



Corporate and Finance Services Committee

Minutes

**February 3, 2025, 9:30 a.m.
Council Chamber**

Present: Councillor Giberson
Councillor Marks
Councillor Marimpietri
Councillor McConkey
Councillor Neal
Mayor Carter

Also Present Councillor Chapman
Councillor Lee
P. Aguilera, Council-Committee Coordinator
K. Christopher, Council-Committee Coordinator
L. Davis, Manager, Legislative Services/Deputy City Clerk
S. Sinnott, Commissioner, Corporate and Finance Services
T. Adams, Chief Administrative Officer
A. Grant, Commissioner, Safety and Facilities
S. Yoon, City Solicitor
P. Barrotti, Chief Information Officer
J. Martin, Director Finance Services
K. Villeneuve, Manager, Taxation Services
Stacey Gray-McQuat, Manager, Centralized Recreation Services
T. Barker, Manager, Procurement and Accounts Payable
N. Schroor, Supervisor, Taxation Services
A. Snow, Lawyer

Public Meeting

Councillor Giberson called the meeting to order and stated that all members of the Committee were participating from the Chamber except Councillor Marimpietri who participated electronically. Also present participating from the Chamber were Councillors Lee and Giberson.

Land Acknowledgement

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Additional Agenda Items

None

Declarations of Pecuniary Interest

None

Presentations

None

Delegations

None

Referrals from Council

None

Reports from Advisory Committees

None

Items Requiring Direction

None

Public Consent Agenda

Moved by Councillor Marks

That all items listed under the heading Public Consent Agenda for the February 3, 2025 Corporate and Finance Services Committee meeting be adopted as recommended except for Report CF-25-09.

Affirmative (6): Councillor Giberson, Councillor Marks, Councillor Marimpietri, Councillor McConkey, Councillor Neal, and Mayor Carter

Carried (6 to 0)

Correspondence with recommendations

None

Staff Reports/Motions with recommendations

CF-25-06 - Annual IT Report and IT Strategic Plan Update (All Wards)

That the Corporate and Finance Services Committee recommend to City Council:

That based on Report CF-25-06 dated January 29, 2025 concerning the Annual IT Report and IT Strategic Plan Update:

1. That the Corporate Information Technology Strategic Plan be renewed and refreshed to support current and future City of Oshawa Technology priorities; and,
2. That rebalancing IT funding sources from capital to operating expenses be prioritized supporting the need to fund Software as a Service (“SaaS”) delivery model’s that are prevalent in the current IT solutions landscape; and,
3. That the City adopts IT security by design and practice principles based on a culture of readiness, responsiveness, and recovery planning.

CF-25-07 - 2024 External Audit Service Plan (All Wards)

That the Corporate and Finance Services Committee recommend to City Council:

That Report CF-25-07 dated January 29, 2025 concerning the 2024 External Audit Service Plan be received for information.

CF-25-08 - Contract Award - C2024-111 Waste & Recycling Services (All Wards)

That Corporate & Finance Services Committee recommend to City Council:

Whereas Purchasing By-Law 80-2020 requires Council approval to award contracts greater than \$2,000,000; and,

Whereas the City requires waste and recycling services for an initial five (5) year term plus two (2) additional one-year terms with annual consumer price index increases; and,

Whereas the waste services includes the supply of all equipment, materials, facilities, labour and supervision required for the front-end waste collection, removal and transfer services of compacted and un-compacted waste from apartment buildings, townhouses, municipal facilities, commercial and institutional bulk containers within the City of Oshawa; and,

Whereas the recycling services includes the recycling collection and diversion services for various City facilities and operations; and,

Whereas Procurement issued a Request for Tender (R.F.T.) C2024-111 for Waste and Recycling Services; and,

Whereas four (4) bids were received (publicly posted on the City’s website at Oshawa’s Bids and Tenders) and opened by Procurement on December 20, 2024; and,

Whereas the bid received from Waste Connections Canada Inc. in the annual amount of \$309,311 (\$314,755 including non-rebateable H.S.T.), is the lowest compliant bidder and meets the requirements of the tender; and,

Therefore, be it resolved that based on Item CF-25-08, that the Manager, Procurement award a contract for a term of up to seven (7) years to Waste Connections Canada Inc. for waste and recycling services, in the estimated annual amount of \$309,311 plus H.S.T.

CF-25-10 - Sale of Land for Tax Arrears and Notice of Vesting (All Wards)

That the Corporate and Finance Services Committee recommend to City Council:

That based on Report CF-25-10 dated January 29, 2025 concerning the sale of land for tax arrears:

1. That in accordance with the requirements under the Municipal Act, 2001, S.O. 2001, c. 25 (“Municipal Act, 2001”), the City register a notice of vesting for the property located on 0 Barbados Street and update the City Holdings Inventory accordingly, and,
2. That following the vesting of the property to the City, the property located on 0 Barbados Street as illustrated on Attachment 1 to said Report, be declared surplus to municipal requirements and that the requirements to declare a City-owned property first as potentially surplus and all notice requirements in accordance with By-law 178-2022, as amended, be waived given the localized nature of the matter.

