



Special Council Minutes

February 13, 2023, 5:30 p.m.
Council Chambers
Whitby Town Hall

Present: Mayor Roy
Councillor Bozinovski
Councillor Cardwell
Councillor Leahy
Councillor Lee
Councillor Lundquist
Councillor Mulcahy
Councillor Shahid
Councillor Yamada

Also Present: M. Gaskell, Chief Administrative Officer
S. Klein, Director of Strategic Initiatives
J. Romano, Commissioner of Community Services
F. Santaguida, Commissioner of Legal and Enforcement
Services/Town Solicitor
F. Wong, Commissioner of Financial Services/Treasurer
R. Saunders, Commissioner of Planning and Development
M. Dodge, Executive Advisor to the Mayor
C. Harris, Town Clerk
K. Douglas, Legislative Specialist (Recording Secretary)

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1. Call To Order: The Mayor
 2. Call of the Roll: The Clerk
 3. Declarations of Conflict of Interest
There were no declarations of conflict of interest.
 4. Presentations
 - 4.1 M. Trudel, Senior Manager of Procurement

Re: Purchasing Policy

M. Trudel, Senior Manager of Procurement, provided a PowerPoint presentation regarding proposed revisions to the Town's Procurement Policy. Highlights of the presentation included:

- the purpose of revising the Procurement Policy;
- an overview of the proposed revisions such as the addition of a statement of ethics, modernized procurement thresholds, delegated authority to Senior Leadership staff, limited tendering, and clarity regarding emergency procurement;
- key definitions included in the proposed Policy;
- the current and recommended approval thresholds for competitive bids and sole source procurements;
- a summary of procurement awards reviewed by Council between 2019 and 2021, and how this process will be impacted by the proposed new Policy;
- the Council approved procurement awards of comparator municipalities;
- benefits of the changes proposed in the new Policy;
- exemptions to the Policy; and,
- next steps in the review and approval of the new Procurement Policy.

A question and answer period ensued between Members of Council and Staff regarding:

- the frequency and transparency of procurement updates to Council and Staff;
- clarification regarding the proposed changes to procurement thresholds;
- justification for the recommendation that Council approve any sole source procurements above the current Trade Agreement threshold;
- the sole source procurement threshold of comparator municipalities;

- redundancies identified when reviewing the current Procurement Policy;
- clarification regarding emergency procurement;
- criteria for vendor disqualification;
- the process for reviewing procurement awards regarding park refurbishments, and whether the recommended changes to the Procurement Policy will impact park consultation;
- the impact on the approved budget in the event no competitive bids are received for a given tender;
- consultation between Members of Council and Staff regarding the scope of work included in a given tender through the procurement process; and,
- ensuring public consultation on project proposals relating to public amenities and services.

4.2 F. Wong, Commissioner of Financial Services/Treasurer

Re: Council Expense Policy

F. Wong, Commissioner of Financial Services/Treasurer, provided a PowerPoint presentation regarding proposed revisions to the Town's Council Expense Policy. Highlights of the presentation included:

- an overview of the current Council Expense Policy;
- business expense budgets for Members of Council in comparator municipalities;
- a recommendation that business expense budgets be indexed annually based on the April Consumer Price Index (CPI);
- a summary of expenses that qualify as corporate expenses;
- the eligibility of mileage and car allowance expenses of comparator municipalities, and proposed changes to the Town's Policy concerning eligible mileage expenses for travel outside Town limits;
- the eligibility of mobile phone expenses of comparator municipalities, and proposed changes to the Town's Policy to remove reimbursement of personal phone plans as an eligible expense;

- proposed changes to the eligibility of expenses relating to books and subscriptions, event tickets, training, seminars, conferences, and constituency meetings;
- an overview of the current Election Year Restrictions and proposed changes concerning Town-issued mobile phones; and,
- communication, advertising, and constituency meeting expenses that are eligible and ineligible for reimbursement under the Council Expense Policy.

A question and answer period ensued between Members of Council and Staff regarding:

- changing the effective date for Election Year Restrictions;
- eligible training, seminar, and conference expenses;
- indexing the annual expense limit for Members of Council with inflation;
- a preference to retain the taxable benefit for corporate mobile phones purchased by Members for personal use at the end of the Council term;
- aligning the effective date for Election Year Restrictions with the beginning of the nomination period as stipulated in the Municipal Elections Act;
- increasing the frequency of Town Hall meetings;
- revising expense restrictions pertaining to raffle tickets, silent auctions and table prizes at community events; and,
- differentiating the annual expense limits for Local Councillors, Regional Councillors, and the Mayor.

5. Adjournment

Moved by Councillor Cardwell

Seconded by Councillor Yamada

That the meeting adjourn.

Carried

The meeting adjourned at 6:57 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor