

## Corporate Services Committee

February 11, 2014 – 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 Bob White, Harley Greenfield, Arlene Wright, Norman Jack and Kevin Eccles; and Warden Brian Milne; and Councillors Paul McQueen and Duncan McKinlay in attendance for Councillors Wayne Fitzgerald and Ellen Anderson;

Regrets: Councillors Dwight Burley, Ellen Anderson and Wayne Fitzgerald

### Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services; Kevin Wepler, Director of Finance; Rod Wyatt, Director of Housing, Geoff Hogan, Director of Information Technology; Grant McLevy, Director of Human Resources; Heather Morrison, Deputy Clerk / Records Manager; Sharon Melville, Buyer; Mike Alguire, Purchasing Manager; Marg Graham, Court Manager and Tara Warder, Recording Secretary

## Call to Order

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

## Declaration of Pecuniary Interest

There was none.

## Business Arising from the Minutes

*Corporate Services Committee minutes dated January 14, 2014*

These minutes are for information only as they were adopted by Grey County Council as presented on February 4, 2014.

Reports – Chief Administrative Officer

*CAOR-CS-01-14 Assessing the Merits of a County Library*

Lance Thurston addressed the Committee on the above report in response to a request by the Municipality of West Grey to investigate the feasibility of implementing a County-wide public library system or county-wide library reciprocal card system. Staff are recommending not to proceed with a county library feasibility study and that alternatively, local councils encourage and work alongside their respective library boards towards partnerships to improve access to services across the County. Mr. Thurston provided background information on the matter, outlined the methodologies used and public library legislation. It was noted that the future of public libraries is positive and they are becoming providers of cultural and economic development.

Mr. Thurston noted that the service and collaboration existing at the lower tier level is positive and elaborated on the current service agreements across the County.

CS21-14      Moved by: Councillor McKinlay      Seconded by: Councillor White

**WHEREAS County Council directed the Chief Administrative Officer to undertake a preliminary assessment of the merits of proceeding with a comprehensive study into the feasibility of creating a county library system or a county-wide library card system;**

**AND WHEREAS the CAO has met with municipal officials, the CEOs and Chairs of local library boards in Grey County, representatives of the Southern Ontario Library Service, reached out to neighbouring counties for information and insights, and conducted independent research;**

**NOW THEREFORE BE IT RESOLVED THAT Report CAOR-CS-01-14 of the Chief Administrative Officer be received and the recommendation not to proceed with a county library feasibility study be endorsed;**

**AND FURTHER THAT County Council encourages local municipal councils and their public library boards to work together towards a**

**shared integrated information management partnership to improve the scope of and access to library services available to residents across the County.**

Carried

CS22-14      Moved by: Councillor Eccles      Seconded by: Councillor Wright

**THAT staff be directed to prepare a report on how to facilitate the conversation between lower tier municipalities and public library boards as well as projected costs of the facilitation.**

Carried

The Committee briefly recessed then reconvened.

## Reports - Finance

### *FR-CS-11-14 Update to Purchasing Policy and Procedures*

Mike Alguire presented the above report regarding an update to the current purchasing policy and procedure, in effect since 2010.

Mr. Alguire outlined some of the proposed changes to the policy and procedure and the rationale for the proposals. Mr. Alguire further noted the practices of other municipalities.

Discussion occurred on the importance of having a well managed change order system and Council maintaining control of spending. Staff noted that the Committee could be involved in change orders at times if necessary, and that Council still awards contracts and spending for large contracts. Staff spoke to the transparency measures the updated policy will bring.

Comments from the Committee were discussed, including whether a cap should be placed on purchases exempt from the purchasing policy. Staff noted that it is difficult to procure items, such as membership fees, that are exempt from the Policy.

CS23-14      Moved by: Councillor Wright      Seconded by: Councillor Eccles

**WHEREAS the Municipal Act 2001, S.O., Section 270 requires all municipalities and local boards to establish and maintain a policy concerning the procurement of goods and services;**

**AND WHEREAS the Corporation of the County of Grey is committed to ensuring the County's procurements are fair, open and transparent;**

**NOW THEREFORE BE IT RESOLVED that Report FR-CS-11-14 be received;**

**AND THAT the updated purchasing policy, A-FIN-001, and the purchasing procedures, A-FIN-001-001 be adopted as presented to replace the current Purchasing Policy and Procedures (ADM-03-10);**

**AND FURTHER THAT the current procurement By-Law 4697-10 be rescinded;**

**AND FURTHER THAT the appropriate By-Law be drafted for County Council's consideration.**

Carried

*FR-CS-13-14 2013 Treasurer's Statement – Council Remuneration and Expenses*

Kevin Wepler addressed the Committee on the 2013 Treasurer's Statement. Mr. Wepler noted that the statement does not include any expenses paid by members by the Ontario Good Roads Association, the Association of Municipalities of Ontario or the Niagara Escarpment Commission (NEC). Per diems by the Niagara Escarpment Commission are also excluded. It was noted that the inclusions made on the Treasurer's Statement vary across municipalities and the report was prepared as it has been in the past.