CF-25-12 - Facility Rental and Program Cancellation Fees (All Wards)

That the Corporate and Finance Services Committee recommend to City Council:

Whereas the Fees and Charges By-Law 109-2024, as amended sets out the payment amount of fees and charges for information, services, activities and the use of municipal property; and,

Whereas Recreation Services issues permits with associated fees to rent various municipal facilities including but not limited to arenas, meeting rooms, pools, gymnasiums, outdoor sport fields and park space and processes registrations with associated fees for various recreation programs including but not limited to the arts, aquatic leadership, camp, dance, fitness, recreational sports, skating and swimming; and,

Whereas the current practice for facility rental cancellations is to apply a fixed rate administration fee of \$30 when a cancellation request is received for a facility rental 15 days or more prior to a rental, while facility rentals cancelled less than 15 days prior to a rental are non-refundable; and,

Whereas a tiered, percentage-based facility rental cancellation fee will not impact internal resources and may discourage permit holders from cancelling a rental with short notice that may result in a high demand facility being unused; and,

Whereas a percentage-based facility rental cancellation fee can be fully implemented in the IntelliManager software as an automatic process which will eliminate the potential for human error, as well as ensuring a consistent application of the fee, allowing the amount of the cancellation fee to be determined based on the cost of the facility rental; and,

Whereas a 25% rental cancellation fee falls within a comparable range to the fees charged by the Town of Ajax, Municipality of Clarington and Town of Whitby;

Whereas a three (3) tiered facility rental cancellation fee would provide:

- a full refund for cancellation requests received at least thirty (30) days prior to a rental,

- a cancellation fee of 25% of the rental fee for requests received 15 to 29 days prior to the rental, or
- No refund for rentals that are cancelled in less than fifteen (15) days; and,

Whereas the current refund procedure for registered programs provides options for users to receive a full or partial refund or credit and is dependent on the timing of the cancellation and if the cancellation occurs before or after classes have commenced; and,

Whereas the Registration Cancellation fees facilitated by Recreation Services is not compatible with the IntelliManager registration software and not available to participants online, and as such, must be manually completed by City staff; and

Whereas a (3) tiered cancellation fee can be introduced for general programs including but not limited the arts, dance, fitness, preschool, recreational sports, skating and swimming; and,

Whereas a three (3) tiered registration cancellation fee for general programs would provide:

- a full refund for cancellations received at least seven (7) days prior to the program start date,
- a cancellation fee of 20% of the program fee for cancellations received less than seven (7) days prior to the program start date and up to the start of the second class or
- no refund for cancellations received after the start of the second class; and,

Whereas aquatic leadership programs require additional notice for staff to contact individuals on a waitlist if a participant cancels a registration due to minimum participant and attendance requirements established by the Lifesaving Society, and camp programs require additional notice prior to the first day of the program to organize camper groups and to contact caregivers with important information and therefore need a separate tiered cancellation structure; and,

Whereas the three (3) tiered registration cancellation fee for aquatic leadership programs and camps would provide:

- a full refund for cancellations received at least seven (7) days prior to the program start date,
- a cancellation fee of 20% of the program fee for requests received four (4) to six (6) days prior to the start of the program or
- No refund for cancellations received less than four (4) days prior to the program start date; and,

Therefore, be it resolved that based on Item CF-25-12 dated February 3, 2025 concerning facility rental and program registration cancellation fees:

1. That Fees and Charges By-law 109-2024, as amended, be further amended to include changes to the cancellation fee structure as outlined in Attachment 1 to said Item and in a form and content satisfactory to the City Solicitor and Commissioner, Corporate and Finance Services Department/City Treasurer; and,

2. That staff develop and implement a communication strategy to provide clear communication about the changes to the facility rental and program registration cancellation fees.

CF-25-13 - Request for Additional Funding - C2023-080 Parking Access Revenue Control Systems (Ward 4)

That the Corporate and Finance Services Committee recommend to City Council:

Whereas in 2017, 2019 and 2024 Council approved Project 72-0025 for a total project cost of \$1,000,000 inclusive of non-rebateable H.S.T., for a Parking Access and Revenue Control System; and,

Whereas Procurement issued and awarded Request for Proposal (R.F.P.) C2023-080 Parking Access and Revenue Control System to Scheidt & Bachmann Canada Inc.; and, Whereas the original budget has been committed for the planned scope of work; and, Whereas the original project scope of work included, two (2) Real-time Inventory Digital Signs for Parkade 3; and,

Whereas in consideration of Report CO-24-60, dated December 4, 2024, Parking Utilization Study in the Downtown Oshawa Urban Growth Centre, Council directed staff on December 16, 2024 to investigate and report back on options to modernize the existing Municipal Parking System serviceability and efficiency, including but not limited to:

- Alternative service delivery models within the existing parking system
- Downtown wayfinding
- Interactive and integrated parking technology
- Public communications
- Fee structures; and,
- Financial summary of operations costs, revenues, and capital investment; and

Whereas in the Council requested report, staff would recommend expanding the Real-time Inventory Digital Signs to Parkade 1 and Parkade 2 to enhance downtown wayfinding, implement interactive and integrated parking technology, and ensure consistency with Parkade 3; and,

Whereas the existing scope of work can be expanded to include the Real-time Inventory Digital Signs for Parkade 1 and Parkade 2 to Parking Access and Revenue Control System contract;

Therefore, be it resolved that based on Item CF-25-13, funding of \$175, 000 for parking access and revenue control systems be approved, to be funded from the Downtown Revitalization Reserve.

