

Corporate Services Committee

Report

5th Meeting of the Corporate Services Committee
March 28, 2022

PRESENT: Councillors S. Lewis (Chair), M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, Mayor E. Holder

ALSO PRESENT: J. Taylor, B. Westlake-Power

Remote Attendance: Councillors A. Hopkins, S. Hillier; L. Livingstone, A. Barbon, B. Card, H. Chapman, I. Collins, S. Corman, J. Dann, J. Davison, S. Denomy, M. Goldrup, A. Hagan, D. MacRae, S. Mathers, J. McMillan, K. Murray, J. Raycroft, K. Scherr, M. Schulthess, K. Shahata, S. Thompson, M. Tomazincic, B. Warner, P. Yeoman

The meeting is called to order at 12:00 PM, it being noted that Mayor E. Holder and Councillor M. Cassidy were in remote attendance.

1. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Consent

Moved by: J. Fyfe-Millar

Seconded by: M. Hamou

That the Consent Items BE APPROVED.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

2.1 Corporate Asset Management Plan Development (RFP 2022-049)

Moved by: J. Fyfe-Millar

Seconded by: M. Hamou

That on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to RFP 2022-049, Corporate Asset Management Plan Development:

a) the proposal submitted by GM BluePlan Engineering Limited, Royal Centre, 650 Woodlawn Road W., Guelph, Ontario N1K 1B8, for the provision of professional services with respect to the development of the updated Corporate Asset Management Plan at their proposed fees of \$217,195.00 excluding HST, BE ACCEPTED in accordance with section 12.0 of the Procurement of Goods and Services Policy;

b) the financing for the project BE APPROVED as set out in the Source of Financing Report as appended to the staff report dated March 28, 2022 as Appendix "A";

c) the Civic Administration BE AUTHORIZED to undertake all the administrative acts that are necessary in connection with the submitted proposal;

- d) the approval hereby given BE CONDITIONAL upon the City of London entering into a formal agreement or having a purchase order, or contract record relating to the subject matter of this approval; and,
- e) the Mayor and the City Clerk BE AUTHORIZED to execute any contract, statement of work or other documents, if required, to give effect to these recommendations.

Motion Passed

2.2 2022 Debenture Issuance

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the 2022 Debenture Issuance:

- a) the Civic Administration BE AUTHORIZED to proceed with the issuance of debentures in the capital markets upon favourable market conditions to provide permanent financing for capital works in an amount not to exceed \$21,000,000; and,
- b) the Civic Administration BE INSTRUCTED to schedule and convene an appropriately timed special Corporate Services Committee meeting upon successful placement of the City's debt in the capital markets to ensure adequate time for Council approval while adhering to the necessary financial settlement requirements.

Motion Passed

2.3 Year 2022 Tax Policy

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to property taxation for 2022:

- a) the proposed by-law as appended to the staff report dated March 28 2022 as Appendix "A", being a by-law to set tax ratios in the various property classes, in accordance with Sub-sections 308(4) and 308.1(4) of the *Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022, it being noted that the 2022 Municipal Tax Ratio By-Law has been prepared reflecting no change to tax ratios; and,
- b) the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "B", being a by-law to set municipal tax rates for the various property classes, in accordance with Sections 307 and 312 of the *Municipal Act, 2001* BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022.

Motion Passed

2.4 Year 2022 Education Tax Rates

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022 to levy education tax rates for 2022.

Motion Passed

2.5 2021 Compliance Report in Accordance with the Procurement of Goods and Services Policy

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the following actions be taken with respect to the 2021 Compliance Report in accordance with the Procurement of Goods and Services Policy:

- a) as per the Procurement of Goods and Services Policy, Section 8.11 (c), an annual report of total payments where a supplier has invoiced the City a cumulative total value of \$100,000 or more in a calendar year, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "A";
- b) the administrative contract awards for Professional Consulting Services with an aggregate total greater than \$100,000, as per Section 15.1 (g) of the Procurement of Goods and Services Policy, decentralized from Purchasing and Supply that have been reported to the Manager of Purchasing and Supply and have been reviewed for compliance to the Procurement of Goods and Services Policy, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "B";
- c) the list of administrative contract awards for Tenders with a value up to \$3,000,000 that do not have an irregular result, as per Section 13.2 (c) of the Procurement of Goods and Services Policy, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix "C";
- d) the City Treasurer, or delegate, BE DELEGATED authority to, at any time, refer questions concerning compliance with the Procurement of Goods and Services Policy to the City's internal auditor; and,
- e) the City Treasurer, or delegate, BE AUTHORIZED to ratify and confirm completed awards or purchases between \$15,000 and \$50,000 where the City Treasurer or delegate is of the opinion that the awards or purchases were in the best interests of the Corporation.

Motion Passed

2.6 Elected Officials and Appointed Citizen Members 2022 Remuneration

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the report dated March 28, 2022, entitled “Elected Officials and Appointed Citizen Members 2022 Remuneration” BE RECEIVED for information.

