

Corporate Services Committee

December 10, 2013 – 10:00 AM

The Corporate Services Committee met on the above date at the County Administration Building with the following members in attendance:

Present: Councillors Bob Pringle, Dwight Burley, Bob White, Harley Greenfield, Arlene Wright, Ellen Anderson and Paul McQueen on behalf of Wayne Fitzgerald; and Warden Brian Milne

Regrets: Councillors Wayne Fitzgerald, Norm Jack and Kevin Eccles

Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services; Kevin Weppler, Director of Finance; Grant McLevy, Director of Human Resources, Rod Wyatt, Director of Housing; Mary Lou Spicer, Deputy Director of Finance; Mike Alguire, Purchasing Manager; Doug Johnstone, Financial Analyst; Heather Morrison, Deputy Clerk / Records Manager and Tara Warder, Recording Secretary

Call to Order

Sharon Vokes called the meeting to order at 10:03 AM.

Election of the Chair and Vice Chair

Mrs. Vokes called for nominations for Chair of the Corporate Services Committee for 2014.

CS01-14 Moved by: Councillor Burley Seconded by: Councillor White

THAT Councillor Pringle be nominated Chair of the Corporate Services Committee for 2014.

On motion by Councillor Wright, nominations closed.

Councillor Pringle accepted the nomination and was acclaimed Chair of the Corporate Services Committee for 2014.

Mrs. Vokes then called for nominations for Vice Chair of the Corporate Services Committee for 2014.

CS02-14 Moved by: Councillor White Seconded by: Councillor McQueen

THAT Councillor Greenfield be nominated Vice Chair of the Corporate Services Committee for 2014.

On motion by Councillor Pringle, nominations closed.

Councillor Greenfield accepted the nomination and was acclaimed Vice Chair of the Corporate Services Committee for 2014.

Councillor Pringle then assumed the Chair.

Declaration of Pecuniary Interest

There were none.

Business Arising from the Minutes

Corporate Services Committee minutes dated November 12, 2013

These minutes are for information only as they were adopted by Grey County Council as presented on November 26, 2013.

Reports – Finance

FR-CS-06-14 Award of RFP-FIN-03-13 External Audit Services

Kevin Weppler presented the above report, recommending that BDO Canada be appointed the auditors for a period of five years commencing with the audit of the 2013 fiscal records at a cost of \$62,500 per year, exclusive of HST.

CS03-14 Moved by: Warden Milne Seconded by: Councillor Greenfield

WHEREAS the Municipal Act requires the appointment of an auditor licensed under the Public Accounting Act, 2004 for a term not to exceed five years;

AND WHEREAS the 2013 approved budget contains \$73,750 for the purposes of external audit services;

AND WHEREAS the County issued RFP-FIN-03-13 on Tuesday October 22, 2013 and closed on Wednesday November 20, 2013;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-06-13 recommending the award of RFP-FIN-03-13 be received;

AND FURTHER THAT BDO Canada LLP be appointed auditors for the County of Grey, in accordance with Section 296 (1) of the Municipal Act, for a period of five years commencing with the audit of the 2013 fiscal records at a cost of \$62,500 per year, exclusive of HST.

AND FURTHER THAT the necessary by-law be presented to Council.

Carried

FR-CS-07-14 Annual Indexing of Development Charges Effective January 1, 2014

Kevin Wepler presented the above information report regarding the automatic annual indexing of development charges. An increase of \$12.77 per unit (Residential B) will be realized in 2014. The increase occurs annually per Development Charges By-laws 4744-12 and 4745-12.

CS04-14 Moved by: Councillor White Seconded by: Councillor Anderson

THAT Report FR-CS-07-14 regarding the updated development charge rates effective January 1, 2014 be received for information.

Carried

FR-CS-08-14 Corporate Services Financial Report and Treatment of Year End Surplus / Deficit Positions

Kevin Wepler addressed the Committee on the above report, noting that the year-end projections of staff have not changed significantly since the last report. Mr. Wepler provided recommendations on how to allocate any year end surplus.

