

Corporate Services Committee

Report

13th Meeting of the Corporate Services Committee
July 26, 2021

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

ALSO PRESENT: K. van Lammeren, B. Westlake-Power

Remote Attendance: Councillors S. Lewis, A. Hopkins and S. Hillier; L. Livingstone, A. Anderson, A. Barbon, G. Barrett, I. Collins, G. Dales, K. Dickins, M. Galczynski, M. Goldrup, J. Logan, A. Macpherson, J. McMillan, K. Murray, K. Scherr, M. Schulthess, K. Shahata, E. Skalski, C. Smith, B. Warner, L. Workman, P. Yeoman

The meeting is called to order at 12:01 PM; it being noted that the following Members were in remote attendance: Mayor E. Holder; Councillors M. van Holst, J. Morgan, E. Pelozza and A. Kayabaga.

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Consent

Moved by: M. van Holst
Seconded by: E. Pelozza

That items 2.1 to 2.6 BE APPROVED.

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

Motion Passed (6 to 0)

2.1 Optional Small Business Subclass Summary and Analysis

Moved by: M. van Holst
Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, the staff report dated July 26, 2021 with respect to the optional small business subclass BE RECEIVED for information, and that no further action BE TAKEN with respect to this matter.

Motion Passed

2.2 Corporate Asset Management Plan 2021 Review

Moved by: M. van Holst
Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, the staff report dated July 26, 2021 with respect to the Corporate Asset Management Plan 2021 Review BE RECEIVED for information.

Motion Passed

2.3 2020 Annual Parkland Reserve Fund Report

Moved by: M. van Holst
Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken:

a) the 2020 Annual Parkland Reserve Fund Report BE RECEIVED for information in accordance with section 7 of the O. Reg. 509/20: Community Benefits Charges and Parkland, 2020, as well as section 42 (17) of the *Planning Act, 1990*, which require Municipal Council to provide an annual financial statement on special accounts for the conveyance of land for park purposes; and,

b) the Deputy City Manager, Finance Supports BE DIRECTED to make the 2020 Annual Parkland Reserve Fund Report available to the public on the City of London website to fulfill Municipal Council's obligation under section 7 of the O. Reg. 509/20: Community Benefits Charges and Parkland, 2020.

Motion Passed

2.4 Declare Surplus – City-Owned Property – 2 Saunby Street

Moved by: M. van Holst
Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, on the advice of the Director, Realty Services, with respect to City-owned property, located at 2 Saunby Street, further described as Part 1, Plan 33R-20979, the following actions be taken:

a) the subject property BE DECLARED SURPLUS; and,

b) the subject property ("Surplus Lands") BE SOLD, in accordance with the City's Sale and Other Disposition of Land Policy.

Motion Passed

2.5 2020 Investment Report

Moved by: M. van Holst
Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the 2020 Investment Report:

a) the above-noted staff report, providing a summary of the performance of the City of London's investment portfolio in 2020, BE RECEIVED for information; and,

b) the proposed by-law as appended to the staff report dated July 26, 2021 as Appendix "B" BE INTRODUCED at the Municipal Council meeting on August 10, 2021, to amend By-law CPOL.-39(a)-371 being a by-law to amend By-law CPOL.-39(a)-371 being "Investment Policy".

Motion Passed

2.6 Council Policy Manual Review 2021

Moved by: M. van Holst
Seconded by: E. Pelosa

That, on the recommendation of the City Clerk, the following actions be taken with respect to the “Policy for the Establishment and Maintenance of Council Policies”:

a) the proposed by-laws, as appended to the staff report dated July 26, 2021 as Appendices B1 to B34, BE INTRODUCED at the Municipal Council meeting to be held on August 10, 2021, to amend the following Council Policies:

