

**6TH REPORT OF THE**  
**SERVICES REVIEW COMMITTEE**

Meeting held on November 17, 2011, commencing at 3:09 p.m.

PRESENT: Councillor N. Branscombe (Chair), Mayor J. Fontana and Councillors D. Brown, M. Brown, J.P. Bryant, D. Henderson, B. Polhill and J. B. Swan and B. Westlake-Power (Secretary).

ALSO PRESENT: J.A. Fielding, M. Hayward, S. Bahm, J. Adams, J. Barber, G. Barrett, G. Belch, G. Bridge, R. Brown, L. Burgess, T. Coulter, D. Cribbs, K. Dawtrey, J. Edward, J. Fleming, P. Foto, J. Freeman, A. Gilliam, L. Green, A. Hagan, S. Houde, D. Ikeno, T. Johnson, L. Karlovcec, C. Keller, C. Kotsovos, J. Kovacs, V. McAlea Major, J. MacDonald, S. Miller, S. Morgan, D. Munteer, L. Oldenhof, K. Owen, J. Page, K. Shahata, J. Smout, M. Turner, B. Usher, J. Verhaeghe, B. Warner and R. Wilcox.

**I YOUR COMMITTEE RECOMMENDS:**

Payroll  
Services –  
Third Parties 1. (6) That the Civic Administration **BE REQUESTED** to provide a report back to the Services Review Committee with respect to the provision of payroll services for third-parties (outside agencies, boards, etc.), on a cost-recovery basis.

**II YOUR COMMITTEE REPORTS:**

MainStreet  
London 2. (Add) That the Services Review Committee received a verbal presentation from J. MacDonald, Manager, Downtown London, with respect to MainStreet London.

Consideration  
of Business  
Cases –  
Proposed  
Add/Cut List 3. (1, 3) That the Services Review Committee (SRC) deferred consideration and review of the following business cases to a future meeting of the SRC, with a recommendation to be forwarded to the Municipal Council in conjunction with the 2012 Budget:

- (a) Asset Management - Corporate Asset Management Development;
- (b) Asset Management - Corporate Asset Management Software System and Consultants; and,
- (c) Human Resources - Diversity Programs/Initiatives.

Business Plan  
Summary  
Review 4. (1,2,3,4,5,6) That the Services Review Committee (SRC) held a general discussion with respect to the following Business Plan Summaries:

- (a) Asset Management (10.1.2); it being noted that the attached sample communication tool, from the City of Hamilton were provided for information;
- (b) Facilities (10.1.5);
- (c) Human Resources (10.1.9);
- (d) Human Rights (10.1.10);
- (e) Legal Services (10.1.11); and,
- (f) Payroll (10.1.12) (two business plans); it being noted that the SRC did not complete its discussion of these plans and will continue such at the next meeting of the SRC.

Remaining  
Agenda Items 5. That, due to loss of quorum, items 7 to 16 were deferred to a future agenda of the Services Review Committee.

Next Meeting 6. That the next meeting of the Services Review Committee (SRC) is scheduled to be held on November 22, 2011, at 9:00 a.m.

The meeting adjourned at 5:14 p.m., due to loss of quorum.