

Minutes of the FIRST meeting of the Finance and Administration Committee for 2011, being a meeting held in the Committee Meeting Room, C-Wing, Oshawa Civic Administration Complex, on Thursday, January 20, 2011 at 9:30 a.m.

Present: Councillor Diamond, Chair
Councillor Bouma, Vice-Chair
Councillor Aker, Member
Councillor, Wood, Member
Mayor Henry, Ex-Officio

Also

Present: Councillor Chapman
M. Medeiros, Manager, Support Services
R. Stockman, Commissioner, Corporate Services Department
S. Kranc, City Clerk
C. Brown, Director, Finance Services
J. Conlin, Director, Municipal Law Enforcement & Licensing Services
R. Foster, Auditor General
N. Pincombe, Manager, Budget & Financial Systems Development
S. Sinnott, Manager, Financial Services
T. Dwyre, Manager, Taxation and Revenue Services
D. Lyon, Manager, Purchasing Services
K. Feagan, Manager, Municipal Law Enforcement Services
C. Kelly, Director, Works and Transportation Services
A. Wakeford, Assistant Solicitor
M. Robinson, Manager, Buildings Development

Absent: None.

Moved by Councillor Bouma,

“That FA-11-37, being a request from Rosemary McConkey to address the Finance and Administration Committee concerning webstreaming of the February 3, 2010 Special City Council Meeting be added to the January 20, 2011 agenda.” CARRIED

FA-11-06 Linda Jones on behalf of her father William Smith – Request to Address the Finance and Administration Committee Concerning Damaged Hydro Wires at 342 Division Street

The Committee reviewed Correspondence FA-11-06 dated November 30, 2010 from William Smith requesting to address the Finance and Administration Committee concerning damaged hydro wires at 342 Division Street.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

Whereas Linda Jones has advised that this matter has been resolved;

Therefore the request from Linda Jones on behalf of her father William Smith as outlined in Correspondence FA-11-06 dated November 23, 2010 concerning damaged hydro wires at 342 Division Street, be filed.” CARRIED

FA-11-07 William Magee – Request for Support and Offer to Recruit Volunteers to Form a Club to Salvage Oshawa’s Miniature Village

The Committee reviewed Correspondence FA-11-07 from William Magee requesting support and offering to recruit volunteers to form a club to salvage Oshawa’s Miniature Village.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

Whereas Council has directed that the Cullen Miniatures be sold;

Therefore the request from William Magee as outlined in Correspondence FA-11-07 offering to recruit volunteers to form a club to salvage the miniatures and requesting support, be denied.” CARRIED

FA-11-08 Dianne Singer – Request for the City of Oshawa to Return Leo (Pit Bull) to His Owner and Expressing Concern Regarding the Enforcement of the Ontario Breed-Specific Legislation

The Committee reviewed Correspondence FA-11-08 dated November 19, 2010 from Dianne Singer requesting the City of Oshawa return Leo (Pit Bull) to his owner and expressing concern regarding enforcement of the Ontario Breed-Specific Legislation.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That pursuant to Correspondence FA 11-08 from Dianne Singer the request for the City of Oshawa to return Leo (pit bull) to his owner and expressing concern regarding the enforcement of the Ontario breed-specific legislation, be denied.” CARRIED

FA-11-09 Rev. John Perks, Rescue Ministries – Request for Sponsorship for their Christmas Dreams Program

The Committee reviewed Correspondence FA-11-09 dated October 5, 2010 from Rev. John Perks, Rescue Ministries requesting sponsorship for their Christmas Dreams program.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Correspondence FA-11-09 from Rev. John Perks, Rescue Ministries requesting sponsorship for their Christmas Dreams program, be denied.”

