Committee Minutes

Corporate Services Committee

February 12, 2013 – 10:00 a.m.

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 Paul McQueen, Harley Greenfield, Norman Jack and Kevin Eccles; and Warden Duncan McKinlay

**Regrets:** Councillors Arlene Wright, Bob White and Dwight Burley

**Staff Present:** Lance Thurston, Chief Administrative Officer; Sharon Vokes; Director of Council Services/County Clerk; Kevin Weppler, Director of Finance; Grant McLevy, Director of Human Resources; Rod Wyatt, Director of Housing and Tara Warder, Recording Secretary

Call to Order

Chair Pringle called the meeting to order at 10:00 a.m.

Declaration of Pecuniary Interest

There were none.

Minutes of Meetings

*Georgian College Owen Sound Campus Community Advisory Committee minutes dated November 15, 2012,

The minutes of the Georgian College Owen Sound Campus Community Advisory Committee were reviewed.

CS20-13 Moved by: Councillor Jack Seconded by: Councillor Greenfield

**THAT the minutes of the Georgian College Owen Sound Campus Community Advisory Committee dated November 15, 2012 be**
received as presented.

Carried

*Council Remuneration Advisory Committee minutes dated December 10, 2012 and January 15, 2013*

The Council Remuneration Advisory Committee minutes were reviewed. Staff noted that the Advisory Committee’s goal of having Council in the 45th-55th percentile for remuneration is based on the fact that this is consistent with Council’s approach with its various staff groups. Mrs. Vokes reviewed the criteria necessary for a municipality to be considered a comparator for the purposes of compensation.

*CS21-13* Moved by: Councillor Greenfield Seconded by: Councillor Eccles

**THAT the minutes of the Council Remuneration Advisory Committee dated December 10, 2012 and January 15, 2013 be received as presented.**

Carried

*Space Needs Task Force minutes dated January 15, 2013 and February 5, 2013*

The Space Needs Task Force minutes were reviewed. It was noted that there is a recommendation to proceed with conceptual drawings for an addition onto the existing building. The Committee and staff discussed the notion of a shared court and council chambers and the benefits of being able to close and lock the offices after hours while events are taking place in the Council Chambers or other meeting rooms.

*CS22-13* Moved by: Councillor McQueen Seconded by: Councillor Jack

**THAT the minutes of the Space Needs Task Force dated January 15, 2013 and February 5, 2013 be received as presented;**

**AND THAT the following recommendations contained therein be endorsed:**

**THAT staff be directed to provide a detailed cost estimate and a concept drawing to put an addition on the existing building to house the POA - a shared court/council chambers, a single reception area for both County and POA and other possible availabilities;**

**AND THAT the existing Council Chambers be renovated to serve existing space needs within the County building.**

Carried
Business Arising from the Minutes

Corporate Services Committee minutes dated January 15, 2013

These minutes are for information only as they were adopted by Grey County Council on February 5, 2013.

Reports – Chief Administrative Officer

CAOR-CS-09-13 – Non-Union Salary and Wage Economic Adjustment

Lance Thurston addressed the Committee on the above noted report regarding non-union salary and wages. Mr. Thurston noted that the proposed 2% increase in non-union salaries has been included in the 2013 budget and requires Council’s approval to take effect. Mr. Thurston further explained the rationale for the proposed increase.

It was noted that wage compression is already a concern in some areas and if salaries are not monitored, at some point a large adjustment will be required to rectify any disparities. As provided in the budget, a salary review will be taking place in several months’ time, and the comparators the County currently uses will be examined in the future to ensure they are still applicable.

The Committee discussed wage freezes, wage compression issues, and the aligning of salaries.

