Committee Minutes

Corporate Services Committee

June 25, 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: Chair Bob Pringle; Councillors Dwight Burley, Paul McQueen, Bob White, Harley Greenfield, Arlene Wright, Norman Jack and Kevin Eccles; and Warden Duncan McKinlay

Staff Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk/Director of Council Services; Kevin Weppler, Director of Finance; Geoff Hogan, Director of Information Technology; Grant McLevy, Director of Human Resources; Barb Fedy, Director of Social Services; Rod Wyatt, Director of Housing; Sharon Melville, Buyer; Heather Morrison, Deputy Clerk/Records Manager and Tara Warder, Recording Secretary

Call to Order

Chair Pringle called the meeting to order at 10:04 AM.

Declaration of Pecuniary Interest

There were none.

Business Arising from the Minutes

Resolution CS44-13 Regarding Smoke Free Outdoor Spaces

The Committee considered the above noted resolution, referred back to the Corporate Services Committee by County Council on June 4, 2013. Heather Morrison updated the Committee on the advice sought from the municipal solicitor as a result of discussions at the Corporate Services Committee meeting held May 14, 2013. Mrs. Morrison noted that the Committee’s proposal to exempt municipalities who have alternatively
implemented a public education program encouraging smoke free public spaces is not permitted, as municipalities cannot be exempted from a County wide by-law. It was further noted that the most restrictive by-law will prevail under the circumstances that an upper tier and lower tier municipality enact by-laws on the same subject. Additionally, any smoke free policy implemented by lower tier municipalities via resolution would become ineffective if a County wide by-law was enacted.

Staff further cited that a by-law that prohibits smoking in a nine metre area around entrances and exits should state clearly that the by-law does not apply to a highway as defined in section 26 of the Municipal Act.

The Committee expressed concern about implementing a County wide by-law restricting smoking in outdoor spaces against the wishes of some lower tier municipalities.

It was noted that the Health Unit and local by-law enforcement officers would be responsible for enforcing the by-law if enacted.

CS52-13  Moved by: Councillor White  Seconded by: Warden McKinlay

WHEREAS Resolution CS44-13 regarding Smoke Free Outdoor Spaces was referred back to the Corporate Services Committee by County Council at its June 4, 2013 session for further consideration;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-07-13 be received;

AND THAT Resolution CS44-13 be amended as follows:

AND THAT staff be directed to prepare a draft by-law for circulation to the lower tier municipalities within Grey County to determine if the triple majority is achieved as required under Section 115 of the Municipal Act with the following inclusions contained within the by-law:

Inclusions

- Nine metre radius from all entrances and exits of county or municipally owned or operated buildings
- Nine metre radius from all county and municipally owned recreational spaces

CS52-13  Moved by: Councillor White  Seconded by: Warden McKinlay

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Inclusions

- Nine metre radius from all entrances and exits of county or municipally owned or operated buildings
- Nine metre radius from all county and municipally owned recreational spaces

Carried

Corporate Services Committee minutes dated May 14, 2013

These minutes are for information only as they were adopted by Grey County Council,
Reports – Finance

FR-CS-20-13 Grey Bruce Health Unit 2012 Year End Surplus

Kevin Weppler presented the above report. Staff are recommending that the Grey Bruce Health Unit year end surplus be transferred to the County of Grey’s Health Unit Reserve to provide funding if any one time funding proposals or any funding shortfalls were to arise. The total surplus amounts to $52,138.14.

CS53-13 Moved by: Councillor Eccles Seconded by: Councillor White

THAT Report FR-CS-20-13 regarding the Grey Bruce Health Unit’s 2012 Year End Surplus be received;

AND THAT the County of Grey’s surplus of $52,138.14, be transferred to the County of Grey’s Health Unit reserve. Carried

FR-CS-21-13 2012 Development Charge Reserve Fund Statement

Kevin Weppler addressed the above noted report, which outlines the status of the County’s Development Charge Reserve Fund, required to be reported to Council and the Ministry of Municipal Affairs and Housing each year. The Development Charge Reserve Balance as of December 31, 2012 totals $2,158,814.27.

CS54-13 Moved by: Councillor Greenfield Seconded by: Councillor Burley

THAT Report FR-CS-21-13 regarding the 2012 Development Charge Reserve Fund Statement be received;

AND THAT the 2012 Development Charge Reserve Fund Statement, prepared in accordance with the provisions of the Development Charges Act, 1997, be received for information purposes;

AND FURTHER THAT the 2012 Development Charge Reserve fund Statement be forwarded to the Minister of Municipal Affairs and Housing. Carried

FR-CS-22-13 Establish Decrease Limits for 2013 and Tax Capping

Kevin Weppler presented the above report respecting decrease limits and tax capping. Mr. Weppler provided the Committee with the origins of tax capping, which was implemented by the Province of Ontario to address the business community’s concern
with large increases in current value assessment values.

