Committee Minutes

Corporate Services Committee

August 13, 2013 – 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, Paul McQueen, Bob White, Harley Greenfield, Arlene Wright, Norman Jack, Kevin Eccles; and Warden Duncan McKinlay

Staff Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services; Kevin Weppler, Director of Finance; 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 10:08 AM.

Declaration of Pecuniary Interest

There were none.

Business Arising from the Minutes

Corporate Services Committee minutes dated July 23, 2013

These minutes are for information only as they were adopted by Grey County Council as presented on August 6, 2013.
Deputations

Brad Smith and Haig Seferian – Seferian Design Group

Brad Smith, Senior Landscape Architect, and Haig Seferian, Principal Landscape Architect from Seferian Design Group addressed the Committee on the proposed design for the landscape signage for the administration building and the three long-term care facilities. Mr. Seferian provided an overview of the process to date, as well as the construction costs and schedule.

Mr. Seferian presented the proposed changes to the original design, including changing to stone from concrete, the addition of lighting and irrigation for the sign for the Administration Building. He noted that the dimensions of the sign were also increased for the County Administration Building to accommodate the words “Grey County” in keeping with the County’s new brand. Due to the changes in design, the cost will total $192,000 exclusive of HST. It was noted that Council has approved a total of $105,000 plus a $21,000 contingency exclusive of HST.

Construction is anticipated to begin the week of September 16th, 2013 and will be completed by the end of October. It was stated that planting may need to be postponed until the spring depending on weather conditions.

Mr. Seferian and Mr. Smith addressed questions and concerns from the Committee regarding the increased pricing and the plants to be used for the project. Mr. Seferian noted that the cost increase was due in large part to the large size of the sign. Further, additional supports beneath the surface are required to accommodate the size. Materials and subcontractors to be used for the sign and landscaping have been sourced locally.

The Committee, staff and consultants explored possibilities to reduce the cost, including removing the address from the sign and using different material for the signage at the long-term care homes.

The importance of using stone for the sign was cited, as it reflects the strength associated with the County and provides a visual impact.

Reports – Clerk
**CCR-CS-19-13 Recommended Landscape Signage Design for**

**Administration and Long-Term Care Homes**

The above report was considered in response to the above deputation.

**CS73-13** Moved by: Councillor White Seconded by: Councillor Burley

**WHEREAS** Seferian Design Group was awarded RFP-CC-07-13 for the provision of design services relating to Landscape Architectural Design and Build for the County administration building and the three long-term care facilities;

AND **WHEREAS** enhanced design features have been made to the design from Seferian Design Group’s original RFP for landscape signage which has increased the cost of the project;

NOW THEREFORE **BE IT RESOLVED** THAT Report CCR-CS-19-13 regarding proposed new architectural signage for the County administration building and long-term care facilities be received;

AND THAT the design by Seferian Design Group as outlined in report CCR-CS-19-13, totalling $192,000 exclusive of HST, be approved and all necessary contractual, design and construction details be finalized for planned fall installation as set out in the related RFP document;

AND FURTHER THAT the additional $70,000 in funds required be funded through any surplus funds realized through the 2013 Corporate Services budgets and if insufficient savings exist, that the additional funds be funded from the one-time funding reserve.

Carried

**CCR-CS-17-13 Recommended Revisions to Procedural By-law to Provide for Alternate Representation**

Sharon Vokes presented Report CCR-CS-17-13 respecting proposed revisions to the Procedural By-law to provide for alternate members to attend standing committee meetings during absences of appointed members. The revisions originated from a request from Council to provide for the alternate representation. Mrs. Vokes outlined the details and conditions of the proposed amendment. It was noted that responsibility for such things as notice, confirmation of attendance and updating of calendars is the
responsibility of councillors.

The Committee discussed the option of omitting the conditions recommended by staff. Concerns were expressed regarding the per diem amount to be paid to alternate members, the voting tendencies of alternate members, and provisions for proper notice of absences.

CS74-13 Moved by: Councillor Wright Seconded by: Councillor Greenfield

WHEREAS Council, through adoption of Resolution CS58-13 requested staff to provide a report recommending amendments to the procedural by-law to provide for alternates to attend committee meetings;

NOW THEREFORE BE IT RESOLVED THAT Report CCR-CS-17-13 be received;

AND THAT staff proceed to draft an amendment to the Procedural By-law to provide the following:

Alternate (defined as other County Council member from same lower tier council, and the Deputy Warden in the case of the Warden) to attend standing committee meetings on behalf of member.

AND THAT per diems be paid to the Alternate as determined by the approved definition of full and half day meetings.

Carried

Reports - Finance

FR-CS-29-13 Corporate Services Financial Update and Year-end

Projection as of May 31, 2013

Kevin Weppler addressed the Committee on the above report, being a financial update and year end projection for the budgets under the direction of the Corporate Services Committee as of May 31, 2013. Mr. Weppler advised on the anticipated budget status of Council, Administration, Information Services, Workers’ Compensation and Weekly Indemnity, Property Assessment, Provincial Offences, Property, the Health Unit and Supplementary Taxation and Tax Write offs at year-end. Based on current trends, staff anticipate a surplus of $365,000.
CS75-13 Moved by: Councillor Eccles  Seconded by: Councillor McQueen

THAT the Corporate Services Committee receive Report FR-CS-29-13 regarding a Financial Update and Year-End Projection as of May 31, 2013 for those budgets under the direction of the Corporate Services Committee.

Carried

Closed Meeting Matters

There were none.

Other Business

Councillor Eccles provided information to the Committee on a letter he has received regarding the possibility of Verizon making a bid to purchase wireless bandwidth in Canada. There are concerns among existing wireless firms that Verizon will have an unfair advantage if they enter the Canadian market and may neglect more rural areas. Staff can review the letter and comment at a later date.

Councillor Eccles clarified to the Committee that the funding request from Grey Bruce Health Services in the amount of $1,000,000 will be considered in the 2014 budget deliberations, contrary to what was reported in the media.

Next Meeting Dates

Tuesday, September 10, 2013 at the Grey County Administration Building

On motion by Councillor Burley, the meeting adjourned at 12:42 PM.

Bob Pringle, Chair