

Corporate Services Committee

February 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: Vice Chair Harley Greenfield; Councillors Paul McQueen, Selwyn Hicks, Arlene Wright, Norm Jack and John McKean; Councillor Scott Mackey was also in attendance on behalf of Councillor Bob Pringle

Regrets: Warden Kevin Eccles and Councillors Bob Pringle and Dwight Burley

Staff

Present: Sharon Vokes, Acting CAO; Kevin Wepler, Director of Finance; Grant McLevy, Director of Human Resources; Geoff Hogan, Director of Information Technology; Anne Marie Shaw, Director of Housing; Heather Morrison, Deputy Clerk/Records Manager; Rob Hatten, Communications Officer and Tara Warder, Recording Secretary

Call to Order

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

Adoption of the Agenda

CS27-15 Moved by: Councillor McQueen Seconded by: Councillor Jack

THAT the Corporate Services Committee Agenda dated February 10, 2015 be adopted as presented.

Carried

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Minutes of Meetings

Space Needs Task Force minutes dated January 27, 2015

The Committee inquired as to whether consideration was given to moving some departments into other buildings off site. Staff indicated that research has been done on this matter, however it was determined not to be cost effective. Further, the importance of creating synergies was cited, and having coordinated services in a single building to provide efficient customer service.

The Committee inquired as to whether discussions have taken place with the Federal and Provincial governments regarding renting out space within the new building. Staff noted that there were initial discussions on this possibility, however nothing concrete has been established.

The advantages of using off site locations such as underpopulated schools were cited. It was noted that there would be positive benefits of having a municipal organization in close proximity to youth.

A request was made to circulate the prior reports on the space needs studies to all County Councillors.

CS28-15 Moved by: Councillor Hicks Seconded by: Councillor Wright

THAT the minutes of the Space Needs Task Force dated January 27, 2015 be adopted as presented.

Carried

Corporate Services Committee Closed Meeting minutes dated January 27, 2015

CS29-15 Moved by: Councillor McKean Seconded by: Councillor Mackey

THAT the Corporate Services Committee closed meeting minutes dated January 27, 2015 be adopted as provided to the Committee.

Carried

Business Arising from the Minutes

Corporate Services Committee minutes dated January 27, 2015

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

Reports – Finance

FR-CS-13-15 Municipalities Responses to Town of the Blue Mountains

Sharing of Provincial Uploading of Social Services Costs

Kevin Wepler outlined the responses of the lower tier municipalities regarding the resolution passed by the Town of the Blue Mountains in response to Report FR-CS-35-14 Sharing of Provincial Uploading of Social Services Costs.

The Committee discussed the options available.

CS30-15 Moved by: Councillor Wright Seconded by: Councillor Mackey

THAT Report FR-CS-13-15 regarding the Lower Tier Municipalities Responses to the Town of the Blue Mountains Resolution of December 15, 2014, be received;

AND THAT Report FR-CS-35-14, received by the Corporate Services Committee on November 19, 2014, and Resolution CS89-14 in association with that report be supported.

Carried

Addendum to Report FR-CS-08-15 Amendment to 2015 Draft Corporate

Services Budget

Kevin Wepler addressed the Committee on the amended draft Corporate Services Committee budget and outlined the proposed changes. Councillor McKean requested the motion to be severed into two separate motions.

CS31-15 Moved by: Councillor McKean Seconded by: Councillor McQueen

THAT the Addendum to Report FR-CS-08-15 regarding the recommendations for amendments to the Draft 2015 Corporate Services Budget be received as presented;

AND THAT the following revisions to the Corporate Services Budget as recommended in Addendum to Report FR-CS-08-15, be incorporated in the Draft 2015 Budget for County Council's consideration:

