



Corporation of the County of Grey Committee Minutes

Corporate Services Committee Minutes Tuesday, April 10, 2012 - 10:00 a.m.

The Corporate Services Committee met on the above date at the County of Grey Administration Building in the Garafraxa Room with the following members in attendance:

Present: Chair Kevin Eccles; Councillors Dwight Burley, Norman Jack, Paul McQueen, Bob Pringle, Francis Richardson, Bob White, Arlene Wright and Warden Duncan McKinlay.

Staff

Present: Lance Thurston, Chief Administrative Officer; Kevin Wepler, Director of Finance; Geoff Hogan, Director of Information Technology; Grant McLevy, Director of Human Resources; Heather Morrison, Deputy Clerk; Barb Fedy, Director of Social Services; Sandra Shipley, Human Resources Manager; Marg Graham, Provincial Offences Manager and Merrylynn Henry, Recording Secretary.

Call to Order

Chair Eccles called the meeting to order.

Declaration of Pecuniary Interest

There was none.

Minutes of Meetings

Accessibility Advisory Committee Minutes dated February 14, 2012

CS53-12 Moved by: Councillor White Seconded by: Councillor Burley
THAT the minutes of the Accessibility Advisory Committee dated February 14, 2012 be adopted and the recommendations contained therein be endorsed.

Carried

Business Arising from Minutes

Corporate Services Committee Minutes dated February 14, 2012 and April 3, 2012

The Corporate Services Committee minutes of February 14, 2012 and April 3, 2012 are for information only as they were adopted by Grey County Council on March 6, 2012 and April 3, 2012 respectively.

Presentation

Grey County Human Resources Department Review and Strategic Plan

The firm of Aurora International Consulting and Management Services was awarded the contract for the human resources departmental review and strategic plan proposal (RFP-HR-01-11). Mr. McLevy provided introductory comments regarding the human resources department review and strategic plan.

Mr. Don Chiro from Aurora International Consulting and Management Services attended to present the report entitled "The County of Grey Human Resources Strategic Plan Executive Summary, April 2012" and recommendations therein. The recommendations reflect input received during the process and focussed on programs and services. The proposed new structure of the department was addressed along with the implementation of identified core services of the department, including labour relations, recruitment, policy development and training, disability management and the Human Resources Information System (HRIS). The savings and efficiencies of implementing the recommendations were identified. Discussion followed the presentation.

Mr. McLevy spoke to the recommendations as presented in the plan along with the costs and timing of implementation.

Report – Human Resources

HRR-CS-06-12 – Human Resources Strategic Plan

CS54-12 Moved by: Councillor Wright Seconded by: Councillor White
THAT the report of Aurora Consulting dated April 10, 2012 titled "Grey County Human Resources Strategic Plan" plan be received and serve as the guide for improving the Human Resources Department.

Carried

Report – County Clerk

CCR-CS-23-12 – Smoke Free Outdoor Space

Mrs. Morrison presented Report CCR-CS-23-12, a report responding to a request from the Grey Bruce Health Unit that the County consider implementing a new by-law to regulate smoking in outdoor public spaces and, in particular, those noted in the report. The Committee discussed the request along with the implementation and enforcement of it.

Councillor Wright left at 10:55 a.m.

CS55-12 Moved by: Councillor Pringle Seconded by: Councillor Burley

WHEREAS Grey County Council passed By-Law 3942-02, a By-Law to regulate smoking in indoor public places and workplaces in Grey County May 7, 2002;

AND WHEREAS the Smoke-Free Ontario Act was passed by the Province May 31, 2006;

AND WHEREAS a request has been received from the Grey Bruce Health Unit for Grey County to adopt a by-law that protects against second hand smoke in outdoor public places including recreational properties, municipally owned or operated buildings and open patios;

AND WHEREAS enactment of a by-law restricting smoking by the County requires triple majority support;

NOW THEREFORE BE IT RESOLVED THAT Grey County intends to consider a Smoke Free Outdoor Spaces By-Law banning smoking in the following places as recommended by the Grey Bruce Health Unit:

- **A nine metre radius from all county or municipally owned or operated parks, playgrounds, and sports fields including spectator areas;**
- **On beaches;**
- **A nine metre radius from entrances and exits to all county and municipally owned or operated buildings;**
- **A nine metre radius from all patios where food or drink is sold**

AND THAT this resolution be circulated to the lower tier municipalities within the County of Grey requesting comments by June 30, 2012 in order to determine if the majority of the lower tier municipalities that represent the majority of electors support the County's proposal to enact a by-law restricting smoking and to support rescinding By-Law 3942-02.

Carried

The Committee recessed at 11:25 a.m. and attended the provincial offences administration building for a tour of the facilities and operations and returned at 12:05 p.m.

The Committee broke for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

Report – Chief Administrative Officer

CAOR-CS-08-12 - Proposed Process to Review Administration Space Needs

Further to Council's direction at its meeting on February 7, 2012, Mr. Thurston presented Report CAOR-CS-08-12 entitled 'A Proposed Process to Review Administration Space Needs' and its recommendation for the appointment of a task force to review space needs as set out in the Terms of Reference attached to the report.

CS56-12 Moved by: Warden McKinlay Seconded by: Councillor McQueen
THAT County Council appoint a task force consisting of Warden McKinlay and Councillors Burley, Eccles, Pringle and Wright to review administration space needs of the County Corporation as set out in Terms of Reference dated April 10, 2012 attached to CAOR-CS-08-12.

