

Corporate Services Standing Committee Meeting

Date: Monday, July 29, 2019

Time: 6:00 o'clock p.m.

Members Present:

Mayor

Mayor Dilkens

Councillors

Ward 1 - Councillor Francis

Ward 2 - Councillor Costante

Ward 3 - Councillor Bortolin

Ward 4 - Councillor Holt

Ward 6 - Councillor Gignac

Ward 7 - Councillor Kusmierczyk

Ward 8 - Councillor Kaschak

Ward 9 - Councillor McKenzie

Ward 10 - Councillor Morrison

Councillors Regrets

Ward 5 - Councillor Sleiman

1. CALL TO ORDER

Mayor Dilkens calls the meeting of the Corporate Services Standing Committee of Council to order at 6:01 o'clock p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

3. ADOPTION OF THE MINUTES

Minutes

Corporate Services Standing Committee Monday, July 29, 2019

Page 2 of 8

3.1. Minutes of the Executive Committee meeting held January 29, 2018

Moved by: Councillor Kaschak
Seconded by: Councillor Francis

THAT the Minutes of the Executive Committee meeting of Council held January 29, 2018 **BE ADOPTED** as presented.
Carried.

Report Number: SCM 60/2018

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

5.5. Corporate Asset Management Plan

Moved by: Councillor Francis
Seconded by: Councillor Gignac

Decision Number: CSC 329

THAT City Council **RECEIVE** and **APPROVE** the attached Asset Management Plan for the City of Windsor in compliance with Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure; and further,

That the report of the Manager of Asset Planning dated July 8, 2019 entitled “Corporate Asset Management Plan” **BE DEFERRED** to the 2020 Budget Deliberations to allow Council to consider the additional recommendations in the report.

Carried.

Councillor Morrison voting nay.

Report Number: S 129/2019
Clerk's File: AF/11247

5. PRESENTATIONS AND DELEGATIONS

5.1. PwC Internal Audit Quarterly Summary Report April 1 to June 30, 2019

Suk Bedi, Director Risk Assurance Services; and Christopher O'Connor, partner, PricewaterhouseCoopers LLP

Suk Bedi, Director Risk Assurance Services; and Christopher O'Connor, partner, PricewaterhouseCoopers LLP appear before the Corporate Services Standing Committee regarding the report PwC Internal Audit Quarterly Summary Report April 1 to June 30, 2019 and provide a brief summary of projects that are underway. Mr. O'Connor indicates that objectives have been met regarding Windsor Essex County Housing Corporation (WECHC) and management action plans are in place. Mr. O'Conner provides a brief summary of the status of the following projects that are underway:

Minutes
Corporate Services Standing Committee
Monday, July 29, 2019

- a) Internal Audit Performance Dashboard 2018-19
 - b) Concerned Citizen and Employee Hotline Status
 - c) CHC Asset Management Housing Portfolio Internal Audit Report
 - d) Hotline Investigation Report NTS-002-2018;
- and concludes by indicating that timelines are being met.

Moved by: Councillor Gignac
Seconded by: Councillor Costante

Decision Number: CSC 325

THAT the **attached** report provided by PricewaterhouseCoopers LLP (PwC) for the period April 1, 2019 to June 30, 2019 comprised of the following:

- a) Internal Audit Performance Dashboard 2018-19
- b) Concerned Citizen and Employee Hotline Status
- c) CHC Asset Management Housing Portfolio Internal Audit Report
- d) Hotline Investigation Report NTS-002-2018

BE RECEIVED for information; and further,

THAT City Council **AUTHORIZE** administration to proceed to implement the Management Action Plan as prescribed in the Hotline Investigation Report NTS-002-2018; and,

THAT City Council **DIRECT** administration to report on the progress of the implementation of the Management Action Plans and that such reports should coincide with PricewaterhouseCoopers LLP's quarterly updates to Council.
Carried.

Report Number: SCM 244/2019
Clerk's File: AF/11247

5.2. PwC Internal Audit Year in Review 2018-2019

Moved by: Councillor Francis
Seconded by: Councillor Costante

Decision Number: CSC 326

That the attached report provided by PricewaterhouseCoopers (PwC) entitled "Internal Audit Year in Review 2018-2019" dated June 30, 2019 **BE RECEIVED** for information.
Carried.

Report Number: SCM 245/2019
Clerk's File: AF/11247

Minutes

Corporate Services Standing Committee Monday, July 29, 2019

Page 4 of 8

5.3. Status Report on Implementation of Audit Recommendations - 2019 Q2 - City Wide

Moved by: Councillor Costante
Seconded by: Councillor Holt

Decision Number: CSC 327

THAT City Council **RECEIVE FOR INFORMATION** the Status Report on Implementation of Audit Recommendations as of 2019 Q2 (attached as Appendix A).
Carried.

Report Number: S 126/2019
Clerk's File: AF/11247

5.4. Summary of Hotline Issues Referred to Management by PwC - 2019 Q2 - City Wide

Moved by: Councillor Gignac
Seconded by: Councillor Kaschak

Decision Number: CSC 328

THAT City Council **RECEIVE FOR INFORMATION** the Summary of Hotline Issues Referred to Management by PwC from April 1, 2019 – June 30, 2019 (attached as Appendix A).
Carried.

Report Number: S 127/2019
Clerk's File: AF/11247

6.5. Windsor Essex Community Housing Corporation - Annual General Meeting - City Wide

**Ami Patel, Chief Financial Officer & Director of Finance, Windsor Essex Community
Housing Corporation**

Ami Patel, Chief Financial Officer & Director of Finance, Windsor Essex Community Housing Corporation appears before the Corporate Services Standing Committee regarding the administrative report Windsor Essex Community Housing Corporation – Annual General Meeting – City Wide and is available for questions.