CS05-14 Moved by: Councillor Burley Seconded by: Councillor Greenfield

THAT Report FR-CS-08-14 regarding Corporate Services Financial Report and the Treatment of Year-End Surplus/(Deficit) Positions be received;

AND THAT any function under the control of the Corporate Services Committee ending the year with a deficit be funded from those Corporate Services Departmental budget functions ending the year with a surplus;

AND THAT \$120,000 in surplus funds be transferred to the Information Services Reserve to assist with future funding requirements for the upgrade or replacement of corporate software and website upgrades;

AND THAT \$100,000 in surplus funds be transferred to the Health Care Initiatives Reserve to provide funding for any possible future Health Care funding requests;

AND THAT up to a limit of \$130,000 in surplus funds be transferred to the One-Time Funding Reserve to fund any 2013 operating budget deficits for the Long- Term Care operations of Grey Gables and Lee Manor;

AND THAT the following projects either budgeted or approved in 2013 that have not been completed and were not presented in the 2014 budget be carried forward to 2014:

- **\$60,000 in funding for the Ventin Group to provide concept drawings, suggested floor plan layouts and construction cost estimates for a 35-40,000 sq. ft. addition at the rear of the administration building, be carried forward to 2014 and funded from the Administration/POA Building Reserve;**
- **\$50,000 in funding to contract a consultant to provide an environmental assessment of the County's various storage tanks and facilities be carried forward to the 2014 and funded from the One-Time Funding Reserve;**
- **\$100,000 in budgeted unspent funds in 2013 for the acquisition and implementation of a new Human Resources Information System be carried forward to 2014 and funded from the One-Time Funding Reserve;**
- **\$7,700 in funding approved to contract a consultant to provide actuarial consulting services for WSIB and post-employment benefits be carried forward to 2014 and funded from the One-Time Funding Reserve;**

AND FINALLY THAT any remaining surplus be transferred to the

Administration/POA Building Reserve for the Administration Building expansion project.

Carried

FR-CS-09-14 Grey Bruce Health Services Financial Support of "The Hospital Campaign"

Kevin Wepler presented the above report. A resolution from a prior meeting recommended that the request from Grey Bruce Health Services for the County to contribute to the regional expenditures of the Hospital Campaign be considered in 2014 budget deliberations. Staff require formal approval to proceed with the request from Grey Bruce Health Services for a \$1,000,000 contribution to the Hospital Campaign.

The Committee spoke to the benefits of improving health care in the region and the positive effects on economic development.

The importance of having a policy and criteria to deal with funding requests was cited.

It was suggested that the Chair and Warden arrange a tour and meeting at Grey Bruce Health Services.

CS06-14 Moved by: Councillor Wright Seconded by: Councillor Anderson

WHEREAS Grey Bruce Health Services had requested Grey County's financial contribution of \$1,000,000 in support of "The Hospital Campaign" embarked to raise funds to improve cancer and heart care in the region;

AND WHEREAS County Council at its August 6, 2013 session approved that this funding request be considered as part of the 2014 budget deliberations;

AND WHEREAS County Council at its November 26, 2013 session approved the 2014 Budget by endorsing By-law 4826-13, a By-law to adopt the Estimate of Revenue and Expenditures for the year 2014;

AND WHEREAS By-law 4826-13 authorized the providing of \$200,000 in funding to the Grey Bruce Health Services in support of "The Hospital Campaign";

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-09-14 regarding the request of a \$1,000,000 commitment over five years

from the Grey Bruce Health Services for its “The Hospital Campaign” to improve cancer and heart care in the region be received;

AND THAT the necessary By-law be drafted to authorize the County to provide a capital grant of \$1,000,000 to the Grey Bruce Health Services to fund the regional expenditures of this campaign and that this be paid over a period of five years.

Carried

FR-CS-10-14 Grey Bruce Health Unit – Property Tax Mitigation

Kevin Wepler presented the above report. Mr. Wepler provided a history of the matter to date, noting that the County endorsed the City of Owen Sound’s by-law to designate the Grey Bruce Health Unit as a municipal capital facility and exempt it from municipal taxes. The Municipal Property Assessment Corporation (MPAC) determined that an agreement is required between the City of Owen Sound and the Health Unit for tax exemption for 2013 forward. Staff are recommending that, in order to mitigate the Health Unit from municipal taxes for 2011 and 2012, the County establish a tax rebate program on the property occupied by the Health Unit.

A by-law will be prepared for Council’s consideration, as authority to grant a rebate program rests with the upper tier municipality.

