

A meeting of the **Executive Committee** of Council is held this day commencing at 6:00 o'clock p.m. in Council Chambers there being present the following members:

Members Present: Mayor Dilkens (Chair)
Councillor Borrelli
Councillor Bortolin
Councillor Elliott
Councillor Francis
Councillor Gignac
Councillor Holt
Councillor Kusmierczyk
Councillor Marra
Councillor Sleiman

Members Absent: Councillor Payne

1. **CALL TO ORDER**

Mayor Dilkens calls the meeting of the Executive Committee of Council to order at 6:00 o'clock p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Councillor Francis discloses an interest and abstains from voting on Item No. 21, Delegation of Authority Semi-Annual Status Report for the period January 1, 2015 through June 30, 2015, specifically regarding the issue of adding a new delegated item for "Purchase of Alternate Vehicles and Equipment" as it could be related to his employer.

Councillor Marra discloses an interest and abstains from voting on Item 21, Delegation of Authority Semi-Annual Status Report for the period January 1, 2015 through June 30, 2015, specifically Page 19 of 40 – CAO2991, Page 28 of 40 – CAO3089, and Page 38 of 40 – CAO3022, as these items relate to his employer.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Francis, seconded by Councillor Gignac,
That the minutes of the Executive Committee of Council meeting held
June 29, 2015, **BE ADOPTED** as presented.
Carried.

4. **REQUEST FOR DEFERRALS, REFERRALS AND/OR WITHDRAWALS**

None requested.

5. COMMUNICATIONS**Item 1 Management Action Plan for PwC “Windsor Detroit Tunnel Corporation” Internal Audit Report**

Moved by Councillor Marra, seconded by Councillor Gignac,
THAT the report authored by the Executive Initiatives Coordinator dated July 2, 2015 entitled “Management Action Plan for PwC ‘Windsor Detroit Tunnel Corporation’ Internal Audit Report” **BE RECEIVED** for information.

Carried.

Report Number 17843, AF/11247 1

Item 2 Management Action Plan for PwC “Windsor Essex Community Housing Corporation” Internal Audit Report

Moved by Councillor Francis, seconded by Councillor Bortolin,
THAT the report authored by the Executive Initiatives Coordinator dated July 2, 2015 entitled “Management Action Plan for PwC ‘Windsor Essex Community Housing Corporation’ Internal Audit Report” **BE RECEIVED** for information.

Carried.

Report Number 17842, AF/11247 2

Item 3 Status Report on Implementation of Audit Recommendations – 2015 Q2

Moved by Councillor Francis, seconded by Councillor Marra,
THAT the report authored by the Executive Initiatives Coordinator dated July 6, 2015 entitled “Status Report on Implementation of Audit Recommendations – 2015 Q2” **BE RECEIVED** for information.

Carried.

Report Number 17844, AF/11247 3

Item 4 Status Report - Compliance with Applicable Laws and Regulations, 2015 Q2

Moved by Councillor Sleiman, seconded by Councillor Bortolin,
THAT the report authored by the Executive Initiatives Coordinator dated July 6, 2015 entitled “Status Report – Compliance with Applicable Laws and Regulations – 2015 Q2” **BE RECEIVED** for information.

Carried.

Report Number 17845, AF/11247 4

Item 5 Summary of Hotline Issues Referred to Management by PwC – 2015 Q2

Moved by Councillor Gignac, seconded by Councillor Marra,
THAT the report authored by the Executive Initiatives Coordinator dated July 8, 2015 entitled “Summary of Hotline Issues Referred to Management by PwC – 2015 Q2” **BE RECEIVED** for information.

Carried.

Report Number 17839, AF/11247 5

Item 6 Windsor Fire & Rescue Services 2015 Second Quarter Variance Considerations

Moved by Councillor Francis, seconded by Councillor Gignac,
THAT the report authored by the Fire Chief dated July 8, 2015 entitled
“Windsor Fire & Rescue Services, 2015 Second Quarter Variance Considerations”
BE RECEIVED for information.

Carried.

