



Corporation of the County of Grey Committee Minutes

Corporate Services Committee Minutes December 11, 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 Bob Pringle; Councillors Dwight Burley, Paul McQueen, Bob White, Harley Greenfield, Arlene Wright, Norman Jack; and Warden Duncan McKinlay

Regrets: Councillor Kevin Eccles

Staff

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

Call to Order

County Clerk Sharon Vokes called the meeting to order at 10:00 a.m.

Election of Chair and Vice Chair

Mrs. Vokes called for nominations for Chair of the Corporate Services Committee for 2013.

CS01-13 Moved by: Councillor White

Seconded by: Councillor Greenfield

THAT Councillor Pringle be nominated Chair of the Corporate Services Committee for 2013.

On motion by Councillor Wright, nominations closed.

Councillor Pringle accepted the nomination.

Councillor Pringle was acclaimed Chair of the Corporate Services Committee for 2013.

Mrs. Vokes then called for nominations for Vice Chair of the Corporate Services Committee for 2013.

CS02-13 Moved by: Councillor Wright

Seconded by: Councillor Jack

THAT Councillor Greenfield be nominated Vice Chair of the Corporate Services Committee for 2013.

On motion by Councillor Burley, nominations closed.

Councillor Greenfield accepted the nomination.

Councillor Greenfield was acclaimed Vice Chair of the Corporate Services Committee for 2013.

Councillor Pringle then assumed the Chair.

Declaration of Pecuniary Interest

There were none.

Business Arising from the Minutes

Corporate Services Committee minutes dated November 13, 2012

These minutes were for information only as they were adopted by Grey County Council on November 27, 2012.

Mrs. Vokes introduced Ms. Ashleigh Weeden, who has joined Grey County as the Communications and Accessibility Coordinator.

Reports – Human Resources

HRR-CS-01-13 Rockwood Terrace CAW Minutes of Settlement

Grant McLevy presented the above report to the Committee regarding a tentative agreement between Grey County and the Rockwood Terrace Long Term Care Facility, represented by the Canadian Auto Workers Union. Mr. McLevy noted that the average increases for employee groups within Grey County are approximately 2%. It was further noted that the added wage and benefit costs for the 18 month collective agreement are \$36,922 and overall is a positive agreement.

CS03-13 Moved by: Councillor White

Seconded by: Councillor Burley

THAT in accordance with the terms of the Memorandum of Understanding, as outlined in the Confidential Schedule A to Report HRR-CS-01-13, the Collective Agreement between the County of Grey and the Canadian Auto Workers Union be hereby ratified.

Carried

Reports – Chief Administrative Officer

CAOR-CS-01-13 – Georgian College Advisory Committee

Lance Thurston presented the above noted report to the Committee, recommending that a member of Grey County Council be formally appointed by resolution to the Owen Sound Community Advisory Committee for Georgian College. Mr. Thurston noted that having a political member on the Committee has been very beneficial.

CS04-13 Moved by: Councillor Wright Seconded by: Councillor Greenfield

WHEREAS Grey County’s strategic plan identifies partnering with Georgian College as a key driver in expanding the prosperity base of the County;

AND WHEREAS County membership on the Owen Sound Community Advisory Committee for Georgian College is an important way to engage with the College and a wide range of other community partners;

NOW THEREFORE BE IT RESOLVED THAT Report CAOR-CS-01-13 be received;

AND THAT the Warden be appointed to represent Grey County on the Owen Sound Community Advisory Committee for Georgian College.

Carried

Reports - Financial

FR-CS-01-13 Annual Indexing of Development Charges Effective January 1, 2013

Kevin Wepler provided the Committee with an overview of the above noted report regarding the annual Indexing of Development Charges. It was noted that the index is based on the previous year’s construction price index, and is necessary to address increases in capital costs. Mr. Wepler indicated that the development charge rates set out in the respective by-laws are being phased in over a two year period. Mr. Wepler addressed questions from the Committee.

CS05-13 Moved by: Warden McKinlay Seconded by: Councillor Burley

THAT Report FR-CS-01-13 regarding the updated development charge rates effective January 1, 2013 be received.

Carried

FR-CS-06-13 Write Off of Outstanding Accounts Receivable Balance

Kevin Wepler presented the above report regarding a write off of an outstanding accounts receivable balance for the former Everus Communications Inc. in the amount of \$26,314.52.

Mr. Wepler provided the Committee with a history of the subject communications tower in Woodford.

Staff were directed to present a report on the status of communications and internet within Grey County at the next Corporate Services Committee and what the warden's caucus is doing in this regard.

CS06-13 Moved by: Councillor White Seconded by: Councillor Jack

THAT report FR-CS-06-13 regarding the write off of an outstanding accounts receivable balance be received;

AND THAT the accounts receivable balance totalling \$26,314.52 for the former Everus Communications Inc. be written off.

Carried

FR-CS-07-13 Corporate Services Treatment of Year-End Surplus Position

Kevin Wepler addressed the Committee on the report and provided a summary of the projected Corporate Services Year-End Surplus/Deficit. It was noted that staff have discussed how any surplus should be treated, and it was recommended that \$50,000 be transferred to Information Technology, and that the POA Expansion Reserve receive the remaining surplus. The estimated surplus totals \$335,500. The Committee discussed the value in transferring the balance surplus funds into the building reserve to assist with future expansion of both the POA and Grey County Administration Building and agree to revise the recommendation to reflect this.