The County is utilizing all of the capping tools provided by the Province to transfer these business properties once they have their full current value assessment. Capping no longer applies to properties which have reached their full current value assessment.

CS55-13 Moved by: Councillor Eccles Seconded by: Councillor Jack

THAT the Director of Finance’s Report FR-CS-22-13 regarding Tax Capping and Establishing Decrease Limits for 2013 be received;

AND THAT the appropriate by-laws be prepared and presented to County Council.

Carried

Reports - Clerk


Recommendations of the Council Remuneration Advisory Committee

Sharon Vokes addressed the above report regarding additional information related to Report CCR-CC-03-13. The report clarifies outstanding questions which came as a result of discussions on the subject at County Council on May 7, 2013.

Mrs. Vokes noted potential adjustments to the meeting schedule to attempt to minimize conflicts with lower tier council meetings, including changing the time of the Social Services Committee meetings.

 Concern was expressed with the deduction amount proposed by the Council Remuneration Committee, stating that there is preparation done ahead of meetings which should be considered.

CS56-13 Moved by: Warden McKinlay Seconded by: Councillor Burley

THAT Report CCR-CS-13-13 regarding additional information related to Report CCR-CC-03-13 (Recommendations of the Council Remuneration Advisory Committee) be received for information.

Carried

CCR-CC-03-13 Recommendations of the Council Remuneration Advisory Committee

Sharon Vokes addressed the above report. Staff noted that the current full day per diem rate for meetings outside the core responsibilities included in the annual salary is $160.44.

The Committee spoke to the difficulties in measuring preparation time associated with
meetings. According to last survey completed by Grey County Councillors, an average of 20 hours per month is County business, including meeting attendance.

The importance of establishing a penalty for absences was noted. Discussion occurred regarding the merits of having a deduction equal to the full day per diem, as well as a suggestion to publish attendance records annually, and implementing a “sliding deduction” based on the number of meetings missed.

The Committee suggested consideration of an amendment to the Procedural By-law to permit the alternate member from the same municipality to attend meetings on behalf of the appointed member.

WHEREAS Grey County Council determined that a council remuneration advisory committee be convened once every term of Council to review the compensation system for Grey County Council;

AND WHEREAS this committee has met, reviewed comparator information, interviewed four Grey County Councillors and compiled results and recommendations;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CC-03-13 be received and the following changes be implemented;

1. Annual salary, per diem and meeting reduction amounts to be adjusted January 1st of each year by the average annual Consumer Price Index (CPI) as of July 31st of the previous year rather than September 30th to coincide with annual budget preparation.

2. Effective September 1, 2013, the deduction for absences from standing committee meetings and council meetings beyond the approved level (three for councillors and twelve for the warden) be set at the full day per diem rate.

3. A process be put in place for councillors on a monthly basis to complete their own expense claim forms documenting additional travel/hotel/meal expenses incurred when doing business on behalf of County Council or attending a conference as a county councillor.

4. Staff to prepare a document outlining the formula used for councillor compensation to all county councillors to eliminate potential confusion in the system.
5. The Annual Treasurer’s Statement be expanded to include a chart outlining councillor meeting attendance and compensation.

Carried

CS58-13 Moved by: Councillor Wright Seconded by: Councillor Eccles

THAT staff prepare a report on proposed amendments to the Procedural Bylaw to allow for an alternate member from the same municipality to attend meetings if quorum cannot be met and if the committee member knows in advance that he / she cannot be in attendance.

Carried

The Committee thanked the Council Remuneration Advisory Committee for their work and efforts.

CCR-CS-14-13 Award of RFP-CC-07-13 Architectural Signage

Sharon Vokes presented the above report, regarding the award for architectural signage for the front of the County Administration Building property and the three long-term care homes. Staff are recommending that the tender be awarded to Seferian Design Group in the amount of $105,000 exclusive of H.S.T.

Staff solicited the Committee’s view on the location of the log by the driveway and whether this location could be considered for new directional signage if deemed necessary. There were no concerns expressed with the possibility.

Three options for signs will be provided by Seferian Design Group for consideration.