Report Number 17854, SF2015 6

6. PRESENTATIONS AND DELEGATIONS**Item 7 - PricewaterhouseCoopers – Windsor Detroit Tunnel Corp
Final Internal Audit Report dated June 1, 2015****Jacqueline Peterson, Partner, and Kevin Campagna, Senior Associate,
PricewaterhouseCoopers LLP**

Jacqueline Peterson, Partner, and Kevin Campagna, Senior Associate,
PricewaterhouseCoopers LLP, appear before the Executive Committee regarding the
“PricewaterhouseCoopers – Windsor Detroit Tunnel Corp Final Audit Report dated June 1,
2015” and provide some history and other related economic factors and conclude by stating
their significant findings.

Moved by Councillor Marra, seconded by Councillor Gignac,
THAT the report authored by PricewaterhouseCoopers LLP entitled “Windsor
Detroit Tunnel Corp – Final Internal Audit Report, dated June 1, 2015”
BE RECEIVED for information.

Carried.

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**Item 8 - PricewaterhouseCoopers – Windsor Essex Community Housing Corp Final
Internal Audit Report dated May 8, 2015****Jacqueline Peterson, Partner, and Suk Bedi, Manager, PricewaterhouseCoopers LLP**

Jacqueline Peterson, Partner, and Suk Bedi, Manager, PricewaterhouseCoopers
LLP, appear before the Executive Committee regarding the report entitled
“PricewaterhouseCoopers – Windsor Essex Community Housing Corp Final Internal Audit
Report dated May 8, 2015” and conclude by identifying enhancements and control processes
that will be established.

Moved by Councillor Francis, seconded by Councillor Bortolin,
THAT the report authored by PricewaterhouseCoopers LLP entitled “Windsor
Essex Community Housing Corp. Final Internal Audit Report dated May 8, 2015” **BE
RECEIVED** for information.

Carried.

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Item 9 - PricewaterhouseCoopers – Manage Changes to Information Systems Final Internal Audit Report dated July 8, 2015

Jacqueline Peterson, Partner, and John Pajares, Senior Associate, PricewaterhouseCoopers LLP

Jacqueline Peterson, Partner, and John Pajares, Senior Associate, PricewaterhouseCoopers LLP, appear before the Executive Committee regarding the report entitled “PricewaterhouseCoopers – Manage Changes to Information Systems Final Internal Audit Report dated July 8, 2015” and provide a summary of their significant findings.

Moved by Councillor Borrelli, seconded by Councillor Francis,

THAT the report authored by PricewaterhouseCoopers LLP entitled “Manage Changes to Information Systems, Final Internal Audit Report, dated July 8, 2015” **BE RECEIVED** for information.

Carried.

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Item 10 - PricewaterhouseCoopers – Recommend Annual Budgets Final Internal Audit Report dated July 8, 2015

Jacqueline Peterson, Partner, and Kevin Campagna, Senior Associate, PricewaterhouseCoopers LLP

Jacqueline Peterson, Partner, and Kevin Campagna, Senior Associate, PricewaterhouseCoopers LLP, appear before the Executive Committee regarding the report entitled “PricewaterhouseCoopers – Recommend Annual Budgets Final Internal Audit Report dated July 8, 2015” and provide comments for improvement.

Moved by Councillor Sleiman, seconded by Councillor Francis,

THAT the report authored by PricewaterhouseCoopers LLP entitled “Recommend Annual Budgets, Final Internal Audit Report, dated July 8, 2015” **BE RECEIVED** for information.

Carried.

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Item 11 - PricewaterhouseCoopers – Executive Summary Internal Audit 3 Year Rolling Internal Audit Plan dated June 30, 2015

Jacqueline Peterson, Partner, and Suk Bedi, Manager, PricewaterhouseCoopers LLP

Jacqueline Peterson, Partner, and Suk Bedi, Manager, PricewaterhouseCoopers LLP, appear before the Executive Committee regarding the report entitled “PricewaterhouseCoopers – Executive Summary Internal Audit 3 Year Rolling Internal Audit Plan dated June 30, 2015” and provide details on nature of risks including the importance of notifying owners regarding upcoming projects.