CARRIED

FA-11-10 Ontario Good Roads Association – Minimum Maintenance Standards Litigation, Status Report

The Committee reviewed Correspondence FA-11-10 dated November 5, 2010 from the Ontario Good Roads Association providing a status report concerning the Minimum Maintenance Standards (MMS) litigation.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Correspondence FA-11-10 dated November 5, 2010, being a status report concerning the Minimum Maintenance Standards (MMS) litigation from the Ontario Good Roads Association, be received for information.” CARRIED

FA-11-01 Accounts for the Month of August 2010

The Committee reviewed Report FA-11-01 dated October 19, 2010 from the Director, Finance Services providing a summary of expenditures for the month ended August 31, 2010.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Report FA-11-01, Accounts for the Month of August 2010, dated October 19, 2010 be received for information.” CARRIED

FA-11-02 Accounts for the Month of September 2010

The Committee reviewed Report FA-11-02 dated October 19, 2010 from the Director, Finance Services providing a summary of expenditures for the month ended September 30, 2010.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Report FA-11-02, Accounts for the Month of September 2010, dated October 19, 2010 be received for information.” CARRIED

FINANCE AND ADMINISTRATION COMMITTEE MEETING – January 20, 2011FA-11-22 Corporate Insurance Coverage for 2011

The Committee reviewed Report FA-11-22 dated January 13, 2011 from the Commissioner, Corporate Services Department advising Council of the quote and requesting approval to continue with Cowan for the provision of the City's corporate insurance coverage for the 2011 term.

Moved by Councillor Bouma,

"That the Finance and Administration Committee recommend to City Council:

That the Manager, Purchasing Services be authorized to issue a purchase order to Frank Cowan Company in the amount of \$1,124,328 (plus applicable taxes) for corporate insurance coverage for one year, commencing January 1, 2011 based upon information provided in Report FA-11-22, 'Corporate Insurance Coverage for 2011', dated January 13, 2011." CARRIED

FA-11-23 2011 Borrowing By-law

The Committee reviewed Report FA-11-23 dated January 13, 2011 from the Commissioner, Corporate Services Department requesting approval for the 2011 Borrowing By-law.

Moved by Councillor Bouma,

"That the Finance and Administration Committee recommend to City Council:

That the Borrowing By-law as described in Report FA-11-23, '2011 Borrowing By-Law', dated January 13, 2011 be approved." CARRIED

FA-11-05 Council Remuneration and Continuance of One-Third Tax-Free Allowance

The Committee reviewed Report FA-11-05 dated January 13, 2011 from the Commissioner, Corporate Services Department providing Council the opportunity to publicly review its motion of February 4, 2002 which directed that 'it is the intention of the Council of the City of Oshawa that one-third of the remuneration paid to the elected members of the Council and its local boards shall continue as expenses incident to the discharge of their duties as members of Council or local boards.'

Moved by Councillor Bouma,

"That the Finance and Administration Committee recommend to City Council:

That Report FA-11-05, "Council Remuneration and Continuance of One-Third Tax-Free Allowance", dated January 13, 2011 be received for information." CARRIED

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FA-11-04 Shared Services with the Oshawa Public Library Review

The Committee reviewed Report FA-11-18 dated January 13, 2011 from the Commissioner, Corporate Services Department responding to the Auditor General's recommendation approved by Council at its meeting of February 1, 2010 to review potential shared service opportunities between the City of Oshawa and the Oshawa Public Library with a view to reducing overall expenditures.

Moved by Councillor Bouma,

"That the Finance and Administration Committee recommend to City Council:

1. That City staff work with Oshawa Public Library staff as outlined in Report FA-11-04, 'Shared Services with the Oshawa Public Library Review', dated January 13, 2011 to continue to provide advice on collective agreement language and assistance where possible with collective agreement negotiations, advance the sharing of IT resources to and from the Library, and continue to explore opportunities for future shared services; and,
2. That Report FA-11-04 be forwarded to the Oshawa Public Library Board." CARRIED

FA-11-18 Update on Various Facility Management Capital Projects

The Committee reviewed Report FA-11-18 dated January 13, 2011 from the Commissioner, Corporate Services Department advising Council of the funding shortfall for three Facility Management Capital projects, providing an explanation for the overruns, and proposing a funding strategy for these three projects.