CS23-13 Moved by: Councillor Eccles Seconded by: Councillor Greenfield

WHEREAS Grey County maintains a non-union compensation program that is intended to ensure reasonable, consistently applied, internally equitable and externally competitive pay practices that will attract, retain, reward and motivate quality employees;

AND WHEREAS from time to time it is necessary and appropriate to consider economic adjustments to non-union salaries and wages to reflect general trends in municipal salaries, the Consumer Price Index, general economic trends in the area and labour market indicators;

NOW THEREFORE BE IT RESOLVED THAT County Council hereby approves a 2% increase in non-union salaries and wages effective January 1, 2013, as recommended by the Chief Administrative Officer in report CAOR-CS-09-13.

Carried
Reports - Clerk

CCR-CS-04-13 – Request of Councillor to Attend 2013 Federation of Canadian Municipalities’ Conference

Sharon Vokes presented the above report regarding a request from Councillor Anderson to attend the upcoming Federation of Canadian Municipalities’ (FCM) conference. Mrs. Vokes noted that the current policy dealing with conferences allows for attendance at two conferences per year, however there is a clause requiring approval from the Corporate Services Committee if a councillor wishes to attend an additional conference.

Mrs. Vokes suggested the Committee consider whether moving towards a conference allowance would be more desirable.

The Committee requested that a report be provided to County Council by Councillor Anderson following the FCM conference to apprise Council of any valuable information from the conference.

Staff was directed to prepare a report regarding revising the policy to provide for a dollar allowance for attending conferences rather than a limit by number.

The Committee requested that a debriefing session be placed on the Corporate Services Committee and Transportation Services Committee agendas following the Rural Ontario Municipal Association / Ontario Good Roads Association (ROMA/OGRA) conference for the purposes of information sharing.

CS24-13 Moved by: Councillor McQueen Seconded by: Councillor Eccles

WHEREAS Councillor Anderson has requested approval to attend the 2013 Conference of the Federation of Canadian Municipalities’ (FCM) in Vancouver, British Columbia;

AND WHEREAS Policy G-GEN-007 and its associated procedure G-GEN-007-001 requires the approval of the Corporate Services Committee to attend conferences outside the policy and procedure;

NOW THEREFORE BE IT RESOLVED THAT Councillor Anderson is hereby authorized to attend the 2013 FCM Conference in lieu of the eligible conference attendance for councillors for 2013;

AND THAT an information report on the Federation of Canadian Municipalities’ conference be presented to County Council following
the conference.

Carried

The Committee briefly recessed then reconvened.

Reports – Financial

FR-CS-10-13 2013 Tax Policy Items

Kevin Weppler provided information on the annual tax policy report, being report FR-CS-10-13. Mr. Weppler noted that the 2013 tax policies regarding tax ratios, tax reductions for mandated subclasses of vacant lands and farmland awaiting development, the lower limit for new construction properties, optional classes of property and tax capping remain the same as those in 2012.

Mr. Weppler noted that, with regard to tax rates, actual 2013 growth was higher than estimated and the actual tax rate increase for 2013 will be .6421% which will be reflected in a general rating by-law coming forward to Council in March.

The committee discussed tax reductions for farmland awaiting development and property within Type 1 with plans of subdivision registered, rates of development, and further discussed whether the process of developing subdivisions could be expedited by reducing the tax rate reductions. The Director of Finance indicated that more research and investigation would be required to see if this would have the desired outcome of having development proceed on these properties.

CS25-13 Moved by: Councillor McQueen Seconded by: Warden McKinlay

WHEREAS the County of Grey has in place established tax policies;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-10-13 regarding 2013 property tax policies be received;

AND THAT the 2013 tax policies remain the same for 2013 for:

- Tax Ratios
- Tax Reductions for Mandated Subclasses of Vacant Lands
- Tax Reductions for Farmland Awaiting Development Subclasses
- Lower Limit for New Construction Properties
- Optional Classes of Property
- Tax Capping

AND FURTHER THAT the necessary by-laws be drafted for Council’s
consideration and approval.