CS07-13 Moved by: Councillor Wright Seconded by: Councillor Burley

THAT Report FR-CS-07-13 regarding Corporate Services Year-End Financial Projections and Treatment of Year End Budget Surplus be received;

AND THAT \$50,000 in surplus funds generated from Administration Departmental budgets be transferred to the Information Technology (IT) General Reserve to assist with future funding requirements of the IT Department;

AND THAT the balance surplus funds be transferred to the Administration / POA building reserve for future expansion.

Carried

FR-CS-08-13 Corporate Budget To Actual Overview and Year-End Projections

Kevin Wepler provided the Committee with an overview of the above noted report regarding the budget to actual and year end projections on a Committee basis. The projected surplus at

the end of 2012 across all budgets under the various standing committees is approximately \$1,700,000 dollars. Mr. Wepler noted the origins and factors contributing to the overall surplus.

CS08-13 Moved by: Councillor McQueen Seconded by: Councillor Greenfield

THAT report FR-CS-08-13 regarding the Corporate Budget to Actual Overview and Year End Projections be received.

Carried

The Committee briefly recessed, then reconvened.

Reports – County Clerk

Provincial Offences Courts Update and Presentation

Marg Graham provided an update and presentation to the Committee respecting the recent activities and future projects of the POA, including the movement to video conferencing, the court process, collecting defaulted fines, advancements in records management and accessibility, and the future goals of the POA.

Of note is the fact that the introduction of video conferencing for interpreters is relatively new and Grey will be one of the first in the Province to adopt this process. This will be more efficient and cost effective. It is hoped that this will lead to more opportunities for video conferencing in the future. Staff will also be evaluating options for moving towards a more paperless court room in 2013.

Staff addressed questions from the Committee regarding the POA process and ticket payment collection.

Reports – Information Technology

ITR-CS-01-13 Network Storage Funding

Geoff Hogan addressed the Committee regarding the above report which recommends that a tender be issued in January for the purchase of a new Storage Area Network (SAN) in order to store data. It was noted that there will be savings recognized as compared to the previous system which was purchased in 2008, and that the new system being sought will be able to have storage added when required. The Committee discussed costs and the expected life of the new SAN.

CS09-13 Moved by: Councillor Greenfield Seconded by: Councillor McQueen

WHEREAS the County of Grey uses a Storage Area Network (SAN) to store all of its data and provide data backup;

AND WHEREAS the current SAN hardware is over four years old and is becoming unreliable;

AND WHEREAS the SAN is critical to maintaining the County's network operation and backup system;

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-01-13 be received;

AND THAT the Information Technology (IT) Department release a tender in January to purchase new SAN hardware with a maximum budget of \$60,000;

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

Carried

ITR-CS-03-13 Council Chamber Technology Update

Geoff Hogan provided information on proposed updates to the Council Chambers in terms of electronics and equipment, as well as some minor renovations. The current screen will be eliminated and the recess filled in and painted to act as projector screen in a 16x9 modern format.

CS10-13

Moved by: Councillor Wright

Seconded by: Councillor Jack

WHEREAS technology is used in the Council Chamber to reduce the use of paper and to improve administrative efficiencies;

AND WHEREAS the technology in use in the Chamber is aging and no longer easy to use with modern computer equipment;

AND WHEREAS with the reduction in the number of meeting rooms in the administration building the Council Chamber is in use more frequently;

NOW THEREFORE BE IT RESOLVED THAT report ITR-CS-03-13 Council Chamber Technology Update be received;

AND THAT the Information Technology (IT) Department follow purchasing procedures to acquire new technology for the Council Chamber to a maximum of \$12,000;

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

Carried

Correspondence

There was none.

Other Business

Appointments

CS11-13 Moved by: Councillor Jack Seconded by: Councillor Burley

THAT the following appointments be confirmed for 2013:

Accessibility Advisory Committee: Warden McKinlay and Councillor Burley

Board of Health: Warden McKinlay, Councillor Pringle, Councillor Wright and Councillor Eccles

Non Union Job Evaluation Committee: Councillor White, Councillor Eccles and Councillor Wright (Alternate)

Space Needs Task Force: Warden McKinlay, Councillor Burley, Councillor Pringle, Councillor Wright, Councillor Greenfield and Councillor McQueen

Carried

Closed Meeting Matters

The Chair advised that the Committee will go into closed meeting at 11:42 a.m. for consideration of a certain matter.

CS12-13 Moved by: Councillor McQueen Seconded by: Councillor Burley

THAT the Corporate Services Committee do now go into closed session to discuss:

i) **Adoption of closed meeting minutes of October 23, 2012**

Carried

CS13-13 Moved by: Councillor McQueen Seconded by: Councillor Greenfield

THAT the Corporate Services Committee do now return to open session at 11: 43 a.m.

The Committee returned to open session at 11:43 a.m.

COUNTY COUNCIL AMENDED THE MINUTES AS FOLLOWS AT THE JANUARY 8, 2013 COUNTY COUNCIL MEETING:

Chair Pringle addressed the Committee regarding the new meeting locations for the standing committees. Meetings will be held in the Council Chambers beginning in January 2013.

Next Meeting Dates

January 15, 2013 at the Grey County Administration Building

On motion by Councillor Burley, the meeting adjourned at 12:00 p.m.

Bob Pringle, Chair