1. “Access and Privacy Policy” to be amended to:
 - apply grammatical corrections and gender-neutral language;
 - remove references to “Managing Director” and replace with “Deputy City Manager”
 - add the definition of “Privacy Impact Assessment”, and “Project” as it relates to a privacy impact assessment in section 2;
 - add “reporting and investigating privacy breaches” to the responsibilities of the City Clerk in section 4.2;
 - add paragraph related to the Transmitting of Personal Information to External Parties in section 4.8;
 - provide clarity related to the City Clerk’s role and responsibilities related to privacy breaches in section 4.9; and
 - add a new section 4.10 outlining the requirement for staff to conduct a Privacy Impact Assessment if a project or initiative if, in the City Clerk’s opinion, one is required.
2. “Accountability and Transparency to the Public Policy” to be amended to reflect Council’s current Values.
3. “Appointment of Council Members to Standing Committees of Council and Various Civic Boards and Commissions Policy” to be amended to redefine the Council Year to reflect changes to section 6 of the MEA.
4. “Assessment Growth Policy” to be amended to provide for strengthened eligibility criteria and for the prioritization of requests.
5. “Capital Budgets and Financing Policy” to be amended to update the definitions and policy sections.
6. “City of London Community Suite Policy” be amended to clarify wording in liability section.
7. “Code of Conduct for Members of Council” to be amended to:
 - apply grammatical corrections;
 - delete section 3.5 as it is duplicated in section 9;
 - reference current Respectful Workplace Policy in section 7; and
 - delete duplicate wording in section 6.1 as it is reflected in section 6.5.
8. “Debt Management Policy” to be amended to update objectives for the addition of intergenerational equity and maintaining a strong credit rating, and to update the policy section for clarity.
9. “Dedication of Fire Stations” policy be amended to update applicable Fire Stations and service area title.
10. “Discretionary Benefits” to be amended to address the intent of Discretionary Benefits and the new Provincial model towards life stabilization.

11. "Financial Assistance for Program Activity Fees" to be amended to update and clarify language, to add a new section 4.11 concerning applicants receiving financial assistance from the province, and to renumber the sections accordingly.
12. "Flags at City Hall Policy" to be amended to clarify that flags at the back entrance of City Hall are to be removed over the winter.
13. "Gender Equity in Recreation Services" policy be amended to modernize language in three definitions (2.2 to 2.4), to add a section 4.iii under Policy to address removing barriers, and to update position and service area titles.
14. "Grants to Centennial Hall" to be amended to remove outdated language.
15. "Hiring of Employees Policy" to be amended to update references and numbering, and to add the phrase "or harassment" to updated section 4.2.
16. "Identification of Operating Surpluses – Boards and Commissions" to be amended to align wording in applicability and policy sections with the budget monitoring process.
17. "Leasing and Licensing of City Owned Land" to be amended to incorporate wording from repealed policy, "Leasing Parkland"
18. "Legal Services and Accounts" to be amended to change the claim amount to align with thresholds in the Procurement Policy.
19. "Lessee Protection and Non-Competitive Clauses" to be amended to change the title to "Lessee Protection and Non-Competitive Clauses – Centennial Hall" to reflect the scope of the policy.
20. "London Community Grants Policy" to be amended to delete reference to Housing Development Corporation, London (HDC) in section 4.3(b)(v).
21. "Mayor – Contracted Staff" to be amended to add clarifying language about benefits.
22. "Mayor's New Year's Honour List Policy" to be amended to clarify eligibility criteria for nomination.
23. "Multi-Year Budget Policy" to be amended to update definition and policy sections, and to clarify applicability to the property tax supported as well as water and wastewater budgets.
24. "Notices of OPA and ZBA Received From Other Municipalities" to be amended to clarify 4(a) that where there are no municipal concerns identified by the Director, Planning & Development no response or further action is required.
25. "Objectives of Centennial Hall" to be amended to add clarifying language in section 4(b).
26. "Policy for waiving or reducing fees for use of city owned community centres and recreation facilities" be amended to change the policy title to "Request to Waive or Reduce Facility Rental Fees" and to update position and service area titles.
27. "Promotion of Corporate Products to City Staff" to be amended to add clarifying language.

28. "Public Notice Policy" to be amended to:

- reflect Council's current Values and apply minor grammatical corrections;
- remove references to the "Committee of the Whole" and "Board of Control";
- delete references to the "annual" budget and replace with "multi-year";

and

- remove the reference to "shall" and replace with "may" with regards to notice being published in the newspaper advising of a new or amended procedure by-law; and
- add a requirement to provide notice of intent to implement a new municipally managed private commercial parking lot. Notice of intent shall be posted on the City's website and may also be published once in a newspaper of general circulation in the City of London at least seven days in advance of the committee meeting.

29. "Real Property Acquisition Policy" to be amended to incorporate changes to legislation.

