

Corporate Services Committee

November 19, 2014 – 2:00 PM

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, Harley Greenfield, Arlene Wright, Norman Jack; and Warden Brian Milne; Councillor John Bell was in attendance in behalf of Councillor Kevin Eccles

Regrets: Councillors Wayne Fitzgerald, Bob White, Kevin Eccles and Ellen Anderson

Staff

Present: Derik Brandt, Chief Administrative Officer; Kevin Wepler, Director of Finance; Sharon Vokes, County Clerk / Director of Council Services; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Anne Marie Shaw, Director of Housing; Rob Hatten, Communications Officer; Geraldine Cole, Health and Safety Manager; Sharon Melville, Buyer; Mike Alguire, Purchasing Manager and Tara Warder, Recording Secretary

Call to Order

Chair Pringle called the meeting to order at 2:00 PM.

Declaration of Pecuniary Interest

There was none.

Minutes of Meetings

Accessibility Advisory Committee minutes dated October 28, 2014 and

the Closed Meeting minutes dated November 12, 2013

CS88-14 Moved by: Warden Milne Seconded by: Councillor Jack

THAT the Corporate Services Committee closed meeting minutes dated November 12, 2013 be adopted as provided to the Committee;

AND THAT the minutes of the Accessibility Advisory Committee meeting dated October 28, 2014 be adopted as presented;

AND THAT the following recommendation contained therein be endorsed:

WHEREAS the County of Grey continues to provide accessible customer service by welcoming service animals into the workplace;

WHEREAS the County of Grey requires a Procedure to permit service animals into the workplace while prohibiting personal pets in order to mitigate health and safety concerns for staff and the public;

AND WHEREAS the draft Procedure has been endorsed by the Accessibility Advisory Committee at the October 28, 2014 meeting;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-36-14 be received;

AND THAT A-GEN-006-001, being the Pets in the Workplace Procedure be endorsed and forwarded to Grey County Council as presented for consideration.

Carried

Business Arising from the Minutes

Corporate Services Committee meeting minutes dated October 14, 2014

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

Reports – Finance

FR-CS-35-14 Sharing of Provincial Uploading of Social Services Costs

Kevin Wepler addressed the Committee on the above report regarding the sharing of Provincial uploading of Social Services costs. Mr. Wepler provided a history of the Provincial Municipal Fiscal Service Delivery Review which reviewed and updated provincial – municipal arrangements, including the Province agreeing to upload social services costs from 2010-2018. Mr. Wepler outlined the actions that the County took to mitigate tax increases as a result of changes to Ontario Municipal Partnership Funding (OMPF), and noted that the savings realized from the social services upload were transferred to a corporate capital infrastructure reserve to assist with the County's infrastructure deficit.

With significant decreases to the level of OMPF received by the lower tier municipalities, County staff wished to revisit the impacts that transferring the uploaded savings to reserves was having on local municipalities.

Staff are recommending that rather than transfer the savings from the social services upload to reserve that the 2015 budget be reduced thereby providing more room for municipalities to deal with their losses in the OMPF. It is also recommended that the 2015 budget include payment of half of the capital infrastructure reserve to the member municipalities to assist them with the OMPF shortfalls and budgeting restraints.

Mr. Wepler noted that the County needs to address its own infrastructure deficit and has upcoming initiatives, however understands the constraints faced by the lower tiers. He reminded the Committee members that the asset management plan recommended increasing tax revenues by 1.8% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories (roads, bridges & culverts, and social housing) covered in the plan.

The recommendation is to include the options in 2015 budget discussions for the incoming Council to decide upon.

Staff addressed questions from the Committee on the proposed amount to be provided to the lower tiers, the funding of the addition on the administration building, as well as current and future needs.

CS89-14 Moved by: Councillor Wright Seconded by: Councillor Greenfield

WHEREAS under the Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR), the Provincial Government, the Association of Municipalities of Ontario (AMO) and the City of Toronto worked together to examine and update provincial-municipal arrangements;

AND WHEREAS the Provincial-Municipal Fiscal and Service Delivery Review provided a new fiscal and service delivery partnership between the Province and Ontario municipalities;

AND WHEREAS key fiscal outcomes from the Provincial-Municipal Fiscal and Service Delivery Review provided for the upload of Social Services costs and therefore a reduction of the County's municipal costs;

AND WHEREAS County Council endorsed a recommendation on January 3, 2012 that beginning in 2012 these uploaded savings be transferred to a corporate capital infrastructure reserve to address the County's infrastructure deficit and to assist in reducing the County's future budgetary increases;

AND WHEREAS as part of the Provincial-Municipal Fiscal Service Delivery the Ontario Municipal Partnership Funding has been responsive to the reduction in municipal costs as the uploads are phased-in;