CS59-13 Moved by: Councillor Wright Seconded by: Councillor Eccles

WHEREAS signage at the Administration Building and the Long-Term Care homes is to be updated as per the 2013 capital forecast;

AND WHEREAS there is funding within the capital budgets of the Administration Building, Rockwood Terrace and General Administration for landscape signage;

AND WHEREAS all purchasing policies and procedures have been adhered to;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-14-13 regarding an update of the roll out of the new County logo and tag line and the award of RFP-CC-07-13, Architectural Signage, be received;
AND FURTHER THAT the County award the contract to Seferian Design Group, the highest ranked proposal received, in the amount of $105,000 exclusive of H.S.T.;

AND THAT a 20% contingency in the amount of $21,000 be added to the awarded bid price to ensure project completion.

Carried

Reports – Information Technology

ITR-CS-08-13 Quarterly Purchasing Report Quarter 1 of 2013

Geoff Hogan presented the above report, outlining the purchases requiring reporting as per the County’s purchasing policy. The only purchase requiring reporting was the purchase of the Storage Area Network, awarded to Dell in the amount of $54,527.10.

CS60-13 Moved by: Warden McKinlay Seconded by: Councillor McQueen

THAT Report ITR-CS-08-13 regarding the Quarterly Purchasing Report for the first quarter of 2013 be received for information.

Carried

ITR-CS-09-13 Geocortex Software Purchase

Geoff Hogan provided information on the above noted report respecting the purchase of Geocortex Software. The software provides a framework to build maps quickly and is user friendly. Mr. Hogan noted that the software would be an improvement to efficiency, as web maps can be built easily and by less technically skilled staff if needed. Further, the software can be accessed and shared by the lower tier municipalities.

Mr. Hogan noted that the purchase is contained within the 2013 budget, however will need to be added to future budgets moving forward.

CS61-13 Moved by: Councillor Wright Seconded by: Councillor McQueen

WHEREAS Geographic Information Systems (GIS) maps are best delivered via the web and mobile technologies;

AND WHEREAS Geocortex software can provide a platform to easily deliver GIS maps for the County and lower tiers;

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-09-13 regarding the Geocortex Software Purchase be received;
AND THAT Geocortex software be purchased via a prorated (to match the end date of the ESRI ELA) Enterprise License Agreement as a sole source from ESRI Canada;

AND FURTHER THAT the purchase be funded in 2013 from the surplus in the Information Technology and Information Services budgets in the amount of $16,500 annually.

Correspondence

City of Owen Sound By-law to Change City County Councillor to Deputy Mayor

The Committee considered the above correspondence.

CS62-13 Moved by: Warden McKinlay Seconded by: Councillor White

THAT the correspondence received from the City of Owen Sound regarding City of Owen Sound By-law 2013-083 to change the position of City County Councillor to Deputy Mayor, be received for information.

Other Business

Call for Delegation Requests for Association of Municipalities of Ontario (AMO) Conference

Warden McKinlay noted that the AMO Board is optimistic that there will be sufficient ministers to address all delegations at the upcoming conference.

The Committee did not request a delegation at the AMO conference.


Sharon Vokes provided information on the decision of the Human Rights Tribunal of Ontario with respect to Henry Freitag’s challenge against the Town of Penetanguishene under the Human Rights Code. The Human Rights Tribunal of Ontario found the Corporation of the Town of Penetanguishene to be in violation of the Human Rights Code by reciting the Town’s prayer during Council meetings.

Closed Meeting Matters

The Chair advised that the Committee will go into closed meeting at 12:18 PM for
consideration of a certain matter.

CS63-13 Moved by: Warden McKinlay Seconded by: Councillor Eccles

THAT the Corporate Services Committee do now go into closed session to discuss:

i. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board with respect to the legal proceedings of Ferguson vs. County of Grey, pursuant to Section 239 (2) (e) of the Municipal Act, 2001.

ii. Labour relations or employee negotiations regarding an update with respect to negotiations with OPSEU Local 266 (Social Services), pursuant to Section 239 (2) (e) of the Municipal Act, 2001.

iii. Adoption of the closed meeting minutes of December 11, 2012

AND THAT the following staff members remain in attendance: Lance Thurston, Sharon Vokes, Kevin Weppler, Grant McLevy, Geoff Hogan, Barb Fedy, Rod Wyatt, Heather Morrison and Tara Warder

CS64-13 Moved by: Councillor McQueen Seconded by: Warden McKinlay

THAT the Corporate Services Committee do now return to open session at 12:45 PM

Carried

Next Meeting Dates

July 23, 2013 at the Grey County Administration Building.

On motion by Councillor White, the meeting adjourned at 12:45 PM

Bob Pringle, Chair