Carried

Councillor White left the meeting at 1:04 p.m.

Report – County Clerk

Addendum to CCR-CS-15-12 – Sale and Acquisition of Land Policy & Procedure

The Corporate Services Committee at its meeting on February 14, 2012 deferred Report CCR-CS-15-12 and asked staff to research and report back on a few matters.

Mrs. Morrison reported on the matters identified by the Committee and discussion followed.

CS57-12 Moved by: Warden McKinlay Seconded by: Councillor Burley
THAT the Addendum to Report CCR-CS-15-12 regarding a revised Sale and Acquisition of Land Policy and Procedures be received;

AND THAT sale and acquisition of land policy and procedures, Policy G-GEN-003 and Procedures G-GEN-003-001 and G-GEN-003-002, are hereby approved as presented in Addendum to Report CCR-CS-15-12 and a by-law be prepared for Council's consideration;

AND FURTHER THAT Policies ADM-10-08, Road Widening Land Acquisition Policy dated May, 2007, Disposal of County Owned Property Policy (Transportation) dated September, 1993 and Land Severance Policy (Transportation) dated September, 1993 are hereby rescinded.

Carried

Report – Director of Information Technology

ITR-CS-04-12 – Out of Province ESRI Training/Conference

Mr. Hogan presented Report ITR-CS-04-12 that recommends the Director of Information Technology and the GIS Coordinator be authorized to attend the ESRI Inc. User Conference in

San Diego in July 2012. Mr. Hogan outlined the benefits of attending the conference.

CS58-12 Moved by: Councillor Pringle Seconded by: Councillor Jack
WHEREAS The County of Grey has an Enterprise License Agreement (ELA) with ESRI Canada;

AND WHEREAS the ELA includes 4 seats to the ESRI Inc. User Conference in San Diego in July each year included in the annual ELA fee;

AND WHEREAS the User Conference provides an excellent program that is not available in Canada and is more cost effective than local training in Ontario;

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-04-12 be received;

AND THAT the Director of Information Technology and the GIS Coordinator be authorized to attend the Conference.

Carried

Report - Information Technology

ITR-CS-07-12 –Geographic Information System (GIS) Contract Position

Mr. Hogan presented Report ITR-CS-07-12 that requests approval to hire on contract a GIS resource person for a period of 16 weeks and to be funded from monies in the 2012 Information Technology Capital Budget. There was \$17,000 budgeted in 2012 to purchase an ArcGIS Image Server which is now not required as the software is included in the Enterprise Licence Agreement with ERSI.

CS59-12 Moved by: Councillor Burley Seconded by: Councillor McQueen
WHEREAS the 2012 approved IT capital budget included \$17,000 for the purchase of ArcGIS Image Server software;

AND WHEREAS the Enterprise License Agreement (ELA) with ESRI includes the ArcGIS Image Server software;

NOW THEREFORE BE IT RESOLVED THAT Report ITR-CS-07-12 be received;

AND THAT the approved 2012 Information Technology Capital budget originally identified to purchase GIS Software be used to hire a contract GIS resource for a period of 16 weeks.

Carried

Correspondence

Resolution from the Town of Penetanguishene regarding Payment in Lieu of Taxes for Heads and Beds dated February 29, 2012

CS60-12 Moved by: Councillor Burley Seconded by: Councillor Jack
THAT the correspondence from the Town of Penetanguishene dated March 8, 2012 and resolution of February 29, 2012 regarding payment in lieu of taxes for heads and beds be noted and filed.

Carried

Letter of March 12, 2012 and Resolution of March 7, 2012 from the City of Mississauga regarding Telecommunication Tower/ Antenna Facilities Interim Protocol

CS61-12 Moved by: Councillor Pringle Seconded by: Councillor McQueen
THAT the correspondence from the City of Mississauga dated March 12, 2012 be received and the resolution of March 7, 2012 regarding Telecommunication Tower/Antenna Facilities Interim Protocol be supported.

Carried

Letter of March 14, 2012 and Resolution of March 6, 2012 from the Town of Halton Hills regarding Exemption from Taxation – Royal Canadian Legion

CS62-12 Moved by: Councillor Pringle Seconded by: Councillor Richardson
THAT the correspondence of March 14, 2012 from the Town of Halton Hills be received and the resolution of March 6, 2012 regarding Exemption from Taxation – Royal Canadian Legion be supported.

Carried

Letter of March 21, 2012 from the City of Owen Sound regarding County-Wide By-law to Prohibit Smoking

CS63-12 Moved by: Councillor Pringle Seconded by: Councillor Jack
THAT the correspondence of March 21, 2012 from the City of Owen Sound requesting the County assemble comments from the affected municipalities should the County investigate a County-wide by-law to prohibit smoking be noted and filed.

Carried

Other Business

Purchasing Policy Report on Purchases between \$25,000 and \$100,000

The Purchasing Policy requires Directors to provide a summary of all purchases between \$25,000 and \$100,000 on a quarterly basis. Mr. Wepler reported that those Directors' operations under the Corporate Services Committee did not have any first quarter - January 1, 2012 to March 31, 2012 - purchases between \$25,000 and 100,000 to report.

Next Meeting Date

- **Tuesday, April 24, 2012 (if required)**

On motion by Councillor Burley the meeting adjourned at 1:35 p.m.

Kevin Eccles, Chair