Moved by Councillor Bortolin, seconded by Councillor Borrelli,

THAT the report authored by PricewaterhouseCoopers LLP entitled “Executive Summary Internal Audit 3 Year Rolling Internal Audit Plan, dated June 30 2015” **BE APPROVED**.

Carried.

AF/11247 11

7. **COMMITTEE MATTERS**

None presented.

8. **ADMINISTRATIVE ITEMS**

Item 12 The Corporation of the City of Windsor Internal Audit Performance Dashboard dated June 30, 2015

Moved by Councillor Borrelli, seconded by Councillor Gignac,
THAT the report authored by PricewaterhouseCoopers LLP entitled "Internal Audit Performance Dashboard—June 30, 2015" **BE RECEIVED** for information.
Carried.

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Item 13 Concerned Citizen/Employee Hotline and Notification Process

Moved by Councillor Kusmierczyk, seconded by Councillor Borrelli,
THAT the report authored by PricewaterhouseCoopers LLP entitled
"Concerned Citizen/Employee Hotline and Notification Process—modification to
exempt SPAM email messages from the regular reporting process" dated July 2015
BE RECEIVED for information.
Carried.

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Item 14 2016 Proposed Budget Process & Timeline

Moved by Councillor Francis, seconded by Councillor Gignac,
THAT the report of the Chief Financial Officer & City Treasurer dated June 26, 2015 regarding the 2016 Proposed Budget Process & Timeline **BE RECEIVED** for information; and THAT Council **COMMUNICATE** to Administration any priority initiatives to be considered in the development of the 2016 budget, including fiscal goals, any increases or decreases to service levels and/or changes to the methodology of how the services are currently delivered and;

THAT through the 2016 budget process, the 5-year Capital Budget Plan **BE UPDATED** to include projects for the year 2020, including any identified in the 20 year vision exercise, balanced to projected available funding, and based on existing levels of contribution from the Operating Fund, updated revenue projections from the Sewer Surcharge Operating Fund and other funding sources and;

THAT an updated 5-Year Debt Reduction / Reserve Enhancement Model **BE PREPARED** and included in the 2016 Budget Documents and;

THAT an updated 5-year Sewer Surcharge model **BE DEVELOPED** and included in the 2016 Budget Documents.

Carried.

Report Number 17836 AFB/12131 14

Item 15 Management Action Plan for PwC “Manage Changes to Information Systems” Internal Audit Report

Moved by Councillor Marra, seconded by Councillor Kusmierczyk,
THAT City Council **AUTHORIZE** administration to proceed to implement Items 1-3 of the Management Action Plan (Appendix A) in response to the findings of the “Manage Changes to Information Systems” internal audit report, and;

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

Carried.

Report Number 17838 AF11247 15

Item 16 Management Action Plan for PwC “Recommend Annual Budgets” Internal Audit Report

Moved by Councillor Kusmierczyk, seconded by Councillor Sleiman,
THAT City Council **AUTHORIZE** administration to proceed to implement Items 1-2 of the Management Action Plan (Appendix A) in response to the findings of the “Recommend Annual Budgets” internal audit report, and;

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

Carried.

Report Number 17841 AF/11247 16

Item 17 Acquisition of One (1) Heavy Rescue Fighting Vehicle

Moved by Councillor Marra, seconded by Councillor Borrelli,
THAT City Council **APPROVE** the purchase of (1) Heavy Rescue firefighting apparatus from Res-Q-Tech Systems Inc. at a cost of \$725,500 CAD plus HST, to be funded from 2012 Fire Truck Replacement project 7121011, and that the Purchasing Manager **BE AUTHORIZED** to issue a purchase order for this purchase; and

THAT City Council **APPROVE** the additional expenditure of \$80,000 from Fire Truck Equipment Purchases project 7145008 for equipment necessary to make the vehicle operational.

Carried.