Moved by Councillor Bouma,

"That the Finance and Administration Committee recommend to City Council:

That additional funding of \$96,500 required to fund unanticipated expenditures required to complete the HVAC replacement at Fire Hall #3, various risk management projects and HVAC replacement at the Civic Dome be approved and funded from the Tax Rate Stabilization Reserve Fund as outlined in Report FA-11-18, 'Update on Various Facility Management Capital Projects', dated January 13, 2011." CARRIED

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- FA-11-16 Request for Tender C2010-103, For The Supply and Delivery of Three (3) Conventional Cab and Chassis Vehicles Complete with Two-Way Front Mounted Plow, Wing and Combination Spreader/Dump Body

The Committee reviewed Report FA-11-16 dated January 13, 2011 from the Commissioner, Corporate Services Department recommending a contract award for the supply and delivery of three conventional cab and chassis vehicles complete with two-way front mounted plow, wing and combination spreader/dump body.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That pursuant to Report FA-11-16 dated January 13, 2011 from the Commissioner, Corporate Services Department, the Manager, Purchasing Services be authorized to issue purchase orders to Winslow-Gerolamy Motors, being the lowest responsible and responsive bid received, for the supply of three (3) conventional cab and chassis vehicles complete with two-way front mounted plow, wing and combination spreader/dump body in the amount of \$584,456, including all taxes, net of trade value for City units #12938, #12960, and #12970.” CARRIED

- FA-11-13 2010 Municipal Elections: Identification, Removal and Prevention of Barriers that Affect Electors and Candidates with Disabilities

The Committee reviewed Report FA-11-13 dated January 13, 2011 from the Commissioner, Corporate Services Department apprising Council of the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Report FA-11-13 dated January 13, 2011 apprising Council with respect to the identification, removal and prevention of barriers affecting electors and candidates with disabilities during the 2010 Municipal Election be received for information.” CARRIED

- FA-11-17 Tax Sale Extension Agreements – 362 and 365 French Street

The Committee reviewed Report FA-11-17 dated January 13, 2011 from the Commissioner, Corporate Services Department requesting the Finance and Administration Committee pass a by-law authorizing an extension agreement extending the time in which the cancellation price for 362 French Street and 365 French Street is to be paid after the registration of a tax arrears certificate.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee pass a by-law authorizing the City to enter into an extension agreement as outlined in Report FA-11-17 dated January 13, 2011 extending the time for the payment of the cancellation price for 362 French Street and 365 French Street and authorizing the Chair of the Finance and Administration Committee and the Clerk to execute said by-law.” CARRIED

FA-11-11 John Gray – Requesting Council Ask the Province to Shorten the Period of Time Between the Election and the Swearing In of the New Council

The Committee reviewed Correspondence FA-11-11 dated December 1, 2010 from John Gray requesting Council consider passing a motion requesting the Province of Ontario shorten the period of time between the election and the swearing in of the new Council.

Moved by Councillor Aker,

“That Correspondence FA-11-11 dated December 1, 2010 from John Gray requesting Council consider passing a motion requesting the Province of Ontario shorten the period of time between the election and the swearing in of the new Council be tabled to the next Finance and Administration Committee meeting and that staff investigate if Council has already endorsed a similar motion.” CARRIED

Moved by Councillor Bouma,

“That the delegation of Rosemary McConkey be heard at the appropriate time.” CARRIED

Moved by Mayor Henry,

“That the order to the agenda be altered in order to hear Rosemary McConkey.” CARRIED

FA-11-37 Rosemary McConkey – Request to address the Finance and Administration Committee concerning webstreaming of the February 3, 2010 Special City Council Meeting

Rosemary McConkey addressed Committee requesting the special February 3, 2011 Council Meeting be webstreamed live on the City’s website advising that she has a friend, John E. Walker, who has agreed to do this for free but will require assistance from City staff to have the meeting webstreamed from the City’s website.