AND WHEREAS the reduction in Ontario Municipal Partnership Funding is placing a significant tax burden on local municipal budgets,

NOW THEREFORE IT BE RESOLVED THAT Report FR-CS-35-14 regarding the Sharing of the Provincial Uploading of Social Services Costs be received:

AND THAT in order to reduce future tax burden on local municipalities as the phase-down of the Ontario Municipal Partnership Funding continues, that the following actions be recommended for inclusion in the 2015 budget for the incoming Council's consideration:

- 1. Include in the County's 2015 budget, a reduction of \$2,323,236 in taxation with the removal of the transfer to reserve for future capital. This will provide an estimated 4.47% levy reduction that would assist local municipalities in offsetting future losses of Ontario Municipal Partnership Funding.**
- 2. Utilize any 2015-2018 budget savings realized as a result of the upload of social services costs to reduce the County's budgeted levy requirements.**

3. **Distribute in 2015, \$2,825,743 or 50% of the \$5,651,486 in provincial social services uploaded savings that has been placed in the County's Future Infrastructure Reserve to each local municipality based on the assessment values that the County utilizes to calculate taxation. This will place funds back into the hands of local municipalities to provide funding for projects that may have not been undertaken, as projects may have been delayed or removed from local budget plans to accommodate the loss in Ontario Municipal Partnership Funding. The recommendation of allocating 50% of these reserve funds would also then provide future County budgets with infrastructure funding to aid its infrastructure deficit and to assist in transitioning budgetary capital increases that are required as per the County's Asset Management Plan.**

Councillor Burley requested a recorded vote.

In Favour: B. Pringle, D. Burley, H. Greenfield, A. Wright, B. Milne, N. Jack, J. Bell

The Motion was Carried 7-0.

FR-CS-37-14 Annual Indexing of Development charges effective January 1, 2015

Kevin Wepler presented the above report. Development Charges increase or decrease dependent upon the most recent annual change in the Statistics Canada Quarterly "Construction Price Statistics". The increase is 1.5% over the 2014 third quarter construction price index.

CS90-14 Moved by: Councillor Bell Seconded by: Councillor Burley

THAT Report FR-CS-37-14 regarding the updated development charge rates effective January 1, 2015 be received for information.

Carried

FR-CS-39-14 Corporate Services Financial Update and Year End Projection as of September 30, 2014

Kevin Wepler addressed the Committee on the above report regarding the financial update and year end projection for the budgets under the Corporate Services Committee.

Mr. Wepler outlined the individual budgets and noted the sources of the projected surplus in the amount of \$219, 200.

Staff addressed questions from the Committee regarding the POA budget. It was noted that some staffing positions have not been filled in order to mitigate the decreases in ticket revenues.

CS91-14 Moved by: Councillor Greenfield Seconded by: Councillor Jack

THAT the Corporate Services Committee receive Report FR-CS-39-14 regarding a Financial Update and Year-End Projection as of September 30, 2014 for those budgets under the direction of the Corporate Services Committee.

Carried

FR-CS-40-14 Corporate Financial Update and Year End Projection as of September 30, 2014

Kevin Wepler presented the above report regarding the corporate summary and year end projections. Mr. Wepler provided an outline of the projected year end status of each of the Committee's budgets.

Staff are anticipating an overall surplus of \$285,100.

CS92-14 Moved by: Councillor Burley Seconded by: Warden Milne

THAT Report FR-CS-40-14 regarding the Corporate Financial Update and Year-End Projection as of September 30, 2014 be received for information.

Carried

FR-CS-41-14 Disposal of Councillor Laptops

Mike Alguire addressed the Committee on the above report. Mr. Alguire provided an overview of the process used to dispose of assets as per the purchasing policy. It was noted that the laptops will be offered to the lower tiers first, and any remaining units will be offered for auction on the Govdeals website.

It was noted that the Information Technology Department must, due to licensing, wipe out the computers entirely before selling them, and the purchaser will be required to install new operating systems and programs.

CS93-14 Moved by: Councillor Wright Seconded by: Councillor Burley

WHEREAS the new and returning Council members will be receiving tablets rather than laptops from the Information Technology Department to start the new term;

AND WHEREAS the new tablets will render the laptops that have been used for the past four years as surplus assets;

AND WHEREAS the Purchasing Policy states the Purchasing Manager shall be responsible for the disposal of surplus assets;

AND WHEREAS a request was made at County Council on November 4, 2014 to have staff forward a report to Corporate Services to explain the asset disposal process, in relation to computer hardware;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-41-14 regarding the disposal of the surplus councilor laptops be received;

AND THAT staff be directed to follow the Purchasing Procedures as per Section 11.2 g) and sell the surplus laptops through the auction website currently utilized by the County.

