



# **Finance Committee Meeting**

**Monday, September 21, 2020**

**Electronic Meeting**

**1:30 p.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 (or designate), 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 Tel: 905-436-3311 email: [clerks@oshawa.ca](mailto:clerks@oshawa.ca).

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

## **Finance Committee**

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

Below are the members of the Finance Committee:

Councillor Gray, Chair  
Councillor Nicholson, Vice-Chair  
Councillor Chapman, Member  
Councillor Marimpietri, Member  
Councillor McConkey, Member  
Mayor Carter, Ex Officio

The Finance Committee is responsible for providing advice and recommendations to Council resulting from matters under the authority of Finance Services including audit matters and any outside agencies reporting to Council on matters similar to matters listed under the authority of the Finance Committee.

Finance Committee meetings are held at 1:30 p.m. on the following dates in 2020: January 20, 2020, February 10, 2020, March 9, 2020, April 20, 2020, May 19, 2020, June 15, 2020, September 21, 2020, October 19, 2020, November 16, 2020, and December 7, 2020

## **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 and 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.

# Finance Committee

September 21, 2020

## Matters Requiring Direction

### Additional Agenda Items

(As may be presented at the meeting.)

### Declarations of Pecuniary Interest

(As may be presented by Committee Members)

### Presentations

Tina Barker, Supervisor, Purchasing and Support Services to provide a presentation concerning the Purchasing By-law

### Delegations

None.

### Correspondence Requiring Action

**FIN-20-46** Oshawa Central Council of Neighbourhood Association (OCCNA) submitting a request for COVID-19 signage

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(See Page 1)

### Referrals from Council and Standing Committees

FIN-20-50 Notice of Motion - Capital Projects Infographic

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“Whereas each year the City approves millions of dollars in capital projects; and,

Whereas the City is committed to ensuring it is open and accountable to its stakeholders; and,

Whereas the City annually publishes a pie chart breakdown of its budget with its final property tax bill mail out; and,

Whereas other municipalities publish further budget details on-line and on social media with infographics of budget services and capital projects delivered to the community;

Therefore the finance and corporate services communications department raise awareness of the various services and capital projects being delivered to the community with an annual infographic posted on the City’s website and social media, in addition to the Tax brochure pie chart mail out.”

FIN-20-51      Notice of Motion - Program Review

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“Whereas the City of Oshawa’s Transparency & Accountability Policy gives examples of how the City provides financial accountability and transparency, and among the examples listed the policy states that the City shall conduct a formal Program Review; and,

Whereas in November 2019, the MNP auditors, who were engaged under a third-party Provincial review program, reported to the Finance Committee on the benefits of a Program Review; and,

Whereas in the tremendous period of change in 2020 a formal Program Review would be timely;

Therefore the City initiate with stakeholder engagement a comprehensive and formal Program Review with a report to Council prior to the 2021 Budget deliberations.”

## **Reports from Advisory Committees**

None.

## **Reports/Motions Requiring Action**

**FIN-20-52**      Corporate Payments for the Month of May, 2020 (INFO-20-140)

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(See Pages 2 to 39)

*[Pulled from the Information Package of July 14, 2020 by Councillor McConkey to request that the report be received for information.]*

## **Public Consent Agenda**

### **Correspondence**

None.

### **Reports**

**FIN-20-38**      Purchasing By-law Update

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(See Pages 40 to 99)

Recommendation

That the Finance Committee recommend to City Council:

1. That pursuant to Report FIN-20-38 dated September 16, 2020, the updated Purchasing By-Law be approved as recommended; and,

2. That pursuant to Report FIN-20-38 dated September 16, 2020, staff be directed to open up the specifications for light duty vehicles and consider vehicles other than General Motors only; and,
3. The pursuant to Report FIN-20-38 dated September 16, 2020, the comments related to MNP Audit and Accountability Budget Review dated October 23, 2019 be received for information.

**FIN-20-39**

2020 Computer Rollout

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(See Pages 100 to 104)

Recommendation

That the Finance Committee recommend to City Council:

1. That the Manager or Supervisor, Purchasing Services be authorized to award contracts, as detailed in Report FIN-20-39 dated September 16, 2020, being the low compliant bids meeting specification as follows:
  - a. Request for Tender (R.F.T.) C2020-048 2020 Computer Equipment Rollout to CompuCom Canada Inc., in the amount of \$391,614 excluding all taxes (leasing company CWB NL Financial Inc. to pay equipment supplier directly);
  - b. Request for Tender (R.F.T.) C2020-060 Supply & Delivery of Servers to CompuCom Canada Inc., in the amount of \$72,415 excluding all taxes (leasing company CWB NL Financial Inc. to pay equipment supplier directly);
  - c. Request for Quotation (R.F.Q.) C2020-056 Supply & Delivery of Microsoft Surface Tablets to Nova Networks Inc., in the amount of \$46,422 excluding all taxes (leasing company CWB NL Financial Inc. to pay equipment supplier directly); and,
2. That additional funding of \$30,000 excluding all taxes be made available from the Information Technology Reserve to cover other miscellaneous components as required for the 2020 equipment rollout; and,
3. That the Manager or Supervisor, Purchasing Services be authorized to execute schedules to the Master Lease Agreement to authorize the acquisition of computer equipment and technology together with Certificates of Acceptance and other documents required to effect the Agreement; and
4. That pursuant to the requirements of Ontario Regulation 46/94, the Treasurer of the Regional Municipality of Durham be advised that the

City will be entering into a financing lease with CWB NL Financial Inc. on the terms stated in Report FIN-20-39.

