

26TH REPORT OF THE
CORPORATE SERVICES COMMITTEE

Meeting held on November 16, 2015, commencing at 12:03 PM, in the Council Chambers, Second Floor, London City Hall.

PRESENT: Deputy Mayor M. Cassidy (Chair); Mayor M. Brown; and Councillors J. Morgan, H.L. Usher and J. Zaifman and L. Rowe (Secretary).

ABSENT: Councillor A. Hopkins.

ALSO PRESENT: Councillors J. Helmer, T. Park, M. Salih and M. van Holst; A. Zuidema, J.P. Barber, A.L. Barbon, J. Braam, M. Daley, J. Freeman, M. Hayward, V. McAlea Major, J. Purser, C. Saunders, G. Smith, J. Smout and S. Spring.

I. CALL TO ORDER

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

II. CONSENT ITEMS

2. Records Management Program Implementation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the implementation of a corporate-wide records management program, in preparation for the implementation of the Microsoft SharePoint document management platform:

- a) the proposed by-law, as appended to the staff report dated November 16, 2015 as Appendix "A", BE INTRODUCED at the Municipal Council meeting to be held on November 24, 2015, to implement a Records Management Policy to retain and preserve City of London records in a secure and accessible manner; and
- b) the proposed by-law, as appended to the staff report dated November 16, 2015 as Appendix "B", BE INTRODUCED at the Municipal Council meeting on November 24, 2015, to repeal and replace By-law No. A.-4640-291 being "A by-law to provide for the retention of documents and for the destruction of certain documents", in order to update the City of London's records retention practices.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

III. SCHEDULED ITEMS

None.

IV. ITEMS FOR DIRECTION

3. Appointments to the Accessibility Advisory Committee

That the following individuals BE APPOINTED to the Accessibility Advisory Committee, for the term ending February 28, 2019:

Voting Member:

- Julie Quigg (Person with a Disability)

it being noted that J. Quigg was the preferred candidate arising from the attached ranked ballot;

Non-Voting Members:

- Nicole Turner (Post-Secondary Student)
- Nick Steinburg (Employment Sector)

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

4. Appointment to the London Advisory Committee on Heritage

That Madison Hamilton BE APPOINTED to the London Advisory Committee on Heritage as a Non-Voting Member (Post-Secondary Student), for the term ending February 28, 2019.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

5. Association of Municipalities of Ontario - Long-Term Care and Age-Friendly Communities Task Force

That Councillor V. Ridley's request for reimbursement for expenses incurred to attend the 2015/2016 Association of Municipalities of Ontario's Long-Term Care and Age-Friendly Communities Task Force meetings, outside of her annual expense allocation, BE APPROVED subject to Councillor Ridley providing further detail as to the meeting dates and locations, to the Municipal Council at its meeting to be held on November 24, 2015.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

6. City of London Contract and Tendering Processes

That the Audit Committee BE DIRECTED to consider incorporating into the current work plan, a follow up review by the internal auditor, with respect to the City of London's contract and tendering administration processes; it being noted that the follow up review would examine the City's contract and tendering administration processes related to a recent key heritage project and other Facilities Design and Construction projects, in the spirit of continuous improvement, for the purposes of identifying any additional process changes and risk mitigation measures that would ensure safe, successful and affordable outcomes.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

V. DEFERRED MATTERS/ADDITIONAL BUSINESS

7. City of London's Website

That the Civic Administration BE REQUESTED to review and report back to the Corporate Services Committee with suggestions for improving access to the City of London's website elements for mobile devices, and for enhancing the user experience by exploring the feasibility of using various platforms such as, but not limited to, "YouTube"; it being noted that the Corporate Services Committee received the attached communication dated November 13, 2015, from Councillor M. Salih, with respect to this matter.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

8. RFP 15-35 – Appointment of an Integrity Commissioner

That the verbal overview from the City Clerk, with respect to RFP 15-35 – Appointment of an Integrity Commissioner, BE RECEIVED.

Motion Passed

YEAS: M. Cassidy, J. Morgan, H.L. Usher, J. Zaifman (4)

VI. CONFIDENTIAL (Confidential Appendix enclosed for Members only.)

The Corporate Services Committee convened in camera from 12:55 PM to 3:15 PM after having passed a motion to do so, with respect to the following matter:

C-1. A matter pertaining to personal information about identifiable individuals with respect to employment-related matters; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; advice or recommendations of officers and employees of the Corporation, including communications necessary for that purpose; and for the purpose of providing instructions and directions to officers and employees of the Corporation.

VII. ADJOURNMENT

The meeting adjourned at 3:16 PM.