

Corporate Services Committee

November 10, 2015 – 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, Selwyn Hicks, Harley Greenfield, Arlene Wright, Norm Jack and John McKean; and Warden Kevin Eccles

Staff

Present: Kim Wingrove, Chief Administrative Officer; Sharon Vokes, County Clerk/Director of Council Services; Kevin Wepler, Director of Finance; Geoff Hogan, Director of Human Resources; Grant McLevy, Director of Human Resources; Anne Marie Shaw, Director of Housing; Heather Morrison, Deputy Clerk/Records Manager; Mike Alguire, Purchasing Manager and Tara Warder, Committee Coordinator

Call to Order

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

Adoption of the Agenda

CS106-15 Moved by: Councillor McKean Seconded by: Councillor Jack

THAT the Corporate Services Committee agenda dated November 10, 2015 be adopted as amended by adding correspondence from the Ministry of Municipal Affairs and Housing regarding the Municipal Internship Program.

Carried

Declaration of Pecuniary Interest

There were no declarations.

Business Arising from the Minutes

Corporate Services Committee minutes dated October 13, 2015

These minutes are for information only as they were adopted by Grey County Council on November 3, 2015.

Reports – Finance

FR-CS-39-15 Corporate Services Financial Update and Year End Projection as of September 30, 2015

Kevin Wepler addressed the Committee on the above report. The purpose of the report is to provide members of the Committee with a financial update for the budgets under the direction of the Corporate Services Committee as of September 30, 2015.

Staff are anticipating an overall surplus of approximately \$346,000. Mr. Wepler outlined the sources of the anticipated surplus.

CS107-15 Moved by: Warden Eccles Seconded by: Councillor Burley

THAT the Corporate Services Committee receive Report FR-CS-39-15 regarding a Financial Update and Year-End Projection as of September 30, 2015 for those budgets under the direction of the Corporate Services Committee.

Carried

FR-CS-40-15 Ontario Regulation 284/09 2016 Budget

Kevin Wepler presented the above noted annual report to Committee, outlining the expenses which have been excluded from the budget as permitted by Ontario Regulation 284/09. If specified items are excluded from the budget, a report outlining the exclusions must be presented to Council.

CS108-15 Moved by: Councillor Greenfield Seconded by: Councillor Wright

THAT Report FR-CS-40-15 regarding Ontario Regulation 284/09 – 2016 Budget be received for information.

Carried

Reports – Information Technology

ITR-CS-15-15 Electronic Document Records Management System Single Source

Geoff Hogan addressed the Committee on the above report, recommending that the

County single source Alfresco to provide the County with a new electronic document and records management system.

Mr. Hogan provided a history of electronic document management in the County to date and spoke to the importance of having software that is easily integrated into systems and one that is user friendly and easy to understand.

It was noted that all employees need to be using the records management system. Mr. Hogan spoke to the efficiencies the system should produce and the anticipated savings resulting from its implementation. The amount of staff time spent on supporting the Oracle product, as well as the staff time in completing everyday tasks, should be reduced.

Mr. Hogan explained that at contract renewal, the County has the option to move to a potential new licensing model based on the population that could include the lower tier municipalities in the licence if desired.

Mike Alguire noted that the purchasing policy permits single sourcing with the approval of Council.

CS109-15 Moved by: Councillor Wright Seconded by: Councillor Jack

WHEREAS the corporate electronic document and records management software (EDRMS) is critical for the effective and efficient operation of the County;

AND WHEREAS the current EDRMS software is difficult to maintain and no longer adequate for the County's needs;

AND WHEREAS after significant research Alfresco software has been determined to provide the best value and the best fit for the County's current and future EDRMS needs;

NOW THEREFORE BE IT RESOLVED THAT report ITR-CS-15-15 EDRMS Single Source Procurement be received;

AND THAT Alfresco One software be single sourced;

AND FURTHER THAT the annual subscription cost be funded from the Information Systems Operating budget and the \$100,000 installation and configuration be funded from the Information Technology reserve.

Carried

Reports – Human Resources

HRR-CS-11-15 Non Union Cost of Living Wage Calculation Formula

Grant McLevy addressed the Committee on the above noted report regarding a formula for non-union cost of living wage adjustments. The intent is to bring more formality to the process.

Staff addressed questions and comments from the Committee. Staff spoke to the merits of the formula, including keeping pace with comparators and use as a tool during union negotiations.

CS110-15 Moved by: Councillor Hicks Seconded by: Warden Eccles

WHEREAS the County of Grey is committed to maintaining fair and equitable compensation practices in order to attract and retain qualified employees;

AND WHEREAS the County of Grey is also committed to keeping Non-Union wages at the 45-55 percentile of the County's Non-Union comparator group;

NOW THEREFORE BE IT RESOLVED THAT commencing with the 2017 budget, the Non-Union Employee Group annual wage calculation formula be approved as outlined in report HRR-CS-11-15 which utilizes the average of the following five data sources:

- **Comparator Group**
- **Consumer Price Index**
- **OMERS CPI**
- **County Union Increase**
- **McDowell and Associates Municipal Survey**

Carried

Correspondence

Municipality of Meaford – Current Refugee Crisis

CS111-15 Moved by: Councillor McKean Seconded by: Councillor Burley

THAT the correspondence from the Municipality of Meaford regarding the current refugee crisis be received for information.

Carried

Receive for Information – Municipality of West Grey, Municipality of Meaford, Ministry of Municipal Affairs and Housing

CS112-15 Moved by: Councillor Burley Seconded by: Councillor Greenfield

THAT the following correspondence be received for information:

- **Municipality of West Grey Support for Municipality of Meaford – Working with Neighbouring Community Groups to Assist with Settlement of Refugees**
- **Municipality of Meaford – Support for Municipal Internship Program**
- **Ministry of Municipal Affairs and Housing Municipal Internship Program – Response to Grey County Letter Requesting Reinstatement of Funding for Internship Program**

Carried

Other Business

There was no other business.

Next Meeting Dates

Tuesday, December 8, 2015 at the Grey County Administration Building

On motion by Councillor McQueen, the meeting adjourned at 11:27 AM.

Bob Pringle, Chair