**FIN-20-40**

Second Intake - Waiving of Fees and Financial Assistance

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(See Pages 105 to 108)

Recommendation

That the Finance Committee recommend to City Council:

That in accordance with Report FIN-20-40 dated September 16, 2020 concerning the Second Intake – Waiving of Fees and Financial Assistance:

1. That the following requests for waiving of fees be denied as they do not meet Council approved criteria:
  - a. Greater Durham Special Olympics: Durham Dolphins Swim Team - \$500
  - b. The Rotary Club of Oshawa - \$552.91
2. That the following request for financial assistance be denied as it does not meet Council approved criteria:
  - a. Videodrunken Entertainment - \$500

**FIN-20-41**

Supply and Delivery of Aerial Bucket Truck

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Recommendation

That the Finance Committee recommend to City Council:

Whereas the Purchasing By-Law 45-2016 requires Council approval to award contracts that exceed the approved budget; and,

Whereas Council approved project 20130056 Corporate Fleet Acquisition which includes the purchase of one aerial bucket truck in the amount of \$265,000 including non-rebateable H.S.T.; and,

Whereas Purchasing Services issued Request for Tender C2020-095 for the supply and delivery of one aerial bucket truck; and,

Whereas a total of one bid was received and opened by Purchasing Services; and

Whereas the bid received from Altec Industries Inc. in the amount of \$308,755 plus H.S.T. (\$314,189 including non-rebateable H.S.T.) meets the requirements of the tender; and,

Whereas there is a funding shortfall of \$49,189 including non-rebateable H.S.T.; and,

Whereas Finance Services has confirmed that the additional cost of \$49,189 including non-rebateable H.S.T. can be funded from the City Equipment Replacement Reserve;

Therefore, be it resolved that Council approve the additional funding of \$49,189 including non-rebateable H.S.T. be funded from the City Equipment Replacement Reserve and authorize the Supervisor, Purchasing and Support Services to award a contract to Altec Industries Inc. in the amount of \$308,755, plus H.S.T. for the supply and delivery of one aerial bucket truck being the lowest compliant bid received.

**FIN-20-42**

Ontario Municipal Commuter Cycling Program Enabling By-Law Amending Agreement No. 1

(See Pages 109 to 187)

Recommendation

That the Finance Committee recommend to City Council:

That pursuant to Report FIN-20-42 dated September 16, 2020 concerning the Ontario Municipal Commuter Cycling Program Enabling By-law Amending Agreement Number 1:

1. That City Council pass an Enabling By-law, in a form and content acceptable to the City Solicitor; and,
2. That the City's Commissioner, Finance Services is hereby authorized to execute Amending Agreement Number 1, in a form and content acceptable to the City Solicitor, on behalf of the City with Her Majesty the Queen in right of the Province of Ontario.

**FIN-20-44**

Supply and Delivery of Pumper Truck

Recommendation

That the Finance Committee recommend to City Council:

Whereas the Purchasing By-Law 45-2016 requires Council approval to award contracts that exceed the approved budget; and,

Whereas Council approved project 20130056 Corporate Fleet Acquisition which includes the purchase of one pumper truck in the amount of \$830,000 including non-rebateable H.S.T.; and,

Whereas Purchasing Services issued a Request for Proposal (R.F.P.) C2020-049 (A) for the supply and delivery of one pumper truck; and,

Whereas a total of six bids were received and opened by Purchasing Services; and

Whereas the proposal received from Darch Fire Inc. in the amount of \$847,711 plus H.S.T. (\$862,630 including non-rebateable H.S.T.) is the highest ranked proposal and meets the requirements of the R.F.P.; and,

Whereas there is a funding shortfall of \$32,630 including non-rebateable H.S.T.; and,

Whereas Finance Services has confirmed that the additional cost of \$32,630 including non-rebateable H.S.T. can be funded from the City Equipment Replacement Reserve;

Therefore, be it resolved that Council approve the additional funding of \$32,630 including non-rebateable H.S.T. be funded from the City Equipment Replacement Reserve and authorize the Supervisor, Purchasing and Support Services to award a contract to Darch Fire Inc. in the amount of \$847,711, plus H.S.T. for the supply and delivery of one pumper truck being the highest ranked proposal received.

