimed.
- i) Proclamations of a similar topic will be issued on a first come first served basis.
- j) The City of London will not incur any expenses relating to the advertising or promotion of a proclamation. Recipients are responsible for the promotion of the proclamation, organization of related activities and for all associated costs.
- k) Proclamations will not be issued for:
 - Matters of political controversy, ideological or religious beliefs or individual conviction.
 - Events or organizations with no direct connection to the City of London.
 - Campaigns or events contrary to City of London policies or by-laws.
 - National, Independence or Republic Days.
 - Campaign or events intended for profit-making purposes.
 - Recognition of individuals.
 - Recognition of events or organizations that espouse discrimination, hatred, violence or racism.
 - Matters attempting to influence government policy.
 - Matters designed to incite hatred or disorder.
- l) The City of London reserves the right to refuse to issue a proclamation.

APPENDIX "B"

Proclamation Request Form

Requests for the issuance of proclamations are governed by Council Policy (excerpted below). Requests must be received at least six (6) weeks in advance of the requested issuance date and may be emailed to the City Clerk at ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

Request details

Name of Organization
Date Proclamation Required
Proclamation Name
Proclamation Type (day), (week), (month)
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)
Requester Name
Requester Telephone Number
Requester Email Address
Requester Address
Required Supporting Documents <ul style="list-style-type: none">• Detail information on the Organization• Detail information on the Event• Confirmation of authorization from the Organization to submit the request
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws.
_____ Signature
_____ Date
NOTICE OF COLLECTION OF PERSONAL INFORMATION
Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: csaunder@london.ca

Issuance of Proclamations Policy Excerpts

4. The Policy

- 4.1. Proclamations are ceremonial documents issued and signed by the Mayor on behalf of City of London Council that officially recognizes public awareness campaigns; charitable fundraising campaigns; and arts and cultural celebrations of organizations that reside/operate within the City of London. The requester must clearly identify the significance and connection of the proclamation to the mandate and goals as set out in the City of London's Strategic Plan. A proclamation does not constitute a personal or civic endorsement.

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- Recognition of events or organizations that espouse discrimination, hatred, violence or racism.
 - Matters attempting to influence government policy.
 - Matters designed to incite hatred or disorder.
- l) The City of London reserves the right to refuse to issue a proclamation.

**CITY MANAGER SEARCH COMMITTEE
REPORT**

2nd Meeting of the City Manager Search Committee
December 16, 2019

PRESENT: Mayor E. Holder (Chair), Councillors J. Helmer, J. Morgan,
P. Van Meerbergen, A. Kayabaga and S. Hillier

ALSO PRESENT: M. Barnes, C. Saunders, T. Turner (Turner Consulting
Group) and B. Westlake-Power

The meeting is called to order at 11:37 AM.

1. ORGANIZATIONAL MATTERS

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests are disclosed.

2. CONSENT

None.

3. SCHEDULED ITEMS

None.

4. ITEMS FOR DIRECTION

None.

5. DEFERRED MATTERS/ADDITIONAL BUSINESS

None.

6. CONFIDENTIAL (Enclosed for Members only.)

That the City Manager Search Committee convene, In Closed Session, for consideration of the following:

6.1 Confidential Trade Secret, Scientific, Technical, Commercial, Financial or Labour Relations Information Supplied to the Corporation in Confidence

A matter pertaining to trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

6.2 Educational/training session

A matter for the purpose of educating or training the members, and no additional discussion of any matter that materially advances the business or decision-making of the council or committee.

6.3 (ADDED) Confidential Trade Secret, Scientific, Technical, Commercial, Financial or Labour Relations Information Supplied to the Corporation in Confidence

A matter pertaining to trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization as it relates to the search process by Odgers Berndtson.

The City Manager Search Committee convenes, In Closed Session, from 11:38 AM to 1:45 PM.

7. ADJOURNMENT

The meeting adjourned at 1:46 PM.