

# Corporate Services Committee

## Report

12th Meeting of the Corporate Services Committee  
May 14, 2019

PRESENT: Councillors J. Morgan (Chair), J. Helmer , P. Van Meerbergen,  
A. Kayabaga, S. Hillier, Mayor E. Holder  
ALSO PRESENT: M. Hayward, A.L. Barbon, B. Card, I. Collins, B. Coxhead, M.  
Daley, D. Dobson, A. Hagan, K. Murray, A. Porzecanski, M.  
Ribera, C. Saunders and B. Westlake-Power

The meeting is called to order at 12:32 PM.

### 1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### 2. Consent

Moved by: J. Morgan

Seconded by: A. Kayabaga

That items 2.1 and 2.2 BE APPROVED.

Yeas: (5): J. Morgan, J. Helmer, A. Kayabaga, S. Hillier, and E. Holder

Absent: (1): P. Van Meerbergen

**Motion Passed (5 to 0)**

#### 2.1 Print Services

Moved by: J. Morgan

Seconded by: A. Kayabaga

That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer and the Director, Information Technology Services the following actions be taken with respect to the Print Services Proposal for managed print services, including multifunctional devices, legacy printers, centralized print facility and software licensing solutions:

a) the approval hereby BE GIVEN to enter into the Vendor of Record (VOR OSS-00457979), Province of Ontario Agreement (Appendix B) for a five (5) year contract (2019-2024) for Managed Print Services for the Print Fleet and into the Ontario Education Collaborative Marketplace Agreement (OECM-2018-289-04, Appendix C) for a five (5) year contract (2019-2024) for Multi-Function Devices and Related Services for the Print Room;

b) the proposed by-law appended to the staff report dated May 14, 2019 as Appendix A BE INTRODUCED at the Municipal Council meeting of Tuesday, May 21, 2019 to:

i) approve the "Master Agreement Adoption Agreement" and "Client-Supplier Agreement" with Ricoh Canada Inc. for Vendor of Record for Managed Print Services for the Print Fleet and Supplier for Multi-Function Devices and Related Services for the Print Room, respectively;

- ii) authorize the Mayor and City Clerk to execute the Agreement; and,
- iii) approve Ricoh Canada Inc. as a Vendor of Record for Managed Print Services for the Print Fleet and Supplier for Multi-Function Devices and Related Services for the Print Room for the City of London;
- c) the Civic Administration BE AUTHORIZED to undertake all the administrative acts that are necessary in connection with this matter;
- d) the Information Technology Services BE AUTHORIZED to increase or decrease the quantity of machines and related supplies and services based on terms and conditions established in the contract, coincident with the needs of the various departments in future as numbers of users change due to increase in staff, relocation of work units or copy requirements change and subject to budget availability;
- e) the approval hereby given BE CONDITIONAL upon the Corporation negotiating terms and conditions with vendor to the satisfaction of both the City Treasurer and the Director, Information Technology Services; and,
- f) the approval hereby given BE CONDITIONAL upon the Corporation entering into a formal contract, agreement or having a purchase order relating to the subject matter of this approval.

**Motion Passed**

2.2 Annual Meeting Calendar

Moved by: J. Morgan  
 Seconded by: A. Kayabaga

That, on the recommendation of the City Clerk, the following actions be taken with respect to the annual meeting calendar:

- a) the annual meeting calendar for the period January 1, 2020 to December 31, 2020 attached as Appendix "A" to the staff report dated May 14, 2019 BE APPROVED; it being understood that adjustments to the calendar may be required from time to time in order to accommodate special/additional meetings or changes to governing legislation; and,
- b) subject to the approval of a) above, the City Clerk BE DIRECTED to bring forward to a future Public Participation Meeting before the Corporate Services Committee required amendments to the Council Procedure By-law to implement the proposed changes to current meetings times of standing committees as noted in the annual meeting calendar.

**Motion Passed**

**3. Scheduled Items**

None.

**4. Items for Direction**

None.

**5. Deferred Matters/Additional Business**

None.

**6. Confidential (Enclosed for Members only.)**

6.1 Labour Relations/Employee Negotiations

Moved by: E. Holder  
Seconded by: S. Hillier

That the Corporate Services Committee convene, In Closed Session, at 12:36 PM, for the purpose of considering a matter pertaining to reports, advice and recommendations of officers and employees of the Corporation concerning labour relations and employee negotiations in regards to one of the Corporation's unions including communications necessary for that purpose and for the purpose of providing instructions and direction to officers and employees of the Corporation.

Yeas: (5): J. Morgan, J. Helmer, A. Kayabaga, S. Hillier, and E. Holder

Absent: (1): P. Van Meerbergen

**Motion Passed (5 to 0)**

The Corporate Services Committee convened, In Closed Session, from 12:36 PM to 12:42 PM.

**7. Adjournment**

The meeting adjourned at 12:42 PM.