**FIN-20-45**

Council Remuneration Report

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(See Pages 188 to 211)

Recommendation

That the Finance Committee recommend to City Council:

Whereas Section 284 of the Municipal Act, 2001, requires the Treasurer to submit to Council a statement of the prior year's remuneration and expenses paid by the municipality to each member of Council and to Council appointees to local boards or other bodies by March 31 of the following year; and,

Whereas the City of Oshawa Councillor Expense Policy also requires staff to provide Council with a summary of expenses incurred by members of Council; and,

Whereas Report INFO-20-102, dated April 22, 2020, titled Remuneration and Expenses for the Office of the Mayor, Members of Council and Council Appointees for 2019 was included in the Council Information Package; and,

Whereas Report INFO-20-102 has multiple Schedules containing supplemental details, including Schedule E which discloses remuneration received from the Region of Durham for each elected Regional member of



Oshawa City Council consistent with the March 2009 City Council direction;  
and,

Whereas FIN-20-36 concerning the Council Remuneration Report was introduced to the Finance Committee on June 15, 2020, which read:

‘Whereas the Municipality of Clarington includes more details than the City of Oshawa with its annual Council Remuneration report; Now therefore Oshawa Council Remuneration report include comprehensive totals and add all stipends paid to members of Oshawa Council from organizations such as the Conservation Authority, the Durham Region Non-Profit Housing Corporation.’; and,

Whereas the following subsequent motion was moved: ‘That the Oshawa Council Remuneration report include greater clarity and transparency with respect to Council members remuneration on the Region of Durham Council and the City of Oshawa Council and local board appointments, mileage, conferences, conventions and expenses, including all stipends and expenses paid for appointments of members of Oshawa Council from organizations such as the Conservation Authority the Durham Region Non-Profit Housing Corporation.’, which was referred to staff for a report; and,

Whereas Schedule E of the City of Oshawa’s remuneration report already contains all of the information requested by FIN-20-36; and,

Whereas, staff examined the Council Remuneration Report from Clarington and determined that in addition to the Clarington specific information, the report merely attached the Remuneration from the Region of Durham versus only including Clarington Councillors similar to the method of reporting by the City of Oshawa;

Therefore be it resolved that Schedule E of the Councillor Remuneration Report be replaced by attaching the Regional Council Remuneration report in order to provide the same information and to remain consistent with the City Council direction of March 2009.

FIN-20-47      Dehumidification System Replacement at Delpark Homes Centre

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Recommendation

That the Finance Committee recommend to City Council:

Whereas the Purchasing By-Law 45-2016 requires Council approval to award single source contracts greater than \$100,000; and,

Whereas Project 20100074 - Replace Dehumidification System at the Delpark Homes Centre was approved by Council as part of the 2020 Capital Budget in the amount of \$850,000; and,

Whereas replacement system design and specifications have been completed by Heat Transfer Solutions (H.T.S.) Engineering Ltd; and,

Whereas, H.T.S. was awarded the City's H.VAC Repair and Maintenance Contract C2017-110 through a request for tender process and are currently under contract with the City; and

Whereas, H.T.S. are intimately familiar with the existing facility and City Standards, and;

Whereas the H.T.S. cost estimate of \$681,130 (plus HST) for implementation of the proposed system falls within the current approved budget;

Therefore, be it resolved that the Supervisor, Purchasing and Support Services award a single source contract to Heat Transfer Solutions (H.T.S.) Engineering Ltd. not to exceed the Capital Budget amount of \$850,000 including H.S.T. for the replacement of the dehumidification system at the Delpark Homes Centre.

**FIN-20-48**

Asset Management Support Services

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(See Pages 212 to 227)

Recommendation

That the Finance Committee recommend to City Council:

1. That pursuant to Report FIN-20-48 dated September 16, 2020 concerning Asset Management Support Services, the Supervisor, Purchasing and Support Services be authorized to award a single source contract to Watson Economists and Associates Ltd. at a cost of \$17,270, plus H.S.T. to develop an Asset Management Roadmap; and,
2. That the contract be funded the contract through the Administrative Studies Development Charge Reserve and Growth Related Non-Development Charge Reserve; and,
3. That City Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Roadmap Development; and,

That the City of Oshawa commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Develop an Asset Management Roadmap through consultation and workshops with City staff and identify and document

available information related to assets including identification of gaps and steps to fill the gaps.

4. That the City of Oshawa commits \$3,600 from its budget toward the costs of this initiative.

**FIN-20-49** Finance Committee Outstanding Items Status Report – Third Quarter 2020

(See Pages 228 to 231)

Recommendation

That the Finance Committee recommend to City Council:

That Report FIN-20-49 dated September 16, 2020 being the Finance Committee's Outstanding Items Status Report for the third quarter of 2020 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**

### **Closed Correspondence Requiring Action**

None.

### **Closed Reports/Motions Requiring Action**

None.

## **Adjournment**