Committee members questioned Rosemary McConkey concerning the logistics of webstreaming meetings.

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Moved by Councillor Aker,

“That pursuant to FA-11-37, the request from Rosemary McConkey for the February 3, 2011 special City Council meeting to be webstreamed on the City’s website be referred to staff to determine if the meeting can be recorded and made possible for viewing on the City’s website and to report back to a special Finance and Administration Committee meeting on January 31, 2011.”
CARRIED

FA-11-15 2010 - 3rd Quarterly Members of Council Expense Report

The Committee reviewed Report FA-11-15 dated January 13, 2011 from the Commissioner, Corporate Services Department providing a summary of the expenses incurred by Councillors as required by the Councillors’ Expense Policy and for the Mayor as directed by Council.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Report FA-11-15, ‘2010 3rd Quarterly Members of Council Expense Report’, dated January 13, 2011 be received for information.” CARRIED

FA-11-14 Severance and Termination Payments to Members of Council

The Committee reviewed Report FA-11-14 dated January 13, 2011 from the Commissioner, Corporate Services Department advising Council of the severance/termination payments made to departing members of Council.

The Committee questioned the Commissioner, Corporate Services Department concerning the severance payments to former members of Council and several aspects of Report FA-11-14.

In response to questions from the Committee concerning a former municipal employee, the Commissioner advised personal information should be discussed in closed session.

Moved by Mayor Henry,

“That Report FA-11-14 be tabled to the end of the meeting.” CARRIED

FA-11-25 Transportation Costs for the Office of the Mayor

The Committee reviewed Report FA-11-25 dated January 13, 2011 from the Commissioner, Corporate Services Department proposing an addition to the Council Remuneration By-law 39-2005 to permit an allowance or per kilometer reimbursement to the Mayor for using his private automobile for business travel.

The Committee questioned the Commissioner, Corporate Services Department.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

1. That based on Report FA-11-25, “Transportation Costs for Office of the Mayor” dated January 13, 2011, that Council approve the proposed changes to the Council Remuneration By-law 39-2005 to provide the Mayor of the City of Oshawa one of the following options:
 - a) use of a city vehicle (with replacement to coincide with the Mayor’s term of office); or
 - b) a bi-weekly car allowance of \$200 (consistent with the rate provided to councillors; or
 - c) reimbursement of business kilometers driven at the standard rate paid to most employees through Car Plan 2.
2. That staff develop a Vehicle Policy for the Mayor’s vehicle.” PARTS 1a) and 2 LOST, PARTS 1 b) and c) CARRIED

The motion was divided upon request to vote on each part separately.

The vote on Part 1 a) LOST

The vote on Part 1 b) and c) CARRIED

The vote on Part 2 LOST

FA-11-26 Request for Proposal C2010-019, Corporate Guard Services

The Committee reviewed Report FA-11-26 dated January 13, 2011 recommending the contract award for corporate security to the highest ranked bidder for a period of one year with an option of extending the contract for two additional one-year terms, subject to favourable pricing and service.

The Committee questioned the Commissioner, Corporate Services Department.

Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

1. That the Manager, Purchasing Services be authorized to award a one-year contract as detailed in Report FA-11-26, “Request for Proposal #C2010-019, Corporate Guard Services” dated January 13, 2011 to Federal Security Agency Corporation for corporate guard services in the amount of \$617,904, including taxes, being the highest ranked proposal received; and,

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2. That the Manager, Purchasing Services be authorized to extend the agreement for two additional one-year terms, subject to favorable pricing and service.” CARRIED

FA-11-20 Remuneration for Livestock Valuers

The Committee reviewed Report FA-11-20 dated January 13, 2011 from the Commissioner, Corporate Services Department recommending an increased remuneration for citizen appointed livestock valuers for the City of Oshawa.