- **Administration Department Operating**
 - **Reduce Salaries and Benefit budget lines by \$43,149 to reflect July 2015 start date for Human Resources Labour Coordinator position**
 - **Include a Transfer from Reserve – One-Time Funding of \$3,200 to offset the one-time costs of the Human Resources Labour Coordinator position**
 - **Increase Association/Membership Fees by \$1,900**
 - **Reduce Staff Training and Development budget line by \$3,000**
 - **Reduce Corporate Management Training budget line by \$10,000**
 - **Reduce Legal Fees budget line by \$15,000**
- **Assessment Operating**
 - **Reduce Payments to Individuals and Organizations by \$3,654**
- **Grey Bruce Health Unit**
 - **Reduce Payments to Individuals and Organizations by \$3,204**

Carried

Moved by: Councillor Hicks

Seconded by: Councillor Mackey

THAT the following additional revisions to the Corporate Services Budget be incorporated in the 2015 Draft Budget for County Council's consideration:

- **County Property – Administration Building Capital**
 - **Increase Professional and Consulting fees budget line by \$15,000 to be offset by a Transfer from Reserve, resulting in no impact to the net levy requirement in accordance with Report HDR-CS-04-15. The additional \$15,000 is to provide budgetary funds for any additional professional services recommended by the Space Needs Task Force in regards to a possible Administration Building Expansion/Renovation project (HDR-CS-04-15).**

The Committee concurred to defer the motion until consideration is given to Report HDR-CS-04-15.

Reports - Housing

HDR-CS-04-15 Space Needs Task Force Cost Estimate Report

Anne Marie Shaw addressed the Committee on the above report.

CS32-15 Moved by: Councillor McQueen Seconded by: Councillor Hicks

WHEREAS the Ventin Group presented conceptual drawings of a proposed new addition and renovation of the existing County Administration Building to County Council on September 2, 2014 ;

AND WHEREAS County Council supported the concept in principle and directed that the incoming County Council be provided a history and cost estimates for the proposed new addition and renovation of the existing Administration Building;

NOW THEREFORE IT BE RESOLVED THAT report HDR-CS-04-15 be received;

AND THAT the Ventin Group be directed to proceed with the next step of providing Class C construction cost estimates for the proposed new addition and renovation of the existing administration building;

AND THAT the Space Needs Task Force be dissolved, as the task force terms of reference have been met.

Carried

CS33-15 Moved by: Councillor Hicks Seconded by: Councillor Mackey

THAT the following additional revisions to the Corporate Services Budget be incorporated in the 2015 Draft Budget for County Council's consideration:

- **County Property – Administration Building Capital**
 - **Increase Professional and Consulting fees budget line by \$15,000 to be offset by a Transfer from Reserve, resulting in no impact to the net levy requirement in accordance with Report HDR-CS-04-15. The additional \$15,000 is to provide budgetary funds for any additional professional services recommended by the Space Needs Task Force in regards to a possible**

Administration Building Expansion/Renovation project (HDR-CS-04-15).

Carried

FR-CS-11-15 Tax Policy

Kevin Wepler presented the above report, noting that no changes to tax policy are being recommended. It was noted that in meeting with the local treasurers, there is strong desire to move away from tax capping. Staff are also recommending that the Province be requested to amend the Municipal Act to permit the opting out of tax capping.

CS34-15 Moved by: Councillor McQueen Seconded by: Councillor Mackey

WHEREAS the County of Grey has in place established tax policies;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-11-14 regarding 2015 property tax policies be received;

AND THAT the 2014 tax policies remain the same for 2015 for:

- Tax Ratios
- Tax Reductions for Mandated Subclasses of Vacant Lands
- Tax Reductions for Farmland Awaiting Development Subclasses
- Lower Limit for New Construction Properties
- Optional Classes of Property
- Tax Capping

AND FURTHER THAT the necessary By-laws be drafted for Council's consideration and approval;

AND THAT the County of Grey request that the Minister of Finance and the Province of Ontario amend the contents of the Municipal Act, 2001 to allow upper and single municipalities to opt out of the business capping program.

