

21ST REPORT OF THE
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE

Meeting held on July 16, 2012, commencing at 1:02 PM, in Committee Room No. 3, Second Floor, London City Hall.

PRESENT: Mayor J.F. Fontana (Chair), Councillors J.L. Baechler, N. Branscombe, D. Brown and P. Hubert and L. Rowe (Secretary).

ALSO PRESENT: Councillor W.J. Armstrong, T.L. Dobbie, J.P. Barber, G. Barrett, D. Baxter, J. Braam, B. Campbell, B. Coxhead, A. Dunbar, B. Duncan, J. Edward, E. Gamble, D. Gupta, M. Hayward, G.T. Hopcroft, J. Jackson, T.A. Johnson, L. Livingstone, V. McAlea Major, C. Saunders, M. Turner, B. Warner and B. Westlake-Power.

I. DISCLOSURES OF PECUNIARY INTEREST

1. Recommendation: That it **BE NOTED** that no pecuniary interests were disclosed.

II. CONSENT ITEMS

2. Zamboni Equipment Manufacturer Replacement Parts - Single Source

Recommendation: That, on the recommendation of the Acting Executive Director, Planning, Environmental & Engineering Services & City Engineer, the following actions be taken:

- a) approval hereby **BE GIVEN** to enter into negotiations with Zamboni & Co., Ltd., P.O. Box 1388, Brantford, Ontario, N3T 5T6, for a contract on an annual basis for the Supply and Delivery of Ice Resurfacing (OEM) replacement parts;
- b) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract;
- c) the approval hereby given **BE CONDITIONAL** upon the Corporation entering into negotiations annually for satisfactory prices, terms and conditions with Zamboni & Co., Ltd. to the satisfaction of the Acting Executive Director, Planning, Environmental & Engineering Services & City Engineer; and
- d) the approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order relating to the subject matter of this approval. (2012-V06-00)

3. Community Infrastructure Improvement Fund (CIIF)

Recommendation: That, on the recommendation of the City Treasurer, Chief Financial Officer, the following actions be taken with respect to the Community Infrastructure Improvement Fund (CIIF), announced on July 5, 2012; it being noted that eligible recipients may receive contributions up to a maximum of \$1,000,000 under this program and must contribute a minimum of 50% of eligible costs:

- a) the capital projects listed in the revised attached Table 1, **BE APPROVED** for potential application under the Community Infrastructure Improvement Fund, noting that other appropriate projects may also be suggested by Civic Administration for Council approval;
- b) the Civic Administration **BE REQUESTED** to report back to the Municipal Council, at its meeting on July 24, 2012, with respect to options that might be available to undertake intermediate improvements to Reg Cooper Square, in order to take advantage of the CIIF, recognizing that this project is presently not contained in the 10-year budget plan; and

- c) the Civic Administration **BE AUTHORIZED** to submit the necessary applications and prepare any necessary by-laws regarding projects that are approved for funding under the Community Infrastructure Improvement Fund. (2012-F12-00)

4. Appointment of 2014 Development Charges Study Advisor

Recommendation: That, on the recommendation of the City Treasurer, Chief Financial Officer, the following actions be taken with respect to the appointment of an advisor for the 2014 Development Charges Background Study:

- a) the proposal submitted by Watson & Associates Economists Ltd. for advisory services related to the 2014 Development Charges Study and Municipal Services and Financing Agreement related services at the proposed price of \$117,024, including contingency, and applicable taxes, **BE ACCEPTED**; it being noted that this engagement is a single source purchase consistent with sections 14.4(d) and (e) of the Procurement of Goods and Services Policy;
- b) the Sources of Financing **BE APPROVED** as detailed in Appendix "A" of the associated staff report dated July 16, 2012;
- c) approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval substantially in accordance with the proposal letter attached as Appendix B; and
- d) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this matter. (2012-G03-00)

5. 165 Elmwood Avenue East - Normal School

Recommendation: That, on the recommendation of the Director of Planning and City Planner, the following actions be taken regarding the potential acquisition and re-use of the property located at 165 Elmwood Avenue, the former London Normal School:

- a) the attached Expression of Interest to solicit community partners for the on-going operation and occupancy of the former London Normal School **BE ENDORSED**, subject to further administrative review, including Finance and Purchasing and Supply; and
- b) the staff report dated July 16, 2012 **BE RECEIVED** for information; it being noted that an Expression of Interest has been provided to Infrastructure Ontario for their information; it being further noted that no funds have been identified for the acquisition of this building, or for any of the required building improvements. (2012-L15-00)

6. Communications Support for Advisory Committees

Recommendation: That, on the recommendation of the Interim City Manager, **NO ACTION BE TAKEN** with respect to the request from advisory committees for communications support. (2012-G02-00)

7. Volume License Pricing Agreement with Oracle Canada ULC

Recommendation: That, on the recommendation of the Chief Technology Officer of the City of London, the following actions be taken with respect to a Volume License Pricing Agreement with Oracle Canada ULC:

- a) the attached proposed by-law (Appendix "B") **BE INTRODUCED** at the Municipal Council meeting on July 24, 2012 to:
 - i) authorize and approve a Master Agreement Acknowledgement (attached as Schedule 1 to the by-law) between The Corporation of the City of London and Oracle Canada ULC to qualify for obtaining volume license pricing for products and services offered by Oracle;

ii) delegate to the Chief Technology Officer of the City of London the authority to execute the agreement authorized and approved in part a), above; and

b) the Civic Administration **BE AUTHORIZED** to undertake all the necessary administrative acts in connection with this matter. (2012-L03-00)

8. Amendment to Council Policy 28(2) - Council Members' Expense Account

Recommendation: That, on the recommendation of the City Clerk, the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on July 24, 2012 to amend Council Policy 28(2) entitled "Council Members' Expense Account" to amend part (c) of the Policy to establish an additional category for "community event sponsorship and ticket purchases" so that these types of expenses are not subject to the annual cap established for gifts and souvenirs, as previously approved by the Municipal Council. (2012-F07-00)

9. City of London Days - John Labatt Centre

Recommendation: That, on the recommendation of the City Clerk, and in accordance with the policy for City events at the John Labatt Centre, the following event **BE APPROVED** as a City of London Day at the John Labatt Centre:

Living the Pledge Day – Kids Help Phone
November 13 OR 14, 2012

10. London Police Headquarters Building - Asbestos Abatement and Alterations - Project No. GG1650-12, Tender No. T12-50

Recommendation: That, on the recommendation of the Managing Director – Corporate Assets, with the concurrence of the Chief of Police, the following actions be taken:

a) the bid submitted by Norlon Builders London Limited, 151 York Street, London, Ontario N6A 1A8 at its tendered price of \$1,508,675.00 (HST excluded) for the London Police Headquarters Building Asbestos Abatement and Alterations **BE ACCEPTED**; it being pointed out that the bid submitted by Norlon Builders London Limited was the lowest bid received and meets the City's specifications and requirements;

b) the Sources of Financing **BE APPROVED** as detailed in Appendix "A" of the associated staff report dated July 16, 2012;

c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts which are necessary in connection with this project; and

d) the approval given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the contractor for the work. (2012-A09-07)

11. Request from Studer Holdings Limited to Sever a Portion of Part 1, Plan 33R-17696 - Trafalgar Industrial Park, Phase III

Recommendation: That, on the recommendation of the Managing Director - Corporate Assets, on the advice of the Manager Realty Services, the request, submitted on behalf of Studer Holdings Limited, to sever Part 1, Plan 33R-17696 in Trafalgar Industrial Park, Phase III, being 0.531 acre, **BE ACCEPTED**. (2012-L15-01)

12. Oakridge Arena Insulation & Cladding Upgrades - Project No. P019-TS6217, Tender No. 12-69

Recommendation: That, on the recommendation of the Managing Director – Corporate Assets, the following actions be taken:

a) the bid submitted by RusCan General Contracting Inc., 250 Ten Oaks Blvd., Concord, Ontario, L4K 5S1 at its tendered price of \$110,000.00

(HST excluded) for the Oakridge Arena Insulation & Cladding Upgrades **BE ACCEPTED**; it being pointed out that the bid submitted by RusCan General Contracting Inc., was the lowest bid received and meets the City's specifications and requirements in all areas;