The Committee questioned the Commissioner, Corporate Services Department.

Moved by Councillor Bouma,
“That the Finance and Administration Committee recommend to City Council:

That the remuneration paid to citizen appointed livestock valuers for the City of Oshawa be increased to \$100 per visit, plus mileage calculated at the staff rate.” CARRIED

FA-11-21 Parking Administrative Penalty System By-law

The Committee reviewed Report FA-11-21 dated January 13, 2011 from the Commissioner, Corporate Services Department responding to Council’s direction to report respecting the establishment of a system of parking administrative penalties.

The Committee questioned the Commissioner, Corporate Services Department.

Moved by Councillor Bouma,
That the Finance and Administration Committee recommends to City Council:

That a by-law in the form of Attachment 1 to Report FA-11-21, “Parking Administrative Penalty System By-law” dated January 13, 2011 be passed to establish a system of administrative penalties respecting the stopping, standing or parking of vehicles.” CARRIED

FA-11-31 Finance and Administration Committee’s Outstanding Items Status Report

The Committee reviewed Report FA-11-31, being the Finance and Administration Committee’s Outstanding Items Status Report as of December 31, 2010.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That Report FA-11-31, being the Finance and Administration Committee’s Outstanding Items Status Report as of December 31, 2010, be received for information.” CARRIED

FA-11-32 City Council Referral - Council Agenda Heading ‘Additional Motions/Items’

The Committee reviewed City Council Referral FA-11-32, being a Notice of Motion to amend the Council Agenda to replace the section entitled ‘Additional Agenda/Items’ with the heading ‘Additional Agenda-Related Correspondence’.

Moved by Mayor Henry,

“That the Finance and Administration Committee recommend to City Council:

That the Council Agenda order be amended such that the section entitled ‘Additional Motions/Items’ be replaced with the heading ‘Additional Agenda-Related Correspondence’.” CARRIED

FA-11-33 City Council Referral - Weekend Rotation Schedule for Council Members

The Committee reviewed City Council Referral FA-11-33, being a Notice of Motion for a rotation schedule to be created for each member of Council to respond to Council e-mails and concerns one weekend every 11 weeks.

Moved by Mayor Henry,

“That the Finance and Administration Committee recommend to City Council:

That a rotation schedule be created whereby each Council member will be responsible for responding to Council e-mails and concerns one weekend every 11 weeks and the schedule be arranged alphabetically by surname in order to allow for easier scheduling.” CARRIED

FA-11-34 City Council Referral - Council Appointments to Boards and Committees

The Committee reviewed City Council Referral FA-11-34, being a motion to refer the matter of Councillor appointments to boards and committees to the Finance and Administration Committee.

Mayor Henry declared a conflict of pecuniary interest concerning appointments to the Oshawa Physician Recruitment Committee (OPRC) as his wife is a member of the Committee, owns and operates a Medical Centre and requested the OPRC be voted on separately and did not participate in discussion and voting on this matter.

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Moved by Councillor Wood,

“That, pursuant to City Council Referral FA-11-34, the matter of Councillor appointments to boards/committees in which the City of Oshawa no longer makes appointments such as Heritage Oshawa, Oshawa Central Business District Improvement Area Board of Management, Oshawa Environmental Advisory Committee, Multicultural Council of Oshawa/Durham, Safe City Oshawa Partnership, Oshawa Folk Arts Council, Oshawa Historical Society, Oshawa Senior Citizens’ Centre Board of Directors, Oshawa Valley Botanical Garden Task Force, Parkwood Board of Directors, Robert McLaughlin Gallery Board of Directors and the Oshawa Public Library Board of Directors be referred to staff to ask the boards and committees if they would like Council representation, what the expectations for Council members would be as well as their meeting schedule and report back to Committee.” CARRIED

Moved by Councillor Aker,

“That, pursuant to City Council Referral FA-11-34, the matter of Councillor appointments to the Oshawa Physician Recruitment Committee (OPRC) be referred to staff to ask the OPRC would like Council representation, what the expectations for Council members would be as well as the meeting schedule and report back to Committee.” CARRIED

FA-11-35 City Council Referral - Comment Cards in Support of Extending Highway 407 to Highway 35/115

The Committee reviewed City Council Referral FA-11-35, being a motion concerning the feasibility of sending out comment cards with the property tax bill requesting support extending Highway 407 to Highway 35/115.