Carried

FR-CS-12-15 2014 Treasurer's Statement and Council Remuneration and Expenses

Kevin Wepler provided information on the above noted report which is required by the

Municipal Act.

Staff addressed questions from the Committee on the statement.

CS35-15 Moved by: Councillor Wright Seconded by: Councillor McKean

THAT Report FR-CS-12-15 and the attached 2014 Treasurer's Statement – Council Remuneration and Expenses be received, and the Statement be forwarded to Council as required under the Municipal Act.

Carried

FR-CS-14-15 Ontario Regulation 284/09 2015 Budget

Kevin Wepler provided information on the above noted report. This regulation allows municipalities to exclude certain expenses from the annual budget, including those related to capital asset amortization, post-employment benefits and solid waste landfill closure costs. If municipalities do not include these expenses in their budgets, a report is required to be submitted to Council on the matter.

CS36-15 Moved by: Councillor Jack Seconded by: Councillor Hicks

THAT Report FR-CS-14-15 regarding Ontario Regulation 284/09 – 2015 Budget be received for information.

Carried

Reports – Human Resources

HRR-CS-05-15 Recruitment Process – Chief Administrative Officer 2015

Grant McLevy addressed the Committee on the proposed recruitment process for the Chief Administrative Officer (CAO). It was noted that the proposed process includes undertaking the process in-house with the assistance of an external firm for certain aspects. A survey will be distributed to poll Council and Directors on what qualities are being sought in a CAO.

Discussion occurred on the extent that external resources will be utilized.

CS37-15 Moved by: Councillor Wright Seconded by: Councillor Hicks

THAT Report HRR-CS-05-15 be received;

AND THAT the process for the recruitment of a Chief Administrative Officer be approved as presented in Report HRR-CS-05-15.

Carried

Reports – Clerk

CCR-CS-06-15 Accessibility Advisory Committee Appointment

Rob Hatten addressed the Committee on the above report, noting that the Committee requires new appointments as it runs with the term of Council.

CS38-15 Moved by: Councillor McQueen Seconded by: Councillor McKean

WHEREAS the County of Grey is required have an Accessibility Advisory Committee, as directed by the *Ontarians with Disabilities Act, 2011*;

AND WHEREAS the *Accessibility for Ontarians with Disabilities Act, 2005* states that the majority of members of the Accessibility Advisory Committee must be persons with disabilities;

AND WHEREAS one member of the Grey County Accessibility Advisory Committee has resigned from the Committee and new stakeholder membership is required;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-06-15 be received;

AND THAT Christina McDonald, Stan Arnelien, Jim Gow and David Mollison be appointed as voting members of the Grey County Accessibility Advisory Committee.

Carried

Correspondence

Receive for Information

CS39-15 Moved by: Councillor Wright Seconded by: Councillor Mackey

THAT the following correspondence be received for information:

- **City of Kingston New Motion 4 – Support for Preferential**

Balloting, Decreasing the Voting Age and Expanding Rights of Residents to Vote in Municipal Elections

- **Town of the Blue Mountains – Staff Report and Resolution – Uploading of Social Services Costs**
- **Township of Chatsworth – Support for County of Grey’s Report FR-CS-35-14 Regarding the Sharing of Provincial Uploading of Social Services Costs**
- **Municipality of Meaford – Town of the Blue Mountains Resolution and Report Regarding County of Grey Sharing of Provincial Uploading of Social Services Costs**
- **Town of Hanover – Support for FR-CS-35-14 Sharing of Provincial Uploading of Social Services Costs**
- **Township of Georgian Bluffs – Support for the County of Grey’s Report FR-CS-35-14 Regarding the Sharing of Provincial Uploading of Social Services**
- **AMO – Association of Municipalities of Ontario 2015 Pre-Submission Outline**

Carried

Other Business

There was none.

Next Meeting Dates

Tuesday, March 10, 2015 at the Grey County Administration Building

On motion by Councillor Jack, the meeting adjourned at 12:09 PM.

Harley Greenfield, Vice Chair