



Corporation of the County of Grey Committee Minutes

Corporate Services Committee Minutes November 13, 2012 – 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 Kevin Eccles; Councillors Paul McQueen, Bob Pringle, Francis Richardson and Warden McKinlay.

Regrets: Councillors Dwight Burley, Norm Jack, Bob White and Arlene Wright

Staff

Present: Kevin Wepler, Director of Finance; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Rod Wyatt, Director of Housing; Heather Morrison, Deputy Clerk/Records Manager; Geraldine Cole, Health and Safety Manager; Mike Alguire, Purchasing and Material Manager; Sharon Melville, Buyer; Tara Warder and Merrylynn Henry, Recording Secretaries.

Call to Order

Chair Eccles called the meeting to order.

Declaration of Pecuniary Interest

There was none.

Business Arising from the Minutes

Corporate Services Committee minutes dated October 23, 2012

These minutes are for information only as they were adopted, as amended, by Grey County Council on November 6, 2012.

Reports – Clerks Department

CCR-CS-58-12 – Respectful Workplace Policy and Procedure

Mrs. Morrison and Mrs. Cole attended to present Report CCR-CS-58-12 and its recommendation that the attached Respectful Workplace Policy and Procedure for the County's workplaces and facilities be endorsed. Mrs. Morrison outlined the background to the development of the policies and provided an overview of the policies and procedures as

presented with the report. Mrs. Cole noted that the seven Health and Safety Committees had reviewed the policies and procedures and are supportive of them.

Discussion followed the presentation. It was noted that the Hanover Police would be added to the listing of police agencies within Grey County and that appropriate language would be included in purchasing documents for contractor awareness.

CS123-12 Moved by: Councillor Richardson Seconded by: Councillor McQueen

WHEREAS the County of Grey is committed to providing a work environment that respects and promotes human rights, personal dignity and health and safety;

AND WHEREAS employees, residents and visitors deserve to live and conduct business in a respectful manner;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-58-12, regarding the Respectful Workplace Policy and Procedure be received;

AND THAT A-GEN-003 being the Respectful Workplace Policy and A-GEN-003-001 being the Respectful Workplace Procedure be endorsed.

Carried

FR-CS-37-12 – Workplace Safety and Insurance Board (WSIB Changes)

Mrs. Melville, Mr. Alguire and Mrs. Cole were in attendance regarding Report FR-CS-37-12 Workplace Safety and Insurance Board changes. Mrs. Melville provided an overview of the WSIB changes, the County's concerns and the impact of these changes for the hiring of contractors in the construction trades that currently have 'independent operator' status.

Mr. Wyatt reported that the Housing Department presently utilizes the services of independent operators and noted that the changes required by the WSIB could impact on the availability of these independent contractors to provide services to the County as well as an anticipated increase in service costs.

Mrs. Melville advised that representatives from WSIB will attend an Information Session arranged by the County on Thursday, November 15, 2012 at 1:30 p.m. in the Council Chambers to present the changes and to respond to questions.

Mr. Alguire apprised the Committee of the efficiencies that have resulted from the Workplace and Safety Insurance Board data base made available in February 2011 to assist with managing contractors.

CS124-12 Moved by: Warden McKinlay Seconded by: Councillor Richardson

THAT Report FR-CS-37-12 advising of the January 1, 2013 Workplace Safety and Insurance Board changes be received for information.

Carried

The Committee recessed at 10:45 a.m. and reconvened at 10:50 a.m.

Reports – Information Technology

ITR-CS-12-12 – Security Software Funding

Mr. Hogan presented ITR-CS-12-12 regarding the purchase of security software to protect the County's network resources and its recommendation to award the security software purchase to Net Cyclops Inc. at the low quote of \$23,750 (excluding H.S.T) for four years and to fund the purchase from the Information Technology Reserve.

CS125-12 Moved by: Councillor Pringle Seconded by: Councillor McQueen

THAT WHEREAS the County purchased a three year subscription to Internet filtering and reporting software (FP14-10) in January of 2010 which is now expiring;

AND WHEREAS after significant research and testing the IT Department has chosen a new security software vendor;

AND WHEREAS the chosen security software vendor has offered a four year prepaid discount that would result in significant savings over paying annually;

AND WHEREAS a four year prepaid term for security software was not included in the 2012 Information Services budget;

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

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-12-12 regarding security software purchase be received;

AND THAT the low quote of \$23,750.00 (excluding H.S.T.) for four years from Net Cyclops Inc. be awarded;

AND FURTHER THAT the purchase be funded from the IT Reserve.

Carried

Reports – Finance Department

FR-CS-38-12 – Corporate Services Budget to Actual Overview

Mr. Wepler presented Report FR-CS-38-12 regarding a Budget to Actual Overview to September 30, 2012 for those budgets under the direction of the Corporate Services Committee and a projection of actual to year-end. He noted that the report is significantly different than the financial report previously presented to June 30, 2012 due to the reallocation of funding resulting from functional and staffing realignment.

Mr. Wepler reviewed each of the budgets under Corporate Services Committee highlighting the projected year-end positions and the reasons and noted that the operational Directors will be meeting to review the treatment of any year-end surplus/deficit positions.

The related annual cost for Municipal Property Assessment Corporation services was discussed.

It was suggested that lower tier municipalities' comments and concerns be sought regarding the services received from the Municipal Property Assessment Corporation and a letter be sent from the Warden and Director of Finance outlining these concerns.

Staff was directed to request staff from the Municipal Property Assessment Corporation to attend a future County Council meeting.

Mr. Wepler highlighted that the estimated supplementary taxation and tax write-offs will not meet the 2012 budget target and noted the contributing factors.

Discussion followed the presentation.

CS126-12 Moved by: Councillor Richardson

Seconded by: Councillor McQueen

THAT the Corporate Services Committee receive Report FR-CS-38-12 regarding a Budget to Actual overview to September 30, 2012 and a projection of actual to year-end for those budgets under the direction of the Corporate Services Committee.

Carried

2013 Draft Budget

As a result of the conversation on Supplementary Taxation and Tax Write-offs referenced in the discussion above on the Corporate Services Budget to Actual Overview, Mr. Wepler reminded the Committee that the estimated 2013 budgetary calculated increase of 0.74% is based on an additional \$211,530 in assessment growth that has been estimated to be realized by the end of the 2012 year. This assessment growth number will not be confirmed until MPAC announces

the roll edition of assessment values in mid-December. Therefore the 2013 budgetary increase could increase or decrease once the final growth number is calculated.

Correspondence

There was none.

Other Business

There was none.

Next Meeting Dates

- Tuesday, December 11, 2012 at 10:00 a.m.

On motion by Councillor Pringle the meeting adjourned at 11:30 a.m.

Kevin Eccles, Chair