30. "Reduced Rental Rates for Non-Profit Groups" to be amended to update staff titles and reference to the Fees and Charges By-law.

31. "Reserve and Reserve Fund Policy" to be amended to update policy section to ensure policy directive for external loans and refinements to principles to be considered if Council approves external loans.

32. "Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination)" to be amended to add clarifying language.

33. "Surplus Deficit Policy" to be amended to clean up the policy section.

34. "Urban Design Award" to be amended to include the use of virtual methods for nominating and evaluating nominees, and to clarify the process for selecting the winner of the People's Choice Award.

b) the proposed by-laws, as appended to the staff report dated July 26, 2021 as Appendices C1 to C4, BE INTRODUCED at the Municipal Council meeting to be held on August 10, 2021, to repeal the following Council Policies:

1. "Leasing Parkland" to be repealed because language is being incorporated into the Council policy "Leasing and Licencing of City-Owned Land".

2. "Parkland Accounts" to be repealed because the policy is redundant and no longer required.

3. "Siting of Safe Consumption Facilities and Temporary Overdose Prevention Sites in London" to be repealed because London Plan Policies 1099A-1099F are now in force.

4. "Value of Parkland Dedication" to be repealed because the information it contains is currently duplicated in the Council Policy titled "Parkland Dedication Cash in Lieu";

it being noted that the Corporate Services Committee received a communication dated July 22, 2021 from C. Butler with respect to this matter.

Motion Passed

3. Scheduled Items

None.

4. Items for Direction

4.1 Consideration of Applications to the London Hydro Inc. Board of Directors (Requires 1 Member)

Moved by: M. van Holst

Seconded by: J. Morgan

That interviews BE ARRANGED with the following applicants for consideration of appointment to the London Hydro Inc. Board of Directors for the current Board vacancy:

Tania Goodine

Margaret Parks

Steven Stefanko

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

Motion Passed (6 to 0)

Voting Record:

Moved by: M. van Holst

Seconded by: E. Holder

That the Corporate Services Committee members select up to three candidates for the purpose of interviews for an appointment to the London Hydro Board of Directors.

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

Motion Passed (6 to 0)

Election

London Hydro Inc. Board of Directors - selection of three candidates for interviews

Ayman Abu Sharkh(11.76 %):A. Kayabaga, E. Peloza

Tania Goodine(29.41 %):M. van Holst, M. Cassidy, J. Morgan, A.

Kayabaga, E. Holder

Trevor Hunter(11.76 %):M. Cassidy, A. Kayabaga

James MacNeill(11.76 %):E. Peloza, E. Holder

Margaret Parks(17.65 %):M. van Holst, M. Cassidy, J. Morgan

Mark Rosehart(0.00 %):None

Lee Smithson(0.00 %):None

Steven Stefanko(17.65 %):J. Morgan, E. Peloza, E. Holder

Mary Helen Walsh(0.00 %):None

Majority Winner: Tania Goodine; Margaret Parks; Steven Stefanko

4.2 Application - Issuance of Proclamation - Bullying Elimination Week

Moved by: M. van Holst

Seconded by: J. Morgan

That the proclamation requests, Items 4.2 and 4.3, BE APPROVED.

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

Motion Passed (6 to 0)

That based on the application dated June 14, 2021 from Bullying Elimination Week, May 23 - 30, 2022 BE PROCLAIMED as Bullying Elimination Week.

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

Motion Passed (6 to 0)

4.3 Application - Issuance of Proclamation - October is Caribbean Heritage Month in Canada

That based on the application dated June 18, 2021 from Caribbean Women's Society, October 1-31, 2021 BE PROCLAIMED as October is Caribbean Heritage Month in Canada.

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

Motion Passed (6 to 0)

5. Deferred Matters/Additional Business

None.

6. Confidential (Enclosed for Members only.)

Moved by: E. Peloza

Seconded by: M. van Holst

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

6.1 Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

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 Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

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.

6.3 Land Acquisition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

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6.4 Land Disposition / Solicitor-Client Privileged Advice / Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations

A matter pertaining to the proposed or pending disposition 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.

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

Motion Passed (6 to 0)

The Corporate Services Committee convenes, In Closed Session, from 12:50 PM to 1:09 PM.

7. Adjournment

The meeting adjourned at 1:10 PM.