

Corporate Services Committee

March 25, 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 Dwight Burley, Wayne Fitzgerald, Harley Greenfield, Arlene Wright, Norman Jack and Kevin Eccles; and Warden Brian Milne; Councillor Duncan McKinlay was also in attendance on behalf of Councillor Anderson

Regrets: Councillors Bob White and Ellen Anderson

Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services; Kevin Weppler, Director of Finance; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Rod Wyatt, Director of Housing; Sandra Shipley, Human Resources Manager; Mike Alguire, Purchasing 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.

Deputations

Marianne Love, McDowall Associates – External Salary Review

Grant McLevy introduced Marianne Love of McDowall Associates, in attendance to present information on the salary review for management / nonunion staff.

Ms. Love provided an overview of the project's aims, including a review of the compensation structure to evaluate pay equity compliance, internal equity, and market competitiveness. Ms. Love noted that an updated salary grid that is pay equity compliant will be provided in the presentation.

Ms. Love noted the need for job evaluations to be current and spoke to the efforts that the County of Grey has put towards job evaluations and pay equity analysis. She indicated that these are in good shape.

Ms. Love noted the municipal comparators that were used to develop recommended grid adjustment and provided the Committee with the rationale for each of the adjustments to the pay bands. Ms. Love indicated that overall, the current pay of the County is slightly below the market median and average.

A number of recommendations were presented by Ms. Love, including that pay reflect the market median, being the 50th percentile for all jobs based on the agreed upon comparators, harmonizing job rates for positions within each pay band, reviewing evaluations for identified positions, and adjust the grid annually to reflect the average of the municipal comparator group. Further, the County's ability to pay must also be considered.

Ms. Love presented the Committee with the next steps of implementation.

The Committee inquired as to how pay rates compare to that in the private sector. It was noted that there is difficulty in acquiring this information, however Ms. Love's experience has been that the top categories of public sector employees are under paid in relation to the private sector, and the lower categories of public sector employees are paid higher. Further, it is difficult to compare the public and private sectors, as there are many inherent differences between the two, such as pensions and bonuses.

Ms. Love addressed questions from the Committee on the use of male comparator positions and the Pay Equity Act. It was noted that every public sector employer in the Province must show evidence of a pay equity plan, and male and female jobs need to be identified for the purposes of pay equity only. If there are no male jobs, a regression analysis must be undertaken.

Inquiry was made as to what has contributed to the County lagging in pay relative to its comparators. Ms. Love indicated that the comparators may have adjusted their salaries by a larger percentage than Grey County, or that different comparators were used since the last review. Further, jobs may have changed in this time.

The importance of continuing to undertake the job evaluations and evaluating comparators was cited.

The Committee spoke to the difficulties in the public sector being able to afford salary increases.

Reports – Human Resources

HRR-CS-04-14 External Salary Review – Non Union

Grant McLevy addressed the Committee on the above report and presented the proposed 2014 grid. Staff addressed questions from the Committee on the various options for implementation of the recommendations.

Kevin Wepler noted the options for funding the proposed increases.

Mr. McLevy noted that the report does not address a complete compensation review and attempts to address the pay grid only. It was noted that Grey County is a progressive county and the proposals reflect this as well as Council's policy of paying compensation between the 45th and 55th percentile.

The Committee noted that if the County wishes to remain competitive, changes need to be made to adjust towards the proposed grid.

CS33-14 Moved by: Councillor McKinlay Seconded by: Councillor Eccles

WHEREAS County Council approved the 2014 Operating budget inclusive of a 2% economic adjustment in the annual salaries for Non-Union employees;

AND WHEREAS said increase is recommended by the Chief Administrative Officer and Director of Human Resources as outlined in report HRR-CS-04-14;

NOW THEREFORE BE IT RESOLVED THAT the budgeted 2% wage increase for the Non-Union Employee group be approved and implemented effective January 1, 2014.

Carried

The Committee requested information on the comparison within the bands on either side of the 45th and 55th percentile, and further if required.

CS34-14 Moved by: Councillor McKinlay Seconded by: Councillor Jack

THAT Report HRR-CS-04-14, and recommendation #2 within the report, be referred back to staff and the consultant;

AND THAT a summary report be provided to the Committee at the next Corporate Services Committee meeting.

Carried

The Committee recessed 11:46 AM and reconvened at 12:21 PM.

Minutes of Meetings

Space Needs Task Force minutes dated February 21, 2014

The minutes were reviewed. Councillor Burley noted that the meeting with Ventin Group was positive and the Task Force recommends proceeding with a two storey addition.

It was noted that discussion occurred at the meeting about the signage at the Administration Building and the Task Force recommends that directional signage be implemented at the intersection to direct traffic from the south to the administration building.

CS35-14 Moved by: Councillor Burley Seconded by: Councillor Fitzgerald

THAT the minutes of the Space Needs Task Force dated February 21, 2014 be adopted as presented;

AND THAT the following recommendations contained therein be endorsed:

THAT the Space Needs Review Task Force recommend to the Corporate Services Committee that a two story addition to the County Administration building be considered as proposed by Ventin Group Architects. Once the preferred option for the addition is confirmed, the Ventin Group will develop more detailed drawings and estimated costs for consideration.

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THAT staff be directed to initiate the process to have directional signage provided on 9th Avenue East, Owen Sound.

