

Corporate Services Committee

Report

19th Meeting of the Corporate Services Committee
November 22, 2021

PRESENT: Councillors M. Cassidy (Chair), M. van Holst, J. Morgan, E. Pelozza, J. Fyfe-Millar, Mayor E. Holder

ALSO PRESENT: ALSO PRESENT: H. Lysynski, C. Saunders and J. Taylor

Remote Attendance: Councillors M. Hamou and S. Hillier; L. Livingstone, A. Anderson, A. Barbon, G. Bridge, B. Card, I. Collins, M. Daley, J. Davison, J. Freeman, M. Goldrup, A. Hagan, J. Kovac, K. Murray, D. Popadic, K. Scherr, M. Schulthess, B. Warner, T. Wellhauser.

The meeting was called to order at 12:02 PM, with all Members participating; it being noted that Mayor E. Holder and Councillors M. van Holst, J. Morgan and E. Pelozza were in remote attendance.

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 2.7 BE APPROVED.

Yeas: (6): M. Cassidy, M. van Holst, J. Morgan, E. Pelozza, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

2.1 Single Source – Furniture and Wall System Contracts Extensions

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 extension of existing contracts for the provision of furniture:

- a) in accordance with Section 14.4 (d) of the Procurement of Good and Services Policy, the extension of existing contracts with POI Business Interiors and Raven Studios, formally known as Facility Resources, as well as the wall system contract with Verto360 BE ACCEPTED for one (1) year, with four (4) additional one (1) year extensions;
- b) the Civic Administration BE AUTHORIZED to undertake all administrative acts which are necessary in connection with the approval set out in part a) above; and,
- c) the approval set out in a) above BE CONDITIONAL upon the Corporation entering into formal contracts or having a purchase order, or contract records relating to the subject matter of this approval.

Motion Passed

2.2 Authorization for Temporary Borrowing

Moved by: M. van Holst

Seconded by: E. Pelozza

That, on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix "A" BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021, to authorize the temporary borrowing of certain sums to meet current expenditures of The Corporation of the City of London for the year 2022.

Motion Passed

2.3 City of London Procurement Process Assessment Review

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 Spend Analysis and Procurement Maturity Assessment report:

a) the report of Ernst & Young LLP (EY), as appended to the staff report dated November 22, 2021 as Appendix "A" BE RECEIVED for information;

b) the Civic Administration BE DIRECTED to undertake pilot projects to test the hypotheses set out in the above-noted report by EY and validate potential opportunities;

c) as part of the 2024 to 2027 Multi-Year Budget, the Civic Administration BE DIRECTED to bring forward a business case for consideration to provide additional resourcing to the Purchasing & Supply Services to enable further advancement of the City's procurement processes; and,

d) the Civic Administration BE AUTHORIZED to undertake all administrative acts that are necessary in connection with this matter.

Motion Passed

2.4 Signing Authority and Banking Services By-laws - Amendments Due to Corporate Restructuring

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 various by-law amendments to implement organizational changes:

a) the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix "A", being "A by-law to amend By-Law A.-7955-83, entitled "A by-law to authorize the Mayor and City Clerk to execute the Resolution Regarding Banking and the Master Client Agreement for Business Client Authorization and any contract or document with the Royal Bank relating to the Ontario Works Royal Bank of Canada Right Pay Reloadable Payment Card Program and to authorize the signing of cheques and the withdrawal or transfer of funds" to reflect the current organizational structure", BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021;

b) the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix “B”, being “A by-law to amend By-Law A.-8047-15, entitled “A by-law to approve an Amending Agreement between the Bank of Nova Scotia and the Corporation of the City of London”, BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021; and,

c) the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix “C”, being “A by-law to authorize the signing of cheques and electronic funds or wire transfers on certain bank accounts of The Corporation of the City of London, and to repeal By-law No. A.-7473-288 entitled, "A by-law to authorize the signing of cheques and electronic funds or wire transfers on certain bank accounts of The Corporation of the City of London”, BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021;

it being noted that the Corporate Services Committee received the attached revised page to "Schedule 1" to the Royal Bank of Canada Resolution Regarding Banking".

Motion Passed

2.5 Amendments to Council Policies - Reorganization

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-law as appended to the staff report dated November 22, 2021 as Appendix “B”, being “A by-law to amend By-law No. CPOL.-275(a)-159, being “Free of Fear Services for All Policy” by deleting and replacing Schedule “A”, BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021; and,

b) the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix “C”, being A by-law to amend By-law No. A.-6151-17, being “A by-law to establish policies for the sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, and delegation of powers and duties, as required under section 270(1) of the *Municipal Act, 2001*” by deleting and replacing Schedule “A”, being “Sale and Other Disposition of Land Policy”, BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021.

Motion Passed

2.6 Human Resources Information System Software Acquisition – RFP21-09

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

That, on the recommendation of the Deputy City Manager, Enterprise Supports, the following actions be taken with respect to the selection of a vendor for the Human Resources Information System (‘HRIS’) for The Corporation of the City of London (the ‘Corporation’):

a) in accordance with section 12.2 of the Procurement of Goods and Services Policy, the proposal submitted by SAP Canada Inc, 22 Bay St.