It was noted by members that any relevant expenses paid by the County should be reported in the statement. Discussion occurred on the appointment process for the NEC and the importance of following the proper process for disclosure of the NEC per diem if it is to be included on the statement.

The Committee requested that the Director of Finance report to the Committee in August 2014 about the option of additional information being provided in the 2014 Treasurer's Statement.

CS24-14      Moved by: Councillor Greenfield      Seconded by: Councillor McKinlay

**THAT Report FR-CS-13-14 and the attached 2013 Treasurer's Statement – Council Remuneration and Expenses be received, and the Statement be forwarded to Council as required under the Municipal Act.**

Carried

Councillor Wright requested approval to attend the Federation of Canadian Municipalities (FCM) Conference this year as it is being held in Niagara Falls.

CS25-14 Moved by: Councillor McQueen Seconded by: Councillor Greenfield

**WHEREAS Councillor Wright has requested approval to attend the 2014 Conference of the Federation of Canadian Municipalities' (FCM) in Niagara Falls, Ontario;**

**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 Wright is hereby authorized to attend the 2014 FCM Conference in Niagara Falls, Ontario.**

Carried

Councillor Wright requested that a report on Acclaim, the County's disability management services, be brought forward to a future meeting.

Councillor Wright then left the meeting.

## Reports – Clerk

### *CCR-CS-06-14RFP-CC-10-13 Award of Prosecutorial Services*

Marg Graham presented the above report, recommending the award for a Request for Proposal (RFP) for prosecutorial services. Two submissions were received and staff are recommending that the RFP be awarded to Middlebro and Stevens.

\$173,000 has been allocated in the budget for prosecutorial services. Prosecution costs are paid by the hour. Staff do not anticipate going over the budgeted amount, however caseloads vary from year to year.

Staff noted that officers appear to be issuing fewer tickets than in the past which has an effect on revenue.

CS26-14 Moved by: Councillor White Seconded by: Councillor Jack

**WHEREAS RFP-CC-10-13, Prosecutorial Services, was issued on November 28, 2013 and closed on December 19, 2013;**

**NOW THEREFORE BE IT RESOLVED THAT CCR-CS-06-14 regarding the award of RFP-CC-10-13 be received;**

**AND FURTHER THAT the County award the contract to Middlebro & Stevens LLP, the highest ranked proposal received, for a five year term with the option to renew for three additional years.**

Carried

*CCR-CS-07-14 Update on Smoke Free Outdoor Spaces By-law*

Heather Morrison presented the above report, noting that council directed staff to draft a smoke free by-law and circulate it to the lower tier municipalities. Mrs. Morrison noted the responses received from the lower tier municipalities and indicated that six have supported it, resulting in the triple majority needed to enact the by-law, pending County Council's approval. The City of Owen Sound has requested that exemptions for special events also be included in the by-law.

Mrs. Morrison noted that the Province has issued a media release, stating that it is proposing amendments to the Smoke Free Act which would prohibit smoking in playgrounds, sports fields, hospitals and patios.

Mrs. Morrison outlined the options available for Committee to consider, including proceeding with the by-law as is without exemptions, redrafting the by-law to include exemptions for special events and hospitals, placing the County by-law on hold pending changes from the Province, or redraft the by-law to prohibit smoking within nine metres of entrances and exits of municipally owned buildings, being the recommendation of staff.

If County Council considered proceeding with the by-law as is, the lower tiers would be required to proceed with signage at all facilities and buildings, sports fields and public areas. The health unit has offered to financially support some signage.

Discussion occurred surrounding the possibility for difficulty in enforcing the by-law.