- b) the Sources of Financing **BE APPROVED** as detailed in Appendix "A" of the associated staff report dated July 16, 2012;
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts which are necessary in connection with this project; and
- d) the approval given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the contractor for the work. (2012-A09-02)

13. Canada Ukraine Municipal Local Economic Development Program

Recommendation: That, on the recommendation of the Director of Intergovernmental and Community Liaison, the following report on the City of London's participation in the Ukraine Municipal Local Economic Development Program **BE RECEIVED**. (2012-C14-00)

14. Reporting of Statements of Claim

Recommendation: That, on the recommendation of the Manager, Risk Management, the report dated July 16, 2012 regarding statements of claim received for the period of February 1, 2012 to June 30, 2012 **BE RECEIVED** for information. (2012-L05-00)

III. SCHEDULED ITEMS

15. Application to the Trees and Forests Advisory Committee

Recommendation: That the City Clerk **BE DIRECTED** to advertise to seek applicants for any current vacancies on the Trees and Forests Advisory Committee.

IV. ITEMS FOR DIRECTION

16. 9th Report of the Governance Working Group

Recommendation: That the following actions be taken with respect to the 9th report of the Governance Working Group:

- a) clause 1 **BE RECEIVED**;
- b) the following actions being taken to implement the Council Service London Team, as endorsed by Municipal Council on May 1 and 2, 2012:
 - i) the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting on July 24, 2012 to amend Council Policy 28(2) entitled "Council Members' Expense Account" to implement an increase to the Council Members' annual expense allocation from \$8,750 to \$15,000 as endorsed, above;
 - ii) the Civic Administration **BE AUTHORIZED** to proceed with implementing the attached Three-Year Implementation Plan (Appendix "B") to establish the Council Service London Team on the understanding that the implementation will occur as expeditiously as possible and not necessarily require the 3-year timeframe to achieve full implementation;
 - iii) the attached protocol with respect to after-hours utilization of the Council Service London Team (Appendix "C") **BE APPROVED**;

- iv) the attached protocol with respect to the utilization of the Council Service London Team co-op students (Appendix "D") **BE APPROVED**; and,
 - v) the Civic Administration **BE DIRECTED** to submit a Business Case as part of the 2013 Budget process, to establish a base budget that supports a longer-term plan to increase the complement of the Council Service London Team, in order to provide an average of 30 hours a week of administrative support for each Councillor, which would include a centralized function to receive and process incoming inquiries; and
- c) on the recommendation of the Managing Director, Corporate Communications, the attached proposed protocol with respect to Communications Support for Council (Appendix "A") **BE APPROVED**.

17. Federal Government Changes to Mortgage Rules

Recommendation: It **BE NOTED** that the Finance and Administrative Services Committee did not support the request of Mayor J.F. Fontana and Councillor S.E. White regarding Federal Government changes to mortgage rules, as detailed in their communication dated June 23, 2012.

18. Resignation of Appointment to the Animal Welfare Advisory Committee

Recommendation: That the communication dated July 4, 2012, from Debbie Lefebre, resigning her appointment to the Animal Welfare Advisory Committee, **BE ACCEPTED**. (2012-G03-00)

19. Resignation of Appointment to the Child Care Advisory Committee

Recommendation: That the communication June 21, 2012, from Karen Calligan, resigning her appointment to the Child Care Advisory Committee, **BE ACCEPTED**. (2012-G03-00)

20. Appointment to the Accessibility Advisory Committee

Recommendation: That the following individual **BE APPOINTED** to the Accessibility Advisory Committee for the term ending February 28, 2015; it being noted that any appointments of individuals beyond two consecutive full terms are made notwithstanding Council policy which states that advisory committee members shall serve on the same advisory committee no longer than two consecutive full terms plus, if applicable, one preceding partial term in those cases where advisory committee members are initially appointed mid-term to fill a vacancy:

Non-Voting:

- Rob Campbell - Board of Education (TVDSB)