Suite 1800, 1900, 2000, P.O. Box 41 Toronto On, M5K 1B7 for the HRIS software for the City of London BE ACCEPTED;

b) the price submitted by SAP Canada Inc. at the proposed first year cost of \$103,000 (excluding H.S.T.), and subsequent years annual cost of \$217,000 (excluding H.S.T), for five (5) years as the initial term, and the optional renewal term of five (5) additional one (1) year terms, at sole discretion of the City, BE ACCEPTED, it being noted that the financing for this acquisition is contained within the Council approved operating budget;

c) the Civic Administration BE AUTHORIZED to undertake all administrative acts that are necessary in connection with the approval set out in parts a) and b) above;

d) the approval set out in parts a) and b) above, BE CONDITIONAL upon the Corporation entering into a formal agreement or having a purchase order, or contract record relating to the subject matter of this approval; and,

e) the proposed by-law as appended to the staff report dated November 22, 2021 as Appendix "A" being "A a by-law to authorize the Director, People Services to approve the agreement between The Corporation of the City of London and SAP Canada Inc. for a Human Resources Information System and to authorize the Mayor and City Clerk to execute the Agreement", BE INTRODUCED at the Municipal Council meeting to be held on December 7, 2021.

Motion Passed

2.7 Report of the Federation of Canadian Municipalities Board of Directors - Virtual Meeting - September 21 - 24, 2021

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

That the communication from Councillor J. Morgan regarding the Federation of Canadian Municipalities (FCM) update on board activities from the virtual meeting held on September 21-24, 2021 BE RECEIVED for information.

Motion Passed

3. Scheduled Items

None.

4. Items for Direction

None.

5. Deferred Matters/Additional Business

None.

6. Confidential (Enclosed for Members only.)

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

That the Corporate Services Committee convene, In Closed Session, with respect to the following matters:

6.1. Labour Relations/Employee Negotiations

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.

6.2. Solicitor-Client Privileged Advice / Personal Matters/Identifiable Individual

A matter pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose from the solicitor and officers or employees of the Corporation; and pertains to personal matters about an identifiable individual with respect to employment related matters and advice and recommendations of officers and employees of the Corporation including communications necessary for that purpose.

6.3. Litigation/Potential Litigation / Solicitor-Client Privileged Advice

A matter pertaining to litigation or potential litigation with respect to the expropriation of property located at 600 Adelaide Street North; advice that is subject to solicitor-client privilege, including communications necessary for that purpose, in connection with the expropriation of property located at 600 Adelaide Street North; and directions and instructions to officers and employees or agents of the municipality regarding settlement negotiations and conduct of litigation or potential litigation in connection with the expropriation of a property located at 600 Adelaide Street North.

6.4. Personal Matters/Identifiable Individual

A matter pertaining to personal matters about an identifiable individual with respect to employment-related matters and advice and recommendations of officers and employees of the Corporation including communications necessary for that purpose.

Motion Passed

The Corporate Services Committee convenes, In Closed Session, from 12:20 PM to 1:16 PM.

7. **Adjournment**

Moved by: M. van Holst

Seconded by: J. Fyfe-Millar

That the meeting BE ADJOURNED.

Motion Passed

The meeting adjourned at 1:19 PM.

STATE
NAMES &
OCCUPATIONS

and the following persons are the directors of the Company:

Ed Holder	Michael Van Holst
Shawn Lewis	Anna Hopkins
Mo Mohamed Salih	Paul Van Meerbergen
Jesse Helmer	Stephen Turner
Maureen Cassidy	Elizabeth Peloza
Josh Morgan	Steve Hillier
Steve Lehman	John Fyfe-Millar
Mariam Hamou	

and certify that any of the following persons in the combinations specified, if applicable have been authorized to give instructions, verifications and approvals on behalf of the Company from time to time:

STATE
NAMES &
TITLES

Refer to attached Schedule "A"

And certify that any of the following persons in the combinations specified, if applicable have been authorized to borrow money from the Bank on the credit of the Company from time to time up to a total of \$102,000,000 subject to the limit described below on the terms that these persons may determine.

The Mayor, or the Deputy Mayor , and the City Treasurer or the Deputy Treasurer of the Corporation are authorized to execute on behalf of the Corporation, under its Corporate Seal, and deliver to the Bank of Nova Scotia, or its representatives or other persons, an agreement to borrow sums which shall not in total exceed \$102,000,000 at any one time, to meet, until the taxes are collected, the current expenditures of the Corporation provided that notwithstanding the sums authorized to be borrowed hereunder, the amount that may be borrowed hereunder at any one time, together with the total of any similar borrowings that have not been repaid, shall not, except with the approval of the Local Planning Appeal Tribunal, exceed from January 1st to September 30th in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year, and from October 1st to December 31st in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year, all as provided for in section 407 of the Municipal Act, S.O. 2001, c. 25.

Any two of:

Anna Lisa Barbon, Deputy City Manager, Finance Supports, City Treasurer
 Ed Holder, Mayor
 Josh Morgan, Councillor and Deputy Mayor
 Ian Collins, Director, Financial Services, Deputy City Treasurer
 Kyle Murray, Director, Financial Planning & Business Support, Deputy City Treasurer
 Joe McMillan, Division Manager - Taxation & Revenue, Deputy City Treasurer

DATE RECEIVED	_____
RECORDED	_____
APPROVED	_____
E.O. AUDITOR	_____

The undersigned certifies that he/she has the knowledge and authority to provide the above information, that such information is complete and correct, and that he/she has the signing authority to bind the Company. The undersigned undertake to notify The Bank of Nova Scotia of any change in the directors or officers of the Company, or the authorizations certified above and, until The Bank of Nova Scotia receives such written notice, you may assume there has been no change in the information certified above.

Date (mm/dd/yyyy)

SIGNATURE: _____
TITLE (PRINT): _____

SIGNATURE: _____
TITLE (PRINT): _____