CS27-14      Moved by: Councillor McKinlay      Seconded by: Councillor White

**WHEREAS Grey County Council passed a resolution at its February 3, 2013 session approving the reconsideration of renewing discussions related to Smoke Free Outdoor Spaces;**

**AND WHEREAS staff were directed to draft a Smoke Free Outdoor Spaces by-law which included municipally owned and operated buildings and recreational and public spaces and circulate to the lower tier municipalities within Grey County to determine if the triple majority could be achieved as required under Section 115 of the Municipal Act;**

**AND WHEREAS there was support for the draft by-law from a majority of lower tier municipalities in Grey County;**

**AND WHEREAS the Province of Ontario has recently announced its desire to introduce amendments to the regulations under the Smoke-Free Ontario Act which would include the prohibition of smoking on playgrounds and sport fields amongst other areas;**

**AND WHEREAS should the amendments to the Smoke-Free Ontario Act pass, duplication of legislation, fines and enforcement may cause confusion with enforcement officials and the public;**

**NOW THEREFORE BE IT RESOLVED THAT staff be directed to re-draft the Smoke-Free Outdoor Spaces By-law to prohibit smoking within nine metres of municipally owned or operated buildings;**

**AND THAT the revised draft by-law be circulated to the lower tier municipalities within Grey County for support/non-support of the proposed by-law in order to determine if triple majority, as required by the Municipal Act, 2001 is achieved.**

Carried

Chair Pringle vacated his seat as Chair and left the meeting and Vice Chair Greenfield assumed the Chair.

### *CCR-CS-08-14 Direction on Approach to Updating Council Conference*

#### *Policy*

Sharon Vokes presented the above report regarding a review of the Council Conference Policy and possible options for amendment. The current policy includes a list of approved conferences and a maximum number of conferences Councillors may attend in a year, being two.

Mrs. Vokes noted that most of the conference budget is used for the Association of Municipalities of Ontario and the Ontario Good Roads Association conferences. Staff are inquiring as to whether there is merit and interest in developing a policy to encourage attendance at other conferences. Options could be to allocate a specific dollar figure per Councillor to conferences rather than a maximum number, an increase to the budget or having councillors attend either AMO or OGRA/ROMA but not both.

The Committee discussed the merits and disadvantages of using a dollar figure for conference attendance and suggested that Council members be selected to attend specific conferences. The need to diversify attendance at conferences was cited.

CS28-14 Moved by: Councillor McKinlay Seconded by: Councillor McQueen

**THAT Report CCR-CS-08-14 regarding direction on approach to updating the Council Conference Policy be received;**

**AND THAT no policy changes be made;**

**AND THAT the matter be reviewed within the first two years of the next term of Council.**

Carried

## Correspondence

*City of Owen Sound Resolution - Inquire Whether Grey County Willing to Open Discussions on Municipal Restructuring*

CS29-14 Moved by: Councillor McKinlay Seconded by: Councillor Jack

**WHEREAS the County of Grey dealt with the matter of restructuring through the Governance Task Force established from 2011-2013;**

**AND WHEREAS no action on municipal restructuring was recommended at this time;**

**NOW THEREFORE BE IT RESOLVED THAT the County of Grey thank the City of Owen Sound for its correspondence;**

**AND THAT the correspondence from the City of Owen Sound regarding municipal restructuring be received for information.**

Carried

*Review of the Property Tax System – Municipality of Meaford*

CS30-14 Moved by: Councillor McKinlay Seconded by: Councillor White

**THAT the correspondence received from the Municipality of Meaford regarding a review of the property tax system be received for information.**

Carried



*BDO Canada Audit Plan for the Audit of Consolidated Financial  
Statements of Grey County for the Year Ending December 31, 2013; New  
Rules for Construction of Cell Towers – News Release – Larry Miller’s  
Office*

CS31-14      Moved by: Councillor McKinlay      Seconded by: Councillor Eccles

**THAT the correspondence from BDO Canada regarding the 2013  
audit and the correspondence from Larry Miller’s Office regarding  
new rules of construction of cell towers be received for information.**

Carried

## Other Business

*Nomination for the 2014-2015 Association of Municipalities of Ontario Board of  
Directors*

CS32-14      Moved by: Councillor Eccles      Seconded by: Councillor McQueen

**THAT Councillor McKinlay be nominated for the Board of Directors  
for the Association of Municipalities of Ontario’s County Caucus for  
2014-2015.**

Carried

Discussion occurred on recorded votes and whether full weight can be given to a single member. Sharon Vokes noted that a member cannot carry the weight of another member during a recorded vote.

## Next Meeting Dates

**Tuesday, March 25, 2014 at the Grey County Administration Building**

On motion by Councillor McKinlay the meeting adjourned at 1:53 PM.

Bob Pringle, Chair