

Minutes of the Corporate Services Committee meeting held in the Committee Meeting Room, Council Building on Monday, January 14, 2019 at 9:30 a.m.

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

Also

Present: Councillor Gray (left the meeting at 11:35 a.m.)
Councillor Kerr (left the meeting at 11:16 a.m.)
Councillor Marimpietri
Councillor McConkey (left the meeting at 11:56 a.m.)
L. Davis, Council-Committee Coordinator
T. Adams, Commissioner, Corporate Services Department
J. Sharma, City Manager
A. Brouwer, City Clerk
J. Conlin, Director, Municipal Law Enforcement and Licensing
D. Mawby, Director, Information Technology Services
M. Robinson, Director, Facilities Management Services
K. Alexander, Interim Director, Facilities Management Services
M. Medeiros, Manager, Support Services
K. Man, Manager, Policy and Research
E. McLean, Policy and Research Analyst
S. McFadyen, Manager, Corporate Communications
P. Radoslovich, Corporate Communications Officer
H. Dunn, Corporate Communications Officer
D. Cudmore, Corporate Communications Officer
L. Bovie, Corporate Communications Officer

Absent: Councillor Giberson, Member

Public Agenda

Additional Agenda Items

None.

Declarations of Pecuniary Interest

None

Presentations

Jerry Conlin, Director, Municipal Law Enforcement and Licensing Services and Ken Man, Manager, Policy and Research provided a presentation outlining the Municipal Law Enforcement and Licensing Services Branch.

The Committee questioned the Director, Municipal Law Enforcement and Licensing Services.

Kevin Alexander, Interim Director, Facilities Management Services and Mark Robinson, Director, Facilities Management Services provided a presentation outlining the Facilities Management Services Branch.

The Committee questioned the Director, Facilities Management Services and Interim Director, Facilities Management Services.

Shannon McFadyen, Manager, Corporate Communications provided a presentation outlining the Corporate Communications Branch.

The Committee questioned the Manager, Corporate Communications.

Delegations

Moved by Councillor Hurst,
"That the delegation from Jeff Davis be heard." Carried

Jeff Davis addressed the Corporate Services Committee concerning records management and the Freedom of Information process, stating that an important part of the accountability and transparency is the dissemination of information. Jeff Davis stated that the records management system is inadequate and suggested that appeals for Freedom of Information requests are delayed because the City cannot locate information. Jeff Davis stated that Council needs to provide direction to all access to standard documentation.

Moved by Councillor Nicholson,
"That the delegation's time be extended." Carried

Jeff Davis stated that the City must address the lack of a records management system, stating that it was supposed to be completed some time ago however to date has not been finished.

The Committee questioned Jeff Davis.

Councillors Kerr and Gray left during the questioning.

Moved by Councillor Neal
"That the delegation of Jeff Davis be referred to staff." Carried as amended

Moved by Councillor Nicholson,
"That the motion be amended to add: 'and that a status report be prepared and presented on on-going Freedom of Information inquiries at the next meeting of the Corporate Services Committee, including an outline of staff time used and costs of response.'" Carried

The vote on the motion Carried as amended on the following

Affirmative – Councillors Hurst, Marks, Neal, Nicholson and Mayor Carter

Negative – None

Absent – Councillor Giberson

Correspondence Requiring Action

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

Moved by Mayor Carter,
“That Correspondence CORP-19-03 dated November 7, 2018 from Apurva Talsania requesting permission to light firecrackers to celebrate Diwali Function be referred to staff for a report back to the Corporate Services Committee in May or June 2019 including consultation with Fire Services on the existing regulations related to fireworks.” Carried

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

Moved by Mayor Carter,
“That Correspondence CORP-19-04 dated November 29, 2018 from the Canadian Cancer Society requesting the City implement a licensing regime for tobacco retailers be referred to staff for a report back to the Corporate Services Committee in June 2019 including cost factors.” Carried on the following

Affirmative – Councillors Hurst, Marks, Neal and Mayor Carter

Negative – Councillor Nicholson

Absent – Councillor Giberson

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)

Moved by Councillor Nicholson,
“That the Corporate Services Committee recommend to City Council:

That City Council endorse the resolution of the Town of Kearney regarding the creation, maintenance and general quality of the Municipal Voters List.” Carried

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."

