



Corporate Services Committee Meeting

Monday, January 14, 2019

Committee Meeting Room, Council Building

9:30 a.m.

Agenda

Notice to Correspondents:

The personal information contained in your correspondence to Oshawa City Council or its Committees is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on relevant issues to enable the City to make its decision on the matter. This information will become part of the public record.

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Agendas and minutes can be found at: <http://calendar.oshawa.ca/Meetings>.

Corporate Services Committee

The Corporate Services Committee is made up of five members. Mayor Carter is an Ex Officio member of all Standing Committees

Below are the members of the Corporate Services Committee:

Councillor Marks, Chair
Councillor Hurst, Vice-Chair
Councillor Giberson, Member
Councillor Neal, Member
Councillor Nicholson, Member
Mayor Carter, Ex Officio

The Corporate Services Committee is responsible for providing advice and recommendations to Council resulting from matters under the authority of the Corporate Services Department including City Clerk Services, Corporate Communications, Facilities Management Services, Information Technology Services, Municipal Law Enforcement & Licensing Services, and any outside agencies reporting to Council on matters similar to matters listed under the authority of the Corporate Services Committee. Corporate Services Committee meetings are held at 9:30 a.m. on the following dates in 2019:

January 14, 2019
February 4, 2019
February 25, 2019
March 25, 2019
April 15, 2019
May 6, 2019
May 27, 2019

June 17, 2019
September 9, 2019
September 30, 2019
October 21, 2019
November 18, 2019
December 9, 2019

Members of the public may address the Committee concerning an item under its purview by submitting a written request to City Clerk Services before 4:30 p.m. on the Tuesday preceding the Monday meeting.

Please Note

All personal electronic devices must be turned to an inaudible function during the meeting.

The City of Oshawa maintains a scent free policy. Please refrain from wearing or using perfumes, colognes or other scented products at this meeting.

Video recording and photography during Committee meetings is permitted in the area designated in the Committee Meeting Room.

Corporate Services Committee

January 14, 2019

Matters Requiring Direction

Additional Agenda Items

(As may be presented at the meeting)

Declarations of Pecuniary Interest

(As may be presented by Councillors)

Presentations

Jerry Conlin, Director, Municipal Law Enforcement and Licensing Services to provide a Municipal Law Enforcement and Licensing Services Branch Presentation.

Kevin Alexander, Interim Director, Facilities Management Services to provide a Facilities Management Services Branch Presentation.

Shannon McFadyen, Manager, Corporate Communications to provide a presentation concerning the updated Media Relations Guidelines Manual and Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual (See Report CORP-19-02).

Delegations

Jeff Davis requesting to address the Corporate Services Committee concerning records management and the Freedom of Information process.

Correspondence Requiring Action

CORP-19-03 Apurva Talsania Requesting Permission to Light Firecrackers to Celebrate Diwali Function

(See Pages 1 to 2)

CORP-19-04 Canadian Cancer Society Requesting a Licensing Regime for Tobacco Retailers

(See Pages 3 to 5)

CORP-19-07 Town of Kearney forwarding a resolution passed by the Town of Kearney Council regarding the creation, maintenance and general quality of the Municipal Voters' List (INFO-18-212)

(See Pages 6)

[Pulled from the Information Package of November 28, 2018 by Councillor Nicholson, to request endorsement.]

Referrals from Council and Standing Committees

CORP-19-05 Training Related to the City's Accountability and Transparency Policy

"Whereas numerous concerns have been raised by residents and taxpayers regarding the lack of clarity regarding the responsibilities for establishing, maintaining and ensuring compliance with the City's Accountability and Transparency Policy; and,

Whereas the Ministry of Municipal Affairs provides advice and delivers programs and educational services to municipalities;

Therefore be it resolved that staff reach out to the Ministry of Municipal Affairs to request that Ministry staff provide training to all senior staff members and all members of the new Council in the first quarter of 2019 to clarify the roles and responsibilities while maintaining and ensuring compliance and better understanding with the City's Accountability and Transparency Policy."

[Notice of Motion provided September 24, 2018. Please note that training was provided on December 6, 2018 by the Ministry of Municipal Affairs and Housing as part of Council's Orientation Program.]

CORP-19-06 Electronic Voting in the Council Chamber

"That Council direct staff to implement electronic voting in the Council Chamber by no later than April 30, 2019 and that the appropriate amounts be included in the Budget."

Reports from Advisory Committees

None.

Reports/Motions Requiring Action

None.

Public Consent Agenda

Correspondence

None.

Reports

CORP-19-02 Updated Media Relations Guidelines Manual and Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual

(See Pages 7 to 71)

Recommendation

That the Corporate Services Committee recommend to City Council:

1. That City Council reconsider its decision of September 24, 2018 concerning the Media Relations Guidelines Manual and the Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual; and,
2. That the updated Media Relations Guidelines Manual and Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual, asset out in Attachments 1 and 2 respectively to Report CORP-19-02, dated January 9, 2019, be endorsed.

Discussion Agenda

Matters Excluded From Consent Agenda

Items to Be Introduced By Councillors

Closed Consent Agenda

Closed Correspondence

None.

Closed Reports

None.

Closed Discussion Agenda

Matters Excluded from Closed Consent Agenda

Items requiring Committee Action or Decision

Adjournment