FR-CS-11-13 2013 Grey Bruce Health Unit Designation – Municipal Capital Facility and Exemption from Taxes

Kevin Weppler provided information on a request originating from the City of Owen Sound for Grey County to support and endorse the designation of the Health Unit as a municipal facility. It was noted that, if designated, the City of Owen Sound would exempt the municipal capital facility (the Health Unit) from paying property tax for the portion of the building they utilize. Staff are recommending the proposal be endorsed.

CS26-13 Moved by: Warden McKinlay Seconded by: Councillor Eccles

WHEREAS the Grey County and Owen Sound Public Health Units were amalgamated in 1967;

AND WHEREAS the Grey-Owen Sound Health Unit joined with Bruce Health Unit in 1989;

AND WHEREAS in 2001, as a result of municipal restructuring the health unit was named Grey Bruce Health Unit;

AND WHEREAS the Grey Bruce Health Unit is run by the Board of Health which is a local board as defined within the Municipal Act;

AND WHEREAS the Board of Health is made up of representatives from both Bruce County and Grey County;

AND WHEREAS the County of Grey and the County of Bruce, through the Board of Health, and the City of Owen Sound, deemed it desirable to locate the Grey Bruce Health Unit building in Owen Sound;

AND 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;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-11-13 regarding the designation of the Grey Bruce Health Unit as a municipal capital facility be received;

AND THAT the County of Grey does support and endorse said designation and exemption.

Carried

FR-CS-12-13 2012 Treasurer’s Statement – Council Remuneration and Expenses

Kevin Weppler addressed the above report which outlined the remuneration and expenses paid to Council from Grey County and the Grey Bruce Health Unit as required by the Municipal Act. Mr. Weppler addressed questions from the Committee.

CS27-13 Moved by: Councillor Greenfield Seconded by: Councillor Jack

THAT Report FR-CS-12-13 and the attached 2012 Treasurer’s Statement – Council Remuneration and Expenses be received, and the Statement be forwarded to Council as required under the Municipal Act.

Carried

FR-CS-13-13 Grey Bruce Health Unit’s 2013 Budget

Kevin Weppler presented the above noted information report being the Grey Bruce Health Unit’s 2013 budget. The budget outlined the amount the Health Unit is requesting from the Ministry of Health. Mr. Weppler noted that the cash flow will be adjusted if required after the Ministry of Health approves the Health Unit’s budget later this year.

CS28-13 Moved by: Councillor Eccles Seconded by: Warden McKinlay

THAT Report FR-CS-13-13 regarding the Grey Bruce Health Unit’s 2013 Budget be received for information.

Carried

Kevin Weppler shared additional information with the Committee, including that staff member Sharon Melville has received certification as a Certified Professional Public Buyer, and that a contract finance officer position with the County is being advertised.
Reports – Information Technology

ITR-CS-04-13 Information Technology Conferences

Lance Thurston outlined Report ITR-CS-04-13, recommending that Information Technology staff be permitted to attend the ESRI and Oracle conferences out of country. It was noted that ESRI and Oracle are two major systems supporting the County, however the training for these programs is out of country. It was noted that the benefits of these conferences are substantial.

CS29-13 Moved by: Councillor McQueen Seconded by: Councillor Greenfield

WHEREAS County operations depend on enterprise software by Oracle and ESRI;

AND WHEREAS major conferences and training by Oracle and ESRI are not run locally in Ontario;

AND WHEREAS attending conferences and training is critical to the long term success of enterprise software at the County;

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-04-13 be received;

AND THAT Information Technology (IT) staff be authorized to travel outside of the Province to attend ESRI and Oracle events subject to available budget.

Carried

Closed Meeting Matters

There were none.

Other Business

Owen Sound Jail – Verbal Update

Rod Wyatt provided an update to the Committee on the status of the Owen Sound jail and that there are some maintenance issues the County has dealt with since it has been vacant.

Next Meeting Dates
March 12, 2013 at the Grey County Administration Building

On motion by Warden McKinlay the meeting adjourned at 11:54 a.m.

Bob Pringle, Chair