Moved by Mayor Carter,

"That the Corporate Services Committee recommend to City Council:

That Referral CORP-19-05 concerning training related to the City's Accountability and Transparency Policy be received for information." Carried

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."

Moved by Mayor Carter,

"That City Council Referral CORP-19-06 concerning electronic voting the Council Chamber be referred to staff to provide a full report regarding the technology required and cost comparisons from other municipalities." Tabled by the following motion

Moved by Councillor Nicholson,

"That the referral to staff be tabled." Carried

Moved by Councillor Nicholson,

"That the referral be lifted from the table." Lost on the following vote

Affirmative – Councillors Neal and Nicholson

Negative – Councillors Hurst, Marks and Mayor Carter

Absent – Councillor Giberson

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

Recommendation (Deferred - See Page 6)

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

Councillor McConkey left the meeting.

Moved by Councillor Nicholson,

“That the Corporate Services Committee recommend to City Council:

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.” Withdrawn

Moved by Councillor Nicholson,
“That Report CORP-19-02 concerning the updated Media Relations Guidelines Manual and the Media Events, Groundbreaking, Grand Opening and Opening Ceremonies Guidelines Manual be deferred to the Corporate Services Committee meeting of February 4, 2019.” Carried

Items To Be Introduced By Councillors

CORP-19-08 Removal of Procedure By-law from Notice By-law

Moved by Councillor Nicholson,
“That the Corporate Services Committee recommend to City Council:

That enacting or amending a procedural by-law be removed from Schedule A of By-law 147-2007 of the Corporation of the City of Oshawa.” Referred by the following motion

Moved by Councillor Hurst,
“That the motion be referred to staff for a report back to the Corporate Services Committee by March 25, 2019.” Carried

CORP-19-09 Amendment to Procedure By-law to Permit All Councillors to Add Items to Regular Agendas

Moved by Councillor Nicholson,
“That the Corporate Services Committee recommend to City Council:

1. That Council’s rules of procedure be amended to permit any Member of Council to add matters to regular Standing Committee agendas under ‘Items introduced by Councillors’ by giving written notice to the Standing Committee Chair and Clerk, regardless of whether they are a Member of the Standing Committee or not, subject to the Clerk’s agenda publishing deadline; and,
2. That Council’s rules of procedure be amended to permit any Member of Council to request a matter be added to the ‘Items introduced by Councillors’ section of regular Standing Committee agendas, regardless of whether they are a Member of the Standing Committee or not, should the Member miss the Clerk’s agenda publishing deadline by giving written notice to the Standing Committee Chair and Clerk at the meeting; and,
3. That Council’s rules of procedure be amended to permit discussion of matters included in the ‘Items introduced by Councillors’ section of regular Standing Committee agendas only, without requiring a motion be put on the floor first and not for the balance of items on a Standing Committee agenda; and,
4. That for clarity, only Standing Committee Members be permitted to make a motion at Standing Committee meetings; and,
5. That the two-week notice to the public as set out in Notice By-law 147-2007 be waived.” Carried by later vote

Moved by Mayor Carter,
“That the motion be referred to staff to report back to the Corporate Services Committee by March 25, 2019.” Lost

The vote on the motion Carried on the following:

Affirmative – Councillors Hurst, Marks, Neal, Nicholson and Mayor Carter

Negative – None

Absent – Councillor Giberson

Moved by Councillor Nicholson,
“That the City’s Delegation By-law be added to the agenda of the next Corporate Services Committee meeting.” Withdrawn

CORP-19-10 Reporting of Lawsuits Filed by the City of Oshawa

Moved by Councillor Nicholson
“That all lawsuits filed on behalf of the City only occur after report and recommendation to the appropriate Standing Committee and Council.” Referred by the following motion

Moved by Mayor Carter,
“That the motion be referred to staff for a report back to the Corporate Services Committee.” Carried

Moved by Councillor Nicholson,
“That any appeal of a Freedom of Information order from the Information and Privacy Commissioner must be approved by the appropriate Standing Committee and Council.”
Withdrawn

Closed Meeting Agenda

Closed Correspondence Requiring Action

None.

Closed Reports/Motions Requiring Action

None.

Closed Consent Agenda

Closed Correspondence

None.

Closed Reports

None.

Closed Discussion Agenda

Matters Excluded from Closed Consent Agenda

None.

Adjournment

Moved by Councillor Neal,
"That the meeting adjourn." Carried

The meeting adjourned at 12:31 p.m.