



Corporate Services Committee Meeting

Monday, March 8, 2021

Electronic Meeting

9:30 a.m.

Agenda

In accordance Council's Procedure By-law 111-2017, as amended, during the COVID-19 Pandemic Emergency and in order to maintain the Provincial guidelines regarding limiting attendance at public gatherings, the Committee Chair, the Vice Chair, the Council Committee Coordinator, City Clerk Services support staff and Information Technology Services staff will be permitted in the Council Chamber. All other Members of Council and City staff will participate electronically from their offices or an alternate private location to maintain required physical distance in accordance with Provincial orders.

In addition, in-person attendance by the public will not be permitted. The Municipal Act, 2001 requires that, subject to the provisions in Section 239, all meetings be open in order for members of the public to observe the meetings. In order to comply with these provisions, members of the public may still view open meeting web streams online live and following the meeting as archived on the City's website.

Members of the public may request to address Committee as a delegation through remote electronic access regarding an item printed on the Agenda and received by City Clerk Services a minimum of two business days prior to the meeting. Members of the public may submit written correspondence regarding an item on the agenda up to 2 hours prior to the meeting for Council's consideration. The Clerk will e-mail the correspondence to all members of Council.

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.

The City of Oshawa is committed to providing services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you have accessibility needs and require alternate formats or other accommodations please contact City Clerk Services at 905-436-3311; email: clerks@oshawa.ca or in-person.

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 the operations of 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 2021: January 11, February 8, March 8, April 12, May 10, June 7, September 13, October 4, November 8, and November 29.

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 Council Chamber.

All who attend meetings in the Council Chamber and Committee Room do so voluntarily and as a result of their attendance at these meetings may be photographed/videotaped.

Corporate Services Committee

March 8, 2021

Matters Requiring Direction

Additional Agenda Items

(As may be presented at the meeting)

Declarations of Pecuniary Interest

(As may be presented at the meeting)

Presentations

Scott Proctor, Still Waters Consulting Inc., to provide a presentation concerning the proposed Function-based Classification System.

Delegations

None

Correspondence Requiring Action

None

Referrals from Council and Standing Committees

None

Reports from Advisory Committees

None.

Reports/Motions Requiring Action

Public Consent Agenda

Correspondence

None

Reports

CORP-21-15 Naloxone Training for City Staff

(See Pages 1 to 8)

Recommendation

That the Corporate Services Committee recommend to City Council:

That in accordance with Report CORP-21-15 dated March 3, 2021 regarding Naloxone Training for City Staff, the City develop and implement an opioid awareness training program for employees which will include education about the role of Naloxone.

CORP-21-14 Records Retention By-law and Function-based Classification System and Retention Schedule

(See Pages 9 to 234)

Recommendation

That the Corporate Services Committee recommend to City Council:

1. That in accordance with Report CORP-21-14, dated March 3, 2021, regarding a Records Retention By-law and the Function-based Classification System and Retention Schedule, Council approve the modernized Records Retention By-law and associated Schedules as set out in Attachment 1; and,
2. That the Supervisor, Purchasing & Support Services be authorized to award a single source contract to Still Waters Consulting Inc. in the amount of approximately \$72,000 excluding H.S.T. to reclassify and transfer all electronic records across the Corporation into the new Function-based Classification System in accordance with the new Records Retention By-law as well as train City staff on the new classification system.

CORP-21-12 Items of Recognition Displayed at City Hall

(See Pages 235 to 240)

Recommendation

That the Corporate Services Committee recommend to City Council:

1. That the Commissioner, Corporate Services develop the guidelines and administer requests received from outside organizations to display recognition items at City Hall; and,

2. That the three World War II newspaper articles located in the Mayor and City Councillor's Office Area be relocated to the first floor of City Hall; and,
3. That the Rotary Clubs of Oshawa-Parkwood and Oshawa Four Way Test Plaque be displayed on the first floor of City Hall; and,
4. That Robbie Larocque and Terry Jackson be thanked for their interest in displaying recognition items at City Hall.

CORP-21-13 Business Licensing By-law 120-2005 and Regulating Home Occupation Food Shops

Recommendation

That the Corporate Services Committee recommend to City Council:

Whereas Council approved changes to the City of Oshawa's Zoning By-law 60-94 based on recommendations from Report DS-20-82 dated September 9, 2020, to permit home food preparation businesses as a Home Occupation hereafter referred to as Home Occupation Food Shops (H.O.F.S.); and

Whereas the City of Oshawa's Business Licensing By-law 120-2005, as amended ('Licensing By-law') licenses, regulates, and governs certain businesses within the City of Oshawa; and,

Whereas the Licensing By-law regulates Food Shops which are defined as "any place where food stuffs intended for human consumption are made for sale, offered for sale, stored or sold, but does not include a licensed Refreshment Vehicle or a Bed and Breakfast Establishment"; and,

Whereas staff have identified the requirement to license H.O.F.S. as they meet the definition of Food Shop in Licensing By-law 120-2005; and,

Whereas licensing Food Shops helps to ensure consumer protection, health and safety; and,

Whereas staff have been receiving inquiries from H.O.F.S. operators asking about their licensing requirements; and,

Whereas the City recognizes the unique, and often part time nature of Home Occupations and recommends issuing a two year Food Shop licence instead of a one-year license to ease the financial burden on Operators;

Therefore be it resolved that Council approve by-laws in a form and content acceptable to the Commissioner of Corporate Services and Legal Services to amend Business Licensing By-law 120-2005, as amended and General Fees and Charges By-law 13-2003, as amended to establish a new two year licence category for Home Occupation Food Shops and to undertake related technical amendments as appropriate.

CORP-21-16 Corporate Services Committee Outstanding Items List Status Report – First Quarter 2021

(See Pages 241 to 248)

Recommendation

That the Corporate Services Committee recommend to City Council:

That Report CORP-21-16, dated March 3, 2021 being the Corporate Services Committee's Outstanding Items List Status Report for the first quarter of 2021 be received for information.

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

None

Items requiring Committee Action or Decision

None

Adjournment

Additional Agenda Items

Corporate Services Committee – March 8, 2021

CORP-21-17 Correspondence from Jeff Davis concerning Report CORP-21-14
Records Retention By-law and Function-based Classification
System and Retention Schedule