Carried

Business Arising from the Minutes

Corporate Services Committee meeting minutes dated February 11, 2014

These minutes are for information only as they were adopted by Grey County Council

on March 4, 2014.

Reports – Information Technology

ITR-CS-02-14 Drupal Consulting Single Source

Geoff Hogan presented the above report. Mr. Hogan noted that staff have been planning to replace the County's content management system (CMS) for a number of years and provided the two options available, being to buy software or utilize open source software. Mr. Hogan indicated that the solution best suited to the County's needs is Drupal. Drupal does not have a licensing cost associated with it, and is open source software. It is staff's intention to ensure all the County's web platforms are on the same software. Staff noted the positive opportunity to use open source software, which will result in lower costs, and provide more flexibility.

Staff recommend that the purchase of the consulting and development services for use of the Drupal CMS and Red Hen CRM (Customer Relationship Management) software be awarded to Giant Rabbit LLC as a single source purchase.

Staff addressed questions from the Committee on the need to single source the item and how specific some tenders are in terms of requirements. Staff noted that compatibility exists with the current software, and is justified under the purchasing policy. Further, the product is very specific and the organization has the expertise required by the County.

CS36-14 Moved by: Councillor Wright Seconded by: Councillor Greenfield

WHEREAS Grey County has chosen Drupal and Red Hen as the platform for web content management system (CMS) and customer relationship management (CRM) for all County web sites;

AND WHEREAS visitgrey.ca is the first County site to use the new technology platform;

AND WHEREAS the County Information Technology Department needs very specific consulting and development expertise to complete the project;

NOW THEREFORE BE IT RESOLVED THAT Giant Rabbit LLC of Berkley, California be hired as a single source for up to \$35,000 to provide consulting and development on Drupal and Red Hen.

Carried

Correspondence

Association of Municipalities of Ontario – Legislature Supports Motion on Municipal Liability Reform

It was noted that OGRA is endorsing the combined model as noted in the correspondence, and the organization will continue to advocate for the abolition of joint and several liability.

CS37-14 Moved by: Councillor McKinlay Seconded by: Councillor Eccles

THAT the County of Grey supports the Combined Model as described by the Ministry of Attorney General in the correspondence received from the Association of Municipalities of Ontario regarding joint and several liability reforms.

Carried

Ministry of Community Safety and Correctional Services Emergency Management

CS38-14 Moved by: Councillor Wright Seconded by: Councillor Burley

THAT the correspondence from the Ministry of Community Safety and Correctional Services regarding compliance with the Emergency Management and Civil Protection Act be received;

AND THAT a letter of be sent to the County's Emergency Management staff with congratulations for compliance.

Carried

Association of Municipalities of Ontario – Provincial Oversight of Municipal Government

Concern was expressed over the Province impeding on municipal affairs without having its own affairs in order.

CS39-14 Moved by: Councillor Eccles Seconded by: Councillor Wright

THAT a letter be sent to the Province of Ontario opposing additional oversight of municipal government from the Province.

Carried

*Township of Leeds and the Thousand Islands Resolution – Review of
Ombudsman’s Decisions on Cases Involving Definition of Meeting*

CS40-14 Moved by: Warden Milne Seconded by: Councillor Greenfield

**THAT the correspondence and resolution received from the
Township of Leeds and Thousand Islands regarding the Ontario
Ombudsman’s working definition of meeting be received for
information.**

Carried

Town of Aurora – Introduction of Municipal Recall Election Legislation

CS41-14 Moved by: Councillor Wright Seconded by: Councillor Fitzgerald

**THAT the correspondence and resolution received from the Town of
Aurora regarding the introduction of municipal recall election
legislation be received for information.**

Carried

*Municipality of Meaford – Bill 69, Prompt Payments Act, 2014 –
Payments made in the Construction Industry*

CS42-14 Moved by: Councillor Eccles Seconded by: Councillor Burley

**THAT the correspondence from the Municipality of Meaford
regarding Bill 69, Prompt Payments Act be deferred until a report is
prepared on the matter.**

Carried

*Ontario Public Buyers Association, et al – Bill 69, Prompt Payments Act,
2013*

CS43-14 Moved by: Councillor McKinlay Seconded by: Warden Milne

**THAT the correspondence regarding Bill 69, the Prompt Payments
Act be received;**

AND THAT staff be directed to prepare a staff report on the matter.

Carried

Other Business

Request for Councillor Anderson to Attend Federation of Canadian Municipalities Conference in 2014 in Niagara Falls, ON

CS44-14 Moved by: Councillor Wright Seconded by: Councillor Jack

WHEREAS Councillor Anderson 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 Anderson is hereby authorized to attend the 2014 FCM Conference in lieu of the eligible conference attendance for councillors for 2014.

Carried

Councillor Eccles requested an opportunity for a representative from the postal workers union to attend County Council on April 1st as a delegation.

Staff are negotiating with the unions of Rockwood Terrace and Lee Manor. Updates will come forward to the Committee in the future.

Next Meeting Dates

Tuesday, April 8, 2014 at the Grey County Administration Building and

Tuesday, May 13, 2014 at the Grey County Administration Building

On motion by Councillor McKinlay, the meeting adjourned at 1:12 PM

Bob Pringle, Chair