Report Number 17832 SF2015 17

Item 18 2015 Second Quarter Operating Budget Variance Report

Moved by Councillor Bortolin, seconded by Councillor Elliott,
THAT Council **RECEIVE FOR INFORMATION** the 2015 2nd Quarter Operating Budget Variance Report dated July 10, 2015 from the Chief Financial Officer and City Treasurer and;

THAT the Chief Administrative Officer along with the Chief Financial Officer and City Treasurer **BE DIRECTED** to monitor the 2015 Operating Budget and continue to seek further means of offsetting any potential variances that may arise.

Carried.

Report Number 17837 AFB/11647 18

Item 19 The Corporation of the City of Windsor 2014 Consolidated Financial Statements

Nick Thomas, KPMG

Nick Thomas, KPMG, appears before the Executive Committee and is available for questions regarding the City of Windsor's 2014 Consolidated Financial Statements.

Moved by Councillor Sleiman, seconded by Councillor Marra,

THAT the City of Windsor Executive Committee **RECEIVE AND ACCEPT** the Audited Consolidated Financial Statements for the year ended December 31, 2014 including the City of Windsor Trust Fund Statements, and that the Audited Consolidated Financial Statements including Trust Fund Statements **BE FORWARDED** to Windsor City Council for their approval.

Carried.

Report Number 17835 AF/12131 AF/11247 19

Item 20 Information Management Strategy

Moved by Councillor Bortolin, seconded by Councillor Gignac,

That the Information Management Strategy – July 2015 attached hereto as Appendix "A" **BE APPROVED**.

Carried.

Report Number 17850, SI2015 20

Item 21 Delegation of Authority Semi-Annual Status Report for the period January 1, 2015 through June 30, 2015

Moved by Councillor Sleiman, seconded by Councillor Elliott,

THAT the Delegation of Authority Semi-Annual Status Report for the first half of 2015 (January 1, 2015 through June 30, 2015) **BE RECEIVED** for information; and

THAT City Council **APPROVE** an amendment to Parking Fee (Flat Rate) for Business Improvement Area (BIA) Special Events (Section 1.22 of the Delegation of Authority By-law 208-2008) to provide the Chief Administrative Officer the authority to administer a flat rate parking fee for any event, not just BIA Special Events and rename the item to "*Parking Fee (Flat Rate) for Special Events*"; and

THAT City Council **APPROVE** an amendment to Alleys, Right-of-Ways and Easements (Section 3.28 of the Delegation of Authority By-law 208-2008) as follows:

“Authority for the Chief Administrative Officer to approve amendments to street and alley closing by-laws, subject to support by City Planner, for the following purposes:

- (a) easements;
- (b) to convey unclaimed parcels in accordance with applicable street and alley closing policy in effect from time to time;
- (c) set conveyance price in accordance with applicable street and alley closing policy in effect from time to time; and

THAT City Council **APPROVE** the addition of a new item to the Delegation of Authority By-law to allow for “*Purchase of Alternate Vehicles and Equipment*”; and further

THAT City Council **AUTHORIZE** the City Solicitor to amend the Delegation of Authority By-law 208-2008 to reflect amendments and add all updates to By-law for Delegated Items previously approved by City Council as outlined in this report.

Carried.

Councillor Francis declares an interest and abstains from voting on the issue of adding a new delegated item for “Purchase of Alternate Vehicles and Equipment”.

Councillor Marra declares an interest on Page 19 of 40 – CAO2991, Page 28 of 40 – CAO3089 and Page 38 of 40 - CAO3022 and abstains from voting on those items.

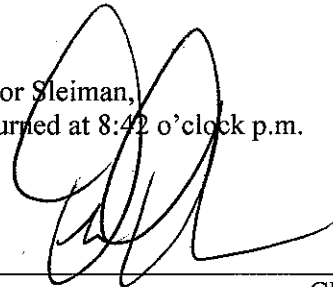
Report Number 17840 AS/7748 21

9. **DATE OF NEXT MEETING**

The next meeting of the Executive Committee of Council will be held on August 31, 2015 at 6:00 o'clock p.m. in Council Chambers.

10. **ADJOURNMENT**

Moved by Councillor Gignac, seconded by Councillor Sleiman,
There being no further business, the meeting is adjourned at 8:42 o'clock p.m.
Carried.



CHAIR



DEPUTY CLERK