Public Discussion Agenda

Matters Excluded from the Consent Agenda

CF-25-09 - Contract Award - C2024 -106 Bond/Simcoe Urban Square Construction (Ward 4)

Moved by Councillor McConkey

That the Corporate & Finance Services Committee recommend to City Council:

Whereas the Purchasing By-Law 80-2020 requires Council approval to award contracts greater than \$2,000,000; and,

Whereas funding has been approved in 2024 for Project 50-0067 in the amount of \$3,500,000 including non-rebateable H.S.T. for Bond/Simcoe Urban Square; and,

Whereas Procurement issued a Request for Pre-Qualification in November 2022 to short-list eight (8) general landscape construction contractors to participate in tendering processes for various minor and major parks and trails construction projects; and,

Whereas Procurement issued a Request for Proposal (R.F.P.) C2024-106 for Bond/Simcoe Urban Square Construction and invited the pre-qualified contractors for major parks and trails construction; and,

Whereas three (3) bids were received (publicly posted on the City's website at Oshawa's Bids and Tenders) and opened by Procurement on January 10, 2025; and,

Whereas the bid received from Hawkins Contracting Services Limited in the amount of \$2,188,894 plus H.S.T. (\$2,227,419 including non-rebateable H.S.T.), is the lowest compliant bidder and meets the requirements of the tender; and,

Whereas the bidders provided optional pricing for work related to streetscape works; and,

Whereas, Hawkins Contracting Services Limited cost to complete the optional work is \$254,677 for a total cost of \$2,443,571 plus H.S.T. (\$2,486,578 including non-rebateable H.S.T.) for Bond/Simcoe Urban Square Construction;

Therefore, be it resolved that pursuant to CF-25-09, that the Manager, Procurement award a contract to Hawkins Contracting Services Limited in the amount of \$2,443,571 plus H.S.T., for Bond/Simcoe Urban Square Construction.

Carried

Items Introduced by Council Members

None

Items Pulled from the Information Package

None

Questions to Staff Concerning the Committee's Outstanding Items List

None

Closed Consent Agenda

Moved by Councillor Marks

That all items listed under the heading Closed Consent Agenda for the February 3, 2025 Corporate and Finance Services Committee meeting be adopted as recommended except for CF-25-11.

Correspondence with recommendations

None

Staff Reports/Motions with recommendations

CF-25-05 - Single Source Audit Results (Ward 2)

That the Corporate and Finance Services Committee recommend to City Council:

That, based on Report CF-25-05 dated January 29, 2025, that staff be directed to work with Deloitte LLP to develop policies and procedures related to financial management.

Closed Discussion Agenda

Matters Excluded from the Consent Agenda

CF-25-11 - 2024 Year End Taxation Position (All Wards)

Moved by Councillor Marks

That the Corporate and Finance Services Committee recommend to City Council:

That Report CF-25-11 dated January 29, 2025, concerning 2024 Year End Taxation position be received for information.

Carried by later vote.

Moved by Councillor Marks

That the meeting recess for 5 minutes in order to shut down the web stream; and,

That in accordance with Section 239 (2) (b) of the Municipal Act, the meeting reconvene in a session closed to the public to consider Report CF-25-11 which contains personal matters about an identifiable individual.

Closed Report

The meeting recessed at 9:45 a.m. and reconvened at 9:50 a.m. in a session closed to the public with all members of the Committee present in the Chamber except Councillor Marimpietri who participated electronically. Also present in the Chamber were Councillors Lee and Chapman.

Also in attendance were the Chief Administrative Officer; the Commissioner of Corporate and Financial Services; the Commissioner, Safety and Facility Services; the Director, Financial Services; the Manager, Taxation Services; the Manager, Legislative Services/Deputy City Clerk; the Supervisor, Taxation Services; P. Aguilera and K. Christopher, Council-Committee Coordinators

All other staff and members of the public left the meeting.

The Committee questioned the Commissioner of Corporate and Financial Services concerning Report CF-25-11 regarding the 2024 Year End Taxation Position.

The Commissioner of Corporate and Financial Services responded to questions from the Committee.

The Committee rose from closed session at 10:05 a.m.

This concludes the closed meeting summary.

Moved by Mayor Carter

That the Corporate and Finance Services Committee rise and report.

Carried

The vote to adopt the recommendation contained in Report CF-25-11.

Carried

Items Requiring Direction

None

Matters Tabled

None

Adjournment

Moved by Councillor Marks

That the meeting adjourn at 10:07 a.m.

Carried