Moved by: Councillor Gignac
Seconded by: Councillor Francis

Decision Number: CSC 334

Minutes

Corporate Services Standing Committee

Monday, July 29, 2019

Page 5 of 8

THAT in accordance with the Shareholder Declaration, City Council **RECEIVE** the following documents as it relates to Windsor Essex Community Housing Corporation (WECHC) 2018 fiscal year end:

- Audited Financial Statements
- External Auditor Finding Report
- Management Letter

THAT City Council, acting as the shareholder for WECHC **APPROVE** the resolutions attached as Appendix G and H and presented herein by WECHC; and,

THAT the Mayor **BE AUTHORIZED** to execute the shareholder's resolutions on behalf of The Corporation of the City of Windsor, in accordance with Council direction, with respect to all matters presented herein by WECHC for the year 2018.

Carried.

Report Number: C 140/2019
Clerk's File: SS2019

6. BUSINESS ITEMS

6.1. The Corporation of the City of Windsor 2018 Consolidated Financial Statements

Moved by: Councillor Morrison

Seconded by: Councillor Kaschak

Decision Number: CSC 330

THAT City Council **RECEIVE AND ACCEPT** the Audited Consolidated Financial Statements for the year ended December 31, 2018, including the City of Windsor Trust Fund Statements.

Carried.

Report Number: S 133/2019
Clerk's File: AF/11247

6.2. Compliance with Applicable Laws & Regulations, 2019 Q2 - City Wide

Moved by: Councillor Gignac

Seconded by: Councillor Francis

Decision Number: CSC 331

THAT City Council **RECEIVE FOR INFORMATION** the Status Report on Compliance with Applicable Laws and Regulations, 2019 Q2.

Carried.

Report Number: S 130/2019
Clerk's File: AF/11247

Minutes

Corporate Services Standing Committee Monday, July 29, 2019

Page 6 of 8

6.3. 2019 Second Quarter Operating Budget Variance Report

Moved by: Councillor McKenzie
Seconded by: Councillor Morrison

Decision Number: CSC 332

THAT Council **RECEIVE FOR INFORMATION** the 2019 2nd Quarter Operating Budget Variance Report from the Chief Financial Officer and City Treasurer; and,

THAT the Chief Administrative Officer and the Chief Financial Officer & City Treasurer **BE DIRECTED** to monitor the 2019 Operating Budget and continue to seek further means of offsetting any potential variances that may arise.

Carried.

Report Number: S 131/2019
Clerk's File: AFB/13207

6.4. Delegation of Authority Semi-Annual Report for the Period of January 1, 2019 - June 30, 2019 -- CITY WIDE

Moved by: Councillor McKenzie
Seconded by: Councillor Kusmierczyk

Decision Number: CSC 333

THAT the Delegation of Authority Semi-Annual Report for the first half of 2019 (January 1, 2019 through June 30, 2019) **BE RECEIVED** for information.

Carried.

Report Number: CM 26/2019
Clerk's File: AFB/13207

6.6. Disaster Mitigation and Adaptation Fund (Special Intake)

Moved by: Councillor Gignac
Seconded by: Councillor Francis

Decision Number: CSC 335

THAT in order to undertake a major project aimed at reducing the likelihood of future flooding, City Council approve the following recommendations:

1. THAT City Council **APPROVE** the Chief Administrative Officer to submit an Expression of Interest, and Full Application for the \$80,484,001 project identified in this report, to Infrastructure Canada (INFC) for the Disaster Mitigation and Adaptation Fund (DMAF)

Minutes
Corporate Services Standing Committee
Monday, July 29, 2019

subject to the documents being satisfactory in technical content by the City Engineer and financial content by the City Treasurer; and,

2. THAT City Council **SUPPORT** the matching funding for the City's portion of the project, as \$5,000,000 each year from 2020 to 2030 from the Sewer Master Plan Implementation Project (ENG-002-19); and,
3. THAT in the event the City receives written confirmation of the Grant funding being awarded to the City, then City Council **APPROVES** the following:
 - a) THAT City Council **APPROVE** the use of funding identified in the Sewer Master Plan Implementation Project (ENG-002-19) as the City's matching portion for the DMAF grant, with funding specifically identified as follows:
 1. **PRECOMMITMENT** of \$5,000,000 each year from 2020 to 2023 so that these funds are available for immediate use; and,
 2. Placeholder funding of \$5,000,000 each year from 2024 to 2030 be **APPROVED** and that once funding for each year is within 5 years it **BE DEEMED** precommitted and available for immediate use.
 - b) THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any agreements, declarations or approvals required resulting from receiving grant funding approval for the DMAF program and being satisfactory in technical content to the City Engineer, in financial content to the City Treasurer, and in form to the City Solicitor; and,
 - a) The Chief Administrative Officer **BE AUTHORIZED** to delegate signing of all claims and applicable schedules and other such documents required as part of the request for payment to the City Engineer or designate, subject to financial content approval from the area's Financial Planning Administrator or their manager; and,
 - b) The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign agreements or contracts with successful vendors/proponent/bidder satisfactory in technical content to the City Engineer, in financial content to the City Treasurer, and in form to the City Solicitor; and,
 - c) The Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders as may be required to affect the recommendation noted above, subject to all specification being satisfactory in technical content to the City Solicitor for legal content and in financial content to the City Treasurer.

Carried.

Minutes

Corporate Services Standing Committee

Monday, July 29, 2019

Page 8 of 8

7. COMMITTEE REPORTS

None presented.

8. ADJOURNMENT

There being no further business, the meeting of the Corporate Services Standing Committee of Council is adjourned at 6:40 o'clock p.m.

Carried.

Mayor

City Clerk