CS07-14 Moved by: Councillor Wright Seconded by: Councillor White

WHEREAS the Council of the Corporation of the City of Owen Sound by means of By-Law 2012-210 did designate property located at 101 17th St East, Owen Sound, known as the Grey Bruce Health Unit, as a Municipal Capital Facility as permitted pursuant to Subsection 110(1) of the Municipal Act, 2001 and Ontario Regulation 603/06;

AND WHEREAS the Council of the Corporation of the City of Owen Sound by means of By-Law 2012-211 did exempt the Municipal Capital Facility located at 101 17th St East, Owen Sound, known as the Grey Bruce Health Unit from all taxes levied for municipal and school purposes pursuant to Subsection 110(6) of the Municipal Act, 2001 and Ontario Regulation 603/06;

AND WHEREAS the County of Grey on March 5, 2013 supported and endorsed said designation and exemption;

AND WHEREAS the Municipal Property Assessment Corporation has returned Omitted Assessments for the 2011 and 2012 taxation years as per legislation;

AND WHEREAS authority to grant a rebate program rests with the upper tier municipality under Section 361 of the Municipal Act, SO 2001, as amended;

NOW THEREFORE IT BE RESOLVED that Report FR-CS-10-14 regarding the Grey Bruce Health Unit – Property Tax Mitigation be received;

AND THAT the necessary By-law be drafted to establish a 100% Tax Rebate Program for the Purposes of Providing Relief from Taxes on the Eligible Property used and occupied by the Grey Bruce Health Unit to mitigate all property taxes for the 2011 and 2012 years as per legislation;

AND FURTHER THAT the Grey Bruce Health Unit be credited, through the direct adjustment of property taxes on the Grey Bruce Health Unit's property tax account, for the 2011-2012 taxation years;

AND FURTHER THAT the rebate be calculated and given by the City of Owen Sound in accordance with Section 361(6) of the Municipal Act, 2001;

AND FURTHER THAT the rebate be shared by the City of Owen Sound, the County of Grey and the applicable local school boards as authorized under Section 361(7) of the Municipal Act, 2001;

AND FINALLY THAT according to the County's Procedural By-Law 4821-13, Section 24.14 b), that the Corporate Services Committee hereby authorizes that these actions contained in Report FR-CS-10-14, proceed prior to Council's approval, as these actions are of a time-sensitive matter.

Carried

Closed Meeting Matters

There were none.

Correspondence

Georgian Bay Folk Society – Proposed Smoke Free By-law

The Committee considered the above correspondence. Heather Morrison provided

information on the current status of the County's proposed smoke free by-law. Mrs. Morrison indicated that no exemption for special events is proposed in the draft by-law, which is what the Georgian Bay Folk Society is requesting. It was noted that the Province has been considering implementing smoke free legislation, however staff have not yet received a response on the estimated time frame or plans for the implementation of such legislation. A report is forthcoming on the matter which will outline the status and seek direction on how to proceed.

CS08-14 Moved by: Councillor Greenfield Seconded by: Councillor White

THAT the correspondence from the Georgian Bay Folk Society regarding the proposed smoke free by-law be received for information.

Carried

Association of Municipalities of Ontario- Gas Tax Fund

The Committee considered the above correspondence.

CS09-14 Moved by: Councillor Anderson Seconded by: Councillor McQueen

THAT the correspondence from the Association of Municipalities of Ontario regarding the gas tax fund be received;

AND THAT a letter be sent to the local Member of Parliament regarding the impact of the federal gas tax fund in Ontario.

Carried

The Committee briefly recessed then reconvened.

Other Business

CS10-14 Moved by: Councillor White Seconded by: Councillor Greenfield

THAT the following appointments be confirmed for 2014:

Accessibility Advisory Committee: Councillor Dwight Burley

Board of Health: Councillors Duncan McKinlay, Bob Pringle and Arlene Wright; and Warden Brian Milne

Non Union Job Evaluation Committee: Councillors Bob White and Kevin Eccles

Space Needs Task Force: Warden Brian Milne, Councillors Dwight

Burley, Bob Pringle, Arlene Wright and Harley Greenfield

Owen Sound Community Advisory Committee for Georgian College:

Warden Brian Milne

Carried

2014 ROMA / OGRA Combined Conference Delegation Registration

There were no requests for delegation registration at the upcoming Rural Ontario Municipal Association / Ontario Good Roads Association (ROMA / OGRA)

Kevin Wepler noted that, based on MPAC's returned roll of assessment values, that growth in taxation for new assessment totaled \$463,776.

Next Meeting Dates

January 14, 2014 at the Grey County Administration Building

On motion by Councillor Burley, the meeting adjourned at 11:21 AM

Bob Pringle, Chair