Moved by Mayor Henry,

“That the Finance and Administration Committee recommend to City Council:

That the prototype comment cards provided by George Lysyk as a method for citizens to request the Minister of Transportation and the Premier of Ontario reconsider their decision to stop the Highway 407 East extension at Simcoe Street and commit to construct it to the Highway 35/115 consistent with the recently approved Environmental Assessment, be referred to staff for inclusion in the property tax bill.” CARRIED

FA-11-03 Land Not Sold at Recent Tax Sale, Vacant Land, Hortop Street, Roll #18 13 060 020 061 00 0000

The Committee reviewed Report FA-11-03 dated January 13, 2011 from the Commissioner, Corporate Services Department recommending action to deal with a property that failed at a Tax Sale listed on the Confidential Agenda and did not go into closed session.

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Moved by Councillor Bouma,

“That the Finance and Administration Committee recommend to City Council:

That staff proceed with the recommendation contained in Report FA-11-03 concerning the vacant land not sold at recent tax sale, Hortop Street, assessment roll number 18 13 060 020 061 00 0000.” CARRIED

Moved by Councillor Bouma,

“That the Finance and Administration Committee pass By-law-10-2011.” CARRIED

10-2011 A By-law to authorize a tax arrears extension agreement.
(Implements direction of the Finance and Administration Committee on January 20, 2011 through Delegation of Authority By-law 29-2009 to authorize the City to enter into an agreement with the mortgagee of the owner to extend the time period within which the cancellation price payable on the properties is to be paid to August 1, 2011 for 362 French Street, legally described as Part Block A, Plan 298, East Whitby as in D340788 subject to D430788, together with D430788 and 365 French Street, legally described as Part Lot 31 Plan 257 East Whitby; Part Haig Street Plan East Whitby (formerly John Avenue) closed by By-law OS59275, Part 1, Plan 40R-16642, Part Block A Plan 298 East Whitby as in D449995, against which properties the City registered tax arrears certificates on February 4, 2010.)

Moved by Mayor Henry,

“That pursuant to Section 239 2(b) of the *Municipal Act* the meeting be closed to the public to discuss personal information about an identifiable individual.” CARRIED

The Finance and Administration Committee went into closed session at 11:10 a.m.

Councillors Diamond, Bouma, Aker, Wood and Mayor Henry were present for closed meeting discussions. Also in attendance were the Manager, Support Services, the Commissioner, Corporate Services Department and the Director, Finance Services.

The Finance and Administration Committee rose from closed session at 11:15 a.m. and reported as follows:

Closed Meeting Summary Report

The following is a summary of the closed portion of the meeting.

The Committee questioned the Commissioner, Corporate Services Committee concerning personal information about a former municipal employee.

Closed meeting discussions took place.

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Moved by Councillor Aker,
“That the Committee rise from closed session.” CARRIED

Moved by Councillor Aker,
“That Report FA-11-14 be lifted from the table.” CARRIED

FA-11-14 Severance and Termination Payments to Members of Council

Moved by Councillor Aker,
That the Finance and Administration Committee recommend to City Council:

That Report FA-11-14, ‘Severance and Termination Payments to Members of Council’, dated January 13, 2011 be received for information.” CARRIED

Moved by Councillor Bouma,
“That the meeting adjourn.” CARRIED

The meeting adjourned at 11:20 a.m.