21. Appointment to the London Housing Advisory Committee

Recommendation: That the following individuals **BE APPOINTED** to the London Housing Advisory Committee for the term ending February 28, 2015; it being noted that any appointments of individuals beyond two consecutive full terms are made notwithstanding Council policy which states that advisory committee members shall serve on the same advisory committee no longer than two consecutive full terms plus, if applicable, one preceding partial term in those cases where advisory committee members are initially appointed mid-term to fill a vacancy:

Non-Voting:

- Melissa Hardy-Trevenna – London & St. Thomas Real Estate Board
- Judith Binder – Canada Mortgage and Housing Corporation
- Steve Matthew – London & Middlesex Housing Corporation (replacing David Norton)

22. Appointment to the Agricultural Advisory Committee

Recommendation: That the following individual **BE APPOINTED** to the London Housing Advisory Committee for the term ending February 28, 2015; it being noted that any appointments of individuals beyond two consecutive full terms are made notwithstanding Council policy which states that advisory committee members shall serve on the same advisory committee no longer than two consecutive full terms plus, if applicable, one preceding partial term in those cases where advisory committee members are initially appointed mid-term to fill a vacancy:

Non-Voting:

- Drew Crinklaw – Ministry of Agriculture, Food and Rural Affairs

V. DEFERRED MATTERS/ADDITIONAL BUSINESS

23. Use of Local Improvement Charges Regulation for the Purpose of Acquiring Surplus School Sites

Recommendation: That the Civic Administration **BE REQUESTED** to review and report back on the potential for municipalities to use the Local Improvement Charges Regulation as a means of acquiring surplus school sites through an additional charge on property tax bills, with such review to not only consider the existing Regulation, but also possible changes to facilitate these types of land acquisitions.

24. London Gateway – 401 Corridor

Recommendation: That the Director of Business Liaison **BE REQUESTED** to provide a status report on improvements to the 401 corridor that will provide a more impressive sense of presence for London.

VI. CONFIDENTIAL

(See Confidential Appendix to the 21st Report of the Finance and Administrative Services Committee enclosed for Members only.)

The Finance and Administrative Services Committee convened in camera from 2:06 PM to 3:14 PM after having passed a motion to do so, with respect to the following matters:

- C-1. A matter pertaining to instructions and directions to officers and employees of the Corporation pertaining to a proposed acquisition of land by the municipality; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; reports or advice or recommendations of officers and employees of the Corporation pertaining to a proposed acquisition of land by the municipality; financial information supplied in confidence pertaining to the proposed acquisition the disclosure of which could reasonably be expected to, prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of the Corporation, result in similar information no longer being supplied to the Corporation where it is in the public interest that similar information continue to be so supplied, and result in undue loss or gain to any person, group, committee or financial institution or agency; commercial, information relating to the proposed acquisition that belongs to the Corporation that has monetary value or potential monetary value; information concerning the proposed acquisition whose disclosure could reasonably be expected to prejudice the economic interests of the Corporation or its competitive position; information concerning the proposed acquisition whose disclosure could reasonably be expected to be injurious to the financial interests of the Corporation; and instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the Corporation concerning the proposed acquisition.

- C-2. A matter pertaining to personal matters about an identifiable individual, including communications necessary for that purpose, as it relates to conducting a personal interview regarding a vacancy on one of the Municipal Council's advisory committees.

- C-3. A matter pertaining to instructions and directions to officers and employees of the Corporation pertaining to a proposed acquisition of land by the municipality; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; reports or advice or recommendations of officers and employees of the Corporation pertaining to a proposed acquisition of land by the municipality; financial information supplied in confidence pertaining to the proposed acquisition the disclosure of which could reasonably be expected to, prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of the Corporation, result in similar information no longer being supplied to the Corporation where it is in the public interest that similar information continue to be so supplied, and result in undue loss or gain to any person, group, committee or financial institution or agency; commercial, information relating to the proposed acquisition that belongs to the Corporation that has monetary value or potential monetary value; information concerning the proposed acquisition whose disclosure could reasonably be expected to prejudice the economic interests of the Corporation or its competitive position; information concerning the proposed acquisition whose disclosure could reasonably be expected to be injurious to the financial interests of the Corporation; and instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the Corporation concerning the proposed acquisition.

VII. ADJOURNMENT

The meeting adjourned at 3:19 PM.