Motion Passed

2.7 Procurement in Emergencies Update 4 - COVID -19

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, as per section 14.2 of the Procurement of Goods and Services Policy, a report of Emergency non-competitive individual purchases which exceed \$50,000 (pre-taxes), that the City has made from the date of February 1, 2021 to January 31, 2022 due to COVID-19, BE RECEIVED for information, as appended to the staff report dated March 28, 2022 as Appendix “A”.

Motion Passed

2.8 KPMG Clara File Sharing Tool

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting on April 12, 2022, for the Mayor and City Clerk to execute the KPMG Clara Exhibit to member Firm Engagement Letter / Terms.

Motion Passed

2.9 Respectful Workplace Policy and Workplace Violence Prevention Procedure Annual Report - January 1, 2021 to December 31, 2021

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That, on the recommendation of the Director, People Services, and the concurrence of the Deputy City Manager, Enterprise Supports, the Annual Report regarding the Respectful Workplace Policy (Anti-Harassment/Anti-Discrimination) and Workplace Violence Prevention Procedure BE RECEIVED for information purposes.

Motion Passed

2.10 Association of Municipalities of Ontario (AMO) Board Update

Moved by: J. Fyfe-Millar
Seconded by: M. Hamou

That the communication dated February 28, 2022 from Councillor A. Hopkins regarding the Association of Municipalities of Ontario (AMO) Board Update BE RECEIVED for information.

Motion Passed

3. Scheduled Items

None.

4. Items for Direction

- 4.1 Application - Issuance of Proclamation - Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month

Moved by: M. Hamou
Seconded by: J. Fyfe-Millar

That based on the application dated March 1, 2022, from GBS-CIDP Foundation of Canada, the month of May, 2022 BE PROCLAIMED Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

- 4.2 Application - Issuance of Proclamation - Falun Dafa Week 2022

Moved by: M. Cassidy
Seconded by: J. Fyfe-Millar

That based on the application dated March 15, 2022 from Falun Dafa Association Canada, May 13, 2022 BE PROCLAIMED as Falun Dafa Week 2022.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

- 4.3 Appeal of Flags at City Hall Policy - Section 4.3(b)(ii)

Moved by: E. Holder
Seconded by: M. Hamou

That the correspondence from P. Zhang with respect to a request to raise a flag to celebrate Falun Dafa day, BE RECEIVED and NO ACTION BE TAKEN.

Yeas: (5): S. Lewis, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Nays: (1): M. Cassidy

Motion Passed (5 to 1)

5. Deferred Matters/Additional Business

- 5.1 (ADDED) Application - Issuance of Proclamation - World Press Freedom Day

Moved by: M. Cassidy
Seconded by: J. Morgan

That based on the application dated March 22, 2022 from ink-stainedwretches.org, May 3, 2022 BE PROCLAIMED World Press Freedom Day.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

5.2 (ADDED) Court Security and Prisoner Transportation Program Transfer Payment Agreement

Moved by: M. Hamou

Seconded by: J. Fyfe-Millar

That on the recommendation of the Deputy City Manager, Finance Supports, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting on April 12, 2022 to:

- a) approve the Ontario Transfer Payment Agreement between Her Majesty the Queen in right of Ontario as represented by the Solicitor General and The Corporation of the City of London for the provision of funding for the Court Security and Prisoner Transportation Program ("Agreement") appended as Schedule "1" to the staff report;
- b) authorize the Mayor and the City Clerk to execute the Agreement;
- c) authorize the Deputy City Manager, Finance Supports to approve any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT");
- d) authorize the Mayor and the City Clerk to execute any future amending agreements between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the City of London with respect to the Court Security and Prisoner Transportation Program ("CSPT") approved by the Deputy City Manager, Finance Supports; and,
- e) authorize the Deputy City Manager, Finance Supports (or designate) to execute any reports required by the province under the Agreement.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

5.3 (ADDED) Election Sign By-law Update

Moved by: M. Cassidy

Seconded by: J. Morgan

That, on the recommendation of the City Clerk, the proposed by-law as appended to the staff report dated March 28, 2022 as Appendix "A" BE INTRODUCED at the Municipal Council meeting to be held on April 12, 2022 to repeal By-law No. E-185-537, being the "Election Sign By-law" and to replace it with a new Election Sign By-law.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

6. Confidential (Enclosed for Members only.)

Moved by: M. Hamou

Seconded by: M. Cassidy

That the Corporate Services Committee convene In Closed Session to consider 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 building and assets 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

A matter pertaining to the proposed or pending acquisition of building and assets 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.

6.4 Litigation/Potential Litigation / Solicitor-Client Privileged Advice

A matter pertaining to litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications necessary for that purpose and directions and instructions to officers and employees or agents of the municipality.

Yeas: (6): S. Lewis, M. Cassidy, J. Morgan, M. Hamou, J. Fyfe-Millar, and E. Holder

Motion Passed (6 to 0)

The Corporate Services Committee convenes In Closed Session from 12:38 PM to 1:13 PM.

7. Adjournment

Moved by: M. Cassidy

Seconded by: J. Fyfe-Millar

That the meeting BE ADJOURNED.

Motion Passed

The meeting adjourned at 1:16 PM.