Carried

Reports – Clerk

CCR-CS-36-14 Pets in the Workplace Procedure

Rob Hatten addressed the Committee on the above report. The County does not currently have a policy in place. Staff are recommending that the proposed policy be implemented which would prohibit the public from bringing pets into the workplace.

Mr. Hatten noted that service animals will be permitted in the building and signage will be posted to ensure that this information is displayed. Exceptions are also provided for the long term care facilities.

CS94-14 Moved by: Warden Milne Seconded by: Councillor Bell

WHEREAS the County of Grey continues to provide accessible customer service by welcoming service animals into the workplace;

WHEREAS the County of Grey requires a Procedure to permit service animals into the workplace while prohibiting personal pets in order to mitigate health and safety concerns for staff and the public;

AND WHEREAS the draft Procedure has been endorsed by the Accessibility Advisory Committee at the October 28, 2014 meeting;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-36-14 be received;

AND THAT A-GEN-006-001, being the Pets in the Workplace Procedure be endorsed as presented.

Carried

Correspondence

Receive for Information

Sharon Vokes noted that the working group will be reconvening soon. It was noted that once the legislation is enacted, implementation could still be two to three years away.

CS95-14 Moved by: Councillor Burley Seconded by: Councillor Jack

THAT the correspondence from the Association of Municipalities of Ontario regarding POA Tools Re-introduced Road Safety Bill be received for information.

Carried

Other Business

Discussion on Standing Committee Chair Elections

Sharon Vokes noted that the current procedural by-law only permits Standing Committee Chairs to sit as a Chair for a maximum of three consecutive years. It was noted that there is a trend for larger turnover each municipal election with 50% of the incoming Council consisting of new members beginning in the 2015 term. Staff are inquiring as to whether there is a benefit to consider a change to the term limit in order to give a new council more flexibility and have the option for continuity between new Council years.

CS96-14 Moved by: Warden Milne Seconded by: Councillor Greenfield

WHEREAS in the most recent election there has been significant turnover in County Council;

AND WHEREAS Procedural By-law 4876-14 restricts Chairs and Vice Chairs to hold their position to a maximum of three consecutive years and impedes the ability for continuity for Chairs and Vice Chairs across new Council terms;

NOW THEREFORE BE IT RESOLVED THAT Section 24.7 (c) of the procedural by-law be amended to read that the Chair and Vice Chair of Standing Committees may hold their respective positions for a maximum of two consecutive years per term of Council. Other Committee Chairs and Vice Chairs shall not be subject to the two year limit.

Carried

Discussion on Hiring a Consulting firm to Evaluate Staff Positions

Warden Milne noted that there can be difficulty in having the Warden undertake performance appraisals on the Chief Administrative Officer and it has been suggested that a consultant be hired to complete this task in order to ensure a professional and fair appraisal.

Councillor Wright spoke to the benefits of having the Warden undertake the appraisal.

CS97-14 Moved by: Councillor Wright Seconded by: Councillor Bell

THAT the proposal to change the appraisal process for the Chief Administrative Officer be deferred until a new Warden is elected in December 2014.

Carried

Resolution of Support Regarding the Western Ontario Warden's Caucus

Application to the Small Communities Fund on the SWIFT Initiative

Geoff Hogan is requesting the Committee to support the Western Ontario Warden's Caucus' application to the Small Communities Fund.

CS98-14 Moved by: Warden Milne Seconded by: Councillor Bell

WHEREAS the Western Ontario Warden's Caucus (WOWC) has submitted an Expression of Interest to the Building Canada Fund – Small Communities Fund (SCF) for funding to assist with the South West Integrated Fibre Technology (SWIFT) high speed broadband

initiative;

AND WHEREAS the proposal has been selected to proceed to the application stage of the SCF;

NOW THEREFORE BE IT RESOLVED THAT the County of Grey strongly supports the South West Integrated Fibre Technology high speed broadband project and the WOWC's submission of a funding application to the SCF;

AND THAT Grey County Council requests the incoming Grey County Council to pass a resolution of support for the submission of an application of funding for the Small Communities Fund.

Carried

Markdale Hospital Project

Councillor Wright requested clarification on the amount of funding that the County is providing for the Markdale hospital.

Kevin Wepler noted that a capital grant of land and money in the total amount of \$1,000,000 had been approved in 2005.

Mr. Wepler noted that a report will be coming forward in the future on the land required for this hospital build.

Mr. Wepler noted that the 2014 budget represented the 6th \$100,000 installment towards this funding commitment for this project.

Chair Pringle thanked the Committee for its support during the year.

Kevin Wepler thanked the Committee on behalf of staff for their support.

Next Meeting Dates

Tuesday, December 9, 2014 at the Grey County Administration Building

On motion by Councillor Jack, the meeting adjourned at 3